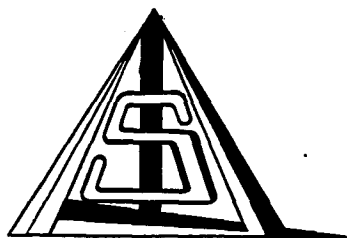




JAMAICA SURVEY OF LIVING CONDITIONS

MAY 1997

INTERVIEWER'S INSTRUCTION MANUAL



**STATISTICAL INSTITUTE OF JAMAICA
97B CHURCH STREET
KINGSTON**

ERRATA

- page 32, Section with the heading "Other", paragraph 2 should read:
"Please note that for all persons with codes 3 to 7 in question 1, the questions 2 to 23 need not be answered; the next question they have to answer is 24."
- Section with the heading, "Main Occupation and Second Occupation - Questions 2 to 18" should read:
"Main Occupation and Second Occupation- Questions 2 to 23."
- Paragraph 1, sentence 2, of this section should read:
"Questions 2 to 10 are for recording the details of the Main occupation, including earnings from this job; while questions 11 to 23 are for ..."
- Paragraph 4 of this section should read:
"The Questions 7-10, 16-19, and 23 are designed..."
- page 33, Section entitled, "Questions 24 to 27 ... employed"; sentence 1 should read:
"These questions are designed forhaving codes 1 or 2 in question 1."
- The last sentence of this paragraph should read:
"In the case of household members who worked...please enquire as to the number of months that member worked..."
- page 48, Part M: Adequacy of Income:
Please Delete the second paragraph.

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SURVEY OF LIVING CONDITIONS, MAY, 1997

INTERVIEWER'S INSTRUCTIONS MANUAL

I. EXPLANATORY NOTE

1.1 A monitoring system for evaluating the quality and coverage of the country's social services was implemented in 1988 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.

1.2 The monitoring system which was started for monitoring the Human Resources Development Programme (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, May 1997

1.3 SLC 97, scheduled to begin in May 1997, will be the tenth round of the survey. The first was conducted in August 1988; the second and third in July and November of 1989; the fourth and fifth in November of 1990 and 1991; the sixth in August 1992; the seventh and eighth in November of 1993 and 1994; and the ninth and tenth in May 1995 and 1996.

Focus

1.4 In SLC 97, the focus will be on the topics- (i) Employment and Earnings (ii) Adequacy of Income (iii) Savings (iv) Money Borrowed and (v) Money Lent. Employment and Earnings is given as part D, Adequacy of Income as part M, Savings as part N, Money Borrowed as part O and Money Lent as part P. It may be recalled that every round of the SLC lays stress on one or other subject. In SLC 96, the focus was on (i) Consumer Satisfaction with Health facilities and (ii) Child Fostering.

1.5 It is expected that the information collected in SLC 97, including that for employment and earnings, savings, debt, miscellaneous income (part L) and the rental value of owner-occupied houses (part J) will go a long way towards providing a more realistic picture as to how the disposable income of households is spread among the different components. Theoretically, all the elements of a household provides the following equation:

$$\begin{aligned} \text{Household Income} &= \text{Household Consumption Expenditure} \\ &+ \text{Non-Consumption Expenditure} \\ &+ \text{Savings} - \text{Net Debt (Net repayments of Principal} \\ &\text{and Interest on Debts contracted by the household} \\ &- \text{Net Repayments of Principal and Interest on} \\ &\text{Money lent by the household)} \end{aligned}$$

Sample Size

1.6 The sample dwellings for SLC 97, as in SLC 96, will be one third of the corresponding Labour Force Survey (LFS) conducted in April 1997. However, in comparison to SLC 96, there will be a small difference in sample size. SLC 96 was conducted in 78 sampling regions, 156 EDs and in 2,496 dwellings. For 1997, the sampling frame for the labour force survey has been revised to 239 sampling regions because of the ongoing housing development in the Greater Portmore area. Hence, for SLC 97, the survey will be conducted in 80 sampling regions, 160 EDs and 2560 dwellings.

Questionnaire

1.7 The questionnaire for SLC 97 contains the following 18 parts:
Cover;

Part A: Health

Part B: Education

Part C: Anthropometric Measurements

Part D: Employment and Earnings

Part E: Daily Expenses

Part F: Food Expenses

Part G: Consumption Expenditures

Part H: Non-Consumption Expenses

Part I: Food Stamps

Part J: Housing and related Expenses

Part K: Inventory of Durable Goods

Part L: Miscellaneous Income

PART M: Adequacy of Income

PART N: Savings

PART O: Money Borrowed

PART P: Money Lent

Roster.

1.8 Of the above 18 parts, D, M, N, O and P are new, while B, I, J and L have been revised. Part A has had the health supplement removed while all the other modules are similar to those canvassed in 1996.

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. The interviewer, must, therefore, follow exactly all the instructions contained in this manual. He/she must also be constantly in touch with his/her supervisor and inform him/her of any problem encountered during the field work. The supervisor, for his/her part, will-

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

Interviews of households

2.2 The interviewer's main task is to conduct interviews with households. Depending on the size of the household, he/she may be able to conduct two interviews per day. The interviewer must ensure that he/she finish the interviews of about 8-10 households, by the end of each week of the survey. The entire work entrusted to him/her should be completed within eight weeks from the start of the investigations.

2.3 In conducting the interviews, the interviewer 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, the interviewer must verify that all the sections have been filled out correctly and legibly. He/she must also make sure that the required information is recorded for all members of the household indicated in each section. This must be done immediately after the interview before the questionnaire is handed over to the supervisor and, most importantly, before leaving the Enumeration District.

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

The interview

2.6 The interviewers must be careful to follow all the instructions laid down in this Manual. They 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. They must not record the answers on scraps of paper and transfer them to the questionnaire; nor must they think that they can trust their memory for writing down the answers later.
- c) The possible answers for many of the questions have been coded so that the interviewer will write down numbers only. No letter or any other character should be written down. As the entire questionnaire is pre-coded, the numbers the interviewer 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 the interviewer write down things like "--", "*", "/", etc. Nor should he/she write down the answer itself in the questionnaire — for example, he/she should not write down the word "YES" instead of the code "1".

Keeping the tempo of the interview

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

Objectivity of the interviewer

2.8 It is extremely important that the interviewer 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. The interviewers must not show any surprise, approval or disapproval regarding the answer given by the respondent, and they must not tell him/her what their 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 the interviewer, 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 13:

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/TAP .	2
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:

J) ? How often do you make these payments (question 14 in Part

NO. OF TIMES:

<div style="border-bottom: 1px dashed black; margin-bottom: 5px;"></div>
--

PER:

MONTH...4
YEAR....5

--

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 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 dollars and fifty cents"

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

ANSWER 3: "I've spent eighty 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 21:

Are you covered by health insurance?

YES....1

NO.....2

There is no arrow. Therefore, whatever the answer is, go straight on to Question 22 (the next question).

b) In PART A, Question 17:

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

YES....1

NO.....2

(>> 21)

- If the respondent answers "YES", write "1" in the appropriate box and move on to Question 18 (the next question).

- If the respondent answers "NO", write "2" in the appropriate place and skip to Question 21 (as indicated by the arrow). You, therefore, should omit asking Questions 18, 19 and 20.

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]...attending 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 attending this academic year?"

Within each part

3.9 In PARTS A, B, C, D, I, the Roster, and wherever else this arrangement occurs, 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 April 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 always start with the Cover, and then move on to the ROSTER, and then fill parts A to P (part C can be completed last).

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 (if known)
- Date of the interview
- Total time of interview

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 May 25, 1997

THEN YOU SHOULD WRITE:

DATE OF THE INTERVIEW		
25	05	97
DAY	MONTH	YEAR

And YOU SHOULD NOT WRITE:

DATE OF THE INTERVIEW		
25	5	1997
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. The Supervisor is expected to carry out the measurements on the eligible children. He/She is advised to take the assistance of one of the interviewers for conducting these measurements. Both the Supervisor and the Interviewer should put their signatures in the space provided for the "Anthropometrist".

2. PART R: HOUSEHOLD ROSTER

In this section, you will find a list of all the persons who were household members in the April Labour 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 April Labour 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/she 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 the ROSTER, a question has been introduced to ascertain whether the individual is physically and/or mentally disabled. This question should be canvassed 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 April 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

There are 3 pages in this module. The pages (A1 to A3) are the same as in SLC 96 and contain the standard questions on health included in all rounds.

Standard Module Questions

The information gathered in these questions 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

Every member in the household should be asked whether he/she suffered from an injury in the past four weeks; the household member who suffered from an injury during the past four weeks should be given codes 1 to 6, depending on the nature of injury and those who did not suffer any injury, the code 7. The codes 1 to 6 are described on the questionnaire.

If a person suffered from an injury due to a motor vehicle accident the code 1 should be given, irrespective of whether it is accompanied by shooting or stabbing.

The persons who suffered from an injury due to shooting should be given code 3 and those who suffered from an injury due to stabbing the code 4, irrespective of where it took place; only the injuries due to accidents other than shooting and stabbing at workplace should be given the code 2.

Question 2

Just like Question 1, this question also should be asked of all household members. You have to enquire whether the person has suffered any illness other than that from an injury (which was recorded in Question 1) during the past 4 weeks. If the person says he/she has had one or more than one illness other than that from an injury, you have to write down the code "1" as the answer to this question. If the answer is "NO" (code "2"), and if the answer for Question 1 is code 7, then you have to jump

to QUESTION 21 and LEAVE QUESTIONS 2 TO 20 BLANK. If the answer to Question 1 is one of the codes 1 to 6, then Questions 3 to 20 should be answered, even if the answer to Question 2 is "No".

It will be noticed that Questions 3 to 20 which seek to find out the number of days of impairment and medical expenses are common to both injury and illness. If a person suffered from both an injury as well as an illness other than from injury, then the information in these questions should be recorded on the basis of the total position, that is, the injury and illness put together. However, it may be noted that the coincidence of a person suffering from an injury and an illness other than that due to injury together will be rare.

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, 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 22 and 23

The questions 22 and 23 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.

QUESTION 24

This question 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 Q4 and Q5, 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) Q22 and Q23 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) Q24 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 of the questionnaire concerns only persons who qualify as being:

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

The module contains two pages - the first for recording for all household members, mainly their educational status; while questions 15 and 16 on the second page, for recording the educational costs for those children who are attending school. There are quite a few changes in the framing of the questions or their content, compared to SLC 96. It is, therefore, necessary that the interviewers and supervisors read each question along with the following set of instructions.

After discussions between personnel from the Ministry of Education and the PIOJ, the education module for SLC 96 was revised. This was done in an effort to provide, along with information on current enrollment and school expenditure, information on the distance to be travelled to school, means of transportation, the household's effort at sending children to school, reasons for absence from school and the particular issue of Friday attendance, more accurate data on the school feeding programme, level of schooling and grade completed by persons not enrolled in school, and specific information on the financial assistance provided to students by the Ministry of Education's Student Assistance Programme.

Question 1

If a member is not attending school in this academic year, the code in Question 1 will be 19, that is, "None".

For persons answering code 19, questions 2 to 12 should not be answered, but questions 13 and 14 should be answered. For persons with codes 1 to 11, the questions 2 to 12 and 15 and 16 should be filled up.

Code 13 - University:

The code 13 refers to persons pursuing Certificates, Diplomas or Degrees at the University of West Indies (UWI) or the University of Technology (UTECH), formerly CAST; and persons pursuing the MBA programme locally through UWI or Barry University through JIM, University of Carolina, and Nova university.

Code 14 - Other Tertiary (Public):

This classification refers to public tertiary institutions, but excluding universities. These include Teachers College; College of Agriculture, Science and Education (CASE) formerly Passley Gardens Teachers College and the College of Agriculture, G.C. Foster College of Physical Education; Cultural Training Center (CTC) which comprises the schools of Dance and Music, and the Edna Manley School for the Visual Arts and Community Colleges.

Code 15 - Other Tertiary (Private):

This refers to the privately owned and operated tertiary institutions such as the Jamaican Institute of Management (JIM), Institute of Management and Production (IMP), Institute of Management Science (IMS), etc., which offer Certificate and Diploma courses, and first year UWI Social Science Courses leading to the BSc degree.

Code 16 - Adult Literacy Classes:

These classes are those offered by JAMAL and any other body or institution for purpose of teaching adults to read and/or write and perform simple arithmetic.

Code 17 - Adult Education/Night school:

Falling under this category should be adults attending commercial classes.

Question 3

Where applicable, only one of the grades from 1 to 6 which is relevant to the student, should be recorded. Overall, only one specific grade should be recorded.

Questions 4 & 5

These questions on distance to be travelled to school and the means of transportation to school, are being introduced for the first time since the education special module of SLC 1990.

The unit of measurement should be miles and yards.

With respect to question 5, the category "Public Transport" refers to all public passenger vehicles such as route and other taxis, and public buses, except the public school bus service and any privately arranged school bus service. "Private Vehicle" refers to that owned by the household or any member(s). "School Bus" refers to the public school bus service and any private bus service owned and operated by individual schools. The category "Other" includes any other private arrangement such as car pools, hired car/taxi, private school bus service offered by an individual or individuals.

Question 6

This question is a modification of question 7 of SLC 96. It seeks to capture the parent's/guardian's/household's effort at sending the child to school. The thinking is that the previous question had too short a reference period, i.e. 5 days, and could not accurately provide information on attendance, since a child could be sent to school and yet, in fact, not attend.

In this new question, the reference period used is a 4-week school period. For Survey 97, the reference period will be April 7 to May 2, 1997. Where the child is not sent on any day, please ask for the main reason why not sent in Q7.

Question 7

Here, the reason for absence from school is being sought. It is important to note the difference between codes 6 and 7, since some transportation problems do stem from poor road condition - buses/taxis refusing to travel on some routes, to the inconvenience of certain commuters/residents. "Other Transport Problems", code 7, refer to problems such as too few buses or public passenger vehicles on the route, etc.

Question 8

This question is new to the SLC, and speaks directly to the issue of Friday attendance. The absence from school on a Friday is a serious problem plaguing many schools, particularly at the primary level. Where the child is not sent to school on a Friday, the main reason for absence must be given in Q9. Where the child is usually sent to school on this day, skip Q9 and proceed to Q10.

Question 10

You will notice that this question closely resembles the Q8 of SLC 96. However, the response category "Other" as previously included, is removed, since the intention here is to find out about the Government's School Feeding Programme only. Students must thus answer "Yes, Milk and/or Nutribun" ... 1, "Yes, Cooked Meal" ... 2, "Yes, Both" ... 3, if the school operates a School Feeding Programme. Any response such as a school's lunch programme, or tuck shop snack, etc. must not be treated as part of the School Feeding Programme.

Question 12

This question is applicable only to students whose school does not operate the Government's School Feeding Programme.

Questions 13 & 14

These questions must be answered by all individuals not currently enrolled in a school. The response categories of question 13 are different from those of question 11 of SLC 96. Here, instead of spelling out the school types, the actual levels of schooling are provided.

Basic/Infant refers to the early childhood level, that lower than grade 1. Primary refers to grades 1-6, Secondary refers to grades 7-13, and Tertiary refers to University, Teachers' Colleges, etc.

Please note that only the highest level of schooling already completed, is required.

In question 14, the actual number of years completed at the particular level, should be given.

Cost of Education

There are two questions on Education costs (Q15 and Q16) which were introduced for the first time in SLC 94 and are also continued in this round in an attempt to collect the education costs incurred by the households on all children attending school