

KAGERA HEALTH AND DEVELOPMENT SURVEY

SUPPLEMENT TO THE
INTERVIEWER'S MANUAL

Wave 4

UNIVERSITY OF
DAR ES SALAAM

THE WORLD BANK

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ANNEX I. CALENDAR OF EVENTS IN KAGERA

1. INTRODUCTION

This manual summarizes the changes in procedures for the fourth wave of the Kagera Health and Development Survey, which will take place between June and December, 1993. The manual is a supplement to the manuals from previous Waves. Complete instructions for implementing the household and other questionnaires can only be understood by reading the Wave 1 Interviewer and Supervisor Manuals and the supplements for Waves 2-4.

The major changes in the Kagera Health and Development Survey during Wave 4 can be summarized as follows:

- There have been a few changes in the household, school, health facility questionnaires.
- There are no changes in the price and community questionnaires, however.
- During Wave 4, the teams will not ask the traditional healer questionnaire.
- During Wave 4, households that drop out of the sample because they moved, were on safari, refused or disintegrated will not be replaced. This means that you will not have to add new households with a Wave 1 questionnaire and the supervisors will have no list of replacement households.
- All individuals in households that moved or disintegrated in Waves 2, 3, 4 will be contacted if they are in the region, and will be interviewed using a new "Follow-up Questionnaire".

2. THE WAVE 4 HOUSEHOLD QUESTIONNAIRE

A. CHANGES IN THE WAVE 4 HOUSEHOLD QUESTIONNAIRE

Section 1

The purpose of Section 1 is to identify the persons who will be household members during Wave 4, and to find out what has happened to the household members from Wave 3 who are no longer with the household.

Part A

The instructions opposite page 3 ask the interviewer to read the list of all persons who were "normally living together and eating in this dwelling" during the previous wave. In this case, the previous wave is WAVE 3. Therefore, you must ask the respondent question 1A about all of the persons who were living and eating together during Wave 3. This includes all Wave 3 household members and anyone else who is on the roster from Wave 3, but did not qualify as a household member at that time. All of the Wave 3 members will have an "X" in the column for WAVE 3 on the Household Roster Card.

Next you must probe for all other persons who normally live and sleep with the household and who were not members during Wave 3. As part of the probe, ask question 1A about every person who is on the household roster, regardless of whether or not that person was a household member in the previous wave. If you find that a person who was a member in Wave 1, was not a member in Waves 2 and 3, but re-joined the household during Wave 4, then you may use the line of the questionnaire already completed for that person during Wave 1.

This rule also holds if the person first joined the household in Wave 2, then left it during Wave 3 but re-joined in Wave 4. The same rule applies if someone who was a tenant or boarder during Wave 3 has since become a household member. In all of these cases, you can use the line already assigned to that person on the household roster, even if it was left blank during one or more previous waves when the person was not a member. You must add any new persons to the Household Roster Card starting on the first empty line.

Do not refer to your household roster to determine the age. The information on age from a previous wave may have been wrong. Instead follow the procedure given on pages 24 and 25 of the Wave 1 interviewer's manual to obtain the best guess possible for the age. Perhaps this time the person will have his or her birth certificate or some other record that was missing on your last visit. Otherwise, get a better estimate than last time by using the "calendar of events" provided at the end of this manual.

Additional rosters and questionnaires. If the household is large or has changed a lot since Wave 1, you may run out of space on the Household Roster Card. If this happens:

- . Ask your supervisor for a second Household Roster Card so that you can add the names of new household members.
- . Re-number the lines on this second Household Roster Card, so that it begins with line 25 and end with 36 on the front, and begins with 37 and ends with 48 on the back.
- . Use a new Wave 4 household questionnaire to write the answers for persons with id codes 25-48. Correct the line number of each of these persons on the new household questionnaire. Keep the second roster in the pocket of the new household questionnaire. You should always start a new questionnaire.

Consider an example. In Wave 3 there was a single roster, completed on Both sides, including line 24. Only 5 of the persons on the card are Wave 4 household members -- with line numbers 1, 2, 8, 14 and 16. In Wave 4, you find

three new persons.

- (a) What will be the line numbers of the three new persons?
- (b) How many household questionnaires were completed for this household during Wave 3?
- (c) How many household questionnaires will be completed for the household during Wave 4?

The answers are below.¹

Question 12. This question has not changed. If the answer to question 12 is YES, go to question 13 and record the number of months the person was present in the past 6 months. If the answer to question 12 is NO, go to the next person and do not answer question 13.

Household roster card. When you have completed questions 1-13, mark an "X" in the column for WAVE 4 on the Household Roster Card for all persons classified as household members in question 12. These are the persons who will be interviewed in Wave 4. Write a code in the column for STATUS-WAVE 4 on the Household Roster Card for every person who was a member in WAVE 3, to explain what happened to each of these persons since then.

Part B

As in previous waves, Part B will be completed for all persons who are on the household roster, but who are no longer household members during Wave 4. For some people on the roster who have moved away before a previous wave, the answer to question 3 may be different in this questionnaire than it was the last time the question was asked. Be sure to get the household's best guess at the current location of the individual for question 3 so that this information can be used for following moved individuals as described in section 5 of this manual.

Section 2

The procedures for Section 2 have not changed. You must first ask the respondent to name all of the children living elsewhere of current household members (questions 1A and 1B). If the child is already on the roster, then you must complete questions 2A-2C. If the child is not on the roster, then he/she should be added on the first available blank line. For all children living elsewhere during Wave 4, put an X in the WAVE 4 column of the removable card. If a child is no longer living away, then complete questions 2A-2C and do NOT mark an X in the column for WAVE 4 on the card.

¹ Answers: (a) The first roster was full on both sides, so the interviewer must start a second one. The first three numbers would be 25, 26, 27. (b) During Wave 3, two household questionnaires were completed. This is always necessary if there is anyone with a line number greater than 12. If there is anyone with a line number greater than 24, a third questionnaire will be completed, etc. (c) During Wave 4, three household questionnaires must be completed -- the first one for persons 1, 2 and 8, the second for persons 14 and 16, and the third for persons 25, 26 and 27.

During Wave 4, you may run out of space on the Roster of Children Living Elsewhere used for Waves 1-3. In that case, ask your supervisor for 0a second yellow card and re-number the lines, from 31C to 60C. Add new children living elsewhere to the second card. You will have to use a second, third or fourth household questionnaire to complete Section 2, depending on the number of children involved. Please make sure to copy the household number on the extra questionnaires, and to re-number the lines of section 2 to match the Roster of Children Residing Elsewhere.

Section 6A

Question 68. The reference period for this question has been changed to the last 6 months.

Section 6B

Question 4. We are removing the skip instruction from question 4. Ask question 5 regardless of the answer to question 3.

Sections 6A and 6B: Avoid Double Counting Here

Questions 70 and 71. If a person has both a chronic and an acute illness, section 6A first leads the interviewer through questions 5 through 69 about the most recent acute illness and then asks in questions 70 through 78 about other illnesses. These questions refer only to acute illnesses that began less than six months. Do not include any expenditure in questions 70 through 78 in section 6A if you plan to include it as expenditure on chronic health problems in section 6B.

Section 7B

Question 11. Paid sick leave is defined as the time that the respondent cannot work due to illness during which his/her employer nevertheless pays his/her salary. For many employees, especially permanent ones, Excused Duty is a form of paid sick leave. However, other workers may take time off from work without pay and still call it "Excused Duty." To look for these situations, we are dropping the skip instruction for code 2 on question 11. The skip instruction must be manually removed from the first printing of Wave 4 questionnaires, and will not appear in the subsequent printing. Thus after you receive an answer to question 11, always ask question 12.

Question 12. The skip on question 12, code 2, should be changed to a skip to the new question 13A described below.

Question 13A. This is a new question:

"How many days in the past 6 months were you unable to work at this job due to illness?"

Write the number of days that the person was employed at this job but was

unable to work. Remember that 180 days is the maximum number of days that can appear as an answer to this question.

Question 13B. This is also a new question:

"For how many of these days that you were unable to work did you get no pay?"

Write the number of days that the respondent was sick at this job, was unable to work and was not paid. Again, the maximum number of days that can appear is 180. The answer to question 13B cannot be larger than the answer to question 13A.

Question 23A. This is a new question:

"Is the salary that you have just cited net or gross of taxes?"

Net of taxes means that the salary mentioned in Question 22 has already had taxes taken out of it. A gross salary is one without anything removed. For example, suppose that the person receives 35,000/= per month. However, taxes of 3,000/= per month are already removed from her paycheck before she gets it. Her net salary is 32,000/= and her gross salary is 35,000.

Question 23B. This is also a new question:

"How much is subtracted from your salary for taxes?"

If someone tells you their gross salary in question 22, but says that taxes are deducted, then this question finds out how much was deducted. In the example above for question 23A, the respondent's gross salary was 35,000 and the answer to question 23B would be 3,000 per month. If the respondent has difficulty estimating the amount of taxes or says they are different each month, probe for the "average" or "typical" amount of the deduction and record the respondent's best guess. Probe for taxes ("kodi") and report the total. If the deductions include taxes and other items like health care or a pension payment, ask for the amount deducted for taxes only. If the respondent does not know the amount of deduction for taxes alone, record the total amount of deductions. If no taxes are deducted from the salary, then put zero.

Section 7F

Questions 11A and 11B. These are the same questions as in Section 7B, questions 13A and 13B. See the instructions above.

Questions 21A and 21B. These are the same questions as in Section 7B, questions 23A and 23B. See the instructions above.

Section 16A1

In principle items which have been borrowed by the household, but are not owned should not be listed among household assets in Section 16. If asking

about how they were acquired reveals that they were only borrowed, use code 7 to specify that the item was never owned.

Question 6. This new question has been added to the printout of durable goods from the previous waves. It asks, for all goods that were not a mistake from a previous round:

"How was this ...[ITEM]... originally acquired?"

BOUGHT.....1
INHERITED.....2
GIFT.....3
OTHER (Specify)....4

The purpose of this question is to find out how the household acquired each good that they own now or owned in the last wave. Inheritance is something received as a result of the death of another person; a gift may come from anyone who is alive.

Section 16A2

Question 1. Two new durable goods have been added to the list on the left side of the page:

Watches (saa).....56
Jewelry (pete, heleni, mikufu, bangili, shanga, n.k).....57

Use a separate line for each watch owned by a household member, no matter how many.

If all the members of the household together own three or fewer pieces of jewelry, use a separate line for each. However, if they own four or more pieces, use only a single line for all jewelry. When you use only one line for all jewelry, write down the answer that applies to the best piece of jewelry, that is the most valuable one, in questions 2 through 5. In questions 6 and 7 put the total value of all jewelry owned by family members.

Question 4A. If an item has been acquired in the last six months, the new question 6 in section 16A1 will not have recorded how it was acquired.

Therefore a question has been placed after question 4 where it will only be asked for recently acquired items. This new question asks:

"How was this ...[ITEM]... acquired?"

BOUGHT.....1

INHERITED.....2

GIFT/OTHER.....3

It is possible that the item was first acquired by one household member and then given or sold to another. In this case ask for the way the item was first acquired by a household member. For example, if the husband has bought a radio and given it to his wife and both are still household members, then the answer to the question is code 1, BOUGHT.

Section 19A

Like any other remittance from outside the household, inheritances from other households of cash, goods and assets should be probed for and recorded in section 19A. To identify items received by inheritance, the following three questions will each have a new code in Wave 4. See the discussion below of where to record different classes of inheritances.

Question 9. A new answer code has been added: INHERITED....10.

Question 20. A new answer code has been added: INHERITED....10.

Question 31. A new answer code has been added: INHERITED....10.

Sections 20A and 20B

The rule applied by the interviewers for determining which deaths are recorded in 20A and which in 20B has been to include a death in section 20A in any of three situations: (a) the person was a household member at the time of death; (b) the person had come to live in the household shortly before dying; and (c) the person died elsewhere but was shipped as a corpse to the household for burial. Thus the only deaths recorded in section 20B have been those of relatives of household members who died and were buried away from the household.

The practice of including in section 20A the deaths of individuals who died elsewhere, but were buried by the household will be continued in Wave 4. However, an additional code will be added to question 3A in order to identify these deaths. In Wave 4, question 3A will read:

3A. ID CODE OF DECEASED. USE ONE OF THE FOLLOWING CODES FOR SPECIAL CASES:

LIVING WITH HH AT TIME OF DEATH, BUT
NEVER CLASSIFIED AS HOUSEHOLD MEMBER

NON-MEMBER, DIED ELSEWHERE, BURIED BY
HH IN CLUSTER

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The medical expenditures recorded in section 20A, questions 31, 33 and 34 and the funeral expenditures recorded in section 20A, question 43 should include only the expenditures of this household. Consider the example of a person who died in Dar es Salaam after a lengthy and expensive illness, and then was transported to Kagera for burial by one of the project's sample households, although he was not a member of that household at the time of death. Question 31 of section 20A can be used to record the health care facilities visited before death, as best the respondents can recall. But the amounts of expenditures recorded in questions 31, 33 and 34 must include only the money sent by the project household to Dar es Salaam to pay for this person's medical care. (This amount must also be recorded in section 19B as a remittance.) The person's own expenditures on his own medical care before he died away from this household must not be included in the amounts reported in section 20A.

Continuing with this same example, question 43 of section 20A must record all expenditures by this household on the burial, regardless of who financed them. If money or goods are received from other households to help pay for this burial, these amounts must be included in question 45 and recorded a second time in section 19 under remittances received. This would be the case even if the money is received from the spouse of the deceased person who has traveled from Dar es Salaam to accompany the body and attend the funeral.

In these cases and any other strange cases you find that seem to not fit easily with established interviewer procedures, please make a note in the observations and comments section in the front of the questionnaire and also in the Cluster Completion Report.

B. INHERITANCE OF GOODS AND ASSETS: WHAT ARE THE DOUBLE COUNTS

If a relative of a household member has died, one or more household members may inherit either money, goods or assets from the deceased person. Two situations should be distinguished. If the deceased person is a member of the household and leaves assets to another member of the household, record the inheritance in Section 7H, question 7A and 7B, but do not record it anywhere else. However, if the deceased person is outside the household (even if he was buried in the household), the receipt of the inheritance by a household member should be recorded as both income (in section 7H, Question 7) and as a remittance (in Section 19A).

In addition some other items should be recorded in a third section of the questionnaire if they are inherited from someone outside the household. These other items are land (in Section 11), cattle and other livestock (in Section 12) dwellings or buildings (in Section 15) and durable goods (in Section 16).

The table specifies where the inheritance is to be recorded in the questionnaire for each type of good or asset. Note that the value of all inherited goods or assets, together with any inherited money, must be included in the amount reported in section 7H, question 9.

The questionnaire also allows recording the household's loss of assets through "disinheritance" in sections 11 (questions F and G of the intro), 12A (question 13), 15B (questions 11A, B) and 16A1 (question 4). These items should never be double counted. In particular, a disinheritance never appears in section 19, because the person who sent it is no longer alive and therefore no longer has a line in section 19 to record the disinheritance.

C. PROCEDURES FOR HOUSEHOLDS THAT DROP OUT OF THE SAMPLE

You will be returning to most households for the fourth time during Wave 4. It is very important to the researchers that we have as many interviews with each household as possible. Therefore, **we ask you to make every effort to ensure that the households continue to participate in the interviews for Wave 4**. In cases in which the household will be on safari for both rounds, discuss this with your supervisor, who will take up the matter with the Field Manager. It may be possible to return to the cluster when the household has returned from safari.

RECORDING INHERITANCES RECEIVED BY HOUSEHOLD MEMBERS		
Item Acquired	Inheritances from Inside the Household	Inheritances from Outside the Household
<u>Assets</u>		
Land	7H, Q7A,B 11A, Q4,5,8	7H, Q7A,B 11A, Q4,5,8 19A, all Q
Farm Equipment	7H, Q7A,B	7H, Q7A,B 19A, all Q
Livestock	7H, Q7A,B	7H, Q7A,B 19A, all Q 12A, Q11
Fishing Equipment	7H, Q7A,B	7H, Q7A,B 19A, all Q
Business Assets	7H, Q7A,B	7H, Q7A,B 19A, all Q
Dwellings	7H, Q7A,B 15A, Q11,12,12A	7H, Q7A,B 19A, all Q 15A, Q11,12,12A 15B, Q11A,B
Durable Goods	7H, Q7A,B 16A1, Q3,6	7H, Q7A,B 19A, all Q 16A1, Q3,6 16A2, Q4A
<u>Goods</u>		
Clothes	7H, Q7A,B 18A, Q1,3,4	7H, Q7A,B 18A, Q1,3,4 19A, all Q
Food	7H, Q7A,B	7H, Q7A,B 19A, all Q
Other	7H, Q7A,B	7H, Q7A,B 19A, all Q

During Wave 4, we will not be replacing any households that drop out of the sample. For example, if a household refuses, has moved, has disintegrated or is away on safari for both rounds, it will not be replaced.

This procedure will apply to all households in Wave 4 -- including those that received a Wave 1, Wave 2 or Wave 3 household questionnaire in the last wave of interviews. For example, if a household that received a Wave 1 questionnaire during the Wave 3 field work has moved, it will not be replaced in Wave 4.

However, for all households that drop out of the sample, you must still complete section 0A and discuss the problem with your supervisor. You must also complete Sections 1A, 1B and 20 of the household questionnaire for all households that drop out because they moved or the household disintegrated, as was the case for the previous waves. The supervisor must also complete the "Report on Replaced Households" for those that drop out during Wave 4, and provide details in writing on the Cluster Completion Report.

The data entry operators must ensure that the information from Sections 0A, 1A, 1B and 20 from households that drop out during Wave 4 are entered in the data entry program.

3. THE PRIMARY SCHOOL QUESTIONNAIRE

A. CHANGES IN THE PRIMARY SCHOOL QUESTIONNAIRE

1. Instructions for completion. The interviewer should ask all of Part A and questions 3-6 of Part B before leaving Part B of the questionnaire with the respondent, for completion. Experience from past waves has shown that questions 3-6 are not easy for the respondents to complete because they rely on complicated instructions that only the interviewer can understand.

2. The skip instruction in Part A, Section I, question 7 has been deleted.

3. Part A, Section II, question 1. This question asks whether all of the children who come to the school and ask to be enrolled are admitted by the school. For example, in some areas many children want to go to school, but the school is too small to take them. There may be a waiting list to get into the school. It is different from question 5, which asks why some children do not want to be in school or why parents do not want the children to enroll.

4. The former question 2 has been replaced with questions 2A, 2B and 2C. Question 2A reads as follows:

"Why does the school not admit some children?"

AGE.....1
NOT ENOUGH SPACE.....2
CHILD NOT RESIDENT IN VILLAGE.....3
BAD BEHAVIOR.....4
POOR GRADES.....5
STUDENT CAN'T PAY.....6
OTHER (Specify).....7"

Again, this question is asking only about the reasons why the school does not allow some children to enroll. It is different from question 5, which asks why the children or their parents do not enroll themselves.

Question 2B asks:

"Is there a waiting list for admission to this school?"

YES....1
NO.....2 (>3)

Question 2C asks:

"How many children are on the waiting list?"

5. Instructions for Part B. Every column of questions 1 and 2 should have either a number or a zero. During Wave 4, there should be no columns that are blank. If the school does not have a grade, then all of the row for the enrollments for that grade should have zeroes.

6. Part B, Questions 2A and 2B are new:

"2A. How many children completed P7 during the last academic year?"

"2B. How many of the P7 graduates gained admission to secondary school?"

Please note that these questions are about the last academic year, which means the academic year that was completed. The previous question (2) asks about the current academic year.

B. VERIFICATION OF THE PRIMARY SCHOOL QUESTIONNAIRE

During Wave 4, the survey will be using a verification form for the primary school questionnaire. This form should be used to check each completed questionnaire before leaving the primary school.

+-----+
 | VERIFICATION OF THE PRIMARY SCHOOL QUESTIONNAIRE, WAVE 4 |
 +-----+

CLUSTER: _____ CODE: +-----+
 SUPERVISOR: _____ CODE: +-----+
 INTERVIEWER: _____ CODE: +-----+
 DATE OF ROUND 1: _____ DATE OF ROUND 2: _____

PART	QUES- TIONS	VERIFICATION CHECK	SATIS- FACTORY	UNSATIS- FACTORY
A-I	3	The highest grade in Part A, Q3 is also the highest grade listed with textbooks in Part B Q1 and enrollments in Part B, Q2.		
A-II	3	The number of children absent on the last school day in Part A-II, Q3, is less than the total enrollments in Part B, Q2, column B, TOTAL.		
B	1,2	All of the cells are filled with either a number or zero; no cells are left blank.		
B	1	The number of Kiswahili, maths and other books for each grade sums to the total on the last line.		
B	2	The number of students enrolled in each class in column B is greater than the number of girl enrolled in each class, in column C.		
B	2	The number of students attending last week for each grade in column D is less than or equal to the number of students enrolled for each grade, in column B.		
B	2	The number of boys and girls who are two-parent orphans have been added correctly in the total of column E.		
B	3	The total number of teachers equals the sum of grades A, B, C, EO and other.		
B	3	The total number of teachers in Part B, Q3 is the same as the number in Part A-I, Q8.		
B	4,5	Each item in question 4 is marked with a YES or a NO. For each item with a YES in Q4, a line has been completed for Q5 and Q6.		

4. THE HEALTH FACILITY QUESTIONNAIRE

A. CHANGES IN THE WAVE 4 HEALTH FACILITY QUESTIONNAIRE

1. There is a new question at the end of Part B of the Health Facility Questionnaire, on page 17. The new question 12 reads:

"For how many days in the past 6 months has this facility been completely without:

- A. *Analgesics?*
- B. *Antibiotics?*
- C. *Anti-malarial drugs?*
- D. *Anti-helminth drugs?"*

Analgesics are pain-killers, like aspirin and paracetamol. Anti-helminth drugs are drugs that kill various parasites, like worms. This question is different from Question 4 of Part B because it does not mention individual drugs. For question 12A, the respondent should give you the number of days in the last 6 months that he/she had no analgesics whatsoever -- including any listed in question 1 and any other analgesics that were not asked about. The maximum number of days allowable for this question is 180.

2. The columns have been changed for in-patient stays and out-patient consultations in Part C, the removable card. There are now only five columns to record consultations, and they are for males and females, children and adults:

MALE CHILDREN <15
 MALE ADULTS 15+
 FEMALE CHILDREN <15
 FEMALE ADULTS 15+
 TOTAL

Like on the household questionnaire, children are defined as anyone less than 15 years of age and adults are persons 15 and older. If the health facility records consultations and admissions as simply "adults" and "children", without specifying the age, simply use the facility's definition and inform your supervisor.

3. Verification of the health facility questionnaire. After you have received Part C from the health facility but before leaving the facility you should review the completed questionnaire carefully and perform the following verification checks on Part C:

- There should be a number or a zero in every column of the in-patient and out-patient questions. None of the columns of these big tables should be left blank.

- For each disease or condition, the number of male children, male adults, female children, female adults should add up to the total listed in the total column. Use a calculator to make sure that this is correct.

B. **UPDATED LIST OF HEALTH FACILITY CODES, KAGERA REGION**

Since Wave 1, 17 new health facilities have been added to the list of codes to be used for the Health Facility Questionnaire and for a few questions in Section 20 of the Household Questionnaire. An updated list of the facility codes is provided below. The facilities for Bukoba Rural and Bukoba Urban have been listed separately.

--- LIST INTENTIONALLY OMITTED ---

5. **THE FOLLOW-UP QUESTIONNAIRE**

OBJECTIVES

During each of the previous waves of the KHDS, several households in the sample had to be replaced because the household moved or the head died and the household disintegrated. The objective of the follow-up survey is to obtain information on the well-being of individuals who were members of these "replaced" households from previous waves.

PHASE 1: FOLLOW-UP OF INDIVIDUALS

A. **METHODOLOGY AND SCOPE**

The follow-up survey will collect information from each individual who was formerly a member of a KHDS household that moved or disintegrated. We believe that about 375 people in 75 households have dropped out or will drop out in Waves 2-4 because they moved or the household disintegrated.

If the responses to Section 1B for households that moved between Waves 1 and 2 are typical, then about 11 out of every 14 persons who moved have remained within Kagera region. Of these 11, five will have remained in the same cluster and six will have moved elsewhere in Kagera. For logistical and budgetary reasons we will only be able to locate and interview persons still in the Kagera region.

The follow-up questionnaire collects information on each individual in the former household and on that person's new household. It includes five new pages, plus all of the individual sections of the Wave 4 household questionnaire:

- Section 00C: Survey information sheet
- Section 00D: Identification of the new household.

- Section 1C: Demographic characteristics of the respondent.
- Section 1D: Economic characteristics of the household
- Section 1E: Individual assets
- Sections 3, 5, 6, 7, 9, 10, 18 and 19 of the household questionnaire, which collect information on parents, schooling, health, activities/time use, fertility outcomes, anthropometry, expenditures and remittances -- at the individual level.

Thus, the individual is the unit of observation for the follow-up questionnaire. However, the questionnaire is designed so that information on all of the individuals in the former household can be collected with the same questionnaire, even if they are currently residing in different households.

B. INSTRUCTIONS

All of the persons to be interviewed are members of former households in the KHDS. We already have household rosters and partially completed questionnaires for all of them: any household that was replaced in Wave 2, for example, has a questionnaire with sections 0, 1A, 1B and 20A completed and a roster with the persons listed from the previous wave (Wave 1).

1. Prepare the follow-up questionnaire

a. Your supervisor will provide you with a list of all of the persons from Waves 2 and 3 who dropped out of the sample. Using this list and information from the previously completed questionnaire, you will prepare a follow-up questionnaire for all former members of households that dropped out of the survey between Waves 1 and 4.

b. Copy the original cluster, household number and name of the household head of the replaced household at the top of Section 00C of a follow-up questionnaire. The head should be the person who was last the head of the household, not the person contacted during the enumeration. He/she may or may not be the person listed on line 01 of the roster, and you may have to consult more than the last questionnaire to find out.

c. Turn to Section 1B of the last completed household questionnaire, where the interviewer recorded what happened to the household members. In Section 00C of the follow-up questionnaire, place an "X" next to the line number of each household member who was coded as "MOVED" in question 1 of Section 1B of the household questionnaire. Copy the answers to questions 2 and 3 of the household questionnaire onto questions 1 and 2 of Section 00C of the

follow-up questionnaire. If there are any comments written on the observations part of the household questionnaire that indicate where the household moved, copy them into the cover of the follow-up questionnaire to help in finding the household. You can also consult the "report on replaced households" form, which may indicate where some members moved.

Remember that it is often the case that not everyone on the roster was a member of the household during the last wave; make sure that you look only for information about those with an "X" on the roster card for the last wave.

2. Locating the former household members

Within the cluster

The place to begin the search for the former members is in the survey cluster. Those who moved within the cluster (Section 1B, question 3, code 1) should be there and they may know where to locate other former members. When you have information on the probable location of one of the persons on the roster, write the name of the town and/or village, district or region in question 3 of Section 00C, "PROBABLE LOCATION". For example, if the person was found in the cluster, you should write "IN CLUSTER" for question 3. If someone in the village says that the person has moved to Bukoba, then write "BUKOBWA" for question 3. Also ask for the name of the household head of the household in which the person is now living and record that name in the observations section facing section 00C. When you obtain improved information, erase the previous information and replace it by your best guess for PROBABLE LOCATION in question 3 and for the name of the probable household head in the observation section.

When a member is found in the cluster, complete question 4 of Section 00C -- "RESULT #1", code 1 "FOUND IN CLUSTER". Then complete the entire follow-up questionnaire for that person. Use the household roster and complete the same line of the questionnaire as the person's name on the roster.

If you find that the person has died since the last wave, write code 2 "DIED" in question 4. If the person has moved elsewhere in the region, write code 3 "OUTSIDE CLUSTER, IN KAGERA", and update the information in question 3 if you know the name of the place where the person has moved. If the person is living outside of Kagera, record code 4. We will not be following former members outside of the region.

Although you already have some information about where the person has moved, in Question 2, it is very important to ask neighbors and relatives again about the person's location, even if the person is supposed to be outside of Kagera region, since it is possible that the he or she moved away and has since returned.

You should complete all sections of the follow-up questionnaire for every former household member in the cluster, and mark a code in question 4

"RESULT #1" for every former member, including those not found. Then return the follow-up questionnaire to the field manager, who will send a team to other areas in Kagera to search for the former household members. When you return the follow-up questionnaire, every person with an X in the first column of Section 00C should have a code in question 4, "RESULT #1". However, at this point question 5 should be blank for all individuals, even those for whom you have filled out the rest of the questionnaire.

Outside the cluster, in Kagera

The Field Manager will review the results and determine when and how those outside the cluster but in Kagera can be reached. Some individuals may live in or near other clusters, where it will be convenient for another team to ask the questions. In other cases, an interviewer may have to make a special trip.

If you are asked by a supervisor or the field manager to search for an individual outside of the original cluster, you should record your results in question 6, "RESULT #2". Ask the entire questionnaire to each person you find.

3. Completing the follow-up questionnaire

It is important to keep in mind that each person on the household roster could be living with a different group of people, in a different place than the other persons on the roster. The follow-up questionnaire should be thought of as an individual questionnaire, packaged efficiently so that information for more than one person can be captured on one document. The only thing that these former members necessarily have in common is the household number of the household of which they used to be a member.

Once you have located the person, complete sections 00C, 00D, 1C, 1D, 1E and all of the other sections in the follow-up questionnaire for that individual. Sections 00D, 1C, 1D and 1E are new; however the questions will look familiar to others asked in the household questionnaire. Sections 3, 5, 6, 7, 9, 10, 18 and 19 are identical to the same sections of the Wave 4 household questionnaire. There will be only one interview with this person in one day -- so there is no "round one" or "round two". Check the answers carefully, because you will not be able to return for corrections.

General instructions

Household membership. There is no question about "household membership" in the follow-up questionnaire. You are asked to record the required information for the household in which the respondent is currently residing, regardless of how long the respondent has lived there or whether he/she intends to stay. Section 00D is about the current household, not the household to which the person belonged at the time of our last visit.

Reference period. As discussed in the Wave 3 interviewer's manual (page 7), the reference periods in the Waves 2, 3 and 4 questionnaires which

read "6 months (or since my last visit)" are usually interpreted as "since my last visit." However, for the Follow-Up Questionnaire the researchers want to be able to compare households to one another, even if one was last seen six months ago and another last seen seventeen months ago. Therefore the reference period for Sections 3, 5, 6, 7, 10, 18 and 19 should all be interpreted this time as "since exactly six months ago or " and give the date. The only exception to this six month reference period for the Follow-Up Questionnaire is Section 9, which should refer to the entire period of time since the last time this section was completed for this woman. Section 9 of the Follow-Up Questionnaire will be administered to all former household members who are female and between ages 15 and 50.

Former members who moved together. You may find that several former members of a survey household are currently in the same household. The answers to the questions in section 00D will be identical for each of these persons; it is acceptable to copy this material for two or more people. However, it is also good practice to verify the answers given by the first person by asking the others some of the same questions.

Other members of the current household. We will not be interviewing other members of the households to which former KHDS household members have moved. The follow-up questionnaire is only for former KHDS household members.

Do not add any new names to the household roster from the former KHDS household.

Section 00D: Identification of the new household

The objective of this section is to obtain information on the household in which the former member is currently living. In question 1, write in BLOCK letters the name of the village or town where the respondent is currently living. In questions 4 and 5, if the respondent is currently living in an area that is a KHDS cluster, write the cluster number in question 5. This is the cluster where the respondent is currently living, which may not be the same as the cluster where he/she was living the last time he/she was interviewed.

In question 6, write in BLOCK letters the name of the head of the household in which the respondent is currently living. This person may be different than the head of the respondent's former household -- whose name is written in Section 00C. Questions 8-12 collect information on the characteristics of the head of the household in which the respondent is currently living.

Section 1C: Demographic characteristics of the respondent

This section collects some of the information formerly in section 1 of the household questionnaire: the respondent's sex, age, relation to the head and marital status. There is no code for tenant or mkataba servant in question 2, on relation to head, since these persons are considered households in and of themselves and cannot be part of any other household. The skip instruction on code 1 assures that you will not ask the head his or her age a

second time, after just asking it in section 00D, question 9.

Questions 4-6 are about the respondent's marital status. If the respondent's partner or spouse is living in the same current household, then you must write a code in question 6. (Question 6 asks for the spouse or partner's name, but you must write a code, not the name.) If the spouse or partner was a member of the former KHDS household and has moved to the current household with the respondent, then write that person's line number in question 6. If the spouse or partner was not a member of the former KHDS household and is living in the current household, then write 99 for question 6. You must write 99, since the spouse/partner will not be on the household roster for the former KHDS household.

Question 7 asks for how many months the respondent has been living with the current household in the current dwelling. The answer may be more than 12 months, since some of the respondents will be from households that dropped out between Waves 1 and 2. However, the answer should not be any larger than 24 months. If the answer is less than the time since the date moved as recorded in question 1 of section 00C, probe to make sure that the household has moved more than once.

Question 9 is tricky. The objective of this question is to record for each respondent the line numbers of former household members who moved with them into the current household. You should ask the following question: "Is ...[NAME]... living with you in this household?" and substitute for [NAME] the names of all of the persons on the Household Roster Card from the former KHDS household. For example, suppose that person 01 tells you that persons 03, 04, 08 and 10 are also in the current household. Then on line 01, question 9, you will write the following:

	A	B	C	D
	ID	ID	ID	ID
	CODE	CODE	CODE	CODE
LINE 01	03	04	08	10

The line for person number 08 will look like the following:

	A	B	C	D
	ID	ID	ID	ID
	CODE	CODE	CODE	CODE
LINE 08	01	03	04	10

Section 1D: Economic characteristics of the current household

This section collects a few summary characteristics of the

respondent's current household. Questions 1-4 are about the age and sex composition of the current household. Children are defined as persons under 15 years of age. You should not count tenants or mkataba servants in the current household as members. In questions 5-8, write the number of people in the current household who work on a family farm (Question 5), raise animals that they own (Question 6), own a business or are self-employed (Question 7), or who work as employees for an employer outside the household. You should include the respondent in the answer if he/she is also engaged in these activities.

Section 1E: Individual assets

Only former members 7 and older should respond to this section. The objective of this section is to obtain information on the individual's current ownership of assets and durable goods, and information on assets or durable goods sold since the last visit of the interviewer. The reference period for this section is since the last visit of a KHDS interviewer. This can be 6 months ago, 12 months ago or 18 months ago, for example.

The assets and durable goods that are asked about in this section include: dwellings (questions 1-4A); durable goods (questions 5-8); shambas (questions 9-12A); and cattle (questions 13-16A). Notice that the only animals asked about are cattle -- do not include sheep, goats or other animals in the question. For question 5, read the list of items in the question. If the respondent answers "YES" to any of the items mentioned, write code 1 for the answer.

Questions 1 through 4 ask about dwellings owned and sold by the respondent. Question 4A asks about dwellings owned by persons in the respondent's current household, who were not in the respondent's household the last time they were visited by a survey team. This includes anyone in the respondents current household who is not on the former household's roster card.

Questions 12A and 16A also refer to members of the respondent's current household who are not listed on the former household's roster card.

Section 9: Fertility

This section is to be answered by all female former household members age 15 to 50. Question 7, "Is he or she still living in your household?" refers to the current household. For question 8, which asks for the child's ID, list the code from the roster for children who are on the roster. For children who are living in the current household but are not on the roster, enter 99 as the response to question 8.

Section 19A: Remittances Received and Borrowing

Question 1. The question asks "During the past 6 months, have you received money or goods from persons who are not members of your household?" For the Follow-Up Questionnaire this question refers to money or goods received from someone who is not in the respondent's current household. For example, if the respondent currently lives separately from other members of his or her

former household and receives money from one of them, that receipt should be recorded here. On the other hand, if this respondent received money from someone in the current household, who was not a member of the former household, the receipt should not be recorded in Section 19A of the Follow-Up Questionnaire.

Questions 4, 15 and 26. These questions are only asked if the respondent received a remittance from his or her child who is living outside the household. Write 99 if the child has died. Otherwise leave the question blank. Do not attempt to copy the ID code of the child living elsewhere from Section 2 of a former wave.

Section 19B: Remittances Sent and Loans Extended

Question 1. The question asks "During the past 6 months, have you sent money or goods to persons who are not members of your household?" For the Follow-Up Questionnaire this question refers to money or goods sent to someone who is not in the respondent's current household. For example, if the respondent currently lives separately from other members of his or her former household and sends money to one of them, that gift or loan should be recorded here. On the other hand, if this respondent gave money to someone in the current household, who was not a member of the former household, the gift or loan should not be recorded in Section 19B of the Follow-Up Questionnaire.

Questions 4, 15 and 26. These questions are only asked if the respondent sent a remittance to his or her child who is living outside the household. Write 99 if the child has died. Otherwise leave the question blank. Do not attempt to copy the ID code of the child living elsewhere from Section 2 of a former wave.

C. **DATA ENTRY**

The information on the follow-up questionnaires will be entered by a data entry operator using a special data entry program for the follow-up questionnaires. The follow-up questionnaire data should not be mixed on the same diskettes with the household questionnaire data for Wave 4, since files with the same household number will over-write each other. The household number for the follow-up questionnaires will be the cluster + the household + F. That is, the follow-up questionnaire for cluster 01, household 01 would be written as 0101F. After the data are entered, the data entry program will issue a printout. The printout can be checked against the questionnaire and corrections can be made.

D. **MANAGEMENT**

When all of the possible former household members have been interviewed and the data entered, the questionnaires will be returned to the Field Manager, who will decide whether there will be further follow-up.

PHASE 2: FOLLOW-UP OF INTACT HOUSEHOLDS

A. METHODOLOGY AND SCOPE

For a limited number of households that moved between Wave 3 and Wave 4, we will complete the household-level sections of the household questionnaire as well. Household-level follow-up will occur only in cases in which the entire household has moved intact (except for those who died). The household will be considered "intact" even if there are new household members or a new household head. Further, only households that moved since Wave 3 would be involved. If all of the households that moved between Waves 3 and 4 were completely intact, then a maximum of 25 households would get household-level follow-up. However, the number is likely to be fewer, since in some cases the head has died and the household disintegrated.

B. INSTRUCTIONS

For households that moved intact between Waves 3 and 4, the Field Manager will send an interviewer to the household with a new Wave 4 household questionnaire and the household roster from Wave 3. The household will retain its former number, but with the letter "M" after it. That is, household 01 in cluster 01 would be 0101M.

Since all of the individual information for members of these intact households will already have been collected in the follow-up questionnaire, we will need to collect only household-level data. The interviewer will complete the following sections of the new household questionnaire: 1, 2, 4, 11, 12, 13, 14, 15, 16, 17, 20. For Section 16A1, the interviewer must use the form generated by the data entry program from the former household's last printout.

All households that moved intact and are followed up in this way would get the Wave 4 household questionnaire, even if the last questionnaire they completed was a Wave 1 or Wave 2 questionnaire.

Section 16B: Housing Expenditures

The intact household may have incurred expenses to move to its new location or to construct its current dwelling. Expenses for the transportation of household members, their baggage and any of their property should be recorded in Section 16B, item 17, as expenditures on "home service". Expenses for the construction or purchase of new housing should be entered as item 37 in the same sub-section.

C. DATA ENTRY

The data will be entered using the existing Wave 4 data entry program. However, the files will be kept in a separate directory from the rest of the Wave 4 household files to avoid any confusion.

SUMMARY

To summarize:

- o Individuals from households that moved between Waves 1 and 2 or Waves 2 and 3 will be interviewed with the Follow-up Questionnaire.
- o Households that moved between Waves 3 and 4 will be treated as follows:
- o The interviewer will complete sections 1A, 1B and 20 of the Wave 4 household questionnaire, as is always done for households that drop out of the sample. This information will be entered in the standard Wave 4 data entry program along with other households in the cluster, under its original household number.
- o The interviewer will interview all individuals from households that moved using the Follow-up Questionnaire. This information would be entered using a special data entry program. The household members would be grouped according to their former household number, with the letter "F" appended. This is identical to the procedure for moved households from previous waves..
- o The field manager will decide whether the household qualifies as an intact household. If so, the household will be interviewed with a fresh Wave 4 household questionnaire, completing only the sections specified above. The household will have the same number, but with an "M" appended. It will be entered in a special file with the Wave 4 data entry program.

ANNEX I. CALENDAR OF EVENTS IN KAGERA

Supplement this list with the names of events which are specific to the village where you are interviewing.

YEAR	<u>E V E N T S</u>
1914-18	1st World War
1926	Tanganyika Iligawanywa katika Provinces (Majimbo)
1932-34	Akimbizi kutoka Burundi - Karagwe. Ngara, Muleba-walisababisha njaa.
1935-36	Nzige wengi sana waliharibu mazao ilitokea Mkoa mzima - watu walikula nzige.
1939-	Vita kuu ya pili
1940	Serikali ya kikoloni ilihamisha machief kwenda nchi nyingine e.g. Uganda.
1943-	Njaa (IKAMBURA MABATI)
1945-	Tetemeko (Omusisi)
1946-	Vita ya pili iliisha.
1948-	Vyama vya kikabila (Bahaya Union)
1949-	Vuguvugu la Siasa - TAA ikaanzisha
1950-	Co-operative Union zilianzishwa
1951-52	Malipo mazuri ya kahawa (amahela gebisibu)
1952-	Chief wa Ihangiro alifukuzwa kazi shauri ya kudhulumu watu kahawa.
1953	Vyama vya Kikabila vikaungana na TAA.
1954-	TANU ilizaliwa
1958-	Districts zilitengwa Karagwe ikajitegemea.
1960-	Serikali ya kikoloni viongozi wa TANU walikamatwa na kushitakiwa.
1961-	Uhuru
1962	Machief wote waliondolewa kwenye madaraka.
1963-	Mvua kubwa daraja ziliondolewa mito kujaa na ziwa kufurika.
1964-	Mapinduzi-Muungano wa Tanganyika na Zanzibar
1966-	Mvua iliyonyesha siku mbili mfululizo.
1967-	Azimio la Arusha
	Mbunge wa Ihangiro na Karagwe walifukuzwa kazi kwa ajili ya kupinga Azimio.
1971-	Miaka 10 ya Uhuru.
1972-	Vita ya kwanza ya Iddi Amin
1973-74	Njaa (Kilimo cha kufa na kupona) Bukoba Vijijini na Muleba
1976-	Vijiji vya Ujamaa Chapa Kagera.
1978 Oct.	Vita ya Iddi Amin viliianza
1979 June	Vita ya Iddi Amin viliisha
1981-83	Aids ilijulikana kama Juliana
1985-	Utawala wa Rais Mwinyi