Tuvalu HIES Data Entry Application Reference Guide

November 2, 2015

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Installing CSPro 6.1

First, we should obtain a copy of CSPro 6.1 by going to web link.

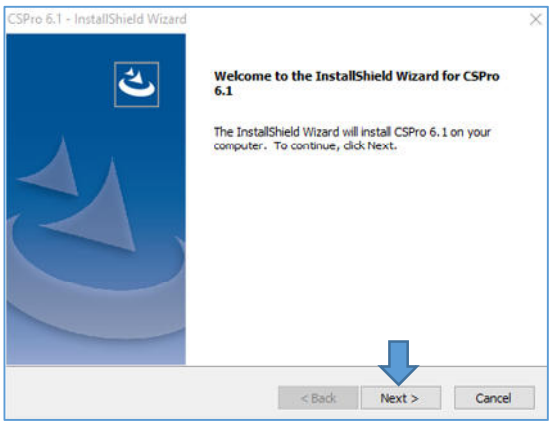


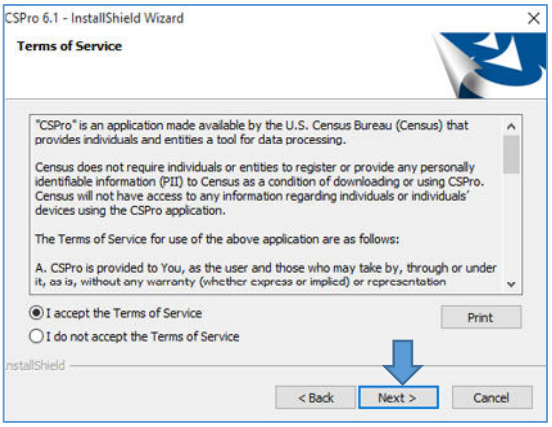
http://www.census.gov/population/international/software/cspro/

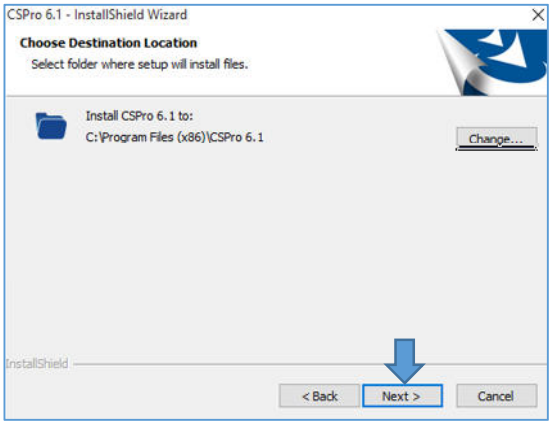
One this webpage there should be a link that says “Download CSPro.” After downloading the file locate the newly downloaded file and open the file to start the installation procedures. The downloaded program icon should look like the icon displayed to the left of this paragraph.

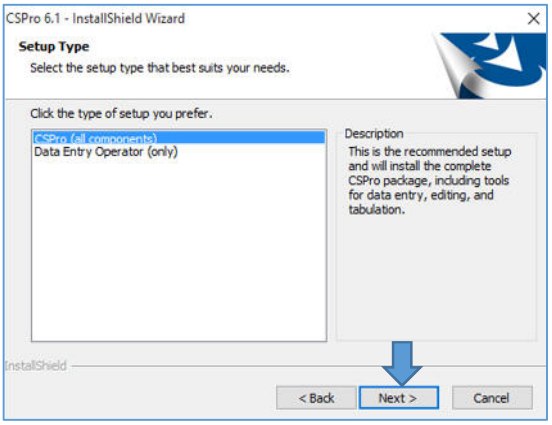
CSPro can run only on PC running these Operating Systems, Windows XP, Windows Vista, Windows 7, Windows 8, Windows 8.1, and Windows 10.

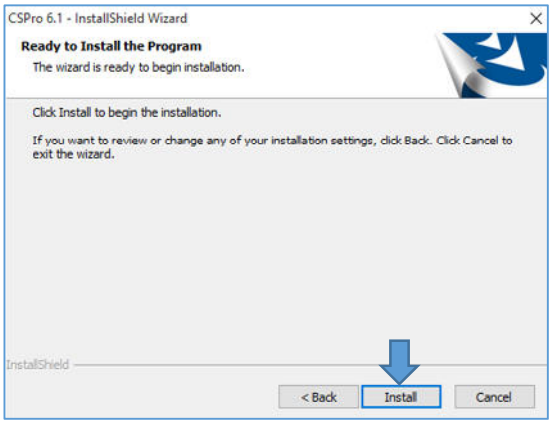
After initiating the installation procedure the follow the windows below –

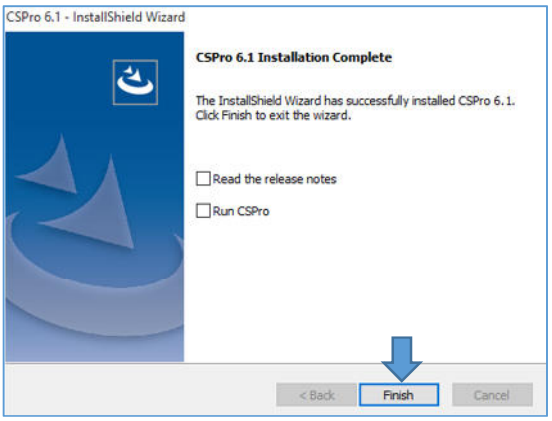












After clicking the "Install" button, a series of install prompts will flash and an installation folder window may show. Just close this window and your computer is now ready for the installation of the HIES program.

Installing the HIES Application

The installation procedures are straightforward but depends if the install folder is compressed or not. We are going to assume that the file you have received from SPC is compressed and first thing that we need to do is to decompress the folder.

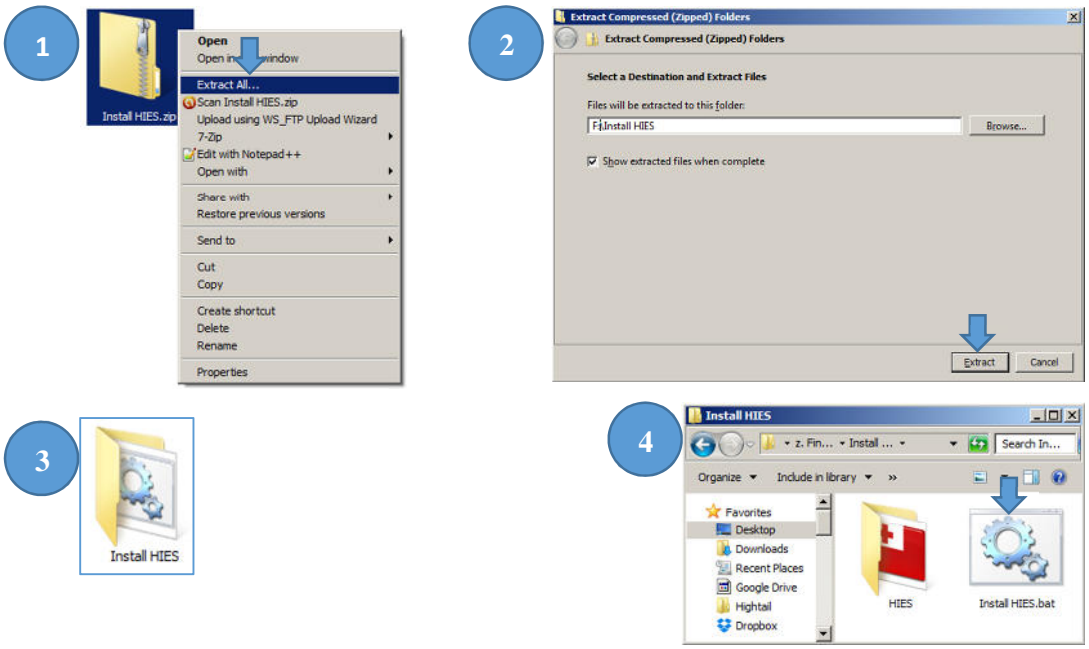
[1] Locate the file the HIES installation file called "Install HIES.zip" this can be located by a picture that looks like a folder with a zipper. If your "Install HIES" icon has a picture of a folder and zipper that means that your file is compressed and we will need to decompress the folder to properly install the HIES program into your computer. If your folder does not have a zipper image on it, it means the folder is already decompressed and should look like the icon shown on step three. If this is the case, go to step three.

Continuing, right click over the compressed folder then there should be a new pop-up menu that will appear. Take your mouse and navigate to the "Extract All…" option then left click to open a new window shown in step two.

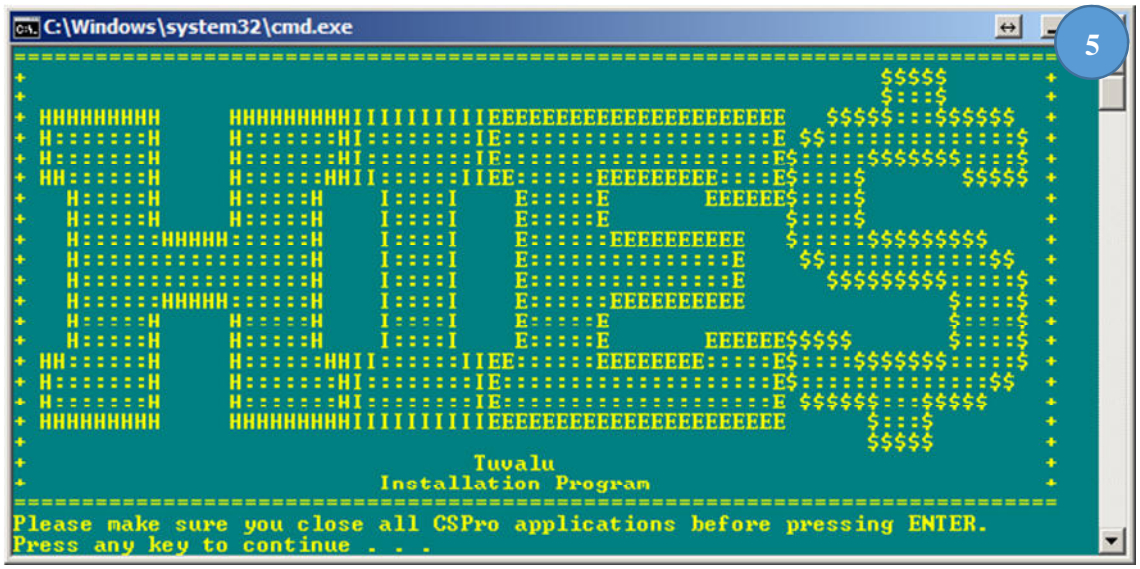
[2] In this new window, "Extract Compressed (Zipped) Folders", just click on the "Extract" button. You do not have to worry about the location. By default, the extraction location is in the same folder as the "Install HIES.zip" file.

[3] After the extraction process, a new folder should appear in your current working folder having the same name "Install HIES." However, this time this new folder icon does NOT have a zipper and it is now an official Windows folder. Opening this folder will contain one (1) file and one (1) folder, illustrated in step

[4] The folder that you have just extracted should contain one folder called "HIES" and one file called "Install HIES.bat". Double click (open) the "Install HIES.bat" file to install the HIES program.



[5] Double clicking on the "Install HIES.bat" file will start the installation program. After you close all CSPro applications press the enter key at the prompt.

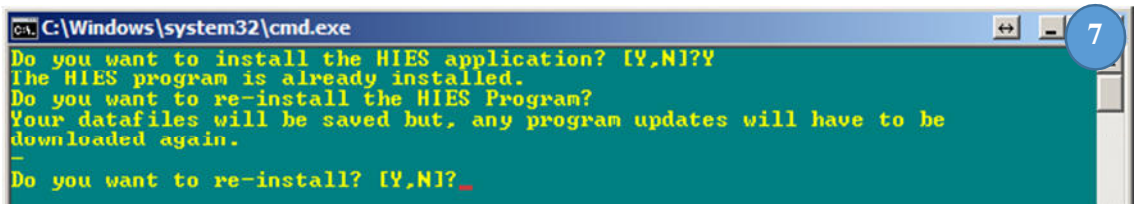


[6] The program will ask if you want to install the HIES application. Press the letter "y" on your key board to continue. Pressing "n" will abort the installation.

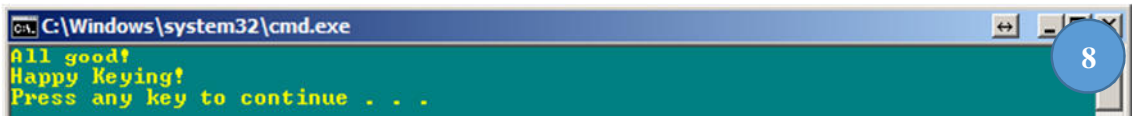


[7] If the HIES program was previously installed, you will get the message below – "The HIES program is already installed. Do you want to re-install the HIES program? Your data files will be saved but, any program updates will have to be downloaded again." To reinstall is almost like a factory reboot restoring all the files to its original settings. This means that you will need to download any updates

from the server. Do worry this process will not delete or overwrite any of the files that you have entered into your computer.

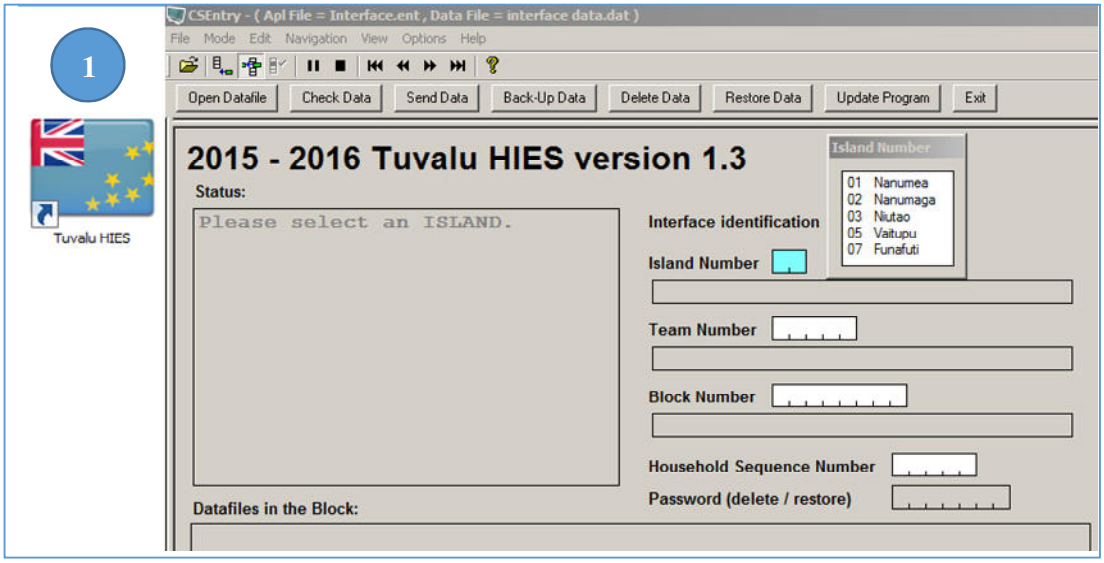


[8] The "new install" and "re-install" prompts will show a window similar to the one below.



Using the HIES Data Management System

[1] After installing the HIES application there will be a new icon on your desktop called “Tuvalu HIES” and will have an icon like that of your national flag. Double clicking (open) the “Tuvalu HIES” shortcut will open the “2015-16 Tuvalu HIES Interface.” The image below show the how the screen will look like one you open the program.



The version number will always be between 1.1 and 1.9, if the installation was a new or re-installation. The HIES interface window is similar to any Windows application and contains the same options such as top-right buttons - minimize, maximize and close window. We will go over the different parts of the interface window in different parts of this document.

Selecting the Household Sequence Number / HIES Household ID

[2] Once the interface window opens, it will immediately ask the user to enter the correct island number. For this example, we will use this envelope information –



2015–16 HOUSEHOLD INCOME AND EXPENDITURE SURVEY

TUVALU CENTRAL STATISTICS DIVISION

TUVALU CENTRAL STATISTICS DIVISION

IN ACCORDANCE WITH THE TUVALU STATISTICS ACT (CAP. 15), ALL PRIVATE INFORMATION IN THIS ENVELOPE WILL BE KEPT STRICTLY CONFIDENTIAL

HOUSEHOLD DETAILS			
HIES HOUSEHOLD ID 7 0 0 1	Set A, B, C A	ROUND 0 1	TEAM ID 0 1
ISLAND GROUP Funafuti Code 7	VILLAGE Lofeagai Code 0 1		
GPS CODE: LONGITUDE: -----unused---------	LATITUDE: -----unused---------		
HOUSEHOLD HEAD (HH)	First name / Surname John Smith	Phone Number (optional) 123456	

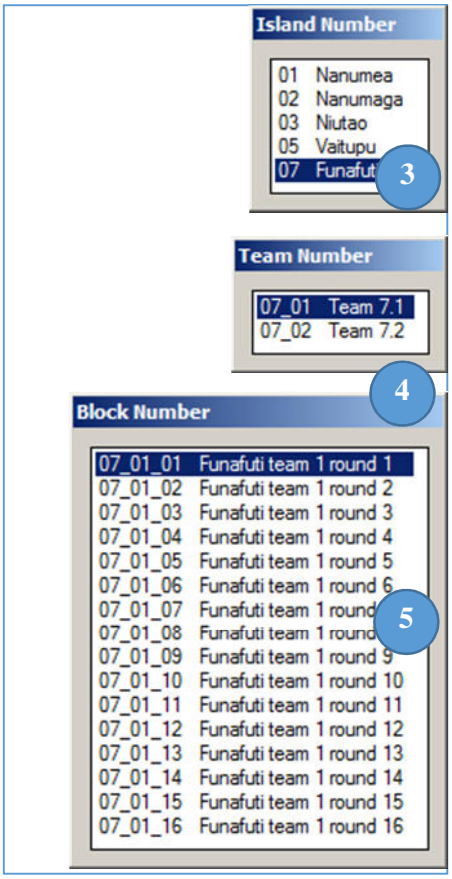
[3] The HIES interface is preloaded with all the sample households but need a way to display only relevant households to the user. It can do this be filtering Household Sequence Numbers that are island, team and block specific. So let us pick the "Island number" first. In our example, we will choose "07 Funafuti."

[4] Once we select "07 Funafuti," the computer will display the team number. Select the appropriate team number. In our example, we selected "07_01 Team.7.1."

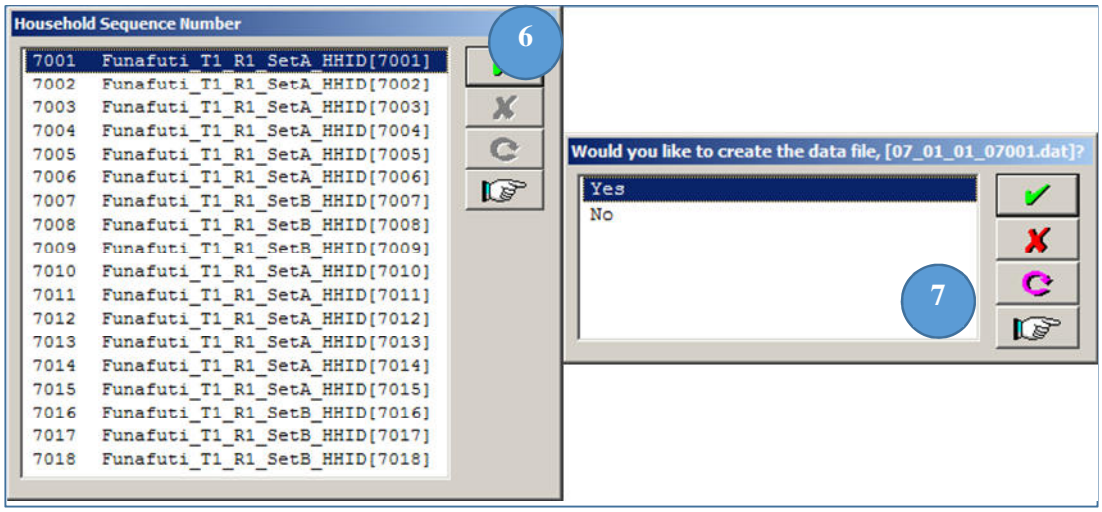
[5] The interface will now display all the block numbers that are associated with team "07_01 Team 7.1." Again, in our example we will pick "07_01_01 Funafuti team 1 round 1".

[6] After selecting the correct Block Number, the interface will then show several "HIES HOUSEHOLD IDs" all we have to do is find the household ID on the form and match it to the one in the interface. Note: The "HIES household ID" shown in the questionnaire is the same as the "Household Sequence Number."

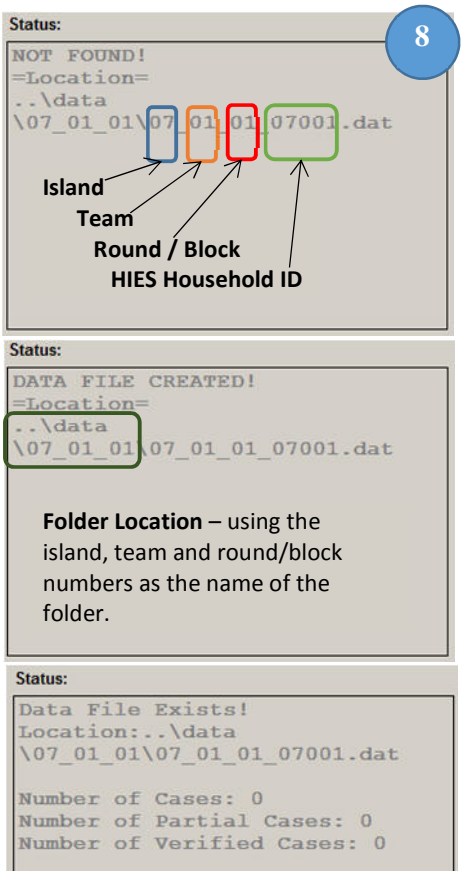
The Household Sequence Number is probably the most important number in the cover form. The Household Sequence Number is used to link all the data together. If



you cannot find the household number double check that you selected the correct “Island Number” the correct “Team Number” and the correct “Block Number” if you continue to have the wrong sequence number, please contact the HIES staging office.



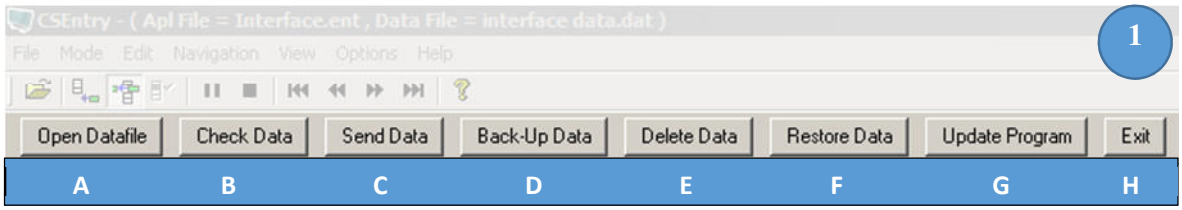
[7] After you select the correct “Household Sequence Number,” the interface will ask you – “Would you like to create the data file, [01_11_03_10040.dat]?” If you think, you may have already entered the data file but the interface is asking to create the data file, it is best to confirm that you have entered the correct Island, Team and Block number. Do not make mistakes in assigning Household Sequence Numbers. Once a sequence number is assigned, and you later realize later that the sequence number you assigned to a data file was a mistake, you will need to recreate a new data file with the proper data file name and re-enter all the information. You will also need to delete any old or conflicting data. Deleting will be discussed later in this guidebook.



[8] The structure of the data file goes like this – the first set of numbers “07” represents the island so, in our case this is Funafuti. The second set, “01” represent the team and again in our case “01” represents Team 7.1. The third set of numbers “01” represent the round, which is tagged to a particular block number so, “01” is the first round of Funafuti Island, which is assigned to Team 7.1 and the block number is “07_01_01 Funafuti team 1 round 1.” The last five numbers “07001” is the HIES household ID. Looking at illustration 8 shows the naming structure of the data file. It is important to know this structure just in case there is a need to manually locate data in your computer.

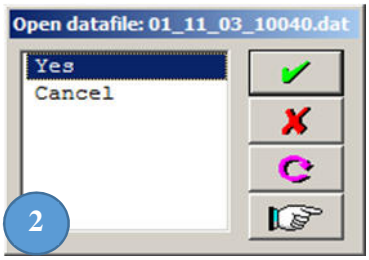
Referring again to illustration 8, shows three different screen shots of status messages. These messages are invoked depending if the interface can find the data file. The first status message is displayed when the HIES household ID selected, cannot be located or it is the

first time that the interface is asked to locate the HIES household ID. The second status message is displayed after you are prompted and agreed to create a new data file as illustrated in illustration 7 above. The third status message is displayed after selecting a HIES household ID / Household Sequence Number and the data file has already been created. A number of zero (0) displayed beside the "Number of cases:" means that a file associated with the selected HIES household ID exists but no data has been entered. A value of one (1) shown on this line means that the data exists in the data file.



Exploring the Toolbar

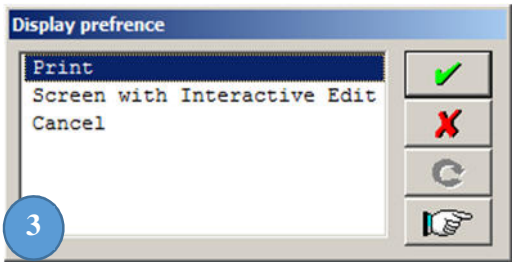
Although the menu and tool bars seem a bit confusing we have made a special tool bar with some shortcut buttons to make managing HIES data easier for you.



[1A] Adding Data to the Data File

After selecting a HIES household ID from the interface's menu the buttons above will be active. The first button is the "Open Datafile" clicking this button will allow us to open the HIES entry system.

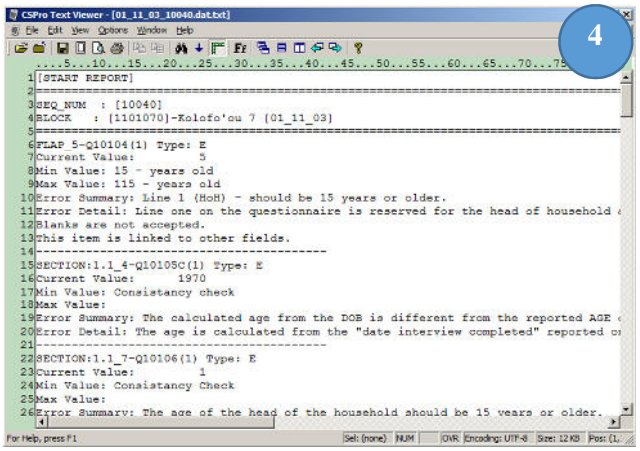
[2] Confirm your selection again by selecting "Yes" and clicking on the green check mark. After confirming that you want to open the data file a new window will open showing the HIES data entry application. We will discuss more on the HIES data entry application in a different part of this document. If you want to know more about entering HIES data go the section heading "Entering HIES data," later in this document. For now, we will explore the different buttons and actions in the tool bar.



[1B] Checking the Data File

After you have entered HIES data you might want to double check if the data has any faults that was keyed either by the operator, recorded by the enumerator or communicated by the interviewee. To do this we click on the button "Check Data."

[3] Once you invoke the check data button, a new popup window will be displayed showing two types of display preferences. The first option will format all the faults in printable pages allowing you to print all the

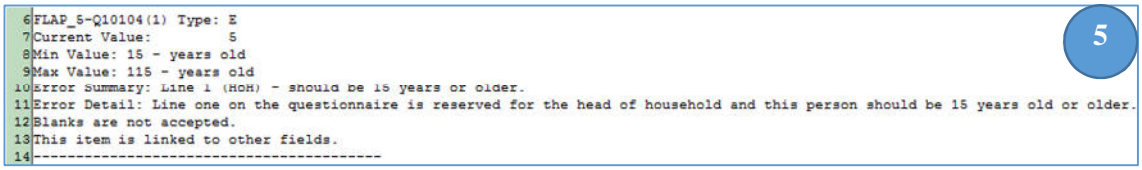


faults associated with the selected HIES household ID. Illustration 4 shows an example of the fault report formatted for print.

[4] The fault report contains all the faults for the selected household evaluated for its quality. This report will only show the faults that were captured by the system. Each report starts with the HIES household ID and what block this household is located. The information can help the HIES team locate the proper household if it deemed necessary for a revisit to correct or clarify information.

[5] The second part of the printed fault report is the fault details. Dashed lines separate each fault detail and each fault detail contains key information that will help the enumerator and supervisor figure out how to correct the fault.

Looking at illustration 5, this is a snapshot of the fault report so that we can explore in detail the different parts. This fault detail provides a bit of information but to help us understand how to fix these faults we must breakdown this fault detail and examine each line.

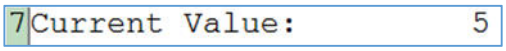


The first line of this fault detail tells us four different things that are important to helping us identifying which part of the questionnaire and entry system invoked the fault.

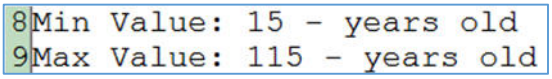


FLAP_5 is the name of the fault message. This name can be linked to other documents such as the fault report, fault summaries that will be provided after each round to help the HIES team find areas of improvement. The next section **Q10104 (1)** is the question number in the questionnaire and the entry system. In this example, question Q10104 is the age of the person on line number 1, shown in brackets. If there is a "2" in the brackets such as **Q10104 (2)**, then this is referring to the person on line number 2, so on and so forth.

There are two types of fault messages. The first is displayed as **"**Type: E" and informs the operator that the fault detail is an error. Error faults must be corrected. The second is fault type is displayed as "Type: W" which informs the operator that the fault is a warning. Warnings will be displayed if a question response is not normal and will need to be confirmed but not necessarily changed. For example, a 15 year old widow is not a very likely situation but possible. So a situation like this will be flagged a warning and displayed to the user.



The second line displays, to the operator, the current value entered for question Q10104 (Age) for the person on line 1. So the based on the information that we have interpreted so far the Age of the person on line 1 is 5 years old.



The third and fourth lines are related to the possible values that this question can accept. Hence, the lowest value is 15 and the highest value is 115. Any value that falls below or over these values will not be acceptable and will cause a fault. By this time, you should be thinking that the current person

is 5 years old and the minimum value is 15 years old. However, it is possible for a person to less than 15 years old, so why is this telling us that this is an error?

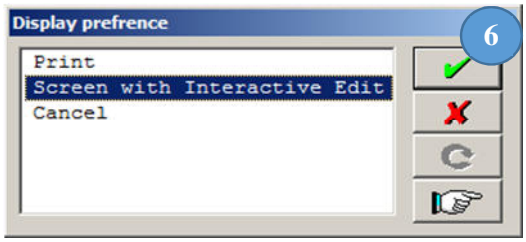
```
10Error Summary: Line 1 (HoH) - should be 15 years or older.
```

This is an error because the rules of HIES reserves line 1 for the head of the household and that this person should be 15 years old or older.

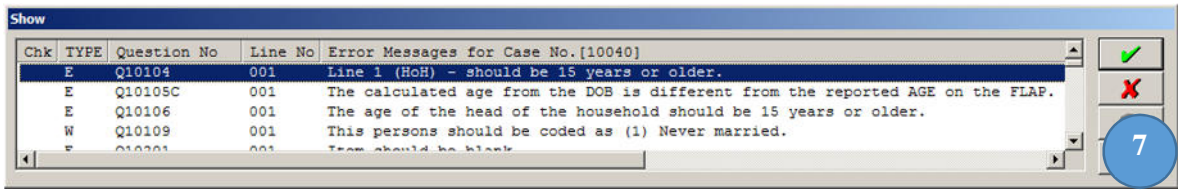
The next couple of lines in the fault detail will provide more information such as linkages and other details to help the operator take necessary step to correct the fault.

[6] There is an interactive fault checking system incorporated into the interface. This system is designed to make fault checking and correcting easier to tackle by pinpointing faults in the questionnaire and allowing the operator to navigate effortlessly to the question that caused the fault.

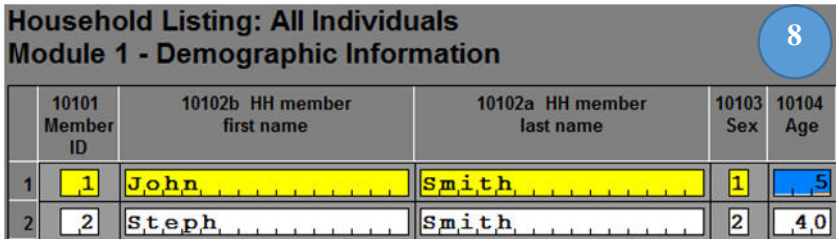
To use this system clicking on the "Check Data" button will show the display preference window shown in illustration 6. Selecting "Screen with Interactive Edit" will display a list of faults shown in illustration 7.



[7] Using our same example fault, we can see some similarities between the printed fault report and the interactive edit fault details. The fault prompt shown in illustration 7 shows a window with five columns. The first column, "Chk", informs the operator if the fault has been checked or investigated. The second column is "TYPE," again informing the operator if the fault is an error or a warning. The "Question No." and "Line No." is similar to the printed fault report. Instead of using a bracket to separate the question and line number, the prompt just displays two numbers. There is not that much space in these fault prompts so they will only display a summary of the fault related to the HIES household ID displayed in the top heading. To investigate a fault we must highlight the fault that we want to investigate and click on the green check mark.



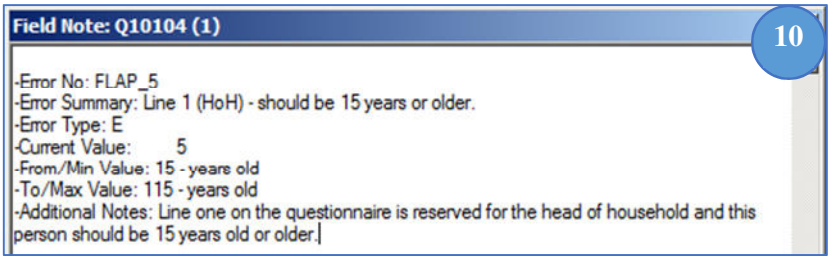
[8] After clicking on a fault, the prompt will attempt to open the associated questionnaire and automatically advance to the question that caused the fault. In our example, the fault prompt will open the entry system and navigate to the first line of question Q10104 as shown in illustration 8. Looking at the cell colors as explained in the "Entering HIES data" section, the yellow cells are skipped cells and blue cells are active. The blue highlighted cell is on the first line of Q10104, meaning that this cell is the one that caused the fault.



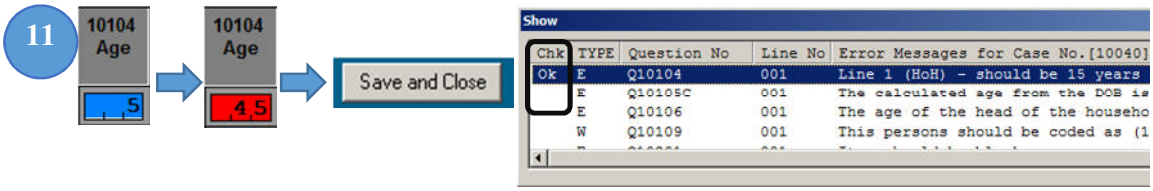
[9] The tool bar located at the top of the questionnaire entry screen, which helps with navigation, will have a new button called "Show Error Note." Clicking this button will open up more details of the fault in a format similar to the fault report.



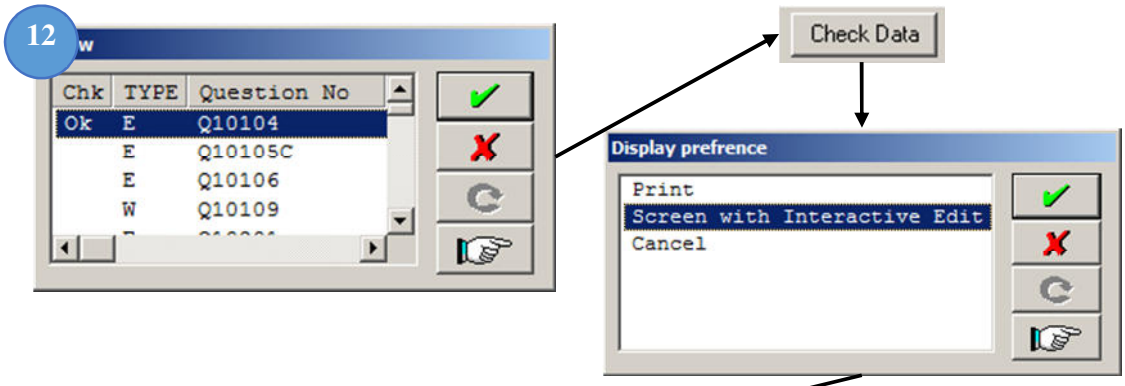
[10] Just like the fault report shown earlier, the fault note report will only show the fault associated with one question and in our case, showing the fault details of question 10104, line number 1. All the details of this fault are the same. Refer a bit earlier in this document for more specifics about the content of the displayed fault details.



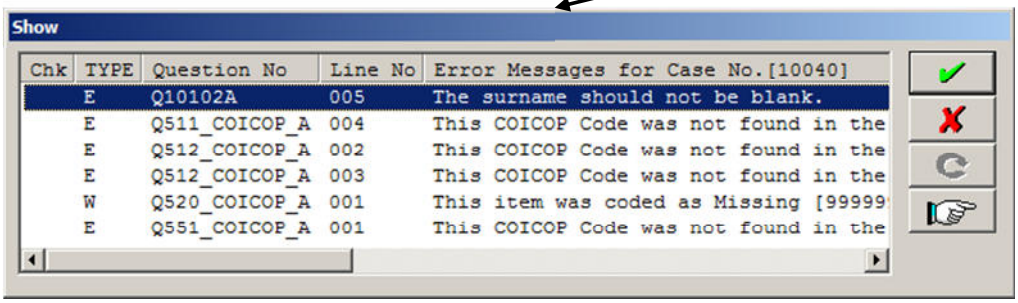
[11] You will need to figure out appropriate ways to correct faults. Normally, operators find it systematically easier to first check for keying faults by comparing what is on the form with what has been entered in the entry system. If both values are the same, the next step is to look for linkages such as checking for consistencies between age and date of birth. If this this seems to be correct look for enumerator faults. For example, the person on line number 1 is actually the son of the household head who is actually 5 years old. If this is the case then appropriate actions should be completed to ensure that the enumerator fills the questionnaire correctly and the operator should try to swap this person with actual head of the household. Taking extra care to move or renumber reference numbers to appropriate line numbers. In our example, it was just a simple mistake in keying and the age was changed from 5 to 45. After you have corrected the fault click save and close the entry will save your changes and close the entry screen then go back to display the faults. You will notice that there will be an "Ok" written under the "Chk" column. This means that you have checked this question. The interface does not know is the new value that you have entered is correct or incorrect. You will need to rerun the fault checking process once more to refresh all the faults as shown in illustration 12.



[12] Often times it is a good process to refresh the fault messages. Refreshing the fault messages will clear faults that have passed the tests and continue to display ones that failed. Each time you correct an error or warning, click on “Save and Close” then click on the “X” button on the fault messages that show that you have checked a question. Click on “Check Data” again and click on “Screen with Interactive Edit.” The new fault messages displayed are now reflecting the changes.



All the fault messages have been refreshed.



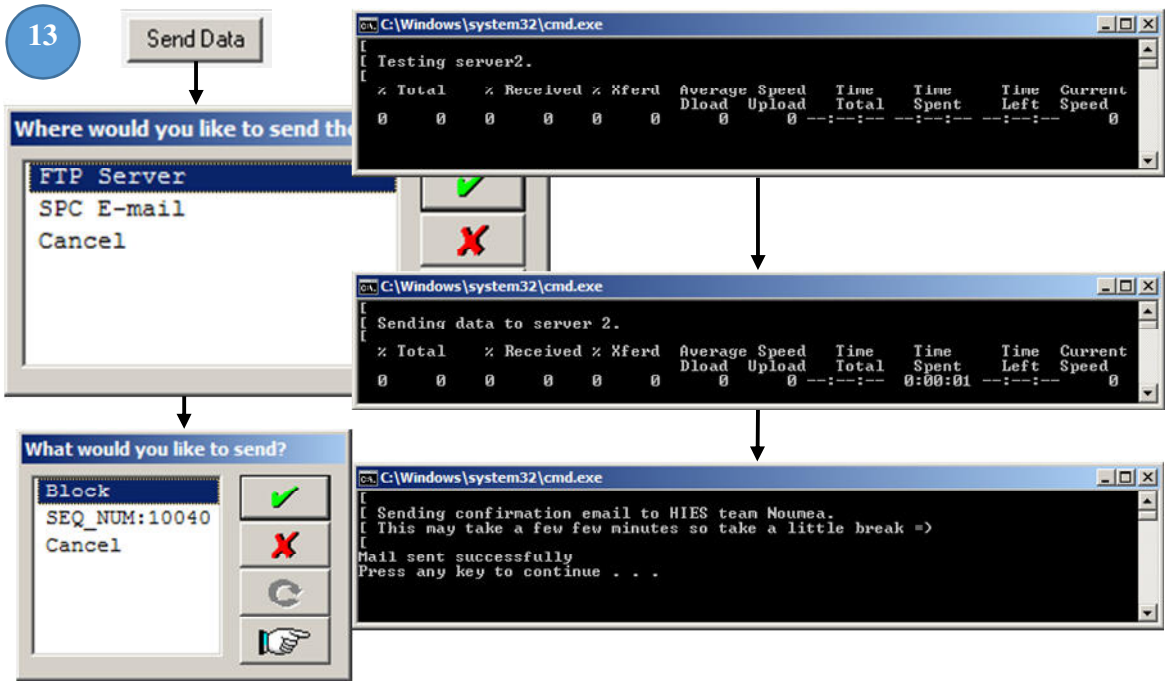
[1C] Sending the Data File to the File Servers

After you have entered, verified, and cleaned all the data of a single round you will need to submit the data to SPC’s servers. To do this all you need is to click on the “Send Data” button. Clicking on this button will display a new prompt for sending options.

[13] After clicking on the “Send Data” button, the interface will ask; “Where would you like to send the transmittal file?” The options are either “FTP Server” or “SPC E-mail.” If picking the either option of sending the data by FTP server or by email. The interface will then prompt you to send the whole block or just one case. Normally we would like to see one sent Block every round from every team. If you have corrected the data that you previously sent, you might want to send only the case that you have fixed instead of sending the all the data files again. So if this is the situation then you will select “SEQ_NUM:00000” or the household case number to be sent to SPC.

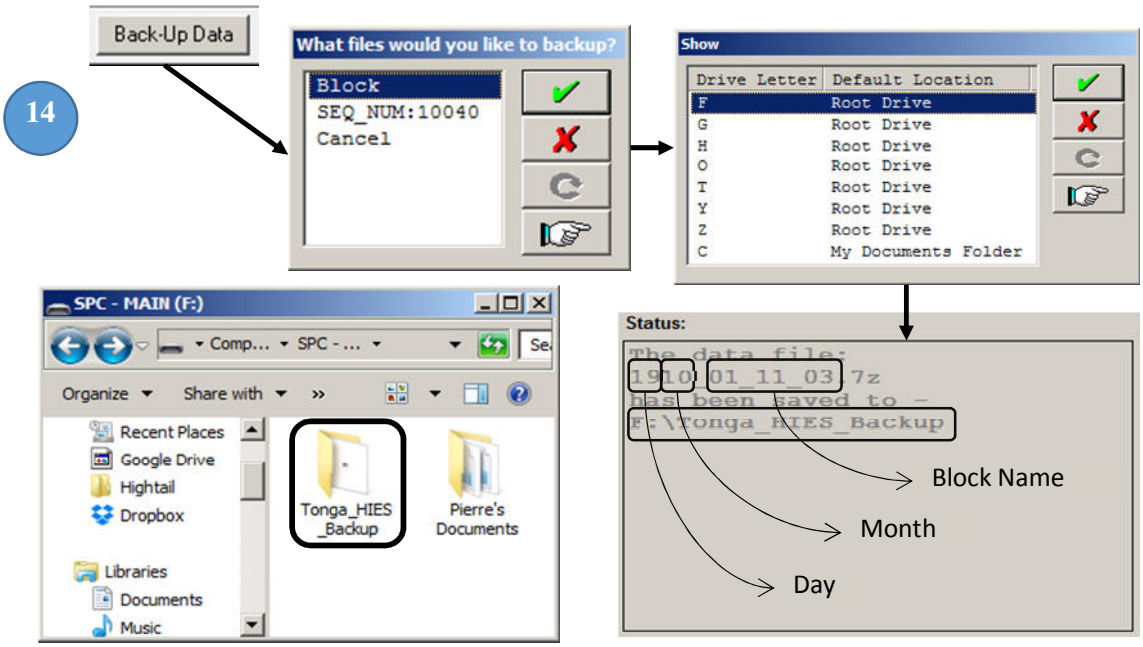
You will need an active Internet connection to send the data to our servers. It is best to send the whole BLOCK first. If any clarifications or corrections are needed, sending corrected SEQ_NUM level cases will be sufficient.

After you select either Block or Case, the interface will automate the compression and sending process to SPC’s ftp server. The last windowed prompt will let you know if the data has been sent and may ask you “Press any key to continue . . .”



[1D] Backing up Data Files

[14] To back up the data, you will need to select "Backup Data" [1D] on the tool bar. You will need to back up either the block or the case. Again choosing block will back up all the households interviewed and keyed in for that particular block/round. If you choose "SEQ_NUM" or case, it will back up only the case that has been currently selected. **It is better to back up by case level instead of block. This is because the restore tool will only work on a single case level**. If you were to restore

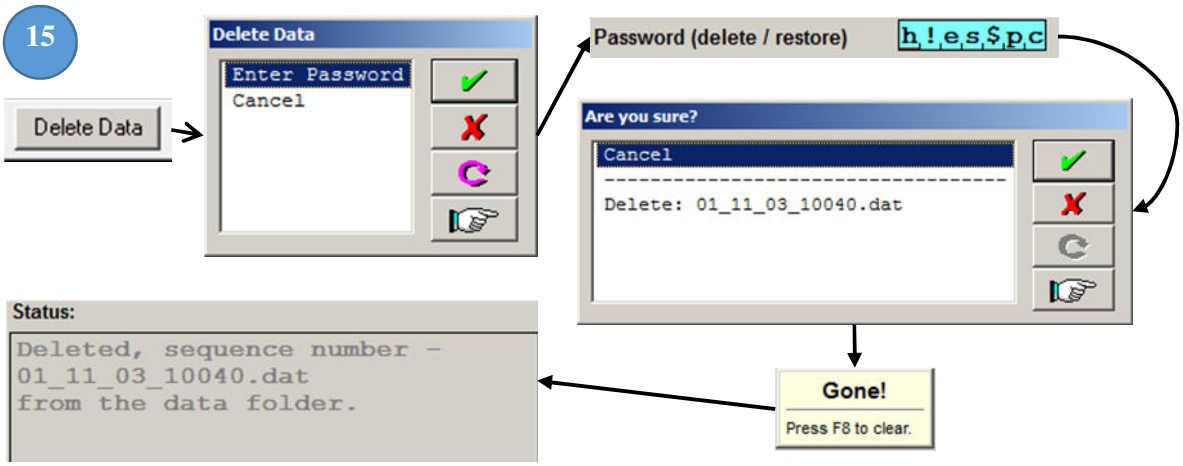


on a block level it will have to be done manually by special instructions. The backup will work only

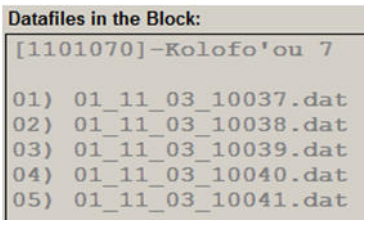
with drives that read/write access and if there is a drive in the computer that has both read and write access then the interface will automatically display those files on the popup window. If you are backing up your data files to a flash USB drive, please make sure that it is plugged into the computer before initiating the backup tool. The example shown is for Tonga but it will change to the name of the country.

[1E] Deleting Data Files at the Household Level

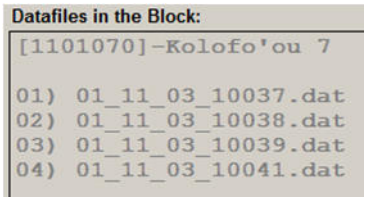
[15] Sometimes, it is easier to reenter data than to correct data or other times the operator will wrongly assign an incorrect case number. If this is the situation then, you might want to delete a case. You can delete a case by selecting the "Delete Data" button. The interface will then prompt you to enter a password to continue. In the password filed enter the password "h!es$pc" without the quotes. The password is case sensitive so make sure that you type the password as shown. If the password is correct then the interface will ask you to confirm your decision. Select "Delete: 00_00_00_00000.dat" to continue. Once you confirm the interface will proceed to delete the selected case.



Before



After

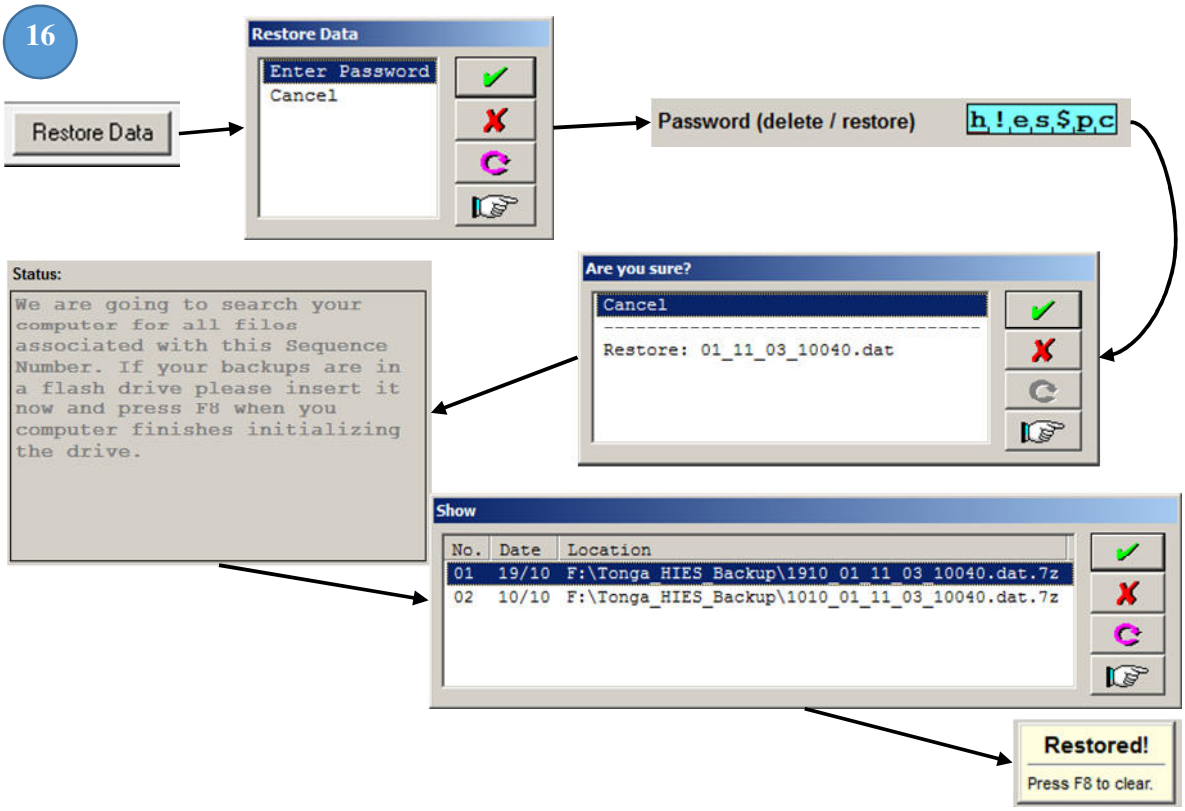


[1F] Restoring a Data File from a Backup

[16] The interface allows the operator to restore a previously saved case file from that was produced from the backup menu. The restore tool only works with case files and does not work with block. This was intentional to prevent the user from rewriting blocks of data that may be older or incomplete. To restore data click on the "Restore Data" button. The interface will then prompt you for a password. Using the default password of "h!es$pc" the interface will then ask you for confirmation that you want to restore the selected sequence number. Once you confirm that you want to restore a particular HIES household ID then the interface will search your computer for all the default backup

The restore program will only work with case/household SEQ_NUM level backups. So do not forget to back up all households level items in the computer on a regular basis.

locations for the selected HIES household ID. There can be multiple files for the same HIES household ID in different location in your computer and the interface will try to locate all of them. This may a few minutes depending on the number of drives that were initialized in your computer. Select the correct file that you want to restore and continue with the green checkmark to complete the restore process.



[1G] Updating the HIES Application

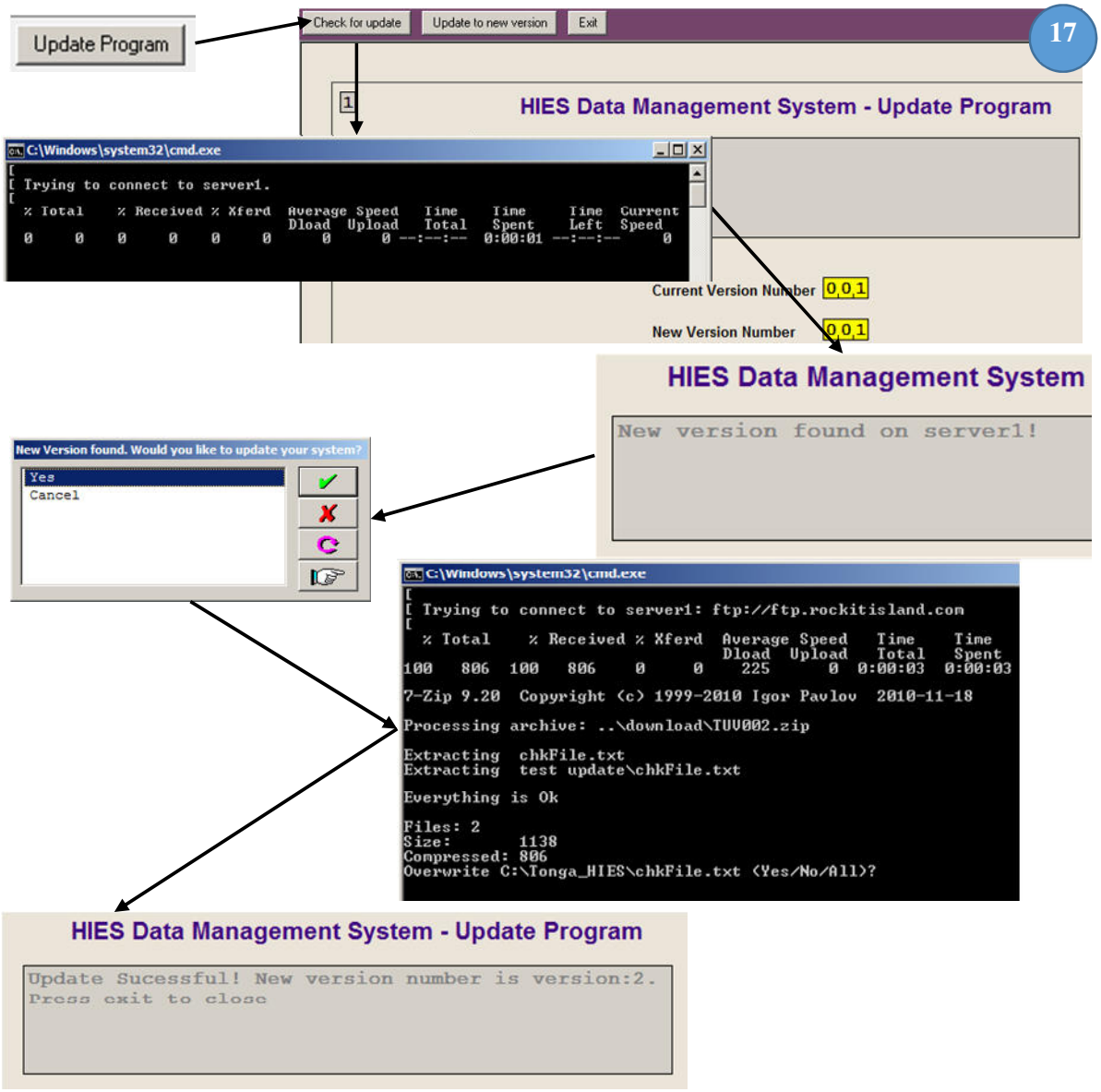
Sometime during the course of the HIES project we will encounter questionnaire faults or entry system faults. This will require us to update the computer either by an update patch sent by email from the main office or by using the interface to update for us. Using the interface to update our program is the easiest way and fastest way to update the HIES entry system.

On the HIES interface tool bar click on the "Update Program" button. Once you have clicked the button the Interface will shut down and open an external program called the "HIES Data Management System – Update Program." After the external program opens, click on the button that says, "Check for Update". This program will then connect to SPC's server and look for a specific update for your machine. If it finds one the program will inform you that a new version was found on the server and ask if you would like to update to the new version. Clicking on "Yes" will download the update file and automatically install the updates. The program will inform you if there are any complications and instructions for comments to tell the HIES head office. If you have a proper internet connection, you should have no problems.

A reliable Internet connection is required to update the HIES program. If you are unsure if you have an active Internet connection, contact your HIES IT team.

Sometime the update program will download the file but there is already a copy installed in the machine and the program will stop and wait for your input to overwrite files. **Enter a letter "A" for**

"All", meaning that the program will overwrite/update all the files in the destination folder. This is a normal procedure.



The computer's command box will stop and ask for your confirmation to overwrite the files in the computer. It is OK, press "a" to overwrite/update the files.

Entering HIES Data – Using the HIES Entry System

Envelope, Cover pages and flow

[1] After clicking the "Open Datafile" button on the interface tool bar, a HIES entry program will open the selected case and allow you to enter information collected from the field. We have tried to make the system work as smooth as possible by limiting mouse movements and trying to keep numeric inputs most of the time. We believe that the best way to learn the system is to jump in and

start entering data. However, it is best to go gradually. We will display those instructions in relevant screen shots. Often times, we will show a filled questionnaire and try showing their associated parts of the entry system along with diagrams. For the most part, each item in the questionnaire matches the item fields in the Entry System. The cover sheet is the only one that is a bit different in terms of layout comparability between the questionnaire and entry system. The rest of the pages in the entry system follow the pages layout in the questionnaire.

[1A] This is the information that identifies the case that we are entering. This section is automatically filled-in by the computer and will be skipped to the next editable field.



Do not forget to update the Module and Diary Status codes each time you begin to enter the data. Often times, data entry operators forget to update these fields.

[1B] Enumerator, supervisor and data clerk's identification numbers are entered in this section but, we only collect that last two digits of the of the full code.

[1C] This section records the completion of each module and the interview as a whole. Below are the conditions to determine complete and incomplete questionnaires.

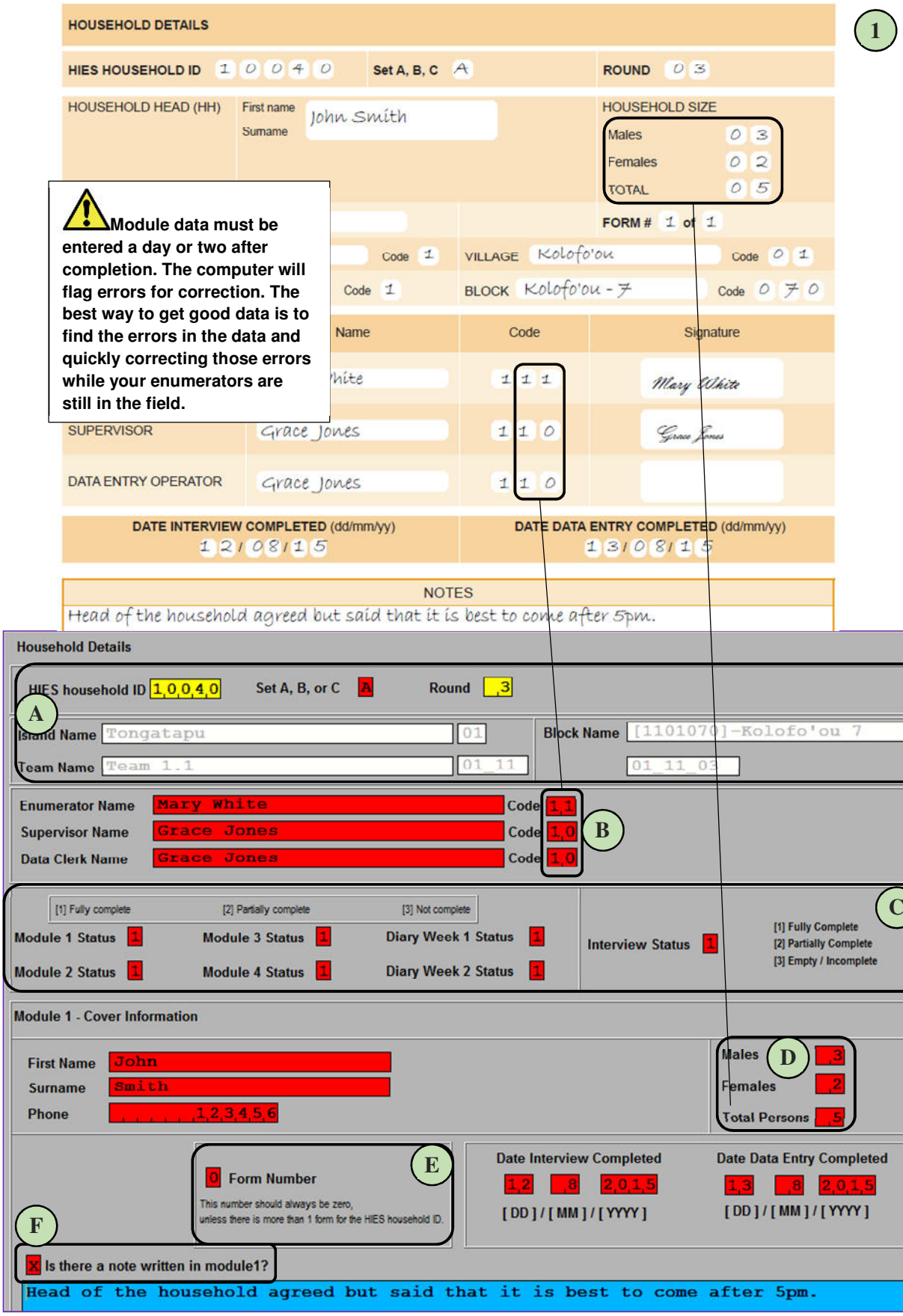
Modules and Diary		
1	Fully Complete	No missing information with the exception of some minor refusals
2	Partially Complete	Missing 1 or 2 whole sections in the modules. For example refusal in business characteristics in 4.6 and/or wages in 4.1. Missing 3 or more days of diary information.
3	Empty / Incomplete	Missing 3 or more sections in the modules. Missing 1 or more days of diary information.
Interview Status		
1	Fully Complete	All Modules have a code of 1. AND Both Diaries have a code of 1.
2	Partially Complete	All Modules have a code of 1 and only one diary has a code of 1. OR Both Diaries have a code on 1 and only two modules have a code of 1.
3	Empty / Incomplete	All others

[1D] The **total number of males, females and persons in the household is very important** it is linked throughout the whole data entry system. So be sure that this mirrors the total number of person recorded in the flap.

[1E] The form number should always be zero, unless there is more than one form attached for the household. If this is the case then you should record the number of forms in this manner.

Form 1 of 1 = Form number (0)	Form 1 of 4 = Form number (4)
Form 1 of 2 = Form number (2)	…
Form 1 of 3 = Form number (3)	Form 1 of 9 = Form number (9)

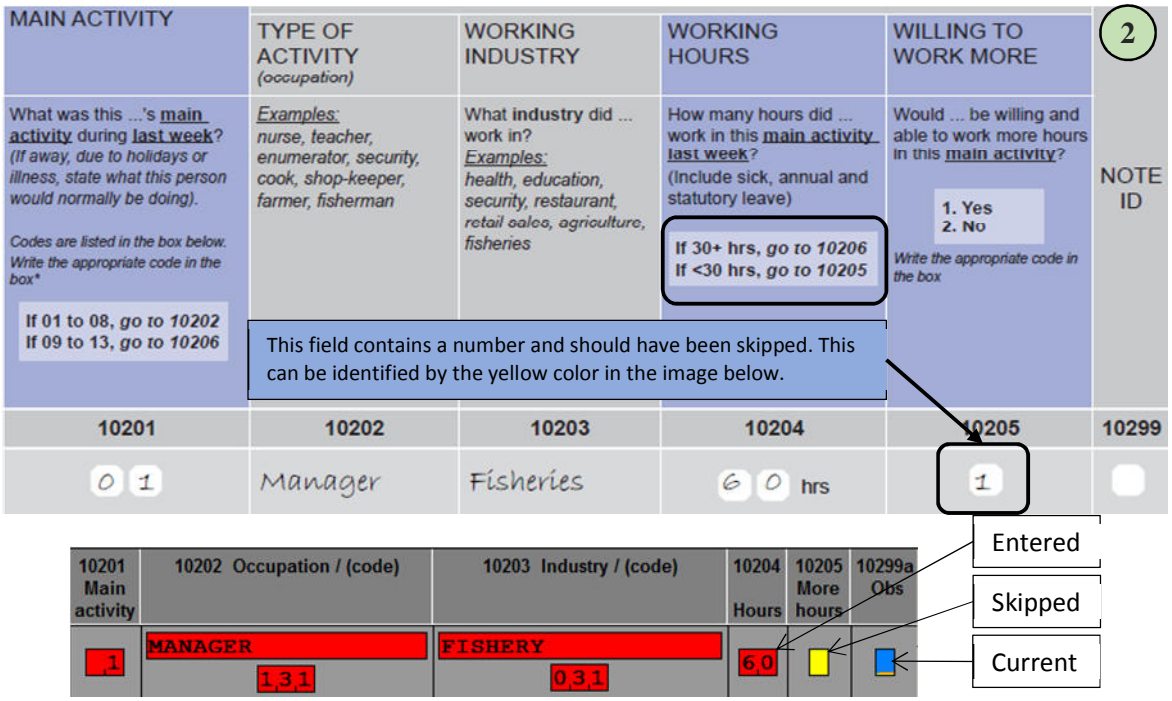
[1F] – Sometime there will be items in the entry system that do not exist in the questionnaire such as this example in the screen shot. To save multiple key strokes there are items that allow the operator to skip over different fields. In the example shown, the entry system requires the operator to enter any value to allow you to enter a field note. In the screen shot, the active field will display an "X" but this field will accept any letter or number and will automatically change the value entered to an "X". Leaving this field blank will jump to the next page.


1
HOUSEHOLD DETAILS
HIES HOUSEHOLD ID 1 0 0 4 0
Set A, B, C A
ROUND 0 3
HOUSEHOLD HEAD (HH)
First name
Surname
John Smith
HOUSEHOLD SIZE
Males 0 3
Females 0 2
TOTAL 0 5
FORM # 1 of 1
Code 1
VILLAGE Kolofo'ou
Code 0 1
Code 1
BLOCK Kolofo'ou - 7
Code 0 7 0
Name
Code
Signature
hite
1 1 1
Mary White
SUPERVISOR
Grace Jones
1 1 0
Grace Jones
DATA ENTRY OPERATOR
Grace Jones
1 1 0
DATE INTERVIEW COMPLETED (dd/mm/yy)
1 2 / 0 8 / 1 5
DATE DATA ENTRY COMPLETED (dd/mm/yy)
1 3 / 0 8 / 1 5
NOTES
Head of the household agreed but said that it is best to come after 5pm.
Module data must be entered a day or two after completion. The computer will flag errors for correction. The best way to get good data is to find the errors in the data and quickly correcting those errors while your enumerators are still in the field.
Household Details
HIES household ID 1,0,0,4,0
Set A, B, or C A
Round ,3
A
Island Name Tongatapu 01
Team Name Team 1.1 01_11
Block Name [1101070]-Kolofo'ou 7
01_11_03
Enumerator Name Mary White
Supervisor Name Grace Jones
Data Clerk Name Grace Jones
Code 1,1
Code 1,0
Code 1,0
B
[1] Fully complete
[2] Partially complete
[3] Not complete
Module 1 Status 1
Module 2 Status 1
Module 3 Status 1
Module 4 Status 1
Diary Week 1 Status 1
Diary Week 2 Status 1
Interview Status 1
C
[1] Fully Complete
[2] Partially Complete
[3] Empty / Incomplete
Module 1 - Cover Information
First Name John
Surname Smith
Phone ,,,,,,1,2,3,4,5,6
Males ,3
Females ,2
Total Persons ,5
D
E
0 Form Number
This number should always be zero, unless there is more than 1 form for the HIES household ID.
Date Interview Completed
1,2 ,8 2,0,1,5
[DD] / [MM] / [YYYY]
Date Data Entry Completed
1,3 ,8 2,0,1,5
[DD] / [MM] / [YYYY]
F
X Is there a note written in module1?
Head of the household agreed but said that it is best to come after 5pm.

Field Colors and their Meanings

[2] Item fields have different colors and the color of a field represents different conditions of the entry system.

HIES household ID 1,0,0,4,0 - Yellow represents skipped data fields. This controlled by the computer or manually mouse clicking different areas of the entry system. If you go through the computer's automated flow, it will skip certain fields (depending on the questionnaire) and those fields will be highlighted yellow. Computer skipping is a good way to check for enumerator errors. Take for example, illustration 2 shows that Q10205 was skipped on the entry system but its corresponding item in the form was filled-in. This is a common enumerator error and one of the largest potentials on unintentional errors. To correct this error, put a strike-through line on the filled-in skipped field on the questionnaire. Leave the entry system blank and continue entering data.



Set A, B, or C A - A red field means that the data field has been entered.

Round ,3 - A blue field means that this is current field that the entry system is expecting a value. This is also indicated by a blinking cursor.

Module 1 Status - A white field means that the field was not been entered or skipped.

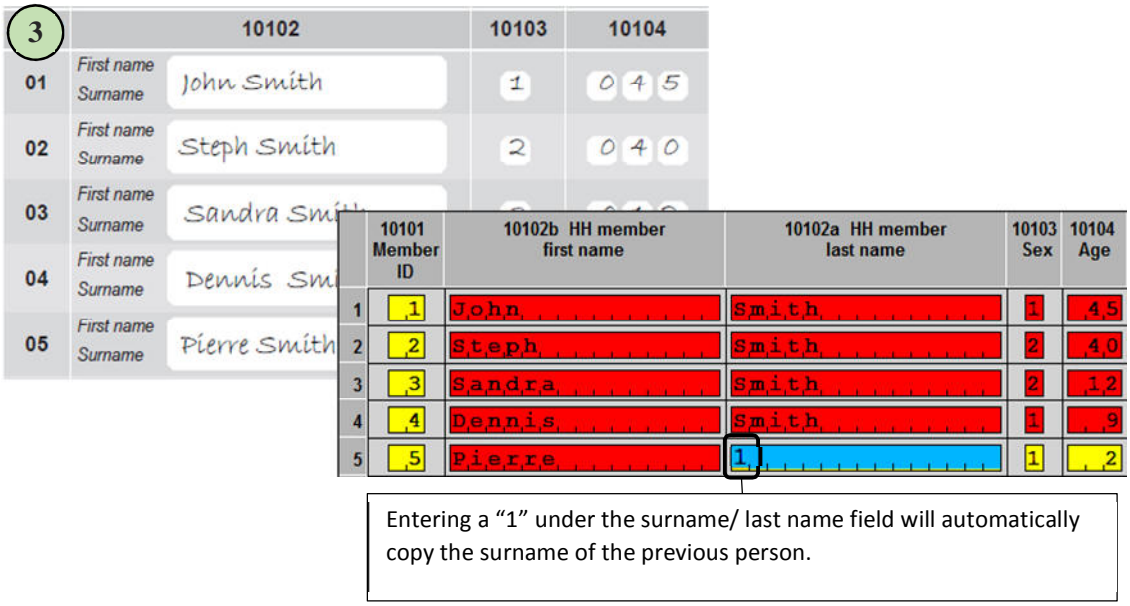
Block Name [1101070]-Kolofo'ou 7 - A gray field means that the field is a protected field and this field cannot be changed. The entry system will not allow you to click on it.

Entering Information, Use of the "Specify" Fields and Navigating

[3] The Flap is straightforward and all the information collected on the questionnaire will be captured in different parts of the entry system. The question numbers in the questionnaire are the

same as that displayed in the entry system. Because space is limited on the entry system, the field headings will contain just the keywords of the associated fields and will not contain the actual questions printed in the questionnaire. When filling in the questionnaire, most of the fields will contain zero filled items such as the age. In this case, you can enter the zeroes in the entry system and the system will automatically erase the zeroes to avoid confusion and reduce the size of the data file.

Sometime all the members of the household will have the same surname/last name. To save on keystrokes we have implemented a convenient way to copy the last names and entering a "1" in the surname field, from persons 2 on, will copy the previous surname and past that in the current field.

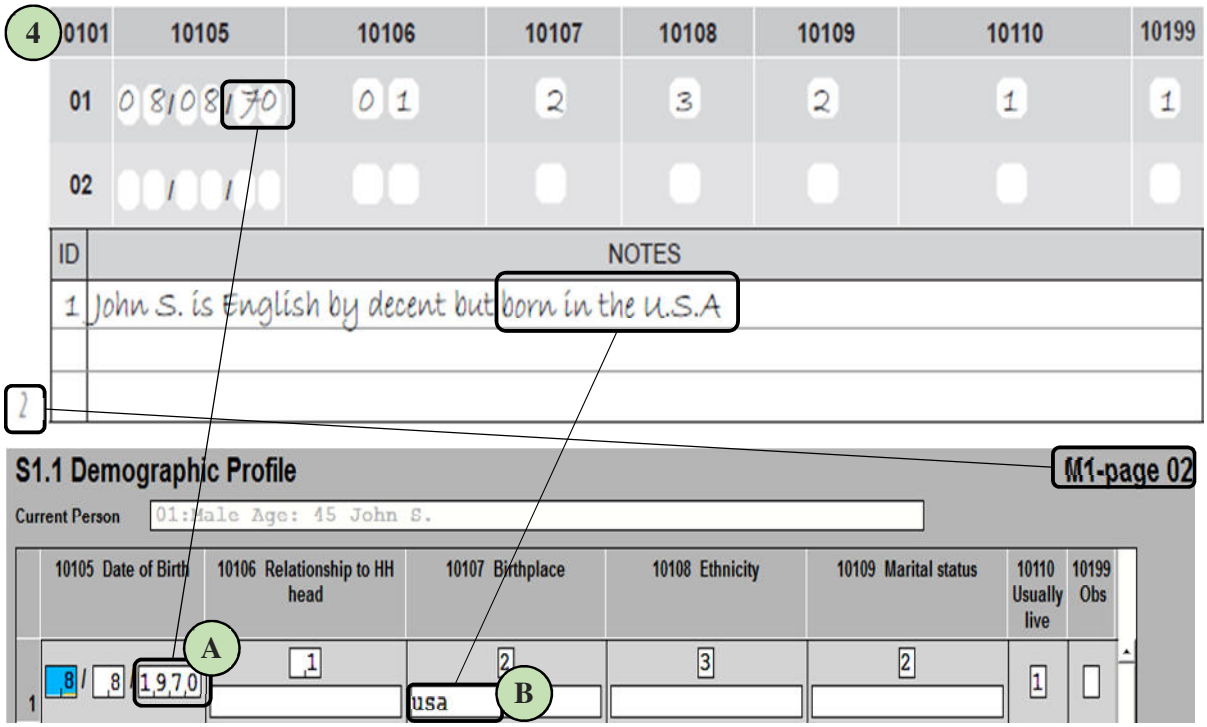


[4A] Some of the dates in the entry system require the full year. Keep in mind that some questions asked only for a 2-digit year. If this is the situation, convert all 2-digit years to 4-digit years.

[4B] We have made some changes to make notes more efficient for analysis. Take for example, a "1" is written in the observation number column indicating that there is an observation written on the form. Instead of writing a separate note, there is some space provided directly underneath the birthplace question to allow the operator to enter a few comments on birthplace, only if the response was "2.Abroad". You will see this occurring throughout the entry system and these "specify" fields will be required if a response is a note, other or specify response.

Try to have your enumerators create the household listing recording Head and Spouse on the first two lines, then try to list everyone from oldest to youngest.

We prefer that you use this space if and only if the observation note is directly linked to an associated question. If the field note has no association to any of the page's questions then you may want to use the observation space to write the field note. For example, a person might refuse a question, so an item is intentionally left blank. Computer would expect an answer and the only way to move to the next question is to use your mouse and manually click to the next field in the flow of questions. This situation will require an observation note.

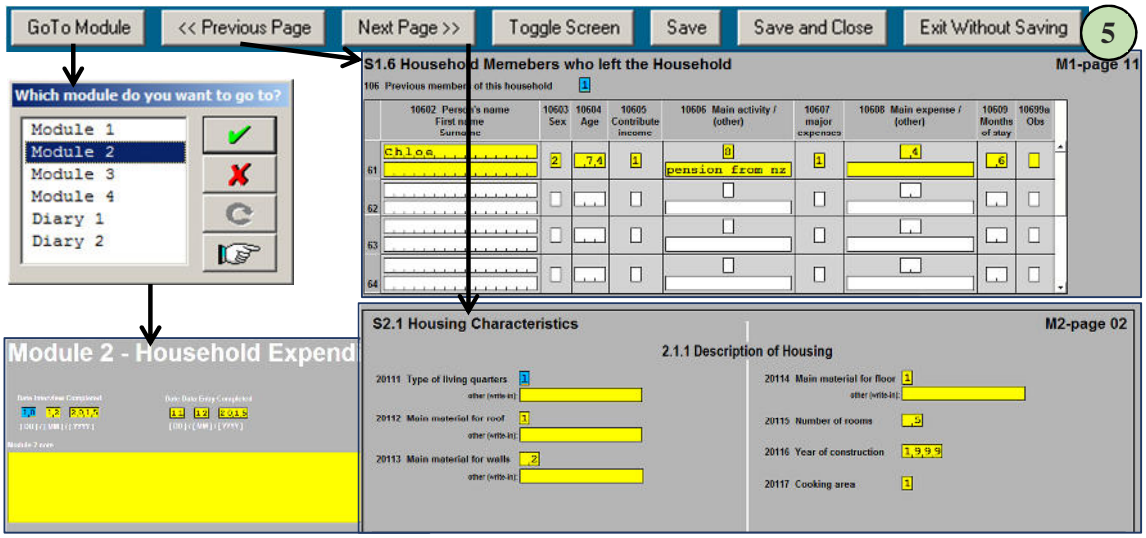


[5] Navigation within a page can be done using the arrow keys on a full-size keyboard, using the mouse to manually click on different fields, or using the page-up page-down keys. We have included some commonly used keys as buttons on the tool bar.

In the example below, pressing "GoTo Module" button and selecting "Module 2" will force the entry to the cover page of Module 2. Pressing the previous page button from here will take you the last page of Module 1 or pressing the next page button will take you to the next page following the cover page of Module 2. This is the same as pressing the page-up and page-down keys on your keyboard.

Try to enter as much information without using the mouse to navigate to a particular field. The entry program has built in flow control to allow you to enter day efficiently just by using the keyboard.

It is easier in terms of navigation and flow to enter the data page-by-page without using the mouse or tool-bar buttons or keyboard keys for navigation. The system has been designed to allow the user to enter the data in fluid process going though each question with minimal use of the mouse.

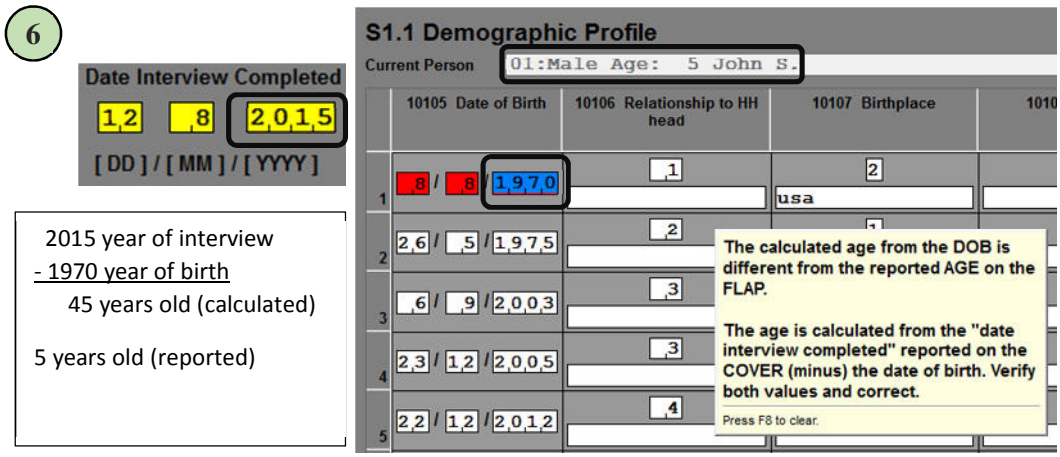


Fault Messages during Data Entry

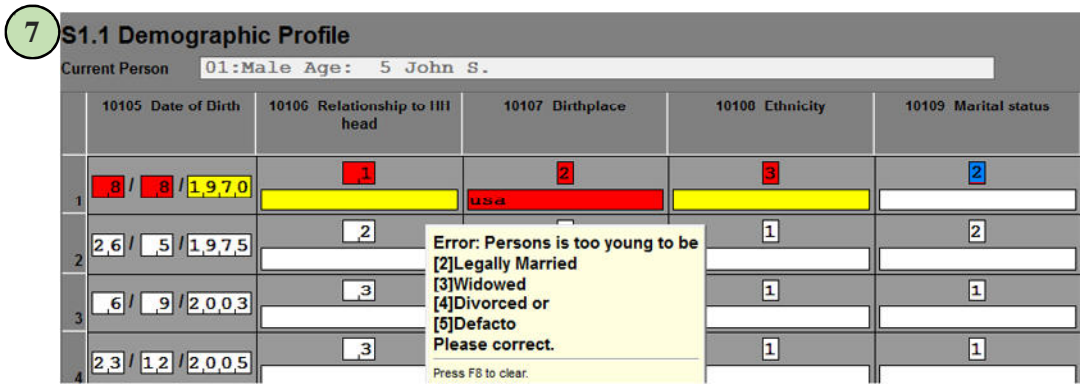
We have include a minimal set of fault messages into the entry system that will be displayed if a value entered in a particular field is inconsistent to previous responses or if the value is out-of-range of the field's acceptable values.

[6] For the examples below, we have deliberately changed age of the head on line 1 to 5 years old so that we can invoke the computer to show us some fault messages.

This fault message tells us that the calculated age from the date of the first interview (which is recorded on the cover) minus the date of birth does not equal the age report. To fix this fault, the operator should navigate to and correct the age on the Flap from "5" to "45" years.



[7] Here is another example of a data entry fault. After entering a value of "2" for the head of the household, a fault is triggered and stats that the persons is too young to be married, widowed, etc. Because we have changed the age of John from "45" to "5", the computer thinks that we have a five year old person that is legally married. Again correcting the age in the Flap will correct this and subsequent faults.

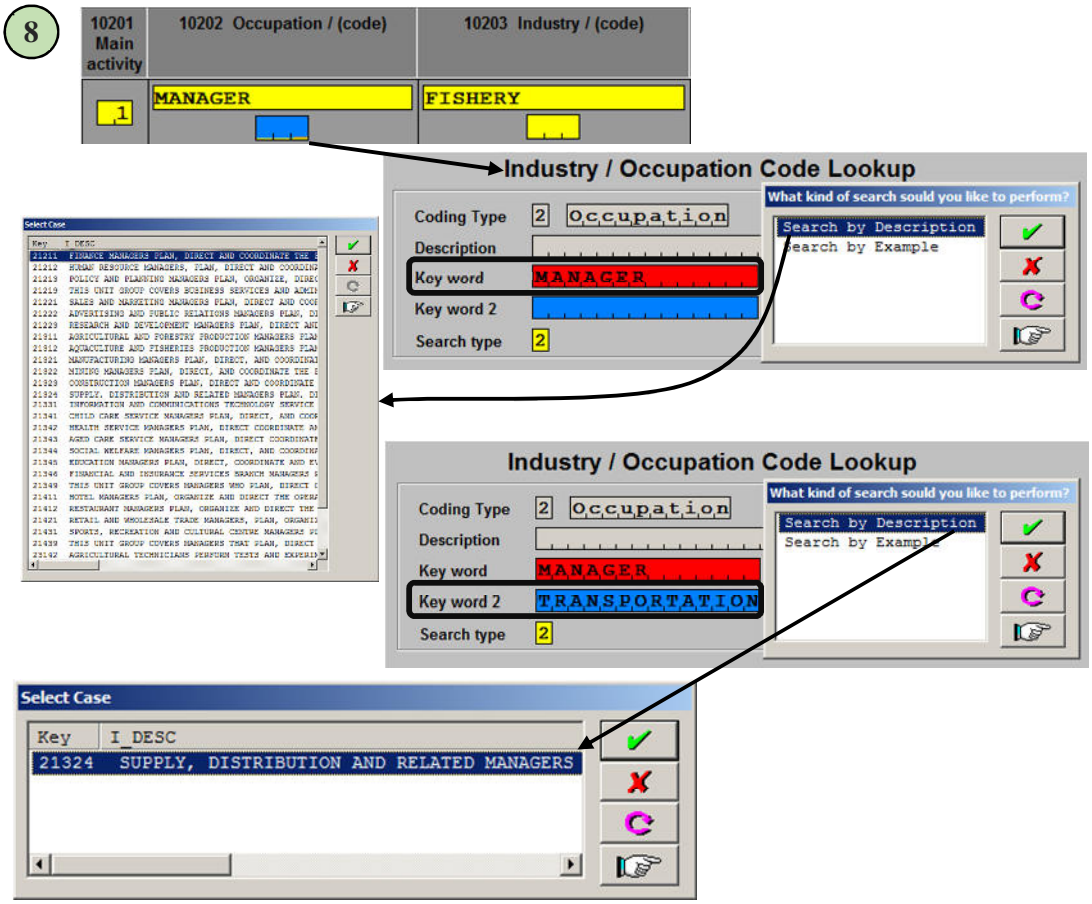


Computer Assisted Coding of Occupation and Industry

Computer assisted coding is only available for questions that need proper codes for written descriptions. We need to code these items because when it comes time for analysis, we need a systematic way of assigning one code for multiple variations of the same description. For example, the occupation "farmer" can be written like "farm", "gardener", or "grower". There are many different ways to describe a farming occupation, not to mention the misspellings, and localized descriptions. A human can only group these types of variations, thus this job requires human interaction and properly assign occupation and industry descriptions.

[8] The first item field that we need to code is "Q10202 Occupation". This column has two fields, one for the text and the other for the code. Type the full description in the text field and in the code field leave this blank and press the "Enter" key to start the coding system.

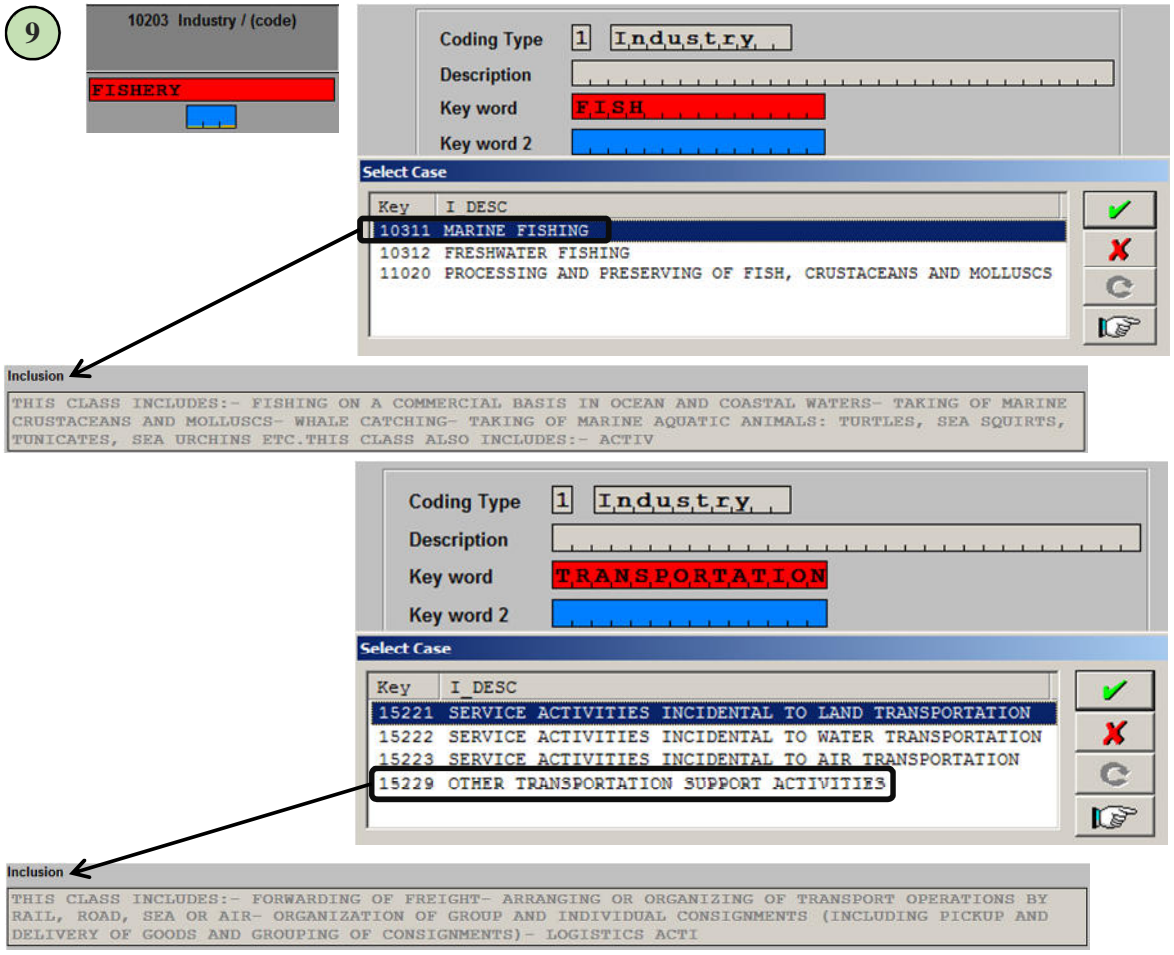
The coding system starts with the keyword field is active and will automatically suggest a keyword. The suggested keyword works about 75% of the time but still may require a more defined keyword. Take for example the illustration below; John Smith is the owner/manager of his fish exporting



company. The main task in his occupation is the **management** of the **transportation** of fish. Using just one key word "MANAGER" to describe his occupation will come up with more than 20 results. We can narrow this search by including a second keyword, "TRANSPORTATION". By using two keywords, we were able to narrow our resulting code to one unique code related to the management of fish transportation.

[9]We have to code the industry for John Smith and the industry coding works the same way but require us to think of the MAIN industry that John runs his business. Is it the transportation industry or the fishing industry? Because John does not do the fishing, for the exporting company, he does most of his time coordinating the logistics of shipping the fish to his customers. In our example, John's fish exporting company main industry is transportation. The illustration below shows that the enumerator put down fishery as an industry but in actuality, looking at the resulting descriptions for fisheries

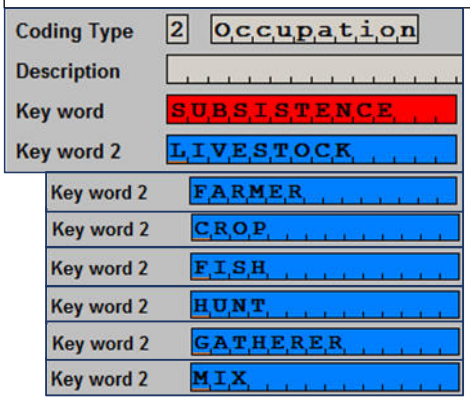
Do not spend too much time trying to accurately code Industry and Occupation. If you are unsure, coding a MISSING [9999] is better than incorrectly coding an item.

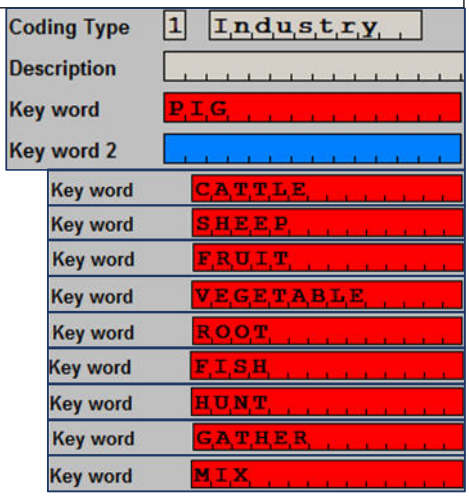


does not describe John's exporting company truly. In addition, the fishing industry does not contribute as much time to his overall business compared to the time dedicated to transportation of the fish.

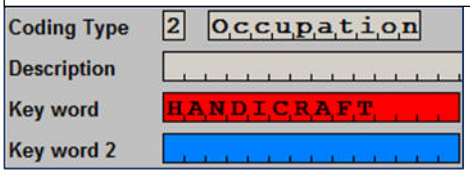
10

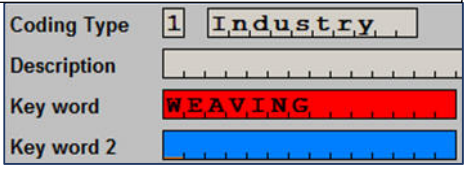
Occupation and Industry key words used for subsistence based activities such as farming, fishing, livestock, hunting or a mixture of different activities.



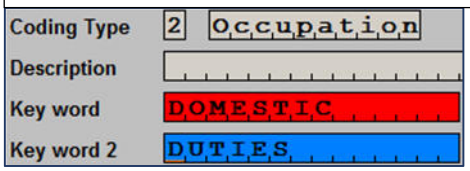


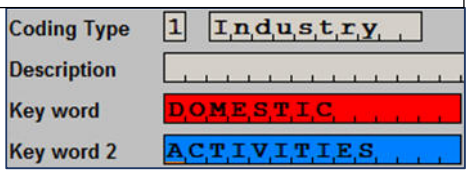
Occupation and Industry key words used for "weaving" as a subsistence-based activity.





Occupation and Industry key words used for "Unpaid Family Worker".





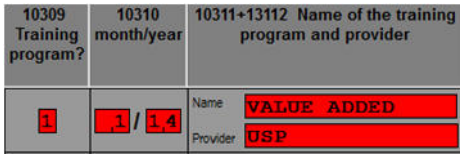
[10] Most of the time, the occupation and the industry of the person's secondary activity will be some kind of subsistence activity such as farming or fishing. Take some time to study the patterns of keywords show below to help you properly code subsistence and home duty type of activities.

Comparing the Questionnaire and Entry System

[11] The item layout in the questionnaire does not necessarily match the layout in the entry system. The reason for this is that some items are better collected in a certain layout formatted for a written

11

1. Yes, *go to 10310* 2. No, *go to 10313*	Date started program mm/yy	Name of training program	Name of provider
10309	10310	10311	10312
1	1/14	Value Added	USP



form whereas a layout designed for transcribing information has a layout that tries to mimic the questionnaire but slight changes allow for efficiency and space saving. Illustration 11 shows filled

portions of the questionnaire verses its entry equivalent. As you can see question 10311 and 10312 are separated in the questionnaire but in the entry system, it is combined to save viewing space.

[12] Most of the time the layout of the questionnaire matches the layout in the entry system but again there are some questions that require an observation note and instead of writing the

12

PERSON NAME *First name* *Surname*	SEX 1 = Male 2 = Female *Write the appropriate code in the box*	AGE IN COMPLETE YEARS *Enter 000 for child under 1 year*	Contribute any income during the stay within this HH? 1. Yes 2. No If No, *go to 10607*	What main paid activity did ... do? 1. Wages job 2. Own business 3. Sale of agricultural products 4. Sale of fish, sea food 5. Sale of livestock 6. Sale of handicraft 7. None 8. Other type of income (*note*)	Incur any major personal expenses while with HH? 1. Yes 2. No If No, *go to 10609*	What was the main expense incurred by ... ([HM])? 1. Household assets 2. Travel 3. Education expenditure 4. Health expenditure 5. Customs 6. Other (*note*)	How many months did this person stay in HH over last 12 months?	NOTE ID
10602	10603	10604	10605	10606	10607	10608	10609	10699
Chloe	2	074	1	8	1	4	06 mths	1

ID	NOTES
1	Before Chloe passed away she was receiving a pension from New Zealand.

10602 Person's name First name Surname	10603 Sex	10604 Age	10605 Contribute income	10606 Main activity / (other)	10607 major expenses	10608 Main expense / (other)	10609 Months of stay	10699a Obs
Chloe	2	74	1	8 pension from nz	1	4	6	

observation note later in the entry system we combine the observation note and the associated question into one column such as Q10606 in illustration 12.

[13] Some of the information collected in the questionnaire is duplicated to ensure that information derived in one module can be linked back to the original set. This is useful for manually keeping track of modules between the field and data entry operators and making sure that separated modules can be linked back to the original set. This tracking system is not really needed when transcribing data and so redundant information is intentionally discarded. Looking at cover sheet of module 2, in illustration 13, we can see that the household ID, set, round, names and other redundant information is not entered in the entry system's mirror page of module 2's cover. The only information that is required are the dates that the interview for module 2 was completed and the date that module 2 was entered into the computer. The other piece of information that the entry system can expect from the cover page of all the modules it the notes associated with that module.

13

MODULE 2 - HOUSEHOLD EXPENDITURE

TONGA STATISTICS DEPARTMENT

IN ACCORDANCE WITH THE TONGAN STATISTICS ACT (1978), ALL PRIVATE INFORMATION IN THIS ENVELOPE WILL BE KEPT STRICTLY CONFIDENTIAL

DATE INTERVIEW COMPLETED (dd/mm/yy)	DATE DATA ENTRY COMPLETED (dd/mm/yy)
14/08/15	15/08/15

Module 2 - Household Expenditures

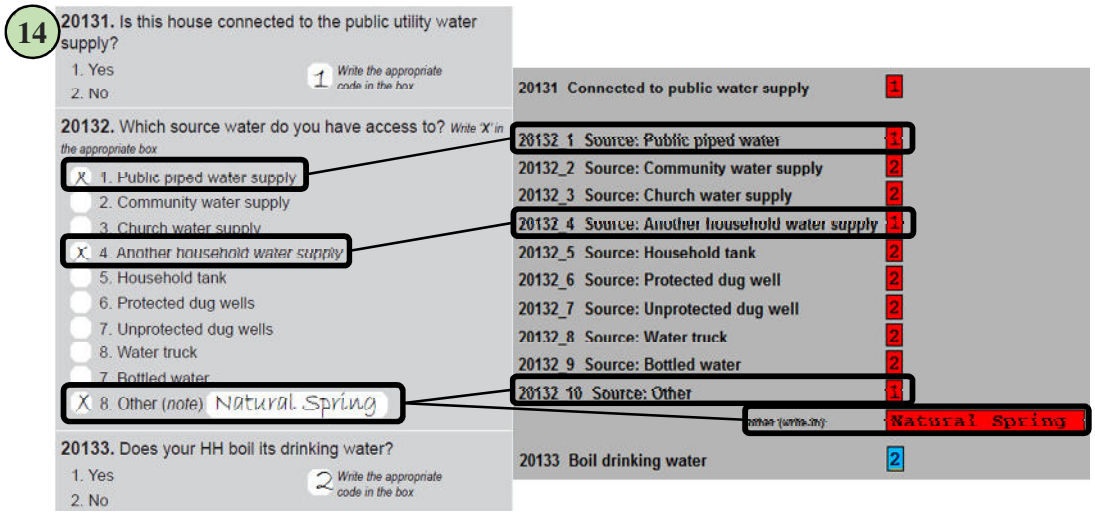
Date Interview Completed: 14 / 8 / 2015 [DD] / [MM] / [YYYY]

Date Data Entry Completed: 15 / 8 / 2015 [DD] / [MM] / [YYYY]

Module 2 note

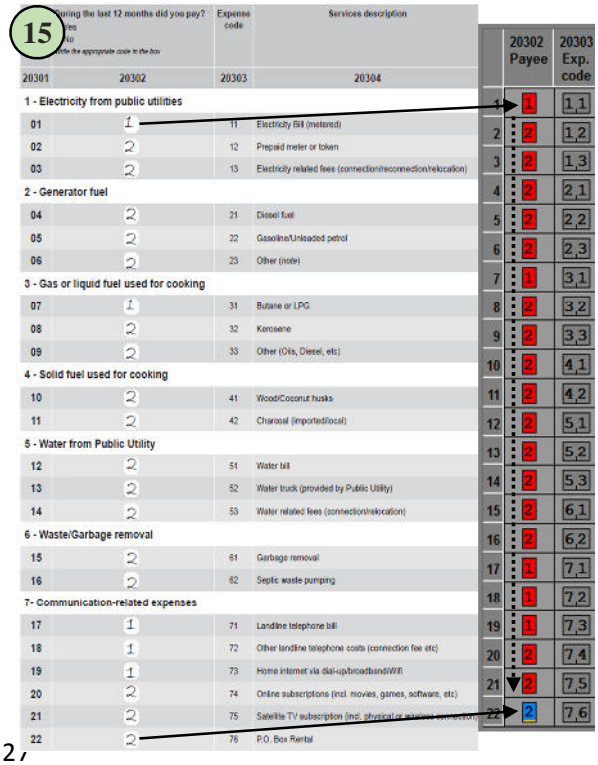
[14] Sometime the questionnaire is filled using "X" and sometime the questionnaire uses "1" for "Yes" and "2" for "No". The reason the questionnaire is designed with inconstant coding values is to lessen confusion with written values in the questionnaire. Take for example, illustration 14 shows a filled questionnaire. As you can see, it has very few pencil marks making it easier to fill and read. However, its entry screen equivalent is shown using numbers instead of X's. This is just a transcribing practice in that we make sure that every value entered in the

You will get an error if you try to select "No" in Q20131 and mark and "1" in public piped water in Q20132_1.



computer has at least a value. In our case, an "X" is equivalent to a "1" or "Yes" and a blank is equivalent to a "2" or "No". This practice makes the keying of data faster because you do not constantly need to move from the keyboard to the number pad and switching between letters and numbers.

[15] The illustration below is from section 2.3 and shows how to enter data from a list of values. It seem natural that items should be entered from left to right but, in this case it is easier to enter data in the computer when the user is concentrated on one column and values entered are either a 1 or 2.



[16] Sometimes, the questionnaire will separate the expenditure details based on the reference period. Looking at section 2.3.2 below, if the questionnaire was properly filled-out, all the monthly expenditures are listed in lines 1 to 15 and all annual expenditures are listed in lines 16 to 20. This

16

SECTION S2.3.2: UTILITIES AND COMMUNICATION EXPENDITURE

20350: For all expenses identified in S2.3.1, please provide the expense details in the table below

Reference period last 1 month

Reference period last 12 months

Line no.	EXPENSE CODE (20303) 11 to 76	DETAILED DESCRIPTION OF THE EXPENDITURE	BENEFICIARY 1. This HH 2. Another HH	ESTIMATED AMOUNT PAID ON AVERAGE TOP$	LOCATION OF PROVIDER 1. Within Tonga 2. Outside Tonga	NOTE ID
20351	20352	20353	20354	20355	20356	20399
1. List here all the monthly expenses from the list in S2.3.1						
01	11	Monthly Electricity	1	$,50.00	1	
02	71	Telephone bill	1	$,50.00	1	
03	73	Home internet	1	$,50.00	1	
1. List here all the annual expenses from the list in S2.3.1						
16	31	Butane gas refill	1	$,120.00	1	
17	31	Telephone line rental	1	$,100.00	1	

S2.3.2 Utilities & Communication Expenditures M2-page 07

	20352 Exp. code	20353 Detailed description	20354 Benef.	20355 Amount	20356 Location provider	20399 Obs	203 COICOP
1	1,1	monthly electricity	1	,,5,0	1		0,4,5,1,1,2,5,0,1
2	7,1	telephone bill	1	,,5,0	1		0,8,3,0,2,0,9,0,4
3	7,3	home internet	1	,,5,0	1		0,8,3,0,2,0,9,0,8
4	3,1	butane gas	1	,1,2,0	1		0,4,5,2,1,2,6,0,1
5	7,2	telephone line rental	1	,1,0,0	1		

separation of expenditures by reference period is excellent to help prompt the respondent to think about annual and monthly expenditure and allow a quick way to find errors in reported amounts. Separated monthly and annual amounts are linked by the expenditure codes. The only values needed during entry are the values recorded in the expenditure details.

Computer Assisted COICOP Coding of Reported Purchases

[17] Just like assigning codes to a person's reported industry and occupation, we need to assign codes to their reported purchases. These codes are called the Classification of Individual Consumption According to Purchase (COICOP) and these codes help those involved with the analysis of HIES data determine where people spend their money. Not every section or every purchase will require a COICOP code; this is because we already know some codes such as rents and donations that are recorded in module 2.

There are three ways to code purchases. The first is to search the keyword of the commodity. The second is to search the keyword in the class descriptions. The third way is to manually search by divisions. Let us look at the first two methods to find the COICOP code for the purchase "telephone line rental". To start the coding system some transaction columns will have a special COICOP field as shown below.

After leaving the COICOP field blank the interface will automatically open the COICOP look up system and will immediately ask the operator for the type of search you would like to do. The first option is

to search by commodity, which is the lowest level of search. Meaning that if you search for “PHONE” it will search the whole database for that particular keyword. The COICOP lookup system will automatically put the first three letters of the first word written in the description. For example, the detailed description is “telephone line rental” and so the computer will automatically suggest “TEL” as the search word. Most of the time this suggested keywords are not the best keywords and so the computer will give you the option of typing your own search keyword.

In our example, I changed the keyword from “TEL” to “PHONE” because I do not want suggestions like “HOTEL" or “MOTEL” to appear in the returned list. Remember that I picked “Search by commodity” and the result of the search will display all the commodities that have the “PHONE” in its description.

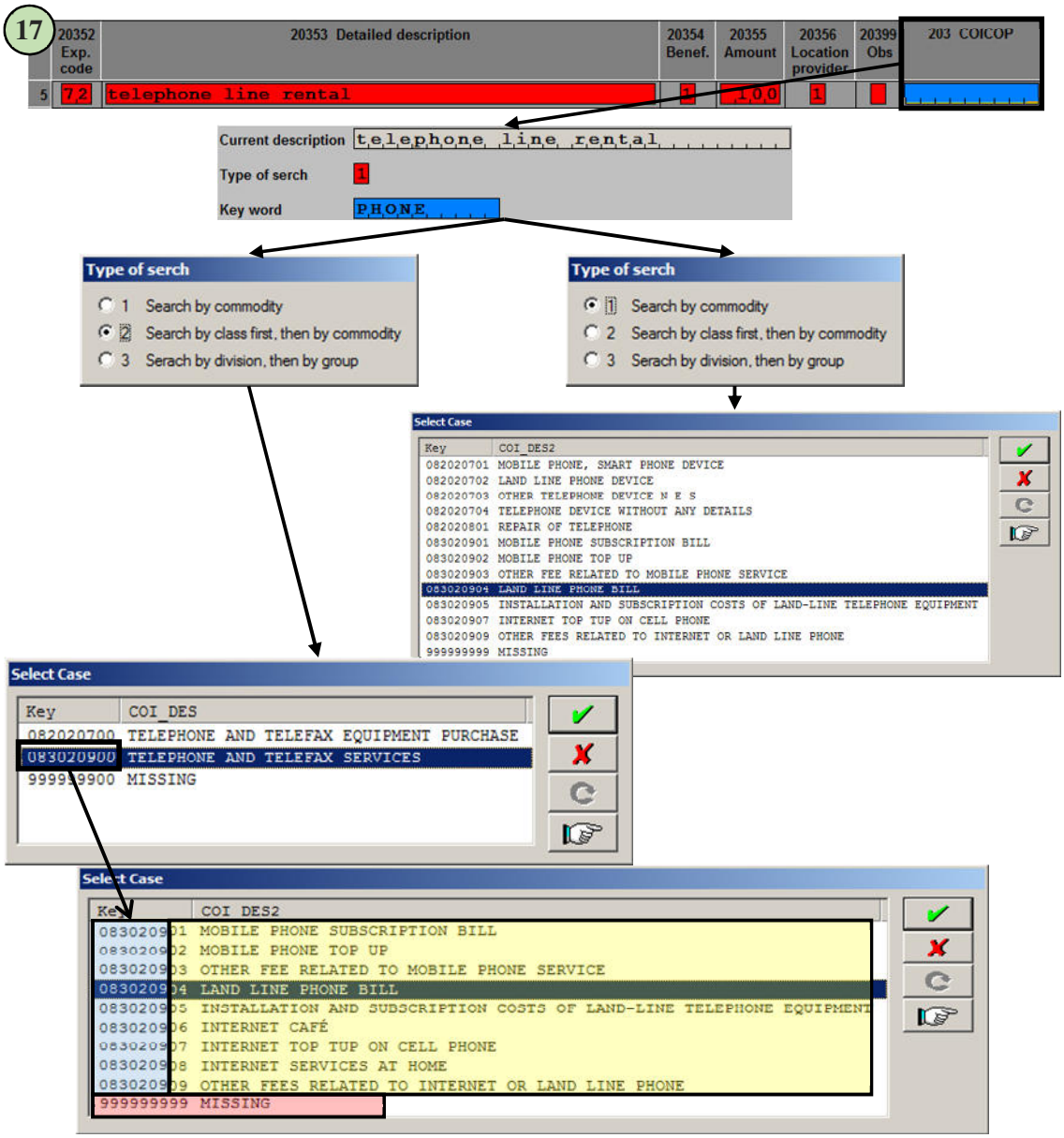


Try searching different words or using a part of a longer word. The smaller the search word the more results will be displayed.

Sometime a commodity search can result in a large number of results. To help the operator narrow the list of commodities we have included a search to allow the user to search a list of sub classes then display a full list of commodities that fall under that sub-class. Take for example, we wanted to find “telephone line rental.” We search for “PHONE” in the sub-class descriptions. The computer returns three codes. The first code is “TELEPHONE AND TELEFAX EQUIPMENT PURCHASE,” the second is “TELEPHONE AND TELEFAX SERVICE,” and the third is the default code for a missing code. Since we know that we are looking for a telephone service-related purchase, we select the second resulting code, “TELEPHONE AND TELEFAX SERVICE.” Once we select this sub-class, the computer will display all the possible commodities that have been listed under “TELEPHONE AND TELEFAX SERVICE.” All together 10 codes including one code for missing.

This process has been highlighted below where the light-blue box contains the sub-class code “0830209 TELEPHONE AND TELEFAX SERVICE.” The yellow colored box contains all the recorded commodity codes listed under this sub-class. The light-red box contains the default code for missing.

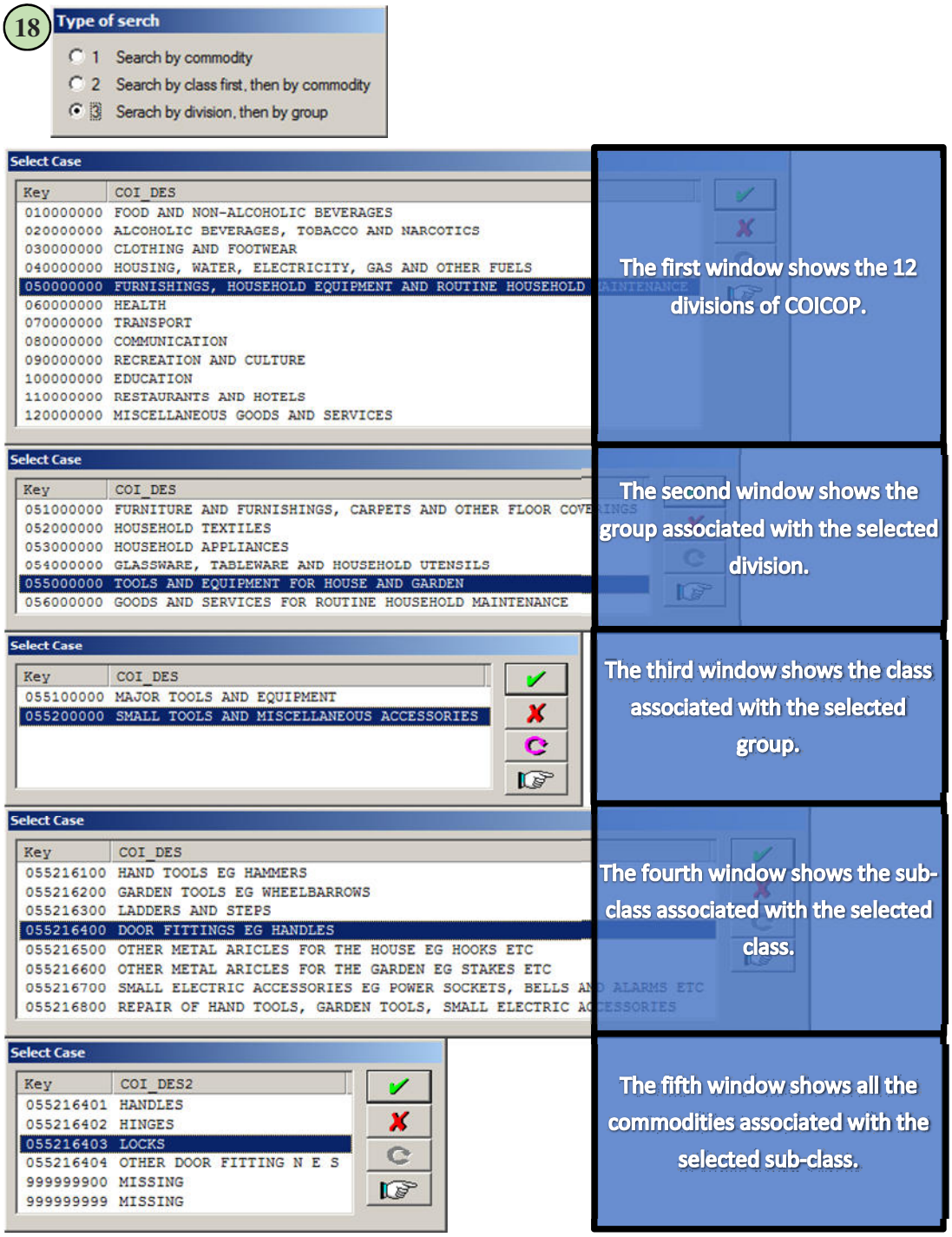
Both search options are have its benefits in regards to speed and accuracy. Most data entry operators find out that the class level seem to provide better results but take a bit longer to find a proper search word.



[18] Sometimes, a keyword cannot be located in the database or the keyword has too many search results in different classes. On the other hand, maybe you prefer searching for the correct COCIOP by manually searching the database. Whatever the reason, it is worth the time to explore the manual search feature of the COICOP lookup system.

Do not spend too much time trying to find the most accurate COICOP code. It is better for us if you code an item as MISSING [999999999].

Let us say we want to look for the COICOP code for a "DOOR LOCK." We decide that we want to use the "Search by division, then by group" option. After selecting this option, the first of five prompts will be displayed to the operator. Each time you select a subsequent code the next set of codes will be displayed that is related to the grouping that you the operator has chosen. This continues again going down the next set of grouping from Division all the way down to fifth grouping (Commodity). Refer to illustration 18 for a more detailed explanation.

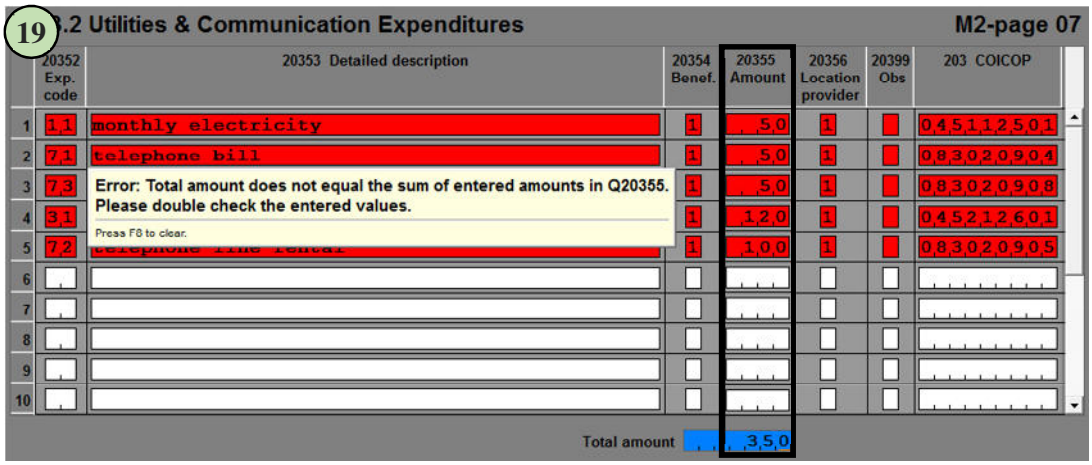


Inline Fault Messages

[19] Inline fault messages are fault prompts that are invoked when there is an inconsistency between the current field and a field that has been previously entered. An inline fault message can also be invoked, if the value that was entered is not part the item's values set. For example, the SEX field can only accept a value of "1" for males and "2" for females. An inline fault message will be displayed if the operator tries to enter a value other than a "1" or a "2". These error messages are not

You must try your best to correct all the errors before you submit the data to the servers.

common but to prevent future error down the line some fields that have multiple links have programmed to reduce error. Examples of these fields are Relationship, Age, Sex and Total amounts. Looking at illustration 19, we can see an example of an inline error message that we invoked when the operator tried to enter a Total amount that did not sum to the amounts previously entered in "20355 Amount." It is important to double check the values written on the expenditure line and the calculations on the form this is because there is no other way to check for correct values other than matching sums and calculated totals.

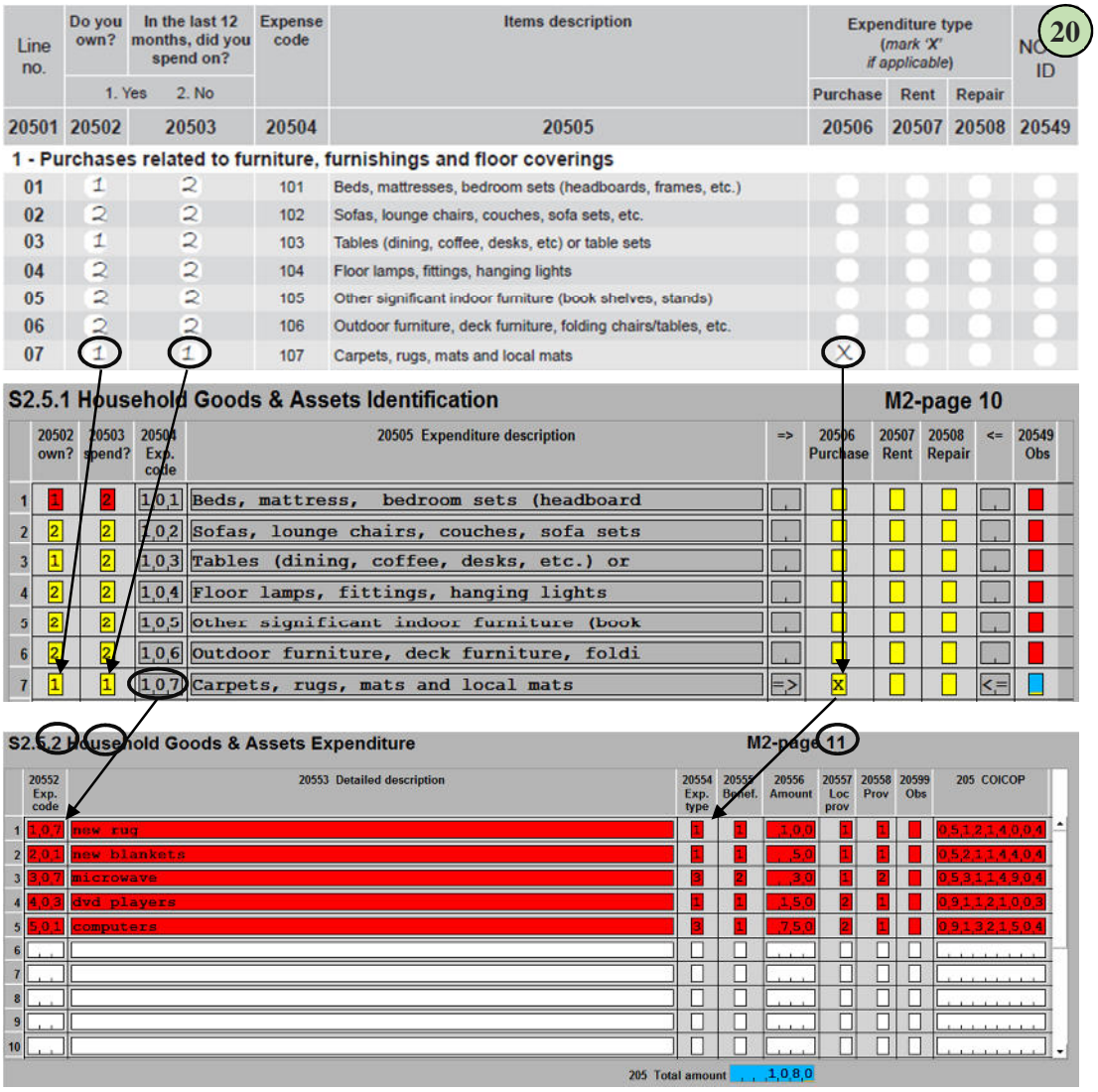


Entering Information in the Detail and Expenditure Sections

[20] Some parts of the questionnaire there will be a detail section where it will require the use of a mouse to put a mark in the intended field box. This can be seen in the example below. In the detail section 2.5.1, if an operator enters a "1" in Q20503, the check boxes as mimicked in the questionnaire will become active and will be indicated by these characters "=>" and "<=". To mark a field (purchase, rent or repair), all that is needed is to use your mouse to click on the appropriate field box.

After you have entered the information collected in the detail section of the questionnaire, we must now enter all relevant information in the expenditure section 2.5.2. The computer will automatically check for marked expenditure types in the detail section with the data entered in the expenditure section. As a side note you will get an error if –

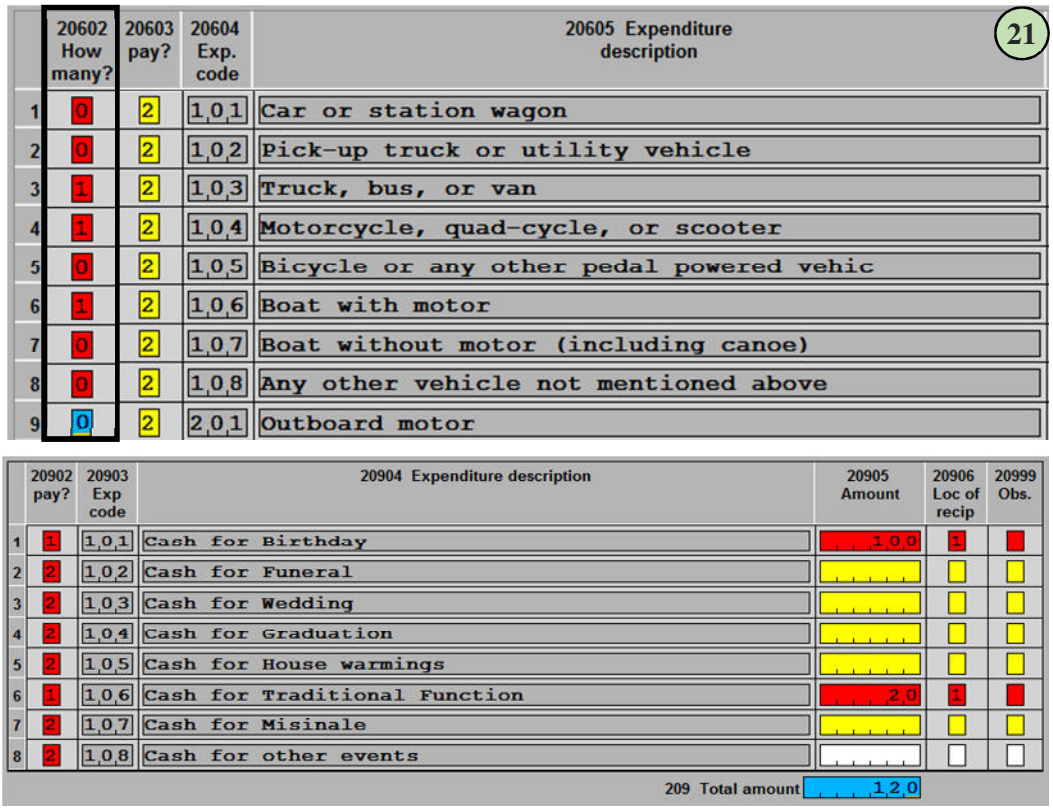
1) An item is marked in the detail section "#.#.1"but it is not listed in the expenditure section "#.#.2." Or,
2) An item is listed in the expenditure section "#.#.2" but it is not listed in the detail section "#.#.1"



[21] Sometimes, the detail section in module 2 or module 3 will contain a bit more added information other than identifying transactions. Looking at illustration 21 below shows a snippet of section 2.6.1 Vehicles and Accessories Details and under column 20602 needs the number of vehicles that was reported by the household.

In other parts of the questionnaire, the detail and expenditure sections have been combined into one section such as S2.6.0. This is because no other expenditure details that are required except from the purchases presented.

It is a common error for the enumerator to record "1" and "2" for yes and no, respectively, for the number of vehicles owned by the household.



	20602 How many?	20603 pay?	20604 Exp. code	20605 Expenditure description
1	0	2	101	Car or station wagon
2	0	2	102	Pick-up truck or utility vehicle
3	1	2	103	Truck, bus, or van
4	1	2	104	Motorcycle, quad-cycle, or scooter
5	0	2	105	Bicycle or any other pedal powered vehic
6	1	2	106	Boat with motor
7	0	2	107	Boat without motor (including canoe)
8	0	2	108	Any other vehicle not mentioned above
9	0	2	201	Outboard motor

21

	20902 pay?	20903 Exp code	20904 Expenditure description	20905 Amount	20906 Loc of recip	20999 Obs.
1	1	101	Cash for Birthday	100	1	
2	2	102	Cash for Funeral			
3	2	103	Cash for Wedding			
4	2	104	Cash for Graduation			
5	2	105	Cash for House warmings			
6	1	106	Cash for Traditional Function	20	1	
7	2	107	Cash for Misinale			
8	2	108	Cash for other events			

209 Total amount 120

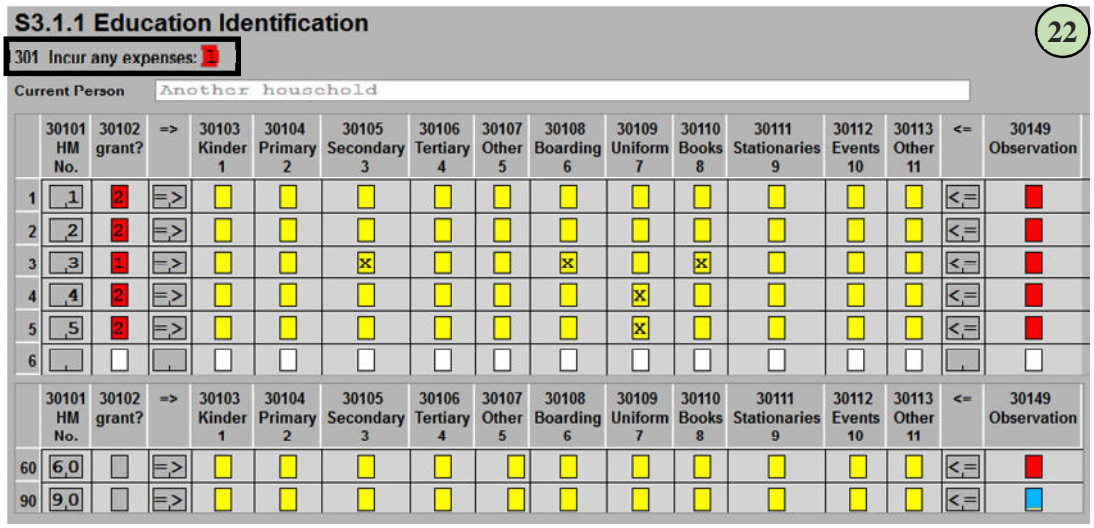
Individual Expenditures and Expenditure Grouping

[22] The education section of module 3 show below is a sample of the individual expenditure details. It is similar to the details sections in module 2 except of showing a list of expenditures on the rows it is replaced by the list of current household members and two extra rows, one for previous member of the current household (line 60) and the other for persons in another household (line 90).

To start entering information in the detail or expenditure sections in module 3 there will be a qualifier field as shown below as “Incur any expenses?” Entering a “1” (for yes) in this field will allow the operator to add subject information in the entry system. Entering a”2” (for no) will automatically skip to the next subject area.

Again the enabled field boxed are linked to the roster/flap page, the “=>” and “<=” symbols will notify the operator which rows are clickable to mark expenditure groupings.

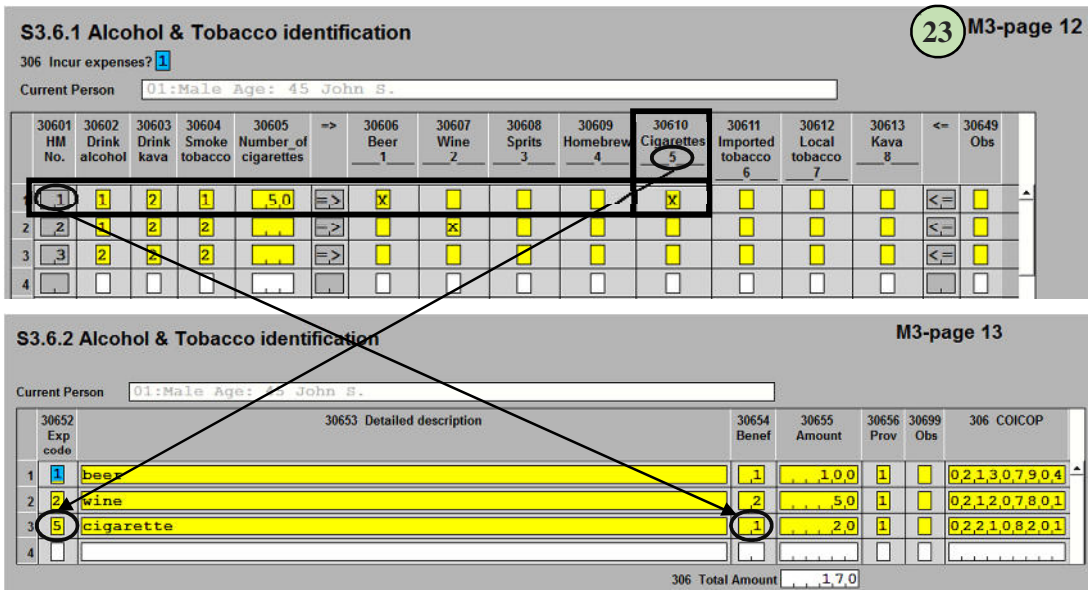
Remember that we are interested in who benefited from the HOUSEHOLD’s purchase. It is a common mistake to record the person that purchased the item.



[23] Just like the paper questionnaire, there are areas that need numerical values and there are areas that need marks such as Xs. The illustration below shows how the X-mark is converted to single line expenditures. There should be one or more reported expenditures for every X-mark shown in the details section.

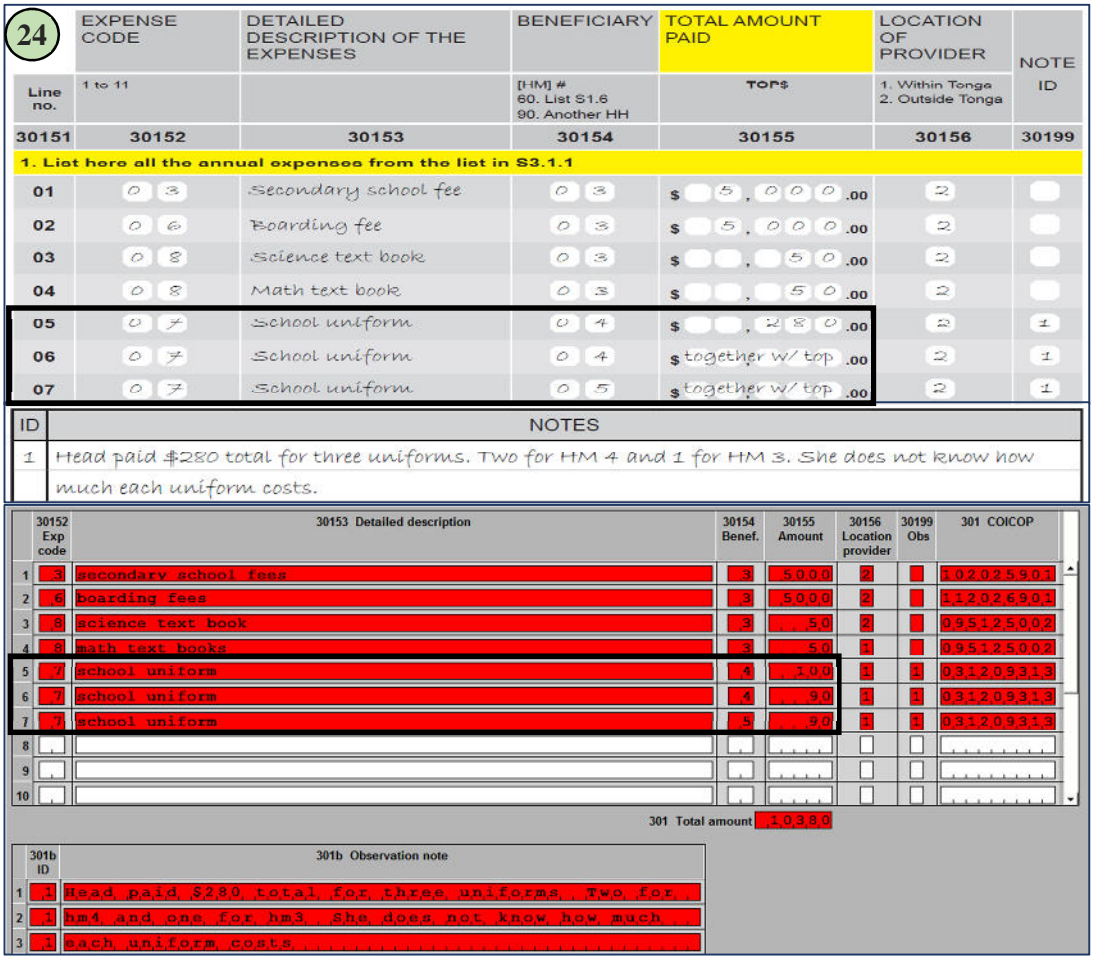
In the expenditure section, record the expenditure code first then record the household member number that benefited from the purchase.

There is a common mistake to confuse the "Exp. Code" column and the "Benef." column. Operators often times swap the two values. Be sure that you record the expenditure code first the record the beneficiary next.



[24] Sometimes, it is hard for household respondents to remember how much they paid for every item that they have purchased over the year. For example, the illustration below shows a filled questionnaire for education expenditures. On lines five, six and seven, there is a note that states that the household had purchased three sets of school uniforms for the children in the household. The household does not remember how much each set costs but the respondent knows that she has spent $280 dollars in total. Because the entry does not accept zeroes "0" as valid value we have to

distribute the $280 dollars evenly between the three children in the household. The first person was assigned $100 for his uniform and then we split the $180 dollars, evenly, for the other two uniforms coming out to $90 apiece. We have to make sure that we distribute the grouped amount almost evenly and make a note about the grouping.



24	EXPENSE CODE	DETAILED DESCRIPTION OF THE EXPENSES	BENEFICIARY	TOTAL AMOUNT PAID	LOCATION OF PROVIDER	NOTE ID
Line no.	1 to 11		[HM] # 60. List S1.6 90. Another HH	TOP$	1. Within Tonga 2. Outside Tonga	
30151	30152	30153	30154	30155	30156	30199
1. List here all the annual expenses from the list in S3.1.1						
01	03	Secondary school fee	03	$ 5,000.00	2	
02	06	Boarding fee	03	$ 5,000.00	2	
03	08	Science text book	03	$ 50.00	2	
04	08	Math text book	03	$ 50.00	2	
05	07	School uniform	04	$ 280.00	2	1
06	07	School uniform	04	$ together w/ top .00	2	1
07	07	School uniform	05	$ together w/ top .00	2	1

ID	NOTES
1	Head paid $280 total for three uniforms. Two for HM 4 and 1 for HM 3. She does not know how much each uniform costs.

	30152 Exp code	30153 Detailed description	30154 Benef.	30155 Amount	30156 Location provider	30199 Obs	301 COICOP
1	3	secondary school fees	3	5000	2		1020259011
2	6	boarding fees	3	5000	2		1120269011
3	8	science text book	3	50	2		0951250002
4	8	math text books	3	50	1		0951250002
5	7	school uniform	4	100	1	1	0312093131
6	7	school uniform	4	90	1	1	0312093131
7	7	school uniform	5	90	1	1	0312093131
8							
9							
10							

301 Total amount 10380

	301b ID	301b Observation note
1	1	Head paid $280 total for three uniforms. Two for
2	1	hm4 and one for hm3. She does not know how much
3	1	each uniform costs.

Entering Income Information

[25] Many parts of module 4 are the same as the previous modules so we are just going to look at some little things that we should be aware of when entering information in module 4.

Be sure that all the amount/dollar values are annualized in the Wages section. If is common for respondents to report fortnightly or monthly amounts.

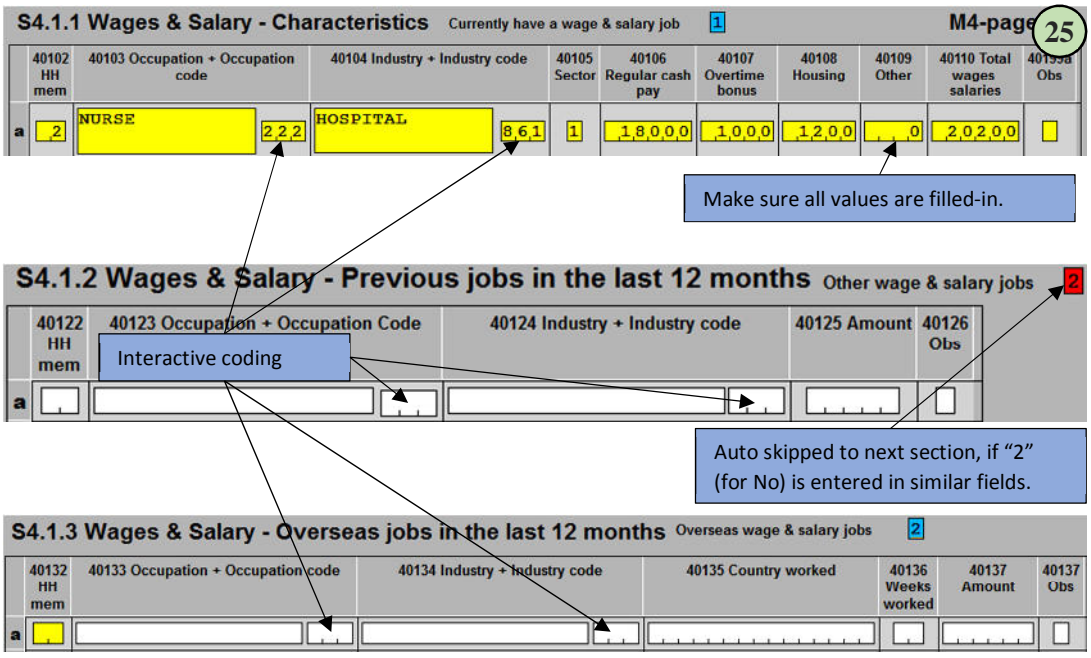
Fortnightly amount x 26 = Annual
Weekly amount x 52 = Annual
Monthly amount x 12 = Annual

Asides from module 1, module 4 section 4.1.1 to 4.1.3 contains interactive coding systems for industry and occupation. We cannot assume that the industry and occupation codes are going to be the same and so we have to reassign new industry and occupation codes each time we enter a description for each.

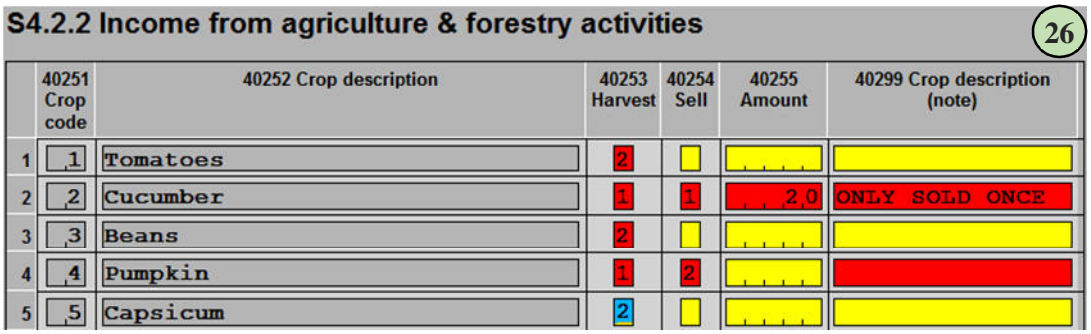
The wages section is linked to module 1's activity section. You may get an error if a wage job is listed in module 1 but not listed in the wages section or module 4. Here are the two codes in Module 1 that should be recorded in module 4.

03 – Employee, working for wages/salary in public sector (incl. NGOs, UN agencies)
04 – Employee, working for wages/salary in private sector

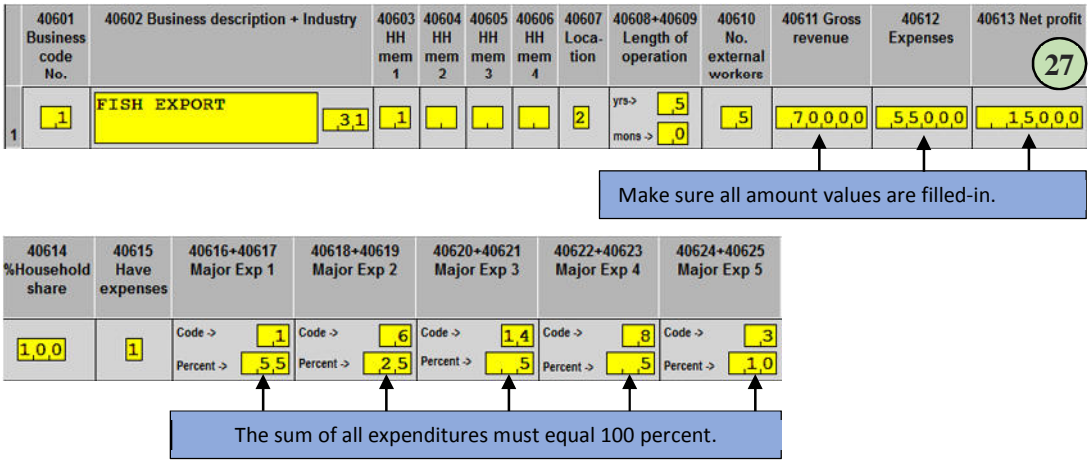
All amount/dollar values are required unless it has been systematically skipped. If the computer wants a dollar value and none has been provided, enter a zero to prevent error messages from being displayed.



[26] Below is a snippet of a filled agriculture activities section. This whole section will be bypassed if the engagement qualifier in the previous page is a "2" (for "no"). This is the same for fishing, livestock and handicraft sections. Keep in mind that red fields are fields that have been recently entered; yellow fields have been skipped and the blue field is the active field.



[27] S4.6 Income as Non-subsistence Business Owner is the only section that combines two pages into one entry form. This layout allows the operator to see multiple items related to one business in one continuous line. The benefit of showing all the items in one line is that the operator can easily see related items and allows to spot error or inconsistencies easily.

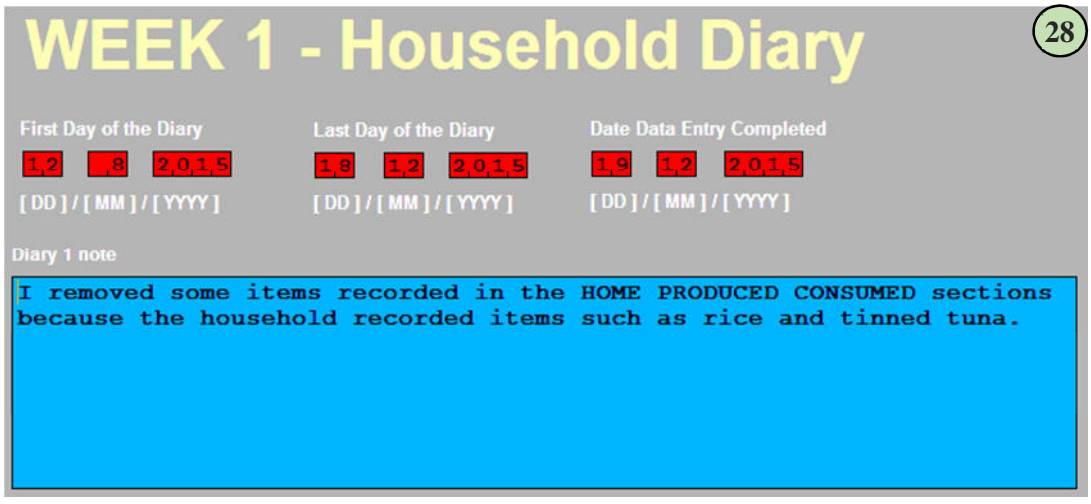


Entering Diary Information

[28] Just like the other modules, the diary will have a cover page. Below is an example of the diary's cover page. Almost every entry page/form should contain "note" section where the enumerator or household can write a note. In this case, the enumerator wrote a note that tells the supervisor that he/she deleted some lines in the diary because they were not real home consumption items such as rice and tin fish.

The first day of the diary should be the same as module 1's interview date and the last day of the diary should be about seven day later. Not every day will have a purchase or transaction, so it is important to confirm from the household that no items were purchased, received or home produced.

Households normally put items they consume on a daily basis such as cereal, milk, rice, canned beer, etc. in the HOME PRODUCED section. This section is only for items grown, harvested, caught or raised by the household.



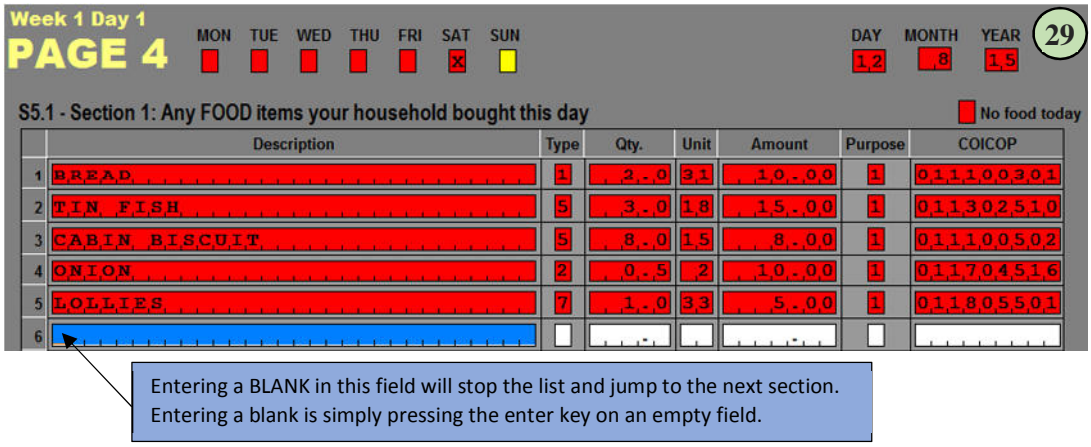
[29] The first part when entering diary data is to enter the appropriate day that corresponded to the first visit. In our example, the household was first visited on a Saturday. Although the first visit should have been on a Monday or Tuesday, the aim of this example is to show that it is possible for the household to schedule a visit a few days earlier. The dates should be consecutive and should

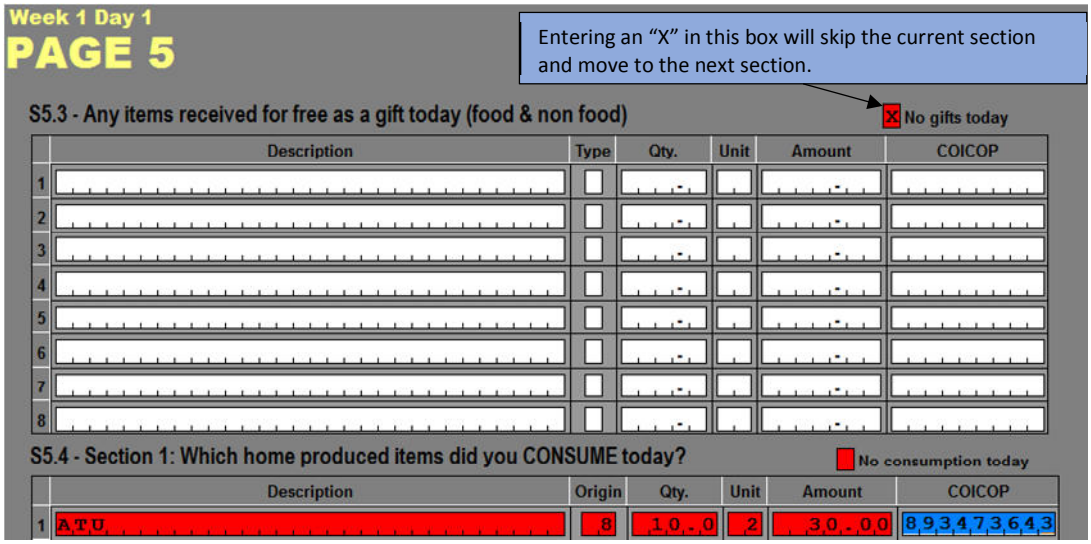
match the day field. There are no error check enabled in this area so take extra care to enter the correct day and date.

If item were purchased or recorded then leave the “No …today” field blank and the entry system will automatically move to line one, so that you can record the items purchased.

If you want to stop entering data, enter a blank on the next description field and the entry system will automatically move to the next section.

If no items were purchased then entering any number or letter in the “No … today” field will replace the content with an “X” and automatically move to the next section.



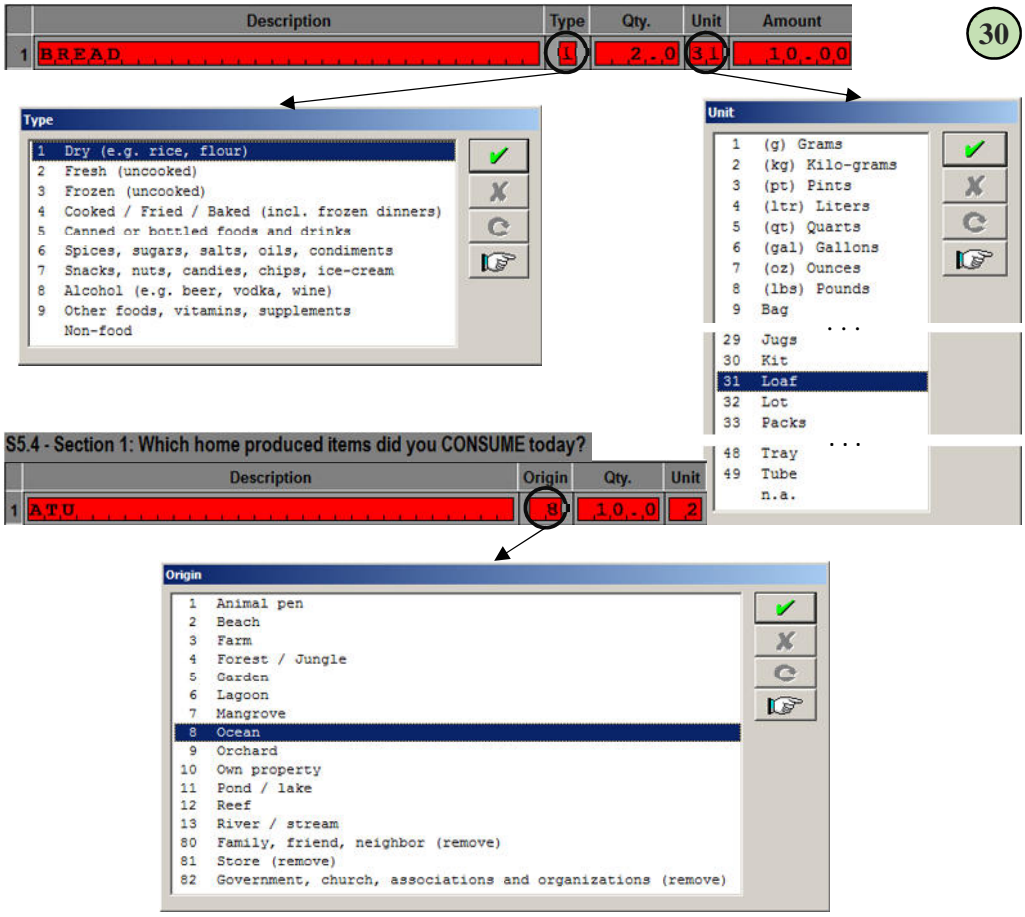


[30] Some data fields have popup prompts that allow the operator to choose a relevant item. Looking ad illustration 30 below shows three filed where this is enabled. We have tried to list all the common food types and sometime there will not be a good description. If this is the case, you can use a blank/non-food as a type code and we can code this later.

For unit we try to get actual dry or liquid weight. If this is not possible then the type of packaging will suffice.

For the origin popup, there are places that the household would normally get their foods or home produced items. There are special codes that are included in the origin popup. These are items

receive from friends, family outside the household, neighbors, stores, markets, government, NGOs, and/or churches. These items should not be included in the home produced section but if you want to add them, you can but make sure to provide the appropriate origin code.



Things to remember

 **You will need an active Internet connection to send the data to our servers. It is best to send the whole BLOCK first. If any clarifications or corrections are needed, sending corrected SEQ_NUM level cases will be sufficient.**

 **The restore program will only work with case/household SEQ_NUM level backups. So do not forget to back up all households level items in the computer on a regular basis.**

 **A reliable Internet connection is required to update the HIES program. If you are unsure if you have an active Internet connection, contact your HIES IT team.**

 **During the update process, the computer's command box will stop and ask for your confirmation to overwrite the files in the computer. It is OK, press "a" to overwrite/update the files.**

 **Do not forget to update the Module and Diary Status codes each time you begin to enter the data. Often times data entry operators, forget to update these fields.**

 **Module data must be entered a day or two after the module has been completed. The computer will flag errors that will need to be corrected. The best way to get good data is to find the errors in the data and quickly correcting those errors while your enumerators are still in the field.**

 **Try to have your enumerators create the household listing recording Head and Spouse on the first two lines, then try to list everyone from oldest to youngest.**

 **Try to enter as much information without using the mouse to navigate to a particular field. The entry program has built in flow control to allow you to enter day efficiently just by using the keyboard.**

 **Do not spend too much time trying to accurately code Industry and Occupation. If you are unsure, coding a MISSING [9999] is better than incorrectly coding an item.**

 **During interactive coding, try searching different words or using a part of a longer word, the smaller the search word the more results will be displayed.**

 **Do not spend too much time trying to find the most accurate COICOP code. It is better for us if you code an item as MISSING [999999999].**

 **You must try your best to correct all the errors before you submit the data to the servers.**

 **It is a common error for the enumerator to record "1" and "2" for yes and no, respectively, for the number of vehicles owned by the household.**

 **Remember that we are interested in who benefited from the HOUSEHOLD's purchase. It is a common mistake to record the person that purchased the item.**

 **There is a common mistake to confuse the "Exp. Code" column and the "Benef." column. Operators often times swap the two values. Be sure that you record the expenditure code first the record the beneficiary next.**

 **Be sure that all the amount/dollar values are annualized in the Wages section. If is common for respondents to report fortnightly or monthly amounts.**

Fortnightly amount x 26 = Annual
Weekly amount x 52 = Annual
Monthly amount x 12 = Annual

 **The wages section is linked to module 1's activity section. You may get an error if a wage job is listed in module 1 but not listed in the wages section or module 4.**

03. Employee, working for wages/salary in public sector (incl. NGO, UN agencies)
04. Employee, working for wages/salary in private sector

 **Households normally put items they consume on a daily basis such as cereal, milk, rice, canned beer, etc. in the HOME PRODUCED section. This section is only for items grown, harvested, caught or raised by the household.**