

KAGERA HEALTH AND DEVELOPMENT SURVEY 2004

INTERVIEWER'S MANUAL

ADDENDUM

APRIL 27 2004

GENERAL NOTES

CORRECTIONS TO THE HOUSEHOLD QUESTIONNAIRE. These corrections should be made before the interviewer leaves for the first interview in the cluster.

- Section18B Question 4: option “1” includes same village
- Section18C Question 4: option “1” includes same village
- Section18A Question 9: Response “4” should skip to Question 14
- Section15D Question 1: Response “2” should skip to Question 5
- Section15D Question 12: “TSHS” should be “YEAR”
- Section7A Question 1: should be “7 years and older”
- Section 7F Question 7 should be “REFER TO TIME UNIT IN QUESTION 6”
- Section16C-2 Page 68 Question 3: interviewer note should be “IF NOT BOUGHT, WRITE 0 TIMES AND > NEXT ITEM”
- Section11D Question 2: interviewer note should be “FIRST ANSWER THIS QUESTION FOR ALL PRODUCTS BEFORE GOING TO 3-7”
- Section12A Question 1: interviewer note should be “ASK THIS QUESTION FOR ALL ANIMALS BEFORE GOING TO 2-9”.
- Section 13B Question13: Response “2” should skip to Part C.

COMPLETING THE QUESTIONNAIRE.

Do not leave blank any question that was asked, unless there is a specific instruction to leave it blank. Examples:

- Section1 Question 2: Leave months blank if person is 5 years or older (as instructed).
- Section4 Question 21: Enter years and months.
- Section9 Question 5: Enter months if <2 years (as instructed).
- Section13B Question 4: Enter “0” if none of the type of labor was employed.
- Section13B Question 1: Enter years and months.
- Make sure that your name (interviewer) is spelled consistently in Sec00 Q6, anthropometrics form, mortality questionnaire and the verification form. For all questionnaires administered.

ANTHROPOMETRY.

- Children less than 60 months (5 years) must be measured to 1 place right of the decimal.
- Always re-ask the age of children under 5 when measuring weight and height. The age recorded in Section 01 may not have been reported by the mother/caregiver (who may be best informed). When unsure, check for documentation with the child’s date of birth. Getting the age-in-months right is critical! If the age reported does not match the report from Section 01, change Section 01 and the Household Roster Card so that they match the Anthropometrics Form.

- Re-measurement: If your Supervisor instructs you to re-measure a child because of a problem with one measure (height or length), always re-measure both height and weight.
- For children under 24 months, measure length (lying down) rather than standing, if possible and ask assistance of the parent or relative to assist you, *do not do the measurements alone*.
- For children under 5 years, weight should *always* be measured using the hanging scale. If the hanging scale is with an interviewer, you will need to return with the hanging scale at another time. Only use the standing scale in the event that the child refuses to go into the hanging scale. If you use the standing scale for children under 5 years, you must write a note in the Observations on the Anthropometrics Form.
- In any case the anthropometrics measurements should not be done inside the household; always find a flat surface outside the household

VERIFICATION.

Interviewers should *carefully* review their completed questionnaire and forms before handing these to their supervisor. When possible, you are encouraged to exchange your questionnaire with your colleagues for additional checking.

- Be sure to check that the Household ID matches in all places: Questionnaire cover, Questionnaire page 3, Household Roster card, Network Roster card, Anthropometrics Form.
- Make sure that the NAME and ID of person listed in Section 3, matches those in Section 11, 12, 13 & 16. If not then the answer to the question “*WAS THIS PERSON INTERVIEWED?*” will be “2”
- All ages in years in the Household Roster Card, Section 01 Question 2 and Anthropometrics Form match.
- All ages in months (if <5 years) in Section 01 Question 2 and Anthropometrics Form match

“OTHER” RESPONSES.

Please enter “other” responses in English. When in doubt, consult your Supervisor about the correct translation.

HOUSEHOLD TRACKING FORM UPDATING.

It is important that every interviewer review the information on the Household Tracking Form at point of *first* contact with the household. It should be a priority to review all the information on the Household Tracking Form before the start of the interview. The purpose of updating the Household Tracking Form is to facilitate the tracking of people that have not yet been interviewed. Thus, in particular, changes to Question 7 (location) and Question 10 (assignment to split off households) should be *clearly* noted for your Supervisor to review.

NAMES.

Name Spelling: Make sure you spell the name the same *everywhere* it appears in the Household Questionnaire: Household Roster card, Network Roster card, Section 2, Section 3, Section 11, Section 12, Section 13, Section 16, Anthropometrics Form

Name Changes: The name as recorded on the Household Tracking Form may be different from the name as the respondent currently spells it.

- If the name of the Household Roster differs from the name on the Household Tracking Form, make a note in the Observations on page 4.
- If the name change is related to someone who has not yet been interviewed, then this information is needed to update the Household Tracking Form. In these cases, record only name changes that are significantly different. Do not note minor changes in spelling.

COMPLETING QUESTIONS.

In cases where answer is the same as the answer on the previous line, complete the answer. Examples include: Section 00 on the date of completion and Section 7F Question 1 main activity. Do not write —" —.

PREVIOUS CLE.

In a few rare cases, a person listed on the Previous Child Living Elsewhere Roster and is also on the Household Tracking Form. Enter this as "BLANK" in Section 2. Please be sure to report these to Mujo.

SPECIFIC NOTES

HOUSEHOLD QUESTIONNAIRE

NETWORK ROSTER CARD

- If there are no persons listed on the Network Roster card, write the Household ID and write "NO CASES" across the top of the Network Roster card. Do not leave the card completely blank. Every Household Questionnaire must include a Network Roster Card which has been completed.
- Sequencing. The first names listed on the Network Roster Card should be the people from the Household Tracking Form who are not listed on the Household Roster. These instructions are on page 8. The second group of names on the Network Roster Card should be any people from the Previous Children Living Elsewhere (CLE) in Section 02 as indicated in Question 10.

SECTION 00

- Directions: Always write or draw some directions to the household. The directions should assist your Supervisor or management from Bukoba in locating the household without your direct assistance.
- Completion by Interviewer. The term "partial completion" (code 2) means that the Section was started but not completed in full. For example: the respondent refused to continue, the respondent feels gravely ill, the respondent is out of town and the other household members can not report the information (Don't Know). If the section is completed (all questions asked as instructed by skips), then the section result is "complete" (code 1). "Not Applicable" (code 3) applies when the Section is *completely* blank. It can *only* pertain to Sections 11, 12, and 13. All other Sections have at least 1 question in them.
- Question 2A: Make sure that the **kitongoji** is filled in **do not** leave it blank

SECTION 01

Question 6: For newly born babies who were born in the household, it should be recorded as they have never been outside the household. However this does not apply for babies that were born somewhere else and then moved into the household when they are a few months old

NEWLY FORMED HOUSEHOLDS

For all households which have been formed less than 12 months ago:

- Example: Paul used to live with his parents. Four months ago he got married and moved out of his parent's house to live with his wife in a separate house.
- In this case fill in the following:
 - Section 1: Question 6; the number of months that he has been out of the household will be "0" and not "8". Make a clear note in the observations on how many months he has moved into the new household.
 - Section 11 & 12: All questions in this section should be asked with reference to the months that he has been living in the new household; in this case the reference period would be four months.
 - Section 16:
 - Part A: Should be completed as usual.
 - Part B, put an X for the months that do not apply, and complete the remaining questions.
- The interviewer should clearly explain the situation in the observations page (Page 4), like for how many months the family has moved into the new household

POLYGAMISTS

For two or more households which have one head. i.e A head with two or more wives living in separate households.

- Section 00; Comment on the observations page
 - The name of the head
 - The ID of the head on the household tracking form
 - The ID's of the households in which he appears
- Section 1: Question 6; Probe for the total number of days he slept in that particular household for the past 12 months
- Section 3: Question 5-7: Record all businesses owned even if they have been mentioned in either of the previous households.
- Section 7: For all activities done in the past seven days, record the total number of hours spent on each specific activity, even if the activity was done for another household.
 - Example: On Tuesday Revocatus Said spent 4 hours in the shamba of the first household and two hours in the shamba of the second household, so the total number of hours recorded should be 7
- Section 9: Fill in Question 1 for all households and then continue, this section should be filled in independently for each household.
 - Example:
 - If household 01 migrated to a new household and household 02 is still living in the same household it used to live 10 years ago. Then it should be observed that in HH01 ID 01 migrated but in HH02 ID 01 is still living in the same household as in 10 years ago

- Section 11: Record land that is only being used for that specific household.
 - Example: Revocatus has 3 shambas in total but only one shamba is being used by household 01, then only one shamba should be recorded in section 11 and not 3.
- Section 13: Record the total amount of money obtained from the business in the past 12 months even if it has already been recorded from the previous household. This applies to the whole section.
- Section 15A: Durable goods recorded should only be those that are specifically used by that household.
- Section 15D: Record total inheritance and bride price received and not only the portion that was allocated to that household. Example: Maria Said ID 03 was married and her father received 50,000 for bride price. Then this amount should be recorded in both household 01 and household 02 if mentioned.
- Section 17: Administer this section for ID 01 even if it had already been done for the other households.
- Section 18: For all PHH members who appear on the network roster and are currently living with the ID 01 in another household write “N/A” (*Not Applicable*)

MARRIAGE BETWEEN PHHM

For previous household members who have married each other. Each member should have his/her questionnaire. For most sections they can be administered once and copied to the other *except* the following sections which should be administered at the individual level:

- Sections 1, 2, 4, 9, 10, 15 and 18.

SECTION 02

- If the CLE has no printed names and only has blank rows, Question 1 is “2”.
- If people on the CLE respond “NO” to question 4 and are also on the Household Roster Card, make a note in Section 00 – Observations. For example:
 - “Old CLE Code 01 Jackson Malali is household person 01 the household head.”

SECTION 5

- Questions 2-4 and Question 5: Always probe if the report looks inconsistent. Example: Questions 2 & 3 are “1” and Question 4 is “2”. How can a person who never attended school be able to read and write? Probe. Add a note to the Observations to explain answers that seem inconsistent.
- Questions 5-7 and age. Always probe if the report looks inconsistent. Example: Question 5 is “7”. Question 6 is “P2”, Question 7 is “1”. The respondent is 14 years old.
- Question 6. NONE is for no schooling years completed. It should be used for:
 - people who started P1 but did not complete the school year
 - children currently attending P1
- Question 8. For children attending the same primary school in the cluster, all entries should be identical. Refer to “Primary School” as “P/S”. For example, “Kibeta P/S”

SECTION 7E

- Question 9: If this person attended a funeral, then record only the time that he/she was supposed to be working and instead attended the funeral; do not include sleeping or resting hours.
 - Example he reported to work 8 hours a day and within the eight hours stopped working for two hours in 4 days and attended a funeral, then you will record “8” hours.
 - But if he attended the funeral in the evening after working hours, you will then record “0” hours.

SECTION 7F

- Question 1 code 13: If reported that attending school is the main activity, write “STUDENT” rather than “PUPIL”. If reported to be too young to work, write “TOO YOUNG”.

SECTION 11A

- Question 2: Enter the area to one place right of the decimal. Two acres should be entered as “2.0”, not as “2.”
- Question 3: Use of public lands should be recorded as “2” and not as owned by the household (“1”).

SECTION 11B

- Question 7: This refers to the amount of *harvested* crop which the household has stored.

SECTION 11D

- Question 6: The reference period is 12 months.

SECTION 12A

- Question 6: This question refers to the livestock the household owned 12 months ago. For example, in February 2003. (Note: Question 1 refers to whether the household owned any livestock over the 12 month period.)

SECTION 13C

- Question 2: If Question 1 is “2”, then skip to the next item. Questions 2 and 3 should be blank.

SECTION 14A

- Question 2: Do not consider a separate kitchen as a second dwelling.
- Question 4: For dwellings made of mud, but not mud bricks, enter “7 – MUD”

SECTION 14B

- Question 1: If the household rents rooms in their dwelling, this is *not* to be considered a second dwelling. This rental income should be recorded in Section 7G Question 9. You should also write a short note in Survey Observations (page 3) to explain this entry.
- Question 7: Do not record distance code if the distance reported is “0”.

SECTION 14BQ13 & SECTION 15C

- The amount of money filled in these questions should only be of the expenditures for the past two weeks and not the value of the amount consumed. For example, if the household *consumed* kerosene of about “650 Tshs” and *bought* kerosene worth “300 Tshs”, the answer recorded for Section 14BQ13 code C should be “300”.

SECTION 15D

- Questions 3 and 4: The inheritance pertains to any inheritance received by anyone in the household being interviewed. It does not refer to the total amount of inheritance left by the deceased.
- Section 15D should include only inheritance from people who have died. If someone received cash/in-kind/land from someone who has not died yet, as a form of early inheritance, this transfer should be recorded in Section 18 if received in the last 12 months. Examples include:
 - Mother gave respondent land as an early inheritance 8 months ago. Mother died 5 months ago. Record this in Section 15D.
 - Mother gave respondent land as an early inheritance 6 years ago. Mother died 2 years ago. Record this in Section 15D.
 - Mother gave respondent land as an early inheritance 2 months ago. Mother is still alive. Record this in Section 18A or 18B (depending on if the Mother is on the Network Card). Enter this in Question 9 as “11 – *EARLY INHERITANCE*”.
 - Mother gave respondent land as an early inheritance 3 years ago. Mother is still alive. This will not be recorded anywhere in the questionnaire.

SECTION 16C-1

- Question 5 Page 67: If the item was not consumed during dry months, enter “0” and skip to the next item. Do not record “0” in Question 6.

SECTION 16C-2

- Question 5: Record the distance to the daily market and not the periodic market. It implies where the respondent is able to buy items at any time of the day or week and not where he usually buys his items. For example: “if they need sugar at any time, where would they go and buy it?” It should refer to commonly purchased items, and not rare or difficult to find items.

SECTION 17A

- Question 2: if the name of the leader is unknown, write “UNKNOWN” and add a comment in the Observations in Section 00.
- Question 14 and 16: These questions cover the three types of assets an organization can have:
 - Durable goods such as utensils
 - Cash
 - Other goods such as beans

- Question 14 concerns durable goods owned by the group. Examples are big *sufurias* owned by the group to cook at funerals. Typically the member would use the good for a while and return it to the group. The durables stay property of the group. If members use them they return them after use.
- Question 16 concerns cash and another other goods the group owns which were not included in Question 14.
- Question 16, code 2. “A stock in kind” concerns goods that are given to the members of the group, but not returned to the group after use. It excludes durable goods. Typically these are consumption goods. For example, a funeral society can have a stock of beans. Whenever a member has a funeral they will take a few bowls of beans from their stock to give to the household. Contrary to the goods mentioned in Question 14, these beans are not returned to the group.
- Question 15 and Question 18 are exclusive. Items valued in Question 15 should not be included in Question 18. Items valued in Question 18 should not be included in Question 15. Question 18 refers to the cash and stock in kind reported in Questions 16 and 17.
- Question 17: some examples for each code:
 - A (insurance): a group has some money which it keeps (maybe in the bank or maybe in the Chairman’s house) and/or beans in stock. When a member has a funeral it gets some money from the fund and/or some beans from the stock. The money does NOT have to be returned.
 - B (savings): a group of women work for money on the fields of other people. They put the money in a fund and at before Christmas each woman gets her share of the fund, i.e. gets exactly out of the fund what she put in. Note that this is not insurance, because it is not related to a shock. It is also not credit because the woman earns the money before putting it in the fund.
 - C (credit): a group has a fund of money from which members can borrow money. The money has to be return within a specific period. (This is different than getting money in option A as insurance which is not returned)
 - D (other): for example a group uses the money to buy durable goods, to pay the leadership to travel.

SECTION 17C

- Question 2: Enter both the name of the organization and the organization code. If the specific organization is a subgroup of the category (example of Koping is a type of Catholic organization), write “Koping” and code “2”.

SECTION 18A

- If any additional pages were attached to complete Section 18A, write the Household ID on every additional page.

ANTHROPOMETRICS FORM

- Question 9: If the response is “2” then skip to next person

MORTALITY QUESTIONNAIRE

A mortality questionnaire must be completed for all origin households (the households with the Household Tracking Forms), regardless of whether anyone in the household is deceased. In the case that the household has no deceased previous household members, Question 1 will be “2”.

- Question 2 must always be completed if Question 1 is “1”.
- Question 3: if option “1” is recorded, record the Old Individual Member ID. Do not also record the 6-digit ID code from the Household Questionnaire 2004.
- Question 3: if option “3” or “4” is recorded, the relation of the respondent must be specified.