

Kyrgyzstan Multipurpose Poverty Survey

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SAMPLE SURVEY OF HOUSEHOLDS: INTERVIEWER INSTRUCTIONS

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1. COMMUNICATION BETWEEN THE INTERVIEWER AND THE ORGANIZERS OF THE RESEARCH

During the survey, if it is necessary to settle questions about the organization of your work or the content of the questionnaire, the interviewer should contact

--the organizer of research in your region, at the following address

[address provided during training_____]

--the organizer of research in Bishkek, at telephone number:

[supplied during training].

2. JOB DESCRIPTION AND RESPONSIBILITIES OF THE INTERVIEWER

Dear interviewer!

You are a participant in a sample survey of families being conducted in Kyrgyzstan.

The goal of the research is to study various aspects of the life of people: determining the most important facts of the work history of respondents, their family situation, the study of housing conditions, material well-being of families in Kyrgyzstan, the study of the patterns of expenditures of time and money by inhabitants of various regions of the country.

In the period of the survey, the interviewer in particular serves as the primary performer of this work and determines the level of quality of the research. The completeness and accuracy of our measure of the opinions of various groups of the population is dependent on your conscientiousness and your taking responsibility. *Therefore, following these instructions precisely is your first and foremost assignment as an interviewer.*

During the preparation and actual conduct of the survey, the organizers of this research provide interviewers with the following information and documents.

1. Conduct oral instructions about the goals and tasks of the research, about rules and organizational conditions of the survey, showing a video tape of an interview to serve as an example;
2. Conduct a practice instructional interview spelling out the procedures for filling out the questionnaire and discussing all difficulties which arise;
3. Give out a list of addresses with a precise indication of the street name, house and apartment number where you will interview members of the household;
4. Give these instructions [i.e. this booklet] to the interviewer;
5. Give out blank questionnaires: for each household, one family questionnaire and several individual questionnaires for adults and children, depending on the size of the family;
6. Give out an identification card [or letter, to verify their participation in the survey to respondents].

INTERVIEWERS ARE OBLIGATED

--to study these instructions and follow their specifications precisely.

--to know the content of the questionnaire and the procedure for filling it out, so that it is possible to answer all the respondent's questions during the course of the interview.

--to conduct the interviews of respondents efficiently and with high quality and give the [completed] questionnaires to the organizers within the planned period of time.

--to refrain from talking about answers or about the surnames and addresses of respondents. *The interviewer takes personal responsibility for preserving the anonymity of respondents' answers.* These questionnaires cannot be handed to anybody but the responsible person in your region.

3. RULES FOR WORKING WITH THE QUESTIONNAIRES

3.1 General rules for conducting structured interviews.

1. Read every question exactly as it is written.

2. Ask all questions which are in the questionnaire in the order in which they are listed.
3. Read every question slowly so that the respondent can comprehend its meaning.
4. Do not explain and comment on questions in the questionnaire. If the respondent does not understand a question, repeat it another time.
5. Do not hand the questionnaire to the respondent unless there are specific instructions to the interviewer to do so.
6. Follow the instructions about procedures contained in the questionnaire.
7. Don't leave out any questions which the respondent is supposed to answer.

3.2 SPECIAL INSTRUCTIONS ABOUT SURVEY PROCEDURES.

1. Read aloud all alternative answers if the respondent is supposed to choose one of the predetermined alternatives.
2. Write down verbatim what the respondent says in answer to a given question if he has been given an "open question," that is, if no predetermined alternative answers are offered.
3. Write down in the margins of the questionnaire all that the respondent says if it is impossible to choose a code that corresponds to what he says, and there is no "other, specify" alternative.
4. If there are special instructions in the questionnaire, allow the respondent himself to read through the possible answers to the question presented to him, and then indicate the number corresponding to the answer which the respondent chose.
5. Repeat (but do not explain!) a question which the respondent did not understand or incorrectly interpreted. In this case, in the margins of the questionnaire, you should indicate that the respondent did not understand the question. No matter what the nature of the answer it follows that you should thank the respondent for the opinion expressed and only after that go to the following question.
6. Pay attention to the special notation:
All that is written in capital letters is intended only for the interviewer and is not to be read to the respondent.

- a) Information in capital letters within brackets is for interviewers. Reading it aloud is forbidden; however, this information is very important for the interviewer. He must pay attention to it.
- b) The alternative "don't know" or "REFUSED" should not in any case be read to the respondent.

DON'T KNOW [It's hard to say]--this code should be used only in the situation when obviously the respondent experiences difficulty or doubt in answering the question.

REFUSAL--use this code when for any reason he does not want to answer the question put to him, for example, if he does not want to give the amount of his salary.

- c) In brackets the words [GO TO ...] are often found. This is done to ease work with the questionnaire. If, after the code which you indicate corresponding to the respondent's answer to Question 1, stands [GO TO 3], that means it is not necessary to ask question 2, but go directly to question 3.

If, for example, the respondent's answer to question 33 on page 10 of the household questionnaire is followed by [GO TO 37 ON PAGE 11], it is necessary to go immediately to question 37 on page 11. If there is no special branching instruction, go to the next question in the questionnaire.

3.3 RULES FOR FILLING OUT THE QUESTIONNAIRE

Accuracy and precision on the part of the interviewer in filling out the questionnaire are the first and foremost conditions for the successful analysis by computer of the gathered data. The interviewer must be very attentive and follow the following rules.

1. All remarks and notations in the questionnaire should be done with a ball point pen with black, blue or violet ink. Green and red should not be used.
2. Indicate the answer given by the respondent by circling the number corresponding to the answer.
3. All corrections in the questionnaire are based only on the words of the respondent, and are indicated with a pen crossing out the incorrectly indicated code or written number, etc.

4. LOCATING RESPONDENTS

Before the beginning of work, assignments will be handed out to interviewers, that is, a list of people, families which were selected by the organizers of the survey. In the assignment received by interviewers is the name and address of the person who is the responsible party for the apartment. Locating respondents is conducted in complete accordance with the "locations" given in the assignment.

First of all the interviewer must find the street, building and apartment in accordance with the list received, then establish contact with the people living at the given address, identify the household for which information will be gathered [more than one household may live at an address], and after that choose the main respondent, that is, the person who knows better than others the family's business, its money income and expenditures, housing conditions and who will answer questions in the family questionnaire.

--The selection of families.

Unfortunately, as a rule interviewers cannot find out beforehand how many families live at a selected address. In addition the family of the person who is the responsible party at the given address, there may be some other family. The interviewer may also confront this situation in a communal apartment, home for the elderly, dormitories, etc. In this connection, during the first visit it is necessary first of all to establish contact with somebody in the family of the person who is the responsible party.

1. If the person whose name is written in the list lives at this address, the interviewer may begin immediately to do the interview.

However, other situations may arise.

2. The person who is the responsible party may not in fact live at the given address, but somebody of his close relatives continues to live in the given living space. For example, the apartment may be assigned to the mother who now lives with her daughter in another city without a permit, and in the apartment of interest to the interviewer live the son and his family. In this case, the interview is conducted with this family which in fact lives at the address given in the list--that is, with the family of the son of the responsible party.
3. At the indicated address lives, in fact, neither the person who is the responsible party nor close relatives. (Perhaps they rent out the apartment and live in a different place.) Some other family lives in these quarters. In this case, the interviewer must choose the family which actually lives at the address to which he has gone.
4. The family of the person in the list does not live at the address, and the housing belonging to them is empty. In this case, an interview is not conducted.

--Selection of households.

After the family of the responsible person has been located, or the family living in its living quarters, it is necessary to determine how many households are in this family [sic: address]. By "household" we mean people who live in the given living quarters, share income and expenditures, and conduct housekeeping together. In this case, the degree of relations or officially registered marriage has no meaning. On the contrary, to properly choose the household for the study, it is necessary to determine the real situation of people in the family.

For example, suppose the responsible person indicated in the list received by the interviewer lives together with his son, grandson and his family. The son of the responsible party is not registered, but shares income and expenditures, and keep house together. Grandson and his family keep house separately even though they live in the same quarters. Given the definition, at the given address there are two households: one, the responsible party and his son; the other, the grandson and his family. It will be necessary to gather information about the first of them.

Or, suppose for example that two families live in the apartment: a newly married couple and the mother and father--pensioners. They keep house together and maintain a shared budget. This means that in the apartment there is one household which the interviewer will interview.

--Selection of the main respondent.

After the interviewer selects the household for the survey, he must determine who will be the primary respondent, that is, who will give the basic information about the family. This must be the person who best knows the business and concerns of the family, its income and expenditures, the health of all its members. The interviewer will administer the household questionnaire to this individual. He will also administer an individual questionnaire to this individual.

We want to point out that the basic respondent may not be the "head of the family," the responsible party, etc., but in no case can it be a child. If, arriving to speak with the family, the interviewer must speak with a child at first, it will be necessary to ask the child to call any one of the adults who best knows about the business and concerns of the family, then address all further questions in the household questionnaire to him (or her).

--Determining the composition of the household.

After the main respondent is determined, the most important thing is to determine the complete composition of the household, that is, the number and biographical data of the people who live with the main respondent, share income and expenditures, and keep house with him. Children under 18, unmarried and living temporarily in another population point to study, must be included in the general list of members of the household no matter how long their absence from the family. Children 18 and older not living with the family because of studies in another population point, because of military service, etc. should not be considered members of the household.

After this, an individual questionnaire is administered to each member of the household 14 years and older, preferably privately. It is forbidden to fill out the adult individual questionnaire for one member by talking to another member. Thereafter, questionnaires are filled out for children under 14 years of age. Only an adult member of the family who mainly cares for the child may answer questions in the child questionnaire.

If it is difficult to catch the respondent at home, it is necessary to agree on a meeting time through neighbors or relatives.

You are categorically forbidden to hand the questionnaire over to the respondent to fill out.

It may happen that, at the address given in the assignment, that nobody can be found at home. The interviewer is permitted not to interview the given household if respondents cannot be found within three visits.

The interviewer is strongly forbidden to choose families not living at the addresses in the list.

5. ESTABLISHING CONTACT AND SECURING CONSENT FOR THE INTERVIEW

The continued progress of the survey and the reliability of the obtained answers is to a large extent dependent on the first impression which the respondent gets from the interviewer. Therefore, the task before the interviewer in getting acquainted with the respondent and members of his family is to create an atmosphere of goodwill and calmness, to persuade them of the importance and necessity of the participation of this particular person falling into the sample.

It is therefore necessary first of all to introduce yourself, show your credentials and communicate the purpose of the visit.

The composition of the introductory conversation may change depending on the situation.

Often, respondents ask questions of the following type: "Why did you come to me in particular?" or "How did you find out my address?" Sometimes the selected individuals cite reasons such as inadequate education or their "considerable" age, and advise you to go to a

neighbor, or to a different member of the family--more highly educated, younger--and interview him.

In such situations the interviewer must politely explain to the person that the research is being conducted according to special scientific methods, that it is necessary to represent people of groups varying greatly (by age, education, etc.). Therefore, it is not permissible that people belonging to a certain group (the most social, active) predominate. The interviewer can explain that the address was obtained in the city address bureau (or in the household book in the selsoviet) was selected according to a special mathematical procedure for choosing participants.

If the respondent expresses misgivings about negative consequences due to his participation in the interview, it will be necessary to explain to him that answers to questions in the interview will not in any circumstance be distributed and will be used only in general form as statistical tables reflecting the opinions of more than 2,000 families.

In situations where the respondent refuses to participate in the survey, citing lack of time, the interviewer must propose a different, more convenient time and return another time.

If the respondent categorically refuses to participate in the survey, it will be necessary to express your regret, apologize for the inconvenience, and take leave. However, the quantity of such refusals must be kept to a minimum. Here, a great deal is dependent on the interviewer: the ability to win the respondent over, to persuade him of the scientific and practical value of the survey, and also the anonymity of the answers are the guarantee of the interview's success.

6. CONDITIONS FOR CONDUCTING THE INTERVIEW

Inasmuch as the interview takes place in the place of residence, a series of undesirable conditions may present themselves, negatively affecting the quality of the respondent's answers.

The task of the interviewer is to eliminate or reduce to a minimum the effect of these negative factors:

- Influence of a third person. The ideal variant is for the respondent and interviewer to talk in a separate room.
- Interfering activities. Rather often, the interviewer is obliged to obtain agreement to participate in the interview and conduct it without prior agreement about the most convenient time for the conversation. Such "surprise" interviews, if they have interrupted some activities of the respondent, are conducted with interruptions (various housekeeping concerns, activities with children, watching television, arrival of guests, etc.). If the respondent is distracted systematically from the interview, the interviewer must propose to the respondent that he name another time when conditions will be more suitable.

- Psychological background of the survey. In conflict situations (family quarrels, intoxication of the respondent or another member of the family, etc.) you needn't conduct the interview. If you cannot succeed in rescheduling the interview for some reason, and the interview is conducted in undesirable emotional-psychological conditions, it is necessary to inform us of this circumstance, making a notation in the section of the questionnaire entitled "Remarks of the Interviewer."

7. EXPLANATION OF THE SEPARATE SECTIONS OF THE QUESTIONNAIRE

In the course of the survey of households, in each family (here and later, by "family" we mean "household") three kinds of questionnaires are filled out--family (general), adult and child (individual).

In the family questionnaire, information is gathered about income and expenditures of the family as a whole; therefore, it is enough to fill out one such questionnaire per household.

The individual questionnaire has the goal to gather data about each individual in the family; thus, the number of such questionnaires should equal the number of family members.

Inasmuch as the interviewer, in the course of the interview using the individual questionnaire, must refer for one reason or another to the household questionnaire, you must have this questionnaire with you every time you intend to conduct an individual interview with any of the members of the household.

HOUSEHOLD QUESTIONNAIRE

Section on "Information about the Family"

Question 1.

You must determine how many people now live together with the respondent, keep house with him, and share income and expenditures.

Note that children who study in a different population point and live separate from the family several months a year are treated as members of the household if they are younger than 18 and unmarried. However, if children younger than eighteen live in another population point not to study but for some other reason, they should not be treated as members of the household. You should not include as members of the household those who live separately even if the family regularly helps them materially. For example, don't include a son who is a soldier who serves in a different city and does not live with his parents, even if you know that the family regularly or irregularly sends him money, food, or clothes. Do not write [the name of] the son who is a soldier in the table on pages 4-5, but don't forget about him when you ask about expenditures of the family (for example, in questions 21-22 on page 44 of the household questionnaire, in the section on expenditures).

Question 3.

This question is needed to determine to what extent each member of the family is consistently a member.

Question 4.

Try to get the most precise information possible from the respondent. Be sure that the respondent really counts nights and not days. For example, if a person went on a business trip for two days but only one night, in answering question 4, in column 4 of the table, write the number 6.

Section "Housing Conditions"

By "family" in this section we have in mind that household located by you for inclusion in our survey research.

Question 7.

Here, and from this point on, it is necessary to record information in those units of measure given in the questionnaire. The level of precision required is at least one decimal place, that is

0.1 . Unless required to do so, you should not round to the nearest whole number: for example, you should write 0.25 kg. or 0.5 meters, not 0 kg and 1 meter.

Question 19.

Bear in mind that, in this question, the issue is only about additional housing which the household owns [or controls]. If, for example, the family rented a dacha for the summer, and has no other housing, in question 19 you should circle 2 "no" and go to question 37.

Questions 22-36.

We consider that a person lived in other housing if, during the course of a certain period, he moved there only for days off.

The sections "Farming and Animal Husbandry," "Expenditures," "Income"

contain many questions, the answers to which must be entered into tables. As a rule, these are various numerical indicators which must be entered in the units of measure indicated below in the statement of the questions--in soms, kilograms, pieces, liters. Try to list information at least to one decimal place, that is, one place after the decimal point; unless required to do so, it is not necessary to round to the nearest whole number. For example, if you asked if the family bought cheese in the course of the last seven days, and the woman of the house answered you that during that time she bought only 250 grams of cheese, in the intersection of row "Cheese" with the column "How many kilograms?" you must write 0.250 or 0.25 or 0.3, but not in any case 0 kilograms.

If the question is about receiving or spending some sum of money during the last 30 days, it is necessary to record the actual amount paid or received independent of the period for which it was received or paid.

In all cases, when questions concern the receipt or expenditure of money, the answer must be written in soms. If the family received (paid) some sum in another currency--rubles, dollars, etc.--the sum must be converted to soms according to the current exchange rate.

ADULT INDIVIDUAL QUESTIONNAIRE

The adult individual questionnaire is administered personally to every member of the family 14 and older, preferably privately. It is forbidden to fill out an adult questionnaire based on answers by another member of the family.

Section "WORK"

Questions of the section concern the work of each member of the family. They are very important to this research and therefore demand the highest professionalism on the part of interviewers.

Make a note to yourself that the basic distinction in the questionnaire is among:

- 1) the main work for an enterprise, organization, collective farm, state farm, etc.
- 2) additional work for an enterprise, organization, collective farm, state farm, etc
- 3) entrepreneurial activity.

Each of these types of labor activity has its own block of questions.

Questions 2-28.

These questions concern the main work for hire. They are relevant for all those respondents who at the current time work in any enterprise, any organization, even if they are pensioners who continue to work and even if they are women on official leave or on leave to care for a child under three.

If the respondent answers that he has no main work, but several jobs, ask him to choose the one most important to him.

Questions 2-4.

When we ask anybody what he works as and what profession [vocation] he has, we want to find out what kind of work the individual performs, what he does and to what social group he belongs.

If the respondent gives an imprecise answer and you cannot understand what he does, you must continue to determine the situation with probing questions. For example: "Could you more precisely name your occupation?" or "Is this all that is included in your work responsibilities or is there something else which you forgot to mention?"

In other words, before you finish the conversation about work, you need to have a clear picture of what the individual does at the present time.

Question 5.

We recognize the right of the respondent not to answer several questions about work if for one or another reason these questions don't please him (it might be this way with employees of "closed" enterprises and organizations). However, for us it is important that you be able to convince the respondent that we don't need special secret information about the enterprise (organization) at which he works; we are not interested in the name of the enterprise (organization), its address, or any other information of the "closed" type.

Question 16.

Here and from this point on, when the question is about income: if the individual does not remember the exact amount and gives an interval, from 60 to 80 soms, write "60-80" in the margins.

Every time we ask about some number, we want precise information; but if the respondent cannot answer precisely, it is better to get an approximate answer than to get none at all.

Always try to get at least an approximate answer, if you feel that it is difficult to answer or that he is beginning to refuse to answer.

Questions 29-33

These questions concern additional work. They are very important, especially now that many people are obliged to work on the side because of inflation.

Questions 34-75

These questions are about entrepreneurial activity. It is not necessary to explain to the respondent what we mean by "entrepreneurial activity" [note: an expression which many Kyrgyz would not understand]. It is important for us to know what the respondent himself thinks about his activity.

Question 43.

Expenditures must be stated in today's values, even if, for example, the raw materials were purchased several months ago.

Questions 37, 47, 58, 61, and 68 ff.

Bear in mind that the answer must be stated in months. If, for example, the respondents answered that he has had his own business two years, write on the line below "24"; if the answer is "2 weeks", write 0.5, that is, half a month.

Question 73.

We are not making a distinction here between those members of the family who really work and those who are counted as working, that is, work "on paper." Write down whatever the respondent answers.

Question 75.

In this number should be included not only regular workers but additional workers.

Question 79.

The question is about the sum of the respondent's personal income from any sources for the last 30 days.

Question 86.

It is necessary to get information on all educational institutions which the respondent completed.

Question 97.

The point of this question is to determine how many times during the past 12 months your respondent was unemployed.

Question 99-111.

These questions are given only to those respondents who, for various reasons, do not work at the present time.

Section "EVALUATION OF HEALTH"

Questions 24, 25, 30, 31

Be careful. You are asking about people in the household, that is, about people listed in the table on pages 4-5 of the Household Questionnaire.

Questions 28 and 34.

It is imperative that you ask these questions even of those respondents who are helped only by members of their household. It is quite possible that they pay, for example, grandchildren for the assistance given to them.

Question 45.

Read the entire question completely without omissions. The question concerns sight without glasses or contact lenses.

Section "WOMEN'S"

Before going to the questions of this section, make sure that outsiders and other members of the family will not be present. If a third person is present and it is impossible to avoid the situation, and you think that the questions will disturb the interview, hand the questionnaire over to her to fill out this section on her own.

Question 2.

You should include still-born children and Caesarean sections.

Section "TIME BUDGET"

In the entire section, the last seven days excludes the day on which the interview is being conducted.

Questions 32-39.

This concerns the parents of the respondent himself.

Questions 35 and 39.

Bear in mind that if the father and mother of the respondent live together and the respondent took care of them both, then the time expenditure should be cut in half and entered in two questions [one about the father, the other about the mother].

Section "EATING"

In this section, the method of day-long (24-hour) reconstruction of food consumption is used.

A series of methods of evaluating the quantity and character of people's consumption of food exist. They are divided into 1) methods which record the use of food by the person eating just before or during meals, or immediately after; 2) methods which reconstruct from memory the quantity and character of food consumed.

The 24-hour method of reconstruction from memory of food consumption belongs to the group of methods which use recall to establish food consumption. (It is also known as the survey-questionnaire method according to the terminology used in manuals on food hygiene).

What is the 24-hour reconstruction of food consumption

The amount of food actually consumed is established with an interview when the respondent (the person being questioned) reconstructs from memory that which he ate for the last 24 hours or for the previous day. It is accepted to call this the "method of the day, or 24-hour reconstruction" for food consumption.

The essence of the method consists in the interviewer's asking questions to help the respondent remember what he ate yesterday, or in the course of the past day (24 hours). In this process, the

interviewer actively participates in the questioning and from the answers of the respondent assesses the type, quality and quantity of consumed food.

The respondent should not know in advance that his food consumption on a given concrete day will be studied, either because it may bring a change in his usual meal regime or the nature of his food consumption.

In the interview under the section on food you must observe chronological order: start with the first meal in the course of the previous day and finish with the last, that is, for example, from morning of the previous day until evening--formally this is the period from 00:00 to 24:00. It is necessary to start with the first food or drink which he ate or drank in the morning, and in this manner study the whole daily ration from morning to morning for 24 hours. If the respondent works nights, his ration is preferably counted from midnight to midnight of the previous day. It is required to follow the rule so that time which is covered by the interview constitutes a day-long cycle of the person's life activity at the given time.

The interview must begin with the question of what the person ate first after he woke up and got out of bed. However, it is necessary also to ask whether the person ate food from 00:00 until he got up.

The method of 24-hour reconstruction of food consumption is dependent on the ability of the respondent to recall and to describe his portions in the necessary form. It requires a certain amount of work on the part of the memory. Therefore, the method is not recommended for many elderly people older than 75 and those who have difficult physical handicaps, for example, people with mental disorders, or with broken speech, or deaf or blind people.

The questioning of one adult person takes about 20 minutes.

To evaluate the food consumption of children who at the moment have not reached 10 years of age, one must use this method by questioning the mother or other members of the family taking care of the child. If the child goes to school or nursery school, it is necessary in addition to questioning the parents or other members of the family to question people having some information about the food consumption of the child: the teacher, day-care worker in prolonged after-school programs, worker in the school cafeteria, day-care worker and nanny in the kindergarten or day-care center.

On the day of the interview, it is necessary to visit the school or preschool institution and determine from the workers the nature of food consumption of the child and the quantity which he ate in this institution during the course of the previous day. This information must be added to the information about eating at home on the previous day. If you do not manage to get information about the precise quantity of food eaten outside the home, it will be necessary to write in the questionnaire the menu offered to the child during attendance at school or the day-care center (nursery school).

Special requirements in studying the food consumption of children under three years old

In studying the food consumption of children under 3 years of age, it is necessary to determine whether the child nurses, even if this is only part of what he consumes. Concerning breast feeding, it is necessary to find out how many times in the day the child nurses; 2) how many minutes on the average the nursing lasts each time (only time during which the child is actively nurses is counted).

If the child drinks baby formula, it is necessary to determine from the mother the name of the formula and how it is prepared (is it liquid or reconstructed from dry formula with water or another liquid). If dry formula is used, it is necessary to find out the quantity of dry mix used--in tablespoons--and whether the child consumed all of it.

Nursing infants may consume, besides breast milk or formula, other food. For that reason, during the questioning it is necessary to find out the quantity and type of these products, as it is done in the questioning of adults.

Examples of notes on the food consumption of children:

1. Child breast feeding

Nursed seven times, each feeding lasted on average 10 minutes.

2. Child on mixed diet

6:00 Breast fed ten minutes

8:00 100 ml of kefir

12:00 Kasha 100 gr

17:00 Breast fed fifteen minutes

20:00 Apple puree 50 gr.

23:00 Breast fed ten minutes; additionally, tea (100 gr) and sugar 7 gr.

Evaluation of the quantity of consumed food

To evaluate the quantity of consumed food, an album is used with pictures in which various portions of food products and dishes are represented in natural scale (with an indication of the size of each portion). Besides this, the quantity of liquids and dry foods [powders] is measured in units of measure familiar to the person being questioned--cups, glasses, platefuls and spoonfuls (tea and table). These things have standard volume which describes the amount (in ml or gr) of consumed liquids (tea, coffee, compote, milk and liquid milk products, carbonated drinks and others) or dry (sugar, ground coffee, flour) products.

The picture albums are shown to the respondents to evaluate the quantity of consumed portions of food products and dishes. The album can be shown also at the end of the questioning to help the respondent recall food which he perhaps forgot. If the respondent eats one or more times a day outside the home (in a cafeteria, cafe and other public dining facilities), the interviewer can determine the average size of portions from the menu in the cafeteria.

What is required of the interviewer?

The interviewer must have the ability to ask questions and master a deep knowledge of general dietary customs in the given region, the given group of people: know about the most widespread food products, traditional dishes and food combinations, traditional means of preparing and storing food, have an impression of the availability of products in the markets and at home. All this is important to underscore the essential details of food rations in the most convenient form, which can be easily coded and analyzed.

During the interview, the interviewer must remain neutral and not reveal any surprise, approval or disapproval of the food rations of the person being studied.

The interviewer must use neutral questions of the type: "When?" or "What did you eat or drink in the morning, when you woke up, on the way to work or school, at work or in school etc?" or simply, "What did you eat next?" In several circumstances, it is recommended not to use the names of traditional meals--breakfast, lunch, dinner [breakfast, dinner, supper]. It is not recommended to lead the person being studied to a certain answer. In order to ask a precise question, it is necessary to know local food products, and also the manner of eating the food in specific groups of people being studied.

It is categorically forbidden to hand over the questionnaire to the respondent to be filled out.

Questions under the food section of the questionnaire are open-ended, that is, the questionnaire form does not contain a fixed list of food products and dishes which can be read to the respondent so that he could be asked what out of the list he ate yesterday. The interviewer may use the questions from columns 2, 3, 4 and 5 in the food section as a reminder to himself.

RULES FOR CONDUCTING THE INTERVIEW [ABOUT DIET]

1. The interviewer must not forewarn the respondents about conducting the survey on diet on a given day. Although forewarning them might help the respondent better remember the food eaten, finding out about the survey earlier might change his customary diet.
2. At the very beginning of the questioning under this section the interviewer must underscore that he is interested only with dining during the previous day. In doing so, it is necessary to explain tactfully to the respondent that we are not interested in his

customary diet, nor his habits and preferences, but just the food consumed on the previous day.

3. The first fundamental standardized questions concerning 24-hour food consumption must be stated as follows:

When did you first eat after getting up yesterday?

What did you eat or drink during that first meal?

After each of the respondent's answers, after getting details on the quantity and nature of the food consumed and writing down the answer, the interviewer must ask the question:

Try to remember what else you ate or drank in that meal.

Probes must be neutral; don't propose a specific answer to the respondent and don't lead him to a specific type of food. In this process, the additional probes must be specific to the character of the separate groups of food or separate meals (see Table 1).

4. It is highly effective to tie the question about meals to specific activities of the person during the course of the day (before going to work, at work, after watching television, after going to the store, after playing sports, etc.) As a rule, food is taken before or after specific forms of activity, and (the food) is easily remembered. Every such event should be detailed.
5. Certain meals and food combinations are traditional, and this should be taken into account in probing. If the respondent communicates that in the morning he ate butterbread, naturally the question arises what was eaten with the bread and did the respondent take some drink with it. If he ate bouillon or soup, one should ask about the consumption of meat [traditionally put in soups as a first course]. You need to ask whether they added sour cream to the borscht or shchi, or egg to the greens, etc. (see Table 1).
6. You need to pay attention to so-called snacks, that is, small meals on the way to work, during work etc (as, for example, candy, cookies, fruit, glass of soft drink, milk, etc.)
7. In Table 1 is set forth a system of questioning to more fully describe the nature of consumed dishes and food products.

ATTENTION

Every type of food and dish must without fail be named or described briefly (if it is not possible to name it). It is also necessary to indicate the quantity in grams or milliliters. Information

about each dish or food product is written on a separate line in column 4. In unusual cases, if it is not possible to determine the quantity precisely, it is indicated in everyday measures (glassfuls, spoonfuls, cups, etc.)

Section "INTERVIEWER REMARKS"

Fill out this section without the respondent, but as soon as possible after the conclusion of the interview.

8. REPORT FROM THE INTERVIEWER

After completing the assignment, the interviewer must personally give the local organizer: filled out questionnaires for all members of the household.

Now, after you have carefully familiarized yourself with these instructions, go to work confidently: we are sure that your work will be successful, and we hope that you will get satisfaction from it.

9. APPENDIX

TABLE 1

THE MOST IMPORTANT CHARACTERISTICS OF FOODSTUFFS AND DISHES LISTED UNDER THE 24-HOUR RECONSTRUCTION OF FOOD CONSUMPTION

No	Food groups	Special names, general characteristics, methods or special features of preparation and consumption of dishes or food products	The use of additional components or additions
1	2	3	4
A	BREAD, BAKERY, AND GRAIN PRODUCTS		
1	Bread, rolls, national breads	black, white (quantity in the album)	If taken as "butterbread", with what (butter, cheese, sausage, etc).
2	Pancakes	Type (out of wheat, with buckwheat, bran, etc.) homemade or store bought	butter, margarine, sour cream. Filling of meat or cottage cheese
3	Pies [turnovers]	Type. Filling	
4	Corn flakes, sticks	Type, amount	What they ate or drank with them
5	Toast	What kind of bread (and quantity)	Fat used

1	2	3	4
6	Macaroni boiled, kasha as a garnish, or milk (rice, wheat, oats, etc.)	Type, crumbly or any kind in water; milk kasha. (Pilaf is described separately).	Butter, margarine, other fat, sauce, cheese
7	National dish out of dough	Name, basic component parts, method of preparation, quantities of components are described separately, if there is no information in the album	What was it consumed with?
B	Milk products		
8	Milk, cream	Cows, mares, goats; boiled or not; % fat	Eaten with what?
9	Kefir	% fat, plain or with fillings (fruit, vitamin C, etc.)	Sugar, salt
10	Fermented baked milk, sour clotted milk	%fat	sugar, salt
11	Kumys or other national sour milk products	from the milk of what animal	what flavorings or other fillings might have been added
12	Ice cream	Type, additions and fillings (fruit, chocolate, topping)	Nuts, jams, honey, etc.

1	2	3	4
13	Cheese	Processed, hard (Swedish, cheddar, Holland, etc), . . .	
C	Meat, domestic poultry		
14	Meat	Type (beef, pork, lamb, type of poultry, meat of wild animals, etc.) fried, ground, boiled. Evaluate the weight of the eaten meat without the bone! With bouillon or other first course. Sauce, garnish. % fat in meat or fat used in preparation	
15	Chopped meat products (cutlets, beefsteaks, meat pies, meat loaf)	Type, from what animal, with or without breading, fried, chopped, boiled, filling in meat pie or loaf	
16	Sausage, frankfurters, small sausages	Type, from what meat; sausage: boiled, smoked; with or without fat. Weight of one small sausage is 100 g.; 1 frank, 30 gr.	
17	Brisket, breast, ham cut	Amount of fat: 1/2 1/3 1/4 without obvious fat	

1	2	3	4
18	Domestic poultry	Type of bird, part, prepared with bones or not, boiled, fried (in what kind of fat), stewed. Evaluate the weight eaten without the bone.	Sauce, gravy, garnish
19	Fish	Type. Fresh: fried (what fat), boiled or stewed. Salted: dried, smoked. % fat. Grade.	Sauce gravy, marinade, garnish
D	Soups, Borschts, Shchi, Bouillon		
20		Type, ingredients, from grain, vegetables, mixed. homemade or from packages, with milk base or milk-vegetable	
E	EGGS		
21	Dishes made from eggs	Method of preparation (hard-boiled, soft-boiled), omelet, or scrambled, type of fat used in preparation	cheese, sausage, vegetables, ham, mayonnaise
F	CONFECTIONS		
22	Cookies, cakes	Type, filling, frosting	

1	2	3	4
23	Candy	Type, name, filling, covering, from natural chocolate or soy beans.	
24	Sugar	Measured in number of teaspoons (7 gr) or pieces (5 gr quick dissolving sugar)	
G	FATS AND BUTTER		
25	Vegetable oil, cooking fat	Grade or type, brand name, special dietetic low fat types (cotton seed, sunflower, soy)	
26	Margarine, butter	Grade or type, brand name	
27	Salad dressings	Composition: use of vegetable oil, salts, vinegar, mayonnaise, spices	
28	Gravies, sauces	Milk-base (% fat) or water, type of fat	
H	FRUITS, FRUIT JUICES		
29		Fresh, preserves, dried, with skins or not. Determine the weight using the album or independently. Compotes and juice in milliliters	Fruit preserves in compote
I	VEGETABLES		
30		Type, fresh, frozen, canned, fried, stewed	

1	2	3	4
31	Salads	Vegetable or fruit, enumerate	What are they flavored with: mayonnaise, sour cream, vegetable oil, flavor mix, catsup
32	Potatoes	boiled, in skin or not, fried from raw or boiled, fat for frying, puree with what added	sauce, gravy, butter or other fat
J	DRINKS		
33	coffee, tea, cocoa	brewed, instant, herbal, barley, coffee drink	sugar, jam, honey, milk, cream, etc.
No	product groups	basic name, general character, means and peculiarities of preparation and consumption of the dish or product	Additions or additional components which are necessary to write on a separate line.
34	mineral water, soft drinks	name of the water or drink	
K	ALCOHOLIC DRINKS		
35		wine, beer, vodka, cognac, including home brew	
L	DIETETIC PRODUCTS		
36		type, what it is intended for, in what way it has been enriched	

TABLE 2

INFORMATION ABOUT THE QUANTITY OF FOODSTUFFS AND THE MOST COMMONLY USED MEASURES OF VOLUME

The following volumes in milliliters are accepted

Glass tumbler (st)	200
Table spoon	18
Teaspoon	5

	PRODUCT	Mass, grams		
		Glass	Table spoon	Tea spoon
1	Flour	130	25	8
2	Oat meal flakes (Hercules)	70	12	3
3	Grains	170	25	8
4	Sugar granules	160	25	7
5	Natural honey		30	9
6	Cocoa powder		25	9
7	Milk, kefir, sour clotted milk, cream, sour mare's milk	200	18	5

	PRODUCT	Mass, grams		
		Cup	Table spoon	Tea spoon
8	Evaporated milk with sugar, coffee, cacao with dried milk		30	12
9	sour cream	200	20	8
10	cottage cheese		17	5
11	vegetable oil		17	5
12	Mayonnaise		15	4
13	Butter from cream		17	5
14	Cherries, sweet cherries	130		
15	Raspberries, currants, blackberries	150		
16	Vegetable juices, compote of fruit or berries	200	18	5
17	Jams, preserves		40	15
18	Infant food in dry form	200	20	6

TABLE 3

INFORMATION ABOUT THE WEIGHT OF 1 PIECE OF CERTAIN FOOD PRODUCTS

Weight of one piece, grams

BREAD AND BAKERY PRODUCTS

shortening, ordinary	50	
ring-shaped rolls		30
ring-shaped crackers	10	
dried bread		20

CONFECTIONS

lump sugar		5
quickly dissolves		
compressed lump sugar		7.5
caramel		6
chocolate candy		12
toffee	7	
marmalade		12
fruit sweets		15
marshmallow	33	
waffle confection		14
pastries		75

MILK PRODUCTS

cheese curd, glazed	50	
cheese curd, processed		
	30	100
ice cream	100	250

SAUSAGE PRODUCTS

frankfurters	100	
small sausage	50	
hen's egg		47

FRUIT

pomegranate	125	
banana	100	
reddish-orange fruit		
khurma		85
figs		40

pear

130

EXAMPLE: Respondent said that at eight in the morning at home he ate eggs (2) with boiled sausage, fried in butter (from cream) and drank a cup of tea with two spoons of sugar. At one in the afternoon in the factory cafeteria he ate 3 pancakes with meat and drank 1.5 cups of kefir (normal fat) with 1 spoonful of sugar.

		Hour at start of meal	Place of meal	Name of food products or dishes, size, volume, other characteristics	home or not	quantity gr. or liters	CODE
		2	3	4	5	6	7
4	1	8	Home=1 Public=2 [1 circled]	Two eggs in butter from cream	homemade	94 g	
	2			Boiled sausage	not homemade	40 g	
	3			Brewed tea, black	homemade	200 ml	
	4			sugar	not homemade	14 g	
5	1	13	Home=1 Public=2 [2 circled]	Pancakes 3 out of flour	not	120 g	
	2			minced meat	not	30 g	
	3			kefir (normal fat)	not	300 ml	
	4			sugar	not	7 g	