KAGERA HEALTH AND DEVELOPMENT SURVEY

AFYA NA MAENDELEO
WAVE 1

MANUAL FOR SUPERVISORS

University of Dar es Salaam
The World Bank

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1. <u>INTRODUCTION</u>

Congratulations on being selected as a supervisor! In the Kagera Health and Development Survey (KHDS) the supervisor is the key link between the field work and data entry operations. The principal responsibilities of the supervisor are field team management and quality control of the data collection effort.

- The supervisor is the manager of the field team when it is away from the Bukoba office. The field team consists of two interviewers, an anthropometrist and a driver. Each of the four KHDS field teams will be linked to its own data entry operator.
- The KHDS field work has been organized so that most errors (be they due to the respondent, the interviewer or the data entry operator) are detected before the teams leave the field, and can be corrected directly in consultation with respondents. Responsibility for the success of this approach rests principally with the supervisors.

The next chapter summarizes the tasks of the supervisor. Chapters 3 - 11 provide more detailed information on each task. Since the supervisor must check the work of all of the field team members, you should also be familiar with the contents of the interviewer and anthropometrist manuals.

2. THE WORK OF THE SUPERVISOR

2.1   **THE ROLE OF THE SUPERVISOR**

As leader of the field team, the supervisor has a key role in the survey.

* The supervisor is responsible for on-the job training of the interviewers, and for advising them on how to work more efficiently.
* The supervisor is responsible for carrying out checks of the work of the team to ensure that the information collected is of good quality.
* The supervisor is responsible for the management of the personnel, equipment, and vehicle of the team.
* The supervisor is the channel for communication between the project management and the field team. He/she sees that the advice of the management is followed and keeps the team informed of any data collection and entry problems.

To do these things, the supervisor must have a good understanding of the work to be done by each member of the field team. In other words, the supervisor must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers, the anthropometrist, and the data entry operator.

2.2   **THE SUPERVISOR'S TASKS**

The most important of the supervisor's responsibilities is to ensure the quality of the data collected and entered. To this end, a number of specific tasks have been assigned to him/her:

1. Introduction to the village. The supervisor introduces the members of the field team to the village leaders and explains the purpose of the survey in each of the localities to be surveyed.

2. Finding the selected households. The supervisor, accompanied by the 10 cell leaders, must help the interviewers to find the selected households. The supervisor must also help the interviewers to persuade reluctant households to participate. If a household persists in refusing, or cannot be found, it is the responsibility of the supervisor to replace the household by another from the list of replacement households.

3. Preparation of the household questionnaires. The supervisor copies onto the questionnaires the names and addresses of the heads of household belonging to the sample; he encodes certain questions after the first round and copies the names of respondents for the second round.

4. Verification of the questionnaires. At the end of each round, before leaving the field, the supervisor will check that the questionnaires have been correctly completed. If necessary, he/she will ask the interviewers to go back to the household to complete the questionnaires.

5. Observing interviews. Once every week during the survey, the supervisor will accompany each interviewer and the anthropometrist on one of their visits to observe his/her interview techniques.

6.   Re-interview. Every day the supervisor will select at random one of the households interviewed on the previous day, to ask certain questions again. He/she will compare the replies with those recorded on the questionnaire.

7.   Checking the printouts. After the data for each round have been entered in the computer by the data entry operator, the supervisor will compare the printout with the information on the questionnaires. He/she will also look for any errors made by the interviewer, using the automatic checks in the computer program. The supervisor will mark in red on the printout the errors made by the data entry operator and will mark in red on the questionnaire the questions that the interviewer must ask again during Round Two.

8.   Community questionnaire. The supervisor will be responsible for completing the community questionnaire, in discussion with local authorities and citizens.

In addition, the supervisor will be responsible for reviewing the facility, school and price questionnaire completed by the anthropometrist, and managing the service component of the survey. The tasks and responsibilities of the supervisor are explained in detail in the following sections.

3. PREPARING THE QUESTIONNAIRES

Before the team's arrival in the area, the supervisor must prepare the household questionnaires for the interviewers.

3.1   PREPARATION OF THE QUESTIONNAIRE FOR ROUND ONE

Before giving the questionnaires to the interviewers, the supervisor must get them ready in the office. This is to be done in two steps:

First, check that the blank questionnaires have no missing pages or sections, and that each has a Household Roster, a Roster of Children Living Elsewhere, and an Anthropometric Roster in the back pocket.

Second, find the list of households to be interviewed. Copy the cluster and household number on the front cover of the questionnaire, on the Household Roster, on the Roster of Children Living Elsewhere and on the Anthropometric Roster. Copy the following information onto the first page of the questionnaire (Survey Information):

* The name and code of the cluster;
* The household number;
* The name of the head of household;

The above information must be printed very legibly in block letters in ink.

3.2   PREPARATION OF THE QUESTIONNAIRE FOR ROUND TWO

Preparation of the Round Two questionnaires also consists of two steps. First, you must complete the two columns on page 2 of the questionnaire, called "Summary of Survey Results", after checking the Round One printouts. The purpose of this page is to summarize for the interviewer and the data entry operator which sections have been completed and which need further work. As a result of your review of the printouts, it may be necessary for the interviewer to re-ask some questions or even entire sections of the questionnaire. Any changes made to a section must be re-entered into the computer afterwards. For this reason, the data entry operator must also be kept informed of sections or questions that must be re-entered.

INTERVIEWER column

* If there are some sections in which the results were satisfactory and no questions need to be asked again during Round Two, then you should write Code 1, "SATISFACTORY", in the INTERVIEWER column.
* If there are some questions that the interviewer must ask again during Round Two, write Code 2, "TO BE COMPLETED, " in the INTERVIEWER column opposite the section with the questions to be re-asked.
* If there are any sections that must be completely re-asked, or have many questions that must be re-asked, then you should write Code 3, "TO BE REDONE" in the INTERVIEWER column. This could happen, for example, if the interviewer missed some important skip instructions and forgot to ask major parts of the section.

<u>OPERATOR column</u>

*   If the result for the INTERVIEWER is satisfactory (code 1), then write code 1, "SATISFACTORY", in the OPERATOR COLUMN.

*   If any corrections will be made by the interviewer (that is, codes 2 or 3 in the INTERVIEWER column), then write code 2, "CORRECTIONS", in the OPERATOR column.

For example, if the interviewer must ask certain questions again in Section 5, Education, and Section 8, Migration, during Round Two, then you should write Code 2 in the INTERVIEWER column opposite Sections 5 and 8. For all other sections with no questions to be re-asked, you should write Code 1, "SATISFACTORY". In the OPERATOR column, you should write Code 2, "CORRECTIONS", opposite Sections 5 and 8, where the interviewer will re-ask the questions. For all other sections, write Code 1, "SATISFACTORY", in the OPERATOR column.

The second step in preparing the questionnaires for Round Two is to copy certain information recorded in Section 4 of the questionnaire into the sections of round two (see figure):

<u>Copy</u>:

<u>In:</u>

* The name and identification code of the person best-informed about the agricultural activities of the household (Section 4, Question 2).

<u>Section 11</u>, Farming, in the box for the respondent.

* The name and identification code of the person best-informed about the livestock owned by the household (Section 4, question 4)

<u>Section 12</u>, Livestock, in the box for the respondent.

* The name and identification code of the person who knows the most about all the fishing activities of the members of the household. (Section 4, question 6).

<u>Section 13</u>, Fishing, in the box for the respondent.

* The names and codes of the household's businesses, trades, industries, and independent professions and the names and identification code of the person best informed about each one (Section 4, Questions 8 and 9).

<u>Section 14</u>, Non-farm self-employment, Part A, Questions 1 and 2.

* The name and identification code of the person who shops for food for the household (Section 4, Question 10).

<u>Section 17</u>, Food expenditures and home consumption, in the box for the respondent.

PREPARATION OF THE QUESTIONNAIRE FOR ROUND TWO

Copy this informtaion in SECTION 13

Copy this information in SECTION 11

Copy this information in SECTION 12

Copy this information in SECTION 17

Copy the three most important businesses, etc. in SECTION 14

S E C T I O N   4 .   MAIN ACTIVITIES OF THE HOUSEHOLD

RESPONDENT: HEAD OF HOUSEHOLD

1. Katika kipindi cha miezi 12 iliyopita, kuna yeyote katika kaya yako ambaye alifanya kazi shambani au amekuwa na shamba?
   YES.....1
   NO.....2 (→ 3)

2. Ni nani anayejua zaidi kuhusu shughuli zote za kilimo za walioko katika kaya yako?

   NAME: _MUSHONGI MUTABINGWA_   ID CODE: |01|

3. Katika kipindi cha miezi 12 iliyopita, kuna mwanakaya yeyote ambaye amekuwa na mifugo (amefuga mifugo)?
   YES.....1
   NO.....2 (→ 5)

4. Ni nani anayejua zaidi kuhusu shughuli zote za mifugo za walioko katika kaya

   NAME: _MUSHONGI MUTABINGWA_   ID CODE: |01|

5. Katika kipindi cha miezi 12 iliyopita kuna mwanakaya yeyote ambaye emelitiki vifaa vyote au baadhi ya vifaa vye uvuvi?
   YES.......1
   NO.......2 (→ 7)

6. Ni nani anayejua zaidi kuhusu shughuli zote za uvuvi za walioko katika kaya yako?

   NAME: _MATOVU MUSHONGI_   ID CODE: |03|

7. Katika kipindi cha miezi 12 iliyopita kuna mwanakaya yeyote ambaye alijyemiliki yeye mwenyewe au na mtu mwingine vitu vifuatavyo?

Ujuzi?	YES...1	NO...2
Kiwanda?	YES...1	NO...2
Huduma?	YES...1	NO...2
Biashara?	YES.....1	NO.....2
Uteglemu ya kujiajiri?	YES...1	NO...2
IF ALL ANSWERS ARE "NO"	→ 10	
IF ANY ANSWERS ARE "YES"	→ 8	

8. eine gani ya yitu yifuatavyo ambavyo vimemilikiwa na wanakaya katika kipindi cha miezi 12 iliyopita?

ORDER	Ujuzi	Biashara	Kiwanda	Huduma	Uteglemu wa kujiajiri	OFFICE USE
1						
2						

   MAKE A COMPLETE LIST BEFORE GOING TO 9. LIST MOST IMPORTANT FIRST

9. Ni nani anayejua zaidi kuhusu mepato au gharama za
   ...(NAME OF BUSINESS, ENTERPRISE, ETC....)?

	NAME	ID CODE
1 0	BALYEGWELA MUSHONGI	0 4

   → SECTION 5

10. Kua kawaida ni nani anayekwenda sokoni kununua chakula cha kaya?

    NAME: _KOKUTANGIRA RUTA_   ID CODE: |02|

1   CARPENTRY

4. <u>ARRIVAL IN THE COMMUNITY</u>

The supervisor will arrive in the community with the rest of the team the day before the start of the interviewing. Accompanied by the interviewers, the supervisor will visit the chairman and other leaders to explain the purpose of the survey, introduce the members of the team and discuss the interview schedule for the week. They will already have been informed of the team's arrival through the announcement sent earlier.

4.1 <u>EXPLANATION OF THE SURVEY</u>

First, the supervisor should introduce him or herself and the interviewers and say that they are working for the Kagera Health and Development Survey, Sponsored by the University of Dar es Salaam and the World Bank. Next, he/she should explain that:

* They are interviewing households to find out what present living conditions are like, especially health. The survey is thus very important for planers, so that they will know how to improve people's living standards. It has been approved by the Ministry of Health of Tanzania and by Regional Authorities.
* The households that will be interviewed have been selected from the list of households from the enumeration. Other neighboring villages and households have been selected in the same way.
* The survey is not concerned in any way with taxes. All of the information collected is strictly confidential. The results will be analyzed for all households as a group; the results for individual households will not be revealed.
* The survey team will visit every six months to interview the same households. Each visit will take the form of two rounds of interviews, the second taking place two weeks after the first.

4.2 <u>CONTACTING THE HOUSEHOLDS</u>

The day the team arrives in the village there will be no interviews. The interviewers, accompanied by the supervisor and the 10-cell leaders, should use the time to make contact with all the households who will be interviewed during the week, to introduce themselves, explain the purpose of the survey and set a day and time for the interviews. The interviewer should always be accompanied by the 10-cell leader and the supervisor when he/she first makes contact with the household.

4.3 <u>RECRUITMENT OF INTERPRETERS</u>

In some instances the respondents will not speak Kiswahili and will need the help of an interpreter to answer the questions. If there is someone among the interviewers who speaks the local dialect, care should be taken to see that he/she is sent to households that need an interpreter.

If none of the interviewers speak the local language, then an interpreter will be needed. There are two ways of finding an interpreter: (1) ask the head of household to choose someone; or (2) ask the village chairman or 10-cell leader to recruit someone.

The best interpreter is someone chosen by the respondent, since the questions are confidential and the interpreter must be someone the respondent is willing to trust. The supervisor should be aware, however, that there are certain problems with this solution. First, it is difficult to know how good the translation is. The respondent's friend who speaks Kiswahili may not speak it well enough to translate everything said during the interview, and he will not want to admit it.

Another problem that often arises is that the interpreter chosen by the respondent knows the household's affairs so well that he wants to answer the questions directly without translating them for the respondent. If that happens, the interpreter will have to be reminded, frequently but politely, that the respondent is the person who was chosen to be interviewed and that only the respondent's answers can be recorded on the questionnaire.

5. <u>MANAGING THE SAMPLE OF HOUSEHOLDS</u>

The 800 households that have been selected by the researchers for interviews are called the <u>sample</u> of households. The 800 households have been selected in groups of 16 each. These groups of 16 households are called <u>clusters</u> of households. In most cases, the KHDS will interview one cluster of 16 households in each of the villages or urban communities in the survey.

Before arriving in the area to be surveyed, you will be given the list of the 16 households selected for the cluster. <u>The households actually interviewed must be those on the list of households for the cluster.</u> Several problems can arise, however:

* You may have difficulties in fording a particular household, either because the information noted during the enumeration was not well-documented or because the household has moved to another area;
* The respondents for all sections may not be available on the day of the interview;
* A household may refuse to take part in the survey or to answer the questions in certain sections.

5.1 **<u>DIFFICULTIES IN FINDING A HOUSEHOLD</u>**

If the interviewer cannot ford one of the households, the supervisor should go with him/her to the place and ask for information from the neighbors, the 10-cell leader, or the village chairman.

If the interviewer finds that the head of household is different from the one identified in the enumeration, the interviewer must question the household members to ford out whether it is in fact the same household (the former head having died, for instance) or whether the household previously identified has moved.

* If it is the *same household with a different head,* the supervisor should explain this fact on the Survey Information Sheet (page 1) in the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE (see illustration).
* If *the household interviewed in the enumeration has moved,* then the supervisor should replace the household following the rules below. But before replacing a household, the supervisor must go with the interviewer to the dwelling to verify the situation. <u>The supervisor must never allow the interviewer to make the decision to replace a household.</u>

5.2 **<u>ABSENCE OF RESPONDENTS</u>**

Each part of the interview is directed to a specific respondent. If the person who is supposed to reply to any part of the questionnaire is not available on the interviewer's first visit, he must inquire when he may return to interview that person.

COMPLETING THE SURVEY INFORMATION SHEET:

NEW HEAD OF HOUSEHOLD

CLUSTER: __BILELE__ | 67 | | 03 | | 1 |
                                           HOUSEHOLD   ROSTER

HEAD OF HOUSEHOLD: __SAID SHARIFU__

ADDRESS (OR DESCRIPTION): __C/o TEN CELL LEADER SAMUEL BUYUYA__

1 The interviewer finds that the head is not the same

FIRST ROUND OF SURVEY

INTERVIEWER: __JOHN RUTAYUGA__ | 50 | DATE: | 25 | 08 | 91 |

DWELLING FOUND? YES..1 NO...2 (►SUPERVISOR) | 1 | IS THE HEAD OF HOUSEHOLD THE SAME? YES..1 NO...2 (►SUPERVISOR) | 2 |

NAME OF NEW HEAD: _____

RELIGION OF HEAD: MUSLIM.......1 CATHOLIC....2 PROTESTANT......3 OTHER CHRISTIAN..4 TRADITIONAL..........5 OTHER................6

HEAD'S TRIBE: MHAYA......1 MNYAMBO.....2 MHANGAZA....3 MSUBI.......4 KISHUBI.....5 MZINZA......6 OTHER (SPECIFY).....7

INTERVIEW CONDUCTED IN: KISWAHILI......1 ENGLISH........2 KIHAYA.........3 KIHANGAZA........4 KISUBI...........5 OTHER (SPECIFY)..6 | | INTERPRETER? YES.1 NO..2 | |

REMARKS: _____

3 The interviewer will conduct the interview. He/she will write the name of the new head

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR: __MARTHA JUMA__ | 53 | DATE: | 25 | 08 | 91 |

REMARKS: __SAME HOUSEHOLD. HEAD HAS DIED.__

REINTERVIEW BY SUPERVISOR? YES..1 NO...2

2 The supervisor verifies that it is the same household

THIS HOUSEHOLD REPLACES HOUSEHOLD NO: | | THIS HOUSEHOLD WILL BE REPLACED BY NO: | | REASON: MOVED...................1 REFUSAL..................2

DATA ENTRY, ROUND ONE

OPERATOR: _____ | | DATE: | | | |

REMARKS: _____

5.3   **REFUSALS**

In some cases, an individual respondent or an entire household may refuse to participate. Interviewers may encounter two different kinds of refusal: a total refusal to take any part in the survey, or a refusal to answer questions once the interview has begun. To avoid refusals, the interviewer must be very careful in his/her first contacts with the household.

The most frequent reasons for refusal to cooperate are:

1.   *The respondents fear that any information they may reveal on their income will be used for tax purposes.* This fear, which is found most commonly among upper income urban households, can be reduced if the interviewers stress certain points, as follows:

      *   Any information provided will be kept strictly confidential. Taken together with information collected from other families it will enable the researchers to obtain an overall view of the conditions of households, without revealing anything at all about any specific household. The secrecy of the data will thus be maintained.

      *   The survey will enable the researchers to design better policies for improving the health and standard of living of everyone in the region. Households will benefit from providing accurate data which will only be used to help them.

2.   *The respondents do not wish to have an interviewer in their home for such a long time.* The best way of coping with this situation, which is also encountered most frequently in urban households, is for the interviewers to:

      *   make sure that their personal appearance is excellent;

      *   show their identification proving that they are working for Afya na Maendeleo (Kagera Health and Development Survey) Project;

      *   be extremely courteous toward members of the household. It is essential to follow this at all times, even when interviewers are not well received; and

      *   offer to return at a time or an a day that is more convenient for the household.

If the interviewer cannot persuade the household to cooperate, the supervisor must him or herself visit the household and try to persuade it to do so. The supervisor may ask whether the interviewer has been polite, and so forth. If the household still refuses to cooperate, a replacement must be found, following the rules set out below.

5.4   **HOW TO REPLACE A HOUSEHOLD**

If a household has moved or if it proves. impossible to persuade a household to cooperate, the supervisor must find a replacement. But every effort must be made to avoid having to make a replacement. Each replacement will be closely scrutinized by the survey management.

In each team's file there is a list of the 16 households to be interviewed. This is followed by 2 additional households for replacements. If any of the 16 households must be replaced, the supervisor should replace it with the first household in the list of replacements.

For example, in the imaginary list of households below, households 1-16 are supposed to be interviewed. If one household has moved, say household number 06, then it should be replaced by the first household on the list of replacements, household number 17.

LIST OF HOUSEHOLDS -- CLUSTER 67

Household Number	Name of the head of household	Name of the 10-cell leader
01	HAWA JUMA	DEOGRATIAS RAYMOND
02	JABIRI MAYAYA	KAMAGWINGWILE BUZIKU
03	SAID SHARIFU	SAMUEL BUYUYA
04	PASCHAL NTAU	TAKI DHALA
05	RICHARD MICHUZI	IDRISSA KINOBE
06	BISHO NTONGO	RETESIGWA MUTA
.		.
.		.
.		.
16	MUTABINGWA RUTASHUBANA	MUHIDIN SALUM
17	RWECHUNGURA NSHOMBO	KASIGWA MORIS
18	JAMES RUTASHOBA	LEONARD BIASHARA

When a household is replaced, this fact should be entered on the Survey Information Sheet (page 1) of the questionnaire of the household that was replaced and of the new household. In the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE on the questionnaire of the household that was replaced, you must write the number of the replacement household next to the words THIS HOUSEHOLD WILL BE REPLACED BY NO. Then enter the reason for the replacement, using the codes:

$$1 = MOVED$$
$$2 = REFUSAL$$

You must prepare a new questionnaire for the replacement household. Copy the household number, the name of the head, and the other basic information for the household onto the Survey Information Sheet. In the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE, insert the number of the replacement household next to the words THIS HOUSEHOLD REPLACES NO. The new questionnaire thus prepared must be given to the interviewer. Both questionnaires will be entered by the data entry operator.

COMPLETING THE SURVEY INFORMATION SHEET

HOUSEHOLD TO BE REPLACED

CLUSTER: _BILELE_ | 67 | | 06 | | 1 |

                                HOUSEHOLD   ROSTER

HEAD OF HOUSEHOLD: _BISHO NTONGO_

ADDRESS (OR DESCRIPTION): _C/o TEN CELL LEADER RETESIGWA_
MUTA

FIRST ROUND OF SURVEY

INTERVIEWER: _JOHN RUTAYUGA_ | 50 | DATE: | 25 | 08 | 91 |

| DWELLING FOUND? | YES..1 NO...2 (▸SUPERVISOR) | 1 | IS THE HEAD OF HOUSEHOLD THE SAME? | YES..1 NO..2 (▸SUPERVISOR) | 2 |

NAME OF NEW HEAD: _____

1 The interviewer finds that the household has moved

| RELIGION OF HEAD: | MUSLIM......1 CATHOLIC....2 | PROTESTANT......3 OTHER CHRISTIAN..4 | TRADITIONAL..........5 OTHER................6 |

| HEAD'S TRIBE | MHAYA.......1 MNYAMBO.....2 | MHANGAZA....3 MSUBI.......4 | KISHUBI.....5 MZINZA......6 | OTHER (SPECIFY).....7 |

| INTERVIEW CONDUCTED IN: | KISWAHILI......1 ENGLISH.........2 KIHAYA.........3 | KIHANGAZA........4 KISUBI...........5 OTHER (SPECIFY)..6 | | INTER-PRETER? | YES.1 NO..2 |

REMARKS: _HOUSEHOLD HAS MOVED._

_____
_____

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR: _MARTHA JUMA_ | 53 | DATE: | 25 | 08 |

2 The supervisor confirms that the household has moved and replaces it with no. 17.

REMARKS: _____

_____

REINTERVIEW BY SUPERVISOR?   YES..1 NO...2

| THIS HOUSEHOLD REPLACES HOUSEHOLD NO: | | THIS HOUSEHOLD WILL BE REPLACED BY NO: | 17 | REASON: MOVED ....1 REFUSAL..................2 | 1 |

DATA ENTRY, ROUND ONE

OPERATOR: _____ | | DATE: | | | |

REMARKS: _____

_____
_____

14

COMPLETING THE SURVEY INFORMATION SHEET:

REPLACEMENT HOUSEHOLD

1 The supervisor prepares a new questionnaire for replacement household no. 17.

CLUSTER: **BILELE**   **67**   **17**
HOUSEHOLD

HEAD OF HOUSEHOLD: **RWECHUNGURA   NSHOMBO**

ADDRESS (OR DESCRIPTION): **C/o TEN CELL LEADER KASIGWA MORIS**

┌─ FIRST ROUND OF SURVEY ──────────────

INTERVIEWER: **JOHN RUTAYUGA**   **50** DATE: **25 | 08 | 91**

DWELLING FOUND?   YES..1   NO...2 (►SUPERVISOR) [ ]   IS THE HEAD OF HOUSEHOLD THE SAME? YES..1 NO...2 (►SUPERVISOR) [ ]

3 He/she gives the questionnaire to the interviewer to conduct the interview.

NAME OF NEW HEAD: _____

RELIGION OF HEAD: MUSLIM......1   CATHOLIC....2   PROTESTANT.......3   OTHER CHRISTIAN..4   TRADITIONAL..........5   OTHER................6

HEAD'S TRIBE   MHAYA.......1   MNYAMBO.....2   MHANGAZA....3   MSUBI.......4   KISHUBI.....5   MZINZA......6   OTHER (SPECIFY).....7 [ ]

INTERVIEW CONDUCTED IN: KISWAHILI......1   ENGLISH........2   KIHAYA.........3   KIHANGAZA........4   KISUBI...........5   OTHER (SPECIFY)..6 [ ]   INTER-PRETER? YES.1 NO..2 [ ]

REMARKS: _____

┌─ VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE ──────────

SUPERVISOR: **MARTHA   JUMA**   **53** DATE: **25 | 08 | 91**

REMARKS: _____

REINTERVIEW BY SUPERVISOR? [ ]

2 He/she notes that this household replaces no 06.

THIS HOUSEHOLD REPLACES HOUSEHOLD NO: **06**   THIS HOUSEHOLD WILL BE REPLACED BY NO: [ ]   REASON: MOVED............1 REFUSAL............2 [ ]

┌─ DATA ENTRY, ROUND ONE ──────────

OPERATOR: _____ [ ] DATE: [| |]

REMARKS: _____

6. <u>VERIFYING AND CODING THE QUESTIONNAIRES</u>

Every morning in the field, before leaving the cluster, you must verify that all questionnaires from the previous day are completely filled out. Then you must encode some answers that could not be precoded.

6.1 <u>VERIFYING THE COMPLETED QUESTIONNAIRES</u>

The purpose of the verification is to ensure that the questionnaires are completely filled out. That is to say, that everyone who should have been interviewed has replied and that every section is complete. Verification must be done the same day or day after the questionnaire is completed, before the team leaves the field and before the questionnaires are given to the data entry operator.

Each step of verification is described in the following forms. You must complete one of these forms for each questionnaire after each round.

If one of the items is unsatisfactory, you must return the questionnaire to the interviewer and ask him/her to correct it immediately, before leaving the field. You must keep the sheets for each questionnaire until the end of Round Two. When the information for the second round have been entered, the sheets will be kept with the questionnaires and printouts in the project office.

After you have completed the verification of the questionnaire for round one, write your name, code, the date and any additional remarks in the box called VERIFICATION OF THE QUESTIONNAIRE for the appropriate round, on page 1.

KAGERA HEALTH AND DEVELOPMENT SURVEY
V E R I F I C A T I O N   O F   T H E   Q U E S T I O N N A I R E

R O U N D   O N E / W A V E   O N E

INTERVIEWER: _____CODE:_____ DATE:_____ CLUSTER [   ] HSEHLD [   ]

SUPERVISOR: _____CODE:_____ CLUSTER: _____

SEC-TION	QUES-TIONS	R O U N D O N E C H E C K	SATIS-FACTORY	TO BE REDONE
0		The INTERVIEWER box for the first round has been completed.		
1	11-12	All persons were correctly classified as household members.		
1	BLUE CARD	The cluster and HH number have been copied onto the household roster and the age, sex and date of birth agree with information on page 3.		
2	YEL. CARD	The cluster and HH number have been copied onto the yellow card, and the age, sex and parents' ID codes on the card agree with page 4.		
3		A line was completed in Parts A and B for every household member.		
4	7-9	If any answers in Q7 are yes, then there is at least one business in Q8; for every business in Q8 there is a name in Q9.		
5		A line was completed for every member of the household 7 and older.		
6A		A line was completed for every member of the household.		
7A	1	All adults 15 and older answered for themselves.		
7A	1-10	There is a line completed for every member of the household 7 and older and the skip instructions in Q1-Q10 were followed correctly.		
7B		If the answer to Part A, Q2 is yes, then section 7B is completed.		
7C		If the answer to Part A, Q4 is yes, then section 7C is completed.		
7D		If the answer to Part A, Q6 is yes, then section 7D is completed.		
7E		A line was completed for every member of the household 7 and older.		
7H		Questions 2-9 were answered for every household member 15 and older.		
8		A line was completed for every member of the household.		
9		Section 9 has been completed for all female members 14 and older.		
9	4-8	All children in the household (Q7) are also on the Household Roster. Their ID codes are correctly copied and their sex and age/date of birth are identical in the 2 places.		
9	7	All children who are not household members (Q7) are listed in Section 2. Their ages, sex and mother's ID are the same in the two places.		
10	BUFF CARD	The cluster and household number have been copied onto the card and a line has been completed for every household member.		

KAGERA HEALTH AND DEVELOPMENT SURVEY
V E R I F I C A T I O N   O F   T H E   Q U E S T I O N N A I R E

R O U N D   T W O / W A V E   O N E

INTERVIEWER: _____CODE:_____ DATE:_____ CLUSTER ☐ HSEHLD ☐

SUPERVISOR: _____CODE:_____ CLUSTER: _____

SEC-TION	R O U N D T W O C H E C K	SATIS-FACTORY	TO BE REDONE
1-10	The questions circled in Round One have been reasked and corrected.		
11	The person interviewed was the designated respondent.		
11	Parts A, B, C, D, E, F and G have been completed.		
11B	Every crop is marked YES or NO in Q1. For every YES a line has been completed in Q2-13.		
11C	Every product is marked YES or NO in Q1. For every YES a line has been completed in Q3-8.		
11G	Every piece of farm equipment is marked YES or NO in Q1. For every YES a line has been completed in Q2-11.		
12	The person interviewed was the designated respondent.		
12	Parts A, B and C have been completed. Every animal in Part A is marked YES or NO. For every YES, a line has been completed in Q2-13.		
13	The person interviewed was the designated respondent.		
13	Parts A, B and C have been completed. Every item in Parts A - C have been marked YES or NO. For every YES, a line has been completed in Q2 onwards.		
14	Parts A, B, C, and D have been filled in for all of the businesses listed.		
14A	The persons interviewed were the designated respondents.		
14B	Every line is marked YES or NO in Q1. For every YES an amount is written in Q2-4.		
14D	Every line is marked YES or NO in Q1. For every YES an amount is written in Q2-7.		
15A	A line has been completed in Q3-26 for every building noted in Q2.		
15B	Part B has been completed.		
16A	For every durable good marked YES in Q1, at least one line has been completed in Q2-7.		
16A	The ID code in Q3 is the ID code of someone on the household roster.		
16BC	Every line is marked YES or NO in Q1. For every YES, there's an amount in Q2.		

SEC-TION	QUES-TIONS	R O U N D T W O C H E C K	SATIS-FACTORY	TO BE REDONE
17		The person interviewed was the designated respondent.		
17AB		Every line is marked YES or NO in Q1. For every YES in Part A, Q2 and Q6 have been completed. For every YES in Part B, Q2,6 & 10 have been completed.		
18A		A line has been completed for all household members.		
18B		A line has been completed for all household members 15 and older.		
19A	1,40	Q1 and Q40 have been completed for all household members.		
19A	1	If the answer is YES, then Q3-13 have been filled in.		
19A	13	If the answer is YES, then Q14-24 have been filled in.		
19A	24	If the answer is YES, then Q25-35 have been filled in.		
19A		If the answer to Section 5, Q23 was YES, there should be a line completed in Section 19A for that person. If the answer to Section 6, Q59 was YES, there should be a line completed in Section 19A for that person.		
19B	1,40	Q1 and Q40 have been completed for all household members 15 and older.		
19B	1	If the answer is YES, then Q3-13 have been filled in.		
19B	13	If the answer is YES, then Q14-24 have been filled in.		
19B	24	If the answer is YES, then Q25-35 have been filled in.		
19A& 19B	4,15, 26	The CHILD ID CODES in Q 4, 15, 26 are valid ID CODES for children living elsewhere, on the YELLOW CARD.		
19C		A line has been completed for every household member 15 and older.		
20A	1	If the answer to Q1 is YES, there is at least one person in Q2-29.		
20A	8,10, 14,16	The ID CODES of parents, siblings, spouses and children are all valid ID CODES of persons on the Household Roster and are correct.		
20B	1	If the answer to Q1 is YES, there is at least one person in Q2-10.		
20B	7,9, 11	The ID CODES of parents, siblings, and children are all valid ID CODES of persons on the Household Roster and are correct.		
20AB		In Section 3A and 3B, if the answer to Q4 or Q12 is YES, then the death has been reported in Section 20A or 20B.		
20AB		In Section 9, if the answer to Q9 for any of the women is YES, then the death has been reported in Section 20A or 20B.		

ADDITIONAL COMMENTS:

6.2   **CODING**

Most of the responses to the household questionnaire have been pre-coded and are marked on the questionnaire. The interviewer will copy the codes into the questionnaire during the interview. However, there are a few places in the questionnaire where the supervisor must provide a code or complete a question. These places are as follows:

	Section		Task
1.	Household Roster	*	In the column for wave one status codes on the Blue Card, write code 2, "new member", for all household members in the first wave.
2.	Roster of Non-Resident Children	*	In the column marked "wave one" place an "X" on the card on the line of every child whose name is on the list.
4.	Main Activities of the Household	*	In question 8, in the column labelled "OFFICE USE", write the code that corresponds to the type of each business or profession listed. (The code list is below.)
20A.	Mortality	*	In question 38, page 83, in the column labelled "OFFICE CODE", copy the code for the health facility in Kagera, if one is listed. (See codes below.)

CODES FOR BUSINESSES AND PROFESSIONS

01	Trader
02	Stall holder
03	Shopkeeper/merchant/duka owner
04	Restaurant or bar owner
05	Service station or garage owner
06	Taxi driver, truck driver, bus driver
07	Other non-farm business
O8	Blacksmith, tinsmith, goldsmith or other metal worker
09	Welder, plumber, locksmith
10	Carpenter
11	Tailor
12	Repairman
13	Mechanic/garage
14	Mason, bricklayer
15	Electrician
16	Painter
17	Hairdresser/hairsalon owner
18	Shoemaker
19	Butcher
20	Handicrafts (weaving, pottery, jewelry, artist)
21	Photographer
22	Doctor, surgeon, dentist, traditional healer, traditional midwife, pharmacist
23	Lawyer
24	Engineer
25	Other profession or trade

HEALTH FACILITIES, KAGERA REGION

Code	Hospitals	District
H1	Bukoba Regional Hospital	Bukoba Urban
H2	Mugana Hospital	Bukoba Rural
H3	Kagera Sugar Hospital	Bukoba Rural
H4	Rubya DDC Hospital	Muleba
H5	Ndolage Hospital	Muleba
H6	Kagondo Hospital	Muleba
H7	Nyakahanga DDH Hospital	Karagwe
H8	Isingiro Hospital	Karagwe
H9	Murgwanza Hospital	Ngara
H10	Rulenge Hospital	Ngara
Hll	Biharamulo DDH Hospital	Biharamulo

Health Centers

HCI	Bunazi	Bukoba Rural
HC2	Katoro	Bukoba Rural
HO	Kashozi	Bukoba Rural
HC4	Mwemage	Bukoba Rural
HC5	Rwatenge	Muleba
HC6	Kaigara	Muleba
HC7	Kimeya	Muleba
HC8	Nkwenda	Kagagwe
HC9	Murongo	Karagwe
HC10	Nyakaiga	Karagwe
HC11	Rwambaizi	Karagwe
HC12	Kayanga	Karagwe
HC13	Mabawe	Ngara
HC14	Bukiriro	Ngara
HC15	Bwana	Biharamulo
HC16	Chato	Biharamulo

Dispensaries

1. Bukoba Rural District

D 1	Kagoma		D16	Ruhunga
D2	Kabale		D17	Kyamlaile
D3	Rwamishenye (Bukoba Urban)		D18	Nyankere
D4	Bwizanduru		D19	Kilimilile
D5	Maruku		D20	Kyaka
D6	Kanazi		D21	Bugorora
D7	Bujugo		D22	Bubale
D8	Ibwera		D23	Minziro
D9	Mikoni		D24	Mutukula
D10	Ikunyu		D25	Bugandika
D11	Rubale		D26	Buyango
D12	Nsheshe		D27	Ruzingo
D13	Rugaze		D28	Kashanga
D14	Omubweya		D29	Gera
D15	Ruhunga		D30	Ishozi

D31   Kanyigo
D32   Kalema
D33   Kaagya
D34   Kinshanje
D35   Bushasha
D36   Kagemu
D37   Bukwali
D38   Rwamulumbe
D39   Kieharama
D40   Kashasha
D41   Igayaza
D42   Ntoma
D43   Izambaya
D44   Katare

2. Muleba District

D45   Kalombi Dispensary
D46   Kashanda
D47   Kaboya
D48   Kabitembe
D49   Mubunoda
D50   Izigo
D51   Rushwa
D52   Omurunazi
D53   Kyamyorwa
D54   Kabale
D55   Iumela
D56   Nyakabango
D57   Kimwana
D58   Bumbire
D59   Buskekya
D60   Kamechumu
D61   Kishuro

3. Karagwe District

D62	Ihembe	D77	Chamchuzi
D63	Kayanga	D78	Nyaishozi
D64	Kukiro	D79	Nyakasimbi
D65	Mabine	D80	Kishoju
D66	Kimuli	D81	Kibwera
D67	Kakanja	D82	Kitengule Prison
D68	Kikukum	D83	Kitengule Ranch
D69	Nyakatuntu	D84	Kibale
D70	Kyerwa	D85	Buhamila
D71	Kibingo		
D72	Kaisho		
D73	Kitwechenkura		
D74	Lwabwere		
D75	Kamagambo		
D76	Nyabiyanza		

4. <u>Ngara District</u>

D86	Mwivuza
D87	Chivu
D88	Muruvyagira
D89	Rusumo
D90	Buhororo
D91	Kabanga
D92	Mukarege
D93	Kihushua
D94	Nyamahwa
D95	Kanyinya
D96	Kasuro
D97	Muyenzi
D98	Kanazi
D99	Nyahisasa
D 100	Nyamiyaga
D 101	Ruganzo
D 102	Ntobeye
D 103	Keza
D 104	Rwimbogo
D 105	Muganza
D 106	Mbuba
D 107	Nyarurama
D 108	Murubanga
D109	Bugarama
D 110	Ntana
D111	Shanga
D112	Djululigwa
D 113	Murusagamba

5. <u>Biharamulo District</u>

D 114	Nyamahanga
D 115	Lusahunga
D 116	Kyakahura
D 117	Ruganzu
D118	Kalenge
D 119	Katoke
D 120	Runazi
D 121	Buziku
D122	Buseresere
D123	Nyamigongo
D 124	Mukuruguti
D 125	Kasenga
D 126	Kichankima
D 127	Nyamirembe
D128	Buzirayombo
D 129	Katende
D130	Kibehe
D 131	Kigongo
D 132	Katete
D133	Nyabugera

7. <u>MONITORING INTERVIEWS</u>

The supervisor must carry out two types of checks on the quality of the household interview:

* You must visit some of the households already interviewed to ask certain questions again;
* You must observe one interview conducted by each interviewer and the anthropometrist each week.

7.1　　　　　**<u>REINTERVIEWS</u>**

The first type of check is made after all of the questionnaires for the previous day have been verified. One of these questionnaires will be selected at random for the re-interview. You can make the choice by flipping a coin (twice - once to choose the interviewer and the second time to choose the household).

On arriving at the household, you should introduce yourself politely and explain that you are participating in the survey and wish to know whether an interviewer came on the previous day to ask some questions. You should ask whether the interviewer was polite and what the household thought of the interview. Then, looking at the questionnaire that was filled out, you should ask certain questions again and verify certain information.

All the questions that should be checked are listed on the forms on the following pages. One of these forms should be filled out for each re-interview. The result of the check on each section should be noted in the right-hand column. The result can be either:

* 　Satisfactory, when all of the answers agree, or

* 　Unsatisfactory, when it appears from one or more of the checks made that the questionnaire was not completed correctly.

In the second case, the result reflects a very serious state of affairs, which should only happen rarely, with inexperienced interviewers. The most probable cause is that the interviewer did not probe sufficiently for the response. You should discuss the matter with the interviewer to find out whether the same problem is likely to have occurred in other interviews. You should offer advice on how to prevent it from happening again. If necessary, you should instruct the interviewer to do the interviews again.

If the supervisor has reason to think that the interviewer falsified information (for example, by suggesting answers to respondents to save time, or by deliberately omitting certain questions), the project management should be informed immediately.

In any event, you must keep the re-interview forms in the team's file, with all of the other documents relating to the cluster. You should indicate on the Survey Information Sheet, in the appropriate box in the sections on verification of each round, whether or not a re-interview took place, in the box "RE-INTERVIEW?"

KAGERA HEALTH AND DEVELOPMENT SURVEY
WAVE 1
R E I N T E R V I E W - - R O U N D   O N E

INTERVIEWER: _____CODE:_____ DATE:_____ CLUSTER [   ] HSEHLD [   ]

SUPERVISOR: _____CODE:_____ CLUSTER: _____

SEC-TION	Q U E S T I O N S	R E S U L T		C O M M E N T S
		SATIS-FACTORY	UNSATIS-FACTORY	
1	a. Read the list of household members and ask if all of these persons slept and ate their meals together for at least 3 of the past 12 months.			
	b. Ask if there are any other persons who normally eat and sleep with the household but who are not on the list, such as persons temporarily away from home and those seeking medical care.			
2	a. Re-ask the first question in Section 2. If there are any children written in this section ask if there are any other children of household members who are living away from the household.			
4	a. Re-ask questions 1-8 of Section 4.			
5	a. Ask "Is anyone in the household currently attending school?" Compare the answers with question 8.			
6	a. Ask "Was anyone in your household ill or injured during the last 4 weeks?" If YES, ask who was ill and verify that these persons are all noted in Section 6A. If there are people on the list who were not mentioned, ask if they were ill.			
	b. Ask "Has anyone in your household been suffering from a condition for six months or more?" If YES, ask who has been suffering from this con-dition and verify that they are all noted in Section 6B. If there are people on the list who were not mentioned, ask if they have been suffering from a longstanding condition.			
7	a. If the answers to questions 2-6 of part A are all NO for anyone, reask them: "During the past 7 days, did ...[NAME]... do any type of work?"			
9	a. Reask question 2 about each woman. If the answer is YES, ask the number of children that she has had in her life. Compare the answers with the grid and question 16.			

ADDITIONAL COMMENTS:

KAGERA HEALTH AND DEVELOPMENT SURVEY
WAVE ONE
R E I N T E R V I E W - - R O U N D T W O

INTERVIEWER: _____CODE:_____ DATE:_____ CLUSTER [   ] HSEHLD [   ]

SUPERVISOR: _____CODE:_____ CLUSTER: _____

SEC-TION	Q U E S T I O N S	RESULT SATIS-FACTORY	UNSATIS-FACTORY	C O M M E N T S
11A	Re-ask questions A,B and C, about the number of shambas owned and used by the household.			
11B	Ask "What crops did the members of your household grow during the past 12 months?" and compare the response with those to Q1. If they are not identi-cal, RE-ASK Q1 FOR ALL CROPS.			
11D	Re-ask Questions 1, 4, 8, 10, and 12			
11E	Re-ask Question 1.			
11G	Re-ask Question 1 for all equipment.			
12A	Re-ask Question 1 for all animals.			
12B	Re-ask Question 1.			
13AB	Re-ask Question 1.			
14B	Re-ask Question 1 for all of the businesses.			
14C	Ask: "Has this business been operating since our last visit 2 weeks ago?" Compare the answer w/Q1.			
14D	Re-ask Question 1 for all businesses.			
15A	Ask the head to show you the buildings occupied by the household. Compare the number of buildings with the answer to Q2.			
15B	Re-ask Question 1.			
16A	Re-ask the question, "Do the members of your house-hold own any ...[ITEM]...?" for all of the goods on the list.			
16C	Ask: "In the past 12 months, have any members of your household received assistance from a community organization, church or NGO?" Compare w/answers to Question 1.			
17A	Re-ask Question 1 for all items for which the answer is NO.			
17B	Re-ask Question 1 for all items for which the answer is NO.			
18A	If the answers for any person are all NO, re-ask the questions of that person.			
19A	If the answer to Question 1 is NO, re-ask the question of that person.			
19B	If the answer to Question 1 is NO, re-ask the question of that person.			
20A	Re-ask Question 1.			
20B	Re-ask Question 1.			

ADDITIONAL COMMENTS:

7.2   **OBSERVATION OF INTERVIEWS**

Once every week, the supervisor should sit with each interviewer during an interview to observe the way he/she asks the questions. You should remain with the interviewer throughout the whole interview; you should not arrive or leave in the middle of the interview.

During the interview, you should not talk to the interviewer or the respondent. The interviewer should not ask for advice during the interview. The interviewer should act as though he/she were alone. The supervisor should make notes on any questions or concepts that the interviewer has difficulty in asking or in understanding and also on all the things that the interviewer does well. Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written on a form provided by the Management Team. The main points on the information form are:

* <u>Presentation of the interviewer</u>. Did the interviewer greet everyone before beginning the interview? Did he/she introduce himself/herself by explaining that he/she is working for the Afya na Maendeleo project? Did the interviewer explain the objectives of the survey properly, how the household was chosen and that the interview would be completely confidential? What personal impression did the interviewer make? Was he/she polite and patient with the respondents during the interview? Did he/she thank everyone at the end?

* <u>How did he ask the questions</u>? Did he/she ask the questions exactly as they appear in the questionnaire? Did he/she try to help the respondent think through the answer when he/she had trouble estimating an expenditure or the land area, for instance? Did he/she accept "I don't know" as an answer without probing?

* <u>Time spent on the interview</u>. Did the interviewer avoid gossiping with people, while still being very polite? Did he/she ask the questions quickly, without hesitating? You should note the time at which the interviewer begins each section.

* <u>Impartiality</u>. Did the interviewer have a neutral attitude toward the questions and answers during the interview? Did he/she volunteer an opinion? Did the interviewer appear surprise or shocked or disapproving about any of the answers? Did he/she suggest answers when asking the questions?

Immediately after the interview, you should discuss the results with the interviewer. First, you should ask the interviewer what he/she thinks about the interview -- where he/she feels he/she did well and what he/she could do better. Then you should discuss with the interviewer the things he/she did not mention (the good as well as the bad things).

The notes you make on all of the observed interviews must be kept with the team's files.

8. <u>REVIEWING THE PRINTOUTS</u>

8.1   **<u>OBJECTIVES</u>**

The data entry operator will enter all information from the questionnaires onto the microcomputer. She will then run a number of automatic computer checks on the information. The program will generate a <u>pr intout</u> of all of the information in the questionnaire and a list of the errors. A printout will be generated after each round of the survey -- after Round One and after Round Two.

The objective of supervisory checks of the data entry printouts is to correct all of the errors detected by the data entry program. Since the survey is conducted in two rounds for each household, you will check the printouts three times:

*   the first time, after the information from the first round (sections 1-10) is

 entered;

*   a second time, of all of the sections (0-20) after-the information from the second

 round (sections 11-20) is entered; and

*   a third time after the data entry corrections from the second round are entered.

So that this check can be carried out, the data entry operator will give you the results of her work each week, including at least:

*   one printout per questionnaire per cluster -- that is 16 printouts per week;

*   16 questionnaires per cluster.

8.2   **<u>THE CONTENTS OF A PRINTOUT</u>**

Each printout has three parts:

*   the first entitled "Printout of all Sections Entered";

*   the second entitled "Number of Records Entered";

*   the third entitled "Consistency Tests" between sections.

<u>Printout of all Sections Entered</u>

This part is a printout of all data entered in each section. On this printout, out-of-range or inconsistent answers appear in a dark rectangle. Here are three examples of the type of errors that will be shown on the printout:

*   Suppose that the only possible responses to a given question are "yes" (code 1) or "no" (code 2) but 3 was entered. Code 3 is not an allowable response (it is <u>out of range</u>), and it will appear in a dark rectangle on the printout.

*   If the skip pattern was not correctly followed, then the printout will enclose the <u>inconsistent</u> answers in a dark rectangle on the printout. For example, suppose that the interviewer was supposed to answer the first question in a section, then to skip to the fourth question. Instead, he wrote answers to questions 1, 2, 3 and 4. On the printout, the answers to questions 1 and 2 will be enclosed in a dark rectangle.

*   If in Section 01, the Household Roster, the response to Question 5 (date of birth) is 150430 (April 15, 1930) and the response to Question 6 (age) is 20 years, the two responses are <u>inconsistent</u>. They will appear on the printout in a dark rectangle.

There are some errors that will be printed on the printout, but that will not be encircled in a dark rectangle. For example, the computer will have no way of knowing whether the amount spent by the respondent last week for cigarettes was 30 shillings or 300 shillings. The data entry operator could make a mistake in entering the information (adding an extra 0, for example). The answer will not appear in a dark rectangle, even though it is incorrect. The only way to discover this type of error is to compare all of the answers on the questionnaire with those on the printout.

<u>PRINTOUT OF ALL SECTIONS ENTERED</u>

```
HHOLD 01011 -- SECTION 3A: INFORMATION ON FATHER

    I Q   Q Q Q Q Q     Q  Q
    D 0   0 0 0 0 0     0  0
    C 1   2 3 4 5 6     7  8
```

01	2		2	1		1	P4		1
02	2		2	2		2			4
03	2		2	2		2			4
04	2		2	1		1	P4		1
05	2		1		2	1	S4		1
06	2		2	1		1	P4		1

```
HHOLD 01011 -- SECTION 3B: INFORMATION ON MOTHER

                                    Q Q
    I Q   Q Q Q Q Q     Q     Q Q Q 1 1
    D 0   1 1 1 1 1     1     1 1 1 9 9
    C 9   0 1 2 3 4     5     6 7 8 Y M
```

01	1	02										
02	2		2	2		2		4	2			
03	2		2	2		2		4	2			
04	1	02										
05	2		1		2	1	P6	4	2			

Number of Records Entered by Section

        This part of the printout gives a complete list of all sections of the questionnaire. For each section you will find the number of records entered and possibly the sign "<-- ERRORS DETECTED" if this section has incorrect data.

        You should count the number of records in each section on the questionnaire; this number should be the same as that shown on the printout. A record is a complete line of intformation that has been entered. The type of record is different, depending on the section of the questionnaire. In sections with lines for indiviuals, a record is the line for one individual on a page. In other parts of the questionnaire, like Section 4, the entire page is a record. The respondent code for Section 1 is also a record, although it is a record only one code long.

        If there is a difference between the number of records noted on the printout and the number recorded by the interviewer, look through the questionnaire to find missing or extra line(s). Circle extra lines in red on the part of the printout entitled "Printout of all Sections Entered" and opposite them write: "to be deleted", so that the operator can eliminate them from the section. In the case of missing lines, write the number of the missing lines and "to be entered" opposite them on the "Printout of all Sections Entered", so that the operator can enter them from the questionnaire.

NUMBER OF RECORDS ENTERED BY SECTION

```
HHOLD 01011 - RECORDS ENTERED

Form


SURVEY INFORMATION                                        1 <-- ERRORS
SUMMARY OF SURVEY RESULTS                                 1 <-- ERRORS
SECTION 1: HOUSEHOLD ROSTER                               1
SECTION 1: HOUSEHOLD ROSTER                               6 <-- ERRORS
BLUE HOUSEHOLD ROSTER                                     6 <-- ERRORS
SECTION 2: CHILDREN ELSEWHERE                             1
SECTION 2: CHILDREN ELSEWHERE                             5 <-- ERRORS
YELLOW ROSTER OF NONRESIDENT CHILDREN                     5
SECTION 3A: INFORMATION ON FATHER                         6
SECTION 3B: INFORMATION ON MOTHER                         5
SECTION 4: MAIN ACT. OF THE HHOLD                         1
SECTION 5s EDUCATION PAGE 1                               5
SECTION 5: EDUCATION PAGE 2                               1 <-- ERRORS
SECTION 5: EDUCATION PAGE 3                               1
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE             5
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE             2
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE             2 <-- ERRORS
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE             2
SECTION 6 B: HEALTH                                       4 <-- ERRORS
SECTION 7s ACTIVITY, PART A:TIME USE                      5
SECT 7:ACTIV, B:EMPLYMNT 7 DAYS - PAGE 4                  1
SECT 7:ACTIV, E:OTHER ACTIV 7 DYS - PAGE 1                5 <-- ERRORS
SECT 7, PART E: OTHER ACTIV 7 DAYS – PAGE                 5 <-- ERRORS
SECT 7, PART F: MAIN JOB 12 MTHS - PAGE 1                 5 <-- ERRORS
SECT 7, PART F: MAIN JOB 12 MTHS - PAGE 4                 2
SECT 7., PART F: MAIN JOB 12 MTHS - PAGE 5                2
SECT 7:ACTIV, G:SECONDARY JOB 12 MONTHS                   1 <-- ERRORS
SECT 7:ACTIV, PART H: NON LABOR INCOME                    5
SECTION 8: MIGRATION                                      5 <-- ERRORS
SECTION 9: FERTILITY, FIRST INFORMATION                   1
SECTION 9: FERTILITY, INFOR. ON CHDRN                    10 <-- ERRORS
SECTION 9:FERTILITY (END)                                 1 <-- ERRORS
```

<u>Consistency tests between sections</u>

This part automatically compares information between different household members on the Household Roster. The messages shown there are of the form:

THE MOTHER OF INDIVIDUAL NO 08, INDIVIDUAL 02 IS TOO YOUNG.

CHILD NO O1C HAS A DIFFERENT MOTHER'S ID IN SECTION 2 AND THE YELLOW ROSTER.

This part also compares information between different sections for the same person. In this case, the messages are of the form:

INDIVIDUAL NO 05 IS LESS THAN 7 YEARS, MUST NOT ANSWER SECTION 5A.

INDIVIDUAL NO 01 IS MISSING SECTION 7.

In the two examples above, the wrong information may appear on the "Printout of All Sections Entered", but may not appear in a dark rectangle. This is because errors detected at that point were found through internal checks within each section, while the above examples refer to errors detected as a result of the checks between different sections.

8.3   **<u>CAREFUL, ONE ERROR MAY HIDE OTHERS!</u>**

When the computer detects an error in a line during a check within a given section, it flags it and immediately stops checking that line. You must, therefore, examine all of the data, on all lines even those that were not indicated as being inconsistent.

8.4   **<u>MARKING ERRORS</u>**

All messages that you want the interviewer to read must be written in red on the questionnaire. You must circle the field of all incorrect first-round questions that the interviewer has to ask the households again during the second round. If the answers further along the line are likely to change because of a correction, circle the entire line one or more pages.

Messages for the data entry operator must be written in red on the "Printout of All Sections Entered". You must circle the information to be reentered or, you must indicate the lines to be deleted or added.

8.5   **<u>CORRECTION OF ERRORS</u>**

The questions circled on the questionnaire should be asked again during the second round. <u>In no instance should you or the interviewer correct the data from the questionnaire without having asked the questions again of the household</u>. After Round Two, the only type of errors that can be corrected in the office are those that do not change the respondent's answer.

8.6   **THE SUMMARY OF SURVEY RESULTS**

    After reviewing the printouts, you must complete page 2 of the questionnaire, SUMMARY OF SURVEY RESULTS. In the SUPERVISION OF THE INTERVIEWER column write code 1 (SATISFACTORY) if there are no questions that the interviewer must ask again during round two, or codes 2 or 3 if there are questions to be asked again. In the column SUPERVISION OF THE DATA ENTRY OPERATOR, write code 2 (CORRECTIONS) if there are data entry errors to be corrected. Also use code 2 (CORRECTIONS) if the interviewer will be re-asking questions in that section. (See Chapter 3.)

9. THE COMMUNITY QUESTIONNAIRE

9.1   **WHEN AND WHERE THE COMMUNITY QUESTIONNAIRE IS ADMINISTERED**

The community questionnaire will be asked in all communities included in the household survey, be they urban or rural communities. The community questionnaire should be asked during Round One of the survey.

9.2   **RESPONDENTS**

The community questionnaire is asked of a group of people who are well informed about the activities, events and infrastructure of the community being surveyed. The group of respondents must include at least one of the following types of persons:

- one woman aged 15-49
- one man aged 15-49
- one person 50 or older
- one person from the community leadership
- someone familiar with the health problems of the community
- someone familiar with agricultural practices of the community

Thus, the respondents can consist, for instance, of the village chief, leading citizens, traders, teachers, or others who have lived in the village for several years. In some instances, one respondent will satisfy more than one of these criteria. The minimum number of respondents is three, but there may be more. In cases in which there is disagreement in the group of respondents about a response, rely on the person with the most experience on the issue at hand, and note the disagreement in the group on the last page of the questionnaire.

9.3   **INSTRUCTIONS**

The community questionnaire has six sections:

- Demographic Information
- Economy and Infrastructure
- Education
- Health
- Agriculture
- Culture

Except in a few instances, the community questionnaire is entirely pre-coded, like the household questionnaire, and it follows the same conventions for indicating skip instructions. In particular, answer codes in BLOCK LETTERS should not be read aloud to the respondents.

For some questions, the respondents may name up to four answers. When the coding boxes indicate that this is a possibility, the first answer should be the one judged most important by the respondents, followed by the next most important or common answer, etc. If the respondents list fewer answers than there are answer boxes, leave the extra boxes blank. Please do not add answer code boxes to a question when there are more answers than code boxes. Simply write the most important down and do not record the least important answers, according to the respondents.

Several questions ask for information on the price or cost of an item -- like an acre of land or a day's work of an agricultural labor. Please do not attempt to change the units in the question. That is, if the question is about the price of an acre of land, please do not write the price down for a hectare or any other unit.

9.4   **THE LINK TO THE PRICE, SCHOOL AND HEALTH FACILITY QUESTIONNAIRES**

One of the most important pieces of information collected on the community questionnaire is the location of the nearest primary school, health facility, and daily market. It is from the answers to these questions that you will determine where to send the anthropometrist to complete the school, health facility and price questionnaires. The <u>nearest facility</u> is the one that is closest to most households in the cluster being interviewed. It may be public or private. It may or may not be the facility that most people use.

10. **MANAGING THE EQUIPMENT, TEAM MEMBERS AND SERVICE COMPONENT**

11. **RELATIONSHIP WITH THE MANAGEMENT**

NOTES

*   If the skip pattern was not correctly followed, then the printout will enclose the inconsistent answers in a dark rectangle on the printout. For example, suppose that the interviewer was supposed to answer the first question in a section, then to skip to the fourth question. Instead, he wrote answers to questions 1, 2, 3 and 4. On the printout, the answers to questions 1 and 2 will be enclosed in a dark rectangle.

*   If in Section 01, the Household Roster, the response to Question 5 (date of birth) is 150430 (April 15, 1930) and the response to Question 6 (age) is 20 years, the two responses are inconsistent. They will appear on the printout in a dark rectangle.

There are some errors that will be printed on the printout, but that will not be encircled in a dark rectangle. For example, the computer will have no way of knowing whether the amount spent by the respondent last week for cigarettes was 30 shillings or 300 shillings. The data entry operator could make a mistake in entering the information (adding an extra 0, for example). The answer will not appear in a dark rectangle, even though it is incorrect. The only way to discover this type of error is to compare all of the answers on the questionnaire with those on the printout.

PRINTOUT OF ALL SECTIONS ENTERED

HHOLD 01011 -- SECTION 3A: INFORMATION ON FATHER

```
  I Q   Q Q Q Q Q      Q      Q
  D 0   0 0 0 0 0      0      0
  C 1   2 3 4 5 6      7      8
```

01	2		2	1		1	P4		1
02	2		2	2		2			4
03	2		2	2		2			4
04	2		2	1		1	P4		1
05	2		1		2	1	S4		1
06	2		2	1		1	P4		1

HHOLD 01011 -- SECTION 3B: INFORMATION ON MOTHER

```
                        Q Q
  I Q   Q Q Q Q Q      Q      Q Q Q 1 1
  D 0   1 1 1 1 1      1      1 1 1 9 9
  C 9   0 1 2 3 4      5      6 7 8 Y M
```

01	1								4	2		
02	2		2	2		2			4	2		
03	2		2	2		2			4	2		
04	1	02										
05	2		1		2	1	P6		4	2		

Number of Records Entered by Section

This part of the printout gives a complete list of all sections of the questionnaire. For each section you will find the number of records entered and possibly the sign " < -- ERRORS DETECTED" if this section has incorrect data.

You should count the number of records in each section on the questionnaire; this number should be the same as that shown on the printout. A record is a complete line of information that has been entered. The type of record is different, depending on the section of the questionnaire. In sections with lines for individuals, a record is the line for one individual on a page. In other parts of the questionnaire, like Section 4, the entire page is a record. The respondent code for Section 1 is also a record, although it is a record only one code long.

If there is a difference between the number of records noted on the printout and the number recorded by the interviewer, look through the questionnaire to find missing or extra line(s). Circle extra lines in red on the part of the printout entitled "Printout of all Sections Entered" and opposite them write: "to be deleted", so that the operator can eliminate them from the section. In the case of missing lines, write the number of the missing lines and "to be entered" opposite them on the "Printout of all Sections Entered", so that the operator can enter them from the questionnaire.

NUMBER OF RECORDS ENTERED BY SECTION

```
HHOLD 01011 - RECORDS ENTERED


Form


SURVEY INFORMATION                                          1 <-- ERRORS
SUMMARY OF SURVEY RESULTS                                   1 <-- ERRORS
SECTION 1: HOUSEHOLD ROSTER                                 1
SECTION 1: HOUSEHOLD ROSTER                                 6 <-- ERRORS
BLUE HOUSEHOLD ROSTER                                       6 <-- ERRORS
SECTION 2: CHILDREN ELSEWHERE                               1
SECTION 2: CHILDREN ELSEWHERE                               5 <-- ERRORS
YELLOW ROSTER OF NONRESIDENT CHILDREN                       5
SECTION 3A: INFORMATION ON FATHER                           6
SECTION 3B: INFORMATION ON MOTHER                           5
SECTION 4: MAIN ACT. OF THE HHOLD                           1
SECTION 5: EDUCATION PAGE 1                                 5
SECTION 5: EDUCATION PAGE 2                                 1 <-- ERRORS
SECTION 5: EDUCATION PAGE 3                                 1
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE              5
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE              2
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE              2 <-- ERRORS
SECTION 6: HEALTH, PART A: ACUTE ILLNESS PAGE              2
SECTION 6 B: HEALTH                                         4 <-- ERRORS
SECTION 7: ACTIVITY, PART A: TIME USE                       5
SECT 7: ACTIV, B: EMPLYMNT 7 DAYS - PAGE 4                  1
SECT 7: ACTIV, E: OTHER ACTIV 7 DYS - PAGE 1                5 <-- ERRORS
SECT 7, PART E: OTHER ACTIV 7 DYS - PAGE 2                  5 <-- ERRORS
SECT 7, PART F: MAIN JOB 12 MTHS - PAGE 1                   5 <-- ERRORS
SECT 7, PART F: MAIN JOB 12 MTHS - PAGE 4                   2
SECT 7, PART F: MAIN JOB 12 MTHS - PAGE 5                   2
SECT 7: ACTIV, G: SECONDARY JOB 12 MONTHS                   1 <-- ERRORS
SECT 7: ACTIV, PART H: NON LABOR INCOME                     5
SECTION 8: MIGRATION                                        5 <-- ERRORS
SECTION 9: FERTILITY, FIRST INFORMATION                     1
SECTION 9: FERTILITY, INFOR. ON CHDRN                      10 <-- ERRORS
SECTION 9: FERTILITY (END)                                  1 <-- ERRORS
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7. A TIVITY