



BOOK III

NATIONAL SOCIOECONOMIC SURVEY

[JULY 2009 SUSENAS]

CORE CENSUS GUIDELINES

(For Enumerator and Teamcoord)



CENTRAL STATISTIC AGENCY - JAKARTA

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INTRODUCTION

1.1 General

Central Statistic Agency (BPS) is responsible for the availability of data needed for sectoral or cross sectoral development planning. One of the data sources needed specifically for planning in Demographic Socioeconomic sector is the National Socioeconomic Survey (Susenas) that is carried out yearly by BPS.

Susenas collects data related to education, health/nutrient, housing, other socioeconomic sector, sociocultural activities, consumption/expenses and household income, as well as travels. Since 1992, BPS through Susenas has been collecting core data (basic data) and module data (target data) each year. The module data should be collected in turn once every 3 years. Susenas Module is divided into 3 major groups, which are sociocultural and educational module, housing and health, and consumption and household expenditures. According to its turn, Susenas Module in July 2009 is for socioculture and education (MSBP).

In general, the goal of data collecting by Susenas July 2009 is to provide data on public welfare covering among others education, health and purchasing power. The more specific goals are: (i) availability of basic data on public welfare that is extremely needed for planning, monitoring and evaluating development success; (ii) availability of detailed data on household members welfare such as education, health, fertility/FP, and demographic data by age, gender and marital status. The questionnaire used in data collection of Susenas July 2009 is List of VSEN2009.K (for core data collecting) and List of VSEN2009.MSBP (for data collecting of sociocultural and education module).

This core handbook shall be guidelines for enumerators and teamcoord for filling out the questionnaire, concept and definition, covering the case samples in carrying out core census through VSEN2009.K.

1.2 Goal

In general, the development of this book is intended to provide guidelines for enumerators and team coordinator (teamcoord) in collecting core data of Susenas 2009. Specifically, this guidelines book is intended to align the officer's perception in understanding the procedure of filling out the list well and correctly in accordance with the desired result.

1.3 Types of Data Collected

The types of data collected by Core questionnaire (VSEN2009.K) covers the following:

- a. General information on household members(art), that includes name, relation to the head of household, gender, age, and marital status.
- b. Health information, among others are the health condition of the residences including the toddlers;
- c. Education information of household members aged 5 years and above;
- d. Employment activities information of member aged 10 years and above;
- e. Information on fertility of women who had married and how to prevent pregnancies for the married women.
- f. Housing information, among others control over ownership of residence, floor size, drinking water source, and toilet facility;
- g. Information on the average of households consumption/expenditure of households and the main source of their income;
- h. Other socioeconomic information, among others concerning the usage of poor people empowerment programs (raskin/rice for the poor, health card and the likes), utilization of credit facility, availability of health care benefit (Jamkes) and the progress of daily food requirement of the households;
- i. Communication and information technology details, covering the ownership of landline telephone, cellular phone (HP), total of HP numbers, ownership of computer and access to the internet.

1.4 Scope

Susenas of July 2009 covers a total of 18,243 census blocks spreading in all districts/cities. The district/city regions included in Susenas are as many as 471 districts/cities. In each census block, there are 16 households, hence, nationally the July 2009 Susenas will collect data from 291,888 household samples.

1.5 Phase Activities

In outline, the July 2009 Susenas field activities cover listing activities, listing monitoring, and choosing household samples, carrying out census, monitoring/verifying, and submitting census results.

1.6 Field Officer

The implementation of July 2009 Susenas is carried out in a team system. Each team consists of 1 team coordinator (teamcoord) and 2 enumerator officers that are responsible for 4-6 blocks. The same team shall also be responsible for August 2009 Sakernas.

The team will be in charge for the census blocks that become their responsibility in accordance to the task that has been set to the field organization.

1.7 Schedule of Susenas 2009 Implementation

Activities	Time
1. Sending Susenas document softcopy to regions	1 - 8 May 2009
2. Training:	
a. Principal Instructor (Intama)	13 - 16 April 2009
b. National Instructor (Innas)	18 - 20 May 2009
c. Regional Officers	1 - 13 June 2009
3. Field Implementation :	
a. Registration of building and household (listing) of Susenas and Sakernas	15 June - 14 July 2009
b. Monitoring/examining Susenas and Sakernas listing	15 June - 14 July 2009
c. Selecting household samples	18 June - 17 July 2009
d. Household samples census	15 July - 7 August 2009
e. Monitoring/verifying	15 July - 7 August 2009
f. Submission of census results to District/City BPS	22 July - 14 August 2009
4. Processing :	
a. Receiving and Batching	22 - 24 July 2009
b. Data Processing (editing, coding, entry and validation) and data quality checking in District/City BPS	25 July – 25 August 2009
c. Data quality checking and data completion by Provincial BPS	26 August – 12 September 2009
d. Sending raw data to the central	14 - 30 September 2009
e. Data compilation in central	1 - 30 October 2009
5. Result Evaluation and Publication :	
a. Evaluation and Result Discussion	November – December 2009
b. Publication	January 2010

1.8. Documents Used

A. Types of List Used in Field Implementation

Nr.	List Type	Detail	Person in Charge	Archived in
(1)	(2)	(3)	(4)	(5)
1.	BS Map Sketch	Tool for Region Familiarization	Teamcoord/Enumerator	District/City BPS
2.	VSEN2009.DSBS	List of Census Block Samples	1. Provincial BPS 2. District/City BPS	Central BPS
3.	VSEN2009.BDT	Officer's Biodata	District/City BPS	District/City BPS
4.	VSEN2009.KBTT	Assignment Load/Task Composition	Teamcoord	Provincial BPS
5.	VSEN2009.LK	Worksheet for formation of census sub block, specifically census block with total households of > 150	Teamcoord	Central BPS, Dit Devlp. Census and Survey Methodology, FAO: Subdit Development of Sample Framework
6.	VSEN2009.L	Listing (Listing of buildings and Households)	Enumerator	District/City BPS
7.	VSEN2009.DSRT	List of Household samples	Teamcoord	1. Provincial BPS 2. District/City BPS
8.	VSEN2009.K	Core Census	Enumerator	District/City BPS
9.	VSEN2009.MSBP	Census of Socioculture and Education Module	Enumerator	District/City BPS

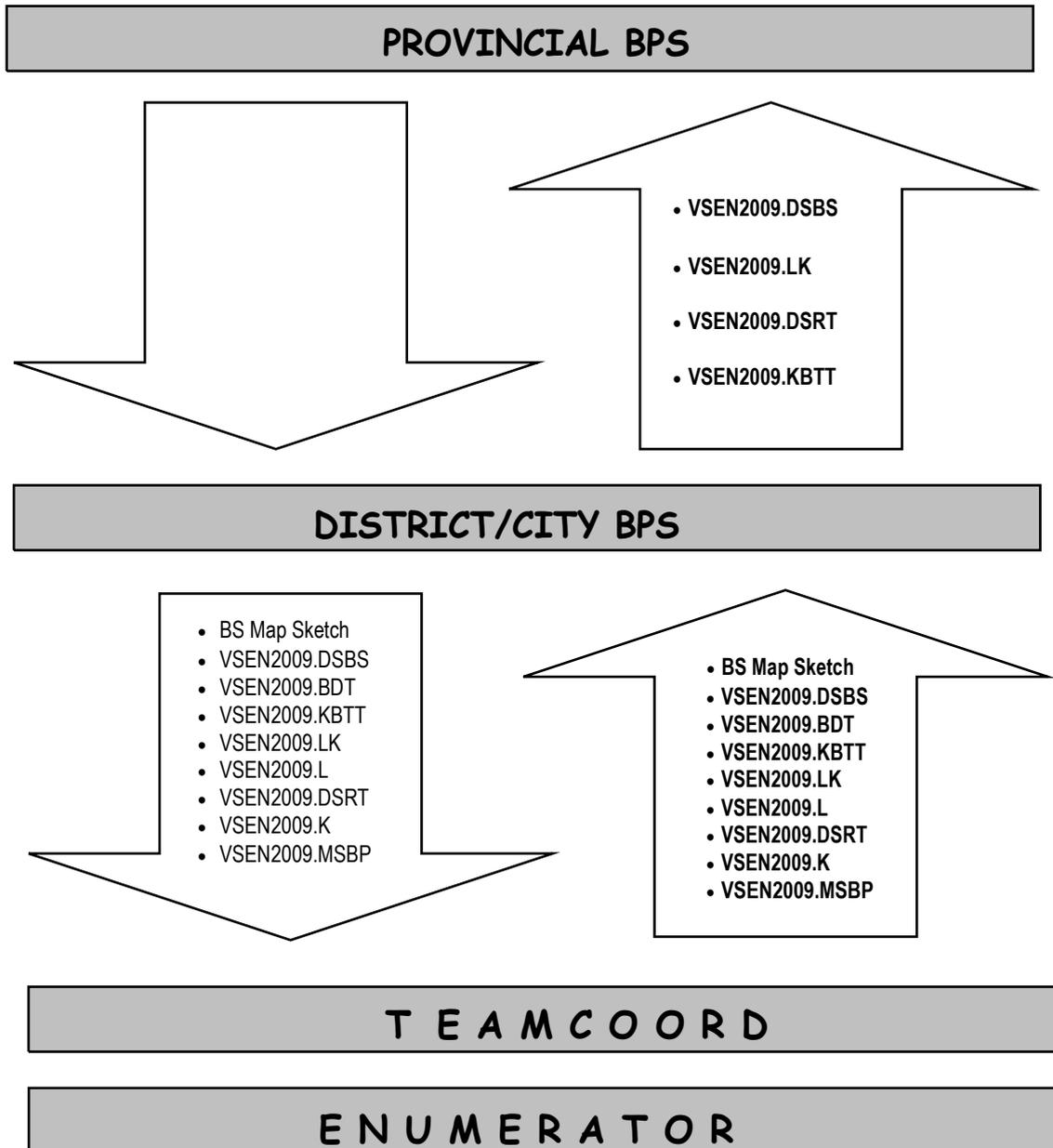
B. Guidelines Used in Field Implementation

Nr.	Document Type	Usefulness	User
(1)	(2)	(3)	(4)
1.	Guidelines I	Guidelines for head of Provincial and District/City BPS	Provincial, District/City BPS
2.	Guidelines II	Operational Guidelines for Teamcoord	Teamcoord
3.	Guidelines III	Core Census Guidelines	Enumerator and Teamcoord
4.	Guidelines IV	Census Guidelines for Socioculture and Education Module (MSBP)	Enumerator and Teamcoord

1.9. Documents Flow

In this Core Census Guidelines, the flow of documents shall be specified from/to Provincial BPS, District/City BPS and Teamcoord. Names of documents which are written in bold face are the ones already filled in/completed.

Documents Flow in Susenas July 2009 Field Implementation



Explanation:

- Census block map sketch is prepared by District/City BPS (printed from digital census block map) and should be updated in accordance with the actual condition in the field.

DESCRIPTION OF ENUMERATORS' TASKS

2.1 Enumerators' Tasks

The followings are details of enumerators' tasks :

- To participate in July 2009 Susenas field officers training.
- To familiarize with the territory of assignment using Census Block Map Sketch and to search the household samples together with Teamcoord.
- To carry out listing duty (for appointed Enumerator) in the census block samples allocated by Teamcoord using List of VSEN2009.L, to improve and complete the Census Block Map Sketch, and to submit the result to Teamcoord.
- To receive household sample identity prepared by Teamcoord in each census block assigned to them.
- To interview respondents in household samples using Lists of VSEN2009.K and VSEN2009.MSBP.
- To cooperate with Teamcoord, fellow Enumerators, and all respondents.
- To revisit the respondents for unfinished interviews.
- To correct and make sure the fairness and completeness of contents to ensure that all the questions asked to respondents and all respondents' answers have been recorded accordingly.
- To discuss any problems in the field implementation with Teamcoord and the other enumerator.
- To submit census result documents (VSEN2009.K and VSEN2009.MSBP) and other supporting documents to Teamcoord gradually, without waiting until one Census Block is finished completely.

2.2 Field Preparation

Following are things to be prepared by team before field implementation commences:

A. Preparing Documents, Materials, and Equipments/Supplies

The documents, materials and equipments/supplies to be prepared are :

- Sketch of Selected Census Block Map
- Book III (Core Census Guidelines)

- Book IV (Guidelines of Census for Socioculture and Education Module)
- List of VSEN2009.L
- List of VSEN2009.DSRT
- List of VSEN2009.K
- List of VSEN2009.MSBP
- Black pencils, sharpeners, erasers for Enumerators, bags for placing questionnaires
- Letter of Assignment or Letter of Introduction

It should be convinced that all documents, materials and supplies are complete in terms of quantity and condition.

B. Division of Tasks

Division of tasks is done in order to have team work optimally. Things to be done are as follows:

- To allocate assignment proportionally according to Enumerators' capability. The appointed Enumerator should understand fully with the location of the census block. Meanwhile, enumeration task within one census block must be divided. An enumerator that is considered more capable than the other Enumerator can be given bigger assignment load.
- Enumerator is not allowed to conduct census by himself in one census block
- To allocate other assignments and decide who shall be responsible for the task in accordance with the collective agreement prior to commencing the field operation.

C. Seeking Information on Condition and Situation of the Area of Assignments

This thing is critical to be conducted as the situation and condition in the fields can affect schedule and smoothness of field implementation. Several information required to be collected among others related to:

- Geographical location of assignment area. It is very important to plan the priority of assignment area, i.e. which area should be visited first, which area is next, and so on.
- Availability of transportation to census location. This is to anticipate if a census location requires special expenses and time.
- Availability of accommodation to anticipate if there is a need in spending a night in the census location.
- Profile of the society in the area to be visited in order to apply the right interview technique.

D. Field Expenses Planning

Teamcoord will receive an amount of advance money to cover the field expenditures. Together with other team members, they will have to estimate the total expenditures required, among others for transportation fee, food, and accomodation. Several guidelines in planning the field expenses are as follows:

- To make an inventory of field expense components that are required in each officer's assignment area.
- To calculate the expenses for each component by considering the minimum cost.
- Agreed on the team member appointed as the moneyholder. In this case, the team should agree on the mechanism of spending the money and making the report.

E. Coordination and Communication with District/City BPS and Assignment Area Officer

Before commencing the census, coordination and communication of Teamcoord with District/City BPS and officers in the assignment area (including Head of Neighborhood Unit – RT/RW or Lurah/Head of Village) should be maintained. Other than that, the coordination and communication with Enumerators as the members of the team should be carried out intesively.

Each officer (Teamcoord and Enumerators) will receive letter of introduction or letter of assignment that should be shown to the local authorities or respondents as a proof that they are Susenas July 2009 officers. The ability to communicate with the local authorities will help the team to be well accepted by the local communities.

F. Familiarization with Area of Assignments

One of the steps that should be taken by the team before listing or commencing census is to get familiar with the assignment area. Armed with Census Block map sketch obtained from District/City BPS, the Teamcoord and Enumerators should first visit the assignment area and familiarize with the regional boundaries of the related area.

The map sketch will help the team in determining direction, distance and location of an assignment area. In several cases, some maps are not in accordance with the fact in the field. Therefore, the Teamcoord should coordinate with District/City BPS to get further information.

CENSUS PROCEDURES

Census strategy requires to be planned for the efficiency and effectiveness of field implementation, among others as how to find the location of household samples, how to manage the time with respondents to be interviewed, the ethics and techniques in interviewing respondents in accordance with the characteristic of the society in the sample area, etc.

3.1 Finding Location of the Selected Household

Household census is carried out by the Enumerators based on the identity of household samples in VSEN2009.DSRT, as well as in VSEN2009.L, and census block map sketch, by way of:

- Identifying address or local neighborhood unit such as RT, RW, Village, name of street or alley according to the entries in Block IV Column (2) of VSEN2009.L List for the households which column (5) are marked/circled.
- Identifying the household head name, which is the name of the head of household in Block IV Column (6) of VSEN2009.L List that is located above and under the name of the head of household sample (to make sure the household position).
- Identifying the position of physical building of household sample circled in Block IV Column (3) of VSEN2009.L List on census block map sketch.

3.2 Interviewing

Data collecting in Susenas July 2009 is carried out by visiting household and conducting direct interview with household members in accordance with the guidelines given in this book. To achieve maximum results, please note the following interview procedures:

- Arrange the visitation time to make sure the respondents are at home. Do not interview if there are events in the house, for example a party or religious event.
- Please wear appropriate and proper attire during visit. Before entering the house for conducting the interview, ask first for permission by greeting, knocking on door or other common ways.

- Prior to interviewing, please note the condition around the house at that time. If the time is not suitable, enumerator might delay the interview to another time/day as long as it does not exceed the time limit already set.

To avoid rejection from respondents, officers should master good interview techniques. Following are things that can be done by officers in conducting the interviews with respondents:

- Begin the interview by introducing enumerator's name and intention, explaining why the interview is necessary. If required, show the letter of assignment and the officer ID.
- Understand know who to interview. Do not interview other visitors, relatives or neighbors who are visiting the respondent's house.
- Do the interview using local language if respondent prefers so as to make the respondent more willing to provide correct and accurate answers.
- Before posing a question, do explain the importance of the census and convince the respondent that any detail would be kept confidential pursuant to Law Number 16 Year 1997 about Statistic.
- Use proficiency, patience, friendliness during interview, in case finding respondent whose attitude and behavior showing hesitation, uncertainty, suspicion or challenge during the interview.
- Keep the interview within the topic in questionnaire. Should the respondent change the subject to unrelated things, wisely return his attention to the questionnaires.
- Do not give negative responses to respondent's answers. Do not lose patience, be calm in facing any unexpected conditions.
- Maintain the patience in responding to respondent's curiosity and answer respondent's question clearly and correctly.
- Express gratitude after completing the interview, and inform the possibility of a revisitation in case more information is required.

LISTS OF VSEN2009.L AND VSEN2009.DSRT

In July 2009 Susenas field implementation, the Census Block Map Sketch, VSEN2009.L and VSEN2009.DSRT are the basic documents that are important in defining the data quality as the result of census using Lists of VSEN2009.K and VSEN2009.MSBP.

4.1. List OF VSEN2009.L

Building and household listing that is intended to form a sample framework and basis in selecting household sample is carried out using List of VSEN2009.L.

During the building and household listing, the information collected covers information on address, name of local neighborhood unit, physical building, census building, name of head of household, type of household, total of household members, and household expenditures per month.

At the time of building and household listing, Enumerators add the picture of physical building with house number sequentially in the copy of census (sub) block map sketch. The goal is to facilitate the officer in household listing to avoid miscensus or double-census, also it is required as the basis of selected household census in Susenas July 2009.

Steps in household listing using VSEN2009.L:

1. Building and household listing and symbol designation and number of physical building in the copy census (sub) block map sketch begin with the segment which has the smallest number.
2. Designating building number status from building located in the Southwest corner of segment with the smallest number, moving to the East sequentially in the same segment until the entire buildings are completely listed.
3. Finish listing one segment, then move to the next closest segment.
4. Listing should be finished in accordance with the total households within census (sub) block.

A. Block I: Description of Location (Detail 1 to 8)

Write down the name of province, district/city, sub-district, village/kelurahan, classification of village/kelurahan, number of selected census (sub) block, and sample code number (NKS) Susenas in Details 1 to 8 in accordance with the list of selected census (sub) block sample (VSEN2009.DSBS).

I. DESCRIPTION OF LOCATION			
1	Province		<input type="checkbox"/> <input type="checkbox"/>
2	District/City*)		<input type="checkbox"/> <input type="checkbox"/>
3	Sub-District		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	Village/Kelurahan*)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	Classification of village/kelurahan	1. <i>Urban</i> 2. <i>Rural</i>	<input type="checkbox"/>
6	Geographical location of village/kelurahan	1. <i>Coastal</i> 2. <i>Non-Coastal</i>	<input type="checkbox"/>
7	a. Census block number b. Census sub block nr. (segment number)		
8	Sample code number		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

*) Cross out the unnecessary

Should there be a change in names of administration area after December 2006 or difference in area identity (village name/code and sub-district code) compared to the list of VSEN2009.DSBS, for the requirement of processing, entries of area identities are still be based on VSEN2009.DSBS, while the difference of identity should be recorded in the Note Block.

B. Block II : Summary (Details 1 to 3)

The goal is to find the recapitulation result of building and household listing in Block IV. This block should be filled out after registration/listing of the building and household in selected census (sub) block is completed. Prior to copying, Block IV should be verified first.

II. SUMMARY													
1	Number of households <i>(Column (5) Last row, Block IV last page)</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Number of household by monthly expenditure group <i>(Column (8) to (10), Row C, Block IV last page)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Expenditure Group</th> <th style="width: 30%;">Number of households</th> </tr> </thead> <tbody> <tr> <td>a.</td> <td>.....</td> </tr> <tr> <td>b.</td> <td>.....</td> </tr> <tr> <td>c.</td> <td>.....</td> </tr> <tr> <td>d. Total</td> <td>.....</td> </tr> </tbody> </table>	Expenditure Group	Number of households	a.	b.	c.	d. Total
Expenditure Group	Number of households												
a.												
b.												
c.												
d. Total												
2.	Number of household members <i>(Column (7) Row C, Block IV last page)</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>											

Detail 1: Number of household (krt)

Copied from Column (5) in the last row in Block IV last page.

Detail 2: Number of household members (art)

Copied from Column (7) in Row C in Block IV last page.

Detail 3: Number of hh by monthly expenditures group

Copied from Column (8) to (10) in Row C in Block IV last page.

C. Block III: Officer Detail

In this block information on officer in charge of listing and list verifying shall be entered.

III. OFFICER DETAIL			
1	Enumerator's Name and ID Number (NIP): □□□□	5	Teamcoord's Name and NIP: □□□□
2	Enumerator's position: <input type="checkbox"/> 1. Provincial BPS staff 3. Sub-district Coord 2. District/City BPS staff 4. Partner	6	Teamcoord's position: <input type="checkbox"/> 1. Provincial BPS staff 3. Sub-district Coord 2. District/City BPS staff 4. Partner
3	Date of listing: Date Month □□ □□	7	Date of Verification: Date Month □□ □□
4	Enumerator's signature:	8	Teamcoord's signature:

Details 1 to 4:

Fill in the Enumerator's name and NIP (five last numbers of NIP number), position, date of census, and Enumerator's signature. If the Enumerator does not have NIP, please write (-).

Details 5 to 8:

Fill in the Teamcoord's name and NIP (five last numbers of NIP number), position, date of census, and Teamcoord's signature. If the Teamcoord does not have NIP, enter dash mark (-).

D. Block IV. Building and Household Listing

This block is used to list the entire building, household and other information in the selected census (sub) block. On the top right hand corner of each Block IV sheet is written: "Page ... of ... ", which entries shall be carried out after the entire listing within one census (sub) block is finished.

Enumerators should complete the list of the entire building and household in the selected census (sub) block; there should not be any unlisted building and household. Incomplete listing of building and household in the selected census (sub) block will cause errors in estimating the population number.

IV. BUILDING AND HOUSEHOLD LISTING									
Segment Nr.	Address and neighborhood unit (street/alley name, RT/RW/village)	Physical Building Nr.	Census Building Nr.	Regular household Nr.	Name of head of household	Total household member	Monthly hh expenditures group, fill in with check mark ()		
						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
A. Total of this page									
B. Total cumulative of the previous pages									
C. Total cumulative of the pages (A+B)									

Column (1): Segment Number

Write down the segment number in front of the the physical building number in each segment; for example 010, 020 and so on in accordance with the census (sub) block map sketch.

Column (2): Address and Neighborhood unit

Write down the address and local neighborhood unit (SLS) such as street/alley name, RT/RW/Village.

Local Neighborhood Unit (SLS) is a neighborhood unit under a village/kelurahan. The term SLS might differ between regions, such as neighborhood unit (RT), society unit (RW), village or environment. The SLS boundaries might be natural or man-man made, but sometime also in the form of walls or empty lands.

If the SLS entered in the VSEN2009.DSRT List is different from the condition in the field, the Enumerator should report it to the Teamcoord and later on, the Teamcoord should make correction of SLS in VSEN2009.DSRT.

Column (3): Physical Building Number

Give number to each physical building sequentially, from number 1 up to the last number.

Physical building is a place of shelter that has walls, floors, and roof, whether it is permanent or temporarily, both used as a place to live/residence and non-residence. Kitchen, bathroom, garage, and other structures separated from the main building are considered part of the main building (one building) if located in the same yard. Building with floor size less than 10 m² and is not used for residence is not considered a physical building.

Designating number for physical building starts from number 1 up to the last number based on the total of physical buildings within a census (sub) block, beginning from the smallest segment

For non-residence physical building, write down the use of the property in Column (6).

For example: hotel, shop, factory, school, mosque, temple, church, office building, meeting hall, etc.

Susenas does not include household in an illegal physical building under the bridge, by the side of the railway, inside train car, by the river bank, etc.

Column (4): Census Building Number

The procedure in numbering is the same as in the physical building number (Column (3), in which the first census building is given number 1, the next census building is number 2, and so on until the last number of the total census building in the selected census (sub) block.

Census Building is a part or the entire physical building that has its own entrance and exit door and in one single use.

Column (5): Regular Household Number

Enter the number of regular household starting from number 1 to the last number. If in one physical building there are 2 households, write down 2 household numbers.

Explanation:

1. If during the listing, there are residences whose members are out, the household number should still be entered, while the entries in Column (7) to (10) shall remain blank (to be filled out when the respondents are available).
2. If until the end of household listing the above respondent has not returned, Column (7) to (10) should remain blank; please made a note in Block VI that the related household number is unavailable.
3. If during the visit with the respondent it is known that there are more than one households, then, the next household (in the building) has to be written as the last household on the list.

Regular household is a person or a group of people living in a part of or the entire physical building, and usually live together and eat from the same kitchen. The meaning of 'eat from the same kitchen' is if the arrangement of daily need is managed together as one household. A regular household usually consists of a mother, a father, and children. The following is also considered as one regular household:

1. A person who rents a room or a part of a census building, but he manages his own food.
2. A family living in two separate census buildings but eat from the same kitchen, as long as the buildings are within the same (sub) census block is considered as one household.
3. A lodging house that include food (dormitory), with a number of tenants of less than 10 people. Tenants are considered the household members of the building owner.
4. Several people who live together in a room inside one same census building, although they each manage their own food, they are considered one regular household.
5. Army members who live in mess/dorm with their families and manage their own daily needs.

Explanation:

1. A household that opens a lodging house that include food (dormitory) with less than 10 tenants considered a regular household with the lodgers/tenants.
2. If the number of tenants renting room plus food is ≤ 10 , the landlord who open the dormitory that include food is considered a regular household, whereas the including food tenants are considered as special households.
3. Managers of dormitories, orphanages, correctional facilities, and the likes who lives alone or with wives and children are considered regular households.

Special households are not counted

Special households include the following:

1. People who live in a dormitory, i.e. a place to live in which their daily needs are managed by an organization or a foundation, for example, nurses dorm, students dorm, military dorm (barrack).
2. People who live in a correctional facility, an orphanage, a prison, and the likes.
3. A group of people who rent rooms that include food (lodging) which number exceeds or the same as 10 people.

Special households are not included in Susenas activities.

Column (6): Name of the head of household

Fill in the names of the head of households with capital letters to make them easier to read.

The head of household (krt) is a man in a group of household members who is responsible to provide the daily needs of the concerned households, or a person who is considered/appointed to be the head of a household (*for example a group of students live together in one room inside a census building; because they each are responsible for their own needs, one person is appointed as the household head*).

Explanation:

A head of household who owns more than one residence, is only recorded in one of his residences in which he stays the longest. Specifically for head of household who does his business in other place and only comes back home to his family periodically (i.e: once a week, each month, once in 3 months) but less than 6 months, is recorded as the head of household (krt) in his wife and children's residence.

Column (7): Number of household members

Write down the number of household members (art) in each household.

Household members (art) is all the people who usually reside in a household, whether they are present during the census or temporarily not present. Any household members who are away for 6 months or more, and members who are away for less than 6 months but have the intention to move out or will be away for more than 6 months, are not considered household members. People who have been living in the household for 6 months or more, or who have been living there for less than 6 months but have the intention to stay for 6 months or more, are considered household members.

Explanation:

Household helpers or drivers who live and eat in their employers' home are considered the art of their employers, however those who eat only or stay only are not considered their employers' art.

Examples:

1. Ayu rents a room in Kota Depok near her Universitas Indonesia campus because she is a student in the Faculty of Engineering; while her parents and siblings live in Kelurahan Duren Sawit, East Jakarta. She comes home to Jakarta every Sunday; therefore Ayu is recorded as the resident of Kota Depok.
2. Kusbianto is a BPS staff whose entire family live in Bogor District. In order to minimize transportation expenses, he only goes home to Bogor every Fridays through Mondays morning. Since Kusbianto is the head of household, he is still recorded as a Bogor District resident.

3. Udin is the head of household with 5 household members who lives in Kamojang village in Garut District. Since April 2008 up to the time of census he has been living in Jakarta. During the last 3 days of census, Udin is recorded as the resident Jakarta, because he has been staying in Jakarta for more than 6 months.
4. Mardani has 5 children, i.e. Didik who lives in Semarang, Ucup in Solo, Ayu in Yogyakarta, Aan in Jakarta and Ika in Bandung. Mardani visits with his children in turn and lives with them for one month respectively. During the census, Mardani has been living in Aan's house since a week prior to the census, therefore, Mardani is recorded as the resident of Jakarta.

Columns (8) to (10): Group of monthly household expenditure entered with check mark (√).

Enter the check mark (√) in accordance with the expenditures group.

Group of monthly household expenditure (VSEN2009.L, Block IV, Column 8 to 10) for each province is not the same. BPS has prepared expenditure category in a 3 groups according to regional type for each province in Indonesia, as shown in Table 1.

Enumerators should insert the expenditure group carefully in the dotted space in Column (8) to (10) Block IV in accordance to the province and regional type, because those columns are used as the basis to get household samples. Mistakes in using household expenditure group might cause inaccurate estimation.

Monthly household expenditure is the average of a household expenditure for the household consumption in one month, excluding expenditure for the needs of household business or amount given to other party. Household expenditure is divided into two, i.e. 1. Food consumption including ready food/delicatessen; 2. Non-food consumption, such as housing/rents, education, health, various goods and services, clothing and durable goods.

In order to get sufficiently thorough answers, please ask how much the average amount spent by the household per month, respectively for food (including ready food), and non-food (i.e. rents/housing, electricity, fuel, various goods and services, education, health, clothing, durable goods, taxes and insurances).

The average monthly household expenditure could be approached by asking the magnitude of:

- Daily expenditure, multiplied by 30/7
- Weekly expenditure, multiplied by 30/7
- Monthly expenditure

The result of the above expenditures is added to the expenditures that should be imputed, such as estimation of rent price, self-produced goods or gifts.

Officers also have to pay attention to the physical condition of the house or personal vehicle owned by the respondent in order to make a judgement if respondent's answers are reasonable.

Row A-C: Filling out each page cumulatively

After the listing is completed, please add the entries in Column (7) to (10) and add the check marks (\checkmark) in Column (8) to (10). Complete the entries of sums in row A-C as follows:

Row A : Total of this page

Is the total of entries in Column (7) to (10) or the total of check marks (\checkmark) in Column (8) to (10).

Row B : Cumulative total of the previous page

To be filled in if there are entries in Block IV of the previous page. The first page of Column (7) to (10) should be entered with dash marks (-).

Row C : Cumulative total of this page (A+B)

Is the total of Row A and B for each page.

Table 1: Monthly Household Expenditure Group
(To be filled in the List of VSEN2009.L, Block IV, Column (8) to (10))

Province	Urban			Rural		
	Column (8)	Column (9)	Column (10)	Column (8)	Column (9)	Column (10)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
11 NAD	< 1,790,000	1,790,000 - 3,410,000	> 3,410,000	< 1,295,000	1,295,000 - 2,145,000	> 2,145,000
12 Sumatera Utara	< 1,645,000	1,645,000 - 3,170,000	> 3,170,000	< 1,200,000	1,200,000 - 2,015,000	> 2,015,000
13 Sumatera Barat	< 1,795,000	1,795,000 - 3,405,000	> 3,405,000	< 1,330,000	1,330,000 - 2,320,000	> 2,320,000
14 Riau	< 2,085,000	2,085,000 - 3,905,000	> 3,905,000	< 1,550,000	1,550,000 - 2,680,000	> 2,680,000
15 Jambi	< 1,560,000	1,560,000 - 3,120,000	> 3,120,000	< 1,275,000	1,275,000 - 2,285,000	> 2,285,000
16 Sumatera Selatan	< 1,555,000	1,555,000 - 3,110,000	> 3,110,000	< 1,175,000	1,175,000 - 2,190,000	> 2,190,000
17 Bengkulu	< 1,545,000	1,545,000 - 2,925,000	> 2,925,000	< 1,180,000	1,180,000 - 2,085,000	> 2,085,000
18 Lampung	< 1,390,000	1,390,000 - 3,325,000	> 3,325,000	< 970,000	970,000 - 1,760,000	> 1,760,000
19 Bangka Belitung	< 2,160,000	2,160,000 - 3,580,000	> 3,580,000	< 2,010,000	2,010,000 - 3,440,000	> 3,440,000
21 Kepulauan Riau	< 2,415,000	2,415,000 - 4,760,000	> 4,760,000	< 1,670,000	1,670,000 - 2,755,000	> 2,755,000
31 DKI Jakarta	< 2,410,000	2,410,000 - 5,160,000	> 5,160,000			
32 Jawa Barat	< 1,430,000	1,430,000 - 2,820,000	> 2,820,000	< 850,000	850,000 - 1,510,000	> 1,510,000
33 Jawa Tengah	< 1,105,000	1,105,000 - 2,115,000	> 2,115,000	< 780,000	780,000 - 1,370,000	> 1,370,000
34 DI Yogyakarta	< 1,130,000	1,130,000 - 2,350,000	> 2,350,000	< 755,000	755,000 - 1,464,000	> 1,464,000
35 Jawa Timur	< 1,185,000	1,185,000 - 2,390,000	> 2,390,000	< 755,000	755,000 - 1,395,000	> 1,395,000
36 Banten	< 1,905,000	1,905,000 - 3,445,000	> 3,445,000	< 1,130,000	1,130,000 - 1,925,000	> 1,925,000
51 Bali	< 1,385,000	1,385,000 - 2,810,000	> 2,810,000	< 1,045,000	1,045,000 - 1,960,000	> 1,960,000
52 Nusa Tenggara Barat	< 1,005,000	1,005,000 - 2,175,000	> 2,175,000	< 755,000	755,000 - 1,435,000	> 1,435,000
53 Nusa Tenggara Timur	< 1,645,000	1,645,000 - 3,330,000	> 3,330,000	< 750,000	750,000 - 1,375,000	> 1,375,000
61 Kalimantan Barat	< 1,605,000	1,605,000 - 3,155,000	> 3,155,000	< 1,175,000	1,175,000 - 2,075,000	> 2,075,000
62 Kalimantan Tengah	< 1,540,000	1,540,000 - 3,065,000	> 3,065,000	< 1,185,000	1,185,000 - 2,045,000	> 2,045,000
63 Kalimantan Selatan	< 1,585,000	1,585,000 - 3,175,000	> 3,175,000	< 1,100,000	1,100,000 - 1,855,000	> 1,855,000
64 Kalimantan Timur	< 2,310,000	2,310,000 - 4,370,000	> 4,370,000	< 1,490,000	1,490,000 - 2,580,000	> 2,580,000
71 Sulawesi Utara	< 1,175,000	1,175,000 - 2,255,000	> 2,255,000	< 1,005,000	1,005,000 - 1,720,000	> 1,720,000
72 Sulawesi Tengah	< 1,490,000	1,490,000 - 3,105,000	> 3,105,000	< 945,000	945,000 - 1,815,000	> 1,815,000
73 Sulawesi Selatan	< 1,610,000	1,610,000 - 3,415,000	> 3,415,000	< 870,000	870,000 - 1,615,000	> 1,615,000
74 Sulawesi Tenggara	< 1,700,000	1,700,000 - 3,815,000	> 3,815,000	< 975,000	975,000 - 1,840,000	> 1,840,000
75 Gorontalo	< 1,210,000	1,210,000 - 2,415,000	> 2,415,000	< 755,000	755,000 - 1,445,000	> 1,445,000
76 Sulawesi Barat	< 1,245,000	1,245,000 - 2,180,000	> 2,180,000	< 1,035,000	1,035,000 - 1,855,000	> 1,855,000
81 Maluku	< 1,880,000	1,880,000 - 3,310,000	> 3,310,000	< 1,060,000	1,060,000 - 1,795,000	> 1,795,000
82 Maluku Utara	< 2,265,000	2,265,000 - 4,620,000	> 4,620,000	< 1,520,000	1,520,000 - 2,680,000	> 2,680,000
91 Irian Jaya Barat	< 2,355,000	2,355,000 - 4,180,000	> 4,180,000	< 1,165,000	1,165,000 - 2,040,000	> 2,040,000
94 Papua	< 2,820,000	2,820,000 - 5,170,000	> 5,170,000	< 925,000	925,000 - 2,010,000	> 2,010,000

4.2. List of VSEN2009.DSRT

To fill out the list of VSEN2009.DSRT please do the following steps :

- To copy Location Information (Block I) based on VSEN2009.L, Household Information (Block II), and Copying Information (Block III).
- To copy selected household identities, which are the households marked by circle in Block IV List of VSEN2009.L.
- VSEN2009.DSRT is made in two copies. The first copy is to be kept by District/City BPS, and the second copy is to be sent to Provincial BPS.

A. Block I : Location Information (Details 1 to 7)

It covers the names of Province, District/City, Sub-District, Village/Kelurahan, Classification of Village / Kelurahan, Census Block Number, Census Sub Block Number and Sample Code Number, copied from Details 1 – 7 Block I, List of VSEN2009.L.

B. Block II: Household Information (Details 1 to 3)

It covers the number of household, the number of household member, number of household according to monthly household expenditure group (copied from List of VSEN2009.L, Block II, Details1 – 3).

C. Block III: Officer Information (Details 1 to 4)

It contains the identity of the copier, including name, position, date of copy, and signature.

D. Block IV: Selected Household Information (Columns 1 to 8)

Column 1: Household sample numbers have been printed from number 1 to 16 for each selected census block.

Column 2: Write down segment number, which is quoted from Column 1, Block IV, VSEN29009.L List.

Column 3: Write down physical building number, which is quoted from the circled number in Column 3, Block IV, VSEN2009.L List.

Column 4: Write down the census building number, which is quoted from the circled number in Column 4, Block IV, VSEN2990.L List .

Column 5: Write down the selected household number, which is quoted from the circled number in Column 5, Block IV, VSEN2009.L List.

- Column 6:** Write down the name of the head of household, quoted from the name of the head of household in Column 6, Block IV, VSEN2009.L List.
- Column 7:** Write down the number of household members, quoted from Column 7, Block IV, VSEN2009.L List
- Column 8:** Write down the address(name of street, alley,RT/RW),quoted from Column 2, Block IV, VSEN2009.L List.

ORDER AND PROCEDURE IN FILLING OUT LIST OF VSEN2009.K

5.1 Order In Filling Out The List

The followings are the order in filling out the list:

- Master the concept, definition, intention and goal of the survey;
- Write down any entry with black pencil clearly in the provided space so that it is easier to read, and re-examine all the list of entries and make correction should there be any mistake before submitting to the teamcoord.
- Pay attention to marks or flow of question indicated in the list of entries.
- Please use the empty spaces in the questionnaire to note things that should be known by the teamcoord and data processor.

5.2 Procedure of Filling Out The List

In filling out List of VSEN2009.K, it is required to observe the type of procedure in making entries applicable respectively to certain details or questions. Basically, the procedure of filling out the details or questions are divided into groups as follows:

1. Write down name/information in the space provided and add the related name code/information referred to in the box provided;

Example: in Details 1 and 2, Block I, VSEN2009.K

I. LOCATION DETAIL			
1	Province	CENTRAL JAVA	3 3
2	District/City*)	BANYUMAS	0 2

*) Cross out the unnecessary

2. Circle the answered code, then write it down in the box provided;

Example: in Detail 5, Block I, VSEN2009.K

5	village/kelurahan classification	1. <i>Urban</i>	② <i>Rural</i>	2
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3. Write down the respondent's answer in the space provided and directly move it to the box provided;

Example: in Detail 3, Block V.A, VSEN2009.K

3. Duration of interruption: ³ days	0 3
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4. Leave the box blank if a detail or question does not need to be filled in, due to a rule, for instance has to be skipped.

Example: in Details 4.a to 5, Block V.A, VSEN2009.K.

<p>4. a. Have you self medicated in the last 1 month?</p> <p>1. Yes ②. No [R.5]</p>	2
<p>b. Type of medicine/medication used: [Fill in code 1 if yes, code 2 if no]</p> <p>1. <i>Traditional</i> <input type="checkbox"/> 2. <i>Modern</i> <input type="checkbox"/> 3. <i>Others</i> <input type="checkbox"/></p>	
<p>5. Have you been having medical treatment in the last 1 month?</p> <p>①. Yes 2. No [R.7]</p>	1

LIST OF VSEN2009.K

6.1 General

This list is used to record the basic detail of household and household members that includes information on demography, health, education, employment, fertility, family planning, housing, household expenditures, other socioeconomic information, and communication and information technology.

6.2 Block I. Information on Location

This block contains information on province, district, sub-district, village/kelurahan, geographical location, census sub block number, sample code number, household sample number, name of the head of household, and address.

I. LOCATION INFORMATION			
1	Province		□□
2	District/City*)		□□
3	Sub-District		□□□
4	Village/Kelurahan*)		□□□
5	Village/Kelurahan Classification	1. <i>Urban</i> 2. <i>Rural</i>	□
6	Village/Kelurahan Geographical Location	1. <i>Coastal</i> 2. <i>Non-Coastal</i>	□
7	a. Census block number		
	b. Census sub block number (segment nr.)		
8	Sample code number		□□□□
9	Household sample number		□□
10	Name of the head of household		
11	Address (street/alley name, RT/RW/village)		

*) Cross out the unnecessary

Details 1 to 8: Location Identity

Write down the name and code of provincem district/city, sub-district, village/kelurahan, classification of village/kelurahan, census (sub) block number (segment number) and sample code number (NKS). Entries of the details derived from Details 1 to 8 Block I of VSEN2009.DSRT List.

Coastal village is a village/kelurahan, including *nagari* and others that directly adjacent to the coastline or sea (or an island village) (Podes 2008 Concept).

Non-coastal village is a village/kelurahan, including *nagari* and others that do not directly adjacent to the sea or does not have shore/coastline. Non-coastal village consists of:

- Valley/watershed (*DAS*) is a village, where its most area is located in the valley/hollow around the watershed or between two mountains/hills.
- Slope/hillside, most area of the village/kelurahan is located in the mountain slops or hillside.
- Flatland village is a village/kelurahan where its most area is located in a plain/flatland area.

Detail 9: Household Sample Number

Household sample number derives from Column (1) Block III of VESEN2009.DSRT List, starting from number 1 to 16 for each selected census block.

Detail10: Name of the Head of Household

Ask and write down the name of the head of household from selected household in Susenas July 2009, The name of the head of household should be the same as what has been entered into Column (6) Block III, List of VSEN2009.DSRT. If it is not the same, write the down the explanation in Block IV List of VSEN2009.DSRT (Notes).

Explanation:

1. If the person whose name is listed in VSEN2009.DSRT Column (6) has passed away, note the date, month and year of death in Block IV (Notes) of VSEN2009.DSRT List.
2. If the person whose name is listed in VSEN2009.DSRT Column (6) has moved out, note the date, month and year of his moving out from the house in Block IV (Notes) of VSEN2009.DSRT List
3. If the person whose name is listed in VSEN2009.DSRT Column (6) is a nick name, write down the nick name in parentheses after his full name in VSEN2009.K List.

Detail 11: Adress (Name of Street/Alley, RT/RW/Village)

Write down the address of the selected house clearly, i.e. name of street/alley, RT/RW, house number, etc.

6.3 Block II. Summary of Block IV

This block contains several household basic detail as a summary of several details in Block IV List of VSEN2009.K, and therefore the entries of this block is carried out after the List of VSEN2009.K is completed fully (**pay attention if there are any additional sheets/questionnaires**).

II. SUMMARY OF BLOCK IV		
1	Number of household members	<input type="text"/>
2.	Number of household members between the ages 0 – 4	<input type="text"/>
3	Number of household members aged 5 and above	<input type="text"/>
4	Number of household members aged 10 and above	<input type="text"/>

Detail 1: Number of Household Members

Fill in the number of household members in the sample household according to the number of rows in Column (2) (names of household members) that is listed in Block IV.

Detail 2: Number of Household Members Between the Age of 0 – 4

Fill in the number of household members between 0-4 years old in the sample household according to the number of rows in Column (5) (age) Block IV, which contains the number 00 to 04.

Detail 3: Number of Household Members Aged 5 and Above

Fill in the number of household members of 5 years old and above, according to the number of rows in Column (5) (age) Block IV, which contains number 05 and above.

Detail 4: Number of Household Members Aged 10 and Above

Fill in the number of household members of 10 years old and above, according to the number of rows in Column (5) (age) Block IV, which contains number 10 and above.

6.4 Block III. Officer Information

This block records information on officers (enumerators and teamcoord) who are responsible for conducting the census and verification of VSEN2009.K List and information on the dates of census and verification .

III. OFFICER INFORMATION			
1	Enumerator's Name and NIP: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	5	Teamcoord's Name and NIP: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2	Enumerator's Position: <input type="checkbox"/> 1. Provincial BPS staff 3. Sub-district Coord. 2. District/City BPS staff 4. Partner	6	Teamcoord's Position: <input type="checkbox"/> 1. Provincial BPS staff 3. Sub-district Coord. 2. District/City BPS staff 4. Partner
3	Census date: Date Month <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	7	Verification date: Date Month <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
4	Enumerator's signature:	8	Teamcoord's signature:

Details 1 to 4: Enumerator Information

Enter Enumerator's name and the last five digit of NIP, position, census date, and then sign the form, NIP (Employee's ID) only applies to BPS staff, i.e. who has NIP of 34 in the first two digits. For Partner just write down dash (-).

Details 5 to 8: Teamcoord Information

Write down the teamcoord's name and NIP, position, date of verification, and then sign the form.

Before signing, enumerators and teamcoord should verify the accuracy and completeness of the entries in the List of VSEN2009.K.

6.5 Block IV. Household Members Information

This block is used to record the basic information of household members. The information recorded here includes name of the household members, relation to the head of household, gender, age, marriage status, victims of crime, frequency of travel, and participation in pre-school education.

IV. INFORMATION OF HOUSEHOLD MEMBERS											
Nr.	Names of Household Members (art) (Write down everybody who stay and eat in this household whether adults, children, or babies)	Relation to the head of household (code)	Sex 1. M 2. F	Age (years)	Marital Status (code)	Have you been a victim of crime in the last one year? (code)	If Col (7) is coded 1 to 6 Did you report to the police? 1. Yes 2. No (code)	How many times have you traveled between April 1 – June 30, 2009? * If no, write "00" (code)	If Col (9) ≠ 00, The Main purpose of the last travel (code)	Art age 0-6 Have you followed pre-school education? 1. Yes, I have 2. Yes, I am 3. No (code)	If Col (11) is coded 1 or 2, the type of pre-school education: (code)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Column (1): Number

The serial numbers are written from number 1 to 10. If the total of household members exceeds 10 people, use additional sheet or questionnaire by putting a note "continued" in top right hand corner on the first questionnaire, and a note "continuation" in the top right hand corner of the additional questionnaire. Copy the detail of location familiarization in additional List of VSEN2009.K and change the number in Column (1), Block IV to 11, 12, and so on.

Column (2): Names of Household Members

Write down all the names of the household members starting from the head of household, wife/husband, unmarried children, married children, son/daughter in law, grandchildren, etc. Names should not be abbreviated and without any titles or degrees, i.e: Ir, Drs. Mr. Mrs., etc. After every name is listed, read out aloud the names and ask to make sure should there be:

- a. Any person whose name is not yet listed due to failure in recollection or is not considered a family member such as a baby, a toddler, a household helper, a friend/visitor who has been living for 6 months or more, a nephew/niece, a tenant, and various other people who have been living in the concerned household; and a person who is away less than 6 months but usually lives in the concerned household. Add the above names in the rows according to the serial code of the respective relation to the head of household;

- b. Any person who is considered the household member as he usually lives in the concerned household but is away for 6 months or more. Erase the name if it is already listed in Block IV. Sort the names once again according to the serial code of the respective relation to the head of household.

Series of questions:

- a. Ask and write down the name of the head of household.
- b. Fill in Column 2 and 3 consecutively by asking and writing down the names of wife/husband, unmarried children, married children, and so on until the last of the household member.
- c. Ask the detail one by one starting from Column 4-10 for each household member

Column (3): Relation to the Head of Household

Ask the relation of each household member to the head of household and enter the code accordingly into the boxes provided. The first household member should be the head of household, and therefore, Column (3) should be filled in with code 1, then followed by:

Wife/husband, is the wife/husband of the head of household;

Children, includes biological children, stepchildren, and adopted children of the head of household;

Son/daughter in laws, are the husbands/wives of biological daughters/sons, step daughters/sons, or adopted daughters/sons;

Grandchildren, are the children of biological children, step children, or adopted children;

Parent in laws, are father/mother of the head of household or father/mother of the spouse of the head of household;

Other families, are those who have blood relation with head of the household or the spouse, such as siblings, aunts, uncles, grandparents;

Household helpers, are people who work as a helper and live in the concerned household, receiving wage/salary in the form of money or in-kind payment;

Other, are people who do not have familial relation to the head of household or the spouse, who live in the household for more than 6 months, such as visitors, friends or tenants who rent a room plus food, including children of helpers who also live and eat in the employer's house.

Explanation:

1. Ex children in laws who do not have familial relation to the head of household are recorded as others (code 9); those who have familial relation are recorded according to the status of the relation to the head of the household before marriage.
2. A relative employed as a helper (receiving wage/salary) is considered a household helper.
3. Driver and gardener who are members of their employer's household (eat and live in employer's house), the driver is recorded as others, while the gardener is recorded as helper.
4. Children of household helper who live in the household, if they are treated as helpers then the relation status to the head of household is as helpers. If the children are not treated as helpers, then they are recorded as others.

Column (4): Gender

Write down the gender of each household member in the provided box, code 1 for "Male" and code 2 for "Female". Do not guess people's gender based on their names. To make sure, please ask if the person in question is a male or a female.

Column (5): Age

Ask the respondent's age and enter the answer into the box. Age is measured in years rounded down or the age after the last birthday. Age calculation is based on Christian calendar.

Explanation:

1. If respondent's age is 27 years 9 months, it is rounded down to 27.
2. If the age is less than 1 year, it is rounded down to 0.

Commonly, if people were asked their age, they mostly tend to answer with numbers ending with a 5 or a zero. Therefore, if Enumerators found such case, please ask a more detailed question regarding the age.

If the respondent were not sure of his age, please try to find more information about his age using the following manners:

1. Birth certificate, birth affidavit, doctor's card, immunization card, Road to Health Card (KMS) or other notes or other records made by his parents. Note the date of issuance of the documents (e.g. ID Card or Family Card); if it stated the age (not the date of birth).

2. Connect the respondent's date of birth with the date, month and year of an event in Indonesia or in the region which is wellknown nationally or regionally.

Example:

National election, volcano eruption, flood, fire, regional election, etc. Several other important event that can be used to estimate the age of a respondent are among others:

- a. Japanese troops landing in Indonesia (1942)
 - b. The proclamation of the Independence of Indonesia (1945)
 - c. The First National Election (1955)
 - d. The Rebellion og G30S/PKI (Indonesian Communist Party) (1965)
3. Compare household members age between siblings. Start with estimating the age of the youngest child, then compare him/her with the second youngest child by asking how old he/she is or asking the things he/she could do {sitting (6 months), crawling (8 months), standing (9 months), walking (12 months)} while his younger brother/sister was born or started being in the womb. Do the above method to get information on the older children.
 4. Compare the respondent with the neighbor's child or sibling whose age has been confirmed. Make an estimation on how many months older or younger the respondent is in comparison with those other children.

Is not uncommon for a respondent to say they do not know their age and when asked about his/her age, the answer is " up to you, Sir/Madam". In such cases, enumerators shall be required to ask again with more patience, to repeat all methods suggested.

As there are two boxes provided for age, for children aged under 10, a zero (0) must be entered into the first box and for those who aged 98 years or more figures 98 must be entered. .

Example: 100 years old	9	8
9 years 9 months	1	0
11 months 20 days	0	0

Column (6): Marital Status

Ask marital status of the respondent and enter the code into the box provided.

The choices of answers for the above questions are code 1: not married, code 2: married, code 3: divorcee, code 4: widow/widower.

Married means having a wife (for male) or husband (for female) during the census, whether living together or separately. In this case the people included in this status are those who are married legally (by the law of the tradition, religion, state, etc), and also those who live together and have been considered husband and wife by the local society.

Divorcee is a person who has been separated from wife/husband and has not remarried. In this case including a person who claims to be divorced although it is not legally confirmed yet. On the other hand, a couple who live separately but still have a marriage status are not included in this category; for example a husband/wife who is away for work or study, finding a job, or other purposes. A woman who is not married but had given birth is considered a divorcee.

Widow/widower is a person whose partner died and has not remarried.

Column (7): Have you been a victim of crime in the last one year?

Enter one of the codes from 1 to 7 to the box provided.

Crime victim is a person who himself or his possession suffers from criminal act of criminal attempt for the last one year.

The definition of criminal act in this survey is all criminal actions and violations that are punishable by law based on Book of Criminal Law (KUHP), in regards to personal safety and possession, for example murder, assault, kidnapping or deprivation of liberty, theft with or without violence, burning, damaging, smuggling, fraud, rape, insult, illegal drugs, children trafficking, and aspersion. This survey only records victims of crimes, not the perpetrator of crime.

A household that organizes gambling or distributes drugs is not necessarily a victim (criminal household), unless there is a member of the household who has become a victim of crime due to other household is a gambler or junkie.

Explanation:

- a. If a crime happened in the house and the object of crime belongs to the household, the note should be written only in the head of household's row. Household goods are goods owned by the head of the household or its members and are generally used by the majority of household members. For example if the TV were taken by a burglar, the crime victim would be the head of the household.
- b. If a crime happened in the house, the head of the household was always considered the crime victim because if someone entered a house and did criminal actions, the household would be automatically considered crime victim. The household members in the house should be noted as crime victims.

- c. If a crime happened outside the house, the crime victim would be the concerned individual, regardless if the goods belong to him/her or not.
- d. If there was a household member who has been murdered, the event should be recorded under the head of household, regardless the criminal act occurred inside or outside the house.
- e. If the object of a crime was a household member or goods belongs to a household member, the event should be recorded under the household member suffered from the crime.
- f. If the respondent suffered from more than one criminal acts, please choose only the worst event according to the respondent.
- g. Household members who are taking drugs are considered victims of crimes.

Theft is an act of taking other people's goods partly or entirely with the intention to possess them illegally.

The object of the theft could be in the form of goods, vehicles, or livestock. The method of stealing could be done by using equipment or without equipment and done by one person or more. Meanwhile, the location could be inside or outside the house, on a moving vehicles, etc. Whereas, the time of could be in the morning, noon, afternoon, evening or at night, both in a normal condition or during flood, fire, earthquake, etc.

Robbery is an act of stealing preceded or followed by violence or violent threats towards the people with the intention to prepare or facilitate the burglary, or in the case of caught in the act, to allow escape either alone or with the gangs, or to remain hold on the possession of the stolen goods; if the action is done at night inside a house or on a closed yard with a house, on public streets, or on a running train or tram/street car; or if the actions caused severe injuries.

A burglary or robbery could preceded or followed by assaults that might caused the loss of the victims' lives. If there was a robbery that caused the loss of a life, the event should be categorized as a murder.

Murder is an act intended to take someone's life whether premeditated or not.

In this survey, a crime that resulted in the loss of life is categorized as a murder (concerning the punishment according to KUHP is at least the same as a murder case, which is 15 years of imprisonment). The act of abortion is considered a murder too, whether with or without the mother's consent.

Murder victim is recorded under the head of household name. If the victim of an attempted murder is still alive, the event is recorded under the individual's own name.

Fraud is an act intended to gain profit for one's self or other people illegally, using false name or title, by deceiving or lying, making people surrendering their possession, or lending money or writing off debt.

Including in the act of fraud is placing a false name or mark on or inside a work of literature, science, art or craft, or falsify name or signature with the intention to make people believe that it is the product by the person's whose name has been falsified.

A person who was asked to give his pin number while reporting his ATM card is "swallowed by the machine" and it turned out that the money had been withdrawn by other people, is considered a fraud victim. People who became the victim of hipnosis also categorized as fraud victims.

Rape is an act of violence or violence threat to force a woman to have sex outside marriage relationship.

Victims of witchcraft, spell or amulets in this survey are not categorized as crime victim.

Column (8): Did you report to the Police?

Write down code 1 if the criminal event had been reported to the Police and write down code 2 if not.

A criminal act is reported to the Police if the victim of a crime make a report to the Police or somebody else reported it to the Police, or the Police found out about the action and caught the perpetrator by hand. The act of reporting a crime to the Police doesn't necessarily have to be done in a Police station.

Column (9) : For Household members who Travel on April 1 – Juni 30, 2009, Travel Frequency (Times), If not traveling, write down "00"

Fill in the travel frequency (times) for each household members who travel during April 1 – June 30, 2009. Write down "00" if the related household member do not travel.

One time travel/journey is calculated since leaving home and return back to the initial place. Travel/journey that has not been completed (the person has not returned to the initial place), is not considered as traveling.

Travel/Journey

Travel/Journey is a trip done by the Indonesian citizen within the geographical region of Indonesia, willingly for less than 6 months and **not for the intention to earn wages/salaries in the destination place or for study, and the nature of trip is *not routine****), with the following criterias:

1. People who travel to commercial tourist objects, regardless if they spend the night in a commercial hotel/inn and regardless if the round trip distance is more or less than 100 Km.
2. People who travel to non-commercial tourism objects, but spend the night in a commercial hotel/inn, although the round trip distance is less than 100 Km
3. People who travel to non-commercial tourism objects and do not spend the night in a commercial hotel/inn, but the round trip distance is the same as or more than 100 Km.

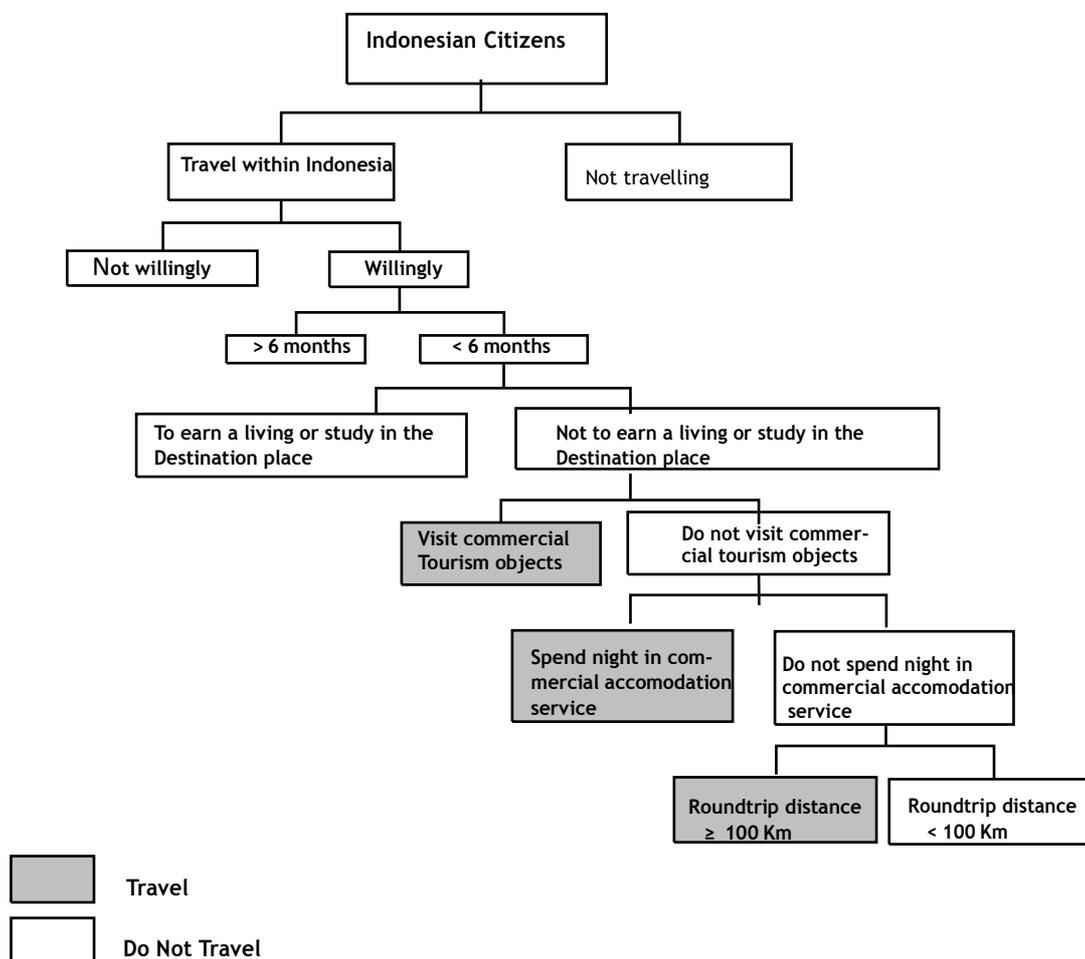
***) Confirmation**

A person who travels not for working/earning a living in the destination place or for studying but done routinely as his daily activities, is not considered as a travelling person. Example: a father routinely takes his son/daughter who works in TMII (Indonesian Miniature Park) everyday.

Explanation:

- a. Aa who travels to Jakarta from Sukabumi to conduct trading there is not considered travelling as he does that routinely to earn money.
- b. Andy travels from Jakarta to Bandung to shop for goods to be sold in Jakarta and it is his routine activity. In this case Andi is not considered as a person who travels as his travelling is purposely for business or to earn a living.
- c. A student who go to school by travelling from Bogor to Jakarta everyday, is not considered a person who makes a trip/travel.
- d. A respondent who travels for a business trip from the office is considered a person who travels if he spends the night in a commercial lodging and the distance is ≥ 100 Km.
- e. A person who goes for medical treatment is considered a person who travels if the round trip distance from home is ≥ 100 Km.

The concept of traveling is shown in the following diagram:



Explanation:

1. Commercial accomodation: hotel, inn, youth hostel, guest house.
2. Commercial tourism objects are tourism object that collect entrance fee to the sites. While tourism objects which only collect parking fees but not charging entrance fees ar not considered as commercial tourism objects

Column (10): If Column (9) ≠ 00, Main Purpose of Travelling

Write down the code accordingly, whereas the main purpose of travelling should be written in box provided.

Vacation/recreation: if the purpose of travelling is to have fun or relaxation such as visiting commercial tourism objects, hunting in the woods, visiting Borobudur Temple or Toba Lake.

Profession/Business: if the purpose of travelling is to facilitate profession/business activities, i.e. conduct regional inspection, participate meetings related to business/line of work, and trade negotiations. This travelling for profession/business is more individual in nature or to represent his business and usually within a smaller scope compared to if travelling for a summit meeting/congress.

Mission/Summit Meeting/Congress: if the purpose of travelling for a mission/summit meeting/congress such as cultural/art mission, summit meeting, congress, seminar, and workshop. The above activities are usually organized/managed specifically and within a larger scope.

Education/training: if the purpose of travelling is to join activities related to education/training (not a routine trip to school), such as fieldwork practices, courses, and trainings.

Health: if the purpose of travelling is for medical treatment or health recovery and/or seeking medication (either for self or other people).

Pilgrimage/religious trip: if the purpose of travelling is to visit places considered sacred or related to religious activities, such as joining/attending religious lectures, pilgrimage to ancestors' graves, pilgrimage to *wali songo* (9 guardians).

Visiting friends/family: if the purpose of travelling is to visit friends or family/relatives in the context of returning hospitality.

Sport/Art: if the purpose of travelling is to do activities related to sports (including camping, hiking) or art including as supporters/cheerleaders.

Others: if the purpose of travelling is other than codes 1 to, such as shopping.

Explanation:

If a person has the intention to travel to more than one place, please choose the travel that will **take the longest time**. If the length of time is the same, choose one with the **longest distance**. If even the distance is the same, choose one with the **smallest code** number.

Column (11): for Household member aged 0-6, Have They Attended Preschool Education?

Write down the appropriate code for family members aged 0-6 regarding their participation in pre-school education.

Attended preschool education means enrolled in and actively attending education in kindergarten (TK)/Bustanul Athfal (BA), Raudatul Athfal (RA), play group, day-care center, Early Age Children Education (PAUD) and other institution.

Yes, done that, if they have attended pre-school education and at the moment has finished/completed/not active anymore.

Yes, I am, if at the moment the respondent is still actively attending a pre-school education.

No, if the respondent never attended a pre-school education.

Column (12) : If Column (11) Is Coded 1 or 2, Type of Pre-school Education

Enter the appropriate code according to the household members aged 0 to 6 regarding their participation in attending pre-school education. The entries of this column is: code 1: Kindergarten (TK)/Bustanul Athfal (BA)/Raudatul Athfal (RA), code 2: play group, code 3: day care center, code 4: PAUD post/PAUD integrated to BKB/Posyandu, and code 5: PAUD units of the same type (PAUD-TAAM, PAUD-SM, PAUD-BIA & other PAUD Institutions).

Attending pre-school education means enrolled in and actively attending the education in kindergarten (TK) / Bustanul Athfal (BA), Raudatul Athfal (RA), Play Group, Day Care Center, Early Age Children Education (PAUD) integrated to BKB/Posyandu, and other PAUD units of the same type.

Kindergarten (TK) / Bustanul Athfal (BA)/Raudatul Athfal (RA) is a pre-school education before entering elementary school (SD)

Play group is a pre-school education program before kindergatren, which program is to teach children to socialize among them by way of playing. Play group is commonly called PG.

Nursery Garden is a place/center for nursing children which includes a pre-school education program. Day care center usually takes care of children whose parents works. Day care center has a stimulation program for children, among others: toys/play tools (rough motor/muscles), learning shapes (soft motor) and playing (socializing). Other names that might be found for such center is full day or day care.

PAUD (Pendidikan Anak Usia Dini) or Early Age Children Education is a developing effort targeted to children from 0 to 6 years old that is performed through providing educational stimulation to help physical and mental growth and development so that children have preparedness in entering the next phase of education (Article 1, point 14, Law of National Education System/Sisdiknas).

PAUD integrated to Toddler Family Training (BKB)/Posyandu. The society is more familiar to the abbreviation, or other names: Early Age Children Education Post (PADU), PAUD Post, PADU Park, and PADU Posyandu.

- BKB activities are usually once a week; parents are equipped with the activities to be done at home and the main activity is playing.
- Teachers are kindergarten teachers or trained cadres.
- Fee is between Rp. 1,000.- to Rp. 10,000.-.

PAUD Units of the Same Type are other forms of non-formal PAUD other than PAUD integrated with Toddler Family Training/Posyandu, which implementation could be integrated with various early age children programs that already exist in the society, such as PAUD-TAAM (Islamic Children Nurturing Garden), PAUD-SM (Sunday School) and PAUD-BIA (Catholic Children Faith and Community), Al Qur'an Education Garden or TPQ, Devout Children Education Center or TAPAS, Devout Children Education Studio or SPAS, Anaprassa Training, and other early age education under the guidance of religious institutions, and all children service institutions under women organization or social/community organization.

Other educational institutions, including Nature School, Bobo Creativity Studio, etc.

Description:

- If attending more than one pre-school education, use the smallest code
- If it is mentioned TK Full Day, is categorized Kindergarten (TK)
- If it is mentioned Full Day Play Group, is categorized Play Group
- If it is mentioned only Full Day, is categorized Day Care Center.

6.6 Blok V. Individual Detail on Health, Toddler, Education, Employment, and Fertility and Family Planning (FP)

Name: Nr:	
Biological mother Nr.: [Use 00 if biological mother doesn't live in this rt]	
Information provided by: Name: Nr:	

Name, number, biological mother number, and name & number of household member who provides information

Write down the name and number of household member being interviewed. Enter the number of the household member into the box. **Biological mother number**, ask whether the biological mother of this household member lives with him; if "Yes", enter the number of the biological mother in accordance with the serial number in Column (1) BlockIV. If the answer is "No", enter code 00.

Write down the name and number of the household member providing information in the interview. If the answer provider is the relevant household member, then the entries of name and number should be the same as what have been written at the top first row.

6.7 Block V.A. Health Information (For All Ages)

This block is used to record the information on household members' health. Information covered in this block starts from Detail 1 to 8, covering health complaints, frequency of medical outpatient treatment, and hospitalization.

Detail 1: In the last 1 month, do you have any health problems such as the followings?

(Read out from a to h)

Use code 1 if the respondent have health problems or code 2 if the answer is "No" for each condition. The **last 1 month** means the last month that ends 1 day before the census.

V.A. HEALTH INFORMATION (FOR ALL AGES)			
1. In the last 1 month, do you have any health problems such as the followings? (Read out from a to h) [Use code 1 if there is any, code 2 if there is none]			
a. Fever	<input type="checkbox"/>	e. Diarrhea	<input type="checkbox"/>
b. Coughing	<input type="checkbox"/>	f. Recurring headache	<input type="checkbox"/>
c. Colds	<input type="checkbox"/>	g. Toothache	<input type="checkbox"/>
d. Asthma/Asphyxia	<input type="checkbox"/>	h. Others*)	<input type="checkbox"/>
[If all detail R.1 = 2, continue to detail R.7]			

*) Such as: Measles, perforated tympanic membrane/CSOM, hepatitis/liver, seizures, paralyzed, senility, accident, etc.

Health problem is a condition where a person suffers from physical or mental illness, whether it is an acute disease, chronic disease (although there is no problem in the last one month), accident, criminal act or other things.

Fever is a condition which symptom is the increasing body temperature above 37.5 degrees Celcius, or if touched (especially with the back of the hand) it feels hot.

Coughing is a sound produced by the sudden opening of vocal cords followed by the fast release of air, in order to let out the object that stimulates the central or lower part of respiratory tract; short or long; dry, phlegmy or bloody expectoration; lasting for days, weeks, months or years.

Colds is a condition with the following symptoms: mucus, nasal congestion, and might be followed by sneezing, or other symptoms.

Asthma is an illness during which attack the patient suffers difficulty in breathing due to constriction in the lower respiratory track, causing the breathing to make a sound while letting air out; local community calls the illness *bengek* or *mengi*.

Asphyxia/hyperventilating is rapid breathing causing the patient to use extra energy (chest walls could be drawn inwards) while inhaling air or rapid breathing (babies > 50 times/minute; aged 1-4 > 40 times/minute; aged 5 and above > 30 times/minute), usually accompanied by bluish color lips and nails due to lack of oxygen.

Diarrhea is an illness which symptoms are: runny or liquid faeces, sometimes mixed with blood or mucus; generally happens 3 times or more within 24 hours. Diarrhea might be accompanied with a throwing up, or decrement of consciousness. Local people call this illness as *mencret* or *bocor*.

Recurring headache is the feeling of pain, throbbing pain, jabbing pain, like being tied up, drilled or stabbed in the head, or other uncomfortable feelings in part or of the whole head. It lasts from a few hours to a few days, recurring for several times within 1 year (at least 2 times), with similar symptoms. Headache during fever is not considered a recurring headache.

Tootache is the feeling of pain in the teeth or gums, sometimes accompanied by swelling, but does not include sprue.

Other problems are health problems such as measles, perforated tympanic membrane /CSOM, hepatitis/liver disease, seizures, paralyzed, senility, including other health problems caused by accidents/tragic events, natural disaster, lost of appetite, difficulty in defecating, headache caused by fever, non-recurring headache, problems with joints, problems in hearing, cataract, gastritis, stomachache, catching colds, unable to urinate, ulcer, sore eyes, and physical problems caused due to menstruation or pregnancy.

Explanation:

- These other health complaints might be the most frequent complaints, so they should be asked although respondents do not have other problems from (a) to (g)
- Physical complaints caused by menstruation or pregnancy are recorded as other health problems
- Patient of chronic disease is recorded as having a health problem (according to the type of illness suffered), although for the last one month does not have any other health problem.

Detail 2 to 6 do not refer to the worst health problems, but also cover all kinds of health problems suffered by household members in the last 1 month

Detail 4.a: Has the respondent ever conducted self medication in the last one month?

Circle the appropriate code and fill in the provided box. If the entry is code 2, proceed to question in Detail 5.

4. a. Have you treat yourself in the Last One Month ? 1. Yes 2. No [Detail R.5]	<input type="checkbox"/>
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Self treatment is made by a person who has been having the same health problem in the last one month (Detail 1.a to h, some are coded 1).

Self treatment is an effort to have a medical treatment by deciding the kind of medicines by oneself (without any /prescription from a medical doctor/traditional medication/batra).

Example: Taking drugs that are sold in a stall or buy from pharmacy without doctor’s prescription, taking traditional medication, kerokan (skin scrapping), kop (skin suction), and other practices in order to treat or to reduce the health problems.

Detail 4.b: Type of Medicine/Method used in Medical Treatment

Enter code 1 if the answer is “Yes” or code 2 for “No” in the box provided for each type/method of medical treatment.

4. b. Type of medicine/method used as medical treatment: [use code 1 for yes, code 2 for no] 1. <i>Traditional</i> <input type="checkbox"/> 2. <i>Modern</i> <input type="checkbox"/> 3. <i>Others</i> <input type="checkbox"/>
--

Type of medicine/medical treatment method used

1. Traditional Medicine is medicine concoction made of herbs/plants, animal, mineral, etc. which is generally has already been used for generation whether to cure an illness or to be taken as health supplement in a form of powder, finely chops, liquid, tablet, capsule, medical embrocation, liniment lotion, etc. The products makers could be the household, *jamu gendong* peddler, jamu pharmacy, pharmaceutical factory, etc. Traditional medicine made in a pharmaceutical factory or jamu pharmacy has registration number in the Ministry of Health with a beginning code of TR (Traditional), for instance in several local jamu brands, TRI (imported traditional medicine brands), TRL (license imported traditional medicine brands).
2. Modern medicine is medicine used in a medical system, it can be in the form of tablet, caplet, capsule, syrup, powder, ointment, suppository (i.e. hemorrhoids medicine), inhaler (i.e. asthmatic medicine to be sprayed inside the mouth or to be inhaled); usually is ready made from pharmaceutical factories, with packaging and registration code number in the Ministry of Health starting with 1-3 letters followed by numbers.

The letters are among others DTL (Local Limited Medicine Brand), DKL (Local Prescription Drugs Brand), DBL (Imported OTC – over the counter Drugs Brand). There are- over the counter Drugs Brand), etc. There are modern drugs that can only be purchased in pharmacy with doctor's prescription (although in practice they can be purchased without prescription or outside the pharmacy, such as tetra capsule and sedative), and there are over the counter drugs in pharmacy, drug store, drug depot or stall (such as various brands of cold and headaches medicines).

3. **Others**, such as food supplement/natural supplement (i.e: *sunchlorella*, *squalen*, omega 3, nuskin, imedeen, collagen, etc); tonic drinks (i.e: Kratingdaeng, Kaki Tiga, M-150, Adem Sari, Lasegar, etc) with registration code beginning with MD (local products) or ML (imported products); skin scrapping; massage.

Detail 5: Have You Seek Medical Treatment in the Last 1 Month?

Circle the appropriate code and fill in the provided box. If the entry is code 2, proceed the question in Detail 7.

<p>5. Have you seek medical treatment in the last 1 month? 1. Yes 2. No → [Detail R.7] <input style="width: 20px; height: 20px;" type="checkbox"/></p>
--

Medical treatment is an effort by household members who have health problems to check their health and get medication by going to modern or traditional health services without hospitalization, including housecall.

The followings are not included in medical treatment: consultation, medical check-up, health check (such as for Driver License, new employee acceptance, promotion), screening (medical check-up to find illness, such as: Pap Smear Test for cervix cancer, mantoux tes for toddler to find TBC), normal pregnancy check-up, and immunization, because all are prevention efforts.

Detail 6: Frequency of Medical Treatment in the Last 1 Month

Write down in the provided box the frequency of (how many times) the respondent visits health centers for medical treatment (without hospitalization) for each health service facility.

<p>6. How many times do you have medical treatment in the last 1 month? [Write down the frequency of medical treatment for each facility]</p>					
a. Government Hospital	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	e. Nakes Practice	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
b. Private Hospital	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	f. Batra Practice	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
c. MD Practice/Polyclinic	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	g. Traditional Midwife	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>
d. Puskesmas/Pustu	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>	h. Others	<input style="width: 20px; height: 20px;" type="checkbox"/>	<input style="width: 20px; height: 20px;" type="checkbox"/>

Do not forget to ask each of the medical treatment facility from (a) to (h), because family members might go to several facilities during the last one month.

Health services center are as follows:

Government Hospital is a hospital owned by the central government (such as *RSCM/RSUP Dr. Cipto Mangunkusumo*); regional government (such as *RSU Labuang Baji*), National Army/TNI (such as *RSPAD*), or State-owned Enterprise/BUMN (such as *RS Pertamina*).

Private Hospital is a private owned hospital such as *RS St. Carolus, RS Medistra*.

Physician Practices are private/personal practices of physicians, whether general practitioners, dentists, or specialists. Location of practices can be carried out in Hospitals, *puskesmas* (community health center), supporting *puskesmas*, or clinic that is commonly open outside the doctor's working hours.

A medical doctor who is ill and cures himself is considered going a Physician Practice, although the concerned doctor does not work as a physician, but for instance as an actor/actress.

A woman went to a physician practices and told the doctor about her husband's illness. If the doctor gave her a prescription or advice on how to treat the illness, the husband is considered going to a physician practices.

If a household head/member seek medical treatment to an acupuncture practitioner or a paranormal practitioner he is considered as going to a doctor.

If a household head/member went to a hospital or a physician practice abroad, he is considered going to a **Private Hospital** or a **Physician Practice**.

Polyclinic is a health service center for outpatient (not hospitalized); usually managed by privates, companies, foundations, Army/TNI or various Departments/BUMN.

Puskemas (Community Health Center) is a health service unit owned by the government responsible for providing health services to the community in sub-districts, part of sub-districts or kelurahan (such in DKI Jakarta). *Puskesmas* team can do mobile practices to certain places within its working territory in order to provide easier access of health services for the society.

Supporting Puskesmas (Pustu) is a health service unit that provide assistance to *puskesmas* in some parts of the *Puskesmas* working area.

Health Officer (nakes) practice is a private/personal practice by a nurse or midwife; open outside the hospital, *puskesmas*, *pustu*, *polindes*, *posyandu* or clinic.

A nurse who is ill and then self medicates herself is considered going to a *nakes* practice.

Batra Practice (Traditional Medication) is an alternative health service by shaman/healer/sinshe, including acupuncture practice, finger therapy, paranormal, radiesthesia (usually using a pendulum).

Traditional Midwife is an alternative health practice by a midwife who specifically handles pregnancy or delivering baby, whether she has been trained by the Ministry of Health or not. The term midwife also known as *paraji* in West Java, *dukun beranak* in DKI Jakarta, etc.

Others, such as Polindes (Village Maternity Ward), Posyandu, or if a woman gave birth without any medical support.

Explanation::

1. Medical Doctor who is ill and cures himself with medical treatment is considered going to a Physician Practice, although, for example, he does not practices as a medical doctor, but an actor instead.
2. A woman went to a physician practice and told the doctor about her husband's illness. If the doctor gave her a prescription or advice on how to treat the illness, the husband is considered going to a physician practice.
3. A nurse who is ill and self medicates herself is considered going to a health office/nakes practice.
4. A household member who goes to acupuncture practitioner or paranormal practitioner is considered going to a doctor's practice.
5. If a household head/member went to a hospital or a physician practice abroad, he is considered going to a Private Hospital or a Physician Practice. .

Detail 7: Have You Been Hospitalized in the Last 1 Year?

Circle code 1 if the respondent has been hospitalized in the last 12 months, and code 2 for "No" If code 2 is circled, continue to Detail 9.

7. Have you been hospitalized in the last 1 year ? 1. Yes 2. No [detail R.9.a]	<input type="checkbox"/>
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Hospitalization is an effort to treat a disease by spending a night or more in a modern or traditional health service unit, including hospitalization in maternity ward.

Respondent who had been hospitalized is a respondent who has checked out of the hospital, not including respondent who is still being hospitalized during the census period. This is what has been agreed in order to keep the survey consistent and easier to calculate the cost of hospitalization.

Detail 8: Duration of Hospitalization (in days)

Fill in the duration of hospitalization that **is already finished in the last one year**, in the provided box for each type of service. If the respondent has been hospitalized more than once in the same place, add the duration of the hospitalization days of the several visits for the last one year.

8. Duration of hospitalization (in days):					
a. Gov. Hospital	<input type="text"/>	<input type="text"/>	<input type="text"/>	d. Nakes Practice	<input type="text"/>
b. Private Hospital	<input type="text"/>	<input type="text"/>	<input type="text"/>	e. Batra Practice	<input type="text"/>
c. Puskesmas	<input type="text"/>	<input type="text"/>	<input type="text"/>	f. Others	<input type="text"/>

6.8 Block V.B. Toddler's Health (For Household Members Aged 0-59 Months)

Detail 9.a: Age in Months

Fill in the toddler's age in months. If the toddler is 1 month old or more (Detail 9.a ≠ 00), continue to question in detail 10. However, if the age is less than 1 month, enter Detail 9 with 00 and Detail 9.b with the baby's age in days.

9. a. Age in months :	months	<input type="text"/>	<input type="text"/>
(go to detail R.10 if content ≠ 00)			
b. If detail R.9.a = 00, age in days:	days	<input type="text"/>	<input type="text"/>

Counting toddler's age in Detail 9.a is in a full month, while the remaining age in days is not counted (rounded down).

Calculation of age is not done by multiplying the content of col 5 Block IV by 12 directly, however the exact age should be really known from KMS or birth certificate

Example:

- A child aged 3 years 4 months and 22 days; the formula to convert his age is: (3 x 12 months) + 4 months = 40 months. Entry of Detail 9.a is done as follows:

9.a. Age in months: 40 month	<input type="text"/>	<input type="text"/>
(to R10 if entry ≠ 00)	4	0

Detail 9.b.: If Detail R. 9.a. = 00, Age in days

If the infant is still a newly born baby of less than 1 month old, then Details 9.b. must be filled out.

Example:

- A baby is 21 days old, the method of filling in the entries are as follows:

9. a. Age in months:00..... months (continue to detail R.10 if entry ≠ 00)	<input type="text" value="0"/> <input type="text" value="0"/>
b. If detail R.9.a = 00, age in days:21 days	<input type="text" value="2"/> <input type="text" value="1"/>

Detail 10: Who Has Helped During Delivery Process?

Fill in the box a for the helper for the first born and in box b for the helper for the last born

10. Who helped during delivery process? [Fill in the answer code to the box] 1. Doctor 2. Nurse 3. Other paramedic	4. Traditional Midwife 5. Family 6. Others	First a <input type="text"/> Last b <input type="text"/>
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The questionnaire for delivery process helper is divided into two, i.e. helper for the **first born** and helper for the **last born**. The intention for asking this question is to gather information on who were involved in the delivery process.

Delivery process is the process of birth of a fetus from the mother's womb to the world, starting with delivery symptoms (periodic stomach ache that gets more often, longer and stronger, contraction of womb, water-broke mixed with mucus and blood from vagina, water-broke of yellowish clear color from vagina, and the feeling of defecation before the baby is finally delivered), infant delivered, cutting the placenta cord and the release of placenta. In a delivery process, a woman might be help by more than one type of helper (such as traditional midwife and a nurse).

Birth is a process when the fetus is delivered at the age of more than 5 months (22 weeks); if the fetus's age is less than 5 months, it is called an abortion.

Example:

During a delivery process, a mother was being helped by a nurse from puskesmas. Due to a placenta blockage, the nurse took her to the nearest hospitals for a caesarian surgery by a gynecologist.

10. Who helped during the delivery process? [Fill in the answer code to the box] 1. Doctor 2. Nurse 3. Paramedic	4. Traditional Midwife 5. Family/relative 6. Others	First <input type="text" value="2"/> Last <input type="text" value="1"/>
---	---	---

Confirmation:

1. If delivering the baby is done together, such as by a nurse and a doctor, it should be recorded under doctor (smallest code number).
2. If a respondent does not know who helped delivering the baby (such as a adopted child), enter code 9 in the first and second boxes.
3. If the helper was the same person, the code in the first and last boxes should be the same.

Detail: How Many Times Immunization Have Been Given?

Enter how many times a child has been given immunization according to the mother's answer, for each type of immunization. If the answer is never, enter a zero and if she does not know, enter a nine.

11. How many times taking immunization? [Write 0, if never]			
a. BCG	<input type="checkbox"/>	d. Measles/Morbili	<input type="checkbox"/>
b. DPT	<input type="checkbox"/>	e. Hepatitis B	<input type="checkbox"/>
c. Polio	<input type="checkbox"/>		

Immunization or vaccination is inserting certain attenuated germs or toxins (vaccine) into human body by means of injecting or drinking (dropping into mouth) in order to increase body immunity against the disease.

Schedule of a complete and timely immunization:

Nr.	Age	Immunization
1.	0 – 7 day/s	Hepatitis B1
2.	< 1 month	BCG
3.	2 months	Hepatitis B2, DPT 1, Polio 1
4.	3 months	Hepatitis B3, DPT 2, Polio 2
5.	4 months	DPT 3, Polio 3
6.	9 months	Measles, Polio 4

Please differentiate medical injection and vaccination, because at a glimpse they look the same. Medical injection is a treatment for an ill child, while vaccination is for directed to a relatively healthy child.

Description on types of immunization:

BCG (Bacillus Calmette Guerin) is a vaccination to prevent Tuberculosis/TBC, given to a new born baby or a toddler by injection on the base of the upper arm. BCG injection is given one time.

DPT (Diphtheria, Pertussis, Tetanus) is given to a baby aged 3 months or older, by injecting it on the thigh and should be repeated after 1 month and then again after 2 months. Thus, a complete DPT Immunization on toddlers are done 3 times (sometimes time lapse between injections can be more than one month).

Polio is a vaccine to prevent polio virus, given to a baby at the age 3 months or older by giving 3 drops of liquid vaccine in a pink or white color directly into the baby’s mouth; usually given together with DPT vaccination. A complete Polio immunization is given 3 times. In National Immunization Week (PIN), polio immunization are given specifically for all toddlers in Indonesia at the same week (in certain regions are at the same month or day) in accordance to the given schedule.

Measles/morbilli is a vaccine to prevent measles/morbilli; (please state the symptoms and epidemic area of measles if the mother seems not understand), that is usually given one time to a baby aged between 9 to 12 months, by injecting on the thigh.

Hepatitis B is an intramuscular injection (injection to the muscle), usually on the thigh, given to baby to prevent Hepatitis B. This injection is given 3 times. The first injection given when the baby is 0 month old, the second is given at the age of 1 month, and the third is at the age of 6 months.

Description:

If there were repetition caused by failure or exceeding the tolerated time gap (such as with Hepatitis B injection), the frequency of immunization to be written down should include the repeated injection.

Detail 12.a: Has The Baby Been Given Breast Milk (ASI) ?

Circle code 1 for “Yes” and code 2 for “No” and write down in the provided box. If the entry is coded 2, please continue to question other member. If respondent does not know, write down code 9 to the provided box.

Breastfeeding can be done naturally or using other aids such as bottle, glass, spoon, etc.

12. a. Has the baby been given breast milk? 1. Yes 2. No (ask other Art)	<input type="checkbox"/>
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Breast milk (ASI) is the best natural food for baby, which composition meets the full requirement of a baby up to 6 months old. ASI contains elements that provides protection against various diseases and also enzyme that help baby’s digestive system. Breastfeeding with affection can also strengthen the bond between a mother and her baby.

Breastfeeding is if a mother’s nipple sucked by a baby secreting milk that is drunk by the baby, although only a little. A breastfeeding mother is not only the biological mother of the baby but she could be another woman.

Detail 12.b: If “Yes” (Detail 12.a = 1), Enter Duration of Breastfeeding
[Fill in with “days” for < 1 month old and “month(s) for ≥ 1 month]

If a child has been given ASI or Detail 12.a has been coded 1, then enter the duration of breastfeeding, whether with complementary food or not, into Detail 12.b.1 (on the dot dot dot and into the boxes). Insert duration of exclusive breastfeeding in Detail 12.b.2, while the duration of ASI plus complementary food in detail 12.b.3. Entries consistency of R.12.b.1 = R.12.b.2 + R.12.b.3.

12.b. If "Yes" (R.12.a = 1), the duration of breastfeeding: [Fill in with "days" if age is <1 month and in "month/s" if age is ≥ 1 month] 1. Duration of breastfeeding: 2. Exclusive breastfeeding: 3. Breast milk plus additional food:	1 <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> 2 <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> 3 <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>
--	---

Explanation:

A baby is considered given exclusive ASI although he is also taking medication, vitamins (even added by water/tea for drinking) or given polio vaccinations.

Physical and biological needs that should be met by the parent for their baby, i.e.:

- Breast milk within 30 minutes after birth
- Exclusive breast milk since birth up to 6 months old
- Provide ASI complementary food (**MP-ASI**). The MP-ASI is food or drinks that contain nutrients, given to babies aged 6 months up to 24 months to meet the nutrition requirements. MP-ASI is suggested to be made from foodstuff that is cheap and can be obtained easily in the local area. It should be given in a blended/dissolved in water starting from porridge form to steamed rice 3 times a day. The blended food should consist of protein/building elements (such as: fish, tofu, tempe, egg, beef, chicken, nuts), carbohydrate/energy elements (such as: rice, flour, potato, sweet potato, corn), and controlling elements (such as vegetables and fruits).

Complementary food to accompany ASI among others are:

- a. Baby milk powder - formula milk.
- b. Tajin water - water after boiling rice.
- c. Fruits, such as banana, papaya, orange, tomato, avocado.
- d. Baby biscuit - biscuit specifically made for babies, such as Farley, Milna brands.
- e. Rice powder porridge - porridge made of rice flour without additional milk, added with sugar or plain, home made or factory made (such as Promina, SUN brands).
- f. Milk porridge is porridge made of rice flour added with milk, home made or factory made (such as Promina, Nestle, SUN brands).
- g. Steamed rice/rice porridge added with vegetable, is steamed rice or rice porridge that is added with vegetables such as spinach/carrot/others during the cooking process.
- h. Steamed rice/rice porridge added with vegetable, animal/vegetable side dish is steamed rice or rice porridge during which cooking is added with liver/egg/tofu/tempe and vegetables such as spinach/carrot/others.

6.9 Block V.C. Education Detail (For household member aged 5 or older)

This block is intended to obtain detail on education, covering the school participation number, high education level that has been attended, certificate/diploma owned, and percentage of illiteracy.

A person is considered schooling if he is registered and active in attending a study process in formal education level, whether under supervision of Ministry of National Education/Depdiknas or other department/institution.

Formal education ranks consist of:

1. Elementary education consists of: Elementary School (SD) including small/pamong SD (education by society, parents and teachers), Elementary Special Education (elementary SLB), Islamic Elementary School (MI) and General/Vocational Secondary School (SMP) (including Open SMP, SMEP, ST, SKKP), Islamic Secondary School (MTs).
2. Middle education consist of High School (SMA), Islamic High School (MA), Vocational High School (i.e. SMEA, STM, SMIP, SPG, SGA, including vocational school managed by departments other than Depdiknas).
3. High education consists of:
 - a. Degree program is program intended to shape academic expertise such as expert related to research and development, concept increase/implementation, and operational method of a science major, technology or art, managed by a university, covering bachelor's degree (S1), master degree (S2) and doctoral degree (S3).

- b. Non-degree program – program that is intended to shape professional expertise such as expertise that emphasizes in talent and application of sciences, technologies or arts in works. This program covers degrees of Diploma I (D.I), Diploma II (D.II), Diploma III (D.III), Diploma IV (D.IV), Specialist Education 1 (Sp 1), Specialist Education 2 (SP 2).

Detail 13: School Participation

Circle one of the codes from 1 to 3 and enter the number into the box provided. If the answer is coded 1, proceed to Detail 17. The choices of answers for the question are: Code 1: No/have never been to school, Code 2: still attending, and Code 3: Not anymore.

13. School participation: 1. No/have never been to school ---> [R.17] 2. Still attending 3. Not anymore	<input type="text"/>
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No/have never been to school – never or not yet been registered and never been active in attending school or at formal education level, including have completed/not completed kindergarten level but do not continue to elementary school..

Still attending – are those who are registered and actively attending a formal education level, whether it is under supervision of Ministry of National Education, Ministry of Religion, other Government Institution, or Private Institution.

A person is considered going to school is he is registered and actively attending learning process at certain formal education level, both under the supervision of Ministry of National Education or other departments/ institutions.

Explanation: Students who are on leave are considered still attending school.

Not anymore – those who were once registered and actively attending a formal education, but at the time of census are not registered and active anymore, including those who are attending Package A program of SD (Elementary) equivalent, Package B program of SMP (Junior High) equivalent and Package C Program of SMA (Senior High) equivalent.

Explanation:

1. A person who attends Package A program of Diniyah Ula and has never attended Elementary school is considered never been to school.
2. Diploma I program is a formal education program organized by a university.

Detail 14: Highest Level and Type of Education that has been/is being Attended:

Circle one of code 1 to 11 and fill it in the provided box.

14. Highest level and type of education that has been/is being attended: 01. SD/SDLB 02. M. Ibtidaiyah 03. SMP/SMPLB 04. M. Tsanawiyah/ 05. SMU/SMLB 06. M. Aliyah 07. SMK 08. D1/D2 09. D3 10. D4/S1 11. Master/Doctorate	<input type="checkbox"/> <input type="checkbox"/>
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Highest level of education that has been/is being attended is the highest level of education that has been attended by a person and has graduated, or has been attended by a person who is still a student.

SD/SDLB is an Elementary School of 5/6/7 years or equivalent (elementary special school, small elementary school, pamong elementary school).

Madrasah Ibtidaiyah (MI) is Islamic Elementary School of SD equivalent.

SMP/SMPLB is Secondary School or the equivalent MULU, 3-year HBS, and Secondary Special School).

Madrasah Tsanawiyah (MTs) is Islamic Secondary School of SMP equivalent

General High School (SMU)/Special High School (SMLB) is a High School (SMU), or the equivalent (Special High School, 5-year HBS, AMS, and Employee Administration High Course (KPAA).

Madrasah Aliyah (MA) is an Islamic High School of SMU equivalent

Vocational High School (SMK) is a vocational school of SMA equivalent such as Social Work High School (SMPS), Craft Industry High School, Fine Art High School, Karawitan Indonesia High School (SMKI), Musical High School, Development Technology High School, Economic High School (SMEA), Technology High School, Agricultural Technology High School, Shipping Technology High School, Mining Technology High School, Graphic Technology High School, Sport Teacher School (SGO), School for Special Education Teacher (SGPLB), Chemical Analyst High School, Apothecary Assistant School (SAA), Nurse School, X-Ray Preparation School.

Diploma 1 / 2 Program is D1/D2 program in a university that organizes diploma 1 and 2 program in formal education.

Diploma 1 Program is only a diploma program of education program organized by a university.

Diploma 3 Program / baccaulaureate is a D3 program or baccaulaureate degree in an academy or university that organizes diploma programs or issues baccaulaureate degrees.

Diploma 4 Program / bachelor is an education program of Diploma 4 or Strata 1 in a university.

S2/S3 is a postgraduate education program (master or doctorate), Strata 2 or Strata 3 in a university

Explanation:

For household head/member who attends 2 different schools (or more) should be recorded in only one school only.

Examples:

1. Household members who attends public SD and Madrasah Ibtidaiyah will be recorded in either SD or MI, depending on respondent's answer.
2. Specialist 1 education is equivalent to S2 and Specialist 2 is equivalent to S3.

Detail 15: Highest Level/Class that Has Been/Is Being Attended

Circle one of the following codes from 1 to 8 and enter the code into the box provided.

15. Highest Level/Class that Has Been/Is Being Attended 1 2 3 4 5 6 7 8 (Finish)	<input type="checkbox"/>
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Examples: *Highest Level/Class Attended/Being Attended*

- a. For household head/member who has graduated, use code 8 for the highest level/class has been/being attended.
- b. For household head/member who has a bachelor degree attending/has attended master/S2 program, use code 6.
- c. For household head/member who has a master degree attending/has attended S3 program, use code 7.
- d. For household head/member who has attended/is still attending the highest level/class of S1 program, use code 5.

Graduated means has completed the study marked with passing the final exams in the last class/level of an education in a public or private school and received a certificate/diploma. A household head/member who has not attended the last level of education program but has passed the final exams is considered graduate.

Explanation:

For household head/member who has attended/is still attending class in high education level using a Semester Credit Unit (SKS) system, information on the level/class he has attended/is being attended can be obtained by asking the following:

“What is the total SKS you have completed?”

Respondent answer will be converted as follows:

0 - 30 SKS	≈ Level 1
31 – 60 SKS	≈ Level 2
61 – 90 SKS	≈ Level 3
91 – 120 SKS	≈ Level 4
121 SKS – up	≈ Level 5
91 – 120 SKS	≈ Level 4

Example:

1. Education level that has been or is being attended by household head/member who goes to the university and has completed 30 and 65 credits are as follows:

Total SKS completed	Finished Level	Current Level
30 SKS	1	2
65 SKS	2	3

2. For household head/member who attends program transfer from an academy/diploma III program to University using the total of converted SKS, his level is determined based on the total converted SKS added by SKS that has been completed in the university.

Detail 16: The Highest Certificate/Diploma Possessed

Circle one of the codes from 01 to 12 and enter the answer into the box provided.

16. Highest Certificate/Diploma Owned:		<input type="text"/> <input type="text"/>
01. Do not own SD certificate	07. M. Aliyah	
02. SD/SDLB	08. SMK	
03. M. Ibtidaiyah	09. D1/D2	
04. SMP/SMPLB	10. D3	
05. M. Tsanawiyah	11. D4/S1	
06. SMU/SMLB	12. S2/S3	

Do not own SD certificate means that the household/member does not possessed certificate for a certain educational level, but has to attended to Elementary School of 5/6/7 year study or equivalent (among others are basic level of SLB, Madrasah Ibtidaiyah, Pamong Elementary School, Smal Elementary School, Package A1-A100, Package a Equivalent) but did not/has not yet graduate. This include household/member who graduated 3-year elementary school or equivalent.

Cases:

1. Household head/member who currently sits in 5th grade of SD, or 2nd grade of SMP, or 2nd grade of SMA but has taken the final exams in SD, SMP, or SMA and graduated, then the highest level of education he has finished is, SMP, or SMA respectively in accordance with the level of education he has been graduated from.
2. There is a possibility that a household head/member who has completed a certain level of education, it turns out that at the time of interview is taking other educational program which level is lower than what he has completed. This kind of thing must be confirmed by repeating the question one more time. If this happened, give clarification in the Note Block.
3. If the certificate/diploma owned is missing/burnt, the respondent is considered possessing a certificate.

Detail 17: Can Read and Write

Enter code 1 for “yes” and code 2 for “no” in the box provided.

Can read and write means able to read and write words/simple sentences in certain letters, e.g. “I must be honest.”

17. Can read and write:		
(Enter code 1 if yes, code 2 if no)		
a. Latin Letters	<input type="checkbox"/>	c. Other letters <input type="checkbox"/>
b. Arabic Letters	<input type="checkbox"/>	

Explanation:

1. A blind person who can read and write in Braille is considered able to read and write Latin letters.
2. A disabled person who used to be able to read and write, and then due to his disability he cannot do it anymore is considered able to read and write.
3. A person who can only read but cannot write or otherwise can write but cannot read, is considered cannot read or write.

Detail 18 and 19 is only intended for HOUSEHOLD MEMBER AGED 5 TO 24.

Detail 18: If R.13 = 1 or 3, Give Reason for Not Going/Has Never Gone or Not Going to School Anymore:

Circle one of the codes 01 to 11 and enter the answer into the provided boxes:

18. If R.13 = 1, reason why never/yet to or not going to school anymore:	
01. Cannot afford it	07. School is too far
02. Working/Earning a living	08. Disabled
03. Got married/managing household	09. Waiting for announcement
04. Feel that current education is enough	10. Rejected
05. Not old enough	11. Others
06. Shy because of economic condition	

Reason for not going/has never gone/not going to school anymore:

Cannot afford it - if the respondent or the family cannot afford to provide tuition fees;

Work/earn a living – works with the intention to earn or help to earn a living or gain profit;

Got married/managing household - if the respondent is very busy managing the household or feels inappropriate to go to school because she is already married/has a family to take care of;

Current education is enough - if the respondent feels that the education he currently has is enough and that there is no reason to continue to a higher level;

Not old enough - if the relevant household member is not old enough to go to school;

Shy because of economic condition - if the respondent feels embarrassed of the family’s economic condition;

School is too far - if the respondent considers that the school is too far from home, therefore difficult to reach;

Disabled, if the respondent considers that disability is an obstruction to go to school;

Waiting for announcement, if the respondent has registered to a school but is waiting for announcement whether accepted or not;

Rejected is a condition where a respondent does not meet the necessary requirements to be registered in a school, for example does not pass the entry test; or rejected by a school that does not accept disabled student;

Others is other reasons other than the above mentioned reasons. Such as being sick or not intelligent enough, including being expelled from school.

Case illustration:

1. A household has a disabled child (Andi). Andi cannot go to SDLB because the family cannot afford it. In this case, Andi’s reason for not going to school is because his family cannot afford it (code 1).
2. Rudi’s household has a disabled child named Sanusi. During the census Sanusi does not go to school because the parents is embarrassed of having to send their disabled child to school. In this case, Sanusi’s reason for not going to school is because of his disability (code 8).

Detail 19: If R.13 = 3, When Do You Stop Going To School?

This question is intended to get information on the number of dropouts. Fill in the month and year for people who dropout since 1996, write down completely in the empty space and provided box. If they dropout before 1996, enter 00 into the month boxes and 0000 in the year boxes.

19. If R.13 = 3, when do you stop going to school?	
[Fill in > '00 and 0000' if dropout before 1999]	
Month:	Year:
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

6.10 Block V.D. Employment (For Household Member Aged 10 and Older)

In general, the objective of this block is to obtain information on employment condition of productive age citizens consists of activities during the last week, working hours, job/business fields, and job status.

Detail 20.a: Do You Do the Following Activities in the Last One Week?

Circle code 1 for “Yes” or code 2 for “No”, and enter them in the boxes provided for each activity.

V.D. EMPLOYMENT (FOR HOUSEHOLD MEMBER AGED 10 OR OLDER)			
20. a. Do you do the following activities in the last one week?			
1. Working	1. Yes	2. No	1 <input type="checkbox"/>
2. Going to school	1. Yes	2. No	2 <input type="checkbox"/>
3. Managing rt	1. Yes	2. No	3 <input type="checkbox"/>
4. Others, beside personal activities *)	1. Yes	2. No	4 <input type="checkbox"/>
[If R.20.a.1 to 4 = 2, continue to R.21]			

*) Included in personal activities are: sports, taking courses, recreation, and social activities (organization, community work).

To avoid getting wrong information on Detail 20, enumerators should ask the entire activities of the art in the last one week. The most common misinformation is when respondent says he works in the last one week, the enumerator doesn't ask further questions regarding his other activities.

Several things to understand before filling out the detail:

- The last one week is a period of 7 days in a row that ends one day before the census.

Example: If census conducted on July 20, the last one week period should be July 13-19, 2009.

- *Activities* here cover activities going to work, to school, managing household, unable to do activities due to disability and others (taking courses, sports, recreation, etc.)

1. **Working** is an activity of doing work with the intention to earn or help earning a living or profit, minimum for one hour in the last one week. Working for one hour as mentioned above should be done continuously and uninterrupted. Income includes wages/salary, including all the benefits and bonus for worker/employee and business income in the form of rents or profits, whether in cash or goods for businessmen.

Explanation:

- a. Do the job in a concept of work is doing economic activity that produces goods or services.
- b. People who do plant cultivation, which products is for self consumption is not considered working, except cultivation of basic foodcrops such as rice, corn, sago, and or crops such as cassava, sweet potato, potato.
- c. Household member who helps doing the works of the household head or the other members, such as work in the paddy field, stall/store, etc, is considered working although doesn't receive any wages/salary (unpaid).
- d. Person who uses his profession to fulfill his household's needs is considered working.

Examples:

- i. Doctor who treats his own household members, construction worker who fixes his own home, and tailor who sews his own clothes.
- ii. A person who rents machines/agricultural equipments, industrial machines, party equipments, transportation, etc. is considered working.
- iii. Being a household helper is included in going to work, whether or not as a member of the employer's household.
- iv. A person who lease out his land for revenue sharing, is categorized as going to work if he is a risktaker (involved in production cost) or joining the management of the agricultural business.
- v. Free labor who works either in agriculture or non-agriculture sector who is in between jobs, is considered unemployed/do not work.
- vi. A professional boxer or singer who is in training in relation to his profession, is considered working.

2. **Going to school** is an activity at a formal school, whether in primary, secondary, or higher education. Students on leave are not included.

3. **Managing household** is an activities of managing the household or helping to manage the household without getting paid.

A housewife or children who do household activities, such as cooking, cleaning, etc. are included in managing the household. Household helpers who do the same things but receive wages/salaries are not considered managing household but working.

3. **Others** are activities other than working, going to school and managing household. Included in this category are people who cannot do activities such as senior citizens, disabled and people who receive pension and do not work anymore.

“Others” category is divided into two groups:

- a. Sports, taking courses, recreation, and social activities (organization, community work).
- b. Sleeping, relaxing, playing, and doing nothing.

Activities used for comparison in determining the most time consuming, are the activities included in group (a).

Detail 20.b: In Activities 1 to 4 above, if the Answer is “Yes”, What is the Most Time Consuming Activity in the Last One Week?

Detail 20.a with code 1 (“Yes”) – ask what activity is the most time consuming in the last one week? **The most time consuming activity** is an activity that uses up most time in comparison with other activities. The most time consuming activity is calculated by comparing the amount of time used to work, go to school, manage the household and others (sports, recreation, taking courses and social activities). The spare time used for family gathering (*arisan*), visiting families, relaxing, sleeping, and playing shall not be included in the comparison factors.

20. b.	In activities 1 to 4 above, if the answer is "Yes", what is the most time consuming activity in the last one week ?	<input style="width: 20px; height: 20px;" type="text"/>
	1 2 3 4	
	[if R.20.a.1 = 1, continue to R.22]	

Example:

Santi is a student in a private university, attending classed for 2 hours each day from Monday to Friday. After class she works in a beauty salon and works for 5 hours per day. In this case, the most consuming time of her activities is working, although she also goes to school.

**If Detail 20.a.1 is coded 1,
Proceed to Detail 22**

Detail 21: Do You Work/Have A Business, But Temporarily Do Not Work For The Last One Week?

Circle code 1 for “Yes” or code 2 for “No”, then enter the answer into the provided box. This detail is asked if Detail 20.a.1 is coded 2.

21. Do you work/have a business but temporarily do not work for the last one week ? 1. Yes 2. No	<input type="checkbox"/>
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Those who are categorized as having jobs but temporarily do not work are people who work/have businesses but for the last one week stop working for a reason, such as sick, on leave, waiting for harvesting, or on a strike.

Those who are categorized as have jobs but temporarily do not work are:

1. Professional workers who do not work because of sickness waiting for the next projects.
Examples: Puppet master, masseur/se, shaman and singer.
2. Regular employees, government officials or employees of private companies who are ill, on leave, absent, on strike or temporarily laid off because the company stopped operating, for example a factory having machine malfunction, or lack of raw material, etc.
3. Farmer who works on farm land, stops working because of an illness or waiting for the next job such as harvest or rainy season to start planting paddy field.

Explanation:

- A person who has been hired but has not started working during the census, is **not categorized as temporarily not working**. Write down his activities for the last one week before the census.
- Unprofessional workers, such as casual labors, mobile diggers, farm workers and other casual labors who temporarily do not having jobs or do not have any activity related to “work” for the last one week, are **not categorized as temporarily not working**.

If in the last one week, he is looking for a job, he is **categorized as looking for employment**.

If in the last one week, he does not do any activity, he is categorized as **not a workforce**.

Detail 22: Are You Looking For A Job or Preparing A Business in The Last One Week?

Circle code 1 for “Yes” or code 2 for “No”, then enter the answer into the box provided.

22. Are you looking for a job or preparing a business in the last one week ? 1. Yes 2. No	<input type="checkbox"/>
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Looking for a job is activities of those who are trying to find employment.

Explanation:

The activity of finding a job is not limited in the last one week period, but it can be done in the last few weeks as long as the last one week still awaiting for a response. Thus, this category also includes people who have submitted their applications and still waiting for responses.

The following is categorized as Looking For A Job:

1. Those who work or have jobs, but for some reason are trying to find other jobs.
2. Those who are relieved and will be recalled, but trying to find other jobs.
3. Those who have been working at a minimum of one hour in the last one week and still trying to find other employment.
4. Those who have never worked and still trying to find jobs.
5. Those who had worked then for some reason resigned or terminated and still trying to find jobs.
6. Those who usually go to school or manage the household and still trying to find jobs.

Preparing a business is an activity by a person in order to open a “new” business with an intention to gain income/profit at own risks, whether with or without hiring laborers/employees/workers either paid or unpaid. What it means by “preparing a business” is if “the actions are real” such as compiling capital or equipments/tools, finding locations/places, acquiring business permits, etc. which are have been/still being done.

Not included in this category are people who plan, want, and are in training/courses to open a business. Planning to have a business falls in the main employment status as own account worker or own account assisted by free labor/unpaid labor or assisted by employee/paid labor.

Included in the category of **preparing a business** are people who do not own a business and in the last one week are doing the following activities:

- *Compiling capital* in the form of money or goods required by a business/work, whether it is acquired through savings (business plan is already clear/fixed) or get a loan from third party or institution that provides business credit.
- Those *who are in the process of acquiring/already acquired a business license* in order to create a business or a job.
- Those *who are in the process of finding/have found a location/place* for opening a business.
- Those *who had business and then quit/bankrupt*, but during the census is preparing a business.

Examples:

1. Dodo is building a book store for the preparation of his business in selling books, using a capital loan from Bank BNI.
2. After finishing a beauty course in the last one month, Yolanda went shopping for salon equipment in order to open a salon, using her savings that she withdrew in the last two days.
3. Because he had been laid off, Iwan borrowed his brother's motorcycle in preparing to become an ojek driver in the last one week.
4. Ratih who works as a tutor in a university is busy acquiring business permit in the last three days, in preparation for her pharmacy business.
5. Hasan is looking for a location to start his restaurant business, after the bankruptcy of his clothing store in the last eight months.

People who are considered **not in the process of preparing a business** are those who already have jobs with status on their own or business with permanent labors or business with the help of casual labors and at the time of census is expanding or developing the business, such as: selling other types of commodity, opening new branches, opening additional business, etc.

Examples:

1. Mrs. Ati is a nurse who opens a private practice at home. For the last three weeks she has been shopping for various clothing and bags in preparation for her new clothing business.
2. Bandi is a meatball seller; in order to complete his business, he is preparing to start business of selling cendol ice and went shopping for its ingredients yesterday.

In this case both Mrs. Ati and Bandi are not categorized as those who are preparing a business as they are/have jobs with status of doing business.

Detail 23 to 25 are only asked if the related household member works/temporary does not work, that is if Detail 20.1.1 = 1, or Detail 21 = 1

Detail 23.a.: Total Working days:days

Write down the total working days for the last one week according to the number of days spent for work and enter it in the box provided.

ONLY FOR HOUSEHOLD MEMBERS WHO WORK [R.20.a.1 = 1 or R.21 = 1]
23. a. Total working days: day/s

Working days means days spent by a person to carry out working activities at a minimum of one (1) hour continuously in the last one week.

Detail 23.b.: Total Working Hours of the Entire Activities in the Last One Week

Write down the total working hours in the last one week and enter it in the box provided.

23. b. Total working hours of all activities in the last one week: hours	<input type="text"/> <input type="text"/>
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Total working hours is the time (in hour) spent to do all the working activities in the last one week. If respondent is temporary out of work, write down "00".

Explanation:

1. For labor/employee/staff who has fixed working hours, the total should be deducted by lunch time/break and absent/leave. If doing overtime, the working hours should be calculated too.
2. Working hours of a street vendor should be calculated since he leaves home until he returns home, deducted by the time spent to visit the house of relatives/friends, etc. The calculation of street vendors working hours covers the activity of shopping for foodstuff/ingredients in the market, cooking, preparing food for sale, traveling to sell the food/goods and cleaning up the equipment for selling food/goods.

The maximum working hours that could be written down in the boxes is 98 hours. If the amount of time exceeds 98 hours, please write down as it is in the provided place, but the numbers in the boxes should remain 98.

Detail 24 : Business Sector/Type of Work in the Work Place For The Last One Week

Circle one of code 1 to code 10 and fill in the answer in the provided box.

24. Business sector/Type of work in the Work Place for the last one week : 01. Agriculture, plantation, forestry, hunting, and fishery 02. Mining and excavation 03. Manufacturing industry 04. Electricity, gas, and drinking water 05. Construction 06. Trading, restaurant and accomodation service 07. Transportation, warehouse and communication 08. Financial institution, real estate, rent/leasing, and business services 09. Society, social, and personal services 10. Others	<input type="text"/> <input type="text"/>
---	---

Business sector/type of work is the sector of activity of work/company/business where the household head/member works.

How to determine the main work:

- If a household head/member in the last one week only has only one work, than it is considered the **main work**.
- If a household head/member in the last one week has more than one work, the **main work** is the one that **consumes the most time**. If the time spent to do those works are the same, than the work that produces the **largest income** is considered the **main work**.

If the time spent and the amount of income are the same, please ask the respondent which one is considered his main work.

- A household head/member is considered to have more than one job if the management of such works done separately. However, a farm worker who works for several farm owners (separate management) is considered having one main work.

Explanation:

- a. A household head/member who is on leave and during his leave he does not do other works, his main work is the work on which he takes leave.
- b. A household head/member who is on leave and during his leave he does other works, then one of his works is considered his main job.

Example:

1. A household head/member who is a marketing manager in a real estate company was on leave in the last one week and during his leave he didn't do any other works, therefore, his main work during the last one week is a marketing manager in a real estate company.
2. In the last one week, a household head/member who works as a doctor in Cipto Mangunkusumo Hospital was on leave, and during which time he helped his wife selling sports equipments. Therefore, his main work in the last one week is selling sports equipments.
3. In the last one week, aside from planting rice in his own land, a farmer also works to plant rice in someone else's land and received wages. The farmer is considered having two jobs, which are farming rice in his own land and as a casual labor in someone's land, although both jobs are in the same field, which is agriculture.
4. A household head/member who works in the morning as casual labor planting rice and in the afternoon planting vegetables for different employers, is considered having two jobs on agriculture sector. One of the above works that consumes the most time is considered his main work. If the amount of time is the same, the main work is the job that gives him the largest income.

Detail 25: Status/Position in the Main Job in the Last One Week

Circle one of the code 1 to code 6 and enter the answer into the provided box.

<p>25. Main job status/position in the last one week:</p> <ol style="list-style-type: none"> 1. Own business 2. Own business helped by casual labor/unpaid labor 3. Own business helped by permanent labor/paid labor 4. Labor/employee/staff 5. Casual labor 6. Unpaid labor 	<input type="checkbox"/>
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Status/work position is the household head/member position at main job.

Own business is a household head/member who works/owns business by taking economical risk, that may result in the lost of production cost that has been spent in doing the business, and does not employ any worker whether paid or unpaid. Included in this category are works that required special skill/talent.

Example:

A freelance driver (do not have monthly salary) with a deposit system, becak driver, carpenter, stonemason, electrician, doctor/nurse/traditional midwife who opens private practice, ticket agent, land/housing agent, etc.

Business helped by casual labor/unpaid labor is a household head/member who works or owns a business on his own risk, and hires unpaid labor/employee/staff and or employs fee labor/employee/staff.

Casual labor/employee/staff is a household head/member as a casual labor/employee/staff who works for other people or institution/office/company and only receives wages based on working hours or finished work volume.

Example:

1. *A household/member who owns a stall/store assisted by other art/workers who are unpaid and/or assisted by other people who are paid based on working hours.*
2. *A household head/member who works as street vendor, assisted by other person whose wages is based on the amount of time he comes for helping.*
3. *A household head/member who cultivates his land with the help of unpaid labor. Although during harvest the household head/member shares the harvest (bawon), the labor is not considered an employee.*

Business helped by permanent labor/paid labor is a household head/member who opens a business at his own risk and employs at lease one paid labor/employee/staff.

Paid labor/employee/staff is a household head/member who works for other people or institution/ office/company by receiving regular salary, whether there is an activity or not.

Example:

1. A household head/member as a store owner employs one or more regular labor(s).
2. A household head/member who owns a cigarette factory which uses permanent/regular labors.

Labor/Employee/Staff is a household head/member who works for other people or institutions/ office/company and regularly receives wages/salaries in the form of money or goods (in-kind).

A household head/member is considered having a regular employer if he has one same employer (person/household) in the last one month, specifically in the construction sector, with the limit of 3-month period.

If the employer is an institution/agency, it is possible to write more than one.

Example:

A respondent called Hendi works in the morning as BPS staff and in the afternoon as a regular teacher in a school, then Hendi is categorized as a labor/employee/staff.

Casual Labor is a household head/member who works irregularly for other people/employer/institution, who has more than one employer in the last one month in a household business or non-household business based on a reward system by receiving wages or compensation both in the form of money or in-kind, whether paid daily or per project.

A household head/member as a labor who does not have a fixed employer is not considered as a labor/employee/staf, but is categorized as a casual labor.

Example:

1. A household head/member who works as a rice harvesting labor, paddy fields hoeing labor, rubber tapper, shrimp cultivating labor, coffee/coconut/clover harvesting labor, etc.
2. A household head/member who works as a porter in a traditional market, station etc, who does not have a fixed employer, public transportation scalper, mobile washerwoman, rag picker, construction worker, casual parking man, etc.

Employer is a person or a party who hires people with payment that is mutually agreed on.

Example:

1. *A rice farmer who hires farm labors to cultivate the paddy field with daily wages*
2. *A plantation owner who employs several people to pick coconuts by providing wages.*

Unpaid labor is a household member who works to help household head/member/other people without getting paid, whether in the form of money or goods.

The unpaid labor are among others:

- a. A household member of the person he assists, such as a wife who helps her husband work in the paddy field.
- b. Not a household member, but a relative of the person he assists, such as related family who helps attending the stall.
- c. Not a household member and not a relative of the person he assists, such as a person who helps weaving hats in his neighbor's domestic business.

**Only asked to female household members with status married, divorcee, widow
(Block IV, Column 4 = 2 and Column 6 = 2, 3, or 4).
Try to directly interview the related female members.**

6.11 Block V.E. Fertility and Family Planning

The information gathered from Detail 26 to 28 is very useful to count the total birth rate and infant death rate. The information gathered from Detail 29 to 30 is to find out the usage of various contraception. While the information from Detail 31 to 32 is to find out the “unmet need”, which is for those who do not have family planning but do not want to have children in the near future.

Detail 26: Age at First Marriage

Fill in respondent's age at first marriage in the provided space and write it down in the box. The formula to calculate the respondent's age at first marriage is the same as the formula to count respondent's age.

26 Age in the first marriage is years old	<input style="width: 20px; height: 20px; margin-right: 10px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
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Explanation:

A woman who got pregnant outside the wedlock is considered a widow (Block IV Column (6) = 3). If during the census she has not given birth, Detail 26 is entered by her age at the time of census minus the gestation. If she has given birth, the entry of Detail 26 is her age when she gave birth to her first child minus 9 months.

Detail 27: Total Years in Wedlock

Ask how long the respondent has been married. If there were more than one marriage, please add the number of years of the entire wedlocks made. Rounded it down. For those who got pregnant out of wedlock enter code “00”.

27. Total years in wedlocks years	□□
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Detail 28: Number of Biological Children (A.k.)

The number of biological children is the number of children born alive, from the period of the first marriage up to the time of census.

28. Number of biological children	Male	Female	Male + Female
a. A.k. born alive	□ □	□ □	□ □
b. A.k. still alive	□ □	□ □	□ □
c. A.k. passed away	□ □	□ □	□ □

Detail 28.a: Number of Biological Children Born Alive

Enter the number of biological children born alive, both male and female in the corresponding column. Insert the total number in the male + female columns.

Biological children born alive means biological children who were born in a lively condition, showing signs of living alive although only for a brief period, such as heart beating, breathing and crying. Stillborn children (children born without showing signs of living) are not included in this survey.

Detail 28.b: Number of Biological Children Still Alive

Enter the number of biological children who are still alive, both male and female in the corresponding columns. Add the numbers and enter into the male+female columns. To avoid making mistakes, please ask and write it down first the number of children living in this household, then the number of children who live outside of the household. For children living outside the household without any news are still considered alive.

Detail 28.c: Number of Biological Children Passed Away

Enter the number of respondent’s biological children who have passed away, both male and female respectively in the corresponding columns. Insert the number in the Male+Female Columns .

Explanation:

- Detail 28.a = Detail 28.b + Detail 28.c
- To obtain a convincing answer, it is better to confirm the answer by repeating the respondent's answer, for example "To confirm if I have noted correctly, you have ... (read out Detail 28.a entry) sons and daughters who are still alive and (read out Detail 28.c entry) who have passed away, is that correct?" If there are mistakes, do ask the question again and correct the mistakes.

If there are no biological children born alive, still alive, or passed away, write down "00"

Detail 29: Utilization/Use of Contraception/Birth Control

If the respondent had married more than once, it is not important with which husband she used the birth control.

29. Utilization of Contraception/Birth Control	
1. <i>Is using</i>	} R.31 <input type="checkbox"/>
2. <i>Do not use anymore</i>	
3. <i>Never uses any</i>	

Things related to contraception and birth control might be considered private by the respondent, and feels embarrassed to talk about it. To deal with that situation, please show her that you do not feel embarrassed or awkward talking about it. Ask all the details just like other question in the list. If she feels uncertain in answering one of the details, you have to convince her that whatever being said shall be kept secret, and that the same questions will be asked to other women as well.

Detail 30: If the Answer "Is Using" (R.29 = 1), Which Contraception/Birth Control is Currently Used?

Circle the contraception/birth control (KB) code according to the respondent's answer, enter it in the box provided. If using more than one type of contraception, please record only the type currently used. Generally, the reference time for various birth controls used is 30 days.

<p>30. If the answer "is using" (R.29=1), contraception/KB currently used:</p> <p>1. MOW/tubectomy 6. KB Pills 2. MOP/vasectomy 7. Condom/KB Rubber 3. AKDR/IUD/spiral 8. Intravag/tissue/ 4. KB Injection woman's condom 5. Susuk KB/norplant/ implanon/alwalit 9. Traditional way</p> <p style="text-align: center;">[other household member]</p>	<input type="checkbox"/>
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Contraception/Birth Control (KB) types:

If respondent uses more than one type of contraception (to meet the concept of contraception usage), then write down the type with the smallest code number.

MOW/Medis Operasi Wanita (woman medical surgery)/tubectomy (woman sterilization) is a surgery performed on female household head/member by having her fallopian tubes closed to prevent pregnancy. Please emphasize that the goal is to prevent future pregnancies. Surgeries to lift the wombs or ovaries are sometimes performed for different reasons, not to provide protection in order to prevent pregnancies. What is to be recorded as sterilization here is only surgery in order not to have another baby.

MOP/Medis Operasi Pria (man medical surgery)/vasectomy (man sterilization) is a minor surgery performed on male household head/member to prevent his spouse from being pregnant.

AKDR/Alat Kontrasepsi Dalam Rahim (IUD/Intra Uterus Device) is a device made of soft plastic/copper, small in size, in the forms of spiral, T, fan, etc. installed inside the womb/uterus to prevent pregnancy. This device functions as pregnancy prevention for a long period of time.

KB Injection is one of ways to prevent pregnancy by injecting contraceptive substance periodically, e.g. once in one, three, or six months. A household head/member that has been injected is considered using contraception as long as the duration time has not been expired. If the validity of the injection is expired and respondent has not taken a new injection, she is considered not using it anymore. Therefore, the respondents considered using KB injections are those which date of injections are within the period of 1, 3, or 6 months prior to the census date.

Susuk KB/norplant/implanon/alwalit (Contraceptive Skin Implant) – are six small metals to be implanted/injected under the skin of the upper arm to prevent pregnancy. A household head/member is considered using susuk KB if she had the implant less than five (5) years ago prior to the date of census. This includes under the skin injection (implant).

KB Pills are pills that are taken to prevent pregnancy. These pills should be taken regularly.

A household head/member is considered using KB pills if since her last menstruation she keeps taking the pills everyday. A household head/member who usually takes contraceptive pills and forgets to take it but take 2 pills in the next day, is considered using KB pills.

Condom/KB rubber is a device made of rubber, in a balloon-like shape, used by male household head/member while having sexual intercourse in order to prevent the spouse from getting pregnant. Reference time of condom usage is up to the last time of sexual intercourse in the last 30 days before the date of census. A person is considered using condom when he keeps using protection during intercourse since the last time his spouse had menstruation.

Intravag/tissue/woman's condom is a KB tissue positioned inside the vagina before having sexual intercourse. Reference time for this device is up to the last intercourse within 30 days before the interview.

Traditional method

- a. **Periodic abstinence/calendar method** is based on the assumption that by not having sexual intercourse in a certain days of the month, which is during fertile period in monthly cycle, a woman could prevent pregnancy. This method is different from total abstinence, which is not having sexual intercourse for several months to prevent pregnancy without calculating fertile period. To make sure that the respondent understands, please emphasize that this method works by "*avoiding sexual intercourse during woman's fertile period*". If the female household head/member does not want to have intercourse in a certain time in one month, it does not necessarily mean that she is using calendar method. Respondent's only reason for not wanting sexual intercourse should be to prevent pregnancy. A household head/member is considered using this method if she is sure that since the last menstruation she only has sexual intercourse during infertile period.
- b. **Coitus interruptus** is a method to prevent semen from entering vagina by interrupting intercourse before ejaculation. The reference time for this method is the last intercourse within 30 days.
- c. **Other traditional methods** such as breastfeeding for the purpose of birth control, abstinence, traditional herbs (jamu), and massage.

Confirmation:

1. During the interview, please ask the use of each contraception device carefully, because each device has different effectiveness and expiry time.
2. If the respondent is using calendar method and condom, then the contraception device used is traditional method (calendar method).
3. Married woman who takes KB pills called Emergency Contraception (Kondar) that should be taken at a maximum of long period time 48 hours after sexual intercourse, is considered taking KB pills.

Details 31 and 32 are intended to get information on “unmet”, which means people who do not use birth control but do not wish to have children in the near future.

Details 31: For Those Who Don't Take KB (R.29 = 2 or 3), Do They (Still) Want to Have Children?

Circle the corresponding code according to respondent's answer, then enter it in to the provided box.

<p>31. If you do not use KB, do you (still) want to have children? 1. Yes, soon (< 2 years) [Other Art] 2. Yes, later (≥ 2 years) 3. No</p>	<input type="checkbox"/>
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Yes, soon (< 2 years): if respondent wants to have another child anytime without delay (time limit < 2 years).

Yes, later (≥ 2 years): if respondent wants to have another child, for example after having a house, if already settled economically, etc. ≥ 2 years).

Detail 32: If R.31 = 2 or 3, Main Reason Not Using KB:

Circle the corresponding code in accordance with respondent's answer, then enter it in the box provided.

<p>32. If R.31 = 2 or 3, main reason not using KB: 1. Fertility reason 4. KB method/device 2. Refuse to use 5. Others (.....) 3. Lack of knowledge 6. Does not know</p>	<input type="checkbox"/>
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Fertility reason, such as scarcely having intercourse/abstinence, menopause/histerectomy, infertile, wants to have children as many as possible, belief/tradition/custom.

Refuse to use, such as repondent, husband, or family is against using it, religious restrictions.

Lack of knowledge, such as not knowing how to use birth control devices/KB methods and where to get them.

KB method/device, such as having health problem, afraid of the side effects, lack of access/living in remote areas, too expensive, uncomfortable, reduce the pleasure of the intercourse, and effect on body weight (fatter/thinner).

6.12. Block VI. Housing Information

This block consists of 11 Details, intended to get information on housing welfare from the aspect of ownership status, quality and facility of the residence.

Detail 1: Status of Residence Ownership

Circle one of codes 1 to 7 according to respondent's answer, and fill it in the provided box. The status of residence should be seen from the residents' point of view.

VI. RESIDENCE INFORMATION	
1. Status of residence ownership: 1. Personally owned 5. Home Office 2. Lease 6. Owned by parents/family/ 3. Rent relatives 4. Free residence 7. Others	<input type="checkbox"/>

Personally owned residence, if during the census, the residence is legally owned by the household head or member. Residence obtained by credit through banks or under the status of buying lease, is considered personally owned.

Leased residence, if the residence is leased by the household head/member for a certain period based on an agreement between tenant and landlord, for example for 1 or 2 years lease. Payment method is usually totally in advance, or in installment that is mutually agreed upon. At the end of the lease, the tenant should leave the residence and if mutually agree it is possible to renew the lease agreement.

Rented residence, if the residence is rented by the household head or one of the members with regular payment continuously without a certain time limit.

Free residence, owned by other people, if the residence is provided by other people (not family/parents) and can be occupied/resided in without having to make any kind of payment.

Official Residence, is the residence is owned and provided by an institution/company where the household head/member works, whether by paying rents or not.

If the household head/member does not work for the related institution/company, the official residence should be written as leased residence if the household head/member pays rent fee, or free residence if it is for free.

Residence owned by parents/family/relatives, if the residence is not personally owned but belongs to either parents/family/relatives and is free to live in, where the owner of the house does not live there and is not a member of the household.

Others, if the residence cannot be included in any of the above categories, such as group owned residence, custom house.

Detail 2: Widest Roof Type

Circle one of the codes of widest roof type of the physical building where the household of respondent resides, then write it down in the box provided.

2. Widest roof types: 1. <i>Concrete</i> 2. <i>Roof tile</i> 3. <i>Shingle</i> 4. <i>Zinc</i> 5. <i>Asbestos</i> 6. <i>Thatched roof</i> 7. <i>Others</i>	<input type="checkbox"/>
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Roof is the top cover of a building, so that household head/members live in under is protected from the sun heat, rain etc. For multi storeys building, the referred roof is the very top part of the building.

Concrete is roof made of a mixture of cement, corals and sand with water.

Roof tile is made of clay that is molded and then burned. Including here is concrete roof tile (tiles made of a mixture of cement and sand), fiber cement tile, and ceramic tile.

Shingle is roof layered with wooden tiles, usually made of ironwood, or ulin wood (ironwood from Borneo).

Zinc is roof made of zinc. Zinc roof shape can be flat or wavy, including zinc roof called decrabond (zinc roof layered with epoxy and acrylic).

Asbestos is roof made of asbestos fiber and cement. Generally comes in wavy shapes.

Thatched roof is roof made of palm tree fiber or other of the the same type, generally is black in color.

Others for all other roof types aside from the above, such as bamboo, plywood, leaves, etc.

Detail 3: Widest Wall Type

Circle one of the codes of the widest wall type in the physical building where the respondent lives, and then write it down in the provided box.

3. Widest wall types: 1. <i>Concrete</i> 2. <i>Wood</i> 3. <i>Bamboo</i> 4. <i>Others</i>	<input type="checkbox"/>
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Wall is the outer side/border in a building or the separator to other building. If the building has more than one type of wall of the same floor size, the one considered the widest wall is the more costly wall (smallest code).

Brick is wall made of red brick or hollow brick layers plastered with cement. Including in this category is wall made of red brick layers and plastered, but using wooden beam installed in usually 1 – 1 ½ meter distance.

Wood is wall made of wood.

Bamboo/fiber is wall made of bamboo or fiber. Including in this category is wall made of bamboo weave with size less than 1 m X 1 m, framed in wooden beam and plastered with cement and sand.

Others for other types not included in category 1-3.

Detail 4: Widest Floor Types

Circle one of the codes of the widest floor type of the physical building where the household members reside, and write it down to the provided box. Definition of floor in this survey is the bottom part/base of a room, whether earthen floor or tiled floor, such as ceramic, marble, wood, and cement.

4. Widest floor types: 1. Tiled floor 2. Earthen floor	<input type="checkbox"/>
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Detail 5. : Floor Size

Fill in the floor size of the residence of the respondent's household and write down in the provided box (in m²).

5. Floor size: m ²	<input type="text"/>
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Floor size means the size of the floor occupied and used for daily needs (limited to the roof)

Any part of the building that is not occupied or used for daily needs is not included in the floor size calculation such as rice storage, live stock farm, service area for drying clothes (cemented floor) and specific space for business (such as stall/store).

The floor size of a multi storeys is the total of the entire floors occupied.

If there are more than one household living in one building, the floor size of each household is the total of the floor occupied together by the households, divided by the number of households, added by the size of the private rooms used by the relevant households.

Explanation:

A roof garden (located inside the house) or a garden located by the side of the house but still under one roof is included in the floor size calculation.

Detail 6.a: Source of Drinking Water

Please ask the main source of drinking water used by the respondent's household. Circle one of the codes and write it down in the provided box.

6. a. Source of drinking water:		
01. Branded mineral water [R.8]	08. Covered springs	
02. Bottled water [R.8]	09. Uncovered springs	<input type="checkbox"/> <input type="checkbox"/>
03. Metered tap water [R.7]	10. River	} [R.7]
04. Retail tap water [R.8]	11. Rain	
05. Drilled well/pumped	12. Others	
06. Covered well		
07. Uncovered well		

Please note that the question is about the source of water. Therefore, if a household gets water from a spring channeled through pipes, the source is spring water. If a household is using water from more than one springs, the source to be recorded is the spring that provides the largest amount of water used by the household.

Bottled mineral water is bottled water produced and distributed by a company in various bottles (500 ml, 1L, 12 L, or 19 L) and in glass/cups packaging; e.g. water from the following brands: Aqua, Moya, 2Tang, VIT.

Refill water is water produced through purification process and is not branded.

Meter tap water is water produced through purification and sanitation process before distributing it to consumers through water piping. This source of water is produced by PAM (Drinking Water Company) and PDAM (Regional Drinking Water Company) or BPAM (Drinking Water Management Agency), whether they managed by the government or private companies.

Retail tap water is water produced through purification and sanitation process (PAM water), although it distributed by retail/mobile water sellers

Drilled well/pumped water is ground water obtained by manual pump, electric pump, or windmill including artesis well (drilled well).

Covered well is ground water that is dug up, which surrounding is enforced with wall of minimum 0.8 meters above ground and 3 meters under ground, with 1 meter cemented floor around the well.

Uncovered well is ground water that is dug up, but the surrounding of the well is not protected with wall or 1 meter cemented floor.

The method to get water from covered or uncovered water well is with a bucket, whether using pulley or not.

Covered springs is surface water source, where water already pooled naturally, protected from waste such as used water, waste from bathing or washing, etc.

Uncovered springs is surface water, where water already pooled naturally, but is unprotected from waste, such as used water, waste from bathing, washing, etc.

Other water sources are other source of drinking water, such as from dam/lake.

Explanation:

- a. If a household's drinking water source is from springs or rain water that is channeled through pipe, the source is still categorized as springs or rain.
- b. A household that uses more than one source of drinking water, the source of water that is used the most in the last one month is the one that should be noted.
- c. If a household uses a covered well for as the source of drinking water, however in obtaining they use pumps (manual pump or electric pump), then the source of the household's drinking water is categorized as covered well as long as the surface of the well remains open; if the surface of the well is closed, than it should fall in the pump category.

Please be cautious in determining drinking water source, because in several regions, some people channel river water or mountain spring water to houses using bamboo or plastic pipes. In this case, the drinking water source should still be written as river water or springs, instead of tap water.

Detail 6.b: If R.6.a = 05 to 09 (Pump/Well/Springs), Distance To The Closest Septic Tank

Ask the distance of pump/well/springs to the closest animal waste tank, septic tank or liquid waste whether located in the household or neighbor's surroundings. Circle the answer and write it down in the provided box.

6.b. If R.6.a = 05 to 09 (pump/well/springs) the distance to the closest septic tank: 1. <i>< 10 m</i> 3. <i>Do not know</i> 2. <i>≥ 10 m</i>	<input type="checkbox"/>
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Detail 7: If R.6. = 03, 05 TO 12, Utilization of Drinking Water Facility

If the drinking water source is other than bottled mineral water, refill water and retail tap water, ask the drinking water facility used. Circle one of the codes according to the answer and write it down in the provided box. Included in drinking water facilities are drinking water installation managed by PAM/PDAM, or non PAM/PDAM, including water from drilled well and pump. The approach used is the amount of water used in the last one month.

7. If R.6.a = 03, 05 to 12 , use of drinking water facility: 1. <i>Personal</i> 3. <i>Public</i> 2. <i>Group</i> 4. <i>Not available</i>	<input type="checkbox"/>
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Installation managed by non-PAM/PDAM is available by using the same or different water purification process than PAM/PDAM, such as channeling water from springs to houses from pipelines or bamboo.

Utilization of drinking water facility:

Personal, if the water facility is only used by respondent's household.

Group, if the water facility is used by the respondent's household jointly with several certain households.

Public, if the water facility is used by every households, including the resident's household.

Not available, if the distance of drinking water facility to the respondent's household is > 2.5 Km or by taking water directly from river/lake/rain without purification process by machine, or by purchasing the water.

Detail 8: How to Get Drinking Water

Circle one of the codes according to respondent's answer and write it down in the provided box.

8. How to get drinking water: 1. <i>Buying</i> 2. <i>Not buying</i>	<input type="checkbox"/>
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Buying if drinking water is obtained by purchasing.

Example: *Tap water from PAM/PDAM/BPAM, or bottled water*

Not Buying if drinking water is obtained with their own efforts for free.

Explanation:

Asking a neighbor to get water from the dam by paying for his effort is considered buying drinking water.

Detail 9.a: Use of Toilet Facility

Circle one of the codes accordingly, then fill in the answer in the provided box.

9. a. Use of Toilet Facility: 1. <i>Personal</i> 3. <i>Public</i> 2. <i>Group</i> 4. <i>Not Available</i> [R.9.c]	<input type="checkbox"/>
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Toilet facility means the availability of latrine to be used by respondent's household.

Utilization of toilet facility:

Personal, if the toilet facility is only used by the respondent's household.

Group, if the toilet facility is used by the respondent's household together with several certain households.

Public, if the toilet facility is used by every households, including respondent's household.

Not using any, if respondent's household does not have toilet facility.

Detail 9.b: Types of closet

Circle one of the codes accordingly, and fill it in the provided box,

9. b. Types of closet: 1. <i>Water closet</i> 3. <i>Pit latrine</i> 2. <i>Flushing toilet</i> 4. <i>Not using any</i>	<input type="checkbox"/>
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Closet is sitting/squatting latrine used in the toilet.

Water closet is a closet under which seat there is a U shaped pipe (like a duck's neck) to be filled with water to prevent the odor from going out.

Flushing toilet is a closet/latrine under which seat there is a flat pipe installed in slightly inclined position towards the final disposal.

Pit Latrine is a closet under which seat there is no pipe, so that the waste went directly to its final disposal place.

Detail 9.c: Waste Final Disposal Place

Circle one of the codes and write down the answer in the provided box.

9. c. Waste final disposal place : 1. <i>Tanks/SPAL</i> 4. <i>Pit</i> 2. <i>Waste pool/paddy field</i> 5. <i>Beach/field/yard</i> 3. <i>River/lake/sea</i> 6. <i>Others</i>	<input type="checkbox"/>
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Tanks are the waste final disposal place in the form of reservoirs, usually made of brick/stone or concrete whether or not having an absorption tub. Included in this category is housing complex that has integrated Liquid Waste Disposal System (SPAL), managed by the municipal government. In a waste disposal system like this, domestic liquid waste does not go to a reservoir, but directly flows to a liquid waste processing site. In such processing site, the liquid waste is processed in such a way (using technology) so that it segregated into 2 parts, i.e.muds and water. The water generated by this process is considered safe to be disposed to the ground or bodies of water (river, lake,sea).

For several types of closets/latrines provided for public places such as city parks, the reservoirs can be in the form of metal or wooden tanks. These tanks are detachable to be transported to the disposal place. In this case the final waste disposal places are considered tanks.

Pond/paddy field, if the waste is disposed to the pond/paddy field;

River/lake/sea, if the waste is disposed to the river/lake/sea;

Pit, if the waste is disposed to the pit (large hole in the ground) without separators/walls (not water tight);

Beach/field/yard, if the waste is disposed to the beach areas or fields, including disposed to the yards;

Others, if the waste is disposed to other places other than the above.

Detail 10.a: Lighting Source

Circle one of the codes for lighting source used in respondent's household, then write it down in the provided box. If the respondent uses more than one source of lighting, pick the one with the higher value (smaller code). The question of electricity is directed to learn people's interest in the usage of electricity.

10. a. Source of lighting: 1. <i>PLN Power</i> 4. <i>Oil lamp/torches</i> 2. <i>Non PLN Power</i> 5. <i>Others</i> 3. <i>Multi-fuel Lantern</i>	<input type="checkbox"/>
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PLN Power is electricity source managed by PLN (National Electricity Company)

Non-PLN Power is electricity source managed by other institutions/parties aside from PLN. Including in this category are power source from accumulator/battery storage, generator, and solar power plant (that are not managed by PLN).

Lighting source from kerosene lamp such as multi-fuel lantern and gas lantern is categorized in code 3, while other oil lamps such as (*sentir, pelita* and other of the same type) are categorized in code 4. Carbide lamp, candle, castor oil lamp, and candlenut lamp are included in code 5.

Respondent's household is considered using PLN power whether there is a volumetric or not.

Detail 10.b: If Using PLN Power, What Is The Capacity?

This detail is asked if detail 10.a is coded 1 (PLN Power). Circle one of the code for electricity capacity. If the household is using more than one volumetric, totalize the power capacity installed in the house.

10.b. If using PLN Power , what is the capacity? 1. 450 watt 4. 2.200 watt 2. 900 watt 5. > 2.200 watt 3. 1.300 watt 6. No volumetric	<input type="checkbox"/>
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Detail 11: Main fuel/energy For Cooking

This detail is intended to make early identification of a transition of type of fuel used for cooking in the household.

11. Main fuel/energy for cooking: 1. Electricity 3. Kerosene 5. Firewood 2. LPG 4. Charcoal/Briquette 6. Other	<input type="checkbox"/>
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Explanation:

Pressurized saw dust used as fuel/energy for cooking and lighting is categorized as firewood.

6.13 Block VII: Household Expenditure

This block is intended to record the entire household consumption/expenditure, divided into 2 expenditure groups as follows:

1. Food expenditure, and
2. Non-food expenditure

The total amount of household expenditure and main income sources of the household are also recorded in the block. Food and Non-food consumption/expenditure are included in the list of household expenditure, excluding any consumption/expenditure for household business, or the amount given to other people/party. What is to be recorded in food expenditure should be the real value of food that has been consumed during the survey's reference time (consumption approach), while non-food expenditure should use the concept of delivery (delivery approach) that includes the goods purchase/obtained from other party, as long as the purpose is for the needs of the household.

Several examples expenditure types that are not household consumption and not to be recorded:

1. Rice or other foodstuff that is used for making any kind of food for sale, party needs or given to other party.
2. Food given to workers who help with the household business, or for workers who are not members of the household.
3. Equipments or tools purchased for the store/stall or other businesses.
4. Goods purchased as a gift and sent to other person who is not a member of the household.

6.14 Block VII.A: Expenditure for Food in the Last One Week [From Purchase, Own Product, and Gift]

This block is intended to record all household food consumption/expenditure in the last one week. This block consists of 15 details. For Details 1 to 14, write down in Column (2) total expenditures for each food group consumed in the last one week. Detail 15 is the sum of Details 1 to 14.

VII. HOUSEHOLD EXPENDITURE	
VII.A. FOOD EXPENDITURE IN THE LAST ONE WEEK [FROM PURCHASES, SELF PRODUCED, AND GIFTS]	TOTAL (Rp)
(1)	(2)
1. Grains	
a. Rice	
b. Others (corn, flour, rice flour, corn flour, etc.)	
2. Tubers (cassava, sweet potato, potato, dried cassava flour, taro, sago, etc.)	
3. Fish/shrimp/squid/clam	
a. Fresh/wet	
b. Salted/dried	
4. Meat (beef/buffalo/goat/lamb/pork/chicken, innards, liver, lymph, shredded meat, dried meat, etc.)	
5. Eggs and milk	
a. Chicken/Duck/Quail eggs	
b. Whole milk, condensed milk, milk powder, etc.	
6. Vegetables (spinach, watercress, cucumber, carrot, long bean, string bean, onion, chilli, tomato, etc.)	
7. Beans (peanut/green bean/soybean/red bean/cowpea/cashew nut, tofu, tempe, taicho, oncom, etc.)	
8. Fruits (orange, mango, apple, durian, rambutan, salak, duku, pineapple, watermelon, banana, papaya, etc.)	
9. Oil and fat (palm/cooking oil, coconut, butter, etc.)	
10. Drinks (sugar, brown sugar, tea, coffee, chocolate, syrup, etc.)	
11. Spices/Seasoning (salt, candlenut, coriander, pepper, shrimp paste, Soy sauce, MSG, etc.)	
12. Other consumption	
a. Instant noodle, wet noodle, rice noodle, pasta/dried noodle	
b. Others (shrimp/fish snack, blinjo snack, dll.)	
13. Ready food and drinks	
a. Ready food (bread, biscuit, traditional snacks, porridge, meat balls, vegetable salad, rames rice, etc.)	
b. Non-alcoholic drinks (soft drink, iced syrup, lemonade, mineral water)	
c. Alcoholic drinks (beer, wine, and other alcoholic drinks)	
14. Tobacco and betel	
a. Cigarette (clove cigarette, white cigarette, cigar)	
b. Others (betel, areca nut, tobacco, etc.)	
15. Total of Food Expenditures (Detail 1 to 14)	

Consumption/expenditure is the value of expenditures for household consumption in the last one week that comes from purchases, own productions or gifts. For food from own production or gifts, the amount should be calculated in accordance with the local market price. Please note that respondent might give details on his purchases, but not all of them are consumed, therefore, only record food that has truly been consumed in the last one week.

The purpose in asking each detail is not to miss anything as the types are too many to remember one by one. Each food type might come from purchases, own production, gifts or others.

Each food group name questioned in Details 1 to 14 has already stated in Column (1). Ask all the details by mentioning all types of food written between brackets (to minimize possibilities of accidentally forgotten), whether that comes from purchases, own productions, or gifts.

6.15 Block VII.B: Non-food Expenditure [From Purchase, Own Production, and Gifts]

This part is intended to record various expenses for non-food consumption in the last 12 months and one month, whether from purchases, own productions, or gifts/contributions. Write down in Column (2) the entire non-food expenditure for household consumption in the last one month, and Column (3) for expenditures in the last 12 months.

Expenditure in the last one month should be the amount really spent in the last one month, not the average monthly amount of the last 12 months. On the other hand, the expenditure in the last 12 months should be the amount truly spent in the last 12 months that ends one day before the census date, 12 calendar months. Hence, the expenditure in the last 12 months should cover the expenditure in the last one month, but the expenditure in the last 12 months should not necessarily be the amount spent in the last one month period.

In certain cases such as rent fee, it might not be spent in the last one month but it should still be calculated, both for expenditure of the last one month and the last 12 months. The non-food expenditure consists of 6 consumption/expenditure sub groups that starts from Details 16 to 21 and should be asked sequentially.

To reduce under reporting, and all at once to facilitate officers in conducting interviews and making notes, each sub group should be completed with examples of commodity/expenditure types that is included in every sub detail.

Detail 16: Residence and Household Facility

Fill in the expenditure for residence and household facility that is detailed as follows:

VII. HOUSEHOLD EXPENDITURE (CONTINUED)		
VII.B. NON-FOOD EXPENDITURE (FROM PURCHASES, OWN PRODUCTIONS AND GIFTS)	Last 1 month (Rp)	Last 12 months (Rp)
(1)	(2)	(3)
16. Residence and household facility		
a. Rent, lease, estimation of rent fee (personally owned, free rent, home office), etc.		
b. House maintenance and minor repairs		
c. Electricity, water, gas, kerosene, firewood, etc.		
d. Land line phone, mobile phone, public phone, wartel, internet, warnet, postal fees etc.		

a. Rent, lease, estimation of house rent (personally owned, free rent, home office), etc.

Write down the household expense for residence if the status of the building is rented or leased; write value of the rent fee in the last 1 or 12 months. If the building is personally owned, home office or free rent, write down the estimated value of rent/lease.

Detail 16.a **must** always have entries.

b. House maintenance and minor repairs

Write down the amount of expense for repairs with maintenance nature such as lime painting, painting and replacing roof tiles.

c. Expenditure for electricity, water, gas, kerosene, firewood, etc.

Write down the expense for electricity, water, gas, kerosene, firewood, etc. that is used by the household. For expenditure using monthly bills, the monthly expenditure can be seen from the previous bill or the amount regularly paid each month.

d. Expense for land line phone, mobile phone, public phone, wartel, internet, internet cafe, postal fees, etc.

Fill in the amount of household expense for postal fee, internet and telephone, including landline, mobile and public phone, or wartel (telecommunication stall). For household that is in the process of finishing telephone installation credit, the amount of installment should be excluded from the total expense.

The expense of telephone line installation is directly written in Detail 19 when telephone is ready to use (if still within the period of 1 year/ one last month).

Detail 17: Various Goods and Services

Write down the expenditures for various goods and services that consist of the following:

17. Various Goods and Services		
a. Bathing soap/detergent, cosmetics, hair care/skin care, tissue, etc.		
b. Medical expense (hospital, puskesmas, doctor's practice, shaman, medication, etc.)		
c. Education expense (registration fee, tuition, school committee, initial/re-registration fee, scout, handy craft, course, etc.)		
d. Transportation, gasoline, diesel fuel, lubricant oil		
e. Other services (driver and household keeper salary, hotel, etc.)		

a. **Bath soap/detergent, cosmetics, hair/skin cares, tissues, etc.**

Included in this category are: softener, bleach, smoothener, and other clothing maintenance substances.

b. **Medical expenses (hospital, puskesmas, physician practices, shaman, medication, etc.)**

Medical expense is expenses spent to maintain health such as expenses for hospitalization, puskesmas, medical doctors, medicines, pregnancy control, birth control, delivering babies, vaccinations for toddlers, etc.

c. **Education expenses (registration fee, tuition, school committee, initial fee/re-registration, boy-scout, handy craft, courses, etc.)**

Education expense is expenses for education purposes such as for tuition/SPP, registration, contributions, boy-scout activities, stationeries, payments for courses, including photocopy expenses for school books/text books.

d. **Transportation, gasoline, diesel fuel, lubricant oil**

e. **Other services (driver and household helper's salary, hotel, etc.)**

Included in this group are financial services, other services (such as handling Driving Licence/SIM, Citizen ID Card/KTP, Birth Certificate, photocopy, photograph, etc.)

Detail 18: Clothing, Footwear, and Headgear

Expenditure recorded in this detail are all expenses spent for clothing, footwear and headgear. Among others are ready made clothes, clothing material, tailor expenses, shoes, threads, etc. (towel, belt, shoeshine, laundry expenses). Expenses for school uniforms are also included in this detail.

18. Clothes, footwear, and headgear (ready made clothes, clothing material, shoes, hat, etc.)		
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Detail 19: Durable Goods

Expense recorded in this detail is expenses for long lasting goods such as furniture (table, chair, etc), household interior (pillow, curtain, etc.), equipment, kitchenware, recreational equipment (television, video, radio, cassette, guitar, piano, etc.), sports equipment, jewelery, vehicle, camera, and others (wall ornament, aquarium, electricity-telephone-water tap installations, etc.).

19. Durable goods (household equipment, tools, kitchen appliances, recreational equipment (electronics), sports equipment, jewelry, vehicle, umbrella, wristwatch, camera, mobile phone, telephone/ electricity installation, electronic equipment, etc.)		
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Explanation:

- a. Goods (i.e: vehicle, TV) that have been purchased and received, although have not been paid in full should be recorded with the appropriate detail.
- b. Gifts sent by other people that is used for household needs are recorded as household expense. The prices should be adjusted accordingly as if they were purchased.
- c. Expense to buy goods or money that are given as gifts are not recorded as expense for party or event.

Detail 20: Tax, Retribution, and Insurance

Fill in the household expenses for tax, retribution and insurance that is detailed as follows:

20. Tax, retribution, and insurance		
a. Tax (Land & Building/PBB, vehicle)		
b. Retribution		
c. Health insurance		
d. Others (Other insurance, traffic ticket, Income tax, etc.)		

a. Tax (Land and Building Tax/PBB, vehicle)

- For household that does not pay PBB, there is no need to estimate the value of the house. However if they pay PBB, the value of the house should be estimated although tax for the related household has not been paid yet.
- The amount of PBB in one last month is calculated form yearly PBB divided by 12.

b. **Retribution**, e.g. RT/RW retribution, parking fee, etc.

c. **Health Insurance**

Expenses recorded in this detail are the amount spent for health insurance that can only be claimed if the policy holder falls into a condition as referred to in the insurance policy. If there is no occurrence (as stipulated in the provisions of the policy) within a certain period that is determined in the policy, the insurance premiums cannot be claimed and will be lost (not as savings nature).

d. **Others** (other insurances, traffic ticket, Income tax, etc.)

Detail 21: Party and Event/Festivity Expense, Excluding Food

The expenditure recorded in this detail is expenses for wedding party, birthday party, circumcision event, religious event, etc., excluding food (food consumption for party/event should be recorded in each of the visitors' household food expenditure).

21. Party and event/festivity expense excluding food (wedding, birthday, circumcision, religious event, traditional event, etc.)		
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Expianation:

Goat for *aqiqah* or for *qurban* (sacrifice) shall not be recorded in the Expenditure Block (party and event/festivity expense) unless if part of the meat is also be consumed by the household members, then it shall be recorded in Block VII.A. Food Expenditure.

Detail 22: Total Non-food Expenditure

This detail is for total expenditures of Details 16 to 21, both for the last one month (Column (2)) or the last 12 months (Column (3)).

22. Total non-food expenditure (Detail 16 to Detail 21)		
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Detail 23: Average Food Expenditure per Month

The entry is the Sum in Detail 15 multiplied by 30/7.

23. Average food expenditure per month (Detail 15 X 30/7)		
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Detail 24: Average Non-Food Expenditure Per Month

The entry of this detail is Detail 22 Column (3) divided by 12.

24. Average non-food expenditure per month (Detail 22 Column (3)) 12		
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Detail 25: Average Household Expenditure Per Month

The entry is the total sum of Detail 23 and 24, which is the average household expense per month.

25. Average household expense per month (Detail 23 + Detail 24)		
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Explanation:

1. Expenses not included in Block VII.B List VSEN2009.K are among others:
 - a. Sending money for non household member, such as sending money to children who live outside the household (in different city), for parents, or family;
 - b. Donating money/goods, such as for wedding, birthday, circumcision, etc.;
 - c. Savings, payment for social gathering, or debt;
 - d. Food expense for party, circumcision, (other than what was consumed by art);
 - e. Expense for capital goods/investment, such as buying house, house major maintenance, buying motor for ojek, etc.;
 - f. Expense for insurance premium with savings nature such as life insurance, education insurance;
 - g. Other transfer expenses, such as charity, Independence day festival retribution, donation for orphans.
2. Please estimate carefully the value of consumption goods that are paid in installments. If the consumption goods are paid by credit, the consumption value that should be noted is the basic price of the goods (excluding the interest payment). If the basic price of is not known, then the value of consumption goods recorded is the total of installments until it is paid entirely.

Detail 26: The Biggest Source of Household Income (Choose from Household members with the Biggest Income)

This question is different from the previous year. Detail 26.a: write down completely the business sector of the biggest source of household income in the provided space. The biggest criteria in income source refers to the household members who has the biggest income in comparison with others.

Detail 26.b: circle the job status from the biggest source of household income and enter it into the boxes provided. The business field code is filled by Editor based on KBLI 2005, the same as Detail 24 Block V.D. For income receiver, use code "10" in Detail 26.a and code "0" in Detail 26.b.

<p>26. The biggest source of household income (choose from art with biggest income):</p> <p>a. Business field (Write down as complete as possible)</p> <p>b. Job status: 0. Income receiver 1. Labor/employee 2. Businessman</p>	<p>[filled by editor]</p> <p><input type="checkbox"/><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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6.16 Block VIII. Other Socioeconomic Information

This block contains the detail to evaluate government programs such as: the availability of Health Security Program (Jamkesmas), Unconditional Cash Transfer (BLT), Rice for the Poor (Raskin), National Community Empowerment Program (PNPM) Mandiri, People's Business Credit (KUR) and other programs managed by private company/corporation or society/community.

Detail 1: Are Medical Insurance/Benefit For Medical Treatment (Outpatient)/Hospitalization As Below Available?

Ask if there are household members who has medical insurance or benefit for medical treatment/hospitalization. Fill in code 1 for "Yes" and code 2 for "No", for each insurance or benefit in the provided boxes. In this case, the respondent is expected to show his membership card for each insurance that he has.

VIII. OTHER SOCIOECONOMIC INFORMATION	
1. Do you have medical insurance/benefit for medical treatment/hospitalization as the followings? [Fill in code 1 for "Yes", code 2 for "No"]	
a. JPK PNS/Veteran/Pension	<input type="checkbox"/>
b. JPK Jamsostek	<input type="checkbox"/>
c. Private medical insurance	<input type="checkbox"/>
d. Benefit/Reimbursement from company	<input type="checkbox"/>
e. JPK MM/health card/JPK Gakin/poor card/jamkesmas card	<input type="checkbox"/>
f. Health fund	<input type="checkbox"/>
g. JPKM/Other JPK.	<input type="checkbox"/>

In order to adapt with the situation that develops in the field, the detail of medical financial support membership has been changed as follows:

JPK PNS/Veteran/Pension is healthcare insurance for Civil Servant, Veteran and Pensioner, proven by membership card that is managed by PT Askes (Persero).

JPK Jamsostek is healthcare insurance for employee of private company in formal sector, proven by membership card that is managed by PT Jamsostek.

Private Medical Insurance is commercial medical insurance to replace the expenses of health services spent by the policy holders. The membership is proven by medical insurance card.

Medical benefit/reimbursement by a company is healthcare benefit that is proven by identity card as an employee of the company that will provide health benefit/reimbursement of the medical expenses.

Health Security for Poor People (JPK-MM)/Health Card/JPK Gakin/Poor Card/Jamkesmas Card is a health security for poor people that is proven by a membership card of JPK-MM, health card, poor card, JPK Gakin card or SKTM (Letter of Poverty) or Jamkesmas card.

Health fund is membership of healthcare for a group/community that is proven by the membership card of health fund.

Other JPKM/JPK are other healthcare and medical securities that can be proven by ownership of membership cards for the above healthcare services.

Explanation:

The term JPK is used if members only receive health services, while for health/medical reimbursement insurance and benefit from a company, the members receive reimbursement for the expenses spent.

Detail 2.a: Is There Any Household Members Who Received Free Medical Treatment in The Last 6 Months?

Fill in code 1 for "Yes" or code 2 for "No". If the answer is coded 2, proceed to Detail 3.

2.a Is there any household members who received free medical treatment in the last 6 months ? 1. Yes 2. No (R.3)	<input type="checkbox"/>
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Health services are health examination/medical treatment, KB examination, placement of KB device, delivering babies, and hospitalization.

Free medical services are health examination/medical treatment, KB examination, placement of KB device, delivering babies, and hospitalization that are free of charge or only being charged by administration fee.

Detail 2.b: If “Yes” (R.2.a = 1), Type of Card Used

Circle the corresponding cod, and enter it in the provided box.

2. b If “Yes” (R.2.a = 1), type of card used: 1. <i>Jamkesmas</i> 2. <i>Health card</i> 3. <i>Poor card/SKTM</i> 4. <i>others:</i>	<input type="checkbox"/>
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Jamkesmas (Community Health Insurance) is a social aid program of health services for extremely poor, poor and near poor/helpless people. Jamkesmas is managed by the Ministry of Health and PT Askes (Persero), while the provider of health services is Puskesmas and its networks, appointed hospitals and other health service providers. Jamkesmas is the replacement of ASKESKIN (Poor Family Health Insurance). The holder of jamkesmas card is free from any expenses of medical treatment and hospitalization in puskesmas or the appointed government/private hospitals.

Health card is a card issued by the Ministry of Health to assist poor people (poverty-stricken). This card can be used to get medical treatment in the Government’s health services facilities (Hospital and Puskesmas) without any charge. One family should have one health card in which listed the names of all family members, and each member of the family can use it.

Poor Card/SKTM (Letter of Poverty) is a letter issued by the head of village/kelurahan to facilitate people to healthcare access.

Others such as: Jamkesda (Regional Health Security/Insurance) is a social aid program in the health sector provided by regional government for poor people in its territory. Jamkesda is managed by the Health Bureau in local area and regional insurance appointed by Regional Government. Other things related to terms and condition to get health services provided by insurance to the society is similar with Jamkesmas/Askeskin.

Explanation:

Jamkesmas/Askeskin and Jamkesda may be given either one or both to one poor household (RT).

The relation between the regions (province/district/city) and the type and amount of health security given to each household should be surveyed to see the distribution of access to health services in regions .

Detail 3 : Did This Household Receive BLT 2008/2009?

Fill in code 1 for “Yes” or code 2 for “No”.

3. Did this household receive BLT 2008/2009? 1. Yes 2. No	<input type="checkbox"/>
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Unconditional Cash Transfer (BLT) is a direct assistance in the form of cash for a certain amount, given to Targeted Household (RTS). The RTS is household categorized as extremely poor, poor and nearing poverty.

In 2008, the Government continued the scheme of Compensation Program For Oil Fuel Subsidy Elimination (PKPS-BBM) from June to December 2008 in the form of Unconditional Cash Transfer amounting to Rp.100,000. Per month for 7 months, with the following detail: Rp.300,000./3 months (June-August) paid in June and Rp.400,000./4 months (September-December) paid in September. In 2009, the Government had given Unconditional Cash Transfer (BLT) amounting to Rp. 100,000. per month, which has been paid in March 2009 for the period of January – February 2009 (2 months).

Detail 4.a: Did The Household Buy Rice For The Poor (Raskin) In The Last 3 Months?

Fill in code 1 for “Yes”, and code 2 for “No”. If the answer is coded 2, proceed to Detail 5.a.

4. a. Did the household buy Rice For The Poor (Raskin) in the last 3 months ? 1. Yes 2. No (R.5.a)	<input type="checkbox"/>
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Rice For The Poor (Raskin) is one of government programs for poor society that is managed by BULOG by selling subsidized rice with much less expensive price. The distribution of Raskin is agreed by BULOG and the regional government.

Explanation:

Raskin distribution point is the official distribution point such as the office of Kelurahan/Village, Post of RW or other places closer to the community.

Detail 4.b: If “Yes” (R.4.a = 1), How Many Kg of Raskin Has Been Bought the Last Time?

Fill in the amount of raskin in Kilogram bought the last time in the space provided and insert it into the boxes rounded down.

4.b. If "Yes" (R.4.a = 1), how many Kg of raskin has been bought the last time? Kg	<input type="text"/> <input type="text"/>
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This question is intended to obtain information on the number of households that need assistance and the quantity of rice bought by the households, especially poor households.

To make entering details easier, it is better to ask first how many times the households bought raskin in the last 3 months, then ask the amount received the last time.

Detail 4.c: What Is The Price Per Kg of Raskin When Purchased The Last Time?

Write down in the provided space the amount of money paid by the household the last time to get one Kg of raskin and insert the amount into the provided boxes.

4.c. What is the Price per Kg paid by household to buy raskin the last time? Rp.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Explanation:

The price recorded is the transaction price, i.e. if the amount paid by the respondent is the price of raskin added by the officer's transport fee.

Detail 5.a: Is There Any Household Member Who Receives Business Credit in The Last One Year?

Fill in code 1 for “Yes”, and code 2 for “No”.

<p>5. a Is there any household members who receive business credit in the last one year? [Fill in code 1 for yes, code 2 for no]</p>	
1. National Society Empowerment Program (PNPM) Mandiri	<input type="checkbox"/>
2. Other government's programs	<input type="checkbox"/>
3. Bank Program	<input type="checkbox"/>
4. Cooperative/Foundation's Program	<input type="checkbox"/>
5. Personal	<input type="checkbox"/>
6. Others	<input type="checkbox"/>

Explanation:

Business Credit is a certain amount of fund with the nature of a loan, given to help manage or expand a business.

If a household has received business credit and used it for consumption, it is still recorded as accepting business credit.

National Community Empowerment Program (PNPM) Mandiri: is a national program to alleviate poverty based on society empowerment.

PNPM Mandiri is started in 2007. However, part of poverty alleviation programs included in PNPM has been carried out before 2007.

For the survey purpose, the definition of business credit received by the society fro PNPM Mandiri is the business credit that is received from PNPM Mandiri programs both before and after the year 2007.

The characteristic of PNPM Mandiri business credit is the distribution does not follow banking procedure. The usage of fund for business credit that is more popular as revolving fund, is managed and proposed directly by the society.

Programs included in PNPM Mandiri in 2008, are as follows:

- Rural PNPM Mandiri that used to be called Sub-District Development Program (PPK),
- Urban PNPM Mandiri that used to be called Urban Poverty Alleviation (P2KP),
- Rural Infrastructure PNPM that used to be called Rural Infrastructure Development Program (PPIP),
- Disadvantaged and Specific Areas PNPM (DTK) that used to called Acceleration Program For Disadvantaged and Specific Areas (P2DTK) / *Support for Poor and Disadvantaged Areas (SPADA)*,
- Rural Agribusiness PNPM or Rural Agribusiness Development Program (PUAP).

Other Government Program, for instance:

- Coastal Community Economic Empowerment Program (PEMP);
- Poor People Empowerment Program through Social Empowerment Direct Aid (PPFM-BLPS);
- Productive Business Group Formation Program (KUP) and Empowerment and Protection of Other Susceptible Society (PPMR);
- Empowerment Program for People Around the Area of Exploitation Permit of Timber Forest Product (IUPHHK);
- Community Forest Development Program;
- Border Area Development Program (PWP) and Disadvantaged Area Development Program (PWT);
- Community Empowerment Program for Management of Urban Living Environment (PLH);
- Superior Tourism Destination Development Facilitation Program;
- Rural Community Empowerment Acceleration Program (P3MP);
- Family Empowerment and Resilience Program;
- *Prima/Perempuan Indonesia Maju Mandiri* (Independence Progressive Indonesian Women) Village Model Program;
- Micro and Small Business Empowerment Program;
- Food Resilience Improvement Program (PKP);
- Economic Improvement Program for People around Conservation Area;
- Business Improvement Program for People Around Production Forest (PUMSHP);
- Community Forest Program (HKM);
- Manpower Productivity and Quality Improvement Program (PKPTK);
- Manpower Institution Development and Protection Program (PPLTK);
- Program of Business Climate Creation for UKM (Small and Medium Enterprises);
- Program of Business Supporting System Development for UKM;
- UKM Competitive Superiority and Entrepreneurship Development Program;
- Cooperative Institution Quality Improvement Program;
- Program of Women's Health and Family Welfare (PERKASSA);

- Financing Productive Cooperative and Micro Program (P3KUM);
- Gender Mainstreaming Training Program;
- Integrated Program for The Improvement of Women’s Role Towards Healthy and Prosperous Family (P2WKSS);
- Governmental Housing Stimulation Program for Low-income Communities (MBR) through Micro Financial Institution (LKM) / Non-bank Financial Institution (LKnB);
- Environmental Soft Loan Program;
- Local Economic Development Program (PPEL);
- Rural Telecommunication Infrastructure Development Program;
- Small and Medium Industrial Development Program;
- Banking Business Plan for UMKM (Micro, Small and Medium Enterprises);
- Business Development and Governmental Investment;
- People’s Business Credit (KUR), distributed by BRI, Bank Mandiri, Bank Syariah Mandiri, Bank BNI, Bank BTN, and Bank Bukopin.

Bank program credit source, if a household member receives business credit from bank by applying personally and is a non-governmental program (excluding KUR).

Cooperative/Foundation’s program credit source is a legal entity with individual members or cooperative legal entity whereas its operating is based on cooperative principle, and at the same time as society economic movement based on kinship principle (Law Nr. 25 Year 1992 about Cooperative).

Personal credit source, if a respondent’s household receives business credit from a certain individual who is not a member or the head of related household.

Other credit source, if the respondent’s household receives business credit from other than the above sources.

Detail 5.b : If Receiving More Than 1 Business Credit, Which Is The Biggest?

If coded 1 in Detail 5.a is more than one, or in other words the household receives more than one business credit, please ask which one is the biggest (fill in one of the business credit 1 to 6 in detail 5.a).

<p>5.b. If receiving more than one business credit, which one is the biggest? (Write down on of the business credit, code 1 to 6 from Detail 5.a.)</p>	<input type="checkbox"/>
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6.17 Block IX. Communication and Information Technology

In order to meet the demand of data consumer, and in line with the development of communication and information technology, the related questions are included in Block VIII.

Detail 1: Is There a Landline Telephone in This Household?

Circle code 1 for “Yes” and code 2 for “No” in accordance with respondent’s answer. The concept used is the concept of ownership, which means that a household is considered having a telephone, if it uses a telephone (Flexi home, Ratelindo, Telkom, not including cellular phone), although it does not belong to the household. ‘Using” in this case means able to fully and continuously use the devices.

IX. COMMUNICATION & INFORMATION TECHNOLOGY	
1. Is there a landline telephone in this household? 1. Yes 2. No	<input type="checkbox"/>

Explanation:

- If during the census the telephone is damaged and will be repaired or replaced within one month, the household is still considered having a telephone.
- If during the census the telephone is cut off due to unpaid bills but will be paid within one month, the household is still considered having a telephone.

Detail 2a: Is There Any Household Member Who Uses Cellular Phone (HP)?

Circle code 1 for “Yes” and code 2 for “No” in according to respondent’s answer. The concept used is similar with the aforementioned telephone concept. If code 2 is circled, proceed to Detail 3.

2.a. Is there any household member who uses cellular telephone (HP)? 1. Yes 2. No ----> [R.3]	<input type="checkbox"/>
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If a household member subscribes to Esia or Flexi products that functions as a HP and Landline Telephone, it is categorized as a HP. If there are no cellular phone signal around the house but the HP can be activated whenever out of the house (the city) for less than 5 Km, it is still considered having an HP.

Detail 2.b: If “Yes”, How Many Household Members Have Active HP Numbers?

Fill in the number of household members who possess active HP numbers.

2.b. If "Yes", the number of household members who have active HP number is person/s	<input type="text"/> <input type="text"/>
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Detail 2.c: Total of Active HP Numbers Possessed By The Entire Household Members?

Fill in the total of active HP numbers possessed by the entire household members, including if one or more members use more than one number.

2.c. The total of active HP numbers possessed by the entire household members: numbers	<input type="text"/> <input type="text"/>
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The total HP numbers possessed by the household does not depend on the total of cell phones.

Detail 3: Does The Household Use Computer (Desktop/PC, Laptop/Notebook)?

Circle code 1 for “Yes” and code 2 for “No” according to the detail and enter the code in the provided boxes.

3. Does the household use computer? [Fill in code 1 for Yes, code 2 for No]	
a. Desktop/PC	<input type="checkbox"/>
b. Laptop/Notebook	<input type="checkbox"/>

The concept used is similar with the aforementioned telephone concept. The household is considered having a computer if it uses computer hardware such as monitor, CPU, keyboard, and mouse (even though it doesn't use a printer), that is equipped with softwares.

Computer is a fast electronic calculating machine that receives digital input information and processes it according to the program stored in its memory and produces an output in the form of information.

To realize the computer conception as data processor to produce information, it requires computer system with the following elements:

- *Hardware*, which is computer's elements that can be seen and touched physically, such as monitor, CPU (Central Processing Unit), keyboard, mouse, and printer.

- *Software*, is a program that contains instructions/commands to perform data processing, such as microsoft excell, microsoft word, SPSS,CSPRO, etc.
- *Brainware*, is the person who operates and control the computer system.

A household is considered having a computer if the use of computer hardware in the form of monitor, CPU, keyboard, and mouse (although does not have a printer) that has already completed with softwares.

Desktop/Personal Computer is a computer that stands alone and is not connected to other computer.

Laptop/Notebook is a portable computer that is smaller in size and lighter in weight.

Detail 4: Internet Usage

This question is intended to find out the use of internet by a household through detailing the location of access and media which is to be divided into 5 categories: home, warnet (internet café), office, school and other.

4. Internet usage:		
Location/ Media Access	Is there any household members who accessed internet in the last one month? 1. Yes 2. No	If "Yes" The number of household Member who accessed internet (person/s)
(1)	(2)	(3)
a. Home	<input type="checkbox"/>	<input type="checkbox"/>
b. Warnet	<input type="checkbox"/>	<input type="checkbox"/>
c. Office	<input type="checkbox"/>	<input type="checkbox"/>
d. School	<input type="checkbox"/>	<input type="checkbox"/>
e. Others (Café, Hotel, etc)	<input type="checkbox"/>	<input type="checkbox"/>

Internet (Interconnected Network) is a global communication system that connects to other computers and networks in the entire world.

The definition of "Accessing the Internet" is if a person makes time to access the internet in order to utilize or enjoy the internet facilities such as searching for literature/references, searching/sending information/news, communicating, e-mailing/chatting, etc.

Column (2): Is There Any Household Member Who Accessed Internet In The Last One Month?

Fill in code 1 for “Yes” or code 2 for “No” according to the respondent’s answer to each of the detail in the provided boxes.

Internet Access Location:

1. **Home**, if the internet access network area is at home.
2. **Warnet (internet cafe)** is a stall that provided internet services.
3. **Office**, if the internet access network area is in the office or at the work place.
4. **School**, if the internet access network area is at school.
5. **Others**, other than the locations mentioned above, such as mobile, hotel, library, café, restaurant, etc.

Examples:

1. A teacher who accessed internet in the place where he teaches is considered accessing internet from the work place.
2. Person who accessed internet at someone else’s home is considered accessing internet from home.

Column (3): If “Yes”, The Number of Household Member Who Accessed the Internet?

Fill in the number of household members who accessed the internet according to internet location. If several household members accessed internet together, it should be recorded as the entire household.

Explanation:

If several household members accessed the internet together, it is recorded as the entire household. If a person asked other people to access the internet, the person who operated the internet access is the one who accessed the internet.

Example:

Mrs. Yeni could actually access the internet, however due to some reasons he asked one of her children to accompany her accessing the internet, therefore the person accessing the internet is her child.

6.18 Block X. Notes

This block is used to record anything important that is related to the entries of the document.