

Ghana Living Standards Survey

Additional Instructions to Anthropometrists, November 1987

1. The data entry program will soon be corrected so that only some household members need to be measured in Round 2. For now continue measuring all household members in Round 2.

2. Price Questionnaire

a) If the nearest market to the community has only a small number of items, ask the community members where they go to buy the other items in the price questionnaire. Fill out price questionnaires for both the nearby (small) market and the farther away (large) market. On both price questionnaires indicate (on page 4) the situation regarding these 2 markets and write down the number of miles both markets are from the community. Your supervisor can give you additional instructions if necessary.

b) For Guardian soap, indicate whether large size or small size on price questionnaire.

c) For liquid items sold in beer bottles, such as palm oil, or kerosene, write the price of the bottle and write "one beer bottle" in space for quantity/weight. For unusual size bottles/containers weigh a full bottle and then weigh an empty bottle. Write down the difference in the space for quantity/amount.

d) For fertilizer get price for both N.F.K. (nitrogen-phosphate-potassium) and S.P. Ammonia. If only one is available indicate which type it is.

e) See supervisor for instructions on listing households on the front page of the price questionnaire.

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Additional Instructions to Supervisors, November 1987

1. Make sure that 14B is filled out for all households. Skip code for "NO" answer in Question 1 in 14A should be to 14B, NOT 15.
2. Note that on "Verification of Questionnaire, Round 2 form the check regarding land area in 9A and 9B has a slight error. The two land areas that should be added together in 9A are Question 3 and Question 28 (not Question 27)
3. On Section 1B, Questions 8 and 16 should be filled for all household members greater than 10 years old. Note that the present data entry program does not catch the error, if 8 and 16 are blank.
4. In three places on the computer printout the numbers get cut off since there is not enough room: 2B, 9A and 9D3B. In all three places you should tell the data entry operator (write this in red on the print-out, not on the questionnaire) to please check that she has keyed in these numbers correctly.
5. The 16 spaces in section OC are as follows:
 - 1) Respondant's ID code on page 1A1
 - 2) Section 1C to be completed? (YES OR NO)
 - 3) Section 9C to be completed? (YES OR NO)
 - 4) Section 9E to be completed? (YES OR NO)
 - 5) Section 9F to be completed? (YES OR NO)
 - 6) Section 9G to be completed? (YES OR NO)
 - 7) Section 9H to be completed? (YES OR NO)
 - 8) Respondant's ID code for Section 11
 - 9) Section 11 - Is this the person actually interviewed?
(YES OR NO)
 - 10) Section 11D to be completed? (YES OR NO)
 - 11) Respondant's ID code for Section 12
 - 12) Section 12 - Is this the person actually interviewed?
(YES OR NO)
 - 13) Section 12B to be completed? (YES OR NO)
 - 14) Respondant's ID code for Section 14A
 - 15) Section 14A - Is this the person actually interviewed?
(YES OR NO)
 - 16) Section 14A to be completed? (YES OR NO)

6. Community Questionnaire

- a) Small error on page 12, Question 18. Yes answer should have skip code to Question 20.
- b) Write down name and location of all middle/JSS (page 10 question 12) and Secondary schools (page 11 question 19) regardless of skip codes. We want to distinguish between middle and JSS, and between secondary schools and technical schools.
- c) Purpose of Question 25 on page 21 is to see whether poles, ropes, etc. are really the same size in different areas of Ghana. First determine that 9 ropes = 1 acre and 1 pole = 1 acre (see the interviewer manual) and then have the anthropometrist measure an average pole, rope etc. if it appears that the pole, rope etc. is not the standard size.
- d) It is very important to get as many wage rates as possible on page 20, question 22. At minimum you should get wage of man for clearing land.
- e) Front page of questionnaire. In some E.A.'s you may find that there are 2 or more distinct communities or villages. In this case you must fill out the community questionnaire for each community and indicate which households belong to which community in the boxes provided. Each household should appear on only one of the community questionnaires, and all households must be assigned to a community questionnaire. You should also explain this procedure to the anthropometrist for filling out the price questionnaire.
- f) ON some questions you write down the answers in words, rather than filling in a code box. For example, question 2 on page 3. It is not necessary to fill in code boxes associated with these answers - they will be filled at the head office in Accra.

7. Households which are replaced (only Oa is filled in) should be given to the data entry operator so the computer has a record of the replacement. If you have not done so give all of these to the data entry operator the next time you go to the regional office.

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Additional Instructions to Interviewers: November, 1987

1. Skip code for "NO" answer (CODE 2) in Q.1 of Section 14A should be to 14B, NOT 15. This means that SECTION 14B IS ALWAYS FILLED OUT FOR ALL HOUSEHOLDS.
2. Section 5H includes such activities as housework and thus almost every household should have some members who participate in these activities.
3. Section 7i: The answer to question 1 is "YES" (CODE 1) for any household that owns farm land, even if they rent it out to others and do not work on it themselves. The reason for this is that Section 9 must be filled out for all households that own land.

DATA ENTRY PROGRAM BUGS (GLSS)

1. Section 1B

examples: 1703

- a) If answer to Q.4 is 2 it marks blank in Q.6 as error, may also mark Q.9 as error. (confuses Q.4 with Q.9?)
- b) Marked ID code in Q.2 as error.
- c) Q.8 and Q.16 should be marked as error if left blank. They should always be filled in for children more than ten years old.

2. Section 3i

examples :1703

- a) Q.6 is "1" or "2", Q.9 is blank, program marks this combination as error. (note: this doesn't always happen, see 1702, which was done on same day as 1703).

3. Section 1C

- a) Child 4 years old with grade blank (never attended), this combination marked as error.

4. Section 0C

examples: 1703

- a) No animals raised, so 9G-9H should be blank, but program marks blanks as error (check this also for 9C, 9E-9F)

5. Section 5 C1

examples: 1702

a) Does not accept "2" (NO) in Q.11.

6. Section 5H

examples : 1703

a) If answer to Q.1 is "2", "2" in Q.4 is marked as error. Does not happen if answer to Q.1 is "1" (see 1702)

7. Section 6

Lots of problems here

examples: 1702

a) Doesn't always accept "2" in Q.1

examples: 1702

b) If answers to Q.1 & Q.2 are both "1" (YES), program marks "1" in Q.2 as error.

examples: 1703

c) If answer to Q.2 is blank, and some time is put in for Q.6, this combination is marked as error.

1701

8. Section 7:

a) Rejects code "390" in Q.4.

9. Section 9A

example 1703

a) Q.15 = 1 and Q.16 = 2, program marks Q.16. as an error

10. Section 9B

a) Q.5 should be blank if unit code in Q.4 is a starred unit. Yet in such cases blank in Q.5 is counted as an error. Sometimes marks quantity in Q.4 as an error also (see 1702).

examples 1702, 1703 b) Q.14 on intercropping. If only one intercropped crop, second box should be blank, but computer marks it as error.

11. Section 9G

a) Q.4 marks as error a blank in 2nd ID code, but perhaps only one HH number participates.

12. Section 13A

examples 1701

a) If kid dies program marks Q.4 and Q.9 as error, but no error exists.

b) Skip code to "2" (NO) answer in Q.22 should be to Q.25, not Q.24. HH questionnaire has typo and interviewers have been informed of correct skip code.

13. Section 15C

a) Savings of 0 not accepted in Q.2 even though all answers to Q.1 are "2" (NO).

14. Section 16

a) Must change program so one decimal point is not marked as an error.

15. Family Roster Controls

examples: 1703

a) Comparing birthdates in 1A and 13A is a bit confused since knowing the month and year of birth in 13A does not imply knowing the exact date of birth in 1A. Can we just check implicit age in years and months in both sections?

16. Anthropometric Controls

examples : 1703
 1702
 1701

a) Some very strange things going on here. When checking age and sex in 1A with those 16A it seems the program looks at the wrong numbers in 16A. e.g., in 16A the sex may be "1" but in this control section it says it is something else. Similar problem happens with ages. Sometimes it appears to be looking at the wrong person in 16A (see 1702).

Suggestions for Inter-Record Checks

1. Check whether food items eaten from own produce in 12B are actually recorded as grown in 9B, or as livestock raised in 9F. May also be worthwhile to check in the other direction - are foods raised (exclude non-food crops) in 9B eaten in 12B?; are animals eaten in 9F recorded as eaten in 12B?

2. Could also check crop codes in 9C and 9D to see if those crops are recorded in 9B. For tree crops can go in other direction; those found in 9B must show up in 9C.

3. Check whether "age living with man" and "date" found in Section 13A are compatible with age in 1A. In questionnaire 1701 they were not compatible but computer did not notice this.

Supervisor Duties

1. Publicity

- a) delivery of letters to local authorities, villages chiefs (rural), and households (urban)
- b) Introduction of team day before interviews, set time of interviews

2. Finding Households and Interpreters (Done on 1st day in EA.)

- a) Locating Households
- b) Persuading reluctant households to participate
- c) Replacing households (p. 20-22 of S.Man.)
- d) Finding Interpreters

3. Preparation of the questionnaires

- a) Round One - Check that all pages are in questionnaire, add label and fill in household information.
- b) Round Two - Fill in Supervisor column p. 0B, fill in information from sec. 7.

4. Verification and coding of Questionnaires

- a) Purpose - ensure that questionnaires are properly completed
- b) Verification Forms provided
- c) Unsatisfactory questionnaires must be corrected by interviewers before leaving area
- d) Certain parts must be coded - codes are in supervisor manual
- e) Calculate area of dwelling

5. Observing Interviews

- a) Once a week for each interviewer
- b) Use form provided,
- c) Do not interfere with interview

6. Re-interviews

- a) Do after verification of interviews
- b) Re-interview form provided
- c) Do once a day, two coin flips, usually one of every four interviews
- d) Unsatisfactory work by interviewer is very serious

7. Supervision of Data Entry

- a) Check that questionnaire information is consistent (computer printout will show inconsistencies)
- b) Check that data entry operator entered data correctly (compare quantities on printout with quantities in questionnaire)
- c) Check number of records (e.g. number of people in section 1A) given in computer summary sheet with number of records in completed questionnaire
- d) Bad questionnaire requires return visit to household
- e) Fill in Supervisor column in section 0B

5. Possib

1. old HH gone/New HH

2. New head/Same HH

3. Dwelling vacant

4.

8. Community Questionnaires: Material and Personnel and Anthropometrists

- a) Can do community questionnaire either Round 1 or Round 2, good time is during introductions
- b) Also check anthropometrist's work: price questionnaire and anthropometric questionnaire

9. Inform Head Office of Progress and Problems

- a) Monthly Supervisor Report to Head Office
- b) Contact Head Office if Major Problems occur

10. Maintain Regional Office

- a) Disburse Funds
- b) Care for Computer Equipment
- c) Keep Files / Records
- d) Care of Vehicles
- e) Send diskettes and various forms to Accra