

QUESTIONNAIRE RECEPTION AND OFFICE EDITING GUIDELINES

QUESTIONNAIRE RECEPTION

I. HOUSEHOLD QUESTIONNAIRES

1. Ensure that all household questionnaires **are sorted in ascending order of household number** within the cluster.
2. Ensure that all geographic and interview information codes are completed on the cover sheet of the household questionnaire.
3. Check that the total number of household members agrees with the number of members recorded in the household schedule.
4. An individual questionnaire must exist for each eligible adult of the household, and for no other members.

If an eligible person exists for whom there is no individual questionnaire, talk with the field supervisor. A questionnaire should be created for any eligible person for whom no questionnaire exists. The result code should be “7 – other” and the words “questionnaire not returned from the field” should be written on the cover of the questionnaire. Be sure to correct the total number of eligible women/men on the cover of the household questionnaire if this is done.

II. INDIVIDUAL QUESTIONNAIRES

1. Ensure that each of the individual questionnaires is **placed in ascending order** of line number within the household questionnaire; do not take into consideration the sex of the respondent, only the line number.
2. Ensure that the geographic and interview information codes are completed on the individual questionnaire cover page.
3. Once the questionnaires have been checked, one by one, and put into the correct order, the cluster of questionnaires should be checked against the control sheet returned from the field.
 - Each household, woman and man should be listed on the control sheet.
 - The result code for each interview (household, women and men) should be marked on the control sheet.
 - Check the correctness of each of the household and individual questionnaires (present, result code, selection for male sub-sample), one by one, and tick them off on the control sheet.
 - Add to the control sheet any questionnaires you created because they

were missing.

- Strike from the control sheet any questionnaires you have removed because of ineligibility.

Finally, tally the total number of households (complete and incomplete), women (complete and incomplete) and men (complete and incomplete) and write them on the cluster control sheet for data processing control.

4. Bundle the questionnaires and place the data processing control sheet on top. Place them in the area reserved for “Clusters Ready for Office Editing”.

OFFICE EDITING

I. HOUSEHOLD QUESTIONNAIRES

1. Ensure that all household questionnaires **are sorted in ascending order of household number** within the cluster.
2. Ensure that all geographic and interview information codes are completed on the cover sheet of the household questionnaire.
3. Check that the total number of household members agrees with the number of members recorded in the household schedule.
4. Check that all members listed in the household schedule usually live in the household or at least slept in the household the previous night. If the member neither slept in the household the previous night nor is a usual resident of the household then they should be removed from the household listing. In doing this, all references to line numbers within the household schedule and on the cover pages of the individual questionnaires must be adjusted accordingly. Additionally the total number of members listed on the cover page should be corrected.

The eligibility for individual interview of each member of the household should be checked. To be eligible a person must be:

Female (column 09)
Aged 15-49

Male (column 10)
Aged 15 or more

Children (column 11a)
Aged 0-5

Children (column 11b)
Aged 5-14

Disability (column 25)
Any person with disability according to column 24

For each eligible person, their line number in the correct eligibility column should be circled. Only one circle could exist in column 09, 10 and 11a.

The number of women line numbers «QH09» circled should equal the number of eligible women on the cover sheet and the number of women in the Women's Heights/Weights section of the household questionnaire.

The number of men line numbers «QH10» circled should equal the number of eligible men on the cover sheet and the number of men in the Men's Heights/Weights section of the household questionnaire. If the household was not selected for male survey, QH10 must be blank and the amount of eligible men in the cover must be 0.

The number of children line numbers «QH11A» (0-5 years) should equal the number of children in the Children's Heights/Weights section of the household questionnaire.

The number of children line numbers «QH11B» (5-14 years) should equal the number of children in the Child Labor section of the household questionnaire.

The number of persons line numbers «QH25» (disability persons) should equal the number of persons in the Disability section of the household questionnaire.

II. INDIVIDUAL QUESTIONNAIRES

1. An individual questionnaire must exist for each eligible member of the household, and for no other members.
2. Ensure that each of the individual questionnaires is **placed in ascending order of line number** within the household questionnaire.
3. Ensure that the geographic and interview information codes are completed on the individual questionnaire cover page.
4. Check that the number of children listed in the birth history agrees with the number given in question «Q208».
5. Check that the number of children born since January «2008» agrees with the number given in question «Q224»
6. Code the types of occupation in questions «Q806» and «Q811», and «QM604»