

C W I Q

Core Welfare Indicators Questionnaire

INTERVIEWER MANUAL

St. Lucia

FINAL VERSION



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Introduction

The Core Welfare Indicator Questionnaire (CWIQ) is part of the effort of the Department of Statistics to provide information to guide development planning and policy, and assess progress in poverty reduction. The CWIQ is designed to collect the minimum amount of information needed to identify and classify target groups and provide basic welfare indicators for monitoring poverty alleviation programmes. The questionnaire is deliberately concise, and is designed to collect, in addition to household characteristics, information which measures **access**, **utilization** and **satisfaction** with social services. The survey uses a method developed by a group of donors and institutions including the World Bank, the ILO, UNICEF and UNDP. It uses a technique of optical reading that permits fast processing of the data and a timely release of the results.

The objectives of the CWIQ are to:

- * Elaborate the main indicators for social welfare and basic needs of the socio-economic groups of the population.
- * Identify target groups for benefiting from special action programmes designed to address their needs.
- * Monitor changes in household welfare over time.
- * Provide a database for social research.
- * Support the design of sector programmes aimed at improving the welfare of the population. In order to prepare these programmes, it is necessary to identify the problems to be addressed and to know which groups within the population are affected by these problems.
- * Build up models to stimulate the global impact of policy choices and the distribution of this impact.

This manual is written for the enumerators who will execute the collection of data for the CWIQ. It guides them through the training and the fieldwork to better understand the questionnaire, execute their tasks and provide quality data.

The Role of the Enumerator

The success of any survey depends on each enumerator's ability to collect accurate information from the respondents.

The role of the enumerator includes the following:

- i) locating structures and housing units in the sample Enumeration Districts (EDs)¹ which are assigned to him/her by the supervisor ;
- ii) identifying the household head and conducting an interview with him/her;
- iii) carrying on the interviews in accordance with the procedures described in this manual ;
- iv) going throughout the questionnaire, after completing an interview and ensuring that all questions are properly filled-in and that questions not meant to be filled-in are completely clean and free of marks ;
- v) visiting again the households for which information on some members were not available at the first visit ;
- vi) verifying questionnaires completely before handing them over to the supervisor and above all before leaving the locality.

The enumerator should never correct a questionnaire, apart from minor errors, without asking the respondents the questions again. The enumerator should never copy information obtained during an interview on a new questionnaire.

General Procedures

Building rapport with the respondent:

The respondent's first impression of the enumerator determines his/her willingness to cooperate in the survey.

- i) Introduction. To introduce himself/herself, the enumerator will clearly state his/her name, show the enumerator's identification card and request politely to talk to the head of the household/family.
- ii) First Impression. When an enumerator is approaching a respondent for the first time he/she should : a) choose words that will make the respondent feel free and at ease for the interview. b) Open the interview with a smile and salutation : « Good Morning Sir/Madam, my name is (NAME). I am an interviewer of the "Statistics Office". We are conducting a survey on the household's welfare. Your household has been selected through a random sampling process and we would like to interview you about your household's welfare. »

¹ In St Lucia the standard sample frame is based currently on 'Enumeration Districts'. These are used for all surveys as well as the 2001 Census.

- c) Proper clothing and attire are strictly required as a sign of respect to the respondents and to represent properly the institution hiring the enumerator for the survey.
- iii) Neutrality during Interview. Most respondents are polite and will tend to give answers they think the enumerator wants to hear. It is therefore very important that the enumerator remains absolutely neutral as he/she asks questions. The enumerator should not either by facial expression or by tone of voice allow the respondent to think he has given the right or wrong answers to the questions.
- iv) Maintain word and sequence of the questions. The wording and the sequence in the questionnaire must be maintained. If the respondent misunderstands a question, the enumerator should read the question again slowly and clearly. To follow the sequence of the questions the enumerator should respect the filter and skip instructions indicated in the questionnaire.
- v) Be tactful. In a situation where the respondent shows no interest, acts bored, detached, contradicts previous answers or refuses to answer the questions, the enumerator must tactfully bring back the respondent's interest in the interview.
- vi) Do not Hurry the Interview. The enumerator should ask questions slowly and give the respondent time to think to ensure that he/she understands what is being asked. If the respondent is not allowed to think and formulate his/her opinion the response may be « don't know » or he/she may give an inaccurate answer. If the respondent seems to be responding slowly there is no need to hurry or to discontinue the interview.

Questionnaire Format

The questionnaire is specifically designed for optical reading. This explains the page presentation with boxes and bubbles. All the questions are pre-coded. Once filled, the questionnaire will pass through a scanner connected to a computer for the purpose of capturing the data. The computer will check the range values for each question and the skip pattern. All errors will be released in an error file. The process is rapid and results can be edited and processed in a very quick manner. During the training, enumerators will be subjected to several exercises to learn how to fill out the questionnaire in order to reduce the error rate.

The questionnaire consists of 9 sections and follows a specific structure designed to facilitate ease of completion:

Section A	Interview Information
Section B	List of Household Members
Section C	Education
Section D	Health
Section E	Employment
Section F	Household Assets
Section G	Household Amenities

Section H Poverty Predictors
Section I Child Roster

Structure of a page

Each page has a series of boxes at the upper right hand corner, for printing the reference number. The number will be pre-printed by the Statistics Office. Do not alter or mark on this number.

There are four black triangles in each corner of every page. These are very important as they are used by the scanner to align the page. They must not be marked or removed by the enumerator.

Section A is the first page with interview information. There is a blank section here for any comments to be written. Use this for any additional information needed for any questions within the subsequent Sections.

The rest of the Questionnaire contains two types of format.

In Sections B,C,D,E each page is made of three columns.

- The first column gives the responses to question
- The second one gives the question itself and the boxes and/or bubbles for indicating the response given by the respondents
- The third one is for indicating filter and skip instructions which the interviewer must follow.

Sections F, G and I contain questions with possible answers printed below or the right of each question.

A question is composed of a reference number, which consists of the section letter and the sequence number. Example : B2, refers to the second question in section B.

When there is line after a question it signals a skip instruction in the third column, which the interviewer must follow.

In some cases the questions can take multiple answers, in which case the interviewer will shade several responses. In other cases, only one response will be shaded.

Recording responses

There are two ways for recording responses in the questionnaire:

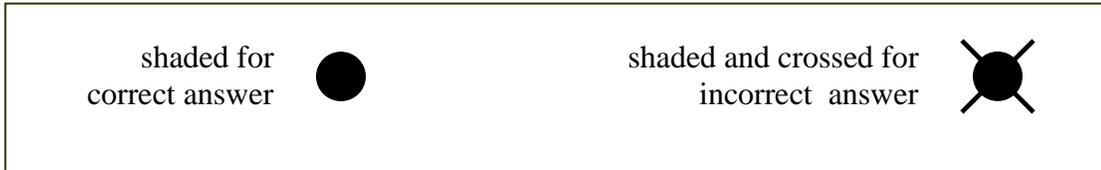
Printing a number in a box:

Each box is allocated to one digit. The digit has to be printed clearly in the middle of the box without touching the borders and in an appropriate size, neither too big nor too small. In other words, the number must be clearly readable.

Shading a bubble

There are two types of bubbles in the questionnaire: some are empty while some have a digit or a letter printed inside. Both types require the interviewer to shade the corresponding response or responses.

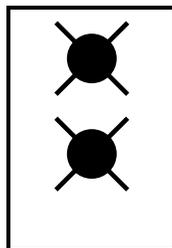
For printing and shading **use a pencil** to mark the answers given. After the interview, cross-check your work and then **fully shade the bubbles with a permanent pen**. A pencil and pen will be provided.



For efficient scanning, the questionnaire must be marked correctly. Bubbles should be filled-in properly; bubbles that are incomplete, ticked or crossed will not be read or will require operator verification.

When a bubble is mark by mistake, the interviewer will place a cross through the bubble and shade the correct bubble (see diagram above).

When a bubble is shaded in error where no mark at all is required, then you must fill and cross both bubbles (for both Yes and No answers), as below:



Filter and skip instructions

The third column contains instructions for the interviewer to follow.

The **filter** instruction indicates the household members to be interviewed and where to start the interview according to some conditions.

Example :

Section C filter indicates to start with question C2 if the member is under age 15 : « IF PERSON IS UNDER AGE 15 GO TO C2 »

Depending on the response given by the respondent, **skip** instructions will tell the interviewer which question to ask next. This skip instruction is always on top of the line.

Both filter and skip instructions are imperative. They must be obeyed.

The case of large households

One questionnaire can accommodate households with up to 10 members and 4 children under age 5. For households with more than 10 members or more than 4 children under age 5, extra questionnaires are used for the additional individuals. Extra questionnaires are identified in question A7, the questionnaire sequence number. The principal questionnaire is number ; extra questionnaires are numbered 2 through 9 as required. Only the Reference Number, the household number and the questionnaire number are recorded in Section A of extra questionnaires. Sections B, C, D, E and I are filled as required for the additional members/children, numbering the additional members from 11, 12 , 13 onwards.

Section A. Interview Information

Purpose of Section

The first section in the CWIQ provides information to identify the household being interviewed. The field supervisor will have, for identification purposes, a list of housing units and corresponding households to be interviewed. It is important to the success of the survey that the actual household being interviewed matches what appears in this sample list.

In cases where the selected household cannot be found at the time of visit, your Supervisor will advise you on the rules for replacement.

Part of the identification information will be completed prior to the interview, part of it will be completed as the interview begins, and the rest will be completed at the end of the interview after section J.

Q.1 Interviewer name:

Write your name in the box provided. This can be done prior to the interview.

Q.2 Name of head of household:

The name of the head of the household will be given on the household sample list and will assist you in properly identifying the selected household.

Q.3 District name:

This is the name of the state in which the household is located. It will be given on the household sample list and can be written-in prior to interview.

Q.4 Settlement name:

This is the name of the Settlement in which the household is located. It will be given on the household sample list and can also be written-in prior to interview.

A.1 ED:

This is the Enumeration District in which the household is located. It will be given on the household sample list and can be written-in prior to interview.

A.2 Household:

All households on the sample list will have been numbered. The number of the household as contained in the sample list will be filled-in here.

A.3 Interviewer ID:

Each interviewer will be assigned a unique identification (ID) number, which he or she will use throughout the duration of the survey.

A.4 Date:

This is the date the interview is conducted. Months are converted to numbers; for example, January is '01', February is '02', March is '03', etc. The year is recorded by using only the last two digits; for example, 2001 would be recorded as '01'.

A.5 Time:

This is the time of day the interview begins. In addition to the hour and day, the time will also indicate AM (before the hour of noon) or PM (after the hour of noon).

A.6 Respondent member number:

Each member of the household is assigned a number by the interviewer. This is done at the time of listing household members' first names at the top of Section B. If the head of household is the respondent to the interview, then the number entered in A6 will be '01'. If the respondent is someone other than the head of the household, A6 cannot be filled-in until after the accounting of all household members is done at the top of Section B.

A.7 Questionnaire number:

The questionnaire has sufficient space to collect information on 10 household members. In cases of households having more than 10 members, record information on the additional members on extra questionnaires. The questionnaire number identifies extra questionnaires and the sequence of the household members listed (i.e. sequence number 1 lists members 1 to 10, sequence number 2 lists members 11 to 20 and so on through sequence number 9).

A.8 Result code:

The remainder of Section A is located at the bottom left hand side of the last page (Page 8) of the questionnaire and provides concluding information. The result code indicates whether the selected household was successfully interviewed or not, the result of the interview should be recorded in one of the four categories.

A.9 Time at conclusion of interview:

Record the time of the day at the conclusion of the interview. In case an interview is interrupted for any reason, or the respondent decides to delay the interview for a reason, then you should report 0000 at A9.

Comments:

Within the Comments Box at the bottom of page 1 explain any problems encountered during the interview and any other points of importance.

The supervisor will add his/her comments confirming that the form has been checked and the first level of consistency and validation checks have been completed.

The contents of page 1 will always be the first information to be checked by the supervisor when the interviewer returns the questionnaire.

Section B. List of Household Members

Purpose of Section

This section deals with individual details of all household members.

Household

A household can be a one-person or multi-person unit. A number of criteria can be used to define the household.

For the CWIQ, a household is a group of people who normally live and eat together. Members should acknowledge the authority of a single head of household, whether that person is presently living with the rest of the household or not.

Household members who normally reside in the household, regardless of whether or not they happen to be present at the time of the interview. The household is an economic unit in which members are inter-linked by an economic relationship, such as producing together, sharing money earned, or sharing the home. The CWIQ collects information on a wide range of key events, which are the expression of this economic behavior. It is therefore essential that all persons who have participated in the decisions or in the result of these decisions be included in the household. **Visitors staying with the household at the time of the survey, even if for several weeks, are not considered household members**

Procedure for filling-in Section B

First record the names of all household members. Only after the listing of all members is complete should you proceed to ask questions B1 through B9 for the first person listed. After asking all the questions for the member listed as number 1, go back and ask questions B1 through B9 for the next listed member. Ask the questions in Section B for all household members before proceeding to Section C. Be careful to fill the correct column for each member, perhaps using a ruler or other straight edge to guide the completion of columns.

Listing Members

The first step in Section B is to list the names of all members of the household. **The person listed in the first column will always be the head of the household.** If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first column (not the respondent). If the head of the household is absent at the time of interview, he/she will still be listed in the first column.

Head of Household

The head of the household is the key decision-maker within the household and his/her position of authority is acknowledged by the other members of the household. As such, the main economic provider may not necessarily be the head of the household.

As the key decision-maker, the head of household is the person most aware of what is happening in the household, and will often be the most appropriate respondent in the CWIQ. However, the head of household may not be able to answer all questions accurately if he/she is not the main economic provider of the household, or if other household members have their own areas of authority. In such cases, *other household members can assist* the head of household during the interview. For example, older siblings may be more knowledgeable about exact levels of schooling of younger members of the household.

A special situation is created by an absent head of household. The person recognized as being the household head may not be a regular resident member of the household. For example, a rural head of household may migrate to the city to seek employment and leave his family behind in the village. In both cases, the head may still be the main household decision-maker, in spite of his/her long periods of absence. It is essential that absent heads of household be enumerated with their households, even when they are away for more than six of the previous twelve months (and care must be taken not to double count such persons).

The process of listing household members should be done carefully to ensure that no one is missed. List the children after their mother. In case of polygamous households or households with several mothers, list all children following their respective mother.

To ensure complete coverage, the interviewer should explicitly ask about three types of persons, which are commonly overlooked by survey respondents:

- The first is persons who are temporarily absent; they should be included.
- The second is servants or lodgers; it is possible that these individuals are members of a separate household. If this is the case, they should not be included as members of the household being interviewed. If, on the other hand, there is no obvious indication that they belong to another household, then they should be included.
- Finally, you should ask whether there are any infants or small children who have not been listed, as very young children may be overlooked in accountings of household members. As many as 10 persons can be listed on page 2; if there are more than 10 household members, the interviewer will need to use an extra questionnaire.

B.1 Sex of household member:

The sex of each household member will be indicated. Be careful not to assume the sex from the name, but be sure to ask about each person.

B.2 Absent household members:

Ask for each member whether he or she (by NAME) has been away in the past 12 months from the date of the interview. ‘Away’ means even one night or more away from the

household residence. Even short absences should be counted. Example one night in Canaries or in Martinique must be recorded as ‘less than 6 months away’.

Absence of persons from the household for extended periods of time may have important social and economic consequences on the household. For example, when the head of household is absent for long periods, decision-making may shift to another person in the household. The level and sources of income may be affected by the absence of income contributors.

B.3 Relationship to head:

The first column should always be coded ‘1’ since the head of the household should always be listed in the first column, regardless of whether or not the head is present at the time of interview. Other members should be identified in one of five categories. The spouse is the married or partner by mutual consent of the head. Children and parents of the head of household will be identified as “Child” (and includes biological children, step son/daughter, adopted son/daughter) and “Parent” respectively. All other relatives will fall in the “Other Relative” category. Members of the household who are not related to the head will be coded “Not Related” such as servants. Particular care must be taken in recording relationship information when the respondent is someone other than the head of the household; clarification must be made to the respondent that we are interested in the relationship of the person to the head of the household, not to the respondent.

B.4 Age at last birthday:

The age of each person will be recorded in completed years. This is the age of the person at their last birthday. **Accuracy is vital here, as many other questions relate to the age of each household member.**

If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24. Ages of nine years or less will be recorded with a leading zero for example ‘03’; infants less than one year old will be recorded ‘00’. Persons over the age of 95 will be recorded as ‘95’. If the respondent is uncertain of someone’s exact age, the interviewer will probe to obtain an estimate. Only as a last resort is the interviewer to record a response of “don’t know”. This is done by writing “DK” in the boxes.

B.5 Union status: (Only for persons 15yrs and over).

The union (marital) status refers to the different forms of partnership in your country. ‘never in union’ means the person has never formed a cohabiting relationship with another person, legally married, common law union is where no legal marriage has occurred and describes all other permanent sole partner cohabiting relationships. ‘Visiting partner’ is a less permanent relationship between two persons where one partner does not reside on a full-time basis in the household.

B.6 Father alive	for persons under 18 yrs only
B.7 Father living n household	for persons under 18 yrs only
B.8 Mother alive	for persons under 18 yrs only
B.9 Mother living in household	for persons under 18 yrs only

These four questions capture the child orphan and adoption rates. Record details for every household member.

At the Completion of Section B:

Once Section B has been completed for all household members, you should identify all the members aged 15 and older and circle their member number at the top of Section C (Education). Question C.1 will only be asked for people age 15 years and older.

Also, identify all the women who are aged between 15 and 49, and circle their member number at the top of Sections D (Health). Questions D.1 and D.2 will only be asked for women age 15 to 49 years.

Then identify all household members (male and female) who are age 15 and older, and circle their member number at the top of Section E (Employment). Questions in Section E will only be asked for people age 15 years and older.

Finally identify all children under 5 years and enter their member number as well as their mother's number in Section I. Questions I.1 are asked of people under 5 years.



Section C. Education

As with Section B, the questions in this section are asked of **all members** of the household (with the exception of question C.1). You will proceed through Section C moving vertically down each column. In this way, all the education questions will be completed for one person prior to asking about the next person. All the questions in Section C will be asked for all household members prior to moving on to Section D.

Purpose of Section C

The key educational indicators that are of interest are enrollment rates and drop out rates. The enrollment rate is obtained by using age in conjunction with question C.5, "Is [NAME] currently in school?" The classification of an individual as a school dropout is obtained by combining question C.5 with C.4 "Did (NAME) attend school last year?" Dropouts are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed, and the type of school attended (private or public).

C.1 Can [NAME] read and write?

This is the only question in this section to be asked only of person age 15 and older; all other questions are to be asked of all household members. The aim here is to record functional literacy (the ability to read and write every day sentences and commonly available text, such as letters and newspapers). If a person can read but cannot write, he/she is considered illiterate and the proper response is NO. The CWIQ will not include rigorous testing of literacy; interviewers will have to use their judgment and information from the respondent to assess each person. Literacy can be in any language, not just the main or official language, provided it is commonly used in a written form. If the person is under 15 *skip to C2*.

C.2 Has [Name] ever attended school?

Has the member in question attended school at any time during his/her life? A positive response is recorded regardless of whether or not any grades were completed. If the answer is No, proceed with education questions for the next person listed.

C.3 What is highest grade [Name] completed?

To be recorded as completing a level, the person must have actually finished the level in question. For example, someone who attended Standard 6 but never finished that year would be recorded as having completed Standard 5. Someone currently attending Form 3 would be recorded as having completed Form 2. A code double zero '00' is used to indicate two situations: a person whose highest grade completed is pre-nursery. Only after sufficient probing will an interviewer

<u>School Grades</u>
00 None
01 Nursery
02 Pre-School
03 Kindergarten / Stage 1
11 G1 / Stage 2 /
12 G2 / Stage 3
13 G3 / Standard 1
14 G4 / Standard 2
15 G5 / Standard 3
16 G6 / Standard 4
21 G7 / Standard 5 / Form 1
22 G8 / Standard 6 / Form 2
23 G9 / Standard 7 / Form 3
24 G10 / Form 4
25 G11 / Form 5
26 G12 / Form 6
31 Tertiary
32 University
41 Vocational/ Technical

accept a response of “don’t know”, which will be recorded by writing “DK” in the boxes and filling bubbles “99”.

Because the education system has changed in St Lucia, both the former and current types of grades are included.

C.4 Did [NAME] attend school last year?

This information is used to calculate the dropout rate. If the person attended school last year, but is not currently attending school and did not finish school, he or she is considered a dropout. Include part-time courses if they do lead to a degree or certificate. Exclude Adult Literacy Classes.

C.5 Is [NAME] currently attending school?

Anyone currently attending school should be recorded as Yes, and then asked question C.6. If the response is No, *skip to question C.9* for this person. If the person is on break from school (for example between semesters or on summer break), but intends to return after the break, record a Yes response.

C.6 What is current grade [Name] is attending ?

Response codes for this question are the same as those used for question C.3. Only the education grades now in use by the Ministry of Education should be used.

C.7 Who runs the school[Name] is attending ?

For those currently in school, record what type of organization is running the school. Code ‘Church’ for the schools that are run jointly by the church and state. The field supervisor will be advised to educate himself or herself regarding the types of schools in the area, as some respondents may have difficulty reporting this information. The supervisor can then assist in properly coding the type of organization from the name of the school.

C.8 Did [Name] have any problems with the school?

Whether or not anyone currently attending school is having any problems with the school facility will be recorded here. These would be problems experienced recently or in the current school year. Some typical problems have been singled out for pre-coding; any problems not listed here would be coded ‘Other problem’. You may record as many responses as apply. Of course, if the student had no problems, only one response will be recorded (no problem/satisfied). After asking this question for someone who is currently in school, go back to ask education questions for the next person (and do not ask C.9). Note that these problems do not include personal problems such as performances, health conditions, etc.

C.9 Why is [Name] not currently in school?

This question is to be asked for everyone who is not currently attending school. You may record as many responses as apply. If a response is given which is not listed in the questionnaire, code ‘Other’ and write the reason in the questionnaire comments box in section A.

Section D. Health

Questions in this section are asked of all members of the household (with the exception of questions D.1 and D.2). As was done in Section C, the interviewer will proceed through Section D moving vertically down each column, rather than working left-to-right. In this way, all the health questions would be completed for one person prior to asking about the next person.

Purpose of Section

A key aspect of household welfare is the ability to attain access to medical care when required. The CWIQ will collect data on reasons for requiring medical attention, frequency of use of health services, satisfaction with services provided, and in a later section, access to health services.

D.1 Did [Name] have a live birth in last 12 months?

This question is only to be asked of women age 15 and older; you will have circled the member numbers of these women at the top of the section after having completed the household roster in Section B. If the woman has given birth to a live baby at some time in the 12 months prior to interview, record Yes and ask question D.2. If the woman has not given birth in the previous 12 months the interviewer will record No and *skip to D.3* for this woman.

D.2 Did [Name] receive any prenatal care?

Provision of health care for pregnant women is crucial to the health of both mothers and babies. If the pregnant woman received pre-natal care (care for her pregnancy), record Yes. This will not include care received at the time of delivering the baby.

From D3 on, every member should answer.

D.3 Is [Name]handicapped or disabled?

This question includes both physical and mental disabilities and is meant to capture conditions that are permanent. For example, someone who is temporarily disabled due to a broken leg would not be considered disabled (such a person would be included in the next question). Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or attending regular schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity. Note that this question will be asked of all household members, but it will be *the first question asked in Section D for members who are not women aged 15 years to 49 years.*

D.4 Was [Name] sick or injured in the last 4 weeks?

This question is meant to capture those persons who are (or were in the last 4 weeks) sick or injured, and may have been unable to engage in their normal activities. This does not include minor indisposition such as small headaches, small episodes of stomach cramps, etc.

D.5 What sort of sickness or injury?

This question is a follow-up to D.4 and is to be asked for those persons who are/were unable to perform their normal activities due to sickness or injury within the previous four weeks. If the person suffered from more than one sickness or injury, you should mark all categories that apply.

D.6 Days missed from work or school?

The household's welfare suffers whenever a member is unable to engage in his/her normal activities. Here the interviewer will determine the number of work or school days missed by the sick or injured person, in the previous four weeks. Record the response in days. Do not include non-working days.

D.7 Did [Name] consult a health provider in the past four weeks?

This question is asked for all household members, regardless of whether or not they were reported as being recently unable to perform their normal activities. An affirmative response is recorded for anyone who saw any kind of health provider for any medical reason within the four weeks prior to the interview. For persons who did not consult a health provider, the interviewer will *skip to D.11*. A health provider includes a doctor, nurse, pharmacist, health professional, dentist, or traditional healer. If a mother took her sick child to the doctor, the affirmative response will be recorded for the child, not the mother.

D.8 What kind of health provider ?

This question is for those persons who sought advice or treatment from a health provider (answered Yes to D.7). You will need to determine from the respondent in what type of place the provider was located. For example, if the person saw a doctor in a hospital, you will need to determine whether it was a private hospital or a public hospital. The interviewer will record only one response. Usually take the most recent health provider seen. This is because in D.10 the kind of problems found need to be related to a single type of provider. If a public and private provider were seen, then select the public provider. CHC means Community Health Centre. Choose 'Private' rather than 'Out of State' if both have been seen.

D.9 How many times did [Name] use the health service in previous four weeks?

This question refers to the health provider mentioned in D.8. You will ask how many times the household member went to the health provider within the four weeks prior to interview, and mark the appropriate category (one visit would be recorded as 01). As with D7, if a mother took her sick child to the doctor twice, the two visits will be recorded for the child, not the mother.

D.10 What problems encountered with health service?

This question also refers to the health provider mentioned in D.8. Listen carefully to the respondent, and determine which category applies. If more than one category applies, you may record all that apply. If the person had no problems with the service, you will record "No problem (satisfied)". If no listed category applies, you will record "other"

and specify the answer in the Comments Box on the first page. For household members with a Yes response to D.7 (they did consult a health provider within the four weeks prior to interview), D.10 is the last question to be asked for that person in Section D (D.11 is not applicable). If a mother took her sick child to a doctor, and was dissatisfied with the service because she had to wait too long before being able to see the doctor, it may be the mother who was dissatisfied, but the problem will be recorded for the child, the one for whom medical care was sought. If necessary explain this to the respondent.

D.11 Why did [Name] not use medical care in previous four weeks?

This question is only asked of persons who did not consult a health provider at any time within the four weeks prior to interview. If they simply had no need to consult a health provider, fill the first bubble. If the person did not seek advice or treatment for some other reason, you should mark the appropriate code or codes. If a mother took her sick child to a doctor but sought no medical attention for herself in the previous four weeks, this question will be asked of the mother, but not the child.

Once the interviewer has asked D.11 (for members who have not recently sought a health provider) or D.10 (for members who did seek a health provider), the interviewer is ready to proceed with the health questions for the next household member.

Section E. Employment

Purpose of Section

Employment questions are asked of all household members age fifteen and older; (you should have circled the member numbers of these persons at the top of the section after completing the household roster in Section B). Section E captures the following aspects of employment: employment status (e.g., employee or self-employed), employment sector, (e.g., public or private), the main activity of the place of employment (e.g., agriculture, services, etc.), and labor force status (employed, unemployed, or inactive).

E.1 Did [Name] work in last 7 days?

Here we include both formal and informal work, both paid and unpaid work, including work on the agricultural holding. If the person worked at any time in the previous seven days, record Yes and *skip to E.5*. If the person did no work at all in the previous seven days, the interviewer will record No and continue with E.2.

E.2 Was [Name] absent from work in past 7 days?

This question is asked of persons who did no work in the previous seven days. You will determine whether they would have worked, but had not done so due to being ill, being on vacation, being subject to strike lockouts, or any other condition which resulted in a temporary absence of the person from work. If the person is employed and was only temporarily absent from work, record Yes and *skip to E.5*. If the person did no work last week and was not absent from any job that was waiting for them, record No and continue with E.3.

E.3 Has [Name] been looking for work in past 2 months?

This question establishes whether those who said No to both E.1 and E.2 (neither currently working nor temporarily absent from work) were voluntarily in the labor market. A Yes response is appropriate only if two conditions are true: the person was both looking for work and ready to take on work. If a person is sick or engaged in some social activity that would preclude him/her from working, then he/she would not be considered as ready for work and should be entered as a ‘No’ response for this question. If a person is capable of taking on work but was not looking for work, a ‘No’ response would also be entered for this person.

E.4 Main reason for not working?

This question is asked for all persons who said No to both E.1 and E.2 (neither currently working nor temporarily absent from work). Only one reason for not working will be recorded; if there is more than one reason, record the main reason. Use the code ‘too young/old’ for people 60 and more years old. After asking E.4 for someone who is not working nor temporarily absent from work, you must then *skip to E.12*.

E.5 How many jobs did [Name] have in last 7 days?

This question is asked of all persons who either worked last week (in the previous seven days) or were temporarily absent from work last week. You should have not recorded an

answers to E.3 and E.4 for these persons. The number of jobs is to include jobs from which the person may have been temporarily absent (E.2 was ‘Yes’). The number of jobs is also to include work, which is formal or informal, paid or unpaid.

E.6 What is [Name] status in the main job?

In order to determine employment status, you may ask what work the person does, for whom and what position he/she holds. This will help you to determine the status, and the employer (E.7) and sector (E.8).

An **Employer** is a person who operates his own economic activity with or without partners, agricultural or non-agricultural, with the regular assistance of one or more regular employees (persons with or without a contract of employment continuously employed for a period of one month or more). A **Self-Employed** person is someone who operates his or her own economic activity, with or without partners, without the assistance of regular employees. The person may use unpaid family workers or casual employees (employed for less than a month). **Paid Employees** are persons employed for a wage, salary or commission. An **Unpaid family worker** is a member of a household who works in the household economic activity operated by a member of the household without any payment of wage or salary.

If the person worked at more than one job, the interviewer will record the information pertinent to the main job. If the person was only temporarily absent from their work, the interviewer will record their usual work status.

Some examples: A person who runs a farm with at least one permanent worker is an Employer. Someone who works as a carpenter for different clients, and occasionally uses workers for particular jobs is Self-Employed. A person who works in an office and gets paid regular wages for his work is a Paid employee. Someone who works in his parents’ shop without receiving any payment is an unpaid family worker.

E.7 For whom did [Name] work?

Each person who is working will be asked for whom they worked. This refers to whether the employment is public (governmental) or private (non-governmental). The private sector is further categorized into private business or private person or household. Statutory body refers to semi-public entity created by the Government but operating independently.

Some examples: Someone working as a clerk in the national bureau of statistics will be classified in government. Someone working as a cleaner at the national bureau of statistics will also be classified in government. Someone who works as a cleaner at a privately owned company will be classified as working in a private business. Someone who works as a cleaning person in someone’s home will be classified in private household. Someone

- | |
|--|
| <p><u>Statutory Bodies:</u>
 National Printing Corporation
 St. Lucia Solid Waste
 Sir Arthur Lewis College
 WASCO
 National Insurance Corp
 Bureau of Standards
 Radio St. Lucia
 Marketing Board
 Tourist Board
 Lotto
 National Development Corp.
 UNDC
 SLASPA</p> |
|--|

working for the Sir Arthur Lewis College would be working for a Statutory Body (see box for examples of more statutory bodies).

E.8 What is the main activity at the place of work?

By asking the main activity at the place of each person's job, you will be obtaining the economic sector in which the person works. Note that this does not concern the occupation of the person but the sector of activity of the place the person works. For example, a secretary may work in a construction company or in transport company depending on who employs her as a secretary; a doctor may work in a mining company or in a public hospital, etc. If you are unsure of which code to choose, write a note on Page 1 and discuss with your Supervisor, before shading a bubble.

E.9 Did [Name] try to increase earnings in the last 7 days?

This question will ascertain whether someone attempted to increase his/her earnings in the previous week. It is not sufficient for the person to have desired higher earnings, an affirmative response is only appropriate for persons who actually attempted to increase their earnings. If the person did not seek to increase their earnings, the interviewer will be No and then *skip to E.12*. If the person did attempt to increase their earnings, the interviewer will fill bubble 1 and proceed with E.10.

E.10 How did [Name] try to increase earnings?

This question is asked only of persons who wanted to and attempted to increase their earnings in the previous week. The interviewer will record what the persons did to attempt to increase their earnings. The persons may have attempted to increase their hours in their main work, or increase their hours in some additional work. Alternatively, the persons may have sought to obtain a different job (change activity), or the persons may have attempted to increase their earnings in some other fashion.

E.11 Is [Name] ready to take on additional work?

This question is for persons who attempted to increase their earnings in the previous week. If the person is able to take on additional work in the four weeks to come, you will record Yes. The additional work may be in the form of additional hours in their current activity, or the addition of another activity. If a person is engaged in some activity or is in some way precluded from taking additional work in the four weeks to come, the interviewer will record No.

E.12 Does [Name] contribute to household income?

The interviewer will ask whether each household member contributes money to the household income. An affirmative response will be recorded for all persons who earn money. Go back to the top of Section E and ask the employment questions for the next member age five years or older.

Finally if there is no clear evidence of how the household supports itself, yet it is not destitute or in difficulty, note this fact on Page 1.

Section F. Household Assets

Purpose of Section

This section is about recording the current household assets and economic situation. The possession of a house and possession of productive assets, such as land and livestock, are important components of household welfare and are also significant indicators of changing economic conditions and living standards.

F.1 Ownership of dwelling:

You will indicate whether the household owns the dwelling in which it resides, pays rent in cash or kind, or else pays no rent for its use. If a mortgage is paid, the dwelling will be considered owned. If the household does not reside in a permanent dwelling, is nomadic, or living in temporary shelter, the interviewer will fill bubble 4.

F.2 Ownership of land beneath the dwelling:

While the house may be owned, the land on which it is constructed may have a different form of tenure. Therefore, ask in what form the land on which the house is placed is owned. 'Family owned' is where the land is held under customary inheritance by one or more members of the household. In contrast, 'Owned with title' means there is a legally registered basis for ownership, which can be transferred or sold by the owner. 'Renting' is shorter term than leasing the land, which implies a written agreement covering 1 year or more. 'Squatting' means that the household has occupied the land without formal permission of the owner (whether government or private).

F.3 Number of rooms / bedrooms:

This is the total number of rooms or bedrooms available to the household (the dwelling may consist of more than one structure). Separate kitchens and bathrooms are to be excluded. A room is defined as a single space with or without a temporary or incomplete divide (such as a bed sheet, or shelving partition). 'Rooms' includes living rooms, dining rooms and bedrooms. Then ask just for bedrooms.

F.4 Area of land owned:

This question refers to land actually owned by the household, whether farmland, pasture, fallow or other land (including city plots). Include the land on which the house sits, if it is owned according to F.2. Ownership means the household holds some form of customary or statutory title or holds the land on a permanent basis and pays no rent or other dues. Land that is rented out to others and not used by the household is included here. Record the answer in acres, to one decimal place. Note 1 acre = 43560 sq. ft. so 10,000 sq. ft. is 0.3 acres, 20,000 sq. ft. is 0.5 acre, and 30,000 sq. ft. is 0.8 acre approximately. If the respondent does not know, then enter 99.9. If more than 100 acres are owned then enter 95.0 which will stand for 95 acres or more. Do not mark the decimal point as it is already on the form.

F.5 Ownership status of land owned:

This question requires you to determine under what form of tenure the land in F.4 is owned. There are two main choices: Family land or Titled land. If there is some other arrangement, record Other. Only ask this question if F4 is greater than 0.

F.6 Land owned today compared with a year ago:

This question is to ascertain if the quantity of land owned now has changed compared with the situation twelve months ago. Does the household have the same amount of land as it did 12 months ago, or more or less? If the household does not own any land, and did not own any 12 months ago, the interviewer will record “same”. You must still ask this question even if the response to F4 was zero or Don’t Know.

F.7 Area of land farmed in past twelve months:

Record here the total amount of land in acres that the household has used for farming purposes in the past twelve months. Include all farm land, including owned, rented, squatted etc.

F.8 Number of livestock owned:

This question concerns the number of heads of animals owned by the household at the time of interview, whether they are with the household presently or left with someone else. Do not include pets such as cats and dogs, but only record for those categories listed. They may be owned by anyone in the household. Include leading zeros, so if 2 cattle are owned, enter ‘002’.

F.9 Household goods:

Ask about each item listed, one at a time. The item may be owned by any member of the household, but should only be recorded as a ‘Yes’ if the item is in working order. A small child’s bicycle is a toy and will not be included here. You must shade either Yes or No for all items.

F.10 Satisfying food needs:

The respondent needs to consider what the food needs of the household were during the previous twelve months and how often the household had difficulty fulfilling those needs. There are five categories to describe well the household satisfied its food needs. The respondent will summarize the experience of the household by choosing one of the five categories:

- Never:* the household had no problems fulfilling its food needs;
- Seldom:* the household had problems fulfilling its food needs at rare times;
- Some times:* the household had problems fulfilling its food needs at times but not regularly or often;
- Often:* the household had problems fulfilling its food needs regularly or many times;
- Always:* the household had problems fulfilling its food needs at all times.

F.11 Economic situation of the HOUSEHOLD compared with a year ago:

This question requires the respondent to make an overall assessment of the current economic situation of the household, and compare it to the overall economic situation

existing 12 months prior to the interview. This is not simply a monetary measure, but rather, an assessment of the household's resources and the ability to meet its needs.

F.12 Economic situation of the COMMUNITY compared with 12 months ago:

This question requires the respondent to make an overall assessment of the current economic situation of the community, and compare it to the overall economic situation existing 12 months prior to the interview. In other words, does the respondent think that the overall economic situation (money, jobs, debt) of the households in the community has changed for the worse or the better.

F.13 Community co-operation and help:

Apart from economic change, you should ask the respondent to judge how the COMMUNITY has changed in terms of the willingness of people to help and support each other. Are neighbours more or less ready to help each other in dealing with such things as social needs, family problems, community activities, when compared to a year ago.

F.14 Who contributes most to the household income?

The number of the household member who contributes the largest amount of money to the household income should be recorded here. Carefully report that number from section B. The member number should be one of the numbers assigned in Section B and has an age consistent with this function, at least a young adult, or of working age. Use 00 if most income comes from outside the household. If children or non-relatives are selected, note this fact under Comments on page 1.

Section G. Household Amenities

Purpose of Section

This section deals with key infrastructure and community services. Its purpose is to obtain a broad measure of the degree of access to a number of basic infrastructures believed to be particularly sensitive to economic conditions such as water, sanitation, fuel, markets and transport.

It is important to specify 'Other' for all questions whenever it is used.

G.1 Type of Housing Unit

You can assess the housing unit visually or by asking if necessary. 'Undivided private house' means that no other households share the property, and that it is a house by itself and not connected physically to another property. 'Part of a private house' refers to those cases where the household is living in shared accommodation within a separate single house structure.

G.2 Floor material

This refers to the material used in the underlying structure of the floor, and not to the type of floor covering. Different wood floors are given, and 'seasoned wood' is the most costly, referring to aged hardwood. 'Wood' refers to any unseasoned wood that is untreated or treated, and is not of a composite nature. Plywood refers to any wood that is composite and of a cheaper quality than plain wood. If there is more than one type of floor material, you will record the main one.

G.3 Roof material:

If there is more than one type of roofing material, you will record the main one. Specify if using 'other' for a category not listed here. 'Thatch' includes palm leaves, straw or other vegetative material.

G.4 Outer Walls material:

If there is more than one type of material used for walls, the interviewer will record the main one.

G.5 Main source of drinking water:

The aim of this question is to distinguish between safe and unsafe sources of drinking water. Safe water sources include piped and other protected sources, while unsafe sources include open or unprotected sources like river, lakes, etc. Public water is that supplied by the main public water utility company, such as WASCO. Private water is where the household arranges the collection itself from a catchment or other natural source using pipe. Rainwater and river are where the water is collected and stored directly from these sources, and is not piped. If more than one source of drinking water is used, only the main one will be recorded.

G.6 Kind of toilet facility:

The type of toilet facility used is an important indicator of the household's hygienic condition. A flush toilet is one in which water carries the waste down pipes, whether the water is piped into the toilet or poured in by buckets. A pit latrine refers to a pit dug into the earth. A ventilation improved pit latrine is one that has been improved by the addition of some kind of construction (usually a pipe) that provides a route for fumes to escape, other than the hole itself. If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record this in Other.

G.7 Main source of cooking fuel:

If there is more than one type of fuel used for cooking, the interviewer will record the main one.

G.8 Main source of lighting fuel:

If there is more than one type of fuel used for lighting, the interviewer will record the main one. 'Electricity shared' refers to cases where the household uses a connection that is also used by another household, and from the same meter.

G.9 Garbage disposal

Record the most common means of disposal used by the household. 'Collected Government' refers to routine points of collection of garbage by truck or other means. 'Skip' is more irregular in collection, with the waste left for some days or weeks before removal. 'Dumping' includes dropping garbage into rivers, ravines, by the roadside or any other place where it is not collected.

G.10 Time to nearest facilities:

You will record the time in hours and minutes it takes for the household to reach various facilities. This is by whatever means the household normally uses to get there. Record the time to the nearest facility, even if the household uses one that is further away; for example, the interviewer is to record the time to the nearest food market, even if the household normally goes to one that is further away. Record the time to the nearest facility even if no one in the household uses the facility; for example, record the time to the nearest primary school even if no one in the household attends primary school. If no one in the household knows this information, the interviewer could ask a neighbour or check himself/herself. For drinking water, enter 00 if the supply is piped into the house. 'All weather road' is a road that can be used by an ordinary vehicle at any time of the year.

Section H. Poverty Predictors

A number of variables have been identified that will help place the household into different categories of poverty, from least to most poor.

H.1 Remittances:

Did any member of the household receive any payments from friends or relatives living abroad in the past 12 months? Remittances are payments in cash or by transfer made by relatives or acquaintances from either overseas or other parts of St Lucia. They include gifts, alimony, credit payments etc.

H.2 Pensions:

Did any member of the household receive any pension payments in the past 12 months?

H.3 Victim of crime:

Did any member of the household fall victim to some form of crime in the past 12 months, whether reported to the police or not?

H.4 and H.5 School feeding and book programmes:

There are various school assistance programme for needy families. Did any of the children belonging to the household benefit from either feeding or free books in the past 12 months? School feeding covers those families who pay EC\$1 per day for each child for food at school.

H.6 Insurance

Ask if any household member has taken out or maintained any form of insurance policy or cover (for example building, house and contents, car or health) in the past 12 months. Exclude school insurance for those children attending school from the household.

H.7 Electricity disconnection

Has the household ever been disconnected from their electricity supply during the previous 12 months? This does not include power cuts but refers to a deliberate disconnection to that household due to non-payment or other reason.

H.8 Two meals a day

Has the household regularly eaten at least two meals per day over the past week? All members must have been eating two meals on average each day in the past 7 days. Exclude snacks : a meal must contain at least a mix of vegetable, starch, fruit or meat.

H.9 Sleep on Bed

Does every household member have a bed to sleep on (with mattress or foam) and not on the floor, or a couch, bench or some other sleeping place? The question must cover all members of the household and refers to current practice. If members have to share a bed, they are still counted as sleeping on a bed and therefore the answer is still Yes. If a temporary visitor is staying and not sleeping on a bed then do not count this.

H.10 Lighting fixtures

Ask if the house or dwelling of the household has at least two working electric light fixtures within the dwelling that they have as their own.

Section I. Child Roster of Children Under 5 Years Old

Purpose of Section

Information from this section permits the evaluation of birth delivery, post-natal care and vaccination characteristics of children under the age of 60 months.

I.1 Child and mother:

All children less than 60 months (under 5 years) of age should be carefully identified and their household member numbers printed here. To the right of each child identified, the child's mother should be identified and her household member number printed. If the child's mother is not a member of the household, or is deceased, the interviewer will enter '00' for the mother of that child.

I.2 Date of birth:

The day, month and year of the each child's birth is recorded here. Months are converted to numbers, from January (01) to December (12). The year is recorded by entering only the last two digits of the year; for example, 1999 would be recorded '99'. If part of the date is unknown, the interviewer will record '00' for the unknown, although the interviewer must determine that the child is under 60 months of age.

I.3 Place of delivery:

This question will distinguish between babies born at home and babies born at a health facility. For babies born neither at home nor at a health facility, there is room to record other places. Please, specify for 'Other places'.

I.4 Who delivered the baby:

Although a number of persons may have been in attendance at birth, this question is aimed at determining who was the most qualified person in attendance. A doctor, nurse, or midwife would have received formal training at a medical institution. If family members or friends were the only persons attending the birth, or if the mother did not receive any assistance, the interviewer will record 'Other/Self'.

I.5 Participation in nutrition and health programmes:

If a child participated in standard growth and nutrition assessments, you will record Yes for each one. A specimen card is shown on the next page.

I.6 Vaccination Record

Ask to see the child's vaccination card. Mark all the recorded vaccinations. If the card is not available, read out the list and mark for each one received. If no information is available, leave the bubbles blank.

Age 8 weeks - BCG	1 year after that: DPT-4 and Polio-4
Age 3 months – polio, HIB, Hep B, DPT-1	Age 1 year: MMR
6 weeks after : polio 2, HIB, Hep B, DPT-2	Age 2: Measles
6 weeks after that : polio 3, HIB, Hep B, DPT-2	Age 5: Polio 5 and DT

Conclusion of Interview

At the conclusion of the interview there are two items for the interviewer to fill-in. Because these items provide information on the interview itself, they are considered part of Section A (although they will not be filled-in until the conclusion of the interview). These items (A.8 and A.9) are discussed at the end of Section A.

Politely thank the respondent for giving their time, and close the interview.