

# **ENUMERATOR'S WORKBOOK**

**2005 FSM  
HOUSEHOLD INCOME AND EXPENDITURE SURVEY**

**FEDERATED STATES OF MICRONESIA**

**JUNE 2005**

*Division of Statistics  
Department of Economic Affairs*



Plans for the 2005 Household Income and Expenditure Survey of the  
Federated States of Micronesia

The 2005 Household Income and Expenditure Survey (HIES) of the Federated States of Micronesia (FSM) is conducted by the FSM Division of Statistics at the Department of Economic Affairs in collaboration with the state governments.

The aims of the Household Income and Expenditure Survey are:

- 1) adjust weights for the Consumer Price Index based on the pattern of expenditures by household;
- 2) provide data on the distribution of income and expenditures throughout the FSM;
- 3) to provide data for national accounts purposes, including home production activities; and ,
- 4) provide nutritional information and food consumption patterns for FSM families.
- 5) to provide data to update poverty estimates.

## The Enumerator's Job

### 1. **Orientation - Understanding your assigned Enumeration District (s)**

Using your Enumerator's Assignment sheet and the maps provided, identify the Map Spot for each selected housing unit and identify the actual unit and household.

### 2. **Explain the Survey and Leave a Week 1 diary**

Deliver the introductory letter from the governor to the selected household. Explain the purpose of your visit and the information needed for the Household Income and Expenditure Survey. Explain the purpose of the Week 1 and Week 2 daily diaries. Leave a Week 1 diary and the "Diary Definitions and Instructions" booklet.

Explain what is required for the household to complete the Week 1 diary and say that you will return in 2 or 3 days to check on progress in completing the diary. Also explain that you will return to interview the household for information to complete the household questionnaire.

### 3. **Interview and check Week 1 diary**

Revisit the household and complete a household questionnaire for each selected household. Check that all three parts of the questionnaire are completed. Check the respondents progress in completing the Week 1 daily diary and assist the respondent to fill the diary for each day if this has not been done. Check that the respondent has entered all the purchases of every member of the household up to the time of this visit.

### 4. **Check Week 1 Diary and issue Week 2 diary**

At the end of Week 1 visit each household and collect the Week 1 diary. Check the details recorded in the diary for missing data and, if necessary, assist the respondent to fill in the missing details. Issue the respondent with a Week 2 diary and take the Week 1 diary with you. As soon as possible, turn in questionnaire (if done in this week) and the completed Week 1 diary to your supervisor.

### 5. **Check the Week 2 Diary and collect it**

At the end of Week 2 revisit the household and check the details recorded in the Week 2 diary. If necessary, assist the householder to fill in any missing details. As soon as possible, turn in the completed Week 2 diary/questionnaires.

### 6. **Administrative records - Complete Listings**

Fill in details in the various recording forms you have been supplied. Filling in these forms is just as much a part of your job as completing steps 1 to 6 above.

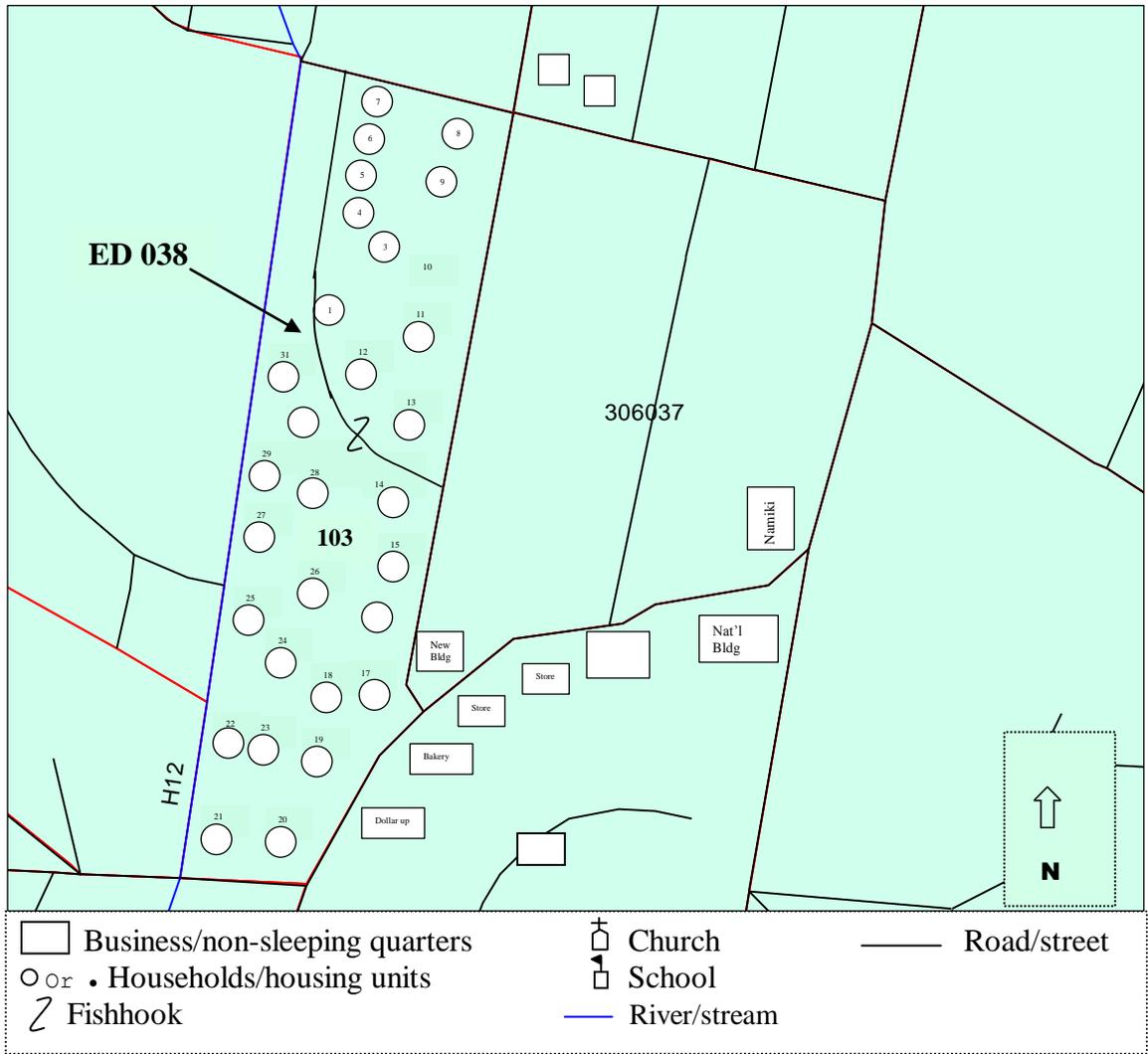
*The forms you will be required to complete are the Enumerator's Listing Record:*

- ◆ Enumerator's Assignment sheet (HIES-5);
- ◆ List of Households sheet (HIES-4); and
- ◆ Listing Record (HIES-3).

When you think you have completed all the survey activity for a particular household, check that you have a complete:

- ◆ Household questionnaire;
- ◆ Filled Week 1 diary, and
- ◆ Filled Week 2 diary.

Remember, you will be paid only if you completed and turned-in all your assigned works.



**COMPLETE THE FOLLOWING ITEMS BEFORE THE INTERVIEW**

(See Illustration below for display of items on questionnaire)

- A State: Copy the State code from item 2 of the DAILY PROGRESS RECORD, HIES-3.
- B Municipality: Copy the Municipality code from item 2 of the DAILY PROGRESS RECORD, HIES-3
- C ED: Copy the ED number from item 2 of the DAILY PROGRESS RECORD, HIES-3.
- D Village: Copy the Village code from column 1 of the LIST OF HOUSEHOLDS, HIES-4.
- E Block: Copy the Block number from column 2 of the LIST OF HOUSEHOLDS, HIES-4.
- F1 Map Spot: Copy the Map Spot number from column 3 of the LIST OF HOUSEHOLDS, HIES-4.
- F2 Household: Copy the Household number from column 4 of the LIST OF HOUSEHOLDS, HIES-4.

*\*The above can also be copied from the ENUMERATOR'S ASSIGNMENT SHEET, HIES-5*

## Complete Before Interview Box from Questionnaire

<b>A. State:</b> 1. Yap <input type="checkbox"/> 2. Chuuk <input type="checkbox"/> 3. Pohnpei <input type="checkbox"/> 4. Kosrae <input type="checkbox"/>		<b>B. Municipality</b> <input type="text"/> <input type="text"/>		<b>C. ED</b> <input type="text"/> <input type="text"/> <input type="text"/>		<b>D. Village</b> <input type="text"/> <input type="text"/>	
<b>E. Block</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			<b>F1. Map Spot</b> <input type="text"/> <input type="text"/> <input type="text"/>		<b>F2. Household No.</b> <input type="text"/> <input type="text"/>		
<b>G. Enumerator</b> <input type="text"/> <input type="text"/>							
<b>H. Address — Location description:</b>  							
<b>I. Respondent's name:</b>						<b>J. Phone number:</b>	

COMPLETE THE FOLLOWING AFTER THE INTERVIEW

- G Enumerator: Write in your name and your code number
- H Address/Location description: Provide a description so that someone else could find the house or apartment.
- I Respondent's name: Name of Respondent (the one who responds to all or most of the questions) incase another contact is needed.
- J Phone number: Get the telephone number so that the respondent could be contacted later.
- K Type of unit: record whether unit is occupied or vacant, or form number for occupied units
- L Vacancy status: Vacants only
- M Months vacant: Vacants only
- N Population: Total people living here
- O Substitution: Report 1 if the unit will be substituted; 2 if the unit was substituted
- P Household form status: Reprt whether the form was completed, and if not, why not

**ALWAYS SIGN OFF YOUR NAME ON THE LAST PAGE OF THE QUESTIONNAIRE AND PUT THE DATE YOU COMPLETE THE QUESTIONNAIRE. ALSO, WRITE DOWN NOTES ABOUT THE INTERVIEW OR THE HOUSEHOLD FOR DISCUSSIONS WITH THE SUPERVISOR IN THE SPACE WHERE IT SAYS NOTES.**

<b>A. State:</b> 1. Yap <input type="checkbox"/> 2. Chuuk <input type="checkbox"/> 3. Pohnpei <input type="checkbox"/> 4. Kosrae <input type="checkbox"/>	<b>B. Municipality</b> <input style="width: 40px; height: 20px;" type="text"/>	<b>C. ED</b> <input style="width: 60px; height: 20px;" type="text"/>	<b>D. Village</b> <input style="width: 60px; height: 20px;" type="text"/>
<b>E. Block</b> <input style="width: 40px; height: 20px;" type="text"/>	<b>F1. Map Spot</b> <input style="width: 60px; height: 20px;" type="text"/>	<b>F2. Household No.</b> <input style="width: 60px; height: 20px;" type="text"/>	
<b>G. Enumerator</b> <input style="width: 100px; height: 20px;" type="text"/>			
<b>H. Address — Location description:</b>  			
<b>I. Respondent's name:</b> <input style="width: 100%; height: 20px;" type="text"/>			<b>J. Phone number:</b> <input style="width: 60px; height: 20px;" type="text"/>

<b>K. Type of unit:</b> 1. Occupied: Form ____ of ____ 2. Group quarters 3. Vacant: Year round use <input type="checkbox"/> 4. Vacant: Seasonal use 5. Vacant: UHE	<b>FOR VACANTS ONLY:</b> <b>L. Vacancy Status:</b> <input type="checkbox"/> 1. For rent 2. For sale only 3. Rent/sold, not occup. 4. Held, occasional use	<b>VACANTS ONLY:</b> <b>M. Months vacant:</b> <input type="checkbox"/> 1. Less than 1 2. 1 up to 2 3. 2 up to 6 4. 6 up to 12 5. More than 1 yr	<b>N. Population:</b> <input style="width: 40px; height: 20px;" type="text"/> <b>O. This house:</b> <input type="checkbox"/> 1. will be sub 2. sub HH	<b>P. Household form status:</b> <input type="checkbox"/> 1. Completed 2. Last resort 3. On vacation/off-island 4. No longer exists 5. Converted business 6. Refusal
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Script #1 shown below, will be used during the class session relating to initial contact with the household and explaining and leaving the Week 1 diary. The Trainer will pick one of the Trainees to act as the Respondent. The Trainer will act as the Enumerator. The rest of the Trainees should follow along as the parts are played out.

### SCRIPT # 1

(Your role is marked by the letter "R" for respondent. The asterisks [\*\*\*\*\*] mean the trainer will be interrupting the script to give the class explanations. Read in a loud voice. Follow along and mark the questionnaire with the response.)

E: Hello, my name is (YOUR NAME) and I'm an official survey taker for the 2005 FSM Household Income and Expenditure Survey. This is my identification (PAUSE) and here's some information about the purpose of my visit (GIVE THE RESPONDENT A COPY OF NOTICE OF CONFIDENTIALITY). The survey consists of two parts: we need you to record all your household's detailed purchases in this diary day by day and I will need to come back and conduct an interview with you later this week. The interview will take about 2 hours.

R: Yes, I understand.

E: Could you tell me the full name of the person who owns or is renting this house?

R: That's me Christina Marie Menlau.

\*\*\*\*\*

E: Are there any other occupied living quarters in this building or on this property?

R: No there are not.

E: I need to explain to you how you should record the detailed purchases of everyone in this household day by day for the coming week.

R: I hope it won't be too difficult.

E: To help with this task, I will leave you this booklet "Diary Definitions and Instructions". It contains examples of how you should record the details.

R: That should be useful.

E: Here is the diary itself. As you can see, it has a page for each day of the week plus some overflow pages if you can't fit all the household's purchases in the one day. It is also broken into several parts. You need to record details for each part.

Here is the part for recording daily purchases of Item bought by members of this household;

Here is the part for recording what members of your family used or sold from Items produced at home.

Here are the overflow pages for Items Bought and for Home Produced Items used or sold.

Here are the pages for Gifts Given Away and Gifts Received by members of your household.

As you can see, there are examples of how you should record this detail in front of each part of the form. For example, here is the page of examples for Items Bought and Home Produced Items used or sold.

R: I think that is clear enough.

E: What would be a good time for me to call back to review what you have recorded in the Daily Diary, and conduct the main interview.

R: How about 10:00am on Thursday, June 9.

E: Yes, that time will suit me. Thank you very much for your cooperation, I will call again on Thursday. In the meantime, if you are unsure of anything or need help, you can call telephone number 320-2820 or 320-5620.

R: Thank you, I will remember that.

E: Good bye.  
R: Good bye.

## THE INTERVIEW

In this classroom exercise, a Trainee will be selected to undertake the part of the Respondent. The Trainer will undertake the part of the Enumerator. During this exercise each Trainee should follow through as the script is read and take particular note of the comments the Trainer makes at various points during the script.

1. The enumerator asks the questions from the script. These questions follow the questionnaire layout.
2. The selected Trainee will respond by reading aloud the answers as given in the script.
3. Trainee's should closely monitor the script and a questionnaire.

## SCRIPT # 2

(Your role is marked by the letter "R" for respondent. The asterisks [\*\*\*\*\*] mean the trainer will be interrupting the script to give the class explanations. Read in a loud voice. Follow along and mark the questionnaire with the response.)

E: Hello, remember me. My name is (trainee gives his/her name). I am here for the appointment we made when I came a few days ago and explained about 2005 FSM Household Income and Expenditure Survey. Today I am here to interview you about the people who live in this household, your housing and the major expenditures made by household members last year. For the average household, this interview should take about 2 hours.

When we have finished completing the household questionnaire, I want to check the progress you have made in completing the diary I left last time I came. If you need help filling in the diary, I will help you.

E: What is the full name of the occupant who owns or rents this house?

R: That's me, Christina Marie Menlau.

\*\*\*\*\*

E: Please give me the name of each person living here on Wednesday, June 1, 2005 including all persons staying here who have no other home. If EVERYONE is staying here temporarily and usually lives elsewhere, give me the name of each person. Begin with the household member whose name the home is owned, being bought, or rented. If there is no such person, start with any adult household member.

R: Just myself.

H1a E: When you told me the names of persons living here on June 1, did you leave anyone out because you were not sure if the person should be listed - for example, someone temporarily away on a business trip or vacation, a newborn baby still in hospital, or a person who stays here once in a while and has no other home?

R: No.

\*\*\*\*\*

H1b E: When you told me the names of persons living here on June 1, did you include anyone even though you were not sure that the person should have been listed, for example, a visitor who is staying here temporarily or a person who usually lives somewhere else?

R: No.

\*\*\*\*\*

Question H2 can be marked from observation — for this practice exercise, circle 1, A one-family house detached from any other house and put 1 in the box.

H2b E: Is there a business (such as a store, barber shop) or a medical office on this property?

R: No.

H3 E: Is this house/apartment owned by you or someone in this household with a mortgage or loan; owned by you or someone else in this household free and clear (without mortgage); rented for cash rent; or occupies without

payment of cash rent?

R: I rent the place for cash rent.

\*\*\*\*\*

Since Ms. Menlau rents, you must follow the skip pattern for H4 for renters. Question H4 is asked only if rent is paid for this house [living quarters], and Ms. Menlau does rent this house.

H4> E: What is your monthly rent?

R: \$ 90 a month.

H4a> E: If the government is paying part of the rent, how much are they paying?

R: The government doesn't pay any of my rent.

H4b> E: If a non-government organization is paying part of the rent, how much are they paying each month?

R: No one is paying any part of my rent but me.

H4c> E: If you pay any insurance for your household goods, what is the annual amount?

R: I don't have that kind of insurance.

H5> E: About when was this building first built?

R: About 1965.

Write in the appropriate number in the box. Note that in this case that number is 7 for the 1940 to 1969 period.

H6> E: When did you move into this house [living quarters]?

R: May 1976.

Write in the 4 digits of the year in the boxes.

H7> E: What is the main type of material used for the outside walls of this building? Poured concrete, concrete blocks, metal, wood, other, or no walls?

R: It's metal.

H8> E: What is the main type of material used for the roof of this building? Poured concrete, metal, wood, thatch or other.

R: It's metal.

H9> E: How many rooms do you have in this house [living quarters]? Count living rooms, dining rooms, kitchens, and bedrooms, but do *not* count bathrooms, balconies, foyers or halls.

R: There are four rooms.

H10> E: How many bedrooms do you have; that is, how many bedrooms would you list if this house [living quarters] were on the market for sale or rent?

R: There are two bedrooms.

H11> E: Do you have hot and cold piped water?

R: Yes.

E: Is it in this building?

R: Yes.

H12> E: What type of energy does your water heater use most?

R: It uses electricity.

H13> E: Do you have a bathtub or shower?

R: Yes, and it is in this house.

H14> E: Do you have a flush toilet?

R: Yes, it is also in this house.

If you get a "Yes" response to any of the plumbing questions, except H15, you must find out if the facilities are inside or outside the building or unit. Now let's continue with the interview. Does everyone see where we go next?

H15> E: Which FUEL is used MOST for cooking in this house?  
R: I have a hot plate to prepare my meals.

Everyone should have written "1" in the right hand part of the box for question H27 for "inside this building" and a "1" in the box for question H28 since she uses electricity. Ms. Menlau uses a hot plate to cook her meals.

H16> E: Do you have an electric or gas stove?  
R: No, I don't.

H16A> E: Do you have a microwave oven?  
R: No, I don't.

H17> E: Do you have a refrigerator in this unit?  
R: Yes.  
E: What type?  
R: Electric.

H17A> E: Do you have a stand-alone freezer in this unit?  
R: Yes.

H18> E: Do you have a sink with piped water in this unit?  
R: Yes.

H19> E: Do you get water from a public system only, a public system and cistern, a cistern, tanks, or drums only, a public standpipe, or some other source such as a spring, river, creek, etc?  
R: I get water only from the public system.

H19a> E: Is public service 24 hours?  
R: Yes, usually.

H20> E: Do you purchase drinking water?  
R: Yes.

H21> E: Is this building connected to a public sewer?  
R: Yes.

\*\*\*\*\*

If this answer was "No" then you would need to find out what kind of sewage system (septic tank or cesspool) or other means the respondent uses.

H22> E: Do you have air conditioning?  
R: No.

H23> E: Do you have a battery-operated radio?  
R: Yes my car radio, if you are counting those.

\*\*\*\*\*

*Enumerator instructions here say to count car radios. Always read these instructions.*

H24> E: How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of your household?  
R: I have one car.  
E: What is the current value of that car?  
R: About \$3000, if I sold it.

H24A> E: How many boats are kept at home for use by members of your household?  
R: I don't have a boat.

H25> E: Do you have a telephone or cell phone in this unit?  
R: Yes.

E: What was the last monthly bill?  
 R; About \$100.  
 H26> E: Does this house have electric power?  
 R: Yes.  
 E: What was the last monthly bill?  
 R: Electricity is included in the rent.

\*\*\*\*\*

Note that you check the box for "included in the rent".

H27> E: Do you have a television set?  
 R: Yes.  
 E: Do you have Cable?  
 R: Yes.  
 E: How much was the last monthly bill?  
 R: \$27.

\*\*\*\*\*

H28> E: Do you have computer at home?  
 R: No.

Now, you must skip to H30, since we only ask H29 if the person has a computer. Everyone see the skip pattern?

H30> E: What is the average monthly cost for gas for this house [living quarters]. *Exclude transportation gas.*  
 R: I don't use Gas.

H31> E: What is the average monthly cost for water for this house [living quarters]?  
 R: It's included in the rent.

\*\*\*\*\*

Note that she gives you the information that water is included in the rent, so you don't have to ask. You also don't have to ask whether she pays a public utility since she doesn't pay.

H32> E: What was the last monthly bill for any other utilities (kerosene, wood, etc)?  
 R: I don't any of these.

\*\*\*\*\*

Since she does not own and is not buying her unit, you need to skip H33, H34, H35 and H36. We only ask these questions to people who either own their unit, or are buying it.

\*\*\*\*\*

Even though it is obvious this unit is not part of a condominium, you should ask:

H37> E: Is this unit part of a condominium?  
 R: No.

\*\*\*\*\*

**Section 2. Construction and Repairs.**

Now we need to ask about construction and repairs. Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle **1. Yes** and write 1 in the box, otherwise, circle **2. No** and write 2 in the box if there was nothing spent or all items are zero (0).

E: These questions are on construction, maintenance, alterations, or repairs done on this unit, including those you did yourself and those you paid someone to do. In the last 12 months, how much money did you spend on the following? If any item was charged, provide the monthly repayment.  
 E: Did you have any dwelling under construction or completed in the last 12 months?  
 R; No.  
 E: Did you build an addition like an extra room or a porch?  
 R; No.  
 E: Did you remodel or renovate one or more inside rooms?  
 R; No.  
 E: Did you remodel or renovate one or more outside rooms?  
 R; No.  
 E: Did you repair a roof or gutters?  
 R; No.

- E: Did you do any landscaping and yard maintenance?  
 R: No.  
 E: Air conditioning?  
 R: No.  
 E: Did you make any outside improvements like on a fence or driveway?  
 R: No.  
 E: Did you construct or repair any plumbing or water heater installation?  
 R: No.  
 E: Did you do any electrical repairs or improvements?  
 R: No.  
 E: Did you install, repair or replace windows or screens?  
 R: Yes, I replaced my screens.  
 E: How much was the total price of the screens?  
 R: About \$500.  
 E: Did you pay cash or are you paying them off?  
 R: I'm paying \$50 a month.  
 E: What about hurricane shutters?  
 R: No.  
 E: Did you make any other improvements?  
 R: No.

\*\*\*\*\*

### Section 11. Individual Characteristics.

Next we must ask the population questions for Ms. Menlau.

Look at question 2 for Ms. Menlau. We know that by observation she is female, so we do not need to ask question 2. Please go ahead and write "2" in the box, for female.

Also, since she is the first person in the house (and, in this case, the only person), we know she must be the Householder, so we write "1" in the box for Q3, Relationship.

- (Q4) E: What is your race or ethnic origin?  
 R: I'm Yapese.

- (Q5a) E: What is your birth date?  
 R: January 7, 1968.

- (Q5a) E: How old are you?  
 R: I am 37 years old.

\*\*\*\*\*

Here you need to enter the complete date of birth and the age.

- (Q6) E: Are you now married, separated, widowed, divorced, separated, or have you never been married?  
 R: I'm divorced.

- (Q7) E: Where was your mother when you were born, Ms. Menlau?  
 R: In Lelu, Kosrae.

\*\*\*\*\*

Follow enumerator instructions — for question 8, mark "1" for born in the FSM, then follow skip instructions.

- (Q9) E: At any time since April 1, 2005, have you attended regular school or college? Include only nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.  
 R: No.

- (Q10) E: How much school have you completed?  
 R: I am a high school graduate.

- (Q11a) E: Did you live in this house five years ago (June 1, 2000)?

R: Yes.

\*\*\*\*\*

Since she lived in the same house 5 years ago, skip to question Q11c What language does... speak.

(Q11c) E: What language do you speak at home?

R: English.

(Q12) E: Have you ever been on active duty military.

R: No, never.

(Q13a) E: How many babies have you ever had, not including stillbirths? Do not count stepchildren or children you have adopted.

R: 4.

(Q13b) E: How many of those children are still alive?

R: All of them.

(Q13c) E: What is the date of birth of your last child?

R: October 10, 1997.

(Q14) E: Did you work at any time last week, either full time or part time? Work includes part-time work such as delivering papers, or helping without pay in a family business or farm; it also includes active duty in the Armed Forces. Work does *not* include own housework, school work, or volunteer work.

Yes, worked full-time or part-time at a job or business and did subsistence activity; yes?

R: Yes, I worked full-time and did no subsistence activity.

(Q15) E: How many hours did you work last week at all jobs, excluding subsistence activity? Subtract any time off and add any overtime or extra hours worked.

R: About 48 hours.

(Q16) E: Where did you usually work last week?

R: I worked in this village.

\*\*\*\*\*

Record the current place of residence. Then be sure to follow the skip instructions. She said she did no subsistence activities so you won't ask the question about doing subsistence activities. Go on to Q21-23.

**WE HAVE ANOTHER SKIP INSTRUCTION. WE ARE TO SKIP TO QUESTION 21-23.**

E: The following questions ask about the job worked last week. If you had more than one job, describe the one you worked the most hours. If you didn't work, the questions refer to the most recent job or business since June 2000.

(Q21) E: For whom did you work last week?

R: Gene's Service Station.

(Q22) E: What kind of work were you doing?

R: I'm a bookkeeper.

(Q23) E: Were you an employee of a private company or business or of an individual, for wages, salary or commissions;...?

R: (INTERRUPT) Yes, it's a private company.

(Q24a) E: Last year (2004), did you work, even for a few days, at a paid job or in a business or farm, excluding subsistence activity?

R: Yes.

(Q24b) E: How many weeks did you work in 2004, excluding subsistence activity? Count paid vacation, paid sick leave, and military service.

R: About 40 weeks, I took off a couple of months.

(Q24c) E: During the weeks worked in 2004, how many hours did you usually work each week?

R: 40 hours.

(Q25) E: Last year (2004) did you do any subsistence activities?

R: No, I only did paid work.

\*\*\*\*\*

So, again you must skip this item. It is very important to the FSM Government to obtain information about whether the population can feed itself, so if you think the respondent doesn't understand the subsistence questions, discuss the meaning of subsistence with them, and that is it a good thing – not a bad thing – to be doing subsistence activities. But accept what they actually say.

E: The following questions are about income received during 2004.

(Q26a) E: Did you earn income from wages, salary, commissions, bonuses, or tips? Report amount before deductions for taxes, bonds, dues, or other items.

R: Yes.

E: How much from all jobs?

R: \$40,000.

(Q26b) E: Did you receive any income from your own farm or nonfarm business, proprietorship, or partnership? Report net income after business expenses.

R: No.

(Q26c) E: How much did you receive in housing or accommodation allowances and rent payments from an employer. Include annual equivalent value of housing utilities if provided free.

R: None

(Q26d) E: How much did you receive from renting or leasing land or houses?

R: None.

(Q26e) E: How much did you receive in Interest, dividends, net rental income, royalty income, or income from estates and trusts?

R: None

(Q30f) E: How much did you receive from Pell Grants or other educational grants and scholarships?

R: None

(Q30g) E: How much did you receive in social security Income payments to retired workers, dependents, and disabled workers?

R: None

(Q30h) E: How much did you receive from retirement, survivor, or disability pensions? Include payments from companies, unions, Federal or U.S. Military.

R: None

(Q30i) E: How much did you receive from government programs or other public assistance or welfare?

R: None

(Q30j) E: How much did you receive from remittances from within the FSM?

R: None

(Q30k) E: How much did you receive from remittances from outside FSM?

R: None

(Q30l) E: How much did you save from per diems or business trips paid for by others?

R: None

- (Q28m) E: Did you receive any income from unemployment compensation, child support, or alimony, or any other regular source of income? Do not include lump-sum payments such as money from an inheritance or the sale of a home.  
 R: Yes.  
 E: How much was received?  
 R: \$150 per week for 8 weeks.

\*\*\*\*\*

**So, for the Other Income category, we had 150 times 8 which equals \$1,200. Enter \$1,200 in the Annual amount box.**

- (Q30n) E: What was the total value of all gifts you received from inside the FSM, including gifts from family members in other households, traditional gifts, and election gifts?  
 R: About \$100.
- (Q30o) E: What was the total value of all gifts you received from outside the FSM, including gifts from family members in other households, traditional gifts, and election gifts?  
 R: About \$50

\*\*\*\*\*

The enumerator instructions for Q27 are not to ask this question if Q26a — Q26o are complete; therefore, sum the entries of those answers.

Your amount for Q27 should be \$13,350.

\*\*\*\*\*

**Section 3 – Consumer durables, furniture, electronic items, and recreation items.**

Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle 1. Yes and write 1 in the box, otherwise, circle 2. No and write 2 in the box if there was nothing spent or all items are zero (0).

- E: These questions are about household items you purchased in the last 12 months. Please include anything bought with a credit card or cash. If any item was charged over time, provide the monthly repayment. First I'll ask about major appliances. Did you purchase a new or used electric stove, range, or oven during the last 12 months?  
 R: No.  
 E: A gas stove, range or oven?  
 R: No.  
 E: A range hood exhaust fan?  
 R: No  
 E: A refrigerator?  
 R: No  
 E: A freezer?  
 R: No  
 E: A dishwasher?  
 R: No  
 E: A garbage disposal?  
 R: No  
 E: A radio of any type?  
 R: No  
 E: A microwave oven?  
 R: Yes, I bought a microwave oven last year.  
 E: Was it new or used?  
 R: It was new.  
 E: And, what was the total cost of the microwave?  
 R: It cost \$150.  
 E: Are you making monthly payments on it?  
 R: No, I paid cash for it, so I don't have any monthly payments.

- E: A washing machine?  
 R: No  
 E: A clothes dryer?  
 R: No  
 E: A generator?  
 R: No  
 E: A water heater?  
 R: No  
 E: An air conditioner?  
 R: No  
 E: A rice cooker?  
 R: No  
 E: A sewing machine?  
 R: No  
 E: Any other major appliance?  
 R: No  
 E: Now I am going to ask you about computers and related electronic devices. Did you buy a home computer during the last 12 months?  
 R: No.  
 E: A combination printer/fax/copier/scanner?  
 R: No  
 E: A copier?  
 R: No  
 E: A fax machine?  
 R: No  
 E: A printer or photo printer?  
 R: No  
 E: A CD or DVD burner?  
 R: No  
 E: Floppy disks or CDs or DVDs or memory sticks or flash drives?  
 R: No  
 E: External memory or a hard disk?  
 R: No  
 E: A scanner?  
 R: No  
 E: Any software or other computer accessories?  
 R: No  
 E: Any other computer equipment?  
 R: No

Note that you need to mark the "None" box at the top when you she didn't purchase anything in the group of items.

- E: Now I'm going to ask you about photo equipment. Did you buy a digital camera in the last 12 months?  
 R: No.  
 E: What about a non-digital camera?  
 R: No.  
 E: Any photo accessories?  
 R: No.  
 E: Now I am going to ask you about electronic goods. Did you buy a television during the last 12 months?  
 R: No.  
 E: Video cassette recorder or VCR?  
 R: No.  
 E: DVD player?  
 R: No.  
 E: Satellite dish?  
 R: No.  
 E: Camcorder or Video recorder?

- R: No.
- E: Video machine (for example, an X-box)?
- R: No.
- E: Home stereo system and or entertainment system?
- R: No.
- E: Cassette player/Tape recorder?
- R: No.
- E: CD player?
- R: No.
- E: Speakers or surround sound speakers?
- R: No.
- E: MP3 or Ipod machine?
- R: No.
- E: Other audio or video equipment?
- R: No.
- E: Portable video games, including *gameboy*?
- R: No.
- E: Car audio and or video equipment?
- R: No.
- E: Telephones or answering machines?
- R: No.
- E: Cell or cellular phones?
- R: No.
- E: Karaoke or karaoke microphone?
- R: No.
- E: Typewriters, calculators, or other office machines?
- R: No.
- E: Pager?
- R: No.
- E: Personal digital assistant – PDA – or palm pilot?
- R: No.
- E: Any other electronic equipment?
- R: No.

Now we need to ask about Household Furnishings.

- E: Did you buy any bedroom furniture during the last 12 months?
- R: No.
- E: Living room furniture?
- R: No.
- E: Dining room furniture?
- R: No.
- E: Kitchen furniture?
- R: Yes, I bought new kitchen stools for the breakfast area.
- E: How much did they cost?
- R: About \$50.
- E: Do you have any monthly payments?
- R: No, I paid cash.
- E: Other furniture?
- R: No.

Now, floor coverings:

- E: Any rugs or carpets?
- R: No.
- E: Linoleum or other hard surface coverings?
- R: No.
- E: Woven mats?
- R: No.
- E: Other floor coverings?
- R: No.

\*\*\*\*\*

**Section 3a. Consumer Durables – things that last – and has a 12 month recall period.**

Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle 1. Yes and write 1 in the box, otherwise, circle 2. No and write 2 in the box if there was nothing spent or all items are zero (0).

E: These questions are about sports, recreation, and exercise equipment that you purchased in the last 12 months. Please include anything bought with a credit card or cash. If any item was charged over time, provide the monthly repayment. Include any item purchased by your household and given to someone else or to another household.

- E: Did you buy any health and exercise equipment during the last 12 months?  
 R: No.  
 E: Camping equipment?  
 R: No.  
 E: Hunting or fishing equipment?  
 R: No.  
 E: Water sports equipment?  
 R: No.  
 E: Automobile custom accessories, like custom wheels?  
 R: No.  
 E: Bicycles or tricycles?  
 R: No.  
 E: Golf and golfing equipment?  
 R: No.  
 E: Tennis rackets and equipment?  
 R: No.  
 E: Other sporting goods and equipment?  
 R: No.  
 E: Acoustic or electrical equipment?  
 R: No.

**Section 4 Consumer Durables – Small Household Appliances, Tools & Household Goods & Services**

\*\*\*\*\*

**Small Household Appliances**

Now we are going to ask about other consumer durables – small household appliances, tools and household goods and services. These are for a 12 month recall period as well.

- E: Did you purchase any small electric kitchen appliances, like a toaster, or a toaster oven?  
 R: No.  
 E: Electrical personal care appliances, like an electric razor or hair dryer  
 R: No.  
 E: Water dispenser?  
 R: No.  
 E: Electric floor cleaning equipment?  
 R: No.  
 E: Other small appliances?  
 R: No.

**Tools, Hardware & Supplies**

These questions are about Tools, Hardware and Supplies. Again, these are for a 12 month recall period as well.

- E: Did you purchase a lawn mower during the last 12 months?  
 R: No.  
 E: Weed whacker or bush cutter?  
 R: No.  
 E: Chain saw?  
 R: No.  
 E: Power hand tools?  
 R: No.

- E: Non-power hand tools?
- R: No.
- E: Kitchen utensils?
- R: No.
- E: Firearms?
- R: No.
- E: Outdoor equipment and supplies?
- R: No.
- E: Other hardware or supplies?
- R: No.

\*\*\*\*\*

**Housekeeping Supplies**

Now, we will look at Housekeeping supplies.

- E: Did you purchase household cleaning products?
- R: Yes, I bought those.
- E: All new?
- R: Yes.
- E: About how much over the year?
- R: Maybe \$200.

\*\*\*\*\*

Remember always to record dollars only – no cents – you only record dollars AND cents in the diary items, not in the general and regular expenses.

- E: Did you purchase any household paper products?
- R: Yes, probably \$100 for paper towels and toilet paper over the year.
- E: Other housekeeping supplies?
- R: No.
- E: Miscellaneous housekeeping supplies?
- R: No.

**Household Services**

And now, household services ...

- E: Did you pay for any housekeeping services in the last 12 months?
- R: No.
- E: Cooking services?
- R: No.
- E: Driving services?
- R: No.
- E: Moving, storage, or freight services?
- R: No.
- E: Repair of household items?
- R: No.
- E: Other household services?
- R: No.

**Household Equipment Repairs, Services, Contracts, Furniture Repair, etc.**

Now, we will look at household equipment repairs, service contracts and other repairs ...

- E: Did you pay for any kitchen appliance repairs?
- R: No.
- E: Electronic items repair?
- R: No.
- E: Computer or related items repair?
- R: No.
- E: Lawn equipment repair?
- R: No.
- E: Hand or power tool repairs?
- R: No.
- E: Photographic items repair?
- R: No.
- E: Sport or recreational equipment repair?

R: No.  
 E: Termites or pest control services?  
 R: No.  
 E: Service contracts for appliances?  
 R: No.  
 E: Service contracts on electronic goods?  
 R: No.  
 E: Service contracts for computers?  
 R: No.  
 E: Furniture repair?  
 R: No.  
 E: Other household goods repairs?  
 R: No.

\*\*\*\*\*

**Section 5 – Consumer non-durables, and has a 3 month recall period instead of a 12 month recall period.** It is important to remember that the non-durable goods are for only three months instead of a whole year. This should help for recalling everything. Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle **1. Yes** and write 1 in the box, otherwise, circle **2. No** and write 2 in the box if there was nothing spent or all items are zero (0).

E: These questions are about apparel items you purchased in the last 3 months. Please include anything bought with a credit card or cash. If any item was purchased over time, provide the monthly repayment. Include any item purchased by your household and given to someone else or another household.

E: Did you purchase any men's suits during the last 3 months?  
 R: No.  
 E: Men's dress shirts?  
 R: No.  
 E: Men's casual shirts and T shirts?  
 R: No.  
 E: Men's pants and shorts?  
 R: No.  
 E: Men's accessories like belts, suspender, underwear, and so forth?  
 R: No.  
 E: Other men's apparel?  
 R: No.  
 E: Boy's pants and shorts, including uniforms?  
 R: No.  
 E: Other boys apparel?  
 R: No.  
 E: Women's outerwear?  
 R: No.  
 E: Women's dresses?  
 R: Yes, I bought 3 dresses.  
 E: These were new?  
 R: Yes.  
 E: What was the total price?  
 R: Probably \$150.  
 E: Any monthly payments?  
 R: Well, yes. I put them on my credit card, and I'm paying about \$40 a month on them.  
 E: Women's suits and separates?  
 R: No.  
 E: Women's underwear or nightwear?  
 R: Yes, and, of course they were new ... about \$75, all cash.  
 E: Women's accessories like belts, scarves, and so forth?  
 R: No.  
 E: Other women's apparel?

- R: No.  
 E: Girl's dresses and other apparel, including uniforms?  
 R: No.  
 E: Other girl's accessories?  
 R: No.  
 E: Men's dress shirts?  
 R: No.
- E: Men's footwear?  
 R: No.  
 E: Boys' footwear?  
 R: No.  
 E: Girls' footwear?  
 R: No.  
 E: Women's footwear?  
 R: No.  
 E: Infants or toddler's footwear?  
 R: No.  
 E: Infant's coats or jackets?  
 R: No.  
 E: Infant's dresses?  
 R: No.  
 E: Other infants clothing?  
 R: No.  
 E: Watches?  
 R: No.  
 E: Jewelry?  
 R: No.  
 E: Hairpieces or wigs?  
 R: No.  
 E: Sewing materials to make clothes?  
 R: No.  
 E: Other sewing materials?  
 R: No.  
 E: Clothing services?  
 R: No.  
 E: Clothing repair, altering, tailoring?  
 R: No.  
 E: Shoe repair?  
 R: No.  
 E: Watch or jewelry repair?  
 R: No.  
 E: Clothing rental?  
 R: No.  
 E: Clothing storage?  
 R: No.  
 E: Other clothing items?  
 R: No.  
 E: Prescription drugs?  
 R: No.  
 E: Non-prescription drugs?  
 R: No.  
 E: Bandages, band-aids?  
 R: No.  
 E: Prescription eyeglasses or contact lens?  
 R: No.  
 E: Non-prescription eyeglasses?

- R: No.  
 E: Other medical supplies?  
 R: No.  
 E: Contact lens?  
 R: No.  
 E: Sunglasses?  
 R: No.

\*\*\*\*\*

**Section 6A – covers vehicle registration, insurance and safety, and is for a 12 month period.**

Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle 1. Yes and write 1 in the box, otherwise, circle 2. No and write 2 in the box if there was nothing spent or all items are zero (0).

- E: How many vehicles do you own? Please include any vehicle in your household and that you pay fully for in another household. For this section, **vehicles include: cars, vans, trucks, motorbikes, boats or any other motor vehicles.**
- R: I own one sedan.  
 E: What is its make and model?  
 R: It's a 2002 Toyota Corolla.  
 E: Did you purchase it, or do you rent or lease it?  
 R: I purchased it.  
 E: What are the annual registration fees for the car?  
 R: About \$300.  
 E: And what is the annual insurance premium, that is, what do you pay for insurance for the whole year?  
 R: Well, I pay about \$500 each 6 months, so I guess that would be about \$1000 for the year.  
 E: And how much do you pay for your safety inspection each year?  
 R: The safety inspection is about \$20 a year.  
 E: Do you have any other vehicles?  
 R: No, I only have the one.

\*\*\*\*\*

**Section 6B. Transportation – Vehicle maintenance and repairs**

- E: Now I'm going to ask you about vehicle maintenance and repairs on the Toyota during last year. Enter the information about the Toyota in the first column of the first line of the questionnaire.
- E: Did the car require any repairs during the last year?  
 R: I had to have the carburetor replaced. That was about \$700.  
 E: What was your average monthly cost for gas during the last year?  
 R: Well, I probably gassed up twice a month – it costs \$20 each time, so I guess that would be about \$500 for the year.  
 E: And, what was the average monthly cost of oil and other liquids for the year?  
 R: I got the oil changed probably 4 times last year, so that would be about \$120 for the year.  
 E: In the last 12 months have you received any money from an insurance policy for a vehicle that was "written off" or stolen?  
 R: No, I've just had this car during the last year.

\*\*\*\*\*

Note that you skip the rest of the questions in this section if no car was sold or stolen during the year.

**Section 6C. Vehicle Purchasing/Renting/Leasing**

- E: Now I am going to ask you about any new vehicles you might have purchased during the last 12 months. Did you purchase a car, van, truck, motorbike, boat or any other motor vehicle during the last 12 months?  
 R: No, I didn't buy any new vehicle

**Section 6D. Vehicle Sales**

- E: Did you sell any vehicle during the last 12 months?  
 R: No, I didn't.

\*\*\*\*\*

**Section 6E – Off-Island Travel.**

This section also contains a series of questions about off-island travel. Up to 5 trips can be recorded for all members of the household. This series is for vacation travel only – business trips are not recorded unless some part of the trip was for vacation or visiting.

- E: Now I am going to ask you questions about off-island travel. In the past 12 months, has any household member had any expenses related to any off-island trips, excluding business trips?
- R: I took one trip to Palau for a week to visit some relatives there.

\*\*\*\*\*

Since the travel was her own, you circle the HH for Household member in the box with the HH and the non-HH. If she bought a ticket for someone outside the household, say for someone to come from elsewhere to visit here, then you would circle the non-HH.

- E: How much was spent on fares to get there and back, including taxis to and from the airport?
- R: I paid about \$700 for my ticket.
- E: And how much did you pay for accommodations?
- R: Well, I stayed with friends, so I didn't pay anything for housing while I was there.
- E: What about other expenses while you were there?
- R: I bought a storyboard for \$150, and I probably spent \$300 for food while I was there. Oh, and maybe \$100 for T-shirts.

\*\*\*\*\*

She said three things, so you need to put the first one – the storyboard – in the first place, and sum the other two, as miscellaneous, for the other one.

- E: Any other trips?
- R: No, that's all

**Section 7A. Medical Insurance.**

This section is about medical care. We are asking a series of questions about insurance and medical care, both on- and off-island. Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle **1. Yes** and write 1 in the box, otherwise, circle **2. No** and write 2 in the box if there was nothing spent or all items are zero (0).

- E: Are you currently paying for regular or supplemental health insurance?
- R: Yes, I have MiCare, the FSM Insurance.
- E: How many people does the policy cover?
- R: Just me.
- E: What was the last payment amount?
- R: I pay about \$30 every two weeks for health insurance.

\*\*\*\*\*

Note that she gave you the period – two weeks – when we asked about the amount of the last payment. She gave the information without our asking, so we don't have to ask. Just record the code for the period. If the period isn't one of the ones there, write in the amount.

- E: Does the government pay any part of the health insurance?
- R: No, because I'm not working for the government.
- E: Do you have any other health insurance?
- R: No.

**Section 7B. Doctors Fee.**

- E: Now I am going to ask you about various medical fees. In the last 12 months, have you made any payments to a General Practitioner to a family doctor?
- R: Yes, I have a family doctor I go to.
- E: Who is the doctor?
- R: Dr. Jones. He works out of a clinic near by home.
- E: What type of treatment did you have?
- R: I went to him when I had the flu.
- E: What was the total charge?
- R: I had to pay him \$120.
- E: That was the total charge?

R: Yes, but I paid \$70 and the insurance paid \$50 of the total.

\*\*\*\*\*

Record that she paid \$70 in the column for "patient payment or co-payment" and \$50 in the column for "part paid by insurance or party".

E: And this treatment was on island?

R: Yes, it was.

E: Did you have any other doctor's fees during the last 12 months?

R: No, I didn't.

E: In the last 12 months, have you made any payments to a health specialist?

R: No, I didn't have to go to a specialist.

#### Section 7D. Hospital, Dispensary or Nursing Home.

E: In the last 12 months, have you made any payments to a hospital, dispensary, or a nursing home, including adult or elderly home care?

R: No.

#### Section 7E. Medical or Other Health Practitioner.

E: In the last 12 months, have you made any payments to any other medical or health practitioner, like opticians, optometrists, repair of glasses, contact lens, dentists, or dental specialists, traditional/local doctors?

R: I had my teeth cleaned.

E: Who was the dentist?

R: Dr. Jane Smith.

E: Did you have more dental work than having your teeth cleaned?

R: No, that was all.

E: What was the total charge?

R: Well, that was like the other doctor. I paid \$100 and the insurance paid \$30 for the cleaning.

E: And that was on-island?

R: Yes it was.

E: And did you see any other medical or other health practitioners?

R: No, that's all.

#### Section 8A. Loans

This section is on loans and credit card charges [DO NOT include Car loans]. Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If the amount spent is more than zero (0) for any of the item, you should circle 1. Yes and write 1 in the box, otherwise, circle 2. No and write 2 in the box if there was nothing spent or all items are zero (0).

E: Now I am going to ask you about any loans you have. The questions below concern any loans that you have and have not paid back. Are you currently making regular payments for anything on rent-to-own purchase, personal or some other type of loan?

R: No, I don't have any current loans. I paid off the loan on my car more than a year ago.

E: And, do you have any credit card or charge accounts such as VISA?

R: Yes, I have a VISA card.

E: How many credit cards do you have?

R: I just have that one card.

E: How many purchases were recorded on your last bill?

R: Well, I think only one. I used it to buy groceries at Palm Terrace.

E: Did you have a service or credit charge for previous purchases on your last bill?

R: No, I always pay the bill off every month. I don't like the service charges.

E: Did you have a service or credit for cash advances on your last bill?

R: Yes, actually I did. I was charged \$3 for cash advances.

\*\*\*\*\*

Since she indicates that the charges were separate, you don't ask column (d).

E: What is the period of the bills?

R: They come once a month.

#### Section 9. Education.

Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If there is an amount (other than zero (0)) for any item, then you should circle **1. Yes** and write 1 in the box, otherwise, if amount is zero or nothing was spent, then you should circle **2. No** and write 2 in the box.

- E: Now I am going to ask you about education expenses. In the past 12 months, have you paid any education fees? Education fees do not include payments made by outside agencies such as Pell Grant, loans, etc. Just tell me about any out-of-pocket expenses you had.
- R: I didn't have any education expenses because I don't have any children at home or away at school.

**Section 10. Miscellaneous Expenses.**

The last section of expenditures concerns miscellaneous expenses. Remember always to record dollars only-no cents-you only record dollars AND cents in the diary items, not in the general and regular expenses. Also, remember to check/circle **1. Yes or 2 No.** for each Section. If there is an amount (other than zero (0)) for any item, then you should circle **1. Yes** and write 1 in the box, otherwise, if amount is zero or nothing was spent, then you should circle **2. No** and write 2 in the box.

**REMITTANCES**

- E: How much Remittances did all members of this household give as cash or gifts to other individuals or families inside or outside FSM last year?
- R: I sent \$500 to my sons in Hawaii.
- E: Did you send them anything other than cash?
- R: No, just cash.
- E: Did you send any other remittances?
- R: No, that was all.
- E: Now, we'll cover some other miscellaneous expenses.

**WATER PURCHASES**

- E: For water purchases, How much did you spend on water containers of 3 gallons or more?
- R: Oh, I buy all of my water at Payless. The water from the tap tastes terrible.
- E: How much did you spend for the whole year?
- R: I must have spent \$300 during the year.
- E: How much did you spend on water trucked to your residence?
- R: I didn't spend anything on that.

**LICENSES**

- E: How much did all members of your family spend on all licenses – including driver's licenses, boat driver's licenses, hunting, fishing, and so forth?
- R: I renewed my driver's license. I think that cost \$30. I don't remember exactly how much.

**HEALTH/BEAUTY SERVICES**

- E: Now I am going to ask about health and beauty services. How much did you spend on health spa establishments (excluding body and facial massage)?
- R: I don't go in for that. I didn't spend anything.
- E: Body and facial message?
- R: Nothing.
- E: Salons, including permanents and other hair styling?
- R: No, none.
- E: Manicures and pedicures?
- R: No.
- E: Haircuts?
- R: Well, I did go to get my hair cut. I probably spent \$200 on those over the year.
- E: Hair dying and coloring?
- R: No, I don't dye my hair.
- E: Hair weaving, extensions, and other?
- R: No.
- E: Nutrition centers?
- R: No. Never.

**MAJOR LOCAL EXPENSES**

- E: Now, I'm going to ask you about local expenses, and I'll be asking you to include both cash contributions and purchased food, grown food, and other donations. How much did you spend on all weddings during the year?
- R: Oh, probably \$200.
- E: Christenings?
- R: I don't think I went to any Christenings during the year. No, nothing for that.
- E: Funerals?
- R: Probably \$100.
- E: Other traditional feasts and events?
- R: Maybe \$250 all together.
- E: Other family events?
- R: I think I already covered everything.
- E: Church activities?
- R: I probably gave at least \$1,000 to the Church over the year.
- E: School fund-raising, charitable organizations, and other donations?
- R: Maybe \$50 max.

**OTHER EXPENSES**

- E: Finally, I am going to ask about some miscellaneous expenses that don't that much to do with each other. Did you pay anything for legal and accounting fees in the past 12 months?
- R: No.
- E: Computer and other games?
- R: No.
- E: Life insurance premiums?
- R: No.
- E: Dry cleaning services?
- R: No.
- E: Fitness centers?
- R: No.
- E: Annual fees for social or sports clubs and credit cards?
- R: No.
- E: Child support?
- R: No.
- E: Shuttle bus service or mass transit?
- R: No.
- E: Mutual funds, stocks, and bonds?
- R: No.
- E: Alimony?
- R: No.
- E: Veterinary services?
- R: No.
- E: Child day care?
- R: No.
- E: After school programs?
- R: No.
- E: Home security alarm systems?
- R: No.
- E: Anything else you can think of?
- R: No.

E: What is your telephone number?

R: 320-7595

\*\*\*\*\*

(Write the telephone number in item J on page 1)

Finally, turn to the back cover and Sign your name. Then record the date on the back cover as well.

- E: Thank you for your cooperation.  
 R: You're welcome. Good bye.

(SCRIPT ENDS)

DIRECTIONS FOR PAIRED INTERVIEWS

Respondent Instructions

1. The first respondent will use the location description of mapspot number 1 in ED199, block 101 on Yakupa road. Assume this is single-family house.
2. The second respondent will also use the address of his/her own house.
3. Give information for yourself and one other adult only. You need not give actual information about yourself.
4. GIVE ASSISTANCE AS NEEDED. If the enumerator makes a mistake in the steps of the operation, rephrasing of questions, or assuming answers tell him or her of the mistake.
5. If you need assistance, call the trainer. If the trainer is busy, make a note of the question and the interview.

Enumerator Instructions

1. This is your second visit to this household. You will be completing the household questionnaire in this exercise.
2. You have already explained the survey, and left a Week 1 diary.

Reintroduce yourself and the purpose of your visit.

3. INTERVIEW

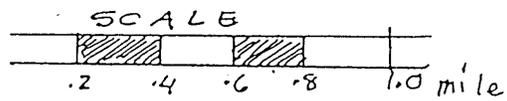
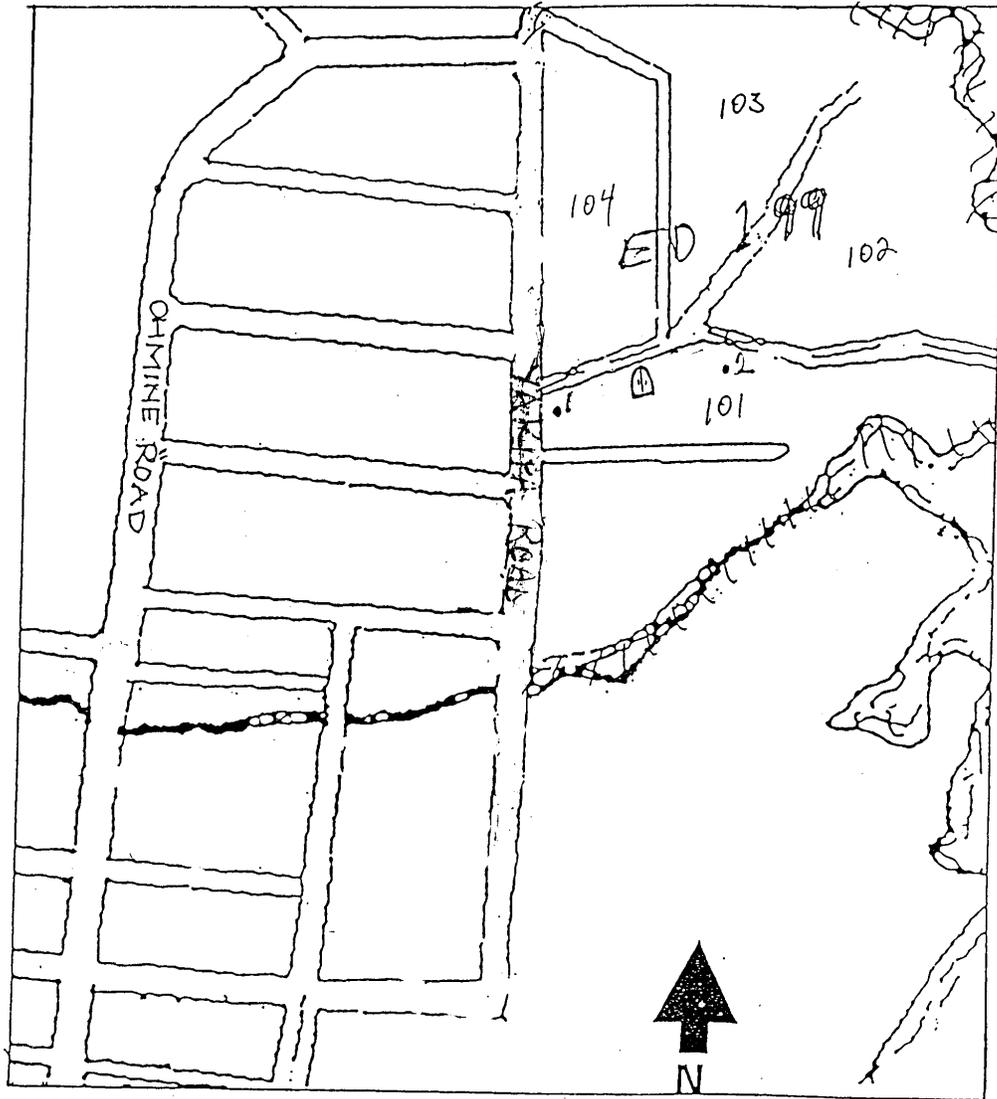
Verify and complete items A through J on the top right hand of the cover of the questionnaire before the interview.

4. MAP SPOT.

Use the map on page 4 in the workbook. Circle the map spot already ticked when leaving the diary for the particular household.

**Note: This exercise does not include the diary checks you will have to do in the field.**

SAMPLE MAP





HIES-5					Division of Statistics/Government of the Federated States of Micronesia		a. Enumerator's Name:	
<b>ENUMERATOR'S ASSIGNMENT LIST</b> <i>2005 Household Income and Expenditure Survey</i>					b. State: YAP		c. Muni: RULL	d. ED: 015
Village (1)	Block (2)	MS (3)	HH (4)	Householder Name (5)	Location Description (6)	No. of persons (7)	COMMENTS (8)	
<i>Mabusi</i>	<i>306</i>	<i>15</i>	<i>1</i>	<i>Peter, Panape</i>	<i>WHT HSE at end of</i>			
<i>Mabusi</i>	<i>306</i>	<i>31</i>	<i>1</i>	<i>Joe, Al</i>	<i>Apt 1 in IP Apartment Bldg</i>			
<i>Mabusi</i>	<i>306</i>	<i>32</i>	<i>1</i>	<i>Rick, Allan</i>	<i>Apt 1 in IP Apartment Bldg</i>			

USING THE ENUMERATOR'S INSTRUCTIONS

Problem 1: You are interviewing a household of 12 persons. You must use a continuation questionnaire. Whose name goes in person column 1 of the continuation questionnaire? This information is found in Section \_\_\_\_, subsection \_\_\_\_, on page \_\_\_\_ in the Enumerator Instructions.

Problem 2: What do you do if all of the people in the households speak only Tagalog? This information is found in Section \_\_\_\_, subsection \_\_\_\_, on page \_\_\_\_ of the Enumerator Instructions.

## INTERVIEWING TECHNIQUES

### *How are you dressed?*

- Make a good impression by dressing appropriately for the neighborhood.
- Some people judge others by their dress and may not open the door for someone who appears messy or unkempt!

### *Be flexible. Answer questions*

- People will react to you differently. However, you must always remain cordial and polite.
- Always try to smile
- Be prepared for all types of questions and give honest answers.

### *Introduce yourself, but be flexible.*

Your introduction is important. You must:

- Identify yourself
- Explain that you represent the survey
- Explain that you are taking the 2005 survey
- Hand the respondent a Privacy Act Notice

### *Ask all the questions.*

There are some simple rules to follow:

- 1 Ask the questions using suggested wording
- 2 Ask all questions in the order shown on the census questionnaire
- 3 Don't assume any answers
- 4 Understand why the questions are important so you can explain this to the respondent

### *Probe if a person's answer isn't satisfactory.*

Occasionally a person's answer may be confusing or unclear. In these cases, you should probe for more information. The most common types of probes are:

- repeating the question
- asking for more information
- asking for an estimate, if appropriate
- pausing to give the person time to think
- zeroing in on the answer so it fits one of the categories on the questionnaire

### *Never put answers in the person's mouth.*

### *Thank the person for cooperating.*

- Always try to leave the respondent with a good feeling toward the census.
- Express your appreciation for the person's cooperation.

### HOUSING UNITS

Study each situation described below. Decide how many housing units should be listed. Write the correct number in the box to the right. Use your manual, if necessary.

Number	Situation	HU's
1	Joe Black has a room in the Nelson house. Black enters his room through a door from the side porch. He cooks breakfast each morning on a hot plate, and eats lunch and dinner out. Is the Nelson house one housing unit or two?	
2	John Thompson's room is in the Denton's home. Thompson has direct access through a side door. They share the same kitchen to cook and eat.	
3	Carl Thrower has an apartment in an apartment building. He has a complete kitchen and access through a common hall. In the building, there are five other apartments like his apartment, but they are vacant. How many housing units are there in Thrower's building?	
4	Bob Hill's room is in his landlord's home. Hill has installed a sink, a hotplate and microwave oven, and a refrigerator for his use only. He gets to his room through his landlord's kitchen.	

**"WHAT WILL I DO IF ....."**

**DIRECTIONS:** Read the problem, then use your instructions to find the correct procedure. Write the instruction reference and procedure in the space provided.

**Problem One:** You are an enumerator working in your assignment area. Your visit finds no one at home. Neighbors tell you that the young couple occupying the house both work. You return the next day. Still no one is home. The following evening you return again, with no results. You have made three visits to the address and no one is ever home. The Enumerator Instructions tell you to obtain "last resort" information for the household. What is last resort information?

Enumerator Instruction: \_\_\_\_\_ Page(s) \_\_\_\_\_.

Procedure: (briefly, in your own words):

**Problem Two:** Marvin and Edna Taft supplement their retirement income by renting a furnished room to a college student. Since the student does not have direct access to the room, he does not occupy a separate housing unit. He is a member of the Taft household and his population information belongs on the Taft questionnaire. However, all that the Tafts can tell you about him is his name and the fact that he sometimes pays his rent late.

Should you wait several hours until the student returns, or is there a procedure for getting his information?

Enumerator Instruction: \_\_\_\_\_ Page(s) \_\_\_\_\_.

Procedure: (briefly, in your own words):