

Living Standards Measurement Study (LSMS)

GENERAL INSTRUCTIONS

1. The survey consists of eight questionnaires which are to be filled out in the households following the numerated order, in three phases.

1. Demography	1.phase:	*Collecting basic demographic data and data on the status of health of household members and durable goods that a household owns .
2. Durable goods		**Agriculture questionnaire is filled out only in households which own and till farmland or raise cattle, poultry, bees, etc.
3. Agriculture		*** At the end of the first visit you should explain the procedure for keeping the dairy. You should assess whether the respondents can keep the diary on their own, if that is not possible, due to any reason, <u>it is your obligation</u> to help them carry out this task.
4. Healthcare		
5. Household consumption	2.phase:	* The diary is kept by a member of household in charge of food shopping and food and drinks consumption in the household (most often, this would be a woman, wife, mother) and it should be kept for 7 consecutive days.
5.1 Daily consumption		**Keep in contact with the household during the period when diaries are kept, check whether they are certain how to keep the diary 5.1, and offer to help.
5.2 Monthly consumption	3.phase:	* Check thoroughly the daily consumption diary. Together with the respondent correct possible mistakes and unclear details.
6. Education		**In the question on monthly consumption you should pay particular attention to the period that the question refers to.
7. Working activity		*** Questions on welfare programs should be asked in all households, regardless of the fact whether the households are recipients of these programs or not.
8. Welfare programs		**** <u>Do not forget</u> to ask the question on household's income

- Only questionnaire 5.1 is left in the household and it is filled out by a member of household. You will personally fill out all other questionnaires in direct contact with the respondent.

2. IN EACH QUESTIONNAIRE YOU MUST WRITE IN:

Polling station code:

Number of household:

- The organizer will provide you with addresses of the households you should visit. The envelope will contain line number of census block unit and this is the number you will write in the box next to the polling station code.
- You will write in the number of the household within census block unit. This will be the number from the first column on the household list.
- You will have two extra addresses on the list. If a certain household, for example household under number 5 was for any reason unavailable and you could not contact them, you will go to the extra address and if you establish contact with this household you will write this household under number 5.

3. PAY PARTICULAR ATTENTION TO THE ORDER IN WHICH THE QUESTIONS ARE ASKED. The order of questions is indicated either by the number of the question that you should go to or by the symbol →, which in all questionnaires means „go to the next set of questions“ or „go to the next questionnaire“.

4. AMOUNTS OF MONEY MENTIONED SHOULD BE WRITTEN DOWN BY FOLLOWING THE EXACT INSTRUCTIONS FOR EACH QUESTION, IN SOME QUESTIONS THIS AMOUNT SHOULD BE EXPRESSED IN DINARS, WHILE IN OTHERS IT SHOULD BE IN GERMAN MARKS.

5. THE FOCUS OF THIS SURVEY IS THE WHOLE HOUSEHOLD, SO THE QUESTIONS REFER TO ALL MEMBERS OF HOUSEHOLD.

6. HOUSEHOLD CONSISTS OF ALL ITS MEMBERS THAT SPEND THEIR INCOME TOGETHER, I.E. THEY SHARE THE SAME KITCHEN.

1. First visit

1. Demography

- The first page of the questionnaire shows a table in which you will write in the name and surname of household members, their birth dates and the period in which each household member was living with the family.
- **Head of household** is the person that other household members perceive as head of the family (regardless of age, gender and income, etc.) and the name of this person should be written under number 1 in the table on the first page.
- Names of other household member should be written further in the table, from **the oldest to the youngest**.
- This survey is anonymous, names of household members are written down so that you can process the questionnaires easier. Their names will not be entered in the data base of this survey and will not be stored in the archive. Still, if some of your respondents do not want to state their name and surname, you should write in the table some informal name, for example „father, grandfather“ or „person A, person B“, initials or something similar.
- For each family member you should state how many months in 2001 this member was physically present in the household. It is not necessary to record absences such as holidays, excursions, shorter trips or hospital treatments shorter than 30 days.
- This way every member recorded in the table on the first page will have their own code and the number under which they are recorded, this code is unique for each member in all questionnaires.
- The set of questions in part called Demography should be asked for each household member in consecutive order.
- For all under age members in question **A3-Marital status**, you should circle number 3-Single.
- In part called EDUCATION, for children who do not attend school yet and primary school children (**questions B1**) you should circle «1- no education, incomplete primary school»
- For **question B1**, for all respondents who are currently attending school-pupils, students, post-graduate students, etc. you should write down the last completed school. For example, for secondary school students you will circle «Primary school» and for students «Secondary 4-year school», for post-graduate students «University», etc.
- Ask all household members questions **B2. Currently attending additional education**. If they are not attending any additional school/training ask question **B.3. The reason why he/she is not attending any additional school**
- Always ask all household members question **B5. Work status**, and for pre-school and school children circle «14 – child, pupil, student»
- At the end of this set of questions you need to write in how far the house/flat of your respondent is from the nearest listed institutions, the nearest medical center, hospital, etc. Write down the stated distance in kilometers, if the respondent is unable to tell the exact distance, he should at least give approximate distance.

2. Durable goods

- The questions on durable goods are answered by head of the family or other adult member who is fully familiar with household's goods and their expenses for electricity, rent, telephone, etc.
- All questions in this block refer exclusively to the area of the flat/house that the household occupies.
- The following premises should not be discussed in this set of questions:
 - i. Additional, separate living quarters. For example, if household members own several flats/houses, you should ask questions on the area, number of rooms, expenses, etc only for the flat/house that they live in.

- ii. If part of the flat/house/yard/ land is used exclusively as business premises (no one lives in it), premises which are rented out to a company or used by household member as his own business premises.
 - iii. If part of the flat/house is rented out as living quarters to other persons/households, regardless of the fact whether these persons/households pay the rent or give other forms of material compensation or live in the premises free of charge (relatives, friends, refugees, etc.)
- **Question S11:** What purposes are the living quarters used for? (again, this refers only to the area where the household lives).
 - i. If any household member uses the living premises for services that bring income, it should be written down that the living space is also used for business purposes which bring material gain. For example, a seamstress working in her own flat, a computer programmer or a typist working on a computer in their flats, a car repairman working in his yard, etc. (this means that they do not have their own company but do provide a service which brings income).
 - **Question S12:** What is your status in flat/house ownership?
 - i. Owners and co-owners are, along with persons who are direct owners/co-owners, persons who live in the flat owned by a close family member (for example, a son living with his family in the flat owned by his father, etc.)
 - ii. A tenant is a person/household that rents *part* of the flat in which the landlord lives as well.
 - **Questions S14, S15 and S17 :** Expenditures
 - i. If a respondent is unable to spontaneously list monthly bills, he should be prompted to find the receipts and the exact amount should be written down (bills for: utilities, electricity, telephone, etc.)
 - ii. If a household has certain expenditures for a period of three or six months, these expenditures should be stated as monthly expenses (by dividing them by the number of months). For example, the bill for water supply amounts to 300 dinars for a period of 6 months, which means that the monthly expenditure for water supply is 300:6, or 50 dinars.
 - iii. S17 question «*Which type of heating do you use?*». Circle all types of heating that a household uses and then write down the expenditure, taking into account the stated period (month or season). For electric heating, just circle the type of heating, without stating the amount (monthly bill for electricity was previously registered).
 - **Questions S 28- S30:** Assessment of age, origin and value of appliances
 - i. If a household owns several appliances of the same sort, for instance several TV sets, you should assess age, origin and value of the **newest** TV set.
 - ii. Age of appliances refers to total age of the appliance, not the number of years the household has owned it (e.g. if a household bought a 5-year old second-hand car, the column „age“ should read 8 years).
 - iii. If an appliance is more than 30 years old it is not necessary to assess its value.

3. Agriculture

- **Agriculture questionnaire is filled out in households that own farmland or raise cattle on their property.**
- These questions should be answered by head of agricultural household, a person who can precisely answer the questions on annual production of the household, expenditure, income, etc.
- **Questions AG1 and AG2:** *Does your household own/till any sort of farmland?*
 - i. Farmland refers to any **land area larger than 10 Are** (arable or non-arable, meadow, forest area, pasture, field, etc.)
 - ii. **If a household does not till farmland, make sure that you ask question AG6, «Does the household own cattle, poultry, bees or fish» (particularly in cases of houses with farmsteads).** Very often, especially in suburban areas, a household does not own farmland, but does raise domestic animals (pigs, poultry, etc), which is often a significant item in assessing the total economic potential of the household.
 - iii. **The set of questions in agricultural part mainly refer to the year 2001 , so the expenditure, amount and income should be shown for the previous year-2001.**

- **Question AG3:** *Assessment of land area and estimated value*
 1. In different regions, the land area is expressed in different measure units: acre, etc. Ask the respondent to assess the area in Ares. If he is unable to do that, write down the units that he stated.
 2. Estimated value in questions AG31.and AG3 1.1 refers to **value** of the total **land** owned by the household and arable land owned by the household. In questions AG3.2 and AG3.3 estimated value refers to **income from renting out, i.e. expenditure for renting** farmland in 2001.

4. Healthcare

- This set of questions is to be answered by the person who is most familiar with state of health of family members or if necessary, it can be answered by several members of the family.
- It is very important that you ask the questions about all household members.

1. State of health of household members

CHRONIC ILLNESSES (H1, H2, H3)

- For questions **H1 – did the doctor establish that you suffer from a chronic illness**, the focus is on the doctor's diagnosis and whether it was established or not.
- If there is a chronic illness, ask question **H2-what illness was diagnosed**, and circle 1. YES for illness that the respondent listed. Do not read all illness on the list. To avoid scaring off the responded ask „does anyone in the family suffer from high blood pressure, diabetes, ulcer, etc.“.
- If the answer to **H2.9** is «Yes», i.e. if there is invalidity/permanent body injury, make sure that you ask question **H2. 9.1. Is this injury an obstacle in your daily routines**
- **DO NOT FORGET H2.11. Are you receiving regular treatment for this chronic illness**

ACUTE, SHORT-TERM ILLNESSES AND INJURIES (H4, H5)

- As for chronic illness, ask whether any household members suffered from some short-termed, acute illness or injuries in the previous month.
- For acute illness and injuries, unlike chronic illnesses, you need to read and ask about all listed items in question H5.

2.(state) and 3.(private) outpatient healthcare

- Outpatient healthcare is divided in two block, treatments in state healthcare institutions (block 2) and private institutions (block 3).
- For the set of questions referring to the medical treatment expenses, you should write down the amount of the expenses and circle one of the given answers, for example 2. Did not use this service or 3. Did not pay for this service, etc.

4. (state) and 5. (private) dental healthcare

- Dental healthcare is like outpatient healthcare, divided into two blocks, state healthcare (block 4) and private (block 5).
- In the set of questions referring to medical treatment expenses, it is necessary to write the amount of expenses or circle one of the given answers, for example 2. Did not use this service or 3. Did not pay for this service, etc.

6. Independent purchase of medicaments, alternative medicine

- In question **HA1 Total expenses for medicaments and over-the- counter supplements (vitamins, minerals and medicinal herbs)**, you will probably have a situation when several family members consume the purchased over-the- counter supplements and it is not possible to determine the exact amount for each family member. In these cases, it is necessary to write full amount of expenses in the column for member who uses these medicaments most frequently.

7. In-patient healthcare treatment

- In question **HB2. Which hospital were you treated in**, only if the answer is «3. In private» you should proceed to the next set of questions, which is : **8. Treatment in private hospitals and abroad.** In other cases, you should ask the questions successively, as given in this set.

8. Treatment in private hospitals and abroad

- All respondents should be asked Question **H13. Did you receive medical treatment abroad?**

9. Availability of medical services

- If a family member did not use any of the medical services mentioned in previous questions, ask question HR1. The reason why he did not use any of the services?. Write in only one answer, the main reason.
- All those who used medical services should be asked question **HR2. Did anybody who is not member of household help with medical treatment expenses.** Circle the answer and state the amount of money that the person provided.

5.1. Daily consumption

- **At the end of the first visit you need to give the diary to the person who will keep it for a consecutive period of 7 days. You should explain in detail how the diary should be filled in.**
- **The diary should include each item of food consumption, drinks and cigarettes, regardless of the time when something was purchased, received or produced.**
- This questionnaire should be filled out by the person who most often purchases and/or prepares food for the households, most often this will be the housewife/woman/mother. This as at the same time the only questionnaire that the respondent fills out.
- Explain to the person who will keep the diary that it is very important to fill out the questionnaire in detail and every day.
- Tell the respondent that if she does not know where in the table she should enter certain consumption items or if she cannot assess the quantity or value, she should give the explanation for this kind of consumption on the margin of the questionnaire. Finally, when the diary is filled out, it is necessary to enter the data correctly in the table.
- Try to obtain the respondent's phone number or to visit the household, so that you can check whether the respondent is keeping the regular record of all consumption items or to clear any doubts they may have.
- The diary should include the consumed amount of all items. For some items the amount will be expressed in several measurement units. It is necessary to write down just one, the one which the respondent finds easier to record. (for example, white bread 600gr or one loaf of white bread, half a kilo of bananas or 3 bananas, etc.)
- Consumption value should be recorded in dinars. If a respondent does not know the exact value, he/she should write the approximate value. Also, if a food item has been purchased earlier, he should write the present value of that item. (for example, potato bought in November 2001 at 20 dinars per kilo, would now cost 15 dinars per kilo. It is necessary to write the current value, i.e. 15 dinars per kilo).
- You should write down the source for every item of consumption. It is important to present what was purchased, received as a gift and produced independently within the household.
- Purchased items are all those that the household paid for, regardless of the period. This is especially important for consumption of winter provisions and „deep freezer items“. For all items consumed from winter provisions a source should be recorded for the time when these items were purchased. For example, a kilo of pork meat was consumed, it was bought in December 2001, at 250 dinars per kilo and a kilo of beef received as gift from relatives in the country (all the items were kept in deep freezer).

FRESH AND PROCESSED MEAT	Amount	<u>Dinars</u>	Source
Pork (with and without bones)	Kg 1	250 (today's value in shops)	1 – purchased
Beef	Kg 1	300 (today's value in shops)	3 – received as a gift

- If, for example lunch was prepared on Monday, and the family consumed it for the next two days, the consumption items for that lunch should be recorded on the day when lunch was made.
- If a respondent cannot assess daily consumption of some food items (because of their small quantity), such as salt, spices, coffee, etc. it is necessary to write the consumption of these articles for the whole week. Weekly consumption should be recorded only once, i.e. only in one box.

VISIT OR CALL THE RESPONDENT AT THE TIME OF DIARY KEEPING, MAKE SURE THAT SHE IS KEEPING THE DIARY.

ALL MISTAKES THAT A RESPONDENT MAKES WHILE FILLING OUT THE DIARY CAN BE CORRECTED, BUT IF A RESPONDENT DOES NOT FILL OUT THE DIARY, THE WHOLE SET OF QUESTIONNAIRES FOR THAT HOUSEHOLD WILL NOT BE INCLUDED IN THE SURVEY

II Visit

CHECK THE DIARY AND CORRECT POSSIBLE MISTAKES IN COOPERATION WITH THE RESPONDENT
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5.2. Weekly/monthly consumption

- Pay attention to the fact that some questions in this part of the questionnaire refer to the period of 7 days, 30 days, 90 days or one year. It is very important that you ask the respondent in precisely the way it is stated in the questionnaire and to stress which period of time the question refers to.
- These questions should be answered by the person who is most familiar with total household consumption.
- **All items bought on hire purchase, credit or loan should be recorded in their full amount at the time of purchase, regardless of the number of installments or payment period.**
- Monthly consumption is divided in topics. It is necessary to read all given answers to the respondent, do not expect the respondent to remember on his own what he purchased in the previous three months, for example shoes, clothes or personal hygiene items. Read all the items one by one, as given in the questionnaire and write down all the answers.
- Some items require that you write in the source, whether an item was bought in a shop, market or was produced independently. Pay attention and state the source correctly.
- Questions at the end of this block refer to **household income**. THESE QUESTIONS SHOULD BE ASKED AT THE VERY END OF THE INTERVIEW, after all questionnaires (this means after 6. Education, 7. Work Activity and 8. Welfare Programs).
- **MAKE SURE THAT YOU DO NOT FORGET THIS BLOCK, WITHOUT IT ALL COLLECTED DATA ON THE HOUSEHOLD WILL BE USELESS FOR CONCLUSIONS.**

6. Education

- This block refers to pre-school and school children, secondary school pupils and students. For these questions you need to copy the code for each person FROM THE FIRST PAGE-DEMOGRAPHY THAT THE QUESTIONS ON EDUCATION REFER TO (For example, if a six-year old child was given code 4 throughout the questionnaire, in the heading of the first column you should enter number 4 and fill in the data which refer to the child.)

Education section includes three blocks:

6.1. Pre-school children

- Pre-school children are all children up to the age of 7
- **Question D2: Does the child go to kindergarten?** – if a pre-school child does not go to kindergarten, ask **question D3: «Why?»** If a pre-school child goes to kindergarten, skip questions D4 and D5 which refer to home child care or private child care.

- **6.2. Pupils**

- This block of questions refers to household members between the age of 7 and 18, primary or secondary school pupils. Question S1

, «Which school does the child attend», if the answer is «does not attend school», ask question S4, «Why is the child not attending school at the moment?», and go over to the next section (students).

- **6.3. Students (college and university)**

- All persons who actively study are students, regardless of their status (state-financed, self-financed, etc)

- Ask questions according to the school that a household member attends and copy in the heading of the column the code for the person that questions refer to.

- **MAKE SURE THAT YOU COPY THE CODE CORRECTLY FROM THE FIRST PAGE (DEMOGRAPHY)**

7. Population work activity

- This part of the questionnaire is **of particular importance** for this survey and is required for all members older than 15.
- PAY ATTENTION TO THE CODES FROM THE FIRST PAGE-DEMOGRAPHY
- READ THE INSTRUCTIONS CAREFULLY

7.1. Working status of household members

- **Question C1: In the past week did you do any work for money or other material benefit, at least for 1 hour?**

→ It should be remembered that the focus is on their activity in the previous week, regardless of their status.

If the answer is YES – All persons who did any sort of work which was paid or will be paid, whether it was their regular job, additional, part-time or seasonal.

1. This refers to farmers and members of household who help on the property, work in production of agricultural goods with a certain value on the market.
2. This may refer to pupils, students, unemployed, housewives and pensioners, but only if along with their regular job they do another job which brings certain income.

- Further questions refer to the kind of work that respondents stated they did in the previous week.

If the answer is NO – All those who did not do any work in the previous week which was paid or will be paid.

1. Most often, these are children, pupils, students, unemployed, housewives or pensioners.
2. These are most often persons who lost jobs, whether they are receiving some kind of financial compensation or not.
3. These are persons who are employed (formally or informally) and who did not do any work during the previous week for any reason.

- **Question C3**, focuses on the reasons why they did not do any work – holiday, sick leave, strike, additional job, etc. This block also includes pensions, old age pensions, invalid pensions, family pensions or foreign pensions.

7.2. Additional job – This block refers to those who, along with their usual job, also did additional work.

7.3. Income from work – This includes all income obtained from work activity, whether it was regular or additional job. This block also includes pensions, old age pensions, invalid pensions, family pensions or foreign pensions.

7.4. Unemployed – Unemployed do not include housewives and persons older than 55 (women) and 60 (men) or students who actively study.

8. Welfare programs

- Make sure that you give correct data on which member of the household receives certain welfare benefits.
- In this block of questions, if the whole household is the recipient of welfare benefits, you should write the data in the column «whole household»
- It is important that you do not duplicate the answers, so if the recipient is the whole household, you should not fill in the same data for each member of the household.

THE END: DO NOT FORGET THE PART ON INCOME

EACH OF 8 (9 WITH DAILY CONSUMPTION DIARY) QUESTIONNAIRES FROM THE SET SHOULD HAVE THE COMMON CODE FOR THE HOUSEHOLD WHERE THE QUESTIONNAIRE WAS FILLED OUT. THE CODE INCLUDES:

- 1. LINE NUMBER OF CENSUS BLOCK UNIT***
- 2. HOUSEHOLD CODE WITHIN CENSUS BLOCK UNIT***

THE COMPENSATION WILL BE PAID EXCLUSIVELY ON THE GYRO ACCOUNT OF THE CITIZEN AFTER FIELD AND LOGIC CONTROL. PLEASE CONTACT YOUR COORDINATOR FOR ANY QUESTIONS YOU MAY HAVE OR CONTACT THE AGENCY DIRECTLY AT 011/625-943.