GHANA STATISTICAL SERVICE
GHANA LIVING STANDARDS SURVEY

Supervision of Test Administrators

CHECKING ANSWER SHEETS AND FORMS 17A, 17B AND 17C

1. From one week's work choose 4 households at random. Take out all the answer sheets from those two households and use the scoring key to see that they have been scored correctly. Also check to see that the scores have been correctly added.

The following checks apply to the same four households.

2. Check ages of household members from roster of the household questionnaire. Check to see that all eligible people were tested.

3. Look at the dates of the testing to check whether the tests were administered after the household questionaire was completed during the round.

4. Check the answer sheets to see that all the information at the top was filled out.

5. Check to see that forms 17A and 17C are filled out correctly as far as the skip patterns are concerned. Look at the list of schools, the names of the schools in 17A and in 17C to see that the same schools have the same codes. Also do this with respect to the school questionnaires.

6. Does 17A have all household members on it? Check with 1A.

OBSERVATION OF COGNITIVE SKILLS TESTS

<u>Observe the test administrator once a week to check the following</u>:

1. Are the tests being administered in a relatively quiet place?

Comments _____

_____

_____

2. Did the test administrator hand out all the necessary materials at the beginning of the test before explaining the test?

Comments _____

_____

_____

3. Did he ask the respondants to wash their hands before taking the tests? Yes_____   No_____

4. Did he explain the Raven's test clearly as outlined in his instruction manual? What about the mathematics and reading tests?

Comments _____

_____

_____

5. Did he begin with the Raven's test? Yes _____   No _____

6. Did he prevent people from starting the tests early?

Comments _____

_____

_____

7. <u>VERY IMPORTANT</u> Did he check that the people were putting the

answers in the appropriate space on the answer sheet?

Comments _____

_____

_____

8. Did he ever indicate to a respondant that he or she had made an

error, or tell a respondant what the correct answer was? Yes ___ No___

IF THIS EVER HAPPENS, ASK THE TEST ADMINISTRATOR TO STEP ASIDE WITH YOU

AND REMIND HIM THAT HE IS <u>NOT</u> TO GIVE ANY ASSISTANCE TO ANYONE.

9. Did he explain clearly that the Raven's test should be done slowly

and carefully? If someone was rushing did he tell him or her to slow

down?

Comments _____

_____

_____

10. After each test was finished, did the test administrator collect all the materials from the respondants at the end of each test?

Comments _____

_____

_____

11. Did the test administrator time the tests accurately?

Comments _____

_____

_____

12. Did the test administrator keep outsiders from disturbing the persons who who taking the test?

Comments _____

_____

_____

13. Did the test administrator tell the respondants not to guess when taking the more difficult math and reading tests?

Comments _____

_____

_____

14. For the more difficult mathematics test, did the test administrator explain that he can read the questions aloud if they are unable to read them (since this is a math test, not a reading test)?

Comments _____

_____

_____

Further Observations: _____

_____

_____

_____

_____

_____

_____

List of Printing Errors in GLSS Household Questionnaire

Section 2
1. Skip code to Question 4 on page 2A should be in a box, not parentheses.

Section 4
1. Skip code to "NO" answer in Question 18 should be to Question 20.

Section 9
1. Question 26 on page 9A2 should read "For how many years do you have title?"

2. Question 5 on page 9F – delete the word altogether at the end of the sentence.

3. In 9I (Livestock Expenditures) the instruction at the top of the box should read: "IF THE ANSWER TO 1 IS YES, ASK 2-3."

Section 10
1. In Question 16 on page 10A, the word minimum is misspelled.

Section 13
1. In Question 22 on page 13A2, the skip code for a "NO" answer should be to Question 25.

VERY IMPORTANT FOR ANTHROPOMETRISTS

Section 16
In Question 3 weight should be measured in kilograms with one decimal point and height should be measured in centimeters with one decimal point.

OBSERVATION OF THE ANTHROPOMETRIST

┌─SUPERVISOR ──────────────────┐   ┌─DATE─┬─────┬─────┐
│   │   │   │   │   │
└──────────────────────────────┘   └──────┴─────┴─────┘

┌─ANTHROPOMETRIST ─────────────┐   ┌─CLUSTER─────────┐
│   │   │   │
└──────────────────────────────┘   └─────────────────┘

I. THE CONDUCT OF THE ANTHROPOMETRIST

CHECK	YES	NO
1. If he began his work during an interview by the interviewer, did he begin without disrupting the work of the interviewer?		
2. If he arrived after the interview of the interviewer, did he greet everyone and explain the purpose of his work before beginning?		
3. During the measurements, was he polite and patient with everyone and especially with the person who helped as an assistant?		
4. Did he avoid smoking during the measurements?		
5. Did he avoid storing his pencil in his mouth or in his shirt pocket, where it might injure a child during the measurement?		
COMMENTS:		

II. SETTING UP THE EQUIPMENT

CHECKS	YES	NO
1. Did he attach the hanging scale so that the child being weighed hangs freely, without touching walls or furniture?		
2. Did he attach the hanging scale to something strong and solid?		
3. Did he set the scales to zero before beginning the measurements?		
4. Did he position the measuring board so that it is stable?		
5. Did he put the floor scale on the board provided, on a flat and stable surface?		
6. Did he inspect the four rubber pads on the base of the floor scale to insure that they were all there?		
COMMENTS:		

III. PROCEDURES

CHECK	YES	NO
1. Did he finish taking the weight and height of each person before beginning the measurements of the next person?		
2. Did he make appointments with people who were not immediately available?		
COMMENTS:		

IV. MEASUREMENT TECHNIQUES

CHECK	YES	NO
1. Did he have everyong take off their shoes, hats and heavy clothing before being measured?		
2. Did he try to undo fancy hairdos that might affect the height measurement?		
3. Did he call out the measurements aloud before writing them on the questionnaire?		
4. Did he measure the height of people 2 years and older in a standing position and of children less than 2 years in a lying position?	.	
5. Did he measure height to the nearest 0.1 cm?		
6. Did he use the hanging scale to weight children less than 6 years old and the floor scale for everyone 6 years and older?		
7. Did he measure the weight of children less than 6 years old to the nearest 0.1 kg and people 6 and older to the nearest 0.5 kg?		
8. Did he write the measurements in the questionnaire immediately after each measure of each person?		
9. Did he hold on to children and babies at all times except for the moment of measurement?		
10. Did he avoid lifting or transporting children by the straps of the weighing pants?		
11. Did he make sure that the people weighed on the floor scale were not touching walls, furniture or other persons when they were weighed?		
COMMENTS:		

V. END OF MEASUREMENT SESSION

CHECK	YES	NO
1. At the end of the measurement session, did he thank everyone?		
2. Did he wipe the equipment with a cloth and put it away in its carrying case before going to the next household?		
3. Did he avoid leaving equipment in the households?		
COMMENTS:		

CLUSTER/E.A.   PROGRESS REPORT

TEAM ----------------------------------- [_____]

CLUSTER/E.A. -------------------------- [_____]

Supervisor ----------------------------- [_____]

Period of 1st Round Visit ------, ------, ------ to ------, ------, ------

Period of 2nd Round Visit ------ / ------, ------ to ------, ------, ------

Date(s) of any Follow - up Visits --

Household Interview Record

Household Number	Interviewer Code	Was Household Replaced? Yes 1= No 2=1	Reason for Replacement 1.Vacant/Abandoned dwelling 2.Not at house 3.Refusal	Number of Replacement Household	Date of Round One Interview	Date of Round Two Interview	Date of Follow - up Interview

GHANA LIVING STANDARDS SURVEY

RECEIPT OF FIELD MATERIALS

TEAM: _____   SURVEY YEAR: _____

| CLUSTER | DATE OF | | DISKETTES | | | | | HHQUEST | | PQUEST | | CQUEST | |
	RND1	RND2	DATE RECD	£	DATE VERIF	DATE REFORM	DATE RECD	£	DATE RECD	£	DATE RECD	£

II. VERIFICATION

1. Examine all questionnaires that have been verified by the supervisor.

   How many had been verified? ☐ Did he miss any errors? ☐ YES ☐ NO

   ☐ COMMENTS ─────────────

2. Had the errors detected by the verification form been corrected by the interviewers?

   ☐ COMMENTS ───────────── ☐ YES ☐ NO

3. Examine all completed anthropometric forms. Have all household members who slept in the household the night before been measured?

   ☐ COMMENTS ───────────── ☐ YES ☐ NO

III. REINTERVIEWS

1. Select a household that was reinterviewed by the supervisor. Visit the household to find out whether the supervisor really passed by to conduct a reinterview. Had he?

   ☐ YES ☐ NO

2. Re-ask a few of the reinterview questions on the form and compare them with the questionnaire. Did the supervisor correctly report the reinterview results?

   ☐ COMMENTS ───────────── ☐ YES ☐ NO

IV. OBSERVATION OF INTERVIEW

Sit with the supervisor while he is observing an interviewer or anthropometrist.

1. Did he detect all of the errors? ☐ YES ☐ NO

2. Did he avoid interrupting the interview or measures? ☐ YES ☐ NO

3. Did he discuss the results with the person after the interview or measures? ☐ YES ☐ NO

WHAT CAN THE COMPUTERS BE USED FOR?

The GLSS project computers are to be used by the data entry operators for entering data from household questionnaires on diskettes and to produce printouts of these data. They may also be used by the supervisor to verify the work of the data entry operator.

For the two years that the GLSS is in the field, the computers are not to be used for any other purpose. That is, the following uses are strictly prohibited:

* Word processing, personal or official.

* Computer video games.

* Practicing with other computer software, such as LOTUS, dBASE, or DOS.

* Instructing other people on the use of the data entry program or personal computers in general.

* Programming.

WHO IS AUTHORIZED TO USE THE COMPUTERS?

The only people authorized to use the computers are the data entry operators, their immediate supervisors, and the GLSS project directorate.

```
| Interviewers, anthropometrists, drivers, and regional and  |
| central office staff are strictly prohibited from using the |
| computers for any reason.                                   |
```

WHAT DO SUPERVISORS NEED TO KNOW ABOUT THE COMPUTERS?

Supervisors can use the data entry program to enter data the same way data entry operators do. The program will accept the supervisor codes as passwords.

The main use of the computer by the supervisors, however, is not to enter data. The supervisors use the computer to check that the data entry operator has completed his or her work.

There are two different tasks involved in supervising the work of the data entry operator:

1. Reviewing the data entry printouts

The first of the supervisory tasks is to compare the data entry printouts with the questionnaires. If there are any differences between the two, then the data entry operator has made an error. You will circle all data entry errors in red pen, directly on the printout. This is discussed in greater detail in the supervisor manual. This supervisory task is completed after every data entry printout is produced.

2. Verifying the contents of the data entry diskettes

The second task is to verify that all of the households have been entered on diskettes. Before using the computer, examine the diskettes for the cluster.

* Verify that there are three production diskettes, three first backup diskettes, and three second backup diskettes for each cluster.

* Each diskette should be clearly labelled with the cluster and household numbers appearing on the diskette.

* There should be a minimum of 16 households, numbered from 01 to 16, on the three production diskettes. There should be more than 16 households if any of the original 16 were replaced.

* There should be no more than six complete households on each diskette. (Short "replaced" households, with information on section 0A only, may appear in addition to these six.)

Then, using the computer, you should look at the directory of each of the nine diskettes to verify that all of the households listed on the labels are indeed on the diskettes.

To look at the directory of a diskette, do the following:

* Start-up the data entry program. This will take about 5 minutes.

* When the screen with the password appears, press the Esc key. The following prompt will appear:

A:\>

* Put the diskette to be verified in drive B and type the command dir b: after the prompt like this:

A:\>dir b:

*   Press the Enter key. A list like this will appear:

```
+-------------------------------------------------+
|  Volume in drive B has no label                 |
|  Directory of  B:\                              |
|                                                 |
| 12307          <DIR>       8-21-87    8:30a     |
| 12308          <DIR>       8-21-87   10:12a     |
| 12309          <DIR>       8-21-87    2:12p     |
| 12310          <DIR>       8-22-87    8:17a     |
| 12311          <DIR>       8-22-87   10:56a     |
|           5 File(s)    179872 bytes free        |
|                                                 |
| A:\>                                            |
+-------------------------------------------------+
```

This is the directory of the diskette in drive B.   In this
example, data for five households in cluster 123 have been entered:
households 12307, 12308, 12309, 12310 and 12311. These same household
numbers should appear on the label of the diskette.

To look at another diskette, remove the diskette from drive B
and replace it with the next diskette. Type the **dir b:** command after
the prompt on the screen.

When you have finished examining the directories of all 9
diskettes, turn the machine off. Return all of the diskettes to the
cabinet where they will be stored.

GISS 1987: HOUSEHOLD LISTING IN SAMPLE AREA

FSU No. _____   Census EA No. _____

                         Segment No. _____

Serial number	Locality/address	Name of Head of Household	H'hold size	Selection

GHANA LIVING STANDARDS SURVEY
─────────
NATIONAL SUPERVISION :   REGIONAL OFFICE

```
Regional office:_____

Team supervisor:_____

Data entry operator:_____

National supervisor:_____

            Date:   [   |   |   ]
```

PART I: OBSERVATIONS OF DATA ENTRY

1.   Is the area for data entry clean?
⌐YES⌐   ⌐NO⌐

2.   Are the computer and printer
covered when not in use?
⌐YES⌐   ⌐NO⌐

3.   Are the doors and windows shut?
⌐YES⌐   ⌐NO⌐

4.   Is the data entry operator the
only person using the computer?
⌐YES⌐   ⌐NO⌐

5.   Is the data entry operator working
in privacy, without participation
of other regional office staff?
⌐YES⌐   ⌐NO⌐

6.   Are the diskettes, printouts, and
questionnaires organized by cluster
and locked in the cabinet?
⌐YES⌐   ⌐NO⌐

7.   Is there any evidence that the
computer is being used for other
than GLSS data entry -- such as
word processing, video games, LOTUS,
programming, etc?
⌐YES⌐   ⌐NO⌐

COMMENTS

IF YES, WRITE A COMPLETE REPORT AND INFORM THE DATA ENTRY MANAGER
AND PROJECT DIRECTOR IMMEDIATELY.   THE COMPUTERS ARE TO BE USED ONLY
FOR GLSS DATA ENTRY.

II. EXAMINING THE RESULTS FOR A CLUSTER

Collect all of the questionnaires, diskettes, printouts, and supervisory forms for one cluster that has been entered.

CLUSTER NAME: _____ NUMBER: _____ ROUND: _____

HOUSEHOLDS
INTERVIEWED: [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

[ ][ ][ ][ ]   HOUSEHOLDS
REPLACED: [ ][ ][ ][ ]

┌COMMENTS────────────────┐

1. Is the data entry operator on schedule for this cluster? [YES] [NO]

2. Are there 9 diskettes: 3 production, 3 first back-ups, and 3 second backups? [YES] [NO]

3. Look at the directory of the production diskettes. Is there a file for every household, including households that were replaced? [YES] [NO]

4. Look at the directories of the back-up diskettes. Are they identical to the production diskettes? [YES] [NO]

5. Do the labels on all diskettes correspond to their contents? [YES] [NO]

6. Is there a completed verification form for every household that was interviewed? [YES] [NO]

7. Are there four complete reinterview forms for each round? [YES] [NO]

8. Is there a price questionnaire for the cluster? [YES] [NO]

9. If a rural cluster, is there a community questionnaire? [YES] [NO]

10. Is there an observation form for each interviewer & anthropometrist for each round? [YES] [NO]

11. Is there an anthropometric form for each questionnaire for each round? [YES] [NO]

SELECT FOUR QUESTIONNAIRES AND THEIR PRINTOUTS AT RANDOM AND COMPLETE THE
NEXT TWO PAGES.

III. VERIFICATION OF THE RESULTS FOR FOUR HOUSEHOLDS

HOUSEHOLD : ☐

COMMENTS

1. Examine the verification form and the questionnaire. Did the supervisor miss any verification errors? ⌐YES⌐ ⌐NO⌐

2. Are occupation and industry correctly coded in section 5? ⌐YES⌐ ⌐NO⌐

3. Is the area of housing correctly calculated in section 8? ⌐YES⌐ ⌐NO⌐

4. Compare the list of records entered on the most recent printout with the questionnaire. Have all records ⌐YES⌐ ⌐NO⌐ been entered?

5. Compare all the data on the questionnaire with the data on the print out. Did the supervisor miss any ⌐YES⌐ ⌐NO⌐ interviewer or data entry errors?

6. If at the end of round two, examine the list of consistency checks at the end of the printout. Are there ⌐YES⌐ ⌐NO⌐ any remaining inconsistencies?

HOUSEHOLD : ☐

COMMENTS

1. Examine the verification form and the questionnaire. Did the supervisor miss any verification errors? ⌐YES⌐ ⌐NO⌐

2. Are occupation and industry correctly coded in section 5? ⌐YES⌐ ⌐NO⌐

3. Is the area of housing correctly calculated in section 8? ⌐YES⌐ ⌐NO⌐

4. Compare the list of records entered on the most recent printout with the questionnaire. Have all records ⌐YES⌐ ⌐NO⌐ been entered?

5. Compare all the data on the questionnaire with the data on the print out. Did the supervisor miss any ⌐YES⌐ ⌐NO⌐ interviewer or data entry errors?

6. If at the end of round two, examine the list of consistency checks at the end of the printout. Are there ⌐YES⌐ ⌐NO⌐ any remaining inconsistencies?

HOUSEHOLD : ☐

1. Examine the verification form and the questionnaire. Did the supervisor miss any verification errors? ☐YES ☐NO

2. Are occupation and industry correctly coded in section 5? ☐YES ☐NO

3. Is the area of housing correctly calculated in section 8? ☐YES ☐NO

4. Compare the list of records entered on the most recent printout with the questionnaire. Have all records been entered? ☐YES ☐NO

5. Compare all the data on the questionnaire with the data on the print out. Did the supervisor miss any interviewer or data entry errors? ☐YES ☐NO

6. If at the end of round two, examine the list of consistency checks at the end of the printout. Are there any remaining inconsistencies? ☐YES ☐NO

COMMENTS

HOUSEHOLD : ☐

1. Examine the verification form and the questionnaire. Did the supervisor miss any verification errors? ☐YES ☐NO

2. Are occupation and industry correctly coded in section 5? ☐YES ☐NO

3. Is the area of housing correctly calculated in section 8? ☐YES ☐NO

4. Compare the list of records entered on the most recent printout with the questionnaire. Have all records been entered? ☐YES ☐NO

5. Compare all the data on the questionnaire with the data on the print out. Did the supervisor miss any interviewer or data entry errors? ☐YES ☐NO

6. If at the end of round two, examine the list of consistency checks at the end of the printout. Are there any remaining inconsistencies? ☐YES ☐NO

COMMENTS

GHANA STATISTICAL SERVICE
GHANA LIVING STANDARDS SURVEY (GLSS)

OBSERVATION OF INTERVIEWS

General Information   Date (Day/Mo/Yr) ____/____/____

Cluster / E.A._____ [ ]   Interviewer_____ [ ]

Household _____ [ ]   Supervisor _____ [ ]
       (name of head)

                Round 1 [ ]   2 [ ]

Instructions to Supervisor

1. Explain to Household Members why you are present.
2. Say nothing once the interview has begun. Do not interrupt the interview or help the interviewer in any way.
3. Discuss with interviewer after leaving the household.
4. Keep these forms to send with monthly reports.

General Comments

1. How well has the interviewer explained the purpose of the survey to the household members ?

    Good [ ]   Satisfactory [ ]   Unsatisfactory [ ]

Comments _____

_____

_____

2. Did the interviewer assure the household members that the information provided is strictly confidential ?

    YES [ ]   NO [ ]

Comments _____

_____

_____

3. Did the interviewer read (or translate) the questions
   exactly as they are written in the questionnaire ?

   YES [   ]   NO [   ]

   Comments _____

   _____

   _____

4. Did the interviewer show approval or disapproval towards the
   answers given by the household ? Did he react in any negative
   or positive manner to the answers ? Did he suggest any answers
   to the respondents ?

   Comments _____

   _____

   _____

   _____

   _____

5. Was the interviewer polite and patient with the household
   members ? Did he thank them after the interview was finished ?

   Comments _____

   _____

   _____

6. Did the interviewer use time efficiently ?   Did he avoid
   discussing other topics ?

   Comments _____

   _____

   _____

Specific Comments

Comment on all sections of the survey completed in the interview; indicate if the section was completed satisfactorily or not. Write down the Section Number (e.g 5B4) and the question number in the appropriate boxes.

Watch for the following :

1. Interviewer read questions exactly as they appear in the questionnaire.

2. Interviewer followed skip patterns correctly without becoming confused.

3. Interviewer explained question clearly if the respondent did not understand it.

4. Interviewer probed for answer when respondent replied that he didn't know.

5. No unintentional double counting of expenditures

SECTION	QUESTION	COMMENTS

SECTION	QUESTION	COMMENTS

SECTION	QUESTION	COMMENTS

VERIFICATION OF THE QUESTIONNAIRE

CLUSTER: _____ [____]   HOUSE-HOLD #: [_____]

INTERVIEWER: _____ [_____]

SEC-TION	QUES-TIONS	ROUND ONE CHECK	RESULT SATIS-FACTORY	RESULT TO BE REDONE
1A	13-14	All persons were correctly classified as members of the household.		
1A	14	All household members and only household members have a cross in column A.		
1A	6	The ages of all household members were correctly copied in column B.		
1B		A line was filled in for every household member.		
1C	1	If the answer to question one is YES, the grid has at least one person in it.		
2A	1-9	The skip pattern was followed correctly.		
2B	2-4	If the lodging is rented (YES in question 2), an amount is noted in question 4.		
3		A line was filled in for every member of the household age 5 years or older.		
4		One line was filled in for every household member.		
5A	1-7	Q 1-7 were asked for every member 7 or older and the skip pattern was followed correctly.		
5A	1	All adults (15 and older) answered for themselves.		
5A-5B		All of the activities noted in 5A can be found elsewhere in the section.		
5B	1-2 9-10	If there is an answer for questions 1 and 2, there is also an answer for questions 9 and 10		
5C	1-2 8-9	If there is an answer for questions 1 and 2, there is also an answer for questions 8 and 9.		
5B,C H		The number of hours worked in the last 7 days does not exceed 18 hours per day.		
5F	1,6	If the answer for question 1 is 3, 4 or 5, there is also an answer for question 6.		
5H		A line was filled out for every household member age 7 and older.		
6		A line was started for every household member age 7 or older.		
7	4-5	For every business indicated in question 4 there is a person's name in question 5.		
7	8-9	There is a name written in each question.		
7	10	The woman was correctly chosen and her name is written in the question.		
8	1	There is a sketch with all the dimensions clearly marked that conforms to Section 2A.		

SUPERVISOR: _____ [____]   DATE: [____|_|____]

INTERVIEWER: _____ [ ]

ROUND TWO			RESULT	
SEC-TION	QUES-TIONS	CHECK	SATIS-FACTORY	TO BE REDONE
1-8		The questions circled in red in round one have been reasked and corrected.		
9		Ask for an explanation if the person interviewed was not the designated person.		
9		Parts A, B, C, D, E, F, J and K are filled in.		
9A 9B	3,27 2	The number of hectares for each crop in 9B Q2 does not exceed the sum of Q3 and Q27 in 9A.		
9F	1	If the answer to this question is YES, parts F, G, H and I are filled in.		
10A	1	Parts A, B, C and D are filled in for all of the businesses listed.		
10A	3	Ask for an explanation if the person interviewed was not the designated person.		
10A 10B	10 1	If the answer to 10A Q10 is YES, the answer to 10B Q1 "Wages" must be YES.		
10B	1-2	Every line is marked YES or NO in Q1. For every YES there is an amount written in Q2.		
10D	1	Every line is marked YES or NO in Q1.		
11		Ask for an explanation if the person interviewed was not the designated person.		
11A	1	Every line is marked YES or NO in Q1. For every YES, there is an amount written in Q2.		
11B	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
11C	1	Every good marked YES on the left is copied in the table on the right and the line is filled.		
11D	1	If the answer to question 1 is YES, the grid should have at least one person in it.		
12		Ask for an explanation if the person interviewed was not the designated person.		
12A	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
12B	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
13A		Ask for an explanation if the person interviewed was not the designated person.		
13A	12	The number of children noted here is the same as is in the table on the preceding page.		
13B	1	Q1 is answered for all methods. If the answer is yes, the rest of the line is completed.		
14		Ask for an explanation if the person interviewed was not the designated person.		
14A	1	If the answer to question 1 is YES, there is at least one person in the grid.		
14B	1	Every line is marked YES or NO in Q1. For every YES, there is an amount written in Q2.		
15A	1-2	If the answer to question 1 is YES, there is an amount written in question 2.		
15A	3-4	If the answer to question 3 is YES, there is an amount written in question 4.		
15A	5-6	If the answer to question 5 is YES, there is an amount written in question 6.		

SUPERVISOR: _____ [ ]   DATE: [ ][ ][ ]

CLUSTER: _____ [ ]   HOUSEHOLD NUMBER: [ ]

INTERVIEWER: _____

SEC-TION	Q U E S T I O N S	RESULT		C O M M E N T S
		SATIS-FACTORY	UNSATIS-FACTORY	
1	a) Read the list of HOUSEHOLD MEMBERS and ask if all of these persons slept and ate their meals together for at least 3 of the past 12 months.			
	b) Ask if there are any other persons who slept and ate their meals with the household but who are not on the list.			
	c) For each person rejected as a household member, verify that he/she was absent for 10 months or more.			
	d) Reask the first question of Part C. If there are any children written in the grid, ask if there are any other children less than 30 years old who do not live with the household.			
3·	a) Reask questions 6 and 7 for all persons.			
4	a) Ask: "Was anyone in your household ill or injured during the last 4 weeks? If YES, ask who was ill and verify that these persons are all noted in this section. If there are people on the list who were not mentioned, ask if they were ill.			
5	a) If the answers to questions 2-8 of Part A are all NO for anyone, reask them: "During the past 7 days, did ...[NAME]... work ...etc.?"			
6	a) For each member 7 and older, ask: "Since when has ...[NAME]... lived in ...[CURRENT PLACE OF RESIDENCE]...?" and compare the answers with those for question 6. If the person has always lived in the current place of residence, the answer to question 1 should be code 1 (YES).			
7	a) Reask questions 1-9.			
8	a) Ask the respondent to show you the lodging of the household and compare it with the sketch drawn by the interviewer.			

SUPERVISOR: _____ DATE: [ ][ ][ ]

CLUSTER: _____ [ ]   HOUSEHOLD
                                                     NUMBER: [ ]

INTERVIEWER: _____

SEC-TION	Q U E S T I O N S	RESULT		COMMENTS
		SATIS-FACTORY	UNSATIS-FACTORY	
9	a) Reask the number of hectares used during the past 12 months (Part A, Question 3).			
	b) Ask: "What crops did the members of your household grow during the past 12 months?" and compare the response with those to question 1, Part B. If they are not identical, REASK QUESTION ONE FOR THE ENTIRE LIST OF CROPS.			
	c) Reask question 4, Part B, for all crops with the answer YES to question 1.			
	d) Reask questions 1, 7, 14, 20, 27, 31, 37, 41, 43, 47, 51, 55, 58 of Part D.			
	e) Reask question 1 for all of the products on the list in Part E.			
	f) Reask question 1 for all of the animals on the list in Part F.			
	g) Reask question 1 for all the equipment on the list in Part K.			
10	a) Reask questions 10 and 11 of Part A for all businesses.			
	b) Reask question 1 of Part B for all of the businesses.			
	c) Reask question 1 of Part D for all of the businesses.			
11	a) Reask question 1 of Part A for all daily expenditures.			
	b) Reask question 1 of Part B for all annual expenditures.			
	c) Reask the question: "Do the members of your household own a ...[TYPE OF GOOD]...?" for all of the goods on the list to the left in Part C.			
	d) Reask question 1 of Part D.			
12	a) Reask question 1 of Part A for all food expenditures.			
	b) Reask question 1 of Part B for all products on the list.			
13A	a) Reask question 2 about the designated woman. If the answer is YES, ask the number of children, miscarriages, and stillbirths that she has had in her life. Ask about any period of more than 3 years between live births. Compare the answers with the grid and question 20.			
14	a) Reask question 1 of Part A.			
	b) Reask question 1 of Part B for the entire list of income sources.			
15	a) Reask questions 1, 3 and 5 of Part A.			
	b) Reask question 1 of Part C.			

SUPERVISOR: _____ DATE: [ ][ ][ ]

5 WEEK SCHEDULE

	Supervisor(SP)	Interviewers(Int's)	Data Entry Operator(DEO)
Previous Week	Sent letters to household(urban)/chiefs(rural)		Prepared letters for SP's
Week 1 Day 1	1. Arrive in village (send driver with letters to next village). 2. Introduce team to local officials(urban)/chiefs(rural). 3. Start community questionnaire(CQ)(rural only)	1. Arrive in village 2. Go with supervisors to meet households(HH's)	Day Off
Day 2	1. Prepare household questionnaire(HQ's) for Round 1 (R1) 2. Listen to two interviews(one for each interviewer). 3. Finish Community questionnaire(CQ)	Do two Round 1 Interviews (RI1's)	Day Off
Day 3	1. Verify 4 questionnaires done Yesterday. 2. Do one reinterview	1. Do two more RI1's 2. Return to previous day HH's if SP found errors.	Day Off
Day 4	1. Verify 4 questionnaires done yesterday 2. Do one re-interview 3. Check that interviewers fixed errors	1. Do two more RI1's 2. Return to previous day HH's if SP found errors	Day Off
Day 5	1. Verify 4 questionnaires done yesterday 2. Do one re-interview 3. Check that interviewers fixed errors	1. Do two more RI1's 2. Return to previous day HH's if SP found errors	Day Off
Day 6	1. Verify 4 questionnaires done yesterday 2. Do one re-interview 3. Check that interviewers fixed errors	1. Finish interviews/check-ups 2. Go to regional office or next village	Day off
Day 7	Day Off (not always Sunday)	Day Off	Data Entry (R1 Village 1)
Week 2 Day 1	1. Arrive in next village (send driver to regi-onal office) 2. Introduce team to local officials(urban)/chiefs(rural) 3. Start community questionnaire (CQ)	1. Arrive in next village 2. Go with supervisor to meet households(HH's) and set time for RI1's	Data Entry(R1 Village 1)
Day 2	1. Prepare HQ's for R1 2. Listen to two interviews 3. Finish CQ	Do two RI1's	Data Entry(R1 Village 1)
Day 3	1. Verify 4 questionnaires done yesterday 2. Do one reinterview	1. Do two more RI1's 2. Return to previous day HH's if SP found errors.	1. Finish Data Entry 2. Send driver with HQ's and printouts back to village
Day 4	1. Verify 4 questionnaires done yesterday 2. Do one re-interview 3. Check that interviewers fixed errors 4. Receive/Examine Week 1 HQ's and printouts	1. Do two more RI1's 2. Return to previous day HH's if SP found errors	1. Back up diskettes 2. Other tasks
Day 5	1. Verify 4 questionnaires done yesterday 2. Do one re-interview 3. Check that interviewers fixed errors 4. Examine Week 1 HQ's and printouts	1. Do two more RI1's 2. Return to previous day HH's	Day off
Day 6	1. Same as Day 6 of Week 1 2. Discuss errors on Week 1 printouts(PO's) with interviewers 3. Examine diskettes and show PO errors to DEO	1. Finish interviews/check ups 2. Discuss errors on week 1 PO's with SP 3. Go to regional office or next village	1. Correct Week 1 errors found on PO by SP 2. Show diskette to SP
Day 7	Day Off (not always Sunday)	Day Off	Day Off

Job				
Day 1	1.Return to village of week 1 (send driver to regional office) 2.Prepare R2 of HQ(include passing #1 errors)	1.Return to village of week 1, 2.Visit HH's to set time for R2H's		Data Entry HH village 2
Day 2	1.Listen to two interviews 2.Complete R2 if necessary			
Day 3	1.Verify 1 interviews done yesterday 2.Do one reinterview	1. Do two more R2H's 2. Return to previous day if sp found errors	HH's	
Day 4	1.Verify 4 interviews done yesterday 2.Do one re-interview 3.Check that interviewers fixed errors 4.Reverify/Examine week 2 HH's and R2's	1.Do two more R2H's 2.Return to previous day if sp found errors	HH's	
Day 5	1.Verify 4 interviews done yesterday 2.Do one re-interview 3.Check that interviewers fixed errors 4.Examine week 2 HH's and R2's	1.Do two more R2H's 2.Return to previous day if sp found errors	HH's	1.back up diskettes 2.other tasks
Day 6	1.Same as Day 5 of week 1 2.Distribute errors on week 2 HH's 3.Examine diskettes and also R2's errors too	1.match interviews/check HH's 2.found errors on week 2 HH's 3.go to regional office on next village		Day off
Day 7	Day off (not always Sunday)			