

Updated Instructions for Visit 2 Panel Questionnaires

Panel A:

- For Panel A only, the errors produced by keying-in the second interview date have now been disabled in the Data Entry Application.
- “Survey Staff Details” (Module A2) must be recorded on the paper questionnaire for Visit 2. Record the Visit 2 Entries for Questions A21 through A35 on available space next to the Panel A Visit 1 entries.
- In Visit 2, do **NOT** update the ages for the Panel A respondents.

Panel B:

- The Data Entry Application requires the age of respondent to match the date of birth. In Visit 2, you **MUST** now update the ages for the Panel B respondents (Question B05 in Module B: Household Roster).
- There are NO other changes to the rest of the Panel B Visit 2 instructions. Only the updating of age has been added as an additional instruction.

Updating Ages in Visit 2 to Panel B Households:

1. Module A2: “Survey Staff Details” must be completed in full on the paper questionnaire for Visit 2.
2. Update Question B05 in Module B: Household Roster for all respondents, accounting for the time that has passed since Visit 1.
3. Record clearly the updated age in Module B: Household Roster, and on the Survey Flap
4. Administer Modules C: Education, D: Health, E: Time Use & Labour and V: Child Anthropometry using the updated age (age at the time of Visit 2). For example, if a household member was 4 years and 11 months old in Visit 1 and she is 5 years 2 months old in Visit 2, Module C must be administered to that household member. *Always use the Visit 2 ages to determine whether a given module is applicable to a given household member.*

For Panel B Questionnaires Already Keyed-In:

- If there are questionnaires that have not been sent back to Zomba, review the household rosters and update the ages in Module B, accounting for the time that has passed since Visit 1.
- Make sure that the possible revisions to Question B05 are also keyed-in by the data entry operator.
- Confirm that “Survey Staff Details” are properly recorded on the questionnaires and in the data.
- Rerun batch error report. Verify that all modules have been administered using Visit 2 age for household members.
- If information has been gathered for an individual that does not qualify for a given module based on his/her Visit 2 age, make necessary corrections on the paper questionnaire and in the data.
- If information has **not** been gathered for an individual that qualifies for a given module based on his/her Visit 2 age (as in the example above), notify the Headquarters immediately and make arrangements to gather the information from the respondent.
- Resend the updated EA data after verification.