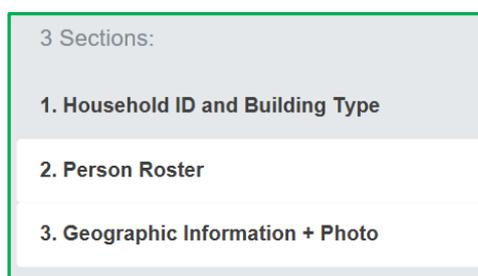


KIRIBATI ISLANDS 2018 HOUSEHOLD LISTING

DATA COLLECTION USING TABLETS

Introduction

1. Data collection using tablets is very different from using the paper-based questionnaire as information are recorded directly into the tablets where the structure of the questions is designed in a different way to ensure efficient flow of information through the skip patterns and logic checks in-built in the system. This manual describes the steps on how to capture information and a brief description of each question. The questionnaire was designed using the World Bank Survey Solutions application with the following three Sections:



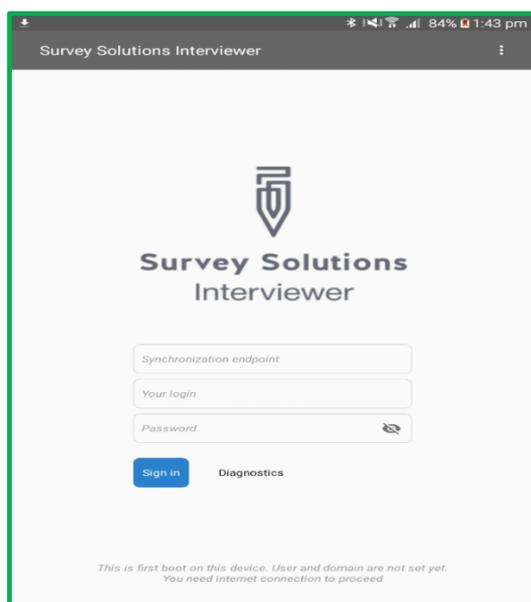
2. The flow of information during data collection follows the above structure where each Section.

Logging in to the tablet

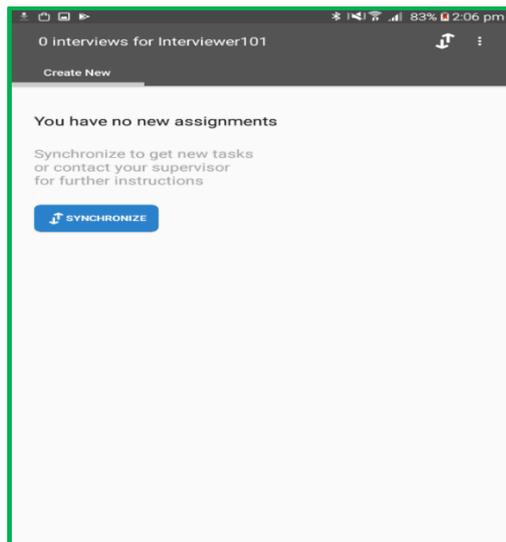
3. To begin the interview, login into the application to access the questionnaire. Tap (click) on the interviewer icon:



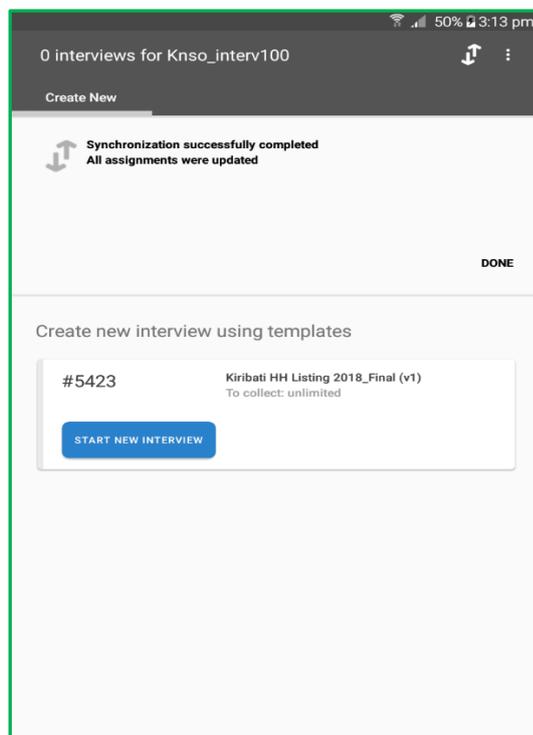
4. This will open up the login page for the enumerator to type in the name of the server, login username and password



- Type in the Server Name – <https://kirlist.mysurvey.solutions>
 - Type in your LOGIN name
 - Type in your PASSWORD
5. Signing in will open up the following screen which you will need to 'synchronize' to load the questionnaire.



6. Tap on 'SYNCHRONIZE' blue button will enable the following screen.



7. Tap the blue button 'START NEW INTERVIEW' to begin interviewing a new household.

A few screen colours to be aware of while capturing data:

- **BLUE** – means the section/question is still to be filled or in progress
- **RED** – there is an error or rejected
- **GREEN** – means the section/question is filled (completed)

Filling Identifying field

8. Tap the blue button 'START NEW INTERVIEW' to begin interviewing a new household. The following screen will show up to fill in the identifying field of the dwelling. If it is a Private dwelling, then type in the name of the Head of Households. If it is a Institution, then type in the name of the institution. Type 'Vacant' if the dwelling is vacant. Then click on the 'START' button.

Confirmation screen will appear, then click START again.

Filling IDs and BUILDING CHARACTERISTICS Section

9. This is an important section that needs to be filled in by you before you begin the interview. These are not asked to the respondent as you are required to fill in the geographical IDs of the Census Block you are working in. Once you have finished introducing yourself to the household member, fill in this section and then start the interview.
10. The geographical IDs include the:
- Island
 - Village
 - EA Number

Please note that these IDs are cascaded, which means that clicking in the Village field will only show the list of Villages in the Island that you have selected. Likewise, for the EA field, it will show only the EAs in the Village you have selected.

11. After completing filling these IDs, a confirmation of what you have typed in will be shown in blue at the bottom. An example is shown below:

You have entered....

ISLAND = STarawa
 VILLAGE = Bikenibeu
 EA NO = 7050190

Check if it is the same on the Map

12. Note the message in RED where you need to confirm that, what you have entered in the IDs matches what is on the MAP. If it is the same then continue, otherwise, go back and change until what you have entered is the same as what is on the map.

Filling BUILDING TYPE

13. Next is to fill in the Building Type Section. Please note that you have to clearly distinguish between a 'Private Household' and a Non-Private Household (Institution).

BUILDING TYPE

1a. What kind of building is this?

Single housing unit (Private household)

School

Prison

Ships

Hospital

Hotel / Motel (long terms rooms only)

Other institutions

14. **1a. What kind of building is this?:** There are a few options here:- Private households are the household dwellings which houses an individual or a family(s) who share the same meals/kitchen whereas Institutions are the 'public' dwellings which houses a number of people like hotels, motels, guesthouse, backpackers etc. etc. Select category 1 if it is a Private household whereas the other categories (2 – 7) are for Institutions.
15. **1b. Is this dwelling currently occupied?** Select the correct answer here whether the dwelling is either occupied (code 1) or vacant (code 2). Please note that a vacant house is a house that has been vacant for a long time and the members of the household are away for some reasons. This does not mean that the house is vacant because the members have gone to town, fishing or shopping.

1b. Is this dwelling currently occupied?

Occupied

Vacant

16. **The filtering conditions for this section specify that:**
- If it is 'Occupied' then it goes straight to the Person Roster Section.
 - If it is 'Vacant' then it goes to the last Section – 'Geographic Information + Photo'

Filling PERSON ROSTER Section

17. The section required the capturing of the number of people living in the Private Dwellings as well as Institutions. These are straightforward questions, which will be easy to fill. You will need to fill in the FULL NAME of each individual living in the household or Institution. Please note the instruction given with regards to the HEAD of the household and the definition for those to be included in the list.

18. Type in the first persons' name in the field. Remember, the first person is the HEAD if it is a Private household. Click 'Done' in the keyboard to enter another person. Note that after you click on the 'Done' button, a person roster button is created for that person. In the example below, after typing 'Jonathan Smith', a blue button is created for him.

Entering another persons' name creates another blue button for that person. Note the buttons are 'BLUE', which means these needs to be filled.

2. Person Roster

1. List the Full Names of all the people who currently live here? Please do not include short term visitors.

INSTRUCTION
List the Full Names of all the persons living here. For Private Households (Non-institution), please ensure the first person is the HEAD of the household. Short term visitors are, persons temporarily staying in this household for no more than 3 months. Press on the tablet keyboard after typing each name.

Jonathan smith

mary smith

Tap to enter new item

Person Roster - Jonathan smith

Section not started

Person Roster - mary smith

Section not started

3. GEOGRAPHIC INFORMATION + PHOTO

19. Then click on the individual button for each person to fill in his or her particulars.

2. PERSON ROSTER /

Person Roster - Jonathan smith

P1. What is Jonathan smith's DAY of birth?

INSTRUCTION
Day should be in format DD (2-digit from 1-31). Type '99' if respondent does not know the day

Tap to enter number

P2. What is Jonathan smith's MONTH of birth?

INSTRUCTION
Month should be in format MM (2-digit from 1-12). Type '99' if respondent does not know the month

Tap to enter number

P3. What is Jonathan smith's YEAR of birth?

INSTRUCTION
Note: Year should be in the format YYYY (4-digit from 1915-2018)

Tap to enter number

20. Fill in the Day, Month and Year of Birth. Note the instructions given – Day is 1-31, Month is 1-12 and code 99 if the respondent don't know. As for the year, since we will calculate the Age from the date of birth, this field cannot be missing or left blank. You will need to probe to get the year of birth or ask the respondent to give an estimate of the year of birth.

Note the change in color of the screen to GREEN when you have completed filled the person detail. Click on the Roster button at the bottom to enter another person.

2. PERSON ROSTER /

Person Roster - Jonathan smith

P2. What is Jonathan smith's Sex?

Male

Female

P2. What is Jonathan smith's Religion?

Catholic

Kiribati Protestant Church (KPC)

Kiribati United Church (KUC)

Seventh Day Adventist

Church of God

Mormon

Assemblies of God

Bahai

Jehovah's Witnesses

Again, note the different colors in the screen, GREEN means 'completed' and BLUE means it is incomplete and has to be filled. In the example below, Jonathan has been completed but mary has to be filled.

2. Person Roster

1. List the Full Names of all the people who currently live here? Please do not include short term visitors.

INSTRUCTION
List the Full Names of all the persons living here. For Private Households (Non-institution), please ensure the first person is the HEAD of the household. Short term visitors are, persons temporarily staying in this household for no more than 3 months. Press on the tablet keyboard after typing each name.

Jonathan smith

mary smith

Tap to enter new item

Person Roster - Jonathan smith

Section completed: 5 answers, no sub-sections

Person Roster - mary smith

Section not started

3. GEOGRAPHIC INFORMATION + PHOTO

21. Once you completed entering all the details of all persons in the house, all person buttons should be GREEN. Note the BLUE button at the bottom, which means that you will need to fill in the GPS and take PHOTO of the house.

2. Person Roster

1. List the Full Names of all the people who currently live here? Please do not include short term visitors.

INSTRUCTION
List the Full Names of all the persons living here. For Private Households (Non-institution), please ensure the first person is the HEAD of the household. Short term visitors are, persons temporarily staying in this household for no more than 3 months. Press on the tablet keyboard after typing each name.

Jonathan smith

mary smith

Tap to enter new item

Person Roster - Jonathan smith

Section completed: 5 answers, no sub-sections

Person Roster - mary smith

Section completed: 5 answers, no sub-sections

3. GEOGRAPHIC INFORMATION + PHOTO

Filling the GEOGRAPHIC INFORMATION and PHOTO Section

22. Please record the location of this household or institution. This question allows you to capture the GPS location of the household or institution. Once you have completed interviewing the household, go outside the house and take the GPS points. Please note that there is a few rules (instructions) listed for you to follow while taking GPS points.

- GPS cannot be taken inside a building
- Make sure your GPS is turned ON and wait for about one minute then tap to capture point.
- Stand about 5-30 metres away from the house
- Ensure you can see the sky and nothing is blocking the view

[Remember: You do not need internet to capture the GPS points]

3. Geographic Information + Photo

4a. Please record the location of this household or institution. FOLLOW THE RULES BELOW:

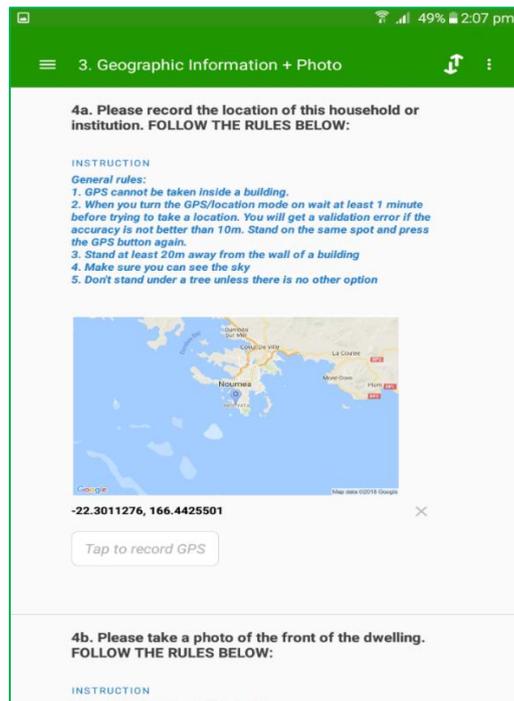
INSTRUCTION
General rules:
1. GPS cannot be taken inside a building.
2. When you turn the GPS/location mode on wait at least 1 minute before trying to take a location. You will get a validation error if the accuracy is not better than 10m. Stand on the same spot and press the GPS button again.
3. Stand at least 20m away from the wall of a building
4. Make sure you can see the sky
5. Don't stand under a tree unless there is no other option

Tap to record GPS

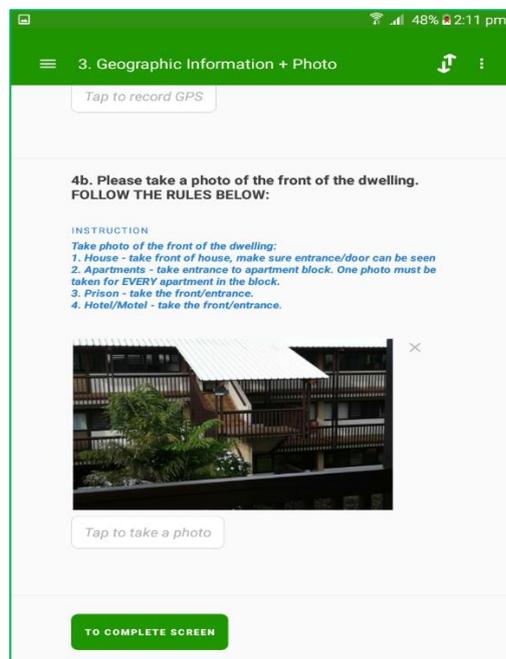
4b. Please take a photo of the front of the dwelling. FOLLOW THE RULES BELOW:

INSTRUCTION
Take photo of the front of the dwelling:
1. House - take front of house, make sure entrance/door can be seen
2. Apartments - take entrance to apartment block. One photo must be taken for EVERY apartment in the block.
3. Prison - take the front/entrance.
4. Hotel/Motel - take the front/entrance.

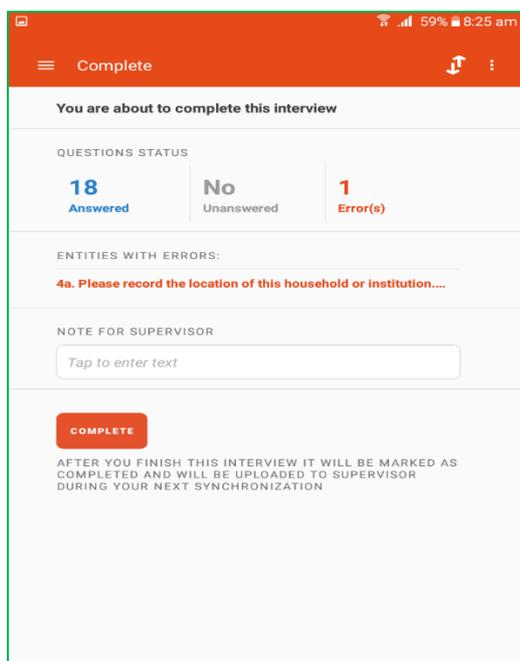
Tap to take a photo



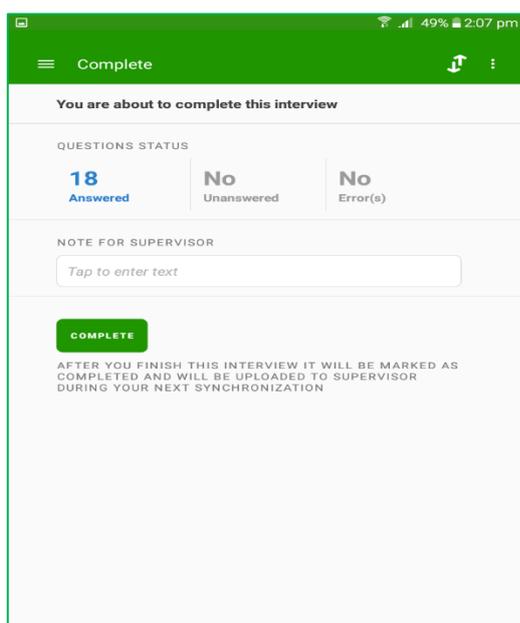
23. **Please take a photo of the front of this household or institution.** This question allows you to take a photo of the house you have just completed interviewing. The following rules applies for taking the photo:
- a) Take phot of the front of the house and make sure the front door or entrance can be seen
 - b) For Apartment, take the photo of the entrance to the block. Each apartment in the building should have a photo each.
 - c) For Institutions, take the photo of the front entrance
- Please refrain from taking selfies and/with household members as this uses up your data, battery and storage space in the tablet.



24. Press 'To Complete screen' to complete the questionnaire. Note that you will get the following screen, showing a summary of the questionnaire – the number of questions answered, number of questions unanswered and number of errors in the questionnaire. If your complete screen is RED, then go back to the questionnaire to make sure that all questions are Answered, No unanswered and No errors.



25. This is your target screen when you have completed a questionnaire.

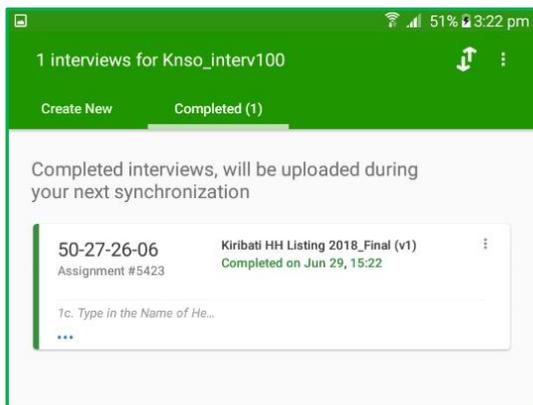


Click on 'COMPLETE' to complete the questionnaire. Note the comments at the bottom of the screen – that the questionnaire will be marked as complete and will only be sent to the server when you synchronize.

Synchronization of questionnaires

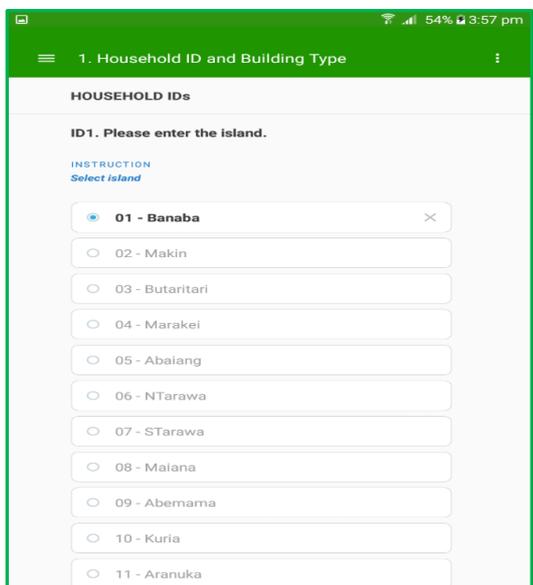
26. Synchronization of questionnaires is sending the completed questionnaires to the Server for your Supervisor to check. To synchronize, click on the synchronize button (it is the two arrows in opposite direction)  in the top right corner of the screen. These will send all the completed questionnaires to the server. Remember, you can only do this if you have internet access.
27. For those who are intervieweig in areas without internet access, you will have a long list of completed questionnaires, as you will not be able to synchronize. Once you reach an area with internet access, then you have to synchronize to send these completed questionnaires to the server.

To do another interview for a new household, click on the 'Create New' tab.

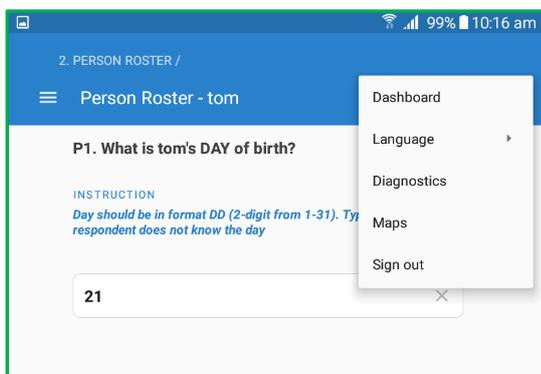


How to save Incomplete Questionnaires

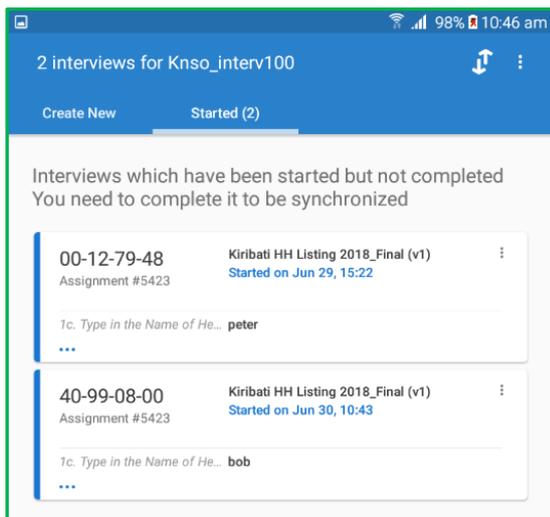
28. In some cases, you may need to save incomplete interviews as the respondent may be busy and for you to come another time later to complete the questionnaire. In the questionnaire screen, there is a 3-dot button 



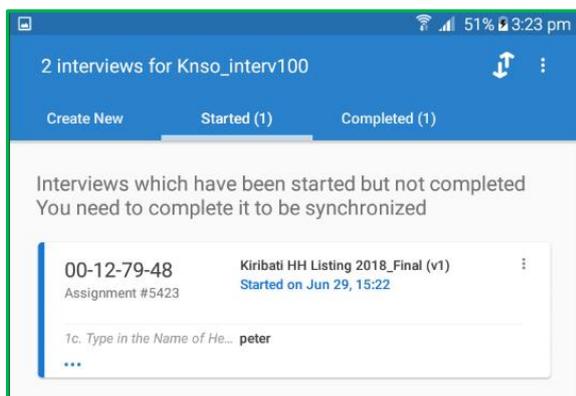
29. Clicking on the 3-dot button will show the following menu – click on dashboard to save an incomplete questionnaire.



30. In the dashboard, all incomplete questionnaires will be listed as 'Started'. Click on each of them and click 'open' to continue the interview.

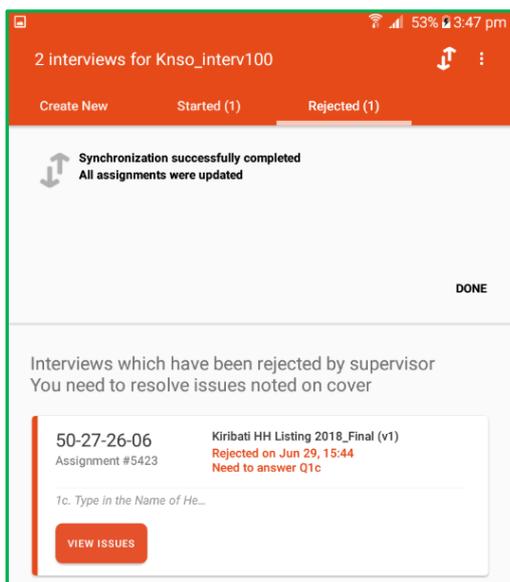


In some cases, you will have some completed and started questionnaires (as shown below) – so you will need to complete the started questionnaires, whereas the completed will await your next synchronisation to send them to the server. Click on the 'Started' tab or 'Completed' tab to see the list.



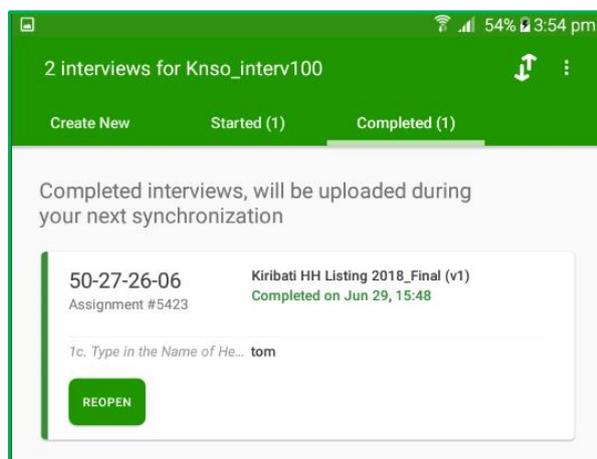
Receiving 'Rejections' from Supervisors

31. Supervisor will check on all the questionnaires you have checked to make sure they are completely filled. Any inconsistency or error found by them will be rejected back to the interviewer to fix. This will be shown as well in the dashboard, as shown below. Note the comments from the Supervisor will be shown like the example below.



Opening a 'Completed' questionnaire

32. You can re-open a completed questionnaire by selecting on the questionnaire and clicking on 'REOPEN'



33. Please note that the dashboard will allow you to see all the questionnaires that are 'Completed', 'Started' and 'Rejected'. Every time you synchronize, this list will be updated – all completed questionnaires will be sent (if you have internet access), all rejections will be received as well as the incomplete questionnaires to be completed – 'Started'
34. It is always advisable that if you have access internet, to synchronize when you complete each household.
35. Do not keep many 'Started' interviews. Make an effort to complete them as soon as possible.
36. For those in areas with no internet access, you will have a long list of 'Completed' questionnaires in your dashboard as you won't be able to synchronize them. Please DO NOT LOSE your tablets and keep them in a secure place so that you will be able to synchronize the questionnaires when you reach the internet access area.
37. Unfortunately, the application does not have any backup system to save the data in the tablet, so losing the tablets before synchronizing will mean losing all the 'Completed' questionnaires you have in the tablets.
- 38. PLEASE KEEP YOUR TABLETS SAFE AND SECURE. DO NOT LOSE THEM – PLEASE !!!!**