

## QUESTIONNAIRE RECEPTION AND OFFICE CODING/EDITING

This guide explains the initial office tasks necessary to prepare DHS questionnaires that have returned from the field for data entry.

Depending on workload and availability of personnel, the tasks of accepting the questionnaires and of initial office coding and editing of open-ended questions can be performed by one or two persons as outlined below.

The questionnaire administrator ensures that identification codes on the cover sheets agree with the anticipated identification codes for the cluster. S/he then tallies every questionnaire within this cluster, ensuring that the questionnaire counts match the count on the Supervisor's/Editor's Assignment Sheet as returned from the field. S/he also checks that the questionnaire count is equal to or higher than the minimum number of households expected for each cluster as determined by the sampling frame.

The office coder/editor performs several basic checks on the questionnaires prior to data entry, and completes the coding for occupation and other open-ended responses.

### QUESTIONNAIRE RECEPTION

The specific tasks for the questionnaire administrator are as follows:

1. Ensure that all household questionnaires are in ascending order of household number within the cluster, and that within each household, each of its individual questionnaires is placed in ascending order of the person's line number.
2. Ensure that all geographic and interview identification codes are correct and filled on the cover sheet of the household and individual questionnaires. Use the households selected in the sampling frame as a guide—if the households deviate from this list, alert the survey director of the discrepancies.
3. Check urban clusters to make sure the total number of households is 24; check the rural clusters to make sure the total number of households is 28. In rural clusters, check to make certain that beginning with the 1<sup>st</sup> household, every other household is marked eligible for the subsample; in urban clusters, check to make certain that beginning with the 2<sup>nd</sup> household, every other household is marked eligible for the subsample.
4. Once the questionnaires have been checked one-by-one and put into the correct order, the cluster of questionnaires should be checked against the "Supervisor's/Editor's Assignment Sheet" returned from the field as follows:
  - a) Each household and individual questionnaire (woman and man) should be listed on the Supervisor's/Editor's Assignment Sheet.
  - b) The result code for each interview (household and individual) should match the Supervisor's/Editor's Assignment Sheet. If not, review the questionnaire to determine which code seems correct.
  - c) Check the correctness of the household selection for any subsample selections (male survey, anemia) one-by-one against the Supervisor's/Editor's Assignment Sheet. If there are any discrepancies, alert the survey director.
  - d) Finally, separately tally the total number of household and individual questionnaires

and compare the totals to the number of household, women and men questionnaires listed on the Supervisor's/ Editor's Assignment Sheet. When the count of received questionnaires is less than the expected totals, the survey director or other senior staff should be notified.

When there are missing questionnaires, initial entry can still commence for the cluster as long as this missing questionnaires are created. To do this, complete a cover page for the missing household or individual questionnaire as best as possible. Assign result code '9' for household questionnaires and code '7' for individual questionnaires. In all cases "*questionnaire not returned from the field*" should be written in the line designed to specify the reason for code other.

## INITIAL QUESTIONNAIRE CODING AND EDITING

The specific tasks for the office coder pertaining to the household questionnaires, individual questionnaires, and Cluster Control Sheets are as follows:

### I. HOUSEHOLD QUESTIONNAIRES

1. Write your number in the "Office Editor" block on the cover sheet.
2. Ensure that all household questionnaires are sorted in ascending order of household number within the cluster.
3. Ensure that all geographic and interview information codes are completed on the cover sheet of the household questionnaire.
4. Check 'other' answer in Result for Household and Individuals questionnaires, if the answer is already printed in the list, recode the answer to the appropriate code in the list.
5. Check that the total number of household members agrees with the number of members recorded in the household schedule.
6. Check that all members listed in the household schedule either usually live in the household or slept in the household the previous night. If neither of the responses is yes, then it may be necessary to remove the member from the household listing. In that case, the member's line numbers will have to be adjusted to reflect this deletion and the total number of members listed on the cover page will have to be corrected.

Additionally, the following questions must be checked and if necessary adjusted according to the new line number given to the household members:

#### Household Questionnaire

- a. Any reference to the mother or father's line number (QH13/QH15 respectively).
- b. Line number of injured or killed people in the household (QH56).
- c. Line number of physical impaired people in the household (QH61).
- d. Line number of sick people in the household (QH67).
- e. Line numbers for height and weight rosters for children (QH202 and QH209) and women (QH215 and QH220).

#### Individual (Woman's) Questionnaire

- a. The line number in cover sheet of the woman's questionnaires.
- b. Child's line number in the household (Q219).
- c. Spouse's line number in the household (Q605).

## Individual (Man's) Questionnaire

- a. The line number in cover sheet of the man's questionnaires.

It is also possible, however, that an error was made by the interviewer in circling '2' in both columns; perhaps the person actually lives in the household or slept there the night before. If there is an individual questionnaire for the person or if the person's line number appears in QH202 or QH215, replace the '2' in QH06 with '1' and leave the '2' in QH05. Otherwise, check the relation to head (QH03). If the relationship is a close family member or if the person's line number appears in QH56, QH61, QH67, QH202, QH209 or QH220 or if the person is a child and is present in a woman's birth history and is reported to live with the mother (Q218), replace the '2' in QH05 with '1' and leave the '2' in QH06.

7. The eligibility for individual interview of each household member should be checked. To be eligible a person must be:
  - Female aged 15-49 (household schedule column QH09)
  - Male age 15-49 (household schedule column QH10 and the household selected for subsample)

For each eligible person, the eligibility code should be circled for their line and an individual questionnaire should exist. No other member of the household may have their eligibility code circled.

8. Check column QH11 for eligible children less than 6 years of age and the household selected for subsample. The children circled in this section should be in the Children's Weight, Height and Hemoglobin Measurement section.
9. For questions QH50, QH61 and QH67: if yes is circled in the question write the total number of persons listed in that section using two digits.
10. If question QH62 = 'Don't Know' (code 8) and QH63 has any valid value from 01 – 09, change answer of QH62 to Accident (code 3), but if QH63 is equal to 'Other' (code 96) or 'Don't Know' (code 98) or is missing, leave QH62 = 'Don't Know' and cross over answer in QH63.
11. Check the number of children and women in the Height, Weight and Hemoglobin Measurement sections of the questionnaire. All individuals circled in columns QH09 and QH11 of the household schedule should be present in their respective section if the household is selected for subsample.
12. Check answers for OTHER coding, according to the list.

## **II. INDIVIDUAL QUESTIONNAIRES**

1. Write your number in the "Office Editor" block on the cover sheet.
2. An individual questionnaire must exist for each eligible member of the household, and for no other members.
3. Ensure that each of the individual questionnaires is placed in ascending order of line number within the household questionnaire.
4. Ensure that the geographic and interview identification codes are completed on the individual questionnaire cover page, and that they agree with those written on the household questionnaire.

5. Check that the number of children listed in the birth history (Q212-Q221) agrees with the number given in question Q208. If not, review entries for questions Q203, Q205 and Q207 and adjust them as necessary.
6. Check that the number of children born since January 2005 agree with the number of children given in question Q224.
7. If Q224 is equal to 8 'None' change code 8 to Zero '0'.
8. Check sections 4 and 5 to make sure that the children listed are listed in descending birth history line number order and that the number of children listed in both sections equals Q224.
9. Code the types of occupation in questions Q806 and Q811 on the woman's questionnaire, and QM604 in the man's questionnaire.
10. Finally, make sure siblings were given in order of their birth in the maternal mortality section.
11. Check answers for OTHER coding, according to the list.

### **III. CLUSTER STATUS CONTROL SHEET**

1. For each cluster, tally the total number of completed household questionnaires (result code 1) and incomplete questionnaires (all other result codes). Do the same for the individual questionnaires and compare the totals to the count written on the Supervisor's/Editor's Assignment Sheet. Discuss discrepancies with the questionnaire administrator and survey director.
2. Once discrepancies have been resolved, enter the tally of questionnaires on the "Cluster Status Control Sheet" for that cluster: 'Households', 'Women', and 'Men'.
3. Bundle the questionnaires and place the cluster status control sheet on top. Place them in the area reserved for "Clusters Ready for Main Data Entry".