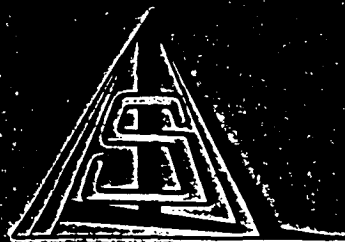




JAMAICA SURVEY OF LIVING CONDITIONS

NOVEMBER 1994

INTERVIEWER'S INSTRUCTION MANUAL



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KINGSTON

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SURVEY OF LIVING CONDITIONS, NOVEMBER 1994

INTERVIEWER'S INSTRUCTIONS MANUAL

I. EXPLANATORY NOTE

The Human Resources Development Programme: Monitoring the system

1.1 The Human resources Development programme was formulated by the Government in order to significantly improve the quality and coverage of the country's social services. It has increased the flow of funds to the social sectors and provided a social dimension for the major economic adjustment process which the country has been experiencing in recent years.

1.2 As part of the HRDP, a monitoring system for evaluating the impact of the programme is being implemented to:

(a) provide the base-line information necessary to set priorities for socioeconomic policy and

(b) to feed back information on the effectiveness of such policies, thus allowing for corrective action where needed during the course of the programme.

1.3 The monitoring system for the HRDP consists of two parts: (1) institution-based and (2) household-level data. The household-level data will provide basic information on the major aspects of the population's well-being (income, employment, consumption, etc.) in relation to the social aspects (education, health, housing conditions, social security, etc.) Employment information is already being collected by STATIN through the current Labour Force Survey. Information on the other socioeconomic aspects such as health, education, nutrition, consumption and housing are collected through the Survey of Living Conditions (SLC).

SLC, November 1994

1.4 So far seven rounds of the Survey of Living Conditions were conducted-the first in August 1988 (SLC 88); the second in July 1989 (SLC 89-1); the third in November 1989 (SLC 89-2); the fourth in November, 1990 (SLC 90); the fifth in November 1991 (SLC 91); the sixth in August 1992 (SLC 92); and the seventh in November 1993 (SLC 93).

1.5 The field work for the 8th round of the Survey of Living Conditions (SLC 94) will commence in November, 1994. The survey sample for SLC 94 will be the same as for SLC 93 that is, 1/3rd of the preceding October LFS. The total number of dwellings covered in the quarterly LFS were 7,488. Thus, the SLC 94 will cover 2,496 dwellings.

1.6 In SLC 94, the focus will be on testing two shortened versions of the consumption modules to find out whether it is possible to collect reliable information on consumption which would require less interview time, than the standard consumption modules. It may be recalled that since SLC 89-2, the focus in each round of SLC was on one subject or other. Thus, the focus was on Health in SLC 89-2; Education in SLC 90; Housing in SLC 91; Poverty in SLC 92; and on Employment and Time Use in SLC 93. The standard monitoring modules on health, education, nutrition, consumption, food stamps, housing, durable goods and miscellaneous incomes will also be covered in SLC 94.

Organisation of the Survey

1.7 The notes on design of experimental consumption modules given in Appendix I describe the considerations kept in view and the manner of conducting the investigations in this round. The Supervisors/Interviewers should read this Appendix carefully.

1.8 Briefly, there are two experimental shortened versions of the consumption modules- one based on the point of purchase approach (which was similar to that tested in the pre-test of SLC 91); and the other a condensed list of items of the standard modules on consumption (the standard consumption modules were those which have been canvassed in all rounds of SLC so far). The standard consumption modules will also be canvassed for comparing the results of experimental modules and for providing the periodic basic data on consumption for monitoring purposes.

1.9 Since canvassing the standard consumption modules and the experimental module based on the point of purchase approach on the same household in the same interview is not likely to have any effect on the reliability of either set of figures, it is proposed to canvass the point of purchase consumption modules on half of the households covered by the standard consumption modules, that is, 1248 dwellings out of the total sample of 2,496 dwellings.

1.10 The shortened version of the second experimental module, called shortened item by item consumption module will, however, have to be canvassed on a distinct sample of households than the one canvassed with standard consumption modules, because it was derived from the same pattern of commodity groupings as standard modules though with further

aggregation of the items, and, therefore, the two modules, if canvassed on the same household, will influence the reported consumption figures.

1.11 The shortened item by item consumption modules, will, therefore, be canvassed on a distinct sample of 1248 dwellings, selected at the rate of 8 dwellings from each of the 156 EDs covered by SLC 94. These will be dwellings of the two panels covered in the July LFS, but replaced in the October LFS.

Questionnaires for SLC 94

1.12 There are two Questionnaires in SLC 94. These are distinguished with the inscription in the box on the top right hand corner of the cover page as - (i) Standard Modules & Point of Purchase Module; and (ii) Shortened Item by Item Consumption Module. The second questionnaire contains only the shortened version of the consumption modules and the Roster, as these modules have to be canvassed on a different sample.

1.13 The following paragraphs explain the contents of the standard questionnaire (that is item i above) and the instructions for filling the questionnaire, which are also relevant to questionnaire at (ii), where applicable:

Questionnaire with Standard Modules and Point of Purchase Module

1.14 Notice that this questionnaire for SLC 94 is divided into the following 14 PARTS, plus the cover:

COVER

PART A: HEALTH -- TO BE ASKED OF EACH HOUSEHOLD MEMBER

PART B: EDUCATION -- TO BE COMPLETED FOR ALL HOUSEHOLD
MEMBERS AGED 3 YEARS AND OLDER

PART C: ANTHROPOMETRIC -- FOR ALL CHILDREN 0 - 59
MONTHS OLD

PART D: SOCIAL MOBILITY

PART E: DAILY EXPENSES

PART F: FOOD EXPENSES (INCLUDING HOME PRODUCTION & GIFTS)

PART G: CONSUMPTION EXPENDITURES

PART H: NON-CONSUMPTION EXPENDITURES

PART I: FOOD STAMPS

PART J: HOUSING CONDITIONS AND RELATED EXPENSES

PART K: INVENTORY OF DURABLE GOODS OWNED BY THE
HOUSEHOLD

PART L: MISCELLANEOUS INCOME RECEIVED BY THE HOUSEHOLD

PART M: POINT OF PURCHASE CONSUMPTION MODULE

PART R: HOUSEHOLD ROSTER

1.15 It will be observed that the total number of parts in this questionnaire is the same as in SLC 93; however, the order of the parts has changed. Besides, two modules were dropped from SLC 93 questionnaire- these are the Employment and Time Use Module and Adequacy of Consumption Module; while two new Modules are included- these are the Social Mobility Module (Part D) and the Consumption Expenditure by Point of Purchase Module (Part M). The only other change from SLC 93 is the addition of a second page in the Education Module (Page B2) to collect information on education costs.

1.16 This questionnaire is the basic one in SLC 94, for providing the monitoring information on Health, Education, Nutrition, Consumption, Food stamps, Housing, Durable Goods, and Miscellaneous incomes.

1.17 The sample of dwellings for canvassing the standard modules and the social mobility module will be the same as in SLC 93; that is, the sample comprises 78 sampling regions, 156 EDs and 2,496 dwellings. The Point of Purchase consumption Module (Part M) will, however, be canvassed on only half of these samples, which will be indicated on the cover page by STATIN. The order of canvassing the modules, when both the standard consumption module and point of purchase consumption module have to be canvassed for the same household, is described in detail in the attached note on the design of the experimentation. The order in which the modules should be taken up when point of purchase module is to be covered for the household is also indicated on the cover page.

1.18 Since all the modules, except point of purchase consumption module and the social mobility module, which is self-explanatory, are the same as in SLC 93, the instructions given for that round on these modules will hold good for SLC 94. These are also repeated in the subsequent paragraphs, for ready reference, along with the instructions for the new modules.

Recording Time

1.19 The Interviewers should record the total time taken for completing the questionnaire on the cover page in the space provided for it. In addition, it will be noticed that boxes have been provided on the top of Part E and bottom of Part H in both questionnaires for recording the hour and minutes when Part E was started and when Part H was completed. These boxes should be filled by the interviewer without fail. He/She should consult the watch just before taking up Part E and immediately after completing Part H, to note down the accurate time. The accuracy of the time recorded is an important element which will facilitate a correct appraisal of the efficacy of the experimental

consumption modules.

1.20 It will be observed that in Part K on Durable Goods also, boxes have been provided for recording the time when the Part K was taken up for completion and when it was completed. The time actually taken for completing this Part will enable us to take a decision on its continuance in the present form in future rounds.

II. GENERAL SURVEY PROCEDURES

THE INTERVIEWER'S TASKS

2.1 The Interviewer's role is "capital" to the survey. The quality of the data and of the whole survey will be determined by the quality of the Interviewer's work. You must, therefore, follow exactly all the instructions contained in this manual. You must also be constantly in touch with your supervisor and inform him/her of any problem you encounter during your work in the field. The supervisor, for his/her part, will

- (i) provide you with all the necessary materials and instructions;
- (ii) collect and check your work; and
- (iii) help you to solve any problem which may arise.

Interviews of households

2.2 Your main task is to conduct interviews with households. Depending on the size of the household, you may be able to conduct two interviews per day. You must ensure that you finish the interviews of about 8-10 households for the questionnaire containing the standard modules and point of purchase module, by the end of each week of the survey. The entire work entrusted to you, that is, the standard consumption modules and the two experimental consumption modules should be completed within six weeks from the start of the investigations.

2.3 In conducting the interviews, you must scrupulously follow the instructions contained in this manual -- the most important of which is to read the questions exactly as they appear in the questionnaire.

Checking the completed questionnaires

2.4 After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must also make sure that you have recorded the required

information for all members of the household indicated in each section. This must be done immediately after the interview before you hand in the questionnaire to your supervisor and -- most importantly -- before leaving the Enumeration District.

2.5 Although you may correct minor errors such as those made when writing down an answer, you must never make any other changes in the completed questionnaire without posing the question again to the interviewee.

The interview

2.6 You must be careful to follow all the instructions laid down in this Manual. You are especially asked to bear the following in mind:

- a) Ask the questions exactly as they appear on the questionnaire.
- b) The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire; nor must you think that you can trust your memory for writing down the answers later.
- c) The possible answers for many of the questions have been coded so that you will write down numbers only. No letter or any other character should be written down. As the entire questionnaire is pre-coded, the numbers you will write down can be:
 - i. Codes, such as "1" for the answer "YES", or "2" for "NO";
 - ii. Amounts of money, frequencies, etc.
- d) Under no circumstance should you write down things like "--", "*", "/", etc. Nor should you write down the answer itself in the questionnaire -- for example, you should not write down the word "YES" instead of the code "1".

Keeping the tempo of the interview

2.7 You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers from a respondent, do not break in too sharply, but listen to what the respondent is saying and then lead him/her back to the original question. Remember that it is you who are conducting the interview and that you must control the situation at all times.

Objectivity of the interviewer

2.8 It is extremely important that you remain absolutely neutral with regard to the subject of the question. Most people are naturally polite, particularly with guests, and they tend to give answers and adopt attitudes they think will please the visitor. You must not show any surprise, approval or disapproval regarding the answer given by the respondent, and you must not tell him/her what your own answer would be. If he/she asks you for your opinion, wait until the end of the interview to discuss the matter with him/her. You must also avoid any pre-conceived idea about the respondent's ability to answer certain questions, or about the kind of answer he/she is likely to give.

Private nature of the interview

2.9 All data collected are strictly confidential. The divulging of private data by an interviewer is forbidden by law. This rule is all the more important since it provides for the foundation of all statistical work. All questions should be put to the respondent in complete privacy in order to re-assure the respondent that his/her answers will remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

III. GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

3.1 There are a number of basic principles that the interviewer should observe throughout the questionnaire.

How to read the questions

3.2 You must always read the questions as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you must wait for an answer. If the respondent does not answer after a reasonable length of time, he/she has probably

- (i) not heard the question
- (ii) not understood the question, or
- (iii) does not know the answer.

In case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is "NO", you may re-word the question. If the difficulty lies in finding the right answer, you may help the respondent to consider his/her reply.

Upper & Lower case text

3.3 Text written in Upper case are instructions for yourself, or lists of codes. You are not to read this text to the respondent. Texts written in Lower case in the questionnaire are to be read aloud to the respondent, exactly as they are written in the questionnaire.

For example:

a) In PART A, Question 12:

IF
NOTHING SPENT
WRITE ZERO

This instruction is NOT to be read aloud.

b) In PART J, Question 2:

MAIN MATERIAL OF OUTER WALLS

This is not a question to be asked of the respondent - the answer requires personal observation by the interviewer. Only when he has doubt, he may enquire from the respondent.

c) In the same PART J, Question 18:

What is the main source of drinking water for your household?

INDOOR TAP/PIPE.....1
OUTSIDE PRIVATE PIPE/TAP2
PUBLIC STANDPIPE.....3
WELL.....4
RIVER, LAKE, SPRING, POND.....5
RAIN WATER (TANK).....6
OTHERS (SPECIFY).....7

This question should be read aloud to the respondent, and the code of the answer written down. Because the possible answers are in capitals letters, they should not be read out aloud.

Encoding the answers

3.4 The questionnaire is pre-coded in order to speed up data entry. You should always enter the code for an answer in the questionnaire and not the answer itself.

a) For instance, in PART J, Question 9, you may have to ask the following question of households who have rented the dwelling:

From whom is the dwelling rented ?
 RELATIVE.....1
 PRIVATE EMPLOYER.....2
 PUBLIC AGENCY.....3
 PRIVATE INDIVIDUAL OR AGENCY.....4

If you ask "From whom is the dwelling rented ?," and the person answers "From my friend Dr. Smith in Montego Bay", you will have to write in the questionnaire the code "4", corresponding to the answer "PRIVATE INDIVIDUAL OR AGENCY".

b) You may have to ask the distance in some cases such as in question 23 in Part J on the distance of water supply source from the dwelling:

How far from this dwelling is this ...[SUPPLY SOURCE IN Q18...] ?

If the answer is: "The standpipe is 100 yards", you should write in the questionnaire the number "100" in the box provided for DISTANCE, and not "100 yards"; and mention 2 in the box provided for distance code.

c) Frequencies.

When you have to ask a question such as:
 How often do you make these payments (question 14 in Part J) ?

NO. OF TIMES:

PER:

MONTH...4

YEAR....5

(PART J,
 Question 14)

And the answer is:
 "Four times a year"

then you should write the number "4" in the first box and the code "5" (corresponding to year) in the second box.

Time periods

3.5 In some parts of the questionnaire, you will find some questions with reference to "the past 7 days", "the past 30 days", or "the past 12 months". It is very important to read these time periods as they appear in the questionnaire, and not to replace them with "the past week," "the past month" or "the past year." That means, it must be clear that:

PAST 7 DAYS	is not the same as	PAST WEEK
PAST 30 DAYS	is not the same as	PAST MONTH
PAST 12 MONTHS	is not the same as	PAST YEAR

Amounts of money

3.6 You should always write down the exact amount of money the respondent has said, including the two decimal places.

Let us consider different answers to the question:

How much did you spend on furniture (indoor) during the past 12 months?,

(PART G: ITEM CODE 313: Column 4)

ANSWER 1: "I have spent forty Jamaican dollars and seventy five cents"

Then, YOU SHOULD WRITE
in the appropriate box -----> 40.75

DO NOT write an
approximation -----> 41

and DO NOT write the
dollar symbol -----> J\$ 40.75

ANSWER 2: "I've spent twenty thousand eight hundred and forty nine Jamaican dollars and fifty cents"

You have to write -----> 20,849.50

ANSWER 3: "I've spent eighty Jamaican dollars"

You have to write -----> 80.00

Skip patterns

3.7 Normally, you should ask the questions in the same order in which they appear in the questionnaire - i.e. Question 5 should follow Question 4, Question 6 should follow Question 5, and so on.

In some cases, however, after a reply, you will find an arrow (>>) followed by a number. The number indicates which question should be asked immediately after.

Examples:

a) In PART A, Question 20:

Are you covered by health insurance?

YES.....1

NO.....2

There is no arrow. Therefore, whatever the answer is, go straight on to Question 21 (the next question).

b) In PART A, Question 16:

Did you buy medicines during the past 4 weeks for this illness or injury?

YES.....1

NO.....2
(>> 20)

- If the respondent answers "YES", write "1" in the appropriate box and move on to Question 17 (the next question).

- If the respondent answers "NO", write "2" in the appropriate place and skip to Question 20 (as indicated by the arrow). You, therefore, should omit asking Questions 17, 18 and 19.

How to replace the symbol ...[]... by a name or thing

3.8 Occasionally you will find the following symbol within a lower case text:

...[]...

When reading a text to the respondent you should replace this symbol by a particular name or item. For example, in PART B, Question 1 you will find the following question:

What type of school is ..[NAME]...enrolled in, for this academic year ?

If you are asking, for instance, about a boy named "Johnny," you should read this question in the following manner:

"What type of school is Johnny enrolled in, for this academic year ?"

Within each part

3.9 In PARTS A, B, C, D, I and in the Roster, you should go individual by individual. That means, within each part, you should start with individual number 1 and ask him/her all the questions (if applicable) from the first to the last, and only then should you proceed to individual number 2, and so on.

Flux of the interview

3.10 Look at the flap in the back page; this is part R, the HOUSEHOLD ROSTER. You should open this flap at the beginning of the interview, and keep it open throughout the interview. This part will be already filled out at STATIN with the name, age and sex of each household member, if the household was contacted in the October LFS (in the shorter questionnaire containing the shortened item by item consumption module, this data relates to the July LFS). You should ask whether he/she is still a household member, and if necessary, add the new members. You should also ask the other questions, where applicable.

How to go from one part to the next

3.11 You must start with the Cover, and then move on to the ROSTER, and then fill parts A to D (part C can be completed last). For the other parts, you should go in the alphabetical order; except for those households for which the point of purchase module (part M) has to be canvassed, for which, the order is specified on the cover page. There are two orders-order 1 and order 2, as described below:

Order 1

(For household with dwelling
number ending in even digit)

Roster
Health (part A)
Education (part B)
Anthropometrics (part C)
Social Mobility (part D)
Daily Expenditures (part E)
Food Expenses (part F)
Consumption Expenses (part G)
Non-Consumption (part H)
Food Stamps (part I)
Housing (part J)
Durable Goods (part K)
Miscellaneous Income (part L)
Point of Purchase Module (M)

Order 2

(For households with dwelling
number ending in odd digit)

Roster
Health (part A)
Education (part B)
Anthropometrics (part C)
Social Mobility (part D)
Point of purchase Module (M)
Food Stamps (part I)
Housing (part J)
Durable Goods (part K)
Miscellaneous Income (part L)
Daily Expenditures (part E)
Food Expenses (part F)
Consumption Expenses (part G)
Non-Consumption Exp. (part H)

It will be noticed that order 1 is the alphabetical order while order 2 is the changed order in which point of purchase module will be canvassed earlier than the standard consumption modules, keeping some time lag between the two sets. This is done to study whether the order has any effect on the estimates of consumption.

DATA ENTRY CONSIDERATIONS

3.12 Data will be entered directly from the questionnaire, which means that everything you write down on the questionnaire will be entered in the computer. You must, therefore, write only information that is to be entered. In particular, you must not use the sheets for writing down notes or computations.

The following are some rules you should observe when filling in the questionnaires:

1. Write legibly in pencil, without crossing out or over-writing. If you make a mistake, erase it completely and write down the correct reply.
2. Write in capital letters and use Arabic numerals. For example, you should write "1", NOT "I"; "4", NOT "IV"; and so on
3. Never go beyond the space allotted for a question

even when the next space is not used.

4. In writing amounts and other figures, you should always mark the two decimal places first; then starting from the right, separate each group of three figures by a comma. For instance, one hundred thousand must be written down as "100,000.00"; not as "100000" or as "100 000".
5. For questions to which the reply is an amount, write down only the number in the appropriate box. Do NOT write the unit of measurement.

For example:

Question: How much did you spend on car insurance during the past 12 months?

(PART G, ITEM CODE 341, COL. 4)

Answer: "one thousand Jamaican dollars"

Write: "1,000.00"

Do NOT write: "1,000.00 J\$" OR "J\$ 1,000.00"

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in the appropriate box. You need not write it.

IV. THE PARTS OF THE QUESTIONNAIRE

1 : THE COVER

This section corresponds to the first page you see in the questionnaire. It collects information on:

- Household identification
- the interviewer
- the supervisor
- the anthropometrist

a) **Household identification**

When starting an interview, make sure that the questionnaire has already been filled out with the following information on the cover:

- Parish
- Constituency
- Enumeration District No.
- Dwelling No.
- Household No.
- Area
- Serial No.

b) **The interviewer, the supervisor and the anthropometrist**

The interviewer should enter, in the appropriate places, the following information:

- His/her name
- His/her code
- Date of the interview
- Time of interview (the beginning and the end of completing the entire questionnaire)

(Remember that instructions have also been given for recording the time inside the questionnaire for completing Parts E-H and Part K).

Notice that the space for the date has three small boxes.

The first one is for the day (two digits), the second one is for the month (two digits) and the third one is for the year (two digits). You should always write two digits in each box.

For example:

if the interview was done on November 25, 1994

THEN YOU SHOULD WRITE:

DATE OF THE INTERVIEW		
25	11	94
DAY	MONTH	YEAR

And YOU SHOULD NOT WRITE:

DATE OF THE INTERVIEW		
25	11	1994
DAY	MONTH	YEAR

The supervisor has only to write:

- His/her name
- His/her code

The anthropometrist should also write down his/her name and code, and the date of the anthropometric measurements. This date should be written down in the same manner as the date of the interview described above.

2. PART R: HOUSEHOLD ROSTER

In this section, you will find a list of all the persons who were household members in the October Labor Force Survey. The names, ages and sexes of these persons will be filled in at the Head Office before the field work begins. So, on starting the interview, you do not have to fill the answers for those questions of these people, unless there is a correction.

Now, you have to enquire whether there is any new household member, or whether there is anyone who is no longer a household member.

For every NEW member, you should ask for - and then record -

the NAME, AGE and SEX in the appropriate boxes, and write the code "3" (NEW MEMBER) in the box for "HOUSEHOLD MEMBER?". For the other people, this question will have as an answer the code "1" if he/she is still a member, or the code "2" if he/she is no longer a member.

Once you are finished with ALL NEW MEMBERS and you have asked ALL the persons on the list whether or not they still are household members, you should go to the succeeding questions

and ask only of the following persons:

HOUSEHOLD MEMBERS (i.e. those who have code "1" or "3" in the question "HOUSEHOLD MEMBER?").

CHANGES IN THE HOUSEHOLD COMPOSITION

If at the time of your interview, the ENTIRE household composition has changed since the October Labor Force Survey or if it is a new household, then you will need a BLANK questionnaire to ENUMERATE THIS NEW HOUSEHOLD. Also, you will have to fill out the Roster, with NAME, AGE

and SEX; put the code "3" (NEW MEMBER) as answer to the question: "HOUSEHOLD MEMBER?" for EACH member of the household.

PRINCIPAL EARNER'S OCCUPATION/EMPLOYMENT STATUS

You will notice that in this round also, provision is made to record the principal earner's occupation, industry and employment status. These are the 4 questions indicated on the top of the ROSTER in the left hand corner. These questions should be filled up after recording the answers on all other questions in the ROSTER.

The PRINCIPAL earner in the household is that person whose earnings during the 12 months preceding the date of survey were the largest among all earners in the household. Several situations may arise:

TYPE I

There may not be any earner in the household- the household may be living entirely on pension; poor relief or food stamps; remittances; or on property income or savings; in which case, the following codes will be recorded in the twin boxes in question 1:

Pension	69
Poor relief or food stamps	79
Remittances.....	89
Property income or savings.....	99

For these households, the questions 2 to 4 under Principal Earner, need not be filled.

If the household has an earner and also gets income from property or from remittances, that household will be treated as having an earner, irrespective of the size of the contribution from property or remittances.

TYPE II

The household may not have a current earner and is living on the pension of one or more members of the household. In these cases, the code 69 will be recorded. If the household has no earner but is living mainly on poor relief or food stamps, then record code 79.

TYPE III

The household had an earner but he is currently unemployed on the date of survey and the household has been living on savings or property income or on remittances. In these cases, code 89 should be recorded if the household is living on remittances and code 99 if the household is living

on property income or on savings. In no case the word "unemployed" should be written against this item.

TYPE IV

This Type consists of households with one or more earners. There may be only one earner in the household, in which case his/her details will be recorded in questions 1 to 4 under "PRINCIPAL EARNER". If there is more than one earner, the member whose earnings are the largest during the 12 months preceding the date of survey will be treated as the principal earner and his/her details will be recorded in questions 1 to 4.

PHYSICALLY AND/OR MENTALLY DISABLED

It will be observed that in this round also, a question has been introduced in the Roster to ascertain whether the individual is physically and/or mentally disabled. However, in this round, it is proposed to canvass this question to all household members. The interviewer should take the information as provided by the respondent. However, in case of persons aged 15 years and over, the definition below should be applied to the extent possible:

A disabled person is an individual whose prospects of securing and retaining suitable employment are substantially reduced by physical and/or mental impairment.

MEALS GIVEN BY THE HOUSEHOLD TO PERSONS WHO ARE NOT HOUSEHOLD MEMBERS

Notice that a block is provided above the column headings in the center of the questionnaire for recording the number of Breakfasts, lunches and dinners eaten in the household in the past 7 days by persons who are not members of the household such as handyman, gardener, home help, etc. After completion of the Roster in respect of all other items, you should enquire of the respondent whether any of these persons have taken meals during the past 7 days; and enter the number of breakfasts, lunches and dinners given. Please note that it is not the number of persons that is required but the number of meals given.

SOME ERRORS OBSERVED IN COMPLETING THE ROSTER

(i) Principal earner: Some interviewers are recording against this item "unemployed". Further probing is necessary to find out whether the household is living on pension; or poor relief/food stamps; or remittances; or property income/savings and the appropriate code as listed above should be recorded.

(ii) Employment status: A few interviewers are recording "employed" as the employment status (Q4) of the principal earner. The codes for employment status are as in LFS. These are- Employee of Central or Local Government-1; Employee of other Government Agencies-2; Employee of private sector Business-3; Unpaid Worker-4; Employer-5; Own Account Worker-6; and Not Reported-7.

(ii) Head of the household: In the Roster, the list of household members, their age, sex, and relationship to the head are noted in STATIN on the basis of the October LFS. If, between the LFS and the following SLC, there is a change in the head (for instance, the previous head left the household), the interviewers are recording code 2 against the previous head in the column whether he is still a household member, but not noting the new head or the relationship of the members to the new head. Perhaps, they may be under the impression that whatever that was recorded in STATIN should not be changed. This is not correct; what is recorded in the Roster at STATIN is on the basis of what was recorded in LFS and if there is any change by the time of SLC, the corrections should be made (after circling the earlier entries).

(iii) Household Member: In the case of a new household which occupied the dwelling by the time of SLC, some interviewers are recording the length of stay in the dwelling as the period for which the members lived with the household. Please remember that living with the household is not the same as living in the dwelling. What is required is the period during past 12 months, the individual was a member of this household; this has nothing to do with the duration for which the household occupied the selected dwelling.

(iv) Living with household: Some interviewers are not recording the period of living with this household of members who have code 2 in column for recording whether he is a household member. This information is required for all members in the Roster, irrespective of whether they are continuing or new or no longer a member.

3. PART A: HEALTH

The information gathered in this Part will be used to measure the incidence of illness or injuries, the use made of the different kinds of health services and facilities, and the costs incurred by the household.

EACH MEMBER of the household should be questioned - the parents can answer for the young children.

Most of the questions are self-explanatory; however, the following questions need some clarification.

QUESTION 1

This question should be asked of all persons. You have to enquire whether the person has suffered any illness or injury during the past 4 weeks. If the person says he/she has had one or more than one illness, you have to write down the code "1" as the answer to this question. If the answer is "NO" (code "2"), you have to jump to QUESTION 20 and LEAVE QUESTIONS 2 TO 19 BLANK.

QUESTION 4

You have to ask the person to tell you for how many days during the past 4 weeks he/she was unable to carry out his/her usual activities. For this question, it is useful to know that USUAL ACTIVITIES mean the work or duties which are performed regularly.

You will not have any problems with this question because the interviewee himself knows what his/her usual activities are -- it could be housekeeping, work outside home, minding the children, going to school, etc.

When the answer is with regard to a small child, the USUAL ACTIVITIES refer to the child not being its usual self; that is, it has not been playing, eating, etc., as it usually does. The child may or may not have been confined to bed.

QUESTION 5

To visit a health practitioner means being examined by a doctor, nurse practitioner, nurse, pharmacist, midwife or any other health practitioner in order to discover what illness the person is suffering from and to receive treatment. The VISIT is for the act of being examined.

QUESTIONS 6 AND 7

In question 6, the total number of visits made by the person answering 'yes' in question 5, should be recorded; while in question 7, the number of visits that took place in different locations should be recorded. There is a category 'other' in the locations; persons who have responded with an answer other than those listed will have to be put in this category. However, the exact location may be specified for appropriate classification.

QUESTIONS 8 AND 9

These questions cover only the cost of the visits, that is the cost of consultation; the cost of the medicines and any payment for hospitalisation must not be included, as separate columns are provided for recording those expenditures. Keep in mind that the money amount must be registered in VERY CLEAR numbers, and always with two decimals, even if these are zeroes. Question 8 is for recording the expenditure on visits made at public health facilities while Question 9 is for recording the expenditure on visits at private health facilities.

QUESTIONS 12 and 15

The question 12 is for recording the hospitalisation costs in public health establishments and question 15 the costs in private health establishments; here the costs of consultation or medicines should not be included. However, occasionally the hospital bill includes the cost of consultation, and the respondents are unable to distinguish between the different costs. In that case, the interviewer may write down the TOTAL AMOUNT in answering ONLY ONE OF THE QUESTIONS provided for recording the cost of consultation or hospitalisation costs. He/she MUST NOT write down the same amount for both the questions, since this would have the effect of doubling the expenses actually incurred.

QUESTIONS 18 and 19

These two questions cover only the cost of medicine; the amounts paid for consultations and for hospitalisation must not be included.

QUESTIONS 21 TO 27

These seven questions are designed to find out the hospitalisation costs, required by the Ministry of Health. The hospitalisation costs collected in Questions 10 to 15 relate only to those persons who suffered illness or injury during the past four weeks; moreover, they relate to the past four weeks. As this information was found to be inadequate, at the request of the Ministry of Health, these seven questions were included to collect the hospitalisation costs for the past 12 months in respect of all members of the household. Hence, the question 21, which is a filter question, should be filled for all household members; and all the members for whom the answer code is 1, that is, they

were hospitalised in the past 12 months, the information in the subsequent questions (Q22 to Q27) should be collected. The questions themselves are self-explanatory.

The questions 28 and 29 should be asked of all women between the ages 13 to 49 years, i.e., those who completed 13 years but not completed 50 years.

The question 31 should be asked in respect of all children who have completed 6 months but not completed 72 months, i.e., 6 years.

SOME ERRORS OBSERVED IN COMPLETING PART A-HEALTH

(i) In Q3 and Q4, on number of days suffered from illness or injury, a few interviewers are recording 30 or more. Please remember that these questions are asked for the reference period of past 4 weeks; hence the number cannot be greater than 28 days.

(ii) Q28 and Q29 have to be asked for women who completed 13 years to 49 years. A few interviewers are committing mistakes in (a) not covering all women in the Roster of this age group; and (b) in recording the answers against a male.

(iii) Q31 should be recorded for all children who completed 6 to 71 months (that is who have not completed 6 years). A few interviewers are not recording the information for children who have completed 5 years but not 6 years.

4. PART B: EDUCATION

This Part concerns only persons who qualify as being:

- MEMBERS OF THE HOUSEHOLD
- AGED 3 YEARS OR OLDER.

The aim of this section is to measure the level of schooling of all household members aged 3 years or older.

If a member is not enrolled in school for this academic year, the code in Question 1 will be 15, that is, none. For persons answering code 15, questions 2 to 10 need not be answered, but questions 11 and 12 should be answered. For persons with codes 1 to 8, the questions 2 to 10 should be filled up.

All the questions and the options given in this module are self-explanatory.

QUESTIONS 3 and 12

In these two questions, the equivalent grades for Forms in secondary education were given for ready reference. The Interviewers should NOT record Forms for secondary levels but ONLY the equivalent Grades.

For primary grades, for want of space, all the primary grades 1-6 are shown in one row against Primary, under codes. The interviewers should record the actual primary grade (that is, 1, 2, 3, 4, 5 or 6) in which the child is enrolled in this academic year.

QUESTION 7

In this question, there is a change in the wording of the reference period; in earlier rounds, the attendance was asked for the "last week", while in this round, the attendance is being asked for the last 5 school days. This change has been made as it was noticed that if a school was closed for one or more days during "last week", the data provided was not comparable with others.

The "last 5 school days" means the last 5 days on which the school was opened. The interviewer should be careful to ask the attendance for the last 5 school days, that is, ignoring the intervening days on which the school was closed.

QUESTIONS 13 AND 14 (PAGE B2):

These two questions on Education costs are introduced for the first time in this round, to collect the education costs incurred by the households on all children attending school during the past 12 months as on date of survey (Question 13); and the school fees paid by the secondary school children and the amount given by welfare fund or others during the current academic year (Question 14). The information collected on Question 14 is useful in the context of the Government's scheme on cost sharing of secondary education.

Remember that in 14.b, even if the amount from the welfare fund is not received, but if there is commitment to pay, the amount committed should be recorded.

SOME ERRORS OBSERVED IN COMPLETING PART B- EDUCATION

(i) For persons not enrolled in school, the interviewers have to place code 15 against Q1 and proceed to fill up Q11 and Q12. But, a few interviewers have not recorded the information in Q11 and Q12.

(ii) In Q3 and Q12, a few interviewers recorded the primary grade of the child as 1-6. **This is definitely wrong.** Only one of the grades from 1 to 6 should be recorded.

(iii) In Q3 and Q12, in the case of secondary grades, some interviewers have not converted forms to grades, the conversions for which were shown in the code list.

(iv) In some cases, there was no consistency in the school code and grade; the school code is reported as 3 and the grades reported were 7 and above; or the school code was reported as 4 and grades 1 to 6. In some cases, a few interviewers reported school code as secondary (codes 5 to 8) while grade reported was primary, that is, 1 to 6.

5. Part C: ANTHROPOMETRIC

This Part will be completed for all children who are less than five years old (that is, those completed 0-59 months).

In question 5, if the child is not measured, the reasons for not measuring the child should be given in codes.

The instructions on how to measure the children are given in Appendix II.

6. Part D: SOCIAL MOBILITY

This is a new module, introduced to study the changes in occupation and industry that had taken place between the parent or person responsible to the individual when he was 14 years and his own occupation and industry; the data on the individual will be available in the corresponding LFS.

Remember that the module has to be canvassed only for household members who are 16 years or older.

7. GENERAL INSTRUCTIONS FOR FILLING OUT PARTS E, F, G, AND H

- FIRST ASK QUESTION 1 FOR ALL THE ITEMS; that is, go through the list of items from top to bottom, and not from left to right. Each and every item must have an answer to this question; that is, either a cross facing corresponding "YES" or a cross facing corresponding "NO".

Let us see, as an example, what PART H: NON-CONSUMPTION EXPENDITURES should look like in a first step, after asking QUESTION 1 to all the items in the list:

- Once all the different items in the section have answers in QUESTION 1, you have to ask the following questions ONLY for those items that got "YES" for an answer in QUESTION 1. In those cases, you must ask all questions from QUESTION 2 to the last one for one item before going on to the next item. That means, you must move from left to right until you are finished with all the questions for one item.

- The items that got "NO" for an answer in QUESTION 1, MUST HAVE ALL THE OTHER QUESTIONS LEFT BLANK from QUESTION 2 to the last one).

- Notice that in all these parts we ask about AMOUNTS OF MONEY spent for different items, in different time periods. These amounts of money, like the rest of the information in the questionnaire, will be analysed by experts in data analysis. The results will then be presented to the policy makers. It is, therefore, essential that you make sure the interviewee understands, at all times, what the question is, what the time period is, and finally, that you write down the answer in a VERY CLEAR WAY, with the two decimals, in order to avoid the entry of wrong data into the computer.

- Remember that as mentioned earlier, "THE PAST 7 DAYS" is not the same as "THE PAST WEEK"; "THE PAST 30 DAYS" is not the same as "THE PAST MONTH"; and "THE PAST 12 MONTHS" is not the same as "THE PAST YEAR".

You should help the interviewee to understand the time period. For instance, if the day of the interview is Wednesday,

you can say: "During the past 7 days, that means since Wednesday last week until yesterday (Tuesday), did you buy....?"

- Note that examples given at each item DO NOT MAKE OUT A COMPLETE LIST. For instance, in item 313, PART F, Dinnerware also includes cups and saucers.