<u>**Coder's Instruction**</u>

GENERAL

1.   Maintains EA Assignment Form (CAF).

2.   Receives EAs and ensure that they are properly arranged- household, women followed by Under-Five questionnaires arranged in ascending order of household numbers and women and child line numbers.

3.   Ensure that there are 19 households. Complete blank household questionnaires (front page only) if necessary.

HOUSEHOLD

1.   Ensure that complete information is given on the cover page of the HH questionnaires.

2.   Household Information Panel in HH, if HH6 (Urban/Rural) is not coded use EA IDs List in Manual. Use this list and the District Code List to code HH7 - LGA, District and PHC/NON-PCH Settlement. A LIST FOR SETTLEMENT CODES IS NOW PROVIDED.

3.   In Child Labour Module in HH. Code occupation in CL3AA, using OCCUPATION codes in manual.

4.   Ensure that totals and count for the following variables match – women 15-49, HL6 count, HH12 all in HH. **COUNT WOMEN QUESTIONNAIRES AND TALLY WITH HH12. Complete blank women questionnaires (front page only) if necessary.**

5.   Ensure that children 5-14 (eligibility for child health) agrees with count for HL7.

6.   Ensure that totals and count for the following variables match - under-5s (total eligible under fives), HL8 (eligibility for under five module), HH14 all in HH. **COUNT UNDER FIVE'S QUESTIONNAIRES AND TALLY WITH HH14. Complete blank under-five questionnaires (front page only) if necessary.**

7.   Ensure that count for each of the following variables agrees with its total count – HL8A, HL9, HL10A, HL11, HL12A all in HH.

8.   The line no. of a person should be the same in HL1, ED1 and CL1 for each eligible person.

9.   In HH, check and correct if necessary CD7 Total children aged 2-14 years). Refer to household listing (HL1).

10.   Ensure that the following variables are properly treated by following skips and age restrictions. Correct or report any of these variables which are not properly treated:

HH5, HL5.

WOMEN

1.   Ensure that complete information is given on the cover page of the WM questionnaires.

2.   In WM code HA10CC and HA10BB using HIV codes.

3.   Check that for each woman's questionnaire, the case Id - WM1 (enumeration area number), WM2 (household number) and WM4 (Woman's line number) should match the individual's Ids- HH1, HH2 and HL1 in the household questionnaire. These Ids should be linked to the name of the individual concerned.

4.   If HL5 (age last birth day) in HL of HH differs from WM9 (woman's age last birth day) in WM. Accept WM9 and rectify HL5 and if necessary HL6 (eligibility for women module) and women 15-49 (total eligible women).

5.   Ensure that CM4 (a+b) + CM6 (a+b) + CM8 (a+b) =   CM9. All in WM.

6.   Calculate WM8 (date of birth) in WM and tallies with WM9 (age). Accept one of the following if there is difference – WM8, WM9 or HL5.
Preferably W9.

7.   In WM, if SB1 = 00, then code or write 3 in HA10AA.

8.   InWM, If MN11A has figure, write this figure in MN11B, cancel
the figure in MN11A then write 1 in MN11A.
On the other hand, if MN11A is blank and MN11B has a figure code 2 in MN11A.

9.   Ensure that the following variables are properly treated by following skips and age restrictions. Correct or report any of these variables which are not properly treated:

WM6, WM8, WM8, WM9, (women aged 15-49 with at least one live birth {**CM1**}: CM2A or CM2B, CM11,). (For all women aged 15-49 years with live birth in the 2 years preceding date of interview {**CM12** and/or **TT4**}: TT7, TT8, MN11). (For all women aged 15-49 years currently married or living with a man {**MA1**}: MA2, MA6, MA8). (For women aged 15-24 who ever had sexual intercourse {**SB0**}: SB1, SB5, SB9).

UNDER FIVE

1. Ensure that complete information is given on the cover page of the UF questionnaires.

2. Check that for each under-five's questionnaire, the case Id - UF1 (enumeration area number), UF2 (household number) and UF4 (child's line number) should match the individual's Ids - HH1, HH2 and HL1 in the household questionnaire. These Ids should be linked to the name of the individual concerned.

3. If HL5 (age last birth day) in HL of HH differs from UF11 (under five's age last birth day) in UF. Accept UF11 and rectify HL5 and if necessary HL8 (eligibility for under five module) and under-5s (total eligible under fives).

4. Calculate UF10 (date of birth) in under five and tallies with UF11 (age). Accept one of the following if there is difference - UF10, UF11 or HL5. But age must be less than 5. Preferably UF11.

5. In UF, if day, month, and year are blank in MODIM, then code 00 in day.

6. In UF, if 98 is written in MODIM, change it to 99.

7. Ensure that the following variables are properly treated by following skips and age restrictions. Correct or report any of these variables which are not properly treated:
UF8, UF10, UF11 (For under fives ever breastfed: BF1DD), ML11, ML15, IM2 to IM8b, AN1, AN2.

OTHER TASK:

1. Complete the EA assignment form (CAF).

2. At the end of coding properly pack the EA and complete the EA tracking form (CTF).

3. The QA will collect EAs you have coded and will give you new EAs to code.

HIV/AIDS CODES WOMEN QUESTIONNAIRE

HA10BB – TRANSMISSION

01   Blood transfusion.

02   Sex without condom.

03   Use of un-sterilized sharps (injection pins, needles, knives, etc).

04   Mother to child (womb/breastfeeding).

05   Circumcision

06   Sex with many persons/partners

11   Mosquito bites

96   Other

98   Don't Know

99   Missing.

HA10CC – PREVENTION

01   Use of condoms.

02   Stick to one partner/faithfulness/abstinence/avoid sex.

03   Screen blood.

04   Sterilization of sharps/use sharps once.

96   Other.

98   Don't Know

99   Missing.