Kiribati

Household Income and Expenditure Survey (HIES)

2006

Data Entry Manual

for the

Health, Education, and Labour Force Questionnaire

Instructions to the Data Entry Operator

The objective of the data entry manual is to assist the data entry operators in keying the data for the 2006 Household Income and Expenditure Survey. The data entry procedure should be carefully followed according to the given instructions provided in this manual.

The main reason for following these instructions is to avoid any discrepancies that may be encountered during the data entry process. The data entry application is designed to interact with the operator so that any errors are flagged on the screen and require the operator to enter a correct value. This interactive editing method is commonly used with complex surveys to ensure the data is of good quality.

For the purpose of the data entry phase, we will be using a computer package called "CSPRO" (Census and Survey Processing System) which is designed and written by United States Bureau of Census. The package runs on the MS windows operating system.

The data entry application is designed in such a way that reflects the format of the questionnaire. There are several forms in each application. In most cases movement between the forms is controlled by the operator who needs to use the CTRL / key combination to move to the next forms. In some cases skips between items occur automatically depending on the values entered. Almost all items require the use of the numeric keypad, which is activated when the NUM LOCK on the keypad is turned on. For those items requiring alphabetic data entry, turn the CAPS LOCK on.

The data entry operator should have a good understanding of how the data are to be keyed. You should be familiar with the questionnaire that is being keyed and receive training in the data entry operations. It is important to ask the data processing supervisor if you have a problem with the data entry system or are not sure about what action to take if an error occurs. The supervisor will provide you with the necessary information and will train you how to respond to the error should it occur again.

The supervisor will provide you with a batch of questionnaires to enter into the system. You are required to enter all the batched questionnaires before taking a tea or lunch break and before leaving for the day. It is expected that you will complete at least 2 batches per day. It is important that you complete the work quickly and accurately. Your work will be monitored by the supervisor

After each form of the questionnaire has been keyed, you will need to check your work by reviewing the data on the screen with the questionnaire. Any discrepancy should be rectified before moving to the next form. You can move to the incorrect item using the arrows keys or your mouse. Once you are sure that the data are correct then you may move to the next screen by pressing the CTRL / key combination.

After the completion of each questionnaire you should sign and date the front page of the form (below the interviewer's name). After a batch has been completed give the questionnaires to the supervisor to record the batch as entered. Inform the supervisor of any problems you had during the data entry operations. Take a break and then return to the supervisor for another batch to enter.

Data Files

After clicking on the HIES icon on your desktop you will see the screen below. This screen requires the name of the data file been entered. You need to change the filename to the name of the current batch. The format of the filename is HExxxx.dat where the x's are a combination of Island and EA codes. For example, the name of the data file for Island 01 and EA 04 is HE0104.dat. Click open to proceed. The system will indicate that it is a new file and will ask you if you want to create it. Click Yes.
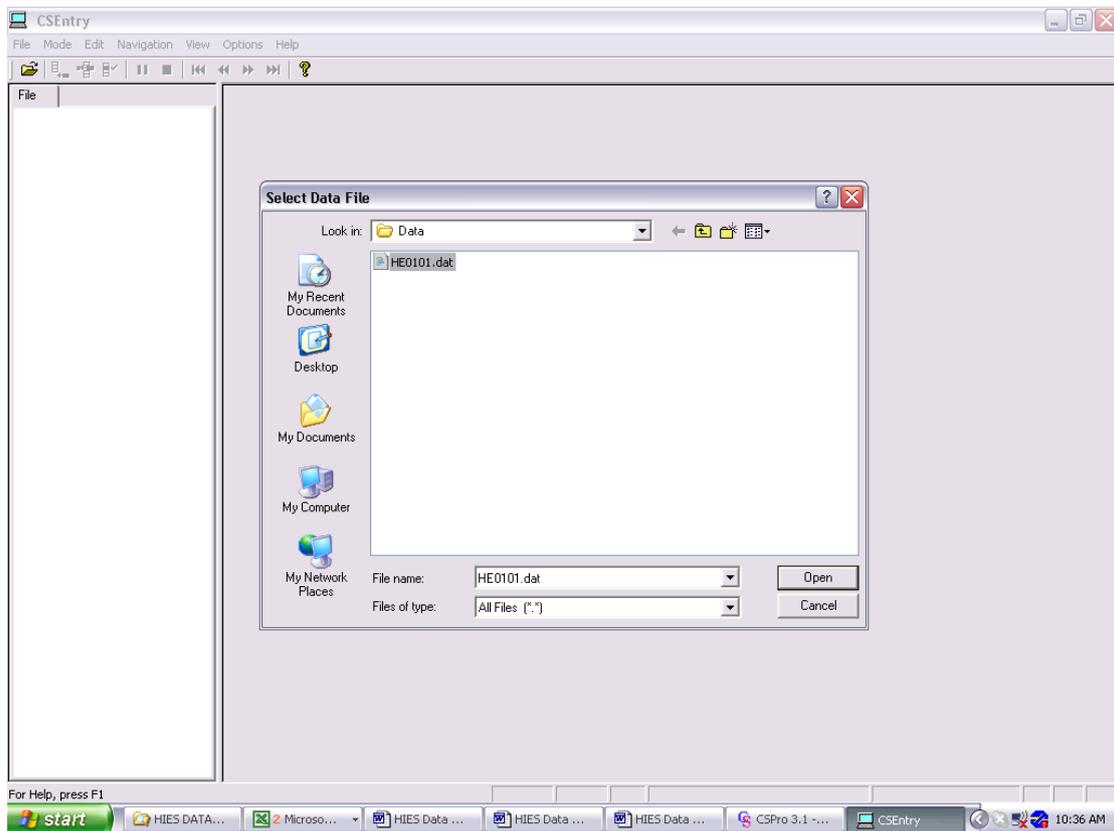
Household Identifier

The first screen after creating the data file will appear as below, except the values will be blank. You need to enter the codes for Island, Village, EA, and Household Number. IT IS CRITICALLY IMPORTANT THAT THESE VALUES ARE CORRECT as they will be reproduced for all questionnaires in the batch. A popup message will ask you to verify the data. Press F8 to clear the message before proceeding. If a value is incorrect you can use the F7 key to move to the incorrect field. Note that if you enter the same household twice you will get an error message indicating duplicate Ids.

1a. Health Facility Utilisation

The next form records the use of health facilities by persons in the household who had a health problem in the last 3 months. Enter the codes in the boxes moving across the page. Note that where there are 2 digit fields you need to press enter to move to the next field. If there are no entries on the questionnaire press CTRL + / to go to next form

Note that for Q1.1 the person number is only entered. If there are no entries press CTRL + / to go to next form. For Q1.9 if no value enter zero.

Depending on the codes entered some questions will be skipped. Check to ensure that the skipped questions have not been completed on the questionnaire and verify that the skip codes are correct.

If an error message pops-up then check to ensure you have entered the value correctly or if correct check with the supervisor. Note that where there is no code given on the questionnaire you need to enter a not stated code – which for coded data is 9 or 99 and for amounts is blank.

Once you have completed the form, verify the data on the form by checking the screen with the questionnaire. If you want to insert an entry press F3. If you wish to delete an entry press F4. Press CTRL + / to go to next form.

1b. Health Facility Access

The next form asks questions relating to access to health facilities, and is only answered by the head of household. Note that if time is given in minutes, enter the value in first box of Q1.13. If time is in hours leave first box blank and enter value in next box.

Enter the codes in the. If there are no entries on the questionnaire, press CTRL + / to go to next form. If an error message pops-up then check to ensure you have entered the value correctly or if correct check with the supervisor. Note that where there is no code given on the questionnaire you need to enter a not stated code – which for coded data is 9 and for time is blank.

2. Education

The next form records the education of all persons aged 6 and over in the household. Note that for Q2.1 the attendance status as well as the person number needs to be entered for all persons. If Q2.1 is NO then the cursor will skip to Q2.9.

Enter the codes in the boxes moving across the page. Note that where there are 2 digit fields you need to press enter to move to the next field. If there are no entries on the questionnaire press CTRL + / to go to next form

Depending on the codes entered some questions will be skipped. Check to ensure that the skipped questions have not been completed on the questionnaire and verify that the skip codes are correct.

If an error message pops-up then check to ensure you have entered the value correctly or if correct check with the supervisor. Note that where there is no code given on the questionnaire you need to enter a not stated code – which for coded data is 9 or 99 and for amounts is blank.

Once you have completed the form, verify the data on the form by checking the screen with the questionnaire. If you want to insert an entry press F3. If you wish to delete an entry press F4. Press CTRL + / to go to next form.

3. Labour Force Status

The next form asks questions about labour force status of every person aged 15 and over in the household. Note that occupation and industry codes will have to be allocated from the occupation and industry code list for Q3.6 and Q3.8.

Enter the codes in the boxes moving across the page. Note that where there are 2 digit fields you need to press enter to move to the next field. If there are no entries on the questionnaire press CTRL + / to go to next form

Depending on the codes entered some questions will be skipped. Check to ensure that the skipped questions have not been completed on the questionnaire and verify that the skip codes are correct.

If an error message pops-up then check to ensure you have entered the value correctly or if correct check with the supervisor. Note that where there is no code given on the questionnaire you need to enter a not stated code – which for coded data is 9 or 99 and for amounts is blank.

Once you have completed the form, verify the data on the form by checking the screen with the questionnaire. If you want to insert an entry press F3. If you wish to delete an entry press F4. Press CTRL + / to go to next form.

End of Questionnaire

To finish data entry for the questionnaire click on yes (or type Y) to save record and to go to next questionnaire.

Note that the next questionnaire already has identifiers for island, village and EA. Enter the household number and total persons and continue with data entry.

If all questionnaires have been entered in the batch then click on the stop icon (or press ESC) on the data entry menu. Select 'FINISH' to end the session. Take a 15 min. break.