

MALAWI THIRD INTEGRATED HOUSEHOLD SURVEY (2010/11)

TRACKING PANEL HOUSEHOLDS FOR VISIT 2

Introduction

The *Tracking Form* is used when ALL members of a panel household have moved out of the EA (temporarily or permanently).

Do not leave the EA before completing all required Tracking Forms.

When to Complete a Tracking Form

If the head of household has permanently left but other members of a panel household are still living in the dwelling:

- Do not complete a Tracking Form.
- Update the head of household in the roster.
- Continue with the visit 2 interview.

If all members of a panel household have moved out of the dwelling, but the head of household lives in the same area (very close):

- Do not complete a Tracking Form.
- Locate the household head.
- Update in Module A "Description of the Location of Household" (A09), "GPS Coordinates for the Dwelling", (A10), and the "Sketch Map of Dwelling Location." The sketch map should indicate the general direction and distance from original first visit dwelling.
- Continue with the visit 2 interview.

If all members of a panel household have moved out of the dwelling, and the household head lives outside the EA, but the wife or other adult members live in the EA (very close):

- Do not complete a Tracking Form.
- Locate the wife in her new household (or the other adult members who live in the same area).
- Update in Module A "Description of the Location of Household" (A09), "GPS Coordinates for the Dwelling", (A10), and the "Sketch Map of Dwelling Location." The sketch map should indicate the general direction and distance from original first visit dwelling.
- Update the head of household in the roster for the wife's new household.
- Continue with the visit 2 interview.

If all members of a panel household are temporarily absent from the EA:

- Complete a Tracking Form for the household head.
- Notify the Headquarters.
- Try to confirm when the household members may be back. Use mobile numbers if available to contact the household.
- Plan to return to the household at a later date for the visit 2 interview. *Team leader:* Plan the return to the location when the team is in a nearby EA.

If all members of a panel household have moved out of the EA:

- Complete a Tracking Form for the household head.
- Notify the Headquarters.
- If mobile numbers for the household members are available, the team leader should call to ask about the head's new location.

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- If unable to call, collect information on the household head's location from a knowledgeable person in the community, such as a close neighbor, relative or village headman.
- Make arrangements for tracking (see below).

Completed Tracking Forms

If the tracked household is in the districts covered by your team:

- Notify the Headquarters.
- Locate and interview the household while in a near-by EA.
- Key in the tracking form and send it to the Gmail account.

If the tracked household is in a district that is not covered by your team:

- Notify the Headquarters.
- Send the keyed-in Tracking Form data to the Gmail account.
- These household will be tracked by the field team that is responsible for the household's new district of residence.
- For these cases, the Headquarters is responsible for coordinating the sharing of the visit 1 questionnaires and tracking information between teams.

Administering Tracking Forms

The IHS3 Tracking Form consists of 4 short Modules;

- Module T-1: Household Identification
- Module T-2: Characteristics of the Respondent
- Module T-3: Characteristics of the Panel Household to be Tracked
- Module T-4: Tracking Status

Module T-1: Household Identification

T01-T06: Copy information on household identification from the cover page of the visit 1 questionnaire.

Note: If the Household ID was recorded or keyed-in incorrectly from the visit 1 questionnaire, the team leader will update Household ID on the visit 1 questionnaire and transfer the correct information to Question T05 on the tracking form.

Module T-2: Characteristics of the Respondent (Informant)

T07-T12: Record information about the person providing information on the location of the household.

If a mobile number is available for the head of household, the team leader should attempt to call the head of household directly for information on the location of the household. If the head of household in the informant, indicate his/her name in T07, then skip to T13.

If the head of household cannot be reached through the available mobile number, locate a knowledgeable informant within the EA to fill the tracking form.

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Module T-3: Characteristics of the Panel Household to be Tracked

T13: Record the household head's phone number.

If the informant is not the household head, ask the informant if the household head has a mobile number and record if applicable.

If a phone number was listed for the household head in the visit 1 questionnaire but the informant is not the household head, ask the informant for the mobile number for the household head.

Note: Do not share the mobile numbers with anyone other than the IHS3 staff.

T14A–T16C: Record names, phone numbers, and roster ID codes from the visit 1 questionnaire for other household members with phone numbers. If fewer than three are indicated on the visit 1 questionnaire, ask the informant to provide phone numbers for any of the other household members.

T17–T18: Ask the informant if the household is planning to return to the visit 1 interview dwelling. If the household is planning to return to the dwelling, then indicate as temporarily absent and probe for the expected date of return.

Note: If the informant is not the household head, and the date of return is unknown, visually check if household appears to be returning. For example, are gardens currently cultivated or have been prepared for the next season? Is someone watching the dwelling for the household? Are there belongings still inside the dwelling? If dwelling appears completely vacant or deserted, and no expected date of return is known, answer "2".

T19: If household permanently absent, indicate whether household has relocated within your district assignment.

T20–T27: If household is permanently absent, probe for information about the current location of the household, the reason(s) for the move and the date of departure.

T28–T33B: Ask for details on places where household members might be found and on people that the household members might spend time with at their current location. Record the names and locations of places and acquaintances, as well as the name of the household member associated with each

Note: Current location may be the area around the visit 1 dwelling if the household is only temporarily absent.

Note: Places and acquaintances may be good sources for information about the household members if more information is needed for tracking.

T42: If the team leader does not think that the information collected in the tracking form is sufficient to locate the household, then the answer to Question T42 must be "2" (No). Administer another tracking form to a new informant. Do NOT discard any tracking forms.

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Module T-4: Tracking Status

T43–T46: These questions should be filled out by the team leader gathering the initial tracking information.

T46: If the household is temporarily absent [the answer to Question T17 is “1” (Yes)] or has permanently relocated within the field team’s district assignment [the answer to questions T19 is “1” (Yes)], then the team leader must organize a return visit to the visit 1 dwelling or track and interview the household at the new location.

Complete tracking and interview visits as soon as possible, ideally while the field team is working in a nearby EA.

If the household has permanently relocated outside of the field team’s district assignments [the answer to Question T46 is “2” (No)], key-in the tracking form and email the data to the Headquarters immediately.

Tracking forms for households permanently relocating outside the field team’s district assignments must be stapled on the front cover of the visit 1 household questionnaire, and placed on the top of the stack of completed questionnaires.

Failure to complete a visit 2 interview must be well communicated to the Headquarters and well documented by the team leaders in their log books.

T47.–T61: Use “Household Tracking” to record the results of tracking visits or revisits to the household’s location.

T62. –T65: When a household has permanently relocated outside of the original field team’s district assignments, the tracking form will need to be keyed-in twice, (once by the original team and once by the tracking team).

When Questions T63–T65 have already been filled in by the original team’s data entry clerk, the tracking team’s data entry clerk should cross out the existing information and record the final data entry information.

Team Leader Notes (on page 1 of the Tracking Form): The “Team Leader Notes” are for quick reference and organization of the team leader. This box should be filled out after administering the tracking form.

Management Notes: For Headquarters Use Only. Do not write in this box.