

SUPERVISOR'S MANUAL

2005

HOUSEHOL INCOME AND EXPENDITURES SURVEY

*Federated States of Micronesia
Palikir, Pohnpei, FM 96941
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CHAPTER 1. INTRODUCTION

This chapter provides an overview of the current Household Income and Expenditure Survey (HIES) operations and briefly explains your job as a supervisor, your job activities, and the jobs of the enumerators with whom you will work. It also contains the list of materials you will need to perform your job.

1A OVERVIEW OF THE SURVEY OPERATION

The HIES Day is June 06, 2005 in the Federated States of Micronesia. It is basically a 10 percent sample survey using the 2000 FSM Census listings and maps as frames. Some households with the selected Enumeration Districts and Blocks were randomly selected for the enumeration. Enumerators will basically do the enumerations and your job is to supervise their work. At the end of the operation, each of your enumerator should be able to complete a questionnaire, two sets of weekly diaries for each selected units, a set of completed forms in the listing record, and a map marking all the housing units enumerated with general updates.

The survey collects information on housing, individuals, household annual expenditures, and diaries for daily expenditures. You have been appointed to supervise the enumerators and you will be the main contact for enumerators when they confront problems in the field while collecting the information needed for the survey.

1B AIM OF THE SURVEY

The information is required among may reasons to:

- provide data for establishing Consumer Price Indexes for each State of the FSM and for the FSM as a whole;
- produce statistics on the distribution of income and expenditures throughout the FSM;
- provide data for use in the FSM National Accounts;
- provide nutritional information and food consumption patterns for FSM families; and most especially
- provide great benefit to the FSM government during the Compact Renegotiations with the government of the USA.

The other uses of this information can be found in the Appendices in the Questionnaire Reference Book (QRB).

1C CONFIDENTIALITY AND OTHER FACTS ABOUT THIS SURVEY

Confidentiality is a guarantee that the information individuals provide to the Division of Statistics, will not be revealed to others.

1C1 CONFIDENTIALITY

Public Law 5-77 prohibits employees from revealing any information contained in any questionnaire or report obtained from respondents to anyone except authorized survey staff. The oath of confidentiality (that you must take) restraint upon all survey staff and contractors to guard and keep these records confidential. Any printed publications issued by the Division of Statistics contain data only in summary form, and are prepared for the benefit of the public.

The following rules must be followed regarding unpublished information:

- a All questionnaires revealing data concerning individual respondents must be kept out of public view.
- b Doors must be locked when the statistic offices are without attendants.
- c Office personnel, supervisors, and enumerators must keep their questionnaires protected and confidential. It is important that survey employees understand that:
 - (1) They may be prosecuted for unauthorized disclosures, even if such disclosures are made after their employment for the survey has ended.
 - (2) They must not assign any part of their work to any unauthorized person.
 - (3) Only sworn survey workers may accompany an enumerator.
 - (4) Questionnaires and Diaries must not be placed where unauthorized persons will have access to them.
 - (5) Questionnaires completed by an enumerator must not be examined by other enumerators or employees except those who have official reason for doing so.
 - (6) Enumerators must not discuss survey information obtained for particular individuals or households with other enumerators or employees, except when officially required.
 - (7) Enumerators are forbidden to enter the name of any fictitious person on the questionnaire or to make any fictitious or untruthful statement concerning any persons or places enumerated.

As a supervisor, you need to also know what your enumerators suppose to accomplish for this project.

1C2 SURVEY INFORMATION IS REQUIRED

All persons must answer, to the best of their knowledge, the inquiries shown on the questionnaires. There are penalties for persons over the age of 18 for failing to answer the questions. Enumerators must constantly report instances in which people not cooperating with the survey by giving the required information, but also gave additional assistance to help the enumerators in their duties. We also place a high value on this kind of cooperation and are counting on you to maintain it.

Any owner, proprietor, manager, superintendent, or agent of any building must allow the enumeration of all persons who live in the building or be subject to a fine.

1C3 NOTICE OF CONFIDENTIALITY

The Notice of Confidentiality guarantees the confidentiality of all data collected from any census or survey conducted in the FSM and requires that all agencies that collect information about individuals advise those individuals under what authority the information is being collected; to what uses the information will be put; whether response to questions is mandatory; and the effect of not responding. All persons contacted during the survey will be given a Notice of Confidentiality, FORM HIES-7.

1D YOUR SUPERVISOR

You will work under the direction of the State Survey Coordinator and the National Coordinator who will train you and help you in any difficult situation. Ask your supervisor if you have a question that is not answered in this manual or in the training session. If an enumerator quits or falls behind schedule, your supervisor will provide you with a replacement and suggest ways to complete the work on time.

1E YOUR JOB

As a supervisor, you are responsible for supervising a crew of about 3 to 5 enumerators assigned to you. The selection of well-qualified candidates is of the utmost importance to ensure the successful enumeration. Your most important responsibility is seeing that the operation assigned to you and your crew is completed accurately and on schedule. You are expected to take the necessary action(s) to ensure the timely and successful completion of the work and to keep your State Coordinator informed of potential delays or problems.

Specific details are given later in other chapters of this manual, but generally your supervisory tasks include:

- 1 Attending the training session for supervisors to learn enumeration procedures.
- 2 Learning the enumerators' job.
- 3 Participate in the training of your enumerators.
- 4 Supervise the Field Exercises during training.
- 5 Preparing and distributing enumerator assignments.
- 6 Conducting on-the-job training (as required).
- 7 Collecting enumerators' completed work.
- 8 Performing field reconciliation (if required) for a Block or ED.
- 9 Re-canvassing a Block or ED, if necessary.
- 10 Conducting first reviews, daily reviews, and final reviews of each enumerators' work.
- 11 Monitoring and reporting the progress of your staff using progress reports.
- 12 Visiting and enumerating households that refuse to cooperate with an enumerator.
- 13 Releasing enumerators who are unable to perform satisfactorily.
- 14 Reassigning work, when necessary. Those who have completed their assignment(s) may finish up the work of those unable to perform a satisfactory job. {NOTE: Those whose contract is extended should sign an amendment contract form when necessary.
- 15 Supervising and controlling the progress of enumeration in your assigned areas to ensure that work is completed on schedule.
- 16 Prepare a procedural history report for Phases I and II of the survey operation.

1F THE ENUMERATOR'S JOB

The enumerator is responsible for obtaining a completed HIES questionnaire and two weekly diaries for every household contained within his/her ED and marking the location of every housing unit selected for the survey on his/her ED map. Specific details regarding the enumerator's job are outlined in form HIES-13, Enumeration Instructions. Study this manual carefully, as your success as a supervisor will depend, in large part, on your knowledge of the enumerators' job. Part of your training as a supervisor may include the training for enumerators.

1G MATERIALS NEEDED

You will receive materials to use at the beginning and end of the training session. The materials you receive in the beginning are for training and listed below.

1G1 TRAINING SUPPLIES

Questionnaire Reference Book	1
Enumeration Instruction	1
Workbook	1
Listing Record	1
ID Card	1
HIES Questionnaire	1
HIES Week Diary	1
Survey Appointment Record	1
Notice of Confidentiality	1
Survey Appointment form	1
Refusal form	1
Pen/Pencil/eraser	1
Memo Pad	1
Sharpener	1

1G2 FIELD SUPPLIES

At the end of your training session on enumeration, give each enumerator supplies needed for the field-work. They would have already received their materials and listing book during the training. For the field work distribute the following:

FOR ENUMERATORS

HIES Questionnaire	20
HIES Week 1 Diary	20
HIES Week 2 Diary	20
Survey Appointment Record	5
Pen/pencils	1
Rubber bands	1
Refusal form	5
Plastic bags	1

FOR SUPERVISORS (YOURSELF)

Supervisor's Record Forms (HIES-17, 18, 19)	1
Supervisor's manual (this manual)	1
Extra field supplies (pens, pencils, rubber-bands, plastic bag, etc)	as needed

CHAPTER 2. SUPERVISION

This chapter contains general instructions for supervisory activities that you must perform for the survey operation.

2A TRAINING OF ENUMERATORS

Although your primary responsibility as a supervisor is supervision, you may be asked to assist to train some of your staff of enumerators.

This section contains instructions on how to prepare for and conduct the enumerators' training.

2B PREPARING ENUMERATOR ASSIGNMENTS

Prepare enumerator assignments using the instructions in steps 1 through 3 below and the ED assignment numbers on your Supervisor Record of Assignments, HIES-17 (see Illustration 2-1 below).

Step 1: Make sure you have the Listing Record, and map pouch for each ED assigned to your supervised areas.

* That items 1-6 are filled on Form HIES-17 and, if not, fill them (see Illustration 2-1)

* Column 1 through 6 (see Illustration 12-2)

Illustration 2-1
HIES-17, Supervisors Record of Assignment

HIES-17 FSM Division of Statistics/Government of the Federated States of Micronesia		1. State: <u>POHNPEI</u>		Municipality: <u>KOLONIA</u>		
SUPERVISORS RECORD OF ASSIGNMENT 2005 Household Income and Expenditure Survey		2. Supervisor: <u>MERCY MARIANO</u>		3. CLD number:	4. Number of Enumerators: <u>4</u>	
		5. Remarks -				
6. ENUMERATION IDENTIFICATION					7. 1 st REVIEW AND DATES	8. ON-THE-JOB TRAINING
Name (a)	EDs (b)	Village (c)	Block (d)	Telephone No. (e)	First review and dates (f)	On-the-Job Training (g)
MARIA MENLAU	23	POHNRAKIED	101	444-1235		
JOANA JOHN	32	OHMINE	104	444-5555		
TINA SUE	38	MABUSI	202	444-6537		

Illustration 2-2
HIES-5 FSM, Enumerator's Assignment

HIES-5 Division of Statistics/Government of the Federated States of Micronesia					a. Enumerator's Name:		
ENUMERATOR'S ASSIGNMENT LIST 2005 Household Income and Expenditure Survey					b. State: POHNPEI		c. Muni: KOLONIA
					d. ED: 038		
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>30</i>	<i>1</i>	<i>Joe, Al</i>	<i>Apt 1 in IP Apartment Bldg</i>		

Step 2: Check that there is a map corresponding to the ED number for each listing records and verify that the correct ED map is included.

Step 3: Record assignment information on the forms listed below:

- a HIES-3 FSM, Listing Record - DAILY PROGRESS. Use instructions in Illustration 2-3.
- b HIES-17 FSM, Supervisor Record of Assignments. Use instructions in Illustration 2-4.

Illustration 2-3
**Entering Assignment Information on
 Daily Progress Record in the Listing Record**

HIES-3																																		
DAILY PROGRESS RECORD 2005 Household Income and Expenditure Survey																																		
1. ASSIGNMENT INFORMATION																2. IDENTIFICATION																		
Personnel		Name										Telephone				ED		Blocks		Mapspots		Blocks		Mapspots		Blocks		Mapspots						
a. Supervisor																																		
b. Enumerator																																		
c. Reassignment enumerator/date																																		
3. ENUMERATOR DAILY PROGRESS RECORD																																		
a. Date:																																		
		<div style="display: flex; justify-content: space-between;"> JUNE JULY </div>																																
		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5	Total
b. Households enumerated today																																		
c. Households enumerated to date																																		
d. Callbacks outstanding																																		
e. Diary monitoring for Units 1-10																																		
i) drop off ==> Week 1=>																																		
ii) pick-up ==> Week 2=>																																		
iii) pick-up ==> Week 1=>																																		
iv) pick-up ==> Week 2=>																																		
f. Diary monitoring for Units 11-20																																		
i) drop off ==> Week 1=>																																		
ii) drop off ==> Week 2=>																																		
iii) pick-up ==> Week 1=>																																		
iv) pick-up ==> Week 2=>																																		
4. SUPERVISOR AND OFFICE USE																																		
First Field Review		Final Field Review				Matching & reconciliation				Check-in				Editing				Coding				Keying												
a. Date																																		
b. Initials																																		
5. OFFICE USE ONLY - PROGRESS RECORD TOTALS		Population:				H/holds:				Diaries:				NOTICE TO FINDER – This book is the property of the Division of Statistics, Government of the Federated States of Micronesia. If you find this book, please return it to the Statistics Office at the National or State offices.																				

Illustration 2-4

**Entering Assignment Information on Form HIES-17 FSM,
Supervisor Record of Assignments**

HIES-17 FSM Division of Statistics/Government of the Federated States of Micronesia SUPERVISORS RECORD OF ASSIGNMENT 2005 Household Income and Expenditure Survey		1. State: <u>POHNPEI</u>		Municipality: <u>KOLONIA</u>		
		2. Supervisor: <u>MERCY MARIANO</u>		3. CLD number:	4. Number of Enumerators: <u>4</u>	
		5. Remarks -				
6. ENUMERATION IDENTIFICATION					7. 1 st REVIEW AND DATES	8. ON-THE-JOB TRAINING
Name (a)	EDs (b)	Village (c)	Block (d)	Telephone No. (e)	First review and dates (f)	On-the-Job Training (g)
MARIA MENLAU	23	POHNRKIED	101	444-1235		
JOANA JOHN	32	OHIMINE	104	444-5555		
TINA SUE	38	MABUSI	202	444-6537		

2B1 DISTRIBUTING ENUMERATOR ASSIGNMENTS

- a Ensure that each enumerator selected for an assignment has received all required supplies to complete his tasks.
- b Give each enumerator the LISTING RECORD, along with the corresponding census map, for his area.

2B2 DISTRIBUTING ASSIGNMENT FORMS HIES-17 FSM

Ensure that the assignment information you entered on HIES-17 FSM is correct and legible, then give your supervisor, State Survey Coordinator (SCC) copies of the forms.

2B3 REASSIGNING WORK

You may find it necessary to reassign work to another enumerator during enumeration, and only with the consent of the SCC.

Make your assignments based on the following:

- a An enumerator resigns before completing the assignment.
- b An enumerator is released for poor quality work or low production.

To reassign work for any of the reasons noted above, use the steps 1, 2, and 3 below AFTER you determine who will receive the reassigned work.

- Step 1: Select the enumerator for reassignment. The enumerator is selected for reassignment based on satisfactory job performance and willingness to work.
- Step 2: Correct the Listing Record - Daily Progress form on Personnel Section, FSM HIES-3 FSM, using the instructions in Illustration 2-5.

Illustration 2-5
**Reassignment Information on
 Daily Progress, Form HIES-3 FSM**

HIES-3																																				
DAILY PROGRESS RECORD																																				
2005 Household Income and Expenditure Survey																																				
1. ASSIGNMENT INFORMATION																2. IDENTIFICATION																				
Personnel		Name										Telephone						ED				Blocks		Mapspots		Blocks		Mapspots		Blocks		Mapspots				
a. Supervisor																																				
b. Enumerator																																				
c. Reassignment enumerator/date																																				
3. ENUMERATOR DAILY PROGRESS RECORD																																				
a. Date:																																				
b. Households enumerated today																																				
c. Households enumerated to date																																				
d. Callbacks outstanding																																				
e. Diary monitoring for Units 1-10																																				
i) drop off ==>																																				
Week 1=>																																				
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i) drop off ==>																																				
Week 1=>																																				
Week 2=>																																				
ii) pick-up ==>																																				
Week 1=>																																				
Week 2=>																																				
4. SUPERVISOR AND OFFICE USE																																				
		First Field Review					Final Field Review					Matching & reconciliation					Check-in					Editing					Coding					Keying				
a. Date																																				
b. Initials																																				
5. OFFICE USE ONLY - PROGRESS RECORD TOTALS		Population:					H/holds:					Diaries:					NOTICE TO FINDER - This book is the property of the Division of Statistics, Government of the Federated States of Micronesia. If you find this book, please return it to the Statistics Office at the National or State offices.																			

Print the name of the enumerator you assign to the ED along with his or her phone number and the date you make the

Step 3: Correct the Supervisor Record of Assignment, HIES-17 FSM. Use the instructions in Illustration 2-6.

Illustration 2-6

Reassignment Information on Supervisor's Record of Assignment, Form HIES-17 FSM

HIES-17 FSM Division of Statistics/Government of the Federated States of Micronesia		1. State: <u>POHNPEI</u>		Municipality: <u>KOLONIA</u>		
SUPERVISORS RECORD OF ASSIGNMENT 2005 Household Income and Expenditure Survey		2. Supervisor: <u>MERCY MARIANO</u>		3. CLD number:	4. Number of Enumerators: <u>4</u>	
		5. Remarks -				
6. ENUMERATION IDENTIFICATION					7. 1 st REVIEW AND DATES	8. ON-THE-JOB TRAINING
Name (a)	EDs (b)	Village (c)	Block (d)	Telephone No. (e)	First review and dates (f)	On-the-Job Training (g)
MARIA MENLAU	23	POHNRAKIED	101	444-1235		
JOANA JOHN	32	OHIMINE	104	444-5555		
ALMA JOHNNY TINA SUE	38	MABUSI	202	444-8877 444-6537		

2C REVIEWING ENUMERATORS' WORK

You must review enumerators' work as required and as scheduled, and your reviews must be correct for the type of forms and maps required. You must review every form completed and map updated by your enumerators.

2C1 COLLECTING ENUMERATORS' WORK

You must arrange a schedule with enumerator to allow you to meet each enumerator on a regular basis to collect completed work unless told otherwise by your supervisor. Use the following guidelines to meet each enumerator:

- a Select a convenient location within the enumerator's assignment area.
- b Remember, when selecting a meeting place, the work you are collecting is confidential.
- c Reduce travel time by arranging to meet enumerators in adjacent areas around the same time.

2C2 FORMS YOU MUST REVIEW

You must review each of the following forms that an enumerator turns in as complete to ensure that they are appropriate, accurate, and legible.

Record of First Review

- * Section A - Questionnaire Review
- * Section B - Daily Expenditures Diary Review
- * Section C - Listing Record & Map Review
- * Final Results

Record of Final Review

2C3 CONDUCTING REVIEWS OF ENUMERATORS' WORK

You must conduct the reviews listed below for each enumerator.

a First Reviews

- (1) Conduct first reviews of each enumerator's work immediately no later than the second day of enumeration.

[NOTE: If you find that you cannot perform first reviews as scheduled, contact your supervisor.]

- (2) Record the results of first review on the following forms:

***HIES-2**, Record of First Review (See Illustration 2-7)

*Listing Record - Daily Progress, Section 4, HIES-3 FSM (See Illustration 2-8).

*Supervisor Record of Assignments, HIES-17 FSM (See Illustration 2-9).

Illustration 2-7
Record of First Review
(HIES-2 FSM, Listing Record)

HIES-2				Division of Statistics/ Government of the Federated States of Micronesia							
Section A – Questionnaire Review				Section C - Listing Record and Map Review							
Use the following checklist and tally record to review each questionnaire. If any question is marked "No", the questionnaire is unacceptable. Return the unacceptable questionnaires to the enumerator for correction.				Review the Listing Record and the ED map and rate the enumerator in the following aspects of the job. If any "No" entry can be corrected in your presence, correct the problem, circle the "No" and mark the "Yes" box for that item.							
Is the enumerator – (a)	Mark (X) one (b)		Explanation for "No" entries	Is the enumerator – (a)	Mark (X) one (b)			Explanation for "No" entries			
	Yes	No			Yes	No	NA				
1. Fill the ID section (top right hand corner) on the Questionnaire cover correctly?	X			LISTING RECORD: 1. Listing the households in the HIES-4 in ascending ED number order?	X						
2. Matching the geographic IDs and location description on the top right hand corner to the IDs and location description on the List of Households?	X			2. Making listing record entries in a legible manner	X						
3. Filling Question 1a on the cover of the questionnaire?	X			3. Matching the IDs to those on the questionnaire and diaries?	X						
4. Filling the answers to the Questions for Individuals appropriately for each person listed in Question 1a?	X			4. Listing EDs and Blocks continually and not skipping any lines?	X						
5. Filling the answers to the Housing Questions appropriately?	X			5. Transcribed updates from columns 1 to 7 in the Enumerator's Assignment sheet to listing page (if any)?	X						
6. Filling the answers to the Major Annual Expenditures Questions appropriately?	X			6. Entering the date diaries are dropped off and picked up in columns 8 to 11?	X						
7. Ensuring entries in all 3 sections are legible?	X			7. Completing total number of pages used, households, and population in item 13 properly?	X						
8. Entering the date and time the questionnaire was completed on the cover page?	X			MAP: 1. Covering all the households highlighted on the map?	X						
9. Certifying the questionnaire on the back page for prove of his/her review?	X			2. Ticking the map-spot on the map after the household has been interviewed?	X						
QUESTIONNAIRE FIRST				3. Updating the map if necessary and make sure the updates are legible and understandable?							
The FIRST THREE questionnaires MUST meet section A. criteria. If not, retrain or report to State Survey Coordinator.				NOTES – Enter any remarks you have concerning the enumerator's work.							
Section B. Daily Expenditures Diary Review				FINAL RESULTS Discuss incorrect procedures with the enumerator. Base the evaluation on the discussion and the number of uncircled "No's" marked in Sections C.							
Review the Diary and rate the enumerator in the following aspects of the job. If any "No", can be corrected in your presence, correct the problem, circle the "No" and mark the "Yes" box for the item.				1. All items in Sections C are marked "Yes" or circled "No" [X] Passed							
				2. One or more items in Sections B and C are marked "No" and not circled. [] Failed							
Is the enumerator - (a)	Mark (X) one (b)		Explanation for "No" entries	RECORD OF FINAL REVIEW							
	Yes	No		Answer the following questions: If any "No" entry can be corrected in your presence, correct the problem, circle, the "No" and mark "Yes" box for that item. (a)			Supervisor Mark (X) one (b)				
1. Filling the ID section, contact name and phone number on the cover of the Diary form?	X			QUESTIONNAIRES			1. Are there questionnaires for all the households in the Enumerator's assigned area?		Yes	No	NA
2. Leaving a set of instruction for filling up the diary at his/her households?	X										
3. Matching the geographic IDs on the cover to the geographic IDs on the Questionnaire form and List of Household page?	X			LISTING RECORD & MAP			1. Are all the questionnaires and diaries reflected in the listing book?				
4. Obtaining daily entries for Items Bought, Home Produced Items, Gifts Given Away, and Gifts Received sections?	X								RESULT		
5. Ensuring that all the entries to all the sections are entered appropriately?	X			CERTIFICATION STATEMENT			SIGNATURE				
6. Ensuring that all entries in all sections are legible?	X								ENUMERATOR		
7. Ensuring that the last column is "X"ed ONLY when no purchases are made in the daily pages?	X			SUPERVISOR			I certify that I have reviewed the listing and all accompanied documents and the work is satisfactory.				
8. Certified the Diary on the back page for prove of his/her review?	X										

Illustration 2-8
Initial and Date First Review
(Daily Progress, FORM HIES-3, Section 4)

HIES-3																																																																																														
DAILY PROGRESS RECORD 2005 Household Income and Expenditure Survey																																																																																														
1. ASSIGNMENT INFORMATION																2. IDENTIFICATION																																																																														
Personnel		Name										Telephone				ED		Blocks		Mapspots		Blocks		Mapspots		Blocks		Mapspots																																																																		
a. Supervisor																																																																																														
b. Enumerator																																																																																														
c. Reassignment enumerator/date																																																																																														
3. ENUMERATOR DAILY PROGRESS RECORD																																																																																														
a. Date:		<div style="display: flex; justify-content: space-between;"> JUNE JULY </div>																																																																																												
b. Households enumerated today		<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>12</th><th>13</th><th>14</th><th>15</th><th>16</th><th>17</th><th>18</th><th>19</th><th>20</th><th>21</th><th>22</th><th>23</th><th>24</th><th>25</th><th>26</th><th>27</th><th>28</th><th>29</th><th>30</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th> </tr> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																														4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5																															
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5																																																															
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a. Date																																																																																														
b. Initials																																																																																														
5. OFFICE USE ONLY - PROGRESS RECORD TOTALS		Population:					H/holds:					Diaries:					NOTICE TO FINDER – This book is the property of the Division of Statistics, Government of the Federated States of Micronesia. If you find this book, please return it to the Statistics Office at the National or State offices.																																																																													

After completing the First Review, put date and you did the task along with your initial

Illustration 2-9
**First Review Results Recorded on HIES-17 FSM,
 Supervisor Record of Assignments**

HIES-17 FSM Division of Statistics/Government of the Federated States of Micronesia		1. State: <u>POHNPEI</u>		Municipality: <u>KOLONIA</u>		
SUPERVISORS RECORD OF ASSIGNMENT 2005 Household Income and Expenditure Survey		2. Supervisor: <u>MERCY MARIANO</u>		3. CLD number:	4. Number of Enumerators: <u>4</u>	
		5. Remarks -				
6. ENUMERATION IDENTIFICATION					7. 1 st REVIEW AND DATES	8. ON-THE-JOB TRAINING
Name (a)	EDs (b)	Village (c)	Block (d)	Telephone No. (e)	First review and dates (f)	On-the-Job Training (g)
MARIA MENLAU	23	POHNRKIED	101	444-1235	6/09/05	
JOANA JOHN	32	OHMINE	104	444-5555	6/09/05	
ALMA JOHNNY TINA SUE	38	MABUSI	202	444-8877 444-6537	6/08/05	

Put the date of the first review in Record of Assignment. Remember, it has to be between 2 and 3 days after the first day of the survey.

- (3) Make a careful item-by-item review of each enumerator's work as instructed in sections A, B and C of the Record of First Review, Form HIES-2 FSM.
- (4) Discuss any improperly handled situation(s) with the enumerator.
 - * Point out mistakes in a constructive and diplomatic manner.
 - * Offer suggestions for avoiding the same mistake(s) in the future.
- (5) Complete the Record of First Review as follows:
 - * If any "no" entry can be corrected in your presence, correct the problem, circle the "no" and mark the "yes" box for that item.
 - * Describe any differences from procedures and make any general remarks you may have concerning the enumerator's work in the "NOTES" section.
 - * Complete the final results section as instructed for "Pass" or "Fail."

If you mark "Pass"

Tell the enumerator to continue working.

If you mark "Fail"

Retrain the enumerator on the aspects of the job marked "no."

- (6) Complete the first review section on the inside of Form HIES-2, Listing Record as instructed in the Illustration **2-9**.
- (7) Also enter the date and your initials for the first review on the HIES-3 FSM, Daily Progress (in Section 4), Supervisor and Office Use Only (See Illustration 2-10.)
- (8) Complete the First Review section on HIES-17 FSM, Supervisor Record of Assignments as instructed in Illustration **2-11**.

b Daily Reviews

Meet each enumerator in his or her assignment area daily and conduct a review of his or her completed work.

- (1) Use the Checklist in Illustration **2-12** to conduct Daily Reviews.
- (2) Collect all completed work from the enumerator.
- (3) Return any unacceptable work to the enumerator for correction.

*Instruct the enumerator to correct any question on the checklist that is answered "no" at the time of review, if possible.

*Return any questionnaire(s) & diaries with "no" answers that the enumerator cannot correct at the time of your review. Instruct the enumerator that he or she must correct the forms through a return visit to the field.

- (4) Discuss any other problems you find while conducting the daily review.
- (5) Instruct enumerators who pass the daily review to continue working. Provide encouragement so that the enumerator will continue to complete his or her work correctly and efficiently.
- (6) Recommend the release of any enumerator who appears unwilling to continue working. Do the following:

*Collect all survey materials from the enumerator.

*Contact your SCC for a replacement enumerator.

c Final Reviews

You must conduct a final review of each listing record and the ED map that the enumerator turns in as complete. Matching and reconciliation and any necessary re-canvass in an ED must be completed before you conduct final reviews.

You also must record the results of the final review on the following:

- (1) Record of Final Review located on the listing record, HIES-2 FSM. (See Illustration **2-11**.)

On the Record of Final Review, answer questions regarding the questionnaire, diary and map by entering an "X" in the "yes" or "no" column under "Supervisor." Also complete the results section.

[NOTE: DO NOT mark in the "Office" columns; they will be used for the office review.]

If you mark satisfactory:

Both you and the enumerator must sign in the certification statements section.

Complete the final results section on FORM HIES-3. (See Illustration 2-14.)

If you have additional Eds that are not assigned, ask the enumerator to accept another ED; otherwise, release the enumerator using instructions in this supervisor manual.

If you mark unsatisfactory:

Release the enumerator and make the necessary repairs for any encircled "NO" entries.

Complete the final review item on the Listing - Record of Review as instructed in **Illustration 2-11**.

- (2) Enumerator's Listing Record. Complete items a and b in column (3) of Section 4 on the Listing Record. (See **Illustration 2-12**.)
- (3) On the Supervisor Record of Assignments, HIES-17 FSM, mark an "X" in column 8.

Illustration 2-10
CHECKLIST FOR DAILY REVIEWS

Section A - QUESTIONNAIRE & DIARY REVIEW

Use the following checklist to review each completed questionnaire. If any question is answered "No," and cannot be corrected, the questionnaire is not acceptable.

1. Filling the ID section (top right hand corner) on the Questionnaire cover correctly?
2. Matching the geographic IDs and location description on the top rightaires for each household?
3. Are the ID sections in both forms matching?
4. Is the respondent's name and contact number recorded?

Section B - Listing Record AND FORM REVIEW

Is the enumerator -


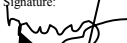
1. following the order of households listed in the Enumerator's Assignment sheet when filling the List of Household sheet, unless otherwise instructed?
2. selecting the closest housing unit from the same block for replacement, unless otherwise instructed?
3. staying within the assignment boundary?
4. making location description entries for the replacement households in a legible manner?
5. dropping all diaries at the very first day of enumeration so the households can start logging the purchases, home produced, gifts given and received?
6. Making daily progress entries on the Daily Progress FORM HIES-3?
7. Circling the first block number each time the block changes?
8. Listing blocks continuously on a page and not skipping any lines?
9. Entering number of household questionnaire completed in section 3 of the Listing Record, HIES-3 FSM?
10. Entering the number of person(s) enumerated or "C" for canceled in HIES-3 FSM?
11. FOR CALLBACKS - record on the questionnaire cover for each visit where no one was home?

Section C - MAP REVIEW

Is the enumerator -

1. Ticking the units with the diaries already dropped and arranged for interview.
 2. Crossing out units selected for this survey but not longer exist (i.e. burned down, etc).
 3. Circling and marking map spot for housing unit already enumerated.
 4. Identifying units replacing initially selected housing units.
 5. Updating the map correctly, if necessary?
-

Illustration 2-11
Record of Final Review
(HIES-2 FSM, Listing Record)

HIES-2				Division of Statistics/ Government of the Federated States of Micronesia								
Section A – Questionnaire Review				Section C - Listing Record and Map Review								
Use the following checklist and tally record to review each questionnaire. If any question is marked "No", the questionnaire is unacceptable. Return the unacceptable questionnaires to the enumerator for correction.				Review the Listing Record and the ED map and rate the enumerator in the following aspects of the job. If any "No" entry can be corrected in your presence, correct the problem, circle the "No" and mark the "Yes" box for that item.								
Is the enumerator – (a)	Mark (X) one (b)		Explanation for "No" entries	Is the enumerator – (a)	Mark (X) one (b)			Explanation for "No" entries				
	Yes	No			Yes	No	NA					
1. Fill the ID section (top right hand corner) on the Questionnaire cover correctly?	X			LISTING RECORD: 1. Listing the households in the HIES-4 in ascending ED number order?	X							
2. Matching the geographic IDs and location description on the top right hand corner to the IDs and location description on the List of Households?	X			2. Making listing record entries in a legible manner	X							
3. Filling Question 1a on the cover of the questionnaire?	X			3. Matching the IDs to those on the questionnaire and diaries?	X							
4. Filling the answers to the Questions for Individuals appropriately for each person listed in Question 1a?	X			4. Listing EDs and Blocks continually and not skipping any lines?	X							
5. Filling the answers to the Housing Questions appropriately?	X			5. Transcribed updates from columns 1 to 7 in the Enumerator's Assignment sheet to listing page (if any)?	X							
6. Filling the answers to the Major Annual Expenditures Questions appropriately?	X			6. Entering the date diaries are dropped off and picked up in columns 8 to 11?	X							
7. Ensuring entries in all 3 sections are legible?	X			7. Completing total number of pages used, households, and population in item 13 properly?	X							
8. Entering the date and time the questionnaire was completed on the cover page?	X			MAP: 1. Covering all the households highlighted on the map?	X							
9. Certifying the questionnaire on the back page for prove of his/her review?	X			2. Ticking the map-spot on the map after the household has been interviewed?	X							
QUESTIONNAIRE FIRST				3. Updating the map if necessary and make sure the updates are legible and understandable?								
The FIRST THREE questionnaires MUST meet section A. criteria. If not, retrain or report to State Survey Coordinator.				NOTES – Enter any remarks you have concerning the enumerator's work.								
Section B. Daily Expenditures Diary Review				FINAL RESULTS Discuss incorrect procedures with the enumerator. Base the evaluation on the discussion and the number of uncircled "No's" marked in Sections C.								
Review the Diary and rate the enumerator in the following aspects of the job. If any "No", can be corrected in your presence, correct the problem, circle the "No" and mark the "Yes" box for the item.				1. All items in Sections C are marked "Yes" or circled "No" [X] Passed								
				2. One or more items in Sections B and C are marked "No" and not circled. [] Failed								
Is the enumerator - (a)	Mark (X) one (b)		Explanation for "No" entries	RECORD OF FINAL REVIEW								
	Yes	No		Answer the following questions: If any "No" entry can be corrected in your presence, correct the problem, circle, the "No" and mark "Yes" box for that item. (a)			Supervisor Mark (X) one (b)					
1. Filling the ID section, contact name and phone number on the cover of the Diary form?	X			QUESTIONNAIRES			1. Are there questionnaires for all the households in the Enumerator's assigned area?		X			
2. Leaving a set of instruction for filling up the diary at his/her households?	X						2. Do all the questionnaires passed the review in Section A?			X		
3. Matching the geographic IDs on the cover to the geographic IDs on the Questionnaire form and List of Household page?	X			DIARIES			1. Are there Week1 & Week2 diaries for all the households in the assigned area?		X			
4. Obtaining daily entries for Items Bought, Home Produced Items, Gifts Given Away, and Gifts Received sections?	X						2. Do all the diaries pass the review in Section B?			X		
5. Ensuring that all the entries to all the sections are entered appropriately?	X			LISTING RECORD & MAP			1. Are all the questionnaires and diaries reflected in the listing book?		X			
6. Ensuring that all entries in all sections are legible?	X						2. Do all listing records and maps pass the review in Section C?			X		
7. Ensuring that the last column is "X"ed ONLY when no purchases are made in the daily pages?	X			RESULT			[] Satisfactory – All "Yes" and/or circled "No's"					
							[] Unsatisfactory – One or more "no's" not circled. Return to enumerator for corrections.					
				CERTIFICATION STATEMENT								
8. Certified the Diary on the back page for prove of his/her review?				ENUMERATOR	I certify that this information is true and correct and that I completed the listing in accordance to instructions.			Signature: 		Date: 7/04/05		
				SUPERVISOR	I certify that I have reviewed the listing and all accompanied documents and the work is satisfactory.			Signature: 		Date: 7/04/05		

Fill up section for record of final review and certify the form

Illustration 2-12
Final Field Review Section on HIES-3 FSM,
Daily Progress, Listing Record

HIES-3			DAILY PROGRESS RECORD 2005 Household Income and Expenditure Survey																														
1. ASSIGNMENT INFORMATION						2. IDENTIFICATION																											
Personnel		Name		Telephone		ED		Blocks		Mapspots		Blocks		Mapspots																			
a. Supervisor																																	
b. Enumerator																																	
c. Reassignment enumerator/date																																	
3. ENUMERATOR DAILY PROGRESS RECORD																																	
a. Date:		JUNE																JULY					Total										
		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	1	2	3	4	5
b. Households enumerated today																																	
c. Households enumerated to date																																	
d. Callbacks outstanding																																	
e. Diary monitoring for Units 1-10																																	
i) drop off ==> Week 1=>																																	
ii) pick-up ==> Week 2=>																																	
f. Diary monitoring for Units 11-20																																	
i) drop off ==> Week 1=>																																	
ii) pick-up ==> Week 2=>																																	
4. SUPERVISOR AND OFFICE USE																																	
First Field Review		Final Field Review		Matching & reconciliation		Check-in		Editing		Coding		Keying																					
a. Date																																	
b. Initials																																	
5. OFFICE USE ONLY - PROGRESS RECORD TOTALS		Population:		H/holds:		Diaries:		NOTICE TO FINDER – This book is the property of the Division of Statistics, Government of the Federated States of Micronesia. If you find this book, please return it to the Statistics Office at the National or State offices.																									

Date and initial Final Field Review column

2D REVIEWING QUESTIONNAIRES & DIARIES

Examine each questionnaire that an enumerator turns in to you.

Carefully examine the entries in the questionnaire sections described in sections 2D1 through 2D5 to ensure that the information is accurate and legible.

2D1 QUESTIONNAIRE COVER, HIES-1 FSM

Enumerators are instructed to make certain entries on the cover of the questionnaire, Form HIES-1 FSM.

Examine each questionnaire to make sure the enumerator made correct entries on the appropriate questionnaire and that entries are printed and legible.


Make sure that the enumerator filled the appropriate items in A through J of the questionnaire as described below.

Details on "Callback Documentations" should be recorded. (See Illustration **2-13**)

If the enumerator used a continuation questionnaire, make sure he/she copied the information from A through K of the first questionnaire to the continuation questionnaire.

NOTE: Make sure the enumerator entered the total number of persons for the household on page 2 of the first questionnaire and each continuation questionnaire.

Illustration 2-13
Enumerator's Entries on HIES-1 FSM - Questionnaire Cover

<p>2005 HOUSEHOLD INCOME AND EXPENDITURES SURVEY (HIES)</p>  <p>FEDERATED STATES OF MICRONESIA (FSM)</p>	A. State: 1. Yap <input type="checkbox"/> 2. Chuuk <input type="checkbox"/> 3. Pohnpei <input type="checkbox"/> 4. Kosrae <input type="checkbox"/>		B. Municipality <input type="text"/> <input type="text"/>		C. ED <input type="text"/> <input type="text"/> <input type="text"/>		D. Villa <input type="text"/> <input type="text"/> <input type="text"/>		
	E. Block <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		F1. Map Spot <input type="text"/> <input type="text"/> <input type="text"/>		F2. Household <input type="text"/> <input type="text"/>		No. <input type="text"/> <input type="text"/>		
	G. Enumerator <input type="text"/> <input type="text"/>								
	H. Address — Location description: <input type="text"/>								
	I. Respondent's name: <input type="text"/>						J. Phone number: <input type="text"/>		
WHO TO INCLUDE AND WHO NOT TO INCLUDE									
<p>The 2005 Household Income and Expenditures Survey of FSM counts each person at his or her "usual residence". The usual residence is the place where the person lives and sleeps most of the time.</p> <p style="text-align: center;">Include</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>☒ Everyone who usually lives here such as family members, house mates and roommates, foster children, roomers, boarders, and live-in employees</p> <p>☒ Persons who are temporarily away on a business trip, on vacation, or in a general hospital</p> <p>☒ College students who stay here while attending college</p> </div> <div style="width: 48%;"> <p>☒ Persons in the Armed Forces who live here, including local reservists temporarily deployed</p> <p>☒ Newborn babies still in the hospital</p> <p>☒ Children in boarding schools below the college level</p> <p>☒ Persons who stay here most of the week while working even if they have a home somewhere else</p> <p>☒ Persons with no other home who were staying here on June 1</p> </div> </div> <p>Do NOT include</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p>● Persons who usually live somewhere else</p> <p>● Persons who are away in an institution such as a prison, mental hospital, or a nursing home</p> </div> <div style="width: 48%;"> <p>● College students who live somewhere else while attending college</p> <p>● Persons in the Armed Forces who live somewhere else</p> <p>● Persons who stay somewhere else most of the week while working</p> </div> </div>									
<p>1a. Please give me the name of each person living here on June 1, 2005, including all persons staying here who have no other home. If EVERYONE is staying here temporarily and usually lives somewhere else, still give me the name of each person. Begin with the household member in whose name the home is owned, being bought, or rented. If there is no such person, start with any adult household member. Print last name, first name, and middle initial for each person.</p>									
1		6							
2		7							
3		8							
4		9							
5		10							
<p>1b. If EVERYONE listed above is staying here only temporarily and usually lives somewhere else, ask Where do these people usually live? Write where they usually live here:</p>									
K. Type of unit: 1. Occupied: Form _____ of _____ 2. Group quarters 3. Vacant: Year round use <input type="checkbox"/> 4. Vacant: Seasonal use <input type="checkbox"/> 5. Vacant: UHE		FOR VACANTS ONLY: L. Vacancy Status: 1. For rent <input type="checkbox"/> 2. For sale only 3. Rent/sold, not occup. 4. Held, occasional use		VACANTS ONLY: M. Months vacant: 1. Less than 1 <input type="checkbox"/> 2. 1 up to 2 3. 2 up to 6 4. 6 up to 12 5. More than 1 yr		N. Population: <input type="text"/> <input type="text"/> O. This house: 1. will be sub <input type="checkbox"/> 2. sub HH		P. Household form status: 1. Completed 2. Last resort 3. On vacation/off-island 4. No longer exists 5. Converted business 6. Refusal <input type="checkbox"/>	
CALLBACK DOCUMENTATION									
1 st visit									
2 nd visit									
3 rd visit									
Remarks									
This survey is conducted under the laws of the FSM. All responses are strictly confidential and will only be released in compiled form.		Hello, my name is (your name) and I am an enumerator for the 2005 Household Income and Expenditures Survey. This is my identification, and here is some information about the survey. The survey should take less than 2 hours. Who is the person who owns or rents this place?			Office Use:		Initial		
					Reviewing				
					Coding				
					Keying				
					Keying Verification				

2D2 CERTIFICATION OF ACCEPTABLE QUESTIONNAIRES & DIARIES (See Illustrations 2-14)

You must certify each set questionnaire and diaries you accept from an enumerator. Enter your certification in the very last page of each household questionnaire and diaries.

[NOTE: Do not initial any questionnaire that is not acceptable.]

Illustration 2-14 **Your Certification for Acceptable Questionnaires**

INTERVIEWER REMINDERS:	
Be sure you have recorded —	Also, be sure you have —
1. Geographic information on the front cover of the questionnaire	4 Completed as many of the questions as possible, including the last resort questions.
2. The respondent's name and the respondent's telephone number (if any) in the appropriate boxes on the front cover.	5 Entered the required information on the address listing page in the address register and on the map.
3. Your signature (name) and the date in the boxes below on this page.	6 Written all entries legibly.
CERTIFICATION — I certify the entries I have made on this questionnaire are true and correct to my knowledge.	
Enumerator's signature:	Date
NOTES:	

2E REVIEWING THE LISTING RECORDS AND REFUSAL RECORD

Enumerators are instructed to make specific entries on the Listing Records (HIES-2 FSM, HIES-3 FSM, HIES-4, and HIES-5 FSM) during enumeration. You must review each page and ensure that the entries are appropriate, correct, and legible. Use the instructions in sections 2F1 through 2F5 to review the listing pages.

2E1 REVIEWING HIES-4 FSM, LIST OF HOUSEHOLDS (See Illustration 2-15)

- a For each acceptable questionnaire, inspect the enumerator's entries on the listing page. Make sure the enumerator's entries are correct and legible; use the Enumeration Instructions, Section 3B - Making Entries on the Listing Page, HIES-4 FSM.
- b Certify that the enumerator's entries are correct and legible for a listing by entering your initials.

Illustration 2-15
Enumerator Entries on HIES-4 FSM

HIES-4 Division of Statistics/Government LIST OF HOUSEHOLDS 2005 Household Income and Expenditure Survey							Enumerator: State: Municipality: ED:				
Village	Block	Map-spot	HH	Householder's Name (Last, First, MI)	Location Description (Example: BRN HSE w/grave in front; OR Rm. 2A on 2nd FLR of Plaza Apartment.)	No. of persons	Week 1 Diary		Week 2 Diary		COMMENTS
							Dropped Off date	Picked Up date	Dropped Off date	Picked Up date	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Mabusi	306	7	1	Peter, Panape	WHT HSE at end of Civic Lane	5	6/4/05	6/13/05	6/12/05	6/20/05	
Mabusi	306	12	1	Joe, Al	Apt 1 in IP Apartment Bldg	4	6/5/05	6/13/05	6/12/05	6/20/05	
Mabusi	306	18	1	Rick, Allan	Apt 1 in IP Apartment Bldg	7	6/5/05	6/13/05	6/12/05	6/20/05	
(13) Page ____ of ____ pages:						Total Households:		Total Population:			

2E2 REVIEWING HIES-10 FSM, REFUSAL RECORD

Refer to the Enumerator Instructions on how to fill Refusal Records. Conduct your review of HIES-10 FSM, Refusal Record as instructed below.

a Items Filled by Enumerator on the Refusal Record (See Illustration 2-16)

* Ensure that the enumerator's entries in the following items are appropriate, complete and legible.

- Item 1. Refusal Identification
- Item 2. Refusal Type
- Item 3. Form Type
- Item 4. Person's Reason(s) for Refusing
- Item 5. Enumerator Identification

- * If you determine that the enumerator's entries are acceptable, give the enumerator his or her copy and take the necessary action (see paragraph b below.)
- * If the enumerator's entries are not acceptable, have the enumerator make any necessary corrections and then give him or her the enumerator's copy of the form.

b Items You Must Fill on the Refusal Record (See Illustration 2-16)

You must complete Section 6 - Supervisor - on the refusal record AFTER you visit the housing unit to resolve the refusal.

- c You must personally visit those respondents who have refused to provide the required information to the enumerator.
- d If necessary, explain that:
- * Information is strictly confidential and will be used for statistical purposes only.
 - Respondent rights are protected by National law.
 - * Information about an individual cannot be used for any kind of investigation by any agency - public or private.
 - * Collected data are used to plan for new schools, transportation systems, water treatment facilities, housing programs, day care centers, job training centers, and so forth within the public and private sectors of our society.
 - * Response to the census or survey is required by law. Do not use this point unless the respondent asks if participation is required by law.
- e When an enumerator is refused access to an apartment building, contact the owner or resident manager and use the appropriate explanation(s) above to obtain cooperation.

Illustration 2-16
HIES-10 FSM, Refusal Record

HIES-10		Division of Statistics/Government of the Federated States of Micronesia	
REFUSAL RECORD 2005 Household Income and Expenditure Survey			
1. REFUSAL IDENTIFICATION		2. REFUSAL TYPE	
a. Geographic IDs: State name/code ED Block Mapspot HH# [<i>Pohnpei</i> / 3] [<i>006</i>] [<i>104</i>] [<i>25</i>] [<i>2</i>]		1 <input type="checkbox"/> Total refusal 2 <input type="checkbox"/> Partial refusal	
b. Occupant's name: SEPE JAMES		3. FORM TYPE	
c. Housing unit location description: <i>WHITE HSE NEXT TO POHNPEI PHARMACY IN POHNRAKIED</i>		1 <input type="checkbox"/> Questionnaire 2 <input type="checkbox"/> Diaries	
d. Telephone number:			
4. PERSON'S REASON FOR REFUSING:			
<i>DOESN'T THINK GOVERNMENT SHOULD MEDDLE IN HER ACTIVITIES</i>			
5. ENUMERATOR IDENTIFICATION			
a. Enumerator's Name:			
b. Signature:		Date:	
6. SUPERVISOR'S ACTION		7. NATIONAL COORDINATOR'S ACTION	
a. 1 <input type="checkbox"/> Refusal converted 2 <input type="checkbox"/> Refusal verified - No further information needed.		a. 1 <input type="checkbox"/> Refusal converted 2 <input type="checkbox"/> Refusal verified-No further information needed.	
b. Signature:	Date:	b. Signature:	Date:
c. Date submitted to State Office <i>JUNE 11, 2005</i>		c. Date submitted to FSM Office	

NOTES: ATTEMPTS BY ENUMERATOR, 1 ATTEMPT FROM SUPERVISOR STILL REFUSED SO REPLACEMENT HOUSEHOLD IS PICKED.

- f You must complete item 6a on the Refusal Record by marking either box 1 or box 2 to record the results of your action.

Box 1 - Refusal converted:

Mark (x) in box 1, if you are able to obtain the necessary information for the housing unit.

Box 2 - Refusal verified - No further information obtained:

- g Enter your signature and the date you complete your activity for the refusal in item 6b.
- h Enter the date you give the refusal record with questionnaire to your supervisor in item 6c.

2F TURNING IN COMPLETED WORK TO YOUR SUPERVISOR

You must transmit enumerators' completed work to the Statistics Branch Office in Pohnpei.

Prepare each enumerator's completed and acceptable work for transmittal as follows:

- 1 Label a separate manila for each enumerator's completed work.
- 2 Organize and certify the work for each enumerator. Refer to the instructions in steps 1 through 3 below.

Step 1: Attach any Refusal Record(s), HIES-10 FSM, to the appropriate questionnaire(s).

Step 2: Conduct a final review of the listing record(s) and ED map that the enumerator turns in as complete.

- a Refer to the final review instructions in section 2C of this manual.
- b If you determine that the Listing Record is satisfactory, do the following:
 - * On the Listing Record, HIES-3 FSM complete Section 4. Supervisor - column (3): Final Field Review (see Illustration 2-13).
 - * On your HIES-17 FSM, Supervisor Record of Assignments, enter "X" next to the assignment number in item 6(b); Assignment record (see Illustration 2-17).
 - * Include the satisfactory register with enumerator's work transmittal.

Step 3: Insert the completed forms in the manila envelope and verify that you have labeled the envelope correctly for the enumerator's work transmittal.

Pack all the transmittal envelopes containing the following: the questionnaires and diaries, the corresponding listing records with maps and submit them to the Statistics Branch Office in your state.

Illustration 2-17
Information Required for Completed Assignment
on Form HIES-17 FSM, Supervisor Record of Assignments

HIES-17 FSM Division of Statistics/Government of the Federated States of Micronesia SUPERVISORS RECORD OF ASSIGNMENT 2005 Household Income and Expenditure Survey		1. State: <u>POHNPEI</u> Municipality: <u>KOLONIA</u> 2. Supervisor: <u>MERCY MARIANO</u> 3. CLD number: _____ 4. Number of Enumerators: <u>4</u> 5. Remarks - _____				
6. ENUMERATION IDENTIFICATION					7. 1 st REVIEW AND DATES	8. ON-THE-JOB TRAINING
Name (a)	EDs (b)	Village (c)	Block (d)	Telephone No. (e)	First review and dates (f)	On-the-Job Training (g)
MARIA MENLAU	23 X	POHNRAKIED	101	444-1235	6/09/05	
JOANA JOHN	32	OHMINE	104	444-5555	6/09/05	
ALMA JOHNNY TINA SUE	38	MABUSI	202	444-8877 444-6537	6/08/05	

Each time you accept an ED Assignment as complete, place an "X" next to the ED number.

CHAPTER 3. OTHER SUPERVISORY ACTIVITIES

This chapter contains instructions for additional activities that you must perform as a supervisor. It also contains a list of management techniques and hints that will help you supervise your crew of enumerators and bring the survey list/enumerate operation to a successful conclusion.

3A LIST OF OTHER SUPERVISORY ACTIVITIES

The following activities are included in this chapter:

- 1 Reporting progress.
- 2 Reviewing enumerator's entries on HIES-3, Daily Pay Record.
- 3 Recording each enumerator's production on Form HIES-17, Supervisor Record of Progress and Production.
- 4 Contract process.
- 5 Releasing enumerators.
- 7 Communicating effectively with your staff.
- 8 Managing your time wisely.
- 9 Helpful hints for being an effective supervisor.
- 10 What to do when an enumerator fails to show up for an appointment.
- 11 Field problems.

3B REPORTING PROGRESS

Each time you meet an enumerator, you must do the following:

- 1 Review the enumerator's work for accuracy, legibility, and completeness.
- 2 Collect all completed and acceptable work.
- 3 Record the enumerator's progress on the Supervisor Record of Progress and Production, Form HIES-18.

3C RECORDING EACH ENUMERATOR'S PRODUCTION ON FORM HIES-18, SUPERVISOR RECORD OF PROGRESS AND PRODUCTION

You will fill a Form HIES-18 for every week of enumeration. You must use the form to keep a daily and weekly record of each enumerator's production. Refer to the following instructions.

Item 1: Print the State.

Item 2: Print your (supervisor) name.

Item 3: Enter municipality name as your district number.

Item 4: Enter the number of enumerators assigned for your area.

Item 5: Add comments or remarks, if any.

Item 6: Enter the date for each day that you record production for the enumerators shown in Item 8.

Item 7: Print the name of each of your enumerators in a separate box, then daily record the total number of questionnaires completed, hours, and production rates for each enumerator as follows (see illustration **3-1**):

- * Column (7a): Hours - Enter the number of hours the enumerator worked that day.
- * Column (7b): Questionnaires Completed - Enter the number of questionnaires that you accept as complete and correct.
- * Column (7c): Forms completed to date - enter cumulative total set of questionnaires and diaries to date.

Illustration 3-1
**Recording Enumerator's Production on Form HIES-18 FSM,
 Supervisor Record of Progress and Production**

HIES-18 FSM Division of Statistics/Government of the Federated States of Micronesia SUPERVISORS RECORD OF PROGRESS AND PRODUCTION 2005 Household Income and Expenditure Survey		1. State: _____ Municipality: _____	
		2. Supervisor: _____	3. CLD number: _____
		4. Number of Enumerators: _____	
5. Remarks: _____			

6. Day/date	7. Enumerator Name	7. Enumerator Name	7. Enumerator Name	7. Enumerator Name	7. Enumerator Name	7. Enumerator Name
	ED: [] Block: [] Mapspot: [] H/H# []	ED: [] Block: [] Mapspot: [] H/H# []	ED: [] Block: [] Mapspot: [] H/H# []	ED: [] Block: [] Mapspot: [] H/H# []	ED: [] Block: [] Mapspot: [] H/H# []	ED: [] Block: [] Mapspot: [] H/H# []
	Hours: [] Forms Completed Today: []	Hours: [] Forms Completed Today: []	Hours: [] Forms Completed Today: []	Hours: [] Forms Completed Today: []	Hours: [] Forms Completed Today: []	Hours: [] Forms Completed Today: []
MONDAY .../.../05						
TUESDAY .../.../05						
WEDNESDAY .../.../05						
THURSDAY .../.../05						
FRIDAY .../.../05						
SATURDAY .../.../05						
SUNDAY .../.../05						

3D1 EXPECTED PRODUCTION

Each day an enumerator is expected to complete at least 1 questionnaire and have scheduled visit with at least 2 houses to review their diaries. An enumerator must try and complete as much questionnaires as possible so he/she can assist the households with their diaries.

3C2 MEETING WITH ENUMERATORS TO DISCUSS LOW PRODUCTION

Meet with the enumerator and determine any problem(s) that may be causing low production. Gather only the pertinent facts that identify the problem(s).

3C3 FACTORS THAT MAY CAUSE LOW PRODUCTION

Consider the following factors as cause for low production before giving specific directions for improvement:

- a The enumerator has a difficult area to cover.
- b The enumerator is not working the expected number of hours each week, or is working non-productive hours.
- c The enumerator is not organizing his or her materials efficiently.
- d The enumerator is wasting time by running errands or making repeated trips from home to the assignment area and back.

- e The enumerator is wasting time on the job by visiting or asking needless questions.
- f The enumerator may be skipping from one side of an assignment area to another.

3C4 STRATEGIES FOR INCREASING ENUMERATOR PRODUCTION

Select the most appropriate strategy(ies) described in a through d below to increase the enumerator's production.

- a Retrain the enumerator on any parts of the job that are not understood. Review enumerator's instructions, as necessary, with the enumerator.
- b Remind the enumerator of the hours that he or she agreed to work. Suggest more productive times to work, late afternoon, early evening and weekends.
- c Demonstrate how the enumerator can better organize his or her materials to use them more efficiently.
- d Tell the enumerator to stay in the assignment area and avoid trips back and forth to his or her home.

3D RELEASING ENUMERATORS

The guidelines and instructions in paragraphs 3F1 and 3F2 must be used to release an enumerator.

3D1 REASONS FOR RELEASING ENUMERATORS

- a When the results of an on-going review indicate that the enumerator is still unable to perform the job correctly, recommend that he or she be released.
- b If an enumerator cannot meet production or quality standards after having two workdays to improve, recommend that he or she be released.
- c If the enumerator does not keep his or her appointment with you, he or she will be released.
- d If an enumerator completes his or her work and there are no other assignments.

3D2 MATERIALS YOU MUST COLLECT

- a Each time your recommendation is granted for an enumerator to be released, you must collect all survey materials including the ID badge, and all other documents.
- b Document the reason for the release on a separate sheet of paper and give it to your supervisor immediately.

3E COMMUNICATING EFFECTIVELY WITH YOUR STAFF

- 1 Listen carefully to what your staff has to say about their progress, problems, and so forth.
- 2 Respond quickly to questions from your staff. If you do not know the answer to a question, do not bluff. Look for the answer in the enumerator instructions. If you cannot find the answer, ask your supervisor for assistance. Be sure to get the answer to the enumerators.

- 3 Point out mistakes in a constructive and diplomatic manner.
- 4 Offer suggestions for avoiding the same mistake(s) in the future.
- 5 Praise enumerators for a job well done.

3F MANAGING YOUR TIME WISELY

- 1 Review the job activities you need to do each day and set priorities for them.
- 2 Do not make unnecessary trips to the field. Try to accomplish several job tasks during a single trip.
- 3 Establish times when your staff can telephone or visit you for assistance. Inform your staff of these times.
- 4 Assign a specific time each day to collect HIES-20 FSM transmittals from your staff. Inform them of the appropriate time to meet you in the field to pick up their 20's and collect their work.

3G HELPFUL HINTS FOR BEING AN EFFECTIVE SUPERVISOR

- 1 Lead by example.
- 2 Plan your workday.
- 3 Show no favoritism.
- 4 Be honest and objective.
- 5 Tell the enumerators what is expected of them.
- 6 Do not put off making decisions.
- 7 Be accessible to your enumerators.
- 8 Offer constructive criticism in a diplomatic manner.
- 9 Keep written notes of each enumerator's questions in order to obtain accurate information.
- 10 Ask probing questions of enumerators to obtain accurate information.
- 11 Visit each of your staff in the field to review progress on a regular basis.
- 12 Give your enumerators specific instructions, and verify that they understand what you are requesting.
- 13 Deal with each enumerator on an individual basis. Be careful when you evaluate an enumerator's job performance. Keep in mind the difficulty of the assignment area.
- 14 Stay in control of all meetings with your enumerators.
- 15 Be ready to lend assistance to an enumerator who requires help.

- 16 Maintain daily communication with your supervisor.
- 17 When necessary, release enumerators in a professional and tactful manner.

3H WHAT TO DO WHEN AN ENUMERATOR FAILS TO SHOW UP FOR AN APPOINTMENT

- 1 The first time an enumerator does not show up, give the enumerator a warning. The warning should include the importance of meeting with you daily. You also must state that if it happens again, he/she will be released from his or her responsibilities and his/her pay will be held until all the enumeration materials are returned.
- 2 The second time the enumerator does not show up for an appointment, recommend release of the enumerator, and assign the remaining portion of the enumerator's work to another enumerator.

3I FIELD PROBLEMS

3I1 LANGUAGE PROBLEMS

Enumerators must notify the supervisor if they encounter language problems that cannot be resolved by an interpreter within the household.

When an enumerator reports a language problem, do the following:

- * Reassign the case to the appropriate language enumerator, if one is available.
- * Notify your Coordinator if you encounter widespread language problems, and you do not have enumerators on your crew who speak the language.

APPENDIX A DEFINITIONS OF SURVEY TERMS

This appendix contains definitions of survey terms. The terms are listed in alphabetical order.

ASTERISK (*) (ALSO SEE FISHHOOK)

A symbol following a block number on census maps to show that the block number is repeated elsewhere in the block or that the block is partially shown on an adjacent map sheet or on an inset map.

BLOCK (SURVEY BLOCK)

A geographic area bounded on all sides by visible features such as streets or creeks, or by invisible features such as a political boundary or property line.

BLOCK NUMBER

A three-digit number that identifies a specific survey block on census maps and forms. For tabulation geography, a block number may include an alphabetic suffix.

BOUNDARY

A visible or invisible feature such as a road, stream, political limit or property line, that outlines an area of land (for example, a block, or ED).

CALLBACK

A return visit to a household to get survey information.

CANVASSING

Systematically traveling all streets, roads, paths, etc., of each block in an assignment area to identify every place where people live or could live.

RECORD OF REVIEWS, HIES-2 FSM

The inside cover is used to record the results of the first review and final review.

CONFIDENTIALITY

A guarantee that the information individuals provide to the sworn survey employee and the Census Office will not be revealed to others.

CONTINUATION QUESTIONNAIRE

A questionnaire used to supplement the original questionnaire for a household which has more than seven persons.

DAILY PROGRESS FORM, HIES-3 FSM

The daily progress record is used to record the ED number, progress, and the enumerator and supervisor names.

DIRECT ACCESS

An entrance to a living quarters directly from the outside of the building or through a common hall (as in an apartment building).

ED MAP

A map that shows the boundaries and number of every survey block within an assigned area.

ED NUMBER

The 3-digit number that identifies a specific ENUMERATION DISTRICT (ED) on census maps and forms.

ENUMERATION

Interviewing persons to get survey information and recording the information on survey forms.

ENUMERATION DISTRICT (ED)

A geographic area established by the Census Office for data collection purposes, usually consisting of several neighboring census or survey blocks. An ED usually represents the average workload for one enumerator during enumeration.

ENUMERATOR'S ASSIGNMENTS, HIES-5 FSM

The pages already contain the list and location of all selected households to be enumerated in the assignment area for the enumerator. The enumerator identifies the households to be enumerated using this list and may update these pages during field orientation trip at training.

ENUMERATOR INSTRUCTIONS HIES-13 FSM

The enumerator instructions contain information the enumerator needs to do his/her job.

ENUMERATOR IDENTIFICATION NUMBER

The enumerator's nine-digit Social Security number that serves to identify the enumerator's work assignments and pay records in the State Office.

FISHHOOK (Z) (ALSO SEE ASTERISK)

A symbol used on census maps to show that the area on both sides of a map feature (creek, wash, brook, trail, etc.) belong to the same block.

HOUSEHOLDER

The member of a household who owns or rents the living quarters or if there is no such person, any household member who is at least 15 years of age.

HOUSING, INDIVIDUAL, & EXPENDITURE QUESTIONS, FORM HIES-1

The questionnaire containing housing, individual, and annual expenditure questions.

HOUSING UNIT

A house, apartment, group of rooms, or single room that is occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. (See SEPARATE LIVING QUARTERS.)

LEGAL RESIDENCE

A place (municipality) where a person is registered to vote. Ages less than 18 years is determined by the parents.

LIST OF HOUSEHOLDS, HIES-4 FSM

These pages are used by the enumerator to record information for all housing units in an ED. The name of the occupant, address or physical location description, geographic information, and completion of agriculture questionnaire where appropriate, etc., are to be listed on the pages. The households to be recorded on these pages should be transferred from the Enumerator Assignment sheet (HIES-5). It may also be updated should if needed.

LISTINGS (See BASIC ADDRESS and LOCATION DESCRIPTION)

LISTING RECORD

A book used to record the addresses of all known living quarters in an address register area (ARA) or Enumeration District (ED). Each Address Register contains the following:

LIVING QUARTERS (See GROUP QUARTERS, HOUSING UNIT, SEPARATE LIVING QUARTERS, and SPECIAL PLACE.)

Any place where people live or could live. There are two major types of living quarters: housing units, and group quarters at special places.

LOCATION DESCRIPTION

A description of the physical location of a living quarters that tells anyone unfamiliar with the assignment area how to find the living quarters. Location descriptions will, in some areas, be the principal means by which living quarters can be located by another survey worker.

MAIN ENTRANCE

The entrance for which the address of the building is given. If the building has no address, the main entrance is the entrance most frequently used by visitors and persons other than trades-persons and servants.

MAP DIRECTIONAL ARROW

A set of arrows printed on each census map to indicate compass directions north, south, east, and west.

MAP SCALE

A scale on a map showing the relationship between a distance on the map and the actual distance on the ground. The map scale is helpful for locating invisible boundaries, drawing in new streets, writing location descriptions, etc.

MAP SKETCH SHEET

A sheet used to sketch an enlargement of an area on a map, to allow more room to map spot living quarters.

MAP SPOT

A dot on a census map used to show the location of one or more living quarters or a special place. (Also see MAP SPOT NUMBER.)

MAP SPOT NUMBER

A number assigned by an enumerator to each living quarters and special place in the assignment area, and entered next to the corresponding map spot on the census map. (Also see MAP SPOT.) The map spot number is unique within a census block.

MOBILE HOME PARK/TRAILER COURT/TRAILER PARK

A group of five or more mobile homes and/or mobile home sites occupied or intended for occupancy at one general location.

MULTI-UNIT BUILDING

A building that contains more than one housing unit.

NOTICE OF CONFIDENTIALITY, HIES-7 FSM

Enumerators may give this form to respondents. It explains respondents' rights and responsibilities concerning the survey.

OPEN TO THE ELEMENTS

An unoccupied living quarters for which the roof, walls, windows, and/or doors no longer protect the interior from wind, rain, or entry by unauthorized persons. Some indications are: windows are broken and/or doors are either missing or swinging open, parts of the roof and walls are missing or destroyed, parts of the building have been blown or washed away, and/or part of the building is collapsed or missing.

QUESTIONNAIRE REFERENCE BOOK (QRB), HIES-12 FSM

A manual containing detailed instructions for completing each question on the questionnaire and diary, and giving the purpose and use of each questionnaire.

The QDRB also contains answers to the most frequently asked questions about the survey, a table of residence rules, the Census Act, etc.

QUESTIONNAIRES

The forms on which respondents' answers to survey questions are recorded.

RESPONDENT

The person supplying survey information about a living quarters and/or its occupants.

SEASONAL/RECREATIONAL/OCCASIONAL USE

A housing unit held for occupancy only during certain seasons of the year, such as:

- * Beach cottages and hunting cabins
- * Units for weekend or other occasional use
- * Units held for herders, fish packers and other workers not employed in farm work

SELECTED HOUSEHOLD

A household selected by random sampling from all the households included in the 1994 FSM Population Census.

SEPARATE LIVING QUARTERS

Separate living quarters are those in which:

- a) The occupant(s) lives and eats separately from other person(s) in the building, and
- b) The occupant(s) has direct access from the outside of the building or through a common hall (as in an apartment building).

STATE OFFICE (SO)

The office responsible for the collection of survey data for a specified State.

STREET SEGMENT

A portion of one side of a street or road between two intersecting features on a census map. The features may be other streets or roads, bodies of water, legal boundaries etc.

SUPERVISOR MAPS

A collection of ED maps, county locator maps, and street indexes that are included in a supervisor district.

TRAILER SITE

A site in a mobile home park or trailer court, either unoccupied or occupied.

TRANSIENT GUEST

A person staying in a campground site, but who has a usual home elsewhere. If selected, apply the replacement procedure.

TRANSIENT TRAILER

A travel trailer (such as a camper, motor home, van, etc.) used for recreation, vacations, or other occasional trips. If a travel trailer is the usual home of its occupants, it is a housing unit.

UNUSUAL LIVING QUARTERS

Any unusual place in which people live, such as old buses, houseboats, lean-to's, caves, etc.

USUAL HOME

The place a person regards as his/her home; that place where he/she usually sleeps. Most persons will know what to consider as their usual home. However, in seasonal areas, if a person states that he/she uses two homes, the person's usual home is that home where he/she spends the majority of the year (that is, at least six months plus one day).

USUAL HOME ELSEWHERE (UHE)

The phrase which describes a person or family residing, on Survey Day, somewhere other than at their usual place of residence; for example, a person on vacation and staying at a motel.

USUAL RESIDENCE

A place (municipality) where a person usually resides.

VACANT HOUSING UNIT

Any housing unit that is not occupied at the time of enumeration.

A unit from which the occupants are only temporarily absent is not considered vacant.

VACANT -- UHE (USUAL HOME ELSEWHERE)

A housing unit that is temporarily occupied by a person or persons, all of whom have a usual home elsewhere.