2005

HOUSEHOLD INCOME

AND EXPENDITURES SURVEY

OFFICE OPERATIONS MANUAL

Federated States of Micronesia
August 2, 2012

2005 Household Income and Expenditures Survey

GENERAL OFFICE PROCEDURES

1.   Introduction

1.1   Who should read this manual

This manual is for staff working in the office on the 2005 Household Income and Expenditures Survey. The main purpose of the manual is to help office workers understand their various tasks during the survey. The manual serves as a basic training document in the classroom and in the office.

All persons who are involved in this survey should study the manual carefully to fully understand the survey procedures. The success of the survey depends on everyone working on the survey, both during the training and in the office.

1.2   Survey Objectives

The major objectives of the survey are:

a)   to provide weights for a new Consumer Price Index for the Federated States of Micronesia, based on the pattern of expenditures by household;
b)   to provide data on the distribution of income and expenditures throughout the country; and
c)   to provide data to examine aspects of national accounts, particularly regarding income from home production activities and the consumption of goods and food produced at home.

The information collected in the survey is needed to plan for the needs of the population. The government uses the survey figures to allocate funds for public services in a wide variety of areas, such as education, housing, and job training. The figures also are used by private businesses, academic institutions, local organizations, and the public in general to understand who we are and what our situation is, in order to prepare better for our future needs.

1.3   Scope and Coverage

The 2005 Household Income and Expenditures Survey is being carried out throughout the Federated States of Micronesia and is collecting information on the demographic, social, economic, housing and expenditures characteristics of the total population of the Federated States of Micronesia. Although the survey included all counties of the Federated States of Micronesia, limitations of time and project funding made it impossible to contact every household in the country. In place of contacting all households, the survey collected information on the demographic, social, and economic characteristics (including income) from *every tenth household* in the country – about 1,500 households. The project also will collect daily expenditures' information from households in the survey.

1.4   Confidentiality

All information collected in this survey is confidential. You are not permitted to pass on to anyone else any information you process in the course of this survey. Do not discuss any of the information with anyone else unless they are sworn members of the survey task force, and only when you are trying to get answers to specific questions about the survey. Before you begin working on this survey, you will be sworn in before an appropriate American Samoa authority. Once sworn, you must not disclose any matter that comes to your

knowledge while you are employed on this survey. Also, even after all the survey work is done you are not at liberty to discuss any confidential matter any form.

2.   ORGANIZATION

2.1   Office workers. The Statistics Division, Department of Economic Affairs, FSM, is responsible for the recruitment, training, and supervision of office workers for 2005 Household Income and Expenditures Survey.

2.2   Duties of Office Workers

Office workers will be responsible for:

(1)   checking the listing, interviewer contact, household, individual, and search forms as they come in, following the checking procedures in this manual.

(2)   coding the forms, using code sheets, and the dictionary codes: and,

(3)   keying the forms using the information in this manual.

3.   MATCHING, RECONCILIATION, AND MERGE

3.1   CHECKING THE GEOGRAPHY

3.1.1   ADDRESS REGISTER COVER (FSM05-2):

The geography information in the IDENTIFICATION box (Box 1) on the front cover of the Address Register cover is very important.

CODERS: YOU MUST CODE THE ITEMS NOT ALREADY CODED. Office supervisors will provide a listing of the full geography for the selected housing units. CAREFULLY code the values for the geographic variables. The variables are:

State – 1 digit
Municipality – 2 digits
ED – 3 digits
Village – 2 digits
Block – 3 digits (unless the block was split, then it will be 4 digits)
Map spot – 3 digits
Household number – 2 digits

Double check to make sure you have recorded the information completely and accurately.

These same values must also be coded:
   1. On each line of the address listing page, and
   2. On each questionnaire connected to that address register.

CHECKERS: Remember to Check for accuracy. Office Supervisors will provide a listing of the full geography for the checking what the coders coded for selected housing units. CAREFULLY check what was coded for the values for the geographic variables. The variables you will be checking are:

State
Municipality
ED

Village
Block
Map spot
Household number

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<td colspan="4" rowspan="2">HIES-5
Division of Statistics/Government of the Federated States of Micronesia

ENUMERATOR'S ASSIGNMENT LIST

2005 Household Income and Expenditure Survey</td>
<td colspan="4">a. Enumerator's Name:</td>
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<tr>
<td>b. State:</td>
<td>c. Muni:</td>
<td colspan="2">d. ED:</td>
</tr>
<tr>
<td>Village
(1)</td>
<td>Block
(2)</td>
<td>MS
(3)</td>
<td>HH
(4)</td>
<td>Householder Name
(5)</td>
<td>Location Description
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<td>No. of persons
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<td>COMMENTS
(8)</td>
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<td colspan="8">Page ___ of ___ pages</td>
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3.1.2   ADDRESS REGISTER LISTING PAGE:

CODERS: On the Address Register Listing Page, the same information also appears, must also be coded here. The codes should be exactly the same codes as found on the address register cover and on each questionnaire for the various geographic levels. Again the information will be in the columns as follows:

State
Municipality
ED
Village
Block
Map spot
Household number

Note that only the map spot numbers change within the village – all of the other information will be the same. But, when the enumerator moved to the next village, the other information may also change. Carefully record the information as it appears on the listing pages.

CHECKERS: Check to make sure the information is recorded completely and accurately. Also, make sure that the information here is the same as what is on the front of the Address Register and on the questionnaires.

3.1.3   REGULAR QUESTIONNAIRE

2005 HOUSEHOLD INCOME AND EXPENDITURES SURVEY (HIES) FEDERATED STATES OF **MICRONESIA (FSM)**	A. State: 1.Yap 2. Chuuk 3. Pohnpei 4. Kosrae	B. Municipality	C. ED	D. Village
	E. Block	F1. Map Spot		F2. Household No.
	G. Enumerator			
	H. Address — Location description:			
	I. Respondent's name:		J. Phone number:	

CODERS AND CHECKERS: The geography line in the For Survey Use box on the Questionnaire repeats the information from the Address Register. It is very important that we have a direct correspondence. For the Geography line, the geography information is in these boxes:

A.   Island [May be left blank]
B.   Municipality – same as on the address register cover and on the address listing page
C.   ED
D.   Village
E.   Block
F.   Map spot (F1)
G.   Household Number (F2)

CODERS: It is important that we have a direct match between the selected housing units on the Listing Page and on the Questionnaire. Match each house, house by house, and when the match is made, make a check mark using a RED pen on the LISTING PAGE NEXT TO THE UNIT, to show that the match has been made. The enumerator must explain any discrepancies between the two lists.

CHECKERS: Make sure there is a one to one correspondence between what is on the listing page and on the questionnaire, and that the coder has put a red mark showing the correspondence.

CONTINUATION QUESTIONNAIRE. If the household has more than 10 persons — that is, more than 10 people are listed for question 1a on the front cover — then a second questionnaire should have been filled. The Geography information on the second form MUST be EXACTLY the same as information on the first form, and must agree with the information on the other forms.

CODERS: Code the same information recorded on the first form on all continuation forms. The same information should be on all forms.

3.1.4   DAILY DIARY

On the front of the daily diary cover, find the same geography as for the address register cover, the address listing page, and the regular questionnaire. Check to make sure that the same information is present on the daily diary cover. It is not present, code the information from the contact sheets. Double check to make sure that the information has been entered correctly because this is the only way we can link the regular questionnaires and the

daily diaries later on.

DAILY EXPENDITURES DIARY - WEEK 1

A. State:	B. Municipality:		C.Village:
D. ED:	E. Block:	F. Map Spot:	G. Household No.:

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3.2   ADDRESS REGISTER

3.2.1   Listing Pages. On the Address Register listing pages, several items must be calculated, and other items must be checked.

"Page _____ of _____".

In the box in the lower left hand corner, the enumerator was supposed to number the pages. The sequence should be maintained:

1.   First check to be sure that the total number of listing sheets is consistent with the "of" feature: that is, in the second blank, the enumerator should write the total number of listing pages in each case.

2.   Then, the first blank should have consecutive numbers, starting with 1. If there are three pages, then, the pages should read: Page 1 of 3, Page 2 of 3, and Page 3 of 3.

3.   If the enumerator has mislabeled these, simply correct the numbering.

OFFICE USE ONLY box.

In the "Office Use Only" box of each Listing Page (FSM05-3), use a calculator to determine:

The Household Population by adding the entries in column for population for each listing page, and putting the total in box on the lower right hand side of the page.

3.2.3   Address Register Cover (FSM05-2)

Box 5. Office Use Only - Address Register Totals is on the front of the Address Register. You need to fill these boxes next:

Population.

Add up the population totals at the bottom of each Address Listing Page (in box in lower right hand corner — Household population), and put the sum in the box on the Address Register Cover. Put the sum in the population box on the front cover.

5. OFFICE USE ONLY ☐ LISTING RECORD TOTALS	Population:	Households:	Diaries:

3.3   Matching and reconciliation box on the Address Register Cover

Check to make sure that the information summarized on the front cover matches the sum of the information on the individual listing pages. If you find discrepancies, see your supervisor about whether the enumerator needs to be contacted about follow up.

When you have finished the matching and reconciliation operation, write the date and your initials on the front cover of the Address Register Cover in the boxes in item 4 — Crew Leader and Office Use.

FSM05-2 **ADDRESS REGISTER** **2005 FSM Household Income and Expenditures Survey**							
4. CREW LEADER AND OFFICE USE ONLY							
	First Field Review	Final Field Review	Matching & reconciliation	Check-in & merge	Edit	Coding	Keying
a. Date	6/4	6/7					
b. Initials	jha	jha					

3.4   Check-in and Merge Operation

3.4.1   Introduction. The merge operation is designed to ensure that after check in operations, a questionnaire is on file for every listing in the Address Register, that there is one and only one questionnaire for each listing, with the exception of continuation questionnaires, and that the entry in the Address Register for number of persons is consistent with information on the questionnaire.

3.4.2   Serialization. The first step in Merge is to serialize the questionnaires in ascending order.

Put the questionnaires in map spot order. If the map spots are in order, the rest of the geography will also be in order.

DUPLICATE QUESTIONNAIRES: If any map spots are duplicated, try to determine which of the two questionnaires looks more likely for the series. You can use the address listing page to see which householder is supposed to be on the questionnaire. If the questionnaires are exactly the same, write DUPLICATE on one of them, and put it aside where if can be destroyed later. If the second duplicate is different from the first, put it aside and wait to see if it appears as a "missing questionnaire". See below.

MISSING QUESTIONNAIRES: If any map spots are missing, it is possible that a questionnaire was mislabled. Look for any cases where the duplicates occur – that is, two questionnaires with the same map spot – and then determine which one should have been numbered something else. It is possible that one of the two is the missing questionnaire.

Check to see if the housing unit was a refusal. Usually, when this occurs, the enumerator should be called in and then sent back to the housing unit to obtain the last resort information, and maintain the sequence.

If the unit does not appear as a duplicate or a refusal, then either the supervisor or enumerator for the map spot must be contacted to find out whether a questionnaire did, in fact, come in. If the questionnaire was checked in, then the search must continue for the questionnaire, if it did not come in, then an enumerator must be sent to collect the information, and, then after check in, serialization will occur.

3.4.3   Record of Check-In/Merge

You will receive a set of questionnaires to put in order – a work unit. If your work unit contains problems, as noted above, then note these problems, and report this information to your supervisor. If your work unit does not have any missing or duplicate questionnaires, you will not have to do anything more. If there are any problems with the work unit, instructions for completing the information are included below.

3.4.4   Map Spot and Household Number Match.

Check to make sure that you have at least one questionnaire for every listing in the Address Register. Compare the map spot number in Item F of the "For Survey Use" section on the front cover of the questionnaire with the map spot number in the column as a line on the Address Listing Page. If you do not find any questionnaires with the same map spot number as a line on the pages, note this on the form, and report this to your supervisor for follow up.

3.4.5   Person Number Match.

Compare the number of persons entered on the front cover of the questionnaire with the number recorded on the Address Listing Page for this map spot. If they are not the same, correct the entry on the Address Listing Page to match the number of persons you have counted. If you are missing a continuation questionnaire, assume the larger of the two entries is correct and change the other to match it. If the number in column on the listing page 11 people or more, you must have at least one continuation questionnaire.

3.4.6   Duplicate Questionnaires.

If there is more than one Questionnaire (other than continuation questionnaires) with the same map spot number, check the questionnaires to determine if one of the questionnaires is a duplicate.

Check the names on the two questionnaires. If all the names are the same on the two questionnaires, Print "Duplicate" on the front cover of the front of one of the questionnaires and put it in the plastic bag labeled "Duplicate Questionnaires". If one of the questionnaires has only partial information and the other is filled completely, make the partially filled questionnaire the "Duplicate" questionnaire.

If the names are not the same on the questionnaires, scan the Listing Pages of the Address Register to see if another line has one of the names, and all the other information on the questionnaire matches. You can correct the map spot numbers on the questionnaire.

If the map spot number is for a questionnaire you have listed as "Missing" or "Missing Continuation", record the information that you have found the questionnaire with your supervisor.

If you do not find a listing in the Address Register for the occupant listed as the first person on the questionnaire, or if no one is listed as person 1, record the information on a form supplied by your supervisor and hand the questionnaire to him or her.

3.4.7   Address Register Cover. After check-in and merge operations, write the date the operation is completed in the box for this operation on the Address Register Cover, and initial in the box for initialing:

FSM05-2   **ADDRESS REGISTER**
2005 FSM Household Income and Expenditures Survey

4. CREW LEADER AND OFFICE USE ONLY

	First Field Review	Final Field Review	Matching & reconciliation	Check-in & merge	Edit	Coding	Keying
a. Date	9/17	9/20					
b. Initials	jha	Jha					

4.   OFFICE EDIT

The objective of the editing phase of the survey is to ensure that the information filled in by the enumerator is legible and appropriate. It is the responsibility of the editor to correct any wrong entries *but only* according to the editing instructions in the following pages.

The editing procedure also entails checking for entries' consistency. For instance, in Population Question 3, if a person's sex is not entered you may have to check against person's name and fertility. If it is a woman's name or if there is a value assigned to fertility, mark box 2 (female). Otherwise, leave the item alone. In doubtful cases, always consult your supervisor for assistance.

Note the following while editing:

- Use a *blue* pencil when editing.

- "No edit" or "NONE" means it is not necessary to make any editing. That is, do not mark or line through an answer box.

- If an item should be **skipped,** do <u>NOT</u> make any entry.

- Do **NOT** erase any information when making corrections, but draw a line through the entry to indicate wrong entry, and then put complete entry in appropriate place.

- Check against EACH questionnaire entries for the following:

    1. Make sure entries are legible.

    2. Make sure data are entered appropriately in boxes.

    3. Make sure there is no missing information.

    4. Make sure there is no double entry on one question.

- If you are not sure of what to do in any case, **ALWAYS** consult your office supervisor.

Your supervisor will assign you a certain number of questionnaires to edit. From then on you are responsible for their safety. All you do is simply make sure that response checked or entered by the enumerator during the enumeration phase is done correctly and appropriately, then fill out the control forms. So sit back, relax, and enjoy your editing experience.

4.1   Listed People and Person Pages

Make sure that the number of people's names on the cover page is equal to the number of people listed on the Person Pages.

If the household has ten people or fewer, then all of the people will be enumerated on one form. If the household has 11 to 20 people, then TWO questionnaires are needed, and person 11 should be enumerated on Person Page 01 of the second form, person 12 on Person Page 02 of the second form, and so forth. If there is a discrepancy between the listing on the front cover of the first questionnaire and the ORDER of the persons listed on the person pages, see your supervisor about what to do. Sometimes we will change the order on the front cover of the questionnaire, but usually we will do nothing, because it doesn't make any difference to the computer.

HOWEVER, if someone is LISTED on the front cover, and does not have Person Page information, THEN we have a problem. Everyone who is listed on the front cover should have person pages. First check with a supervisor to see whether the enumerator has left notes about the situation some place; if not, the enumerator may have to be contacted to make certain no information has been lost.

The listing on the front of the questionnaire will look like this (note that person 1 is emphasized).

1a.	**Please give me the name of each person living here on June 1, including all persons staying here who have no other home. If EVERYONE is staying here temporarily and usually lives somewhere else, 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.*	
1		6
2		7
3		8
4		9
5		10

The same name should appear as person 1 on the person pages:

2005 FSM Household Income and Expenditures Survey	
1a. *Name (from list, page 1)*	
1b *Person Number (from list, page 1)* **01**	2. **Is...male or female?** 1. Male 2. Female

Similarly, person 2 in the listing on the front cover should be the second person enumerated, person 3 on the front cover should be the third person enumerated, and so forth.

4.2   Person's Form.

4.2.1   General rules.

Persons 0 to 4 years old should only have responses for items 1 to 11a.

Persons 5 to 14 years old should only have responses for items 1 to 11c.

Persons 15 and older should have responses for all items on the person pages (although the skip patterns must be followed).

4.2.2   Sex   Make sure that the code for SEX is written in. If not, try to determine the Sex from the name, and record either 1 for Male or 2 for Female. If you still can't fill in the sex, try to contact the enumerator to determine the sex.

4.2.4   Ethnic Origin   If Ethnic origin is BLANK, leave it blank.

4.2.4   Race   If Race is BLANK, leave it blank.

4.2.5   Date of birth and age   If both birth date and age are blank, you must contact the enumerator to try to obtain this information, at least an estimate of the age. If either birth date or age is filled in, leave the items

as they are, the computer will generate the other piece of information.

4.2.7	Birthplace	Make sure the response is legible.

4.2.9 Educational Attainment If the person is less than 4, item 12 should have been "No" (code 1) should be written unless the entry for highest grade/level is "pre-kindergarten", and none of the rest of the entries should be filled. Educational Attainment and Age should be reasonably consistent.

4.2.11b Residence 5 years ago Make sure response is legible.

4.2.13 Fertility All females 15 years and over should have information on children born, surviving, and date birth of last child (if any child was ever born). If these data are missing, but the female is still young, we will assume that she hasn't had any children, but leave the items blank. If she is older than 15, we need the information, so try to contact the enumerator about getting the information.

4.2.14 Work last week Carefully check the skip patterns:

If 1 is written, then items 15, 16, 21-23, 24-27 should be filled.

If 2 is written, then items 15-17, 21-23, 24 to 27 should be filled.

If 3 is written, then items 17, 18, 19a, (19b), 20, (21-23 if item 20 is 2000 or later), and 24a, 25, 26 should be filled.

If 4 is written, then items 18, 19a, (19b), 20, (21-23 if item 20 is 2000 or later), and 24a, 25, 26 should be filled.

4.2.16 Place worked last week Make sure response is legible.

4.2.21 Industry Make sure response is legible (and makes sense).

4.2.22 Occupation Make sure response is legible (and makes sense).

4.2.26 Income Make sure entries are made for each item, even if the response is just a slash to show that the question was asked.

4.2.27 Total income Make sure an entry is made here, which should be the sum of the items in 30.

4.3 Housing Items.

4.3.1 General edit checking. In general, the entries must be clear, and in approximately the right place for easy keying. The enumerator should have written the code numbers for the responses to the right of the list of answers. In some cases, a blank is supplied, and the enumerator has filled in the blank — leave these entries as they are.

4.2.2 H2. Units in Structure. Note that question H2a was not printed correctly, so there could be some confusion about what code was to be used. If this item is blank, check with your supervisor to see what should be done – whether to call the enumerator or let the computer take care of the problem. Category 3 should have been "2 or more houses."

4.3.3 When first person listed moved in (H6).
- The year the person moved into the house should be AFTER the year they were born (see item 5a on the first person's person page.)
- The year should also be after the unit was built.

4.3.4   The value in H10 Bedrooms should not be larger than the value in H9 rooms. However, unless it is clear how to fix this, leave it for the computer

4.4   **Expenditures**. For each section, the box for None should have been marked if none of the items were purchased during the time period – either in the last 12 months or the last 3 months. Since the keyers will be looking for this information, please check to make sure that the correspondence exists – **that the box is NOT checked if any item was purchased, but the box IS checked if no item was purchased.**

      1.4.1   Section 2. Construction and Repairs. Check to make sure the "none" box is checked if no purchases were made. If any purchases were made, an amount should appear in the total spent box, but the monthly payment box does not have to be checked if the household paid cash for the purchase.

      1.4.2   Section 3. Consumer Durables. Check each section to make sure the "none" box is checked if no purchases were made. If the items was not purchased, the enumerator was supposed to mark across the "new/used" box to show that he or she asked the about the item. If the household purchased an item, they were supposed to note whether it was new or used when purchased. Then, if any purchases were made, an amount should appear in the total spent box, but the monthly payment box does not have to be checked if the household paid cash for the purchase. Each section is separate, so the "none" box could be checked in one section because no purchases in that section were made, but the next section may have had one or more purchases.

      1.4.3   Section 3a. Sports, recreation and exercise equipment. This is a continuation of the consumer durables, and should be treated like it – we ran out of space on the questionnaire.

      1.4.4   Section 4. Consumer Durables – Small Household Appliances, tools, and household goods and services (3 month recall). These are a continuation of Section 3, but for 3 months only. Like those, a slash should appear across the new/used column to show the enumerator asked about the item. The "total spent" should be filled if the household purchased the item, but the monthly payment does not have to be filled if they paid cash for the item.

      1.4.5   Section 5. Consumer Non-Durables – Apparel (3 month recall period). These items are like those in sections 3 and 4. Like those, a slash should appear across the new/used column to show the enumerator asked about the item. The "total spent" should be filled if the household purchased the item, but the monthly payment does not have to be filled if they paid cash for the item.

      1.4.6   Note that additional items can be recorded in the middle of the second column – these are any additional items for durables or non-durables. If such an item is mentioned, the name of the item must be written in the box next to word "Item:" Then, the enumerator should have recorded whether the item was new or used, and the total spent on the item. The monthly payment would be reported if the purchase was not for cash.

      1.4.7   Section 6A-6D. Transportation. Check for a relationship between 6A and 6B – the same vehicle was supposed to be reported, on a line by line basis, for both registration/insurance and maintenance. The same number of vehicles should appear in each of these two sections. For the other items in the transportation series, check for common sense – that the number of vehicles reflects the size and geography of the residents.

      1.4.8   Section 6E. Transportation – off-island travel (12 month recall period). The number of trips should correspond to the lines for destinations. Look for common sense entries in the cells for fares, accommodations and other expenses – note that the enumerator should have written in the type of "other" expense.

      1.4.9   Section 7. Medical care. Check to see that the information in the "yes-no" box for each section agrees with the line entries for that section. Check each entry for common sense, particularly whether the service should have been obtained on-island for on-island practitioners, and "off island" for those practitioners not in FSM.

1.4.10   Section 8. Loans and credit card charges. Check for the relationship between the "how many" box and the number of lines listed. Check for common sense entries.

1.4.11   Section 9. Education. Check for common sense between the number of people in the box and the responses below. A household could have several children at any level of schooling, so some care should be taken to make sure a complete accounting was made – but that they didn't "overdo" it.

1.4.12   Section 10. Miscellaneous expenses. Check to make sure there is a relationship between the "none" box and what appears below. Then, check for common sense responses for the items.

4.5   Daily Diaries

For the daily diaries, check the front cover again to make sure that the grid number, census tract, county, and village match the regular questionnaire, address register cover, and listing page. Report any discrepancy to your supervisor.

For each page, check for consistency between the check box for the series of items and the items themselves. You should check for:

1.   If the check box has "1" for items are following the check box, then items should follow. If no items follow, change the check box information to "2" for no items follow.

2.   If the check box has "2" for no items are following the check box, then no items should follow. If items do follow, change the check box information to "1" for items do follow.

3.   If the check box is blank or has any other response besides "1" or "2", then check for items following. If items do follow, record "1" in the check box. If no items follow, record "2" in the check box.

4.6   Address Register Cover. After the whole enumerator's area is office edited, fill in the date the operation is completed on the Address Register for the area, and initial in the appropriate box:

	FSM05-2	**ADDRESS REGISTER** 2005 Household Income and Expenditures Survey FSM					
4. CREW LEADER AND OFFICE USE ONLY							
	First Field Review	Final Field Review	Matching & reconciliation	Check-in & merge	Edit	Coding	Keying
a. Date	6/4	6/7					
b. Initials	jha	Jha					

5.   CODING THE FORMS

The following forms are coded: Housing Pages and Person Pages.

5.1   Coding the Housing Pages:

All items should already be coded. However, if you find that any codes are missing, but can be obtained from the information (for example, the enumerator circled the entry, rather than writing the number), write the code number to the right of the question. Put the codes out to the side of the written entry. Make every effort NOT to write on the written entry itself, because we may need to be able to read the entry later, and if you write over it, we won't be able to read it. Also, coders should use either a red or green pen or pencil to make sure the code stands out for the keyers. MAKE SURE THE CODES ARE READABLE!!!

5.2   Coding for the Person Pages:

5.2.3   Relationship   See code list for relationship. If you get a relationship that you have not seen before, check with your supervisor to determine whether a new code number is needed.

Relationship codes			
1	Householder	12	Other nonrelative
2	Spouse	13	Niece/nephew
3	Natural or adopted son/daughter	14	Cousin
4	Stepson/stepdaughter	15	Aunt/uncle
5	Brother/sister	16	Child-in-law
6	Father/mother	17	Parent-in-law
7	Grandchild	18	Other-in-law
8	Other relative, no write-in	19	Other relative
9	Roomer, boarder, foster child	99	Unknown
10	Housemate, roommate		
11	Unmarried partner		

5.2.4	Ethnic origin or race	Use the 2-digit code list for Ethnicity/Language spoken at home in Appendix A. Code only one response in each box.
5.2.7	Birthplace	We use the same code list for all places. That is, the same codes are used for own birthplace, father's birthplace, mother's birthplace, residence in 2000, and place of work. The code list for places is found in Appendix A.
		Note that approximately the same codes are used for places, languages, and ethnicities. We have done this deliberately to make your coding job easier. You will find a few exceptions, so keep the code lists near by.
5.2.11b	Residence 5 years ago	See own birthplace, item 7.
5.2.11c	Language spoken	See Code List for Ethnicity/Language Spoken at Home in Appendix A. Code the two-digit equivalent of the language.
5.2.16	Place of work	See own birthplace, item 7.
5.2.26	Industry	Refer to Industry code list in Appendix B for three-digit NAICS industry codes. This is a separate code list.
5.2.27	Occupation	Refer to the Occupation Code list in Appendix B for three-digit occupation codes. This is a separate code list.

5.3   Things to code on the annual and regular expenditures part of the regular questionnaire

Vehicle codes	This is Section 6A, 6B, 6C, and 6D. Refer to the Appendix B vehicles code list for the code for the type of vehicle current held, bought, stolen, or sold in section 6 of the regular questionnaire.
Type of repair	This occurs in section 6B. Refer to the repair code list for the code for the type of repair done to the vehicle.
Destination	This occurs in section 6E for off island travel. Use the same code list as for the other places – the code list that appears in Appendix A of this manual. We will be coding 3 digit codes for the destinations.
Other expenses	This occurs in section 6E for off island travel. Use the same codes as for the food and non-food items of the diaries, or a separate code list if instructed by your supervisor.
Health insurance	This occurs in section 7A for medical care – health insurance. Use the code list for health insurance companies to obtain the code for the name of the health insurance entry on the form.
Health specialist name	This occurs in sections 7B, 7C, 7D, and 7E. Use the code list for health care providers to obtain the code for the person providing health care.
Type of medical treatment	This occurs in sections 7B, 7C, 7D, and 7E. Use the code list for type of treatment to obtain the code for the type of health treatment provided.
Main purpose of loan	This occurs in section 8A on loans. Use the following codes for main purpose of loan: (1) Custom, (2) Medical, (3) Auto, (4) Personal, and (5) Other. If any other types of loans come up, see your supervisor to determine whether a new code is needed.
Place of remittances	This occurs in Section 10 for miscellaneous expenses – remittances. Use the code list in Appendix A to obtain the place the remittances were sent, if it is not FSM.

Remittance gifts	This occurs in Section 10 for gift remittances. Use the code list for food and nonfood items used with the diaries to obtain the code for the gift items.

5.4 Daily Diaries

The daily diaries should have been merged with the regular questionnaires at this point. If they have not been merged, code them separately. Code the following items:

Item	Use the food and non-food item coding booklets to obtain the code for each item. We prepared two lists for each set of items – an alphabetical listing and a numeric listing. Usually, you will be able to find the value you need by looking at the alphabetical listing, but if you can't find the code, look up a similar item in the alphabetical listing, and then go to the numeric listing to see if you can get a better code for the exact item you are considering.
Unit	Refer to the code list in Appendix C for "units" to obtain the appropriate units response for the item.
Description	This occurs in home produced items, overflow items, gifts received and gifts given. Refer to the code list in Appendix C for the codes for descriptions.
Day	This occurs for overflow items – both bought and home produced – as well as gifts given and gifts received. Use the following codes: 1 for Monday, 2 for Tuesday, 3 for Wednesday, 4 for Thursday, 5 for Friday, 6 for Saturday, and 7 for Sunday.

5.5   Address Register Cover. After you have finished all of the coding for an enumerator's work (based on the Address Register), record the date the coding operation is finished for this enumerator's area, and initial the Address Register Cover in the boxes for coding.

<table>
<tr><td colspan="8" style="text-align:center">FSM05-2   ADDRESS REGISTER
2005 Household Income and Expenditures Survey
FSM</td></tr>
<tr><td colspan="8">4. CREW LEADER AND OFFICE USE ONLY</td></tr>
<tr><td></td><td>First Field Review</td><td>Final Field Review</td><td>Matching & reconciliation</td><td>Check-in & merge</td><td>Edit</td><td>Coding</td><td>Keying</td></tr>
<tr><td>a. Date</td><td>6/4</td><td>6/7</td><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>b. Initials</td><td>Jha</td><td>jha</td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

6.   KEYING INSTRUCTIONS

How to get to the right place to key

Before you can start keying, you need to go to the right place to key.

When you sit down at the computer, you should see the Windows screen. If you don't see the screen, you are in trouble, so ask for help from your supervisor. Assuming you do see the screen, look for the CSPro icon on the screen. The icon looks something like this:

CSPro 2.5

When you click on it, the following screen will appear. This is not very helpful, since it is blank, so to go to the screen you need, use the "open" icon – the second one in – or go to file, and then the open command. You should already be in the correct directory for keying. If not, go to the AS2005 directory, and then you should be able to proceed as before.
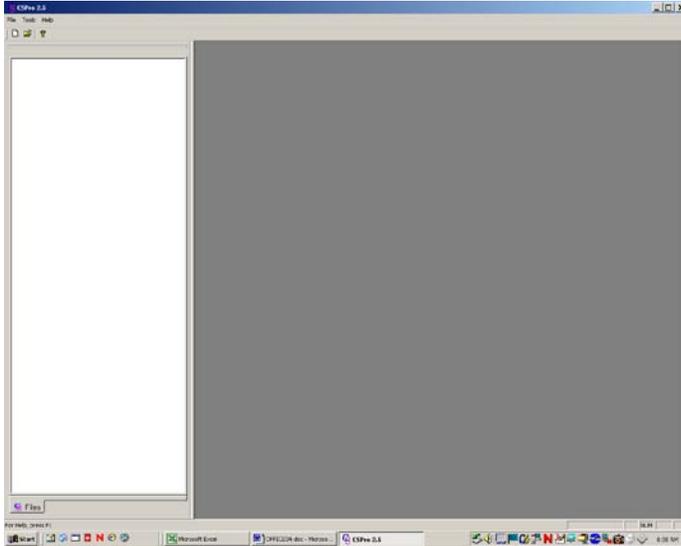

When you do that, you should see the following screen. The screen shows the dictionary icon: HIES 2004.dcf . [It says 2004 but it is actually 2005, ignore the 2004.] You should never need to change the dictionary, but the dictionary must be present

in order to key the data. The other icon is the keying entry icon and looks like this: HIES 2004.ent . [Same here: it says 2004 but is actually 2005.] This is the important icon for this part of the processing. You must click on the icon to go into the keying.

Then you will get the screen below. This shows you geography you'll need to key for each questionnaire, and some information about vacant housing units. You are now ready to start keying. On the tool bar you'll see an icon that looks like a stoplight like you would see in Hawaii or the US Mainland. You need to click on this to get going.   If will be on the toolbar about the 5th one from the left side.

Next, you will be asked for the file name where you are going to keep – or are keeping – the keyed data. The first time the screen below appears, you'll need to name the file. The best thing to do is to use your first name … as long as no other keyer has your first name. **AFTER YOU NAME THIS FILE THE FIRST TIME, YOU NEED TO CALL THE SAME FILE UP ON ALL SUBSEQUENT KEYING SESSIONS.**

The first time you enter the file, the computer will ask you if this is a new file to confirm that it is, and then you will have to click yes to go on.

At that point the computer will ask you for the keyer's identification, and then you mst key in your name a second time to go on with the keying.
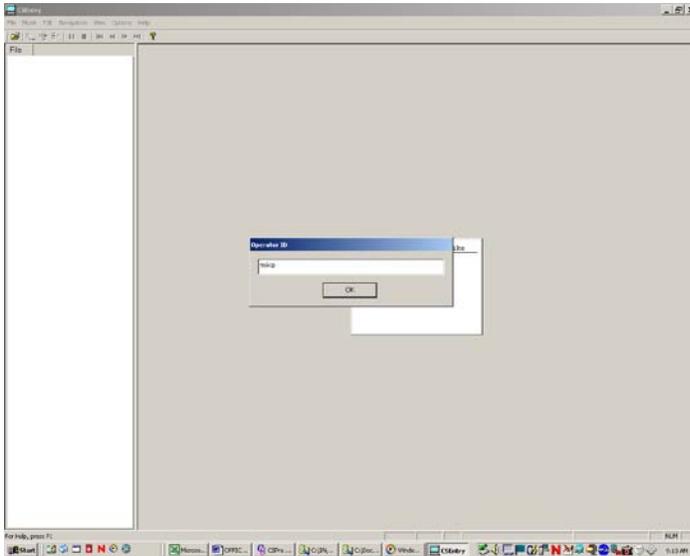
Then you will see a screen something like the one below. First, you will key in the complete geography from the questionnaire – items B through F. We are not keying in the island. So, you will key the Grid, the Census Tract, the County, the Village, and the Map Spot.

Note that you have two choices to completely fill an entry. Let's say that you are keying map spot number 50. You can either key 0050 and the computer will go on to the next entry box OR you can key in 50 and hit the enter key, and the computer will go on to the next entry box. Either one. But do not key in 0050 and then hit enter, or you will skip over the subsequent entry.
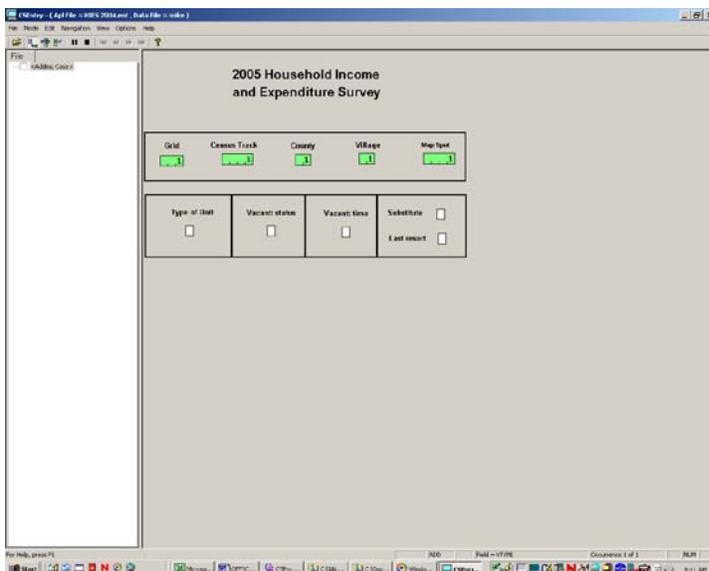
After this, you will go on through the rest of the screens. Except for the people pages, the population items, you will only see a particular screen once during the keying of the form. For the population screens, you will keep keying until you have keyed all of the people in the household, and then press +/ to go on to the housing screens. If you have a continuation form, you still must key in ALL of the people before going on to the housing screens. So, if you have 12 people, key all 12 people before going on to the housing record.

When you are completely through with all of the items on the whole questionnaire, after the miscellaneous items, the computer will ask you if you want to accept the questionnaire. [If for any reason you are told to stop keying part way through and are to keep what you already keyed, press the F12 key to key the information – but normally you won't do this … normally you will continue keying to the end of the questionnaire, and then accept it.

When you do accept the questionnaire, the geography for the keyed questionnaire will appear at the left in the column for keyed forms. The computer will not let you key the same questionnaire again, but if someone else has keyed the questionnaire, it won't tell you that.

SO, MAKE SURE YOU PUT YOUR INITIALS IN THE UPPER LEFT HAND CORNER OF THE QUESTIONNAIRE AND THE DATE, AFTER YOU HAVE FINISHED KEYING THE QUESTIONNAIRE, TO MAKE SURE THAT IT WILL NOT BE KEYED AGAIN.

Also, you will be able to see, when start to key a questionnaire, whether it has been keyed before.

Now go on to the next section.

6.1   Batch and Geographic information

In general, the keying has been set up to make as easy as possible to key the forms. We incorporate skip patterns to make keying follow the same skips at the questionnaire itself, so that if the enumerator or coder made a mistake, the computer will not be able to correct it. If you find that the computer skips some items that should have been keyed, you will have to backspace until you get to the items that need to be keyed.

Also, the data Dictionary has been developed to assist with the keying. Only legal values are shown in the Dictionary, so if you try to key an illegal value, the computer will protest. That is, for example, only values 1 and 2 are legal for item 2 — Sex — and if you try to key a "9", the computer will object. You can override the computer, but you do at considerable risk!!! [You will press the F2 to accept an illegal response, but report this problem to your supervisor immediately. We will try to fix the problem so it won't happen again. Sometimes the respondent or coder entered an illegal entry, and you should key that, unless you can easily resolve the issue, like using the name of the person to determine the sex.]

Please note the following when keying the forms:

The Geography information is keyed once for each questionnaire. For:

Island	Key the value in item A for island on the questionnaire
Municipality	Key the value in item B for municipality on the questionnaire.
ED	Key the value in item C for ED on the questionnaire.
Village	Key the value in item D for village on the questionnaire.
Block	Key the value in item E for Block on the questionnaire.
Map spot	Key the value in item F1 for Map Spot on the questionnaire.
Household	Key the value in item F2 for household on the questionnaire

The key the information at the bottom of the questionnaire cover:

K. Type of unit: if the unit is occupied, you will key "1"; if it is vacant, you will key a number between 3 and 5, depending on the type of vacancy

L. Vacancy status   You will only key this if the unit is vacant. In fact, a skip pattern will jump right over these items if you are keying and occupied unit

M. Vacant time   Again, you will only key this item if the unit is vacant. A skip pattern will take you over the item if the unit is occupied.

N. Person count   Key the number of people in the household.

O. Substitution   You'll leave this blank if the household was neither substituted nor a substitute; key "1" if the household was substituted, and key "2" if the household IS a substitute.

P. Last resort   You will key a "1" for a completed household – none of the other codes should be needed in the FSM.

The program will now go to the first of the population records.

6.2   Housing Form

We do not key H1a and H1b because those are only used to make sure that everyone is accounted for.

Business   If the housing unit is one unit, attached or detached, the computer will expect an entry for whether there's a business on the property; otherwise, it will automatically skip to the next item.

Rent   If item H3 on tenure is 1 or 2 – owning – the computer will skip to item H4c on whether they pay for household goods insurance. Because of the skip patterns in the questionnaire, many people will not have this, so leave it blank. If H3 is "4", the rent items also will not be keyed. However, you will key if item H3 is 3.

Heating   If item H11 – hot and cold water – is not 1 or 2 the computer will skip the heating question.

Public water   If item H19 is "public system", codes 1 or 2, then the computer will expect a response on whether the service is 24 hours. If H19 is anything else, the computer will skip to the next item.

Utilities   You may find skip pattern anomalies here because of the problems of whether or not the utility is included in the rent. Normally, if the utility payment is included in the rent, the computer will skip over the amount of the payment. In a few cases, we didn't catch the problem, or the enumerators didn't understand exactly how to record the information. Just try to key what you see.

Value   If the housing unit was rented or inhabited without payment of cash rent, these items should be skipped automatically.

Mortgages   If you key "none" for no mortgages, then the mortgage items should be skipped. If you key "1" for one mortgage, the computer will expect the information for one mortgage, and will skip out after the first mortgage information is entered. If you key "2" for two mortgages, then the computer will expect you to enter information for both the first and the second mortgage.

Condominium   All units except those that are single unit detached get this item. If the housing unit is a condominium, then a condo fee will be expected; otherwise the computer will skip to the next section.

6.3   Construction and Repairs

Section 2. Construction and Repairs. Key a 1 if purchases were made, and a 2 I no purchases were made. The boxes should have already been filled appropriately for you. If any purchases were made, an amount should appear in the total spent box, but the monthly payment box does not have to be checked if the household paid cash for the purchase. Just key was is there.

6.4   Population Form

If this is a single person household – very unlikely in FSM – you will key only one population record. If the housing unit has two people, you will key two records, and so forth, depending on the number of people in the household. Note that ONLY the population records are repeated, with all of the other records only appearing, and therefore, being keyed once. So, when you have completed keying the population records you will have to do something different from what you do for the other records. That is, when you have keyed the LAST of your population records, you will go to the automatically to the next record, because the computer does this automatically. So, you will have to tell it you are ready to go on to the housing items. You do this by pressing the + and then the / – you will key them right together (+/) and then the computer will know to go to the housing record.

If you accidentally go there prematurely, for example, you didn't notice that you have a continuation questionnaire, you can go backward through the questionnaire (by back spacing) until you get to the place you need to add the others. Or you can go into "modify" mode to make the changes.

The population items you key will vary, depending on the age of the person, and, in the case of fertility, on the sex as well. So, for adult males, you will key all of the items except fertility, depending on the skip patterns. For adult females, you will key all of the items, including fertility, depending on the skip patterns. For people 5 to 14, you will key all of the items up to, but not including, fertility. And for people under 5 years old, you will key up to item 14a.

Note the following as you key:

Ethnicity   Key the two digit entry for ethnicity or race.

Birthplace   Own birthplace (item 7), residence 5 years ago (P14b) and place of work (P22) all use the same codes, in Appendix A. So, refer back to own birthplace, if needed, to determine the appropriate code. Normally, the coders will have coded all of the responses. If you have any problems, consult your supervisor.

Residence 2000   For children under 5, you should key code 1, and the computer will jump to the next person. Or people who lived in the same house, you should be keying code 2, and the computer will jump to the next item. For code 3, people who moved, you will need to key the place they moved from, using the same code list as for the other places.

Fertility   This item and all subsequent items should not have been asked to children, and the computer should have skipped to the next person. For males, these items are skipped. For females, the number of children ever born is keyed. If the total is "0", the computer should skip over the items for children surviving, and children born in the last year.

Work last week   Here, you will find three different skip patterns, depending on what you key for work last week. If you key 1 or 2 for paid work, then you will key hours worked and place worked – the code list for the places will be the same as that used for the birthplace and residence in 2000. Then, if you

keyed a "1" for no subsistence, the computer will make you skip to P21-23, and the other items. If you keyed a "2", the computer will expect you to answer the subsistence set of questions in P17, and then will jump to P21-23, and the other items. If the person worked in 2004, the computer will expect you to key responses for weeks and hours worked. Everyone over 15 should have information about income sources and amounts.

If you key a 3, you will need to key the answers to the subsistence items, and the skip to P18 to P20 for why the person did not work. If you key "4" for work last week, you will skip to P18 to P20 to obtain information about why the person was not working last week. Within these items, there is also a skip patter … if P19a for looking for work is "No" or "2", you will skip to P20 for year last worked, without keying a response for P19b. If the person worked in 2000 or later, you will be keying information about the most recent industry (P21), occupation (P22), and class of work (P23); otherwise, if the person "never worked" or worked too long ago, you will jump to P26 for income. If the person worked in 2004, the computer will expect you to key responses for weeks and hours worked. Everyone over 15 should have information about income sources and amounts.

6.5   Consumer Durables

Section 3. Consumer Durables. Key the box for each section – a « 1 » if items appear and a « 2 » if no items appear below. Do each section separately as on the questionnaire. If the items was not purchased, the enumerator was supposed to mark across the "new/used" box to show that he or she asked the about the item. If the household purchased an item, they were supposed to note whether it was new or used when purchased – key "1" for new or "2" for used, or leave it blank if nothing was filled in. Then, if any purchases were made, an amount should appear in the total spent box, but the monthly payment box does not have to be checked if the household paid cash for the purchase. Each section is separate, so the "none" box could be checked in one section because no purchases in that section were made, but the next section may have had one or more purchases. Key what the enumerator wrote in for each section.

Section 3a. Sports, recreation and exercise equipment. This is a continuation of the consumer durables, and should be treated like it – we ran out of space on the questionnaire.

Section 4. Consumer Durables – Small Household Appliances, tools, and household goods and services (3 month recall). These are a continuation of Section 3, but for 3 months only. Like those, a slash should appear across the new/used column to show the enumerator asked about the item. The "total spent" should be filled if the household purchased the item, but the monthly payment does not have to be filled if they paid cash for the item. Just key what you see as in the other sections.
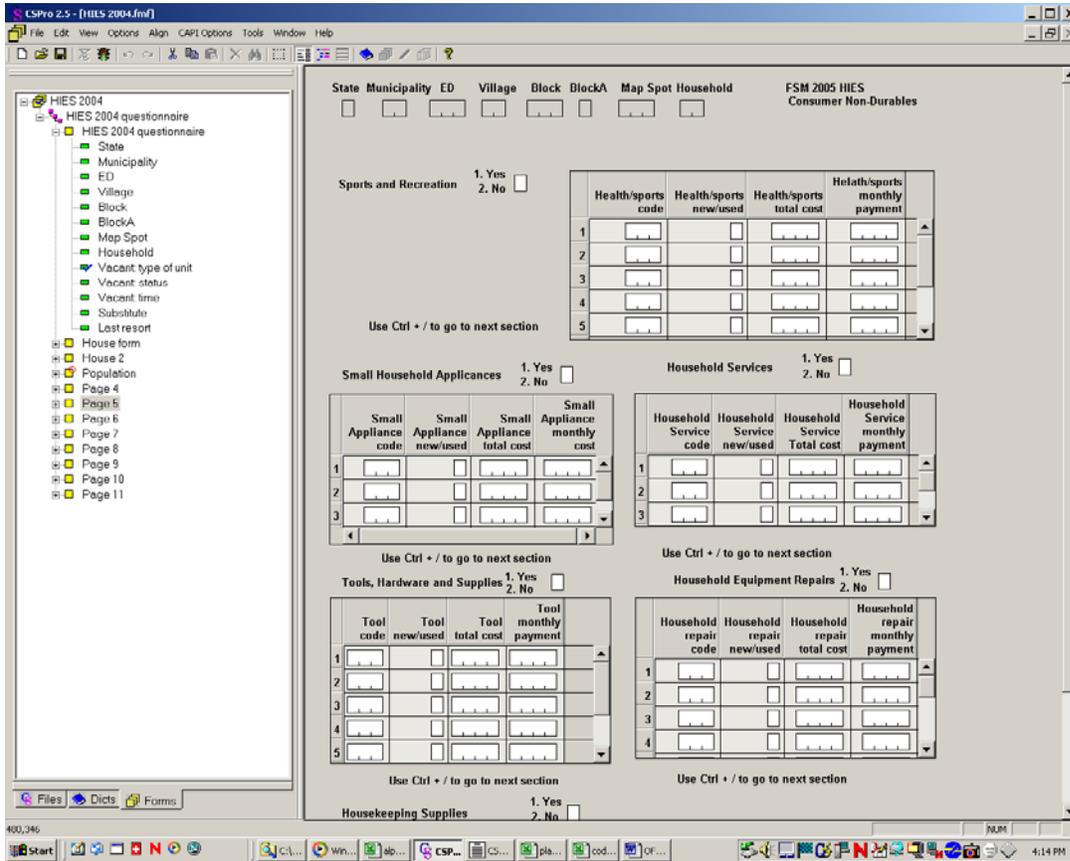
6.6   Consumer Non-durables

Section 5. Consumer Non-Durables – Apparel (3 month recall period). These items are like those in sections 3 and 4. Like those, a slash should appear across the new/used column to show the enumerator asked about the item. The "total spent" should be filled if the household purchased the item, but the monthly payment does not have to be filled if they paid cash for the item.

Note that additional items can be recorded in the middle of the second column – these are any additional items for durables or non-durables. If such an item is mentioned, the name of the item must be written in the box next to word "Item:" Then, the enumerator should have recorded whether the item was new or used, and the total spent on the item. The monthly payment would be reported if the purchase was not for cash.

Again, just key what you see.

6.7 Transportation

Section 6A-6D. Transportation. The same number of lines should be keyed for sections 6A and 6B – the same vehicle was supposed to be reported, on a line by line basis, for both registration/insurance and maintenance. The same number of vehicles should appear in each of these two sections. But if they are not, just key what you see.

For the other items in the transportation series, check for common sense – that the number of vehicles reflects the size and geography of the residents.

Section 6E. Transportation – off-island travel (12 month recall period). The number of trips should correspond to the lines for destinations. But key what you see.

6.8 Medical Care

Section 7. Medical care. You should be keying a "1" or a "2" for each section, and then keying information about health insurance of medical referrals as you see them. Each section should have either a yes or no, and then other information, if yes.
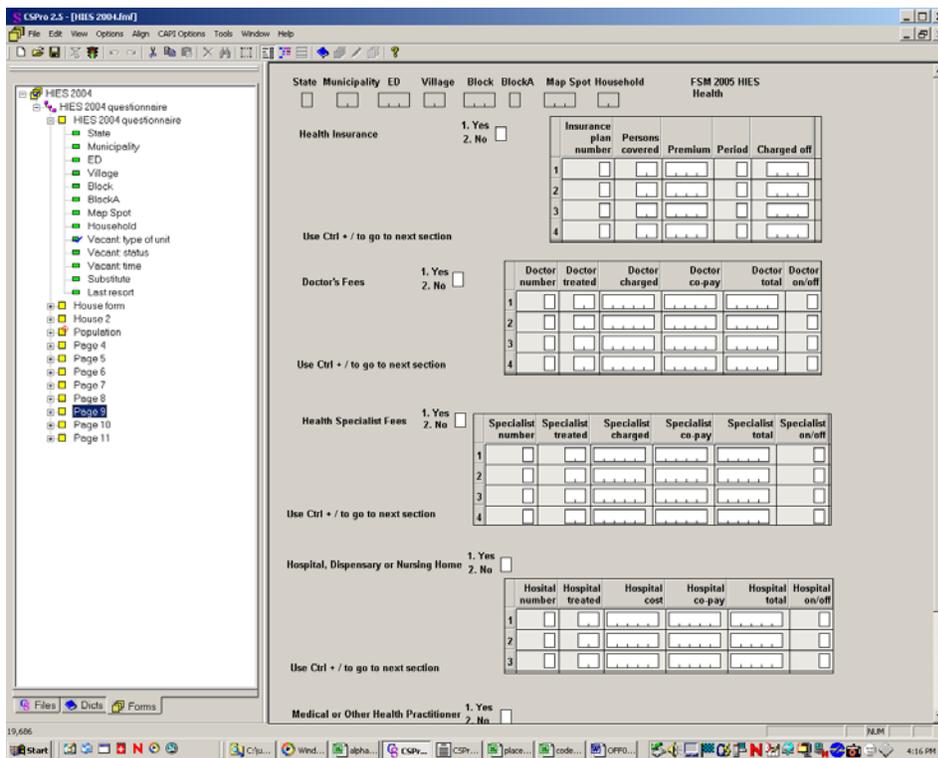
6.9 Loans and credit card charges

Section 8. Loans and credit card charges. Key the information about loans and credit card charges.

Section 9. Education. Keying here will be strange at first, since it is different from the other sections. Just move through the matrix, keying the appropriate responses.

6.10   Miscellaneous expenses

Section 10. Miscellaneous expenses. Check to make sure there is a relationship between the "none" box and what appears below. Then, check for common sense responses for the items.
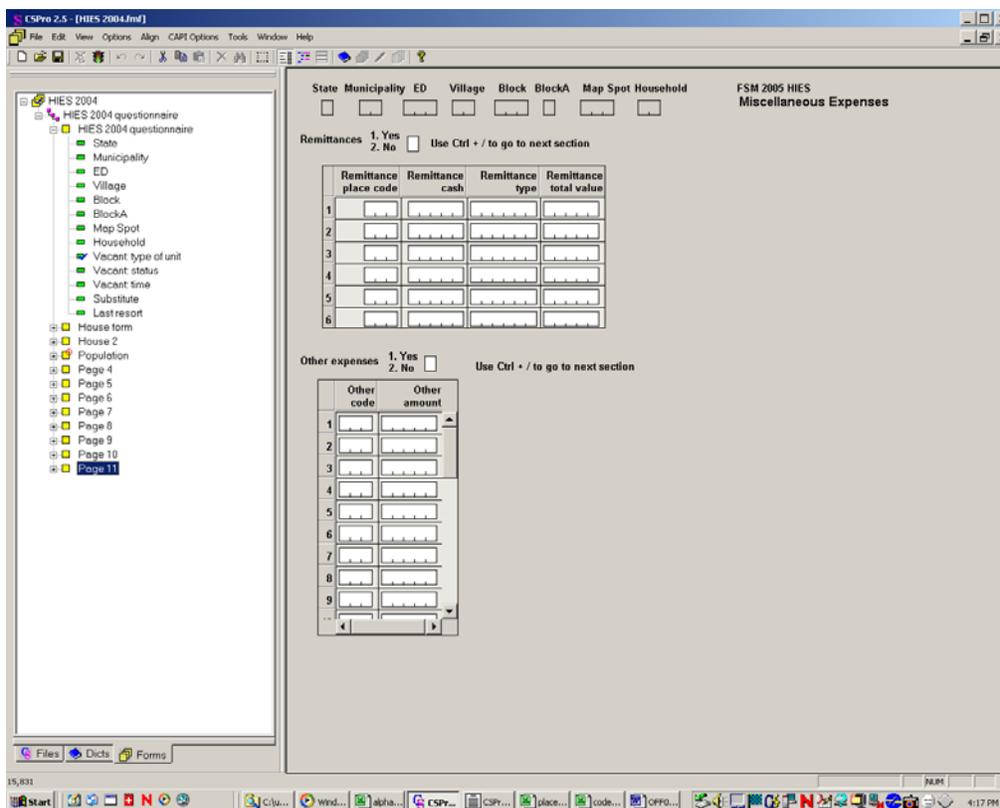
6.11 Daily Diaries

We key the daily diaries separately from the rest of the questionnaires. Later on, we'll use the computer to put the two parts of the questionnaire together – the regular questionnaire and the daily diaries. So, it is very important when you key the geographic information that you key exactly what is recorded on the front page of the diary questionnaire so that we can make the exact match later.

As with the regular questionnaire, when you sit down at the computer, you should see the Windows screen. If you don't see the screen, you are in trouble, so ask for help from your supervisor. Assuming you do see the screen, look for the CSPro icon on the screen. The icon looks something like this:

When you click on it, the blank screen will appear like for the regular sceens. As before, you should already be in the correct directory for keying. If not, go to the AS2005 directory, and then you should be able to proceed as before.

When you do that, you should see the following screen. The screen shows the dictionary icon: DailyDairy.dcf . You should never need to change the dictionary, but the dictionary must be present in order to key the data. The other icon is the keying

entry icon and looks like this: DailyDairy2005.ent . This is the important icon for this part of the processing. You must click on the icon to go into the keying.

Then you will get the screen below. This shows you geography you'll need to key for each questionnaire, and some information about vacant housing units. You are now ready to start keying. On the tool bar you'll see an icon that looks like

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a stoplight like you would see in Hawaii or the US Mainland. You need to click on this to get going.   If will be on the toolbar about the 5th one from the left side.

Next, you will be asked for the file name where you are going to keep – or are keeping – the keyed data. The first time the screen appears, you'll need to name the file. The best thing to do is to use your first name with the word "diary" following. It is VERY IMPORTANT that you don't name the file the same as the regular questionnaire file. For one thing, the machine probably won't let you; if it does let you, you will clobber all the data you already keyed … which is not good. After you name this file the first time, you need to call the same file up on all subsequent keying sessions.

The first time you enter the file, the computer will ask you if this is a new file to confirm that it is, and then you will have to click yes to go on.
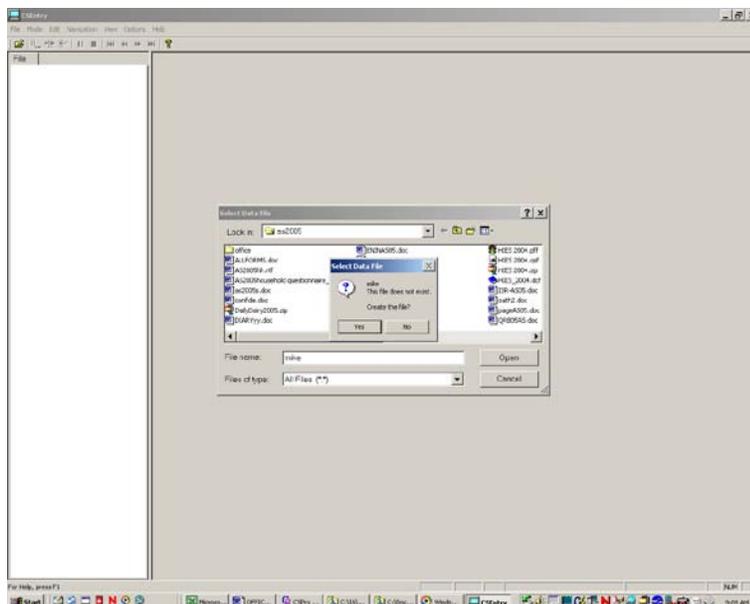
At that point the computer will ask you for the keyer's identification, and then you must key in your name a second time to go on with the keying.
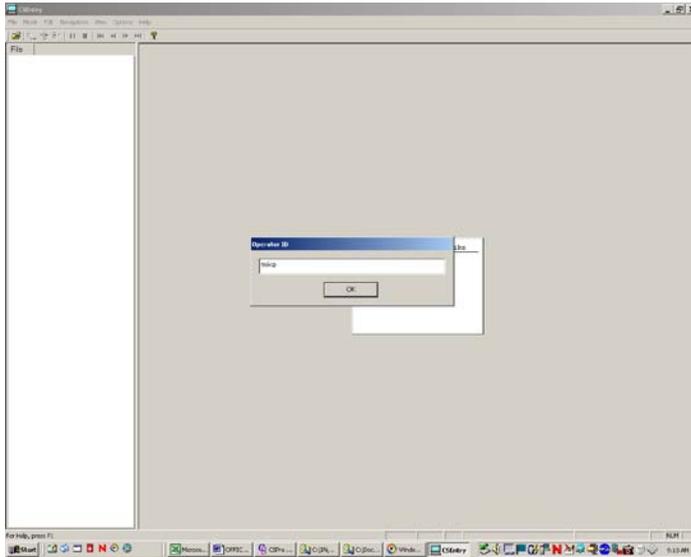
Then you will see a screen something like the one below. First, you will key in the complete geography from the questionnaire – you will key the Grid, the Census Tract, the County, the Village, and the Map Spot as before. Once again, note that you have two choices to completely fill an entry. Let's say that you are keying map spot number 50. You can either key 0050 and the computer will go on to the next entry box OR you can key in 50 and hit the enter key, and the computer will go on to the next entry box. Either one. But do not key in 0050 and then hit enter, or you will skip over the subsequent entry.
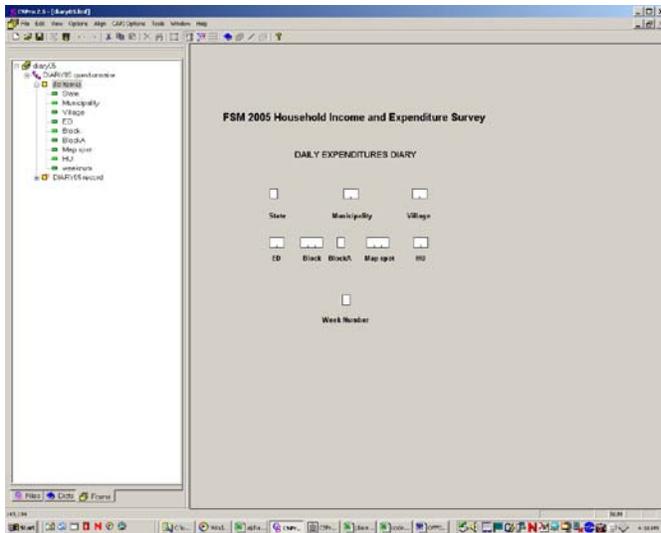
After this, you will go on through the rest of the screens. You will only see a particular screen once during the keying of the form. When you are completely through with all of the items on the whole questionnaire, the computer will ask you if you want to accept the questionnaire. [If for any reason you are told to stop keying part way through and are to keep what you already keyed, press the F12 key to key the information – but normally you won't do this … normally you will continue keying to the end of the questionnaire, and then accept it.]

When you do accept the questionnaire, the geography for the keyed questionnaire will appear at the left in the column for keyed forms. The computer will not let you key the same questionnaire again, but if someone else has keyed the questionnaire, it won't tell you that. So, make sure you put your initials in the upper left hand corner of the questionnaire and

the date, after you have finished keying the questionnaire, to make sure that it will not be keyed again. Also, you will be able to see, when start to key a questionnaire, whether it has been keyed before.

Again, first you will see the following screen, and will key in the Geography.
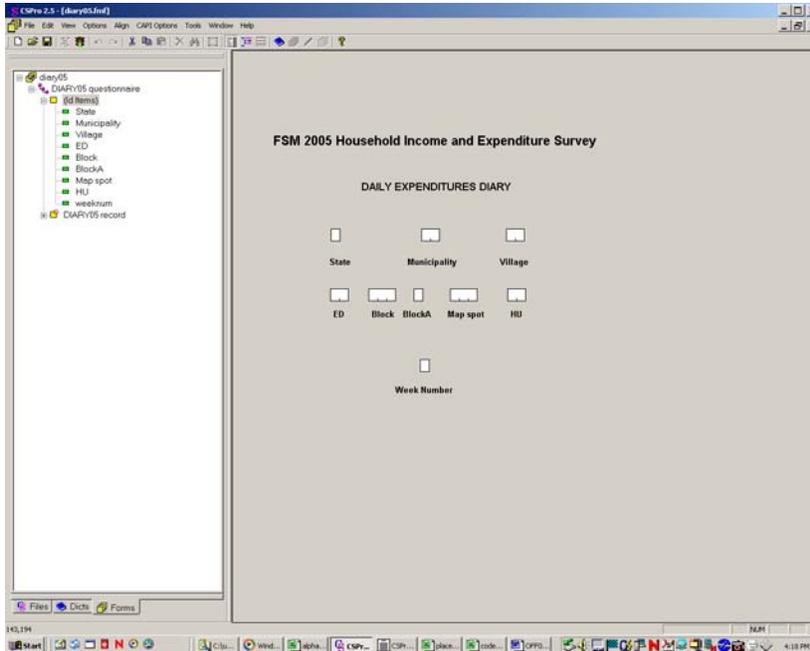
We use the only other screen for all of the other keying.

First, you'll key a code for the day of the week – for Monday you will need to key "1", for Tuesday, you'll key "2", for Wednesday, key "3" and so forth. You'll need to keep track of where you are in the booklet, to make sure you are keying for the right day. For the regular information, you won't have any trouble since you'll key all the items for a single day one after the other. For the overflow, you have to be certain to key the correct day as coded on the form, and for the gifts given and gifts received, the day of the week will also be coded on the page.

Next, you'll need to key to clarify what type of item you are keying. If it is a regular item – whether on the daily forms or on the overflow forms, you'll key "1" for regular item. If it is a home produced item – whether on the daily forms or on the overflow forms, you'll key "2" for home produced itme. For Gifts given, use "3" for regular items and "4" for home produced items given as gifts. And for Gifts received, use "5" for regular items, and "6" for home produced received as gifts.

Then, key the item number of the product, whether a regular item or a home produced item. These codes should already appear in the booklet.

Next key the number of the item bought, given, or received – that is, the count of the items bought, given or received. And, then the unit code – that is, the code for the number of units. The codes are listed on the keying screen.

Finally, you'll key how much – in dollars and cents – the item cost, or the value given to it for gifts given or gifts received. The amount could appear only in the cash column, or only in the credit column, or both columns could have amounts, so both columns will need to be keyed.

You will be able to go through the whole booklet keying from only this screen. When you have finished keying all the itmes in the booklyet (or in a continuation booklet if one was needed, then key F12 to accept the diary questionnaire.

6.12   Address Register Cover. After the whole enumerator's area is keyed, fill in the date the operation is completed on the Address Register for the area, and initial in the appropriate box:

FSM05-2 **ADDRESS REGISTER**
2005 Household Income and Expenditures Survey
FSM

4. CREW LEADER AND OFFICE USE ONLY

	First Field Review	Final Field Review	Matching & reconciliation	Check-in & merge	Edit	Coding	Keying
a. Date	6/4	6/7					
b. Initials	jha	jha					

Appendix A. Code lists

FSM Household Income and Expenditures Survey -- Place, Ethnicity and Language Codes

Places -- Numerical Order

Code	Place	Code	Place
101	Rumung	401	Lelu
102	Maap	402	Malem
103	Gagil	403	Utwe
104	Tomil	404	Tafunsak
105	Fanif	551	Guam
106	Weloy	552	CNMI
107	Rull	553	Palau
108	Gilman	554	Marshall Islands
109	Kanifay	555	Kiribati
110	Dalipebinaw	556	Nauru
111	Ulithi	557	Tuvalu
112	Fais	560	Samoa
113	Sorol	561	Fiji
114	Ngulu	562	Papua New Guinea
115	Woleai	569	Other Pacific Is
116	Eauripik	570	Australia
117	Ifalik	571	New Zealand
118	Faraulep	572	Hawaii
119	Elato	573	US excluding Haw
120	Lamotrek	574	Canada
121	Satawal	575	United Kingdom
201	Weno	576	Germany
202	Piis-Penau	579	Other Europe
203	Fono	580	Philippines
204	Tonoas	581	Japan
205	Fefen	582	Korea
206	Siis	583	China
207	Uman	584	Tawian
208	Parem	589	Other Asia
209	Eot	595	Latin America
210	Udot	596	Africa
211	Romanum	598	Other countries
212	Fanapanges	999	NR
213	Wonei		
214	Paata		
215	Tol		
216	Polle		
217	Nama		
218	Losap		
219	Piis-Emwar		
220	Namoluk		
221	Ettal		
222	Lekinoch		
223	Oneop		
224	Satowan		
225	Kuttu		
226	Moch		
227	Ta		
228	Houk		
229	Polowat		
230	Pollap		
231	Tamatam		
232	Makur		
233	Onoun		
234	Onou		
235	Unanu		
236	Piherech		
237	Nomwin		
238	Fananu		
239	Ruo		
240	Murillo		
301	Madolenihmw		
302	U		
303	Nett		
304	Sokehs		
305	Kitti		
306	Kolonia		
307	Mwokilloa		
308	Pingelap		
309	Sapwuafik		
310	Nukuoro		
311	Kapingamarangi		

Places -- Alpha order

Code	Place	Code	Place
596	Africa	222	Lekinoch
570	Australia	401	Lelu
574	Canada	218	Losap
583	China	102	Maap
552	CNMI	301	Madolenihmw
110	Dalipebinaw	232	Makur
116	Eauripik	402	Malem
119	Elato	554	Marshall Islands
209	Eot	226	Moch
221	Ettal	240	Murillo
112	Fais	307	Mwokilloa
238	Fananu	217	Nama
212	Fanapanges	220	Namoluk
105	Fanif	556	Nauru
118	Faraulep	303	Nett
205	Fefen	571	New Zealand
561	Fiji	114	Ngulu
203	Fono	237	Nomwin
103	Gagil	999	NR
576	Germany	310	Nukuoro
108	Gilman	223	Oneop
551	Guam	234	Onou
572	Hawaii	233	Onoun
228	Houk	589	Other Asia
117	Ifalik	598	Other countries
581	Japan	579	Other Europe
109	Kanifay	569	Other Pacific Is
311	Kapingamarangi	214	Paata
555	Kiribati	553	Palau
305	Kitti	562	Papua New Guinea
306	Kolonia	208	Parem
582	Korea	580	Philippines
225	Kuttu	236	Piherech
120	Lamotrek	219	Piis-Emwar
595	Latin America	202	Piis-Penau
		308	Pingelap
		230	Pollap
		216	Polle
		229	Polowat
		211	Romanum
		107	Rull
		101	Rumung
		239	Ruo
		560	Samoa
		309	Sapwuafik
		121	Satawal
		224	Satowan
		206	Siis
		304	Sokehs
		113	Sorol
		227	Ta
		404	Tafunsak
		231	Tamatam
		584	Tawian
		215	Tol
		104	Tomil
		204	Tonoas
		557	Tuvalu
		302	U
		210	Udot
		111	Ulithi
		207	Uman
		235	Unanu
		575	United Kingdom
		573	US excluding Haw
		403	Utwe
		106	Weloy
		201	Weno
		115	Woleai
		213	Wonei

Ethnicity -- Language

Code	Ethnicity/Language
10	Yapese
11	Ulithian
12	Woleaian
13	Satawalese
20	Chuukese
21	Northern Namonea
21	Southern Namonea
22	Faichuukese
23	Mortlockese
24	Pattiw
25	Halls
26	Weito
30	Pohnpeian
35	Pingelapese
34	Mokilese
31	Ngatikese
32	Nukuoroan
33	Kapingamarangan
40	Kosraean
50	Carolinian
51	Guam Chamorro
52	CNMI Chamorro
53	Palauan
54	Marshallese
55	Kiribati
56	Nauruan
57	Tuvaluan
60	Samoan
61	Fijian
62	Papua New Guinea
69	Other Pacific Is
70	Australian
71	New Zealander
72	Hawaiian
73	American
74	Canadian
75	European
76	German
79	Other European
80	Filipino
81	Japanese
82	Korean
83	Chinese
84	Taiwanese
89	Other Asian
90	Latin American
96	African
98	Other countries
99	NR

Appendix B -- Code Lists for Industry and Occupation -- 2005 FSM HIES

Industry -- Numerical Order				Occupation -- Numerical Order			
10	AG.HUNT.FORESTRY	520	RETAIL TRADE, SUMM	1	ARM FOCES	520	SALESPERSON
11	GROWING CROPS	521	RTRAD_NON-SPEC.	100	LEGISLATORS	521	FASHN&OTHR MODEL
12	FARMING LIVESTCK	522	RTAIL SALE OF FOOD, BEV	112	SEN-GOVT OFFICLS	522	SHOP SPERSN&DEMO
13	MIXED FARMING	523	OTH RTRADE OF NEW GDS	113	TRAD-CHIEF&HEADV	599	STALL&MRKT SPER
14	AG.ANIMAL HUSBAN	524	RET SALES OF SEC_HAND	119	SEN-OFFICL-SP-IN	600	AG.&.FISHERY WRK
15	HUNTING TRAPPING	525	RET TRADE NOT IN STORE	120	CORPORATE MANAGR	610	SKLL MRKT OR
20	FORESTRY,LOGGING	526	REP OF PERSONAL & HHLD	121	DIRECTOR&CHF-EXE	611	MARKT GAR&CR-GRO
50	FISHING	550	HOTELS& RESTAURANT	129	PROD&OPER DEPT-M	612	MAR-OR-A&AN&R-WR
100	MINNING,QUARRYNG	600	TRANSPORTATION	199	GENERAL MANAGERS	613	MAR-OR-C&ANIM-PR
101	M&Q HARDCOAL	601	LAND TRANSPORT	200	PROFESSIONALS	614	FORESTRY&R-WORKR
102	M&Q LIGNITE	610	WATER TRANSPORT	210	ENGINEERS	619	FISHRY WRK,HUN&T
103	EXTRACTION PEAT	620	AIR TRANSPORT	211	PHYSICSTS&R-PROF	699	SUB-AGRI&FISH WR
111	EXTR.CRUDE PET	630	SUPPORT TRANSPORT	212	MATHEMAT&REL-PRO	700	CRAFT REL.WRKRS
112	Services related to oil and ga	640	POST&TELECOM	213	COMPUTING PROFES	710	CRAFTS-WRKRS
120	MINING OF URANIM	641	POST&COURIER ACTIV	219	ARCHITCT&R-PROFE	711	MINRS-SHF,SC&CAR
131	MINING OF IRNORE	642	TELECOMM	220	DOCTORS/DENTIST	712	BLDG FRAM&R-T-WR
132	MINING NONFEROUS	650	FINANCIAL INTERMED. EXC	221	L-SCI&HEALTH PRO	713	BLDG FIN&R-T-WRK
141	QUARRYING STONE	651	MONETORY INTERMED	222	HEALTH PRO EX.NU	719	PAINT,BLDGST&R-W
142	M&Q N.E.C	659	OTHER FINANCIAL INTER	229	NURSNG&MIDWIF PR	720	TRADE WORKERS
150	MANU.FOOD BEV	660	INSURANCE, PENSION	230	TEACHING PROFF	721	METL MLDRS&R-WRK
151	PRODUCTION PRCSS	670	ACTIVITIES AUX. FIN. INTER	231	COL,UNIV&H-T-PRO	722	BSMTH,TMKR&R-TWR
152	MAN.DAIRY PROD	671	ACTIV AUX TO FIN EX.INSU	232	SE-ED TEACH-PROF	723	MACHINRY MECH&FI
153	MAN. GRAIN MILL	672	ACTIV AUX TO INSUR	233	PRIM&P-PRIM T-PR	729	ELECTRI&ELECT EQ
154	MAN. OTHER FOOD	700	REAL ESTATE ACTIVITIES	234	SP-ED T-PROFESSI	730	HANDICRAFT
155	MAN. OF BEVERAGE	701	RE W/OWN OR LEAS PROP	239	OTHER TEACH-PROF	731	PRECISION WORKER
160	MAN. OF TOBACCO	702	RE ON A FEE OR CONTR	240	PROFF. OTHERS	732	POTTR,G-MKRS&R-W
170	TEXTILES	710	RENTING	241	BUSINESS PROFESS	733	HANDICRAFT WRKRS
171	SPINNING	711	RENT TRAN EQ.	242	LEGAL PROFESSION	739	PRINTNG&R-T-WRKR
172	OTHER TEXTILES	712	RENT OTH MACH EQ	243	ARCHIV,LIB&R-I-P	740	CRAFT AND RELWOR
173	KNITTED FABRICS	713	RENT PERSONL & HH NEC	244	SOC-SCI&R-PROFES	741	FOOD PROC&R-T-WR
180	MAN. WEARING APP	720	COMPUTER & REL ACTIV.	245	WRITRS&CRE-PER-A	742	WOOD TREA&R-T-WR
181	MAN. EX. FUR APP	721	HDWARE CONS	299	RELIGIOUS PROFES	743	TEXTILE,GAR&R-WRK
182	DRESS. & DYEING	722	STWARE CONS	309	TECH.ASS.PROFF	799	PELT,LEA&SHM TWR
190	MAN. OF LEATHER	723	DATA PROC	310	ENGINEERS ASSPRO	800	MACH.OPERATOR
191	TANNING AND DRES	724	DBASE ACTIV	311	PHYS&ENGIN SC-TE	810	IND. PLNT OPER
192	MAN. FOOTWEAR	725	MAINT. AND REP.	312	COMPUTR ASS.PROF	811	MINING&MIN PR-OP
200	MANU.OF WOOD PRO	729	OTHER COMP. ACTIV/RES	313	OPTICL&EL-EQ-OPE	812	METAL PRO-PLNT-O
201	SAWMILLING WOOD	730	RESEARCH AND DEVELOP	314	SHIP&ACRAFT CO&T	813	GLASS,CER&R-P-OP
202	MAN. OF WOOD PRO	731	R&DEV. ON NAT SC	319	SAFTY&QUAL-INSPE	814	WOOD-PR&PM-P-OPE
210	MAN. PAPER PROD	732	RES& DEV SOC SC & HUM	320	HEALTH ASSOC	815	CHEM-PRO&R-P-OPE
220	PUBLISHING	740	OTHER BUSINESS ACTIV.	321	LSCI-TECH&R-AS-P	816	POWER PROD&R-P-O
230	MAN.OF COKE PROD	741	LEGAL, ACCT, BKKP	322	MDRN-HEALTH EX.N	819	AUTOM-ASSY&R-OPE
240	MAN.OF CHEMICAL PROD	742	ARCHITECT	323	NURSNG&MIDW AS-P	820	OPERATORS:STAT
250	MAN.OF RUBBER/PLASTIC	743	ADVERTISING	329	TRAD-MED-PRAC&FH	821	MET&MIN P-MACH-O
260	MAN.OF GLASS PROD	749	OTHER BUS. ACTIV. N.E.C	330	TEACHING ASSPROF	822	CHEM-PROD MACH-O
270	MAN.OF NON-METALIC	750	PUBLIC ADIMINSTRATION	331	PRIM-ED-T-AS-PRO	823	RUBB&PLAST-P-M-O
280	MAN.OF FAB. METAL PROD	751	ADMIN OF STATE AND ECO	332	P-PRIM ED-T-AS-P	824	WOOD-PROD-M-OPER
289	MAN.OF MACH. EQUIP.	752	PROV. OF SERV TO COMMU	333	SP-ED T-ASSOC-PR	825	PRINTNG,BNDG M-O
290	MAN.OF MACH.	753	COMPULSRY SOC SEC ACT	339	OTHR T-ASSOC-PRO	826	TEXTL,FUR&LP-M-O
300	MAN.OF OFFICE, MACH.	799	OTHER BUS. ACTIV CONT'D	340	PROFF.OTH.ASSOC	827	FOOD&R-PROD M-OP
310	MAN.OF ELECT. APP	800	EDUCATION	341	FIN&SALES ASS-PR	828	ASSEMBLERS
320	MAN.OF OTHER APP.	801	PRIMARY	342	BUS-SER-AG&TR-BR	829	OTHR MACH OPER&A
330	MAN.OF MEDICAL INSTR	802	SECONDARY	343	ADMIN ASSOC-PROF	830	DRIVERS
340	MAN.OF AUTOS TRAILERS	803	HIGHER	344	CUS,TAX&REL-G-AP	831	LOC-ENG DRI&R-WR
350	MAN.OF TRANS EQUIP.	849	ADULT & OTHER EDUC	345	POLICE INSP&DETE	832	MOTOR VEHCLE DRI
360	TRANS. EQUIP N.E.C	850	HEALTH & SOCIAL WORK	346	SOCWORK ASSO-PRO	833	AGRI&OTHR MP-OPE
370	MAN. N.E.C.	851	HUMAN HEALTH ACTIV	399	ARTIST,ENT&SP-AP	899	SHIPS CREW&R-WRK
400	ELECT,GAS&WATER SUP	852	VETERINARY ACTIV	400	CLERKS	900	ELEM. OCCUPATION
410	PROD. OF ELECT.	853	SOCIAL WORK	410	OFFICE CLERKS	910	SALES ELEM.OCC
450	CONSTRUCTION	900	OTHER COMM/SOCIAL ACT	411	SECRET&KBRD-O-CL	911	ST VENDRS&R-WRKR
455	CONST_RENTING OF MAT.	910	ACTIV OF MEMB ORG	412	NUMERICAL CLERKS	912	SHOE CLNG&O-EL-O
500	WHOLESALE_SUMMARY	911	ACTIV OF BUS, EMPLOY	413	MAT-REC&TRANS-CL	913	DOM-&R-HLPR&CLNR
501	SALE OF MOT. VEHIC	912	ACT OF TRADE	419	LIBRARY MAIL RE	914	BLDG CTAKR&R-CLN
502	MAINT.&REPOF MOTOR.	919	ACTIV OF OTH MEMB ORG	420	CLERKS CUST.SERV	915	MESS,PORT,&R-WRK
503	SALE OF MOT&PARTS	920	RECREATIONAL	421	LIB,MAIL&R-CLERK	919	GARB-COL&R-LABOU
504	SALE,MAINT. OF MOT_VEH	921	MOTION PIC	499	CLIENT-INFO-CLRK	929	LABORERS:AG.FSH
505	RETAIL SALE OF AUTO. FU	922	NEWS AGENCY	500	SERV. WORKDR	930	CONST. LABORERS
510	WHLSE TRADE EXC. ATUO	923	LIBRARIES	510	PERSONAL PROTECT	931	MINING&CONST-LAB
511	WHLSE ON FEE OR CONTR	924	SPORTING	511	T-ATTENTD&R-WRKR	932	MANUFA-LABOURERS
512	WHLSE OF AGRI RAW MAT	949	OTHER SERVICES ACTIV	512	HSEKPNG,RES&R-WK	998	TRANS-LAB&FR-HAN
513	WHLSE OF HHD GDS	989	PRIVATE HHLD W/EMPL	513	PER-CARE&R-WORKR	999	NR
514	WHLSE OF NONAGRI PROD	990	EXTRATERRITORAL ORG	514	OTHR PER-CA&R-WR		
515	WHLSE OF MACHIN. EQUIP	999	NR	515	ASTROL,FORT&R-WR		
519	WHLSALE, OTHER	(na)	NA	519	PROTECTVE SER WR		

Diary Item Codes				
[Refer to food and non-food code lists for 6 digit item entries]				
Units			Description	
Each	1		Used	1
Dozen	2		Sold	2
Cans	3		Given	3
Bottles	4		Received	4
Pounds	5			
Ounces	6		Day of the week	
Gallons	7			
Quarts	8		Monday	1
Pints	9		Tuesday	2
Cases	10		Wednesday	3
Packages	11		Thursday	4
Box	12		Friday	5
Carton	13		Saturday	6
Other	98		Sunday	7