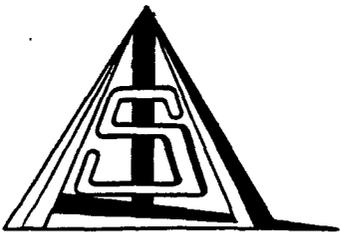




JAMAICA SURVEY OF LIVING CONDITIONS

MAY 1995

INTERVIEWER'S INSTRUCTION MANUAL



STATISTICAL INSTITUTE OF JAMAICA
97B CHURCH STREET
KINGSTON

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Published by THE STATISTICAL INSTITUTE OF JAMAICA
97B Church Street,
P.O. Box 643,
Kingston,
Jamaica.

Printed in Jamaica by the Printing Unit
Statistical Institute of Jamaica
84 Hanover Street, Kingston, Jamaica.

C O N T E N T S

I. EXPLANATORY NOTE

1. The human resources development Program:
Monitoring the system.....1
2. SLC, May 1995.....2
3. Parts of the Questionnaire.....3

II. GENERAL SURVEY PROCEDURES

1. The Interviewer's tasks.....3
2. Interviews of households.....4
3. Checking the completed questionnaires...4
4. The interview.....5
5. Keeping the tempo of the interview.....5
6. Objectivity of the interviewer.....5
7. Private nature of the interview.....6

III. GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

1. How to read the questions.....6
2. Upper & Lower case text.....7
3. Encoding the answers.....7
4. Time periods.....9
5. Amounts of money.....9
6. Skip patterns.....10
7. How to replace the symbol....[].... by
a name or thing.....10
8. Within each part.....11
9. Flux of the interview.....11
10. How to go from one part to the next.....11
11. Data entry considerations.....11

IV. THE PARTS OF THE QUESTIONNAIRE

1	The cover.....	13
2	R: Household Roster.....	14
3	A: Health.....	18
4	B: Education.....	21
5	C: Anthropometric.....	23
6	D: Aged.....	23
7	General Instructions for filling out Parts E, F, G and H.....	26
8	E: Daily expenses.....	27
9	F: Food Expenses.....	27
10	G: Consumption expenditures.....	28
11	H: Non-Consumption Expenditures.....	29
12	I: Food Stamps.....	30
13	J: Housing	32
14	K: Inventory of durable goods.....	38
14	L: Miscellaneous income.....	39
	APPENDIX	40

SURVEY OF LIVING CONDITIONS, MAY, 1995

INTERVIEWER'S INSTRUCTIONS MANUAL

I. EXPLANATORY NOTE

The Human Resources Development Programme: Monitoring the system

1.1 The Human resources Development programme was formulated by the Government in order to significantly improve the quality and coverage of the country's social services. It has increased the flow of funds to the social sectors and provided a social dimension for the major economic adjustment process which the country has been experiencing in recent years.

1.2 As part of the HRDP, a monitoring system for evaluating the impact of the programme is being implemented to:

(a) provide the base-line information necessary to set priorities for socioeconomic policy and

(b) to feed back information on the effectiveness of such policies, thus allowing for corrective action where needed during the course of the programme.

1.3 The monitoring system for the HRDP consists of two parts: (1) institution-based and (2) household-level data. The household-level data will provide basic information on the major aspects of the population's well-being (income, employment, consumption, etc.) in relation to the social aspects (education, health, housing conditions, social security, etc.). Employment information is already being collected by STATIN through the current Labour Force Survey. Information on the other socioeconomic aspects such as health, education, nutrition, consumption and housing are collected through the Survey of Living Conditions (SLC).

SLC, May 1995

1.4 The SLC 95, scheduled to be started in May 1995, is the ninth round of the survey- the first conducted in August 1988 (SLC 88); the second in July 1989 (SLC 89-1); the third in November 1989 (SLC 89-2); the fourth in November 1990 (SLC 90); the fifth in November 1991 (SLC 91); the sixth in

August 1992 (SLC 92); the seventh in November 1993 (SLC 93); and the eight in November 1994.

Focus

1.5 In SLC 95, the focus will be on the Aged that is, household members who completed 60 years or more. The module for this purpose (Part D of the questionnaire), is designed to collect information on their mental and physical health, their work history and whether they were getting or likely to get any pension from their previous jobs, their plans, if any, for their retired life, how their financial needs are met, and the financial support they receive from others.

1.6 It may be recalled that every round of the SLC lays stress on one or other subject; thus, in SLC 89-2, the focus was on health; in SLC 90 on education; in SLC 91 on housing; in SLC 92 on poverty; in SLC 93 on employment and time use; and in SLC 94 on Social Mobility and testing two shortened versions of consumption modules.

Questionnaire

1.7 In SLC 95, the Social Mobility module (which was Part D in SLC 94 questionnaire) and the two shortened versions of consumption modules (Part M on Point of Purchase module and the separate questionnaire on shortened item by item consumption) were dropped and in their place the Module on Aged is included as Part D. Thus, in SLC 95, all the other standard modules will continue. These are, Part A-Health; Part B-Education; Part C-Anthropometric; Part E-Daily Expenses; Part F-Food Expenses; Part G-Non-food Consumption Expenditures; Part H-Non-Consumption Expenses; Part I-Food Stamps; Part J-Housing and related Expenses; Part K-Ownership of durable Goods; and Part L-Miscellaneous income. The Part D-Module on Aged was given as a separate questionnaire for the pre-test, but this was put in the grid format and included in the questionnaire for the main survey.

1.8 The cover page and the Roster will, however, be a part of the SLC 95 questionnaire, with the appropriate marginal changes. There is no change in the standard modules, compared to SLC 94, except in the Health module in Part A. The first question in this module was split into two questions to collect information on injuries separately from illness. Besides, the earlier questions 22 to 27 of SLC 94 questionnaire, on Annual Hospitalisation costs, were dropped.

Sample Size

1.9 The sample dwellings for SLC 95 will be one third of the corresponding Labour Force Survey (LFS) conducted in April 1995, that is, 78 sampling regions, 156 EDs and 2,496 dwellings. The sampling regions and sample EDs will be the same as in SLC 94 and SLC 93; however, the dwellings will be different as they will be those covered in April LFS, while those in SLC 94 and SLC 93 were drawn from the corresponding November LFS.

Parts of the Questionnaire

1.10 Notice that this questionnaire for SLC 95 is divided into the following 13 PARTS, plus the COVER:

COVER

- PART A: HEALTH -- TO BE ASKED OF EACH HOUSEHOLD MEMBER
- PART B: EDUCATION -- TO BE COMPLETED FOR ALL HOUSEHOLD MEMBERS AGED 3 YEARS AND OLDER
- PART C: ANTHROPOMETRIC -- FOR ALL CHILDREN 0 - 59 MONTHS OLD
- PART D: AGED- TO BE ASKED OF EACH HOUSEHOLD MEMBER OF AGE 60 YEARS AND OVER
- PART E: DAILY EXPENSES
- PART F: FOOD EXPENSES (INCLUDING HOME PRODUCTION & GIFTS)
- PART G: CONSUMPTION EXPENDITURES
- PART H: NON-CONSUMPTION EXPENDITURES
- PART I: FOOD STAMPS
- PART J: HOUSING CONDITIONS AND RELATED EXPENSES
- PART K: INVENTORY OF DURABLE GOODS OWNED BY THE HOUSEHOLD
- PART L: MISCELLANEOUS INCOME RECEIVED BY THE HOUSEHOLD
- PART R: HOUSEHOLD ROSTER

1.11 Since all the modules, except the module on aged are the same as in SLC 94, the instructions given for that round on these modules will hold good for SLC 95. These are also repeated in the subsequent paragraphs, for ready reference, along with the instructions for the module on Aged (Part D).

II. GENERAL SURVEY PROCEDURES

THE INTERVIEWER'S TASKS

2.1 The Interviewer's role is "capital" to the survey. The quality of the data and of the whole survey will be determined by the quality of the Interviewer's work. You

must, therefore, follow exactly all the instructions contained in this manual. You must also be constantly in touch with your supervisor and inform him/her of any problem you encounter during your work in the field. The supervisor, for his/her part, will

- (i) provide you with all the necessary materials and instructions;
- (ii) collect and check your work; and
- (iii) help you to solve any problem which may arise.

Interviews of households -

2.2 Your main task is to conduct interviews with households. Depending on the size of the household, you may be able to conduct two interviews per day. You must ensure that you finish the interviews of about 8-10 households, by the end of each week of the survey. The entire work entrusted to you should be completed within six weeks from the start of the investigations.

2.3 In conducting the interviews, you must scrupulously follow the instructions contained in this manual -- the most important of which is to read the questions exactly as they appear in the questionnaire.

Checking the completed questionnaires

2.4 After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must also make sure that you have recorded the required information for all members of the household indicated in each section. This must be done immediately after the interview before you hand in the questionnaire to your supervisor and -- most importantly -- before leaving the Enumeration District.

2.5 Although you may correct minor errors such as those made when writing down an answer, you must never make any other changes in the completed questionnaire without posing the question again to the interviewee.

The interview

2.6 You must be careful to follow all the instructions laid down in this Manual. You are especially asked to bear

the following in mind:

- a) Ask the questions exactly as they appear on the questionnaire.
- b) The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire; nor must you think that you can trust your memory for writing down the answers later.
- c) The possible answers for many of the questions have been coded so that you will write down numbers only. No letter or any other character should be written down. As the entire questionnaire is pre-coded, the numbers you will write down can be:
 - i. Codes, such as "1" for the answer "YES", or "2" for "NO";
 - ii. Amounts of money, frequencies, etc.
- d) Under no circumstance should you write down things like "--", "*", "/", etc. Nor should you write down the answer itself in the questionnaire -- for example, you should not write down the word "YES" instead of the code "1".

Keeping the tempo of the interview

2.7 You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers from a respondent, do not break in too sharply, but listen to what the respondent is saying and then lead him/her back to the original question. Remember that it is you who are conducting the interview and that you must control the situation at all times.

Objectivity of the interviewer

2.8 It is extremely important that you remain absolutely neutral with regard to the subject of the question. Most people are naturally polite, particularly with guests, and they tend to give answers and adopt attitudes they think will please the visitor. You must not show any surprise, approval or disapproval regarding the answer given by the respondent, and you must not tell him/her what your own answer would be. If he/she asks you for your opinion, wait until the end of the interview to discuss the matter with

him/her. You must also avoid any pre-conceived idea about the respondent's ability to answer certain questions, or about the kind of answer he/she is likely to give.

Private nature of the interview

2.9 All data collected are strictly confidential. The divulging of private data by an interviewer is forbidden by law. This rule is all the more important since it provides for the foundation of all statistical work. All questions should be put to the respondent in complete privacy in order to re-assure the respondent that his/her answers will remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

III. GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

3.1 There are a number of basic principles that the interviewer should observe throughout the questionnaire.

How to read the questions

3.2 You must always read the questions as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you must wait for an answer. If the respondent does not answer after a reasonable length of time, he/she has probably

- (i) not heard the question
- (ii) not understood the question, or
- (iii) does not know the answer.

In case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is "NO", you may re-word the question. If the difficulty lies in finding the right answer, you may help the respondent to consider his/her reply.

Upper & Lower case text

3.3 Text written in Upper case are instructions for yourself, or lists of codes. You are not to read this text to the respondent. Texts written in Lower case in the questionnaire are to be read aloud to the respondent, exactly as they are written in the questionnaire.

For example:

- a) In PART A, Question 13:

IF
NOTHING SPENT
WRITE ZERO

This instruction is NOT to be read aloud.

- b) In PART J, Question 2:

MAIN MATERIAL OF OUTER WALLS

This is not a question to be asked of the respondent - the answer requires personal observation by the interviewer. Only when he has doubt, he may enquire from the respondent.

- c) In the same PART J, Question 18:

What is the main source of drinking water for your household?

INDOOR TAP/PIPE.....	1
OUTSIDE PRIVATE PIPE/TAP	2
PUBLIC STANDPIPE.....	3
WELL.....	4
RIVER, LAKE, SPRING, POND.....	5
RAIN WATER (TANK).....	6
OTHERS (SPECIFY).....	7

This question should be read aloud to the respondent, and the code of the answer written down. Because the possible answers are in capitals letters, they should not be read out aloud.

Encoding the answers

3.4 The questionnaire is pre-coded in order to speed up data entry. You should always enter the code for an answer in the questionnaire and not the answer itself.

- a) For instance, in PART J, Question 9, you may have to

Time periods

3.5 In some parts of the questionnaire, you will find some questions with reference to "the past 7 days", "the past 30 days", or "the past 12 months". It is very important to read these time periods as they appear in the questionnaire, and not to replace them with "the past week," "the past month" or "the past year." That means, it must be clear that:

PAST 7 DAYS	is not the same as	PAST WEEK
PAST 30 DAYS	is not the same as	PAST MONTH
PAST 12 MONTHS	is not the same as	PAST YEAR

Amounts of money

3.6 You should always write down the exact amount of money the respondent has said, including the two decimal places.

Let us consider different answers to the question:

How much did you spend on furniture (indoor) during the past 12 months?,

(PART G: ITEM CODE 313: Column 4)

ANSWER 1: "I have spent forty Jamaican dollars and seventy five cents"

Then, YOU SHOULD WRITE	Ö-----Ï
in the appropriate box ----->	° 40.75 °
	Ù-----Ï

DO NOT write an	Ö-----Ï
approximation ----->	° 41 °
	Ù-----Ï

and DO NOT write the	Ö-----Ï
dollar symbol ----->	° J\$ 40.75 °
	Ù-----Ï

ANSWER 2: "I've spent twenty thousand eight hundred and forty nine Jamaican dollars and fifty cents"

You have to write	Ö-----Ï
----->	° 20,849.50 °
	Ù-----Ï

ANSWER 3: "I've spent eighty Jamaican dollars"

You have to write	Ö-----Ï
----->	° 80.00 °
	Ù-----Ï

Skip patterns

3.7 Normally, you should ask the questions in the same order in which they appear in the questionnaire - i.e. Question 5 should follow Question 4, Question 6 should follow Question 5, and so on.

In some cases, however, after a reply, you will find an arrow (>>) followed by a number. The number indicates which question should be asked immediately after.

Examples:

a) In PART A, Question 21:

Are you covered by health insurance?

YES....1

NO.....2

There is no arrow. Therefore, whatever the answer is, go straight on to Question 21 (the next question).

b) In PART A, Question 17:

Did you buy medicines during the past 4 weeks for this illness or injury?

YES....1

NO.....2

(>> 21)

- If the respondent answers "YES", write "1" in the appropriate box and move on to Question 18 (the next question).

- If the respondent answers "NO", write "2" in the appropriate place and skip to Question 21 (as indicated by the arrow). You, therefore, should omit asking Questions 18, 19 and 20.

How to replace the symbol ...[]... by a name or thing

3.8 Occasionally you will find the following symbol within a lower case text:

...[]...

When reading a text to the respondent you should

replace this symbol by a particular name or item. For example, in PART B, Question 1 you will find the following question:

What type of school is ..[NAME]...attending this academic year ?

If you are asking, for instance, about a boy named "Johnny," you should read this question in the following manner:

"What type of school is Johnny attending this academic year ?"

Within each part

3.9 In PARTS A, B, C, D, I and in the Roster, you should go individual by individual. That means, within each part, you should start with individual number 1 and ask him/her all the questions (if applicable) from the first to the last, and only then should you proceed to individual number 2, and so on.

Flux of the interview

3.10 Look at the flap in the back page; this is part R, the HOUSEHOLD ROSTER. You should open this flap at the beginning of the interview, and keep it open throughout the interview. This part will be already filled out at STATIN with the name, age and sex of each household member, if the household was contacted in the October LFS (in the shorter questionnaire containing the shortened item by item consumption module, this data relates to the July LFS). You should ask whether he/she is still a household member, and if necessary, add the new members. You should also ask the other questions, where applicable.

April

How to go from one part to the next

3.11 You must start with the Cover, and then move on to the ROSTER, and then fill parts A to L (part C can be completed last).

DATA ENTRY CONSIDERATIONS

3.12 Data will be entered directly from the questionnaire, which means that everything you write down

on the questionnaire will be entered in the computer. You must, therefore, write only information that is to be entered. In particular, you must not use the sheets for writing down notes or computations.

The following are some rules you should observe when filling in the questionnaires:

1. Write legibly in pencil, without crossing out or over-writing. If you make a mistake, erase it completely and write down the correct reply.
2. Write in capital letters and use Arabic numerals. For example, you should write "1", NOT "I"; "4", NOT "IV"; and so on
3. Never go beyond the space allotted for a question even when the next space is not used.
4. In writing amounts and other figures, you should always mark the two decimal places first; then starting from the right, separate each group of three figures by a comma. For instance, one hundred thousand must be written down as "100,000.00"; not as "100000" or as "100 000".
5. For questions to which the reply is an amount, write down only the number in the appropriate box. Do NOT write the unit of measurement.

For example:

Question: How much did you spend on car insurance during the past 12 months?

(PART G, ITEM CODE 341, COL. 4)

Answer: "one thousand Jamaican dollars"

Write: "1,000.00"

Do NOT write: "1,000.00 J\$" OR "J\$ 1,000.00"

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in the appropriate box. You need not write it.

IV. THE PARTS OF THE QUESTIONNAIRE

1 : THE COVER

This section corresponds to the first page you see in the questionnaire. It collects information on:

- Household identification
- the interviewer
- the supervisor
- the anthropometrist

a) Household identification

When starting an interview, make sure that the questionnaire has already been filled out with the following information on the cover:

- Parish
- Constituency
- Enumeration District No.
- Dwelling No.
- Household No.
- Area
- Serial No.

b) The interviewer, the supervisor and the anthropometrist

The interviewer should enter, in the appropriate places, the following information:

- His/her name
- His/her code
- Date of the interview
- Total time of interview

Notice that the space for the date has three small boxes.

The first one is for the day (two digits), the second one is for the month (two digits) and the third one is for the year (two digits). You should always write two digits in each box.

For example:
if the interview was done on April 25, 1995

THEN YOU SHOULD WRITE:

```

Ö--DATE OF THE INTERVIEW-Ï
°      °      °      °
° 25   °   04   °   95   °
°      °      °      °
Û-DAY---Û-MONTH--Û-YEAR--Ï

```

And YOU SHOULD NOT WRITE:

```

Ö--DATE OF THE INTERVIEW-Ï
°      °      °      °
° 25   °   4   ° 1995 °
°      °      °      °
Û-DAY---Û-MONTH--Û-YEAR--Ï

```

The supervisor has only to write:

- His/her name
- His/her code

The anthropometrist should also write down his/her name and code, and the date of the anthropometric measurements. This date should be written down in the same manner as the date of the interview described above. The Supervisor is expected to carry out the measurements on the eligible children. He/She is advised to take the assistance of one of the interviewers for conducting these measurements. Both the Supervisor and the Interviewer should put their signatures in the space provided for the "Anthropometrist".

2. PART R: HOUSEHOLD ROSTER

In this section, you will find a list of all the persons who were household members in the April Labour Force Survey. The names, ages and sexes of these persons will be filled in at the Head Office before the field work begins. So, on starting the interview, you do not have to fill the answers for those questions of these people, unless there is a correction.

Now, you have to enquire whether there is any new household member, or whether there is anyone who is no longer a household member.

For every NEW member, you should ask for - and

then record -

the NAME, AGE and SEX in the appropriate boxes, and write the code "3" (NEW MEMBER) in the box for "HOUSEHOLD MEMBER?". For the other people, this question will have as an answer the code "1" if he/she is still a member, or the code "2" if he/she is no longer a member.

Once you are finished with ALL NEW MEMBERS and you have asked ALL the persons on the list whether or not they still are household members, you should go to the succeeding questions

and ask only of the following persons:

HOUSEHOLD MEMBERS (i.e. those who have code "1" or "3" in the question "HOUSEHOLD MEMBER?").

CHANGES IN THE HOUSEHOLD COMPOSITION

If at the time of your interview, the ENTIRE household composition has changed since the October Labor Force Survey or if it is a new household, then you will need a BLANK questionnaire to ENUMERATE THIS NEW HOUSEHOLD. Also, you will have to fill out the Roster, with NAME, AGE and SEX; put the code "3" (NEW MEMBER) as answer to the question: "HOUSEHOLD MEMBER?" for EACH member of the household.

PRINCIPAL EARNER'S OCCUPATION/EMPLOYMENT STATUS

You will notice that in this round also, provision is made to record the principal earner's occupation, industry and employment status. These are the 4 questions indicated on the top of the ROSTER in the left hand corner. These questions should be filled up after recording the answers on all other questions in the ROSTER.

The PRINCIPAL earner in the household is that person whose earnings during the 12 months preceding the date of survey were the largest among all earners in the household. Several situations may arise:

TYPE I

There may not be any earner in the household- the household may be living entirely on pension; poor relief or food stamps; remittances; or on property income or savings; in which case, the following codes will be recorded in the twin boxes in question 1:

Pension	69
Poor relief or food stamps	79
Remittances.....	89
Property income or savings.....	99

For these households, the questions 2 to 4 under Principal Earner, need not be filled.

If the household has an earner and also gets income from property or from remittances, that household will be treated as having an earner, irrespective of the size of the contribution from property or remittances.

TYPE II

The household may not have a current earner and is living on the pension of one or more members of the household. In these cases, the code 69 will be recorded. If the household has no earner but is living mainly on poor relief or food stamps, then record code 79.

TYPE III

The household had an earner but he is currently unemployed on the date of survey and the household has been living on savings or property income or on remittances. In these cases, code 89 should be recorded if the household is living on remittances and code 99 if the household is living on property income or on savings. In no case the word "unemployed" should be written against this item.

TYPE IV

This Type consists of households with one or more earners. There may be only one earner in the household, in which case his/her details will be recorded in questions 1 to 4 under "PRINCIPAL EARNER". If there is more than one earner, the member whose earnings are the largest during the 12 months preceding the date of survey will be treated as the principal earner and his/her details will be recorded in questions 1 to 4.

PHYSICALLY AND/OR MENTALLY DISABLED

It will be observed that in this round also, a question has been introduced in the Roster to ascertain whether the individual is physically and/or mentally disabled. However, in this round, it is proposed to canvass this question to all household members. The interviewer should take the information as provided by the respondent. However, in case of persons aged 15 years and over, the

definition below should be applied to the extent possible:

A disabled person is an individual whose prospects of securing and retaining suitable employment are substantially reduced by physical and/or mental impairment.

MEALS GIVEN BY THE HOUSEHOLD TO PERSONS WHO ARE NOT HOUSEHOLD MEMBERS

Notice that a block is provided above the column headings in the center of the questionnaire for recording the number of Breakfasts, lunches and dinners eaten in the household in the past 7 days by persons who are not members of the household such as handyman, gardener, home help, etc. After completion of the Roster in respect of all other items, you should enquire of the respondent whether any of these persons have taken meals during the past 7 days; and enter the number of breakfasts, lunches and dinners given. Please note that it is not the number of persons that is required but the number of meals given.

SOME ERRORS OBSERVED IN COMPLETING THE ROSTER

(i) Principal earner: Some interviewers are recording against this item "unemployed". Further probing is necessary to find out whether the household is living on pension; or poor relief/food stamps; or remittances; or property income/savings and the appropriate code as listed above should be recorded.

(ii) Employment status: A few interviewers are recording "employed" as the employment status (Q4) of the principal earner. The codes for employment status are as in LFS. These are- Employee of Central or Local Government-1; Employee of other Government Agencies-2; Employee of private sector Business-3; Unpaid Worker-4; Employer-5; Own Account Worker-6; and Not Reported-7.

(ii) Head of the household: In the Roster, the list of household members, their age, sex, and relationship to the head are noted in STATIN on the basis of the April LFS. If, between the LFS and the following SLC, there is a change in the head (for instance, the previous head left the household), the interviewers are recording code 2 against the previous head in the column whether he is still a household member, but not noting the new head or the relationship of the members to the new head. Perhaps, they may be under the impression that whatever that was recorded in STATIN should not be changed. This is not correct; what is recorded in the Roster at STATIN is on the basis of what

was recorded in LFS and if there is any change by the time of SLC, the corrections should be made (after circling the earlier entries).

(iii) Household Member: In the case of a new household which occupied the dwelling by the time of SLC, some interviewers are recording the length of stay in the dwelling as the period for which the members lived with the household. Please remember that living with the household is not the same as living in the dwelling. What is required is the period during past 12 months, the individual was a member of this household; this has nothing to do with the duration for which the household occupied the selected dwelling.

(iv) Living with household: Some interviewers are not recording the period of living with this household of members who have code 2 in column for recording whether he is a household member. This information is required for all members in the Roster, irrespective of whether they are continuing or new or no longer a member.

3. PART A: HEALTH

The information gathered in this Part will be used to measure the incidence of illness or injuries, the use made of the different kinds of health services and facilities, and the costs incurred by the household.

EACH MEMBER of the household should be questioned - the parents can answer for the young children.

Most of the questions are self-explanatory; however, the following questions need some clarification.

QUESTION 1

Notice that Question 1 of the Health Module in SLC 94 has been split into two Questions in this round, to collect the information on household members who suffered injury in Question 1 and those who suffered illness other than from the injury in Question 2.

Every member in the household should be asked whether he/she suffered from an injury in the past four weeks; the household member who suffered from an injury during the past four weeks should be given codes 1 to 6, depending on the nature of injury and those who did not suffer any injury, the code 7. The codes 1 to 6 are described on the questionnaire.

If a person suffered from an injury due to a motor vehicle accident the code 1 should be given, irrespective of whether it is accompanied by shooting or stabbing.

The persons who suffered from an injury due to shooting should be given code 3 and those who suffered from an injury due to stabbing the code 4, irrespective of where it took place; only the injuries due to accidents other than shooting and stabbing at workplace should be given the code 2.

Question 2

Just like Question 1, this question also should be asked of all household members. You have to enquire whether the person has suffered any illness other than that from an injury which was recorded in Question 1 during the past 4 weeks. If the person says he/she has had one or more than one illness other than that from an injury, you have to write down the code "1" as the answer to this question. If the answer is "NO" (code "2"), you have to jump to QUESTION 21 and LEAVE QUESTIONS 2 TO 20 BLANK.

It will be noticed that Questions 3 to 20 which seek to find out the number of days of impairment and medical expenses are common to both injury and illness. If a person suffered from both an injury as well as an illness other than from injury, then the information in these questions should be recorded on the basis of the total position, that is, the injury and illness put together. However, it may be noted that the coincidence of a person suffering from an injury and an illness other than that due to injury together will be rare.

QUESTION 4

You have to ask the person to tell you for how many days during the past 4 weeks he/she was unable to carry out his/her usual activities. For this question, it is useful to know that USUAL ACTIVITIES mean the work or duties which are performed regularly.

You will not have any problems with this question because the interviewee himself knows what his/her usual activities are -- it could be housekeeping, work outside home, minding the children, going to school, etc.

When the answer is with regard to a small child, the USUAL ACTIVITIES refer to the child not being its usual self; that is, it has not been playing, eating, etc., as it usually does. The child may or may not have been confined to bed.

QUESTION 5

To visit a health practitioner means being examined by a doctor, nurse practitioner, nurse, pharmacist, midwife or any other health practitioner in order to discover what illness the person is suffering from and to receive treatment. The VISIT is for the act of being examined.

QUESTIONS 6 AND 7

In question 6, the total number of visits made by the person answering 'yes' in question 5, should be recorded; while in question 7, the number of visits that took place in different locations should be recorded. There is a category 'other' in the locations; persons who have responded with an answer other than those listed will have to be put in this category. However, the exact location may be specified for appropriate classification.

QUESTIONS 8 AND 9

These questions cover only the cost of the visits, that is the cost of consultation; the cost of the medicines and any payment for hospitalisation must not be included, as separate columns are provided for recording those expenditures. Keep in mind that the money amount must be registered in VERY CLEAR numbers, and always with two decimals, even if these are zeroes. Question 8 is for recording the expenditure on visits made at public health facilities while Question 9 is for recording the expenditure on visits at private health facilities.

QUESTIONS 12 and 15

The question 12 is for recording the hospitalisation costs in public health establishments and question 15 the costs in private health establishments; here the costs of consultation or medicines should not be included. However, occasionally the hospital bill includes the cost of consultation, and the respondents are unable to distinguish between the different costs. In that case, the interviewer may write down the TOTAL AMOUNT in answering ONLY ONE OF THE QUESTIONS provided for recording the cost of consultation or hospitalisation costs. He/she MUST NOT write down the same amount for both the questions, since this would have the effect of doubling the expenses actually incurred.

QUESTIONS 18 and 19

These two questions cover only the cost of medicine; the amounts paid for consultations and for hospitalisation must not be included.