

INDEPTH STARTER KIT

SAMPLE CENSUS MANUAL

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1. BACKGROUND/INTRODUCTION

Over the next few years, the [Institute](#) will carry out health and livelihood interventions in this Area. To evaluate the impact of such interventions, the [Institute](#) will use a survey tool, namely a Demographic Surveillance System (DSS). The present manual focuses on fieldwork procedures for the DSS, which is hereafter referred to as the Area Demographic Surveillance System (DSS). The DSS work was initiated on a pilot basis during the period from [XX/XX/XXXX](#) to [XX/XX/XXXX](#) in order to test fieldwork procedures and to fine-tune the DSS software that will be used to process the data.

A DSS follows up individuals, their dwelling units and events that happen to them over time and for a well-delineated area known as the Demographic Surveillance Area (DSA). In our case, the DSA comprises a number of villages drawn from each of the following settlements where the study will be carried out.

The DSS will trace and update all information pertaining to the same individual or other entities such as households, geographic sub-areas, and fieldwork cycles over time. *'Longitudinal'* measurement of demographic and health variables is, therefore, one of the key characteristics of a DSS. It is achieved through repeated visits at more or less regular intervals to all residential and institutional units in the DSA during which a prescribed set of attribute data are collected on a group of registered subjects, who are consistently and uniquely identified.

To implement the DSS we will first carry out a census of the population to be followed up over time. Subsequently, every XX days, we will update information on this initial population while registering new individuals, households and residential units. The core events that will be monitored are births, deaths and migrations, since these are the only events that will lead to any changes in the initial size of the resident population. To complement this, we will also collect information on causes of deaths, immunization livelihood, illness episodes, pregnancies, and marriages.

2. DSS PRIMARY SUBJECTS

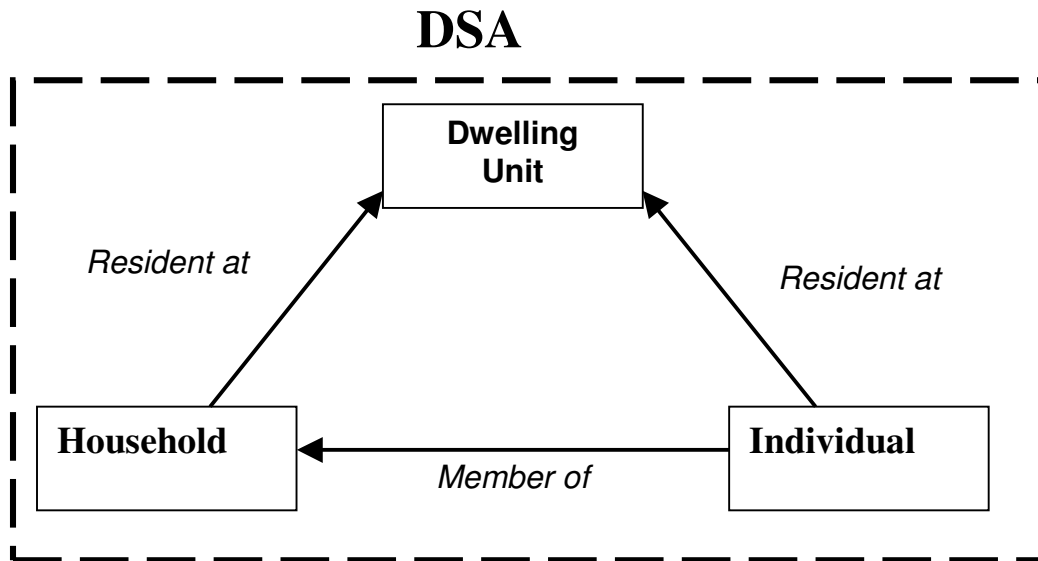
2.1 Definitions of DSS Primary Subjects

The DSS will be structured around three main subjects:

- *'Dwelling units'* - these are a set of rentable rooms (some of which serve as sleeping rooms), within the same structure, for no more than one household. Adjoined or loosely connected buildings that belong to different owners constitute different structures. Other types of structures that are not used for dwelling purposes (such as institutional and business structures) should bear a designation relating to its usage (e.g. business, kitchen, etc).
- *'Households'* - these are social units whose members (one or more) live together in one or more rentable rooms within the same structure. By convention, if a household is spread over two distinct structures, then its members living in the rentable room(s) in the other structure will be registered as a separate household with an arbitrary head of household. We define households as a group of people (irrespective of how they are related to each other) who share the same dwelling units within a given structure, consume or make some contribution to food and other shared resources. Household members usually acknowledge a unique head. However, in some cases, a household may just be a group of individuals linked through kinship or friendship ties, who share the same rentable room, but who do not share resources or food or acknowledge a unique head. You will assign an arbitrary head to such households.

- *'Individuals'* - these are the residents/ members of the dwelling units and households, and the main subjects of interest within the DSS.

As shown in the chart below, individuals are members of households and both of these primary subjects reside at dwelling units within the DSA. The DSA will remain the same. Over time, households and individuals may be mobile, but dwelling units will be located at fixed locations. Individuals will enter the dwelling units and households through in-migration, change of residence- entry or birth, and they will exit through death, change of residence- exit or out-migration. In- and out-migration occur across the DSA boundary, while movements within the DSA are considered as change of residence. The identification code for individuals who move within the DSA will remain the same.



Households will be located at fixed dwelling units at the time of the initial census. Over time, households may exit such dwelling units through death and/or out-migration of all its individual members.

Rentable rooms constitute the physical location attributes of individuals and households. They are not subject to migration, but they can exit the DSA when rendered inhabitable through partial or complete destruction. Rentable rooms may enter the DSA through newly built structures, expansion of existing structures, or physical expansion of the DSA boundary.

To keep track of the above movements, the DSS will assign a unique ID number to all primary subjects of the DSS (rentable rooms, households, and individuals). In cases where the dwelling unit comprises more than one rentable room, the household's physical location will refer to the rentable room where the head of household sleeps.

2.2 Identification System For Primary Subjects

One key feature of a DSS is that all primary subjects have unique identification numbers (ID) throughout time and space. If at the initial census, a given primary subject is assigned an ID, that ID will never change in future, and no other primary subject will ever bear that ID. For example, if an individual is assigned an ID at the initial census, he/she will be bearing that ID even when

he/she moves out of the dwelling unit where he/she was initially enumerated to another part of the DSA.

It would have been helpful if we could write ID numbers on each primary subject. That is not possible for households and individuals. But for rentable rooms, we have ID numbers on the doorframe or the wall, or some other quasi-permanent part of the rentable rooms. If you find a room which is not numbered (either because it was erected after the numbering exercise, or it was missed), then you need to note that down and inform your supervisor. It is important that you indicate the numbers of the rooms around the one without a number and a rough description of where such a room is located.

Your first task in the field will entail crosschecking the boundaries of the EAs assigned to you, adding any features that may enrich the map, numbering structures and rentable rooms in your EAs, and enumerating household members using a household census form. All EAs covered by the DSS constitute the DSA for the project. Only primary subjects within those EAs are to be covered by fieldwork activities.

2.3 Using the Numbering Form

All rooms and facilities (schools, toilets, churches, mosques, water points, etc) have been numbered and the numbers are painted on the door frame or (quasi) permanent sections of such primary subjects. The corresponding information has also been recorded on numbering forms which will be given to you when you are ready to go the field for the initial census. A sample of the numbering form is shown below. The following information is recorded at the top of the form:

AREA NAME: This is the name of the place where you are working in. The only possible names you will see in this field are: XXXX, YYYY, and ZZZZ. If there is any name other than ones underlined above, please report that to your field supervisor. In the forms that will be used in subsequent rounds, we will also have the SUB LOCATION NAME, which is the name of the sub-location in each of the places where we are working.

Enumeration Area (EA) NAME: this is the enumeration area name as provided by the Central Bureau of Statistics (CBS).

EA CODE: This four-digit code has been created by the [Institute](#) to facilitate data collection and processing. The first digit is the code of the place where you work. For example, it is G for Gitathuru, Y for Nyayo, etc (see Table below). The other three digits are the EA number which is a sequential number within the sub-location. For instance in the numbering form shown in the next page, 'V039' is the 39th EA within Viwandani and its name is Donholm.

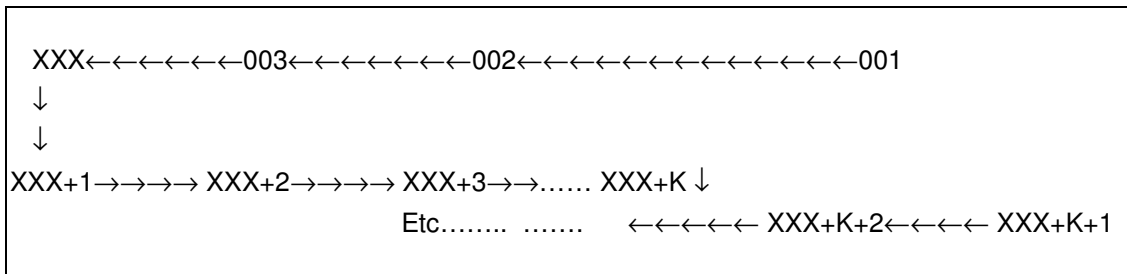
NAME	SUB LOCATION	CODE
Korogocho	Gitathuru	G
Korogocho	Nyayo	Y
Viwandani	Viwandani	V
Kawangware	Gatina	T
Kawangware	Kawangware	K
Njiru	Maili Saba	N

DATE: This is the date when the Numbering Form was completed at the time when the numbering of the unit was done.

STRUCTURE OWNER: this is the name of the structure owner. For several rooms/facilities pertaining to the same structure, you will note that the structure owner is not repeated, but there are horizontal lines instead. For instance, in our example, Robert Maina owns structure number V039001. Some of the structure owners were not known at the time of the numbering exercise. It is important for you to cross-check these cases and try to bring in the correct information.

STRUCTURE ID: the structure ID is made of the EA Code (4 digits) and the structure number (3 digit). The EA Code has been described earlier. The structure number is a three-digit number which is simply the sequential number of the structure within the EA. For instance, V039001 is the first structure numbered within EA V039. It is important to know how the structures within each EA were numbered:

The numbering staff working in a given EA positioned him/herself in the most Northeastern structure of the EA and assigned the number '001' to the structure located there. The assignment of structure numbers to other structures within the same EA follows the "S" pattern described in the chart below, swinging continuously left-right-left-right till the end of the EA. All structures within the same EA, irrespective of their usage, were assigned numbers that run sequentially from 001 to XXX. These numbers are not painted on the structures, but are used when numbering the doors.



DOOR NUMBER: within each structure, doors are numbered sequentially, using a three-digit number as shown in our example. This was done by the numbering staff, by first facing the structure, and starting the numbering with '001' from the left and going clockwise. In the case of storey building, the numbering started with the ground floor. By definition, all each outside door of a rentable room has a number painted on it, **whether that room is occupied or not.** All rentable rooms are assigned three-digit Room Numbers that run sequentially (within the structure) from 001 to (XXX). Each rentable room has been assigned a Room Number irrespective of the current use or occupancy arrangement for the rooms. For instance, 2 rentable rooms that are occupied by one household must be assigned two separate room numbers. However, two rooms with an inside inter-connecting door, both sharing the same outside door, are be numbered as one rentable room.

After assigning room numbers to all rentable rooms within each structure, the rentable ROOM ID has been marked on each outside door of all such rooms. The Room ID is a concatenation of the structure ID and the room number. For instance on the first room door in the structure V039001 owned by Robert Maina, you will see the ID, DSS/V039001 where DSS suggest to you that this is the DSS number and V039001 is the Room ID. The room ID is be marked or painted on the door or top doorframe of the outside door that marks the main entrance into the rentable room. It was

important that we number each and every rentable room in each EA because this is the lowest fixed physical location attribute for other non-fixed primary subjects (households and individuals).

You should note that the DOOR Number starts with TL for toilets, BT for bathrooms, KT for kitchen, etc... TL1 means the first toilet numbered among those attached to structure V039001.

USAGE/TYPE: Each room/facility is assigned a code indicating the usage of the room or type of facility (see below or at the bottom of the numbering form).

SR=Sleeping Room,	BR=Business Room,	KT=Kitchen,
SB=Sleeping & Business Room,	TB=Toilet/Bathroom	BT=Bathroom
TL=Toilets	PD=Partially demolished	OT=Other
UC=Under Construction	CH=Church	AS=Animal Shed
MQ=Mosque,	VC=Vacant	WP=Water point
TD=Totally Demolished	MH= Modern Health Facility,	PH=Pharmacy
SH=School	SC = Sleeping & Church	SS=Sleeping & School
ST=Sleeping & Traditional Healer	TH= Traditional Health Facility	
SM=Sleeping & Modern Health Facility		

TYPE OF TOILETS:

FLUSH TOILET:

Own Flush Toilet=01;
Shared Flush Toilet=02;

PIT TOILET/LATRINE:

Own Traditional Pit Toilet=03;
Shared Traditional Pit Toilet=04;

VENTILATED IMPROVED PIT TOILET:

Own (VIP) Latrine=05;
Shared (VIP) Latrine=06;

FLUSH TRENCH TOILET=07;

Urinal=08;
OTHER=96

TYPE OF WATER POINT

Public Tap=01; Private Tap=02; NGO operated Tap=03; Well=04; Spring=05; Other=06

HOUSEHOLD HEAD ROOM ID: The field for the Household Head Room ID (HHID) is blank in all Numbering Forms that will be given to you. It is your responsibility to fill it. Once you have identified the household and completed filling its census form, fill in the three boxes provided here the number of the room where the household sleeps. If you have not filled a household census for a sleeping room (whether it is a SR or SB or SS or ST or SC or SM), you must use '999' for its HHH ROOM ID. For toilets or bathrooms, water points, and animal sheds, record the Room ID where the household heads sleeps if that household owns it or '777' if it is communally owned. For schools, churches and health facilities, record the number painted on the door.

HOUSEHOLD HEAD NAME: this is simply the name of the household head as indicated in the corresponding household census.

3. CONDUCTING THE INITIAL CENSUS

After numbering each rentable unit, you will then carry out an initial census for each household located within the DSA (selected villages). The Census Form is a short schedule that includes a number of relatively simple questions laid out in three sections: I) Household Identification, II) Household Characteristics, and III) Household Members and Visitors. In order to complete the Census Form you will need to find a credible respondent. Any adult member of the household who is capable of providing the information needed to fill in the Form can serve as the respondent. If an adult is not available, do not interview a young child, but instead, fill out the cover page, indicating the date and time when you visited the household and your name, and go on to the next household, and callback at such household later. Once you have introduced yourself and explained the purpose of your visit, and obtained permission to interview, you are ready to begin the interview. Follow the instructions provided below to complete the Initial Census Form:

3.1 Household Identification

As soon as your interviewee is ready to answer your questions, fill in the **START TIME**: '0823' for instance if you are starting at 8:23am, '1747' if you are starting at 5:47pm, etc.

It is extremely important that when you go to a structure to conduct interviews, you should clearly identify members of various households and ensure that all members of the same household are recorded on the same Census Form. The bottom part of the Household Members section of the Census form has some tips on probes that will help you to ensure that you do not leave out some household members and visitors from the schedule. When people who live in separate rentable rooms indicate that they are the same household, you should always probe further to ensure that you are not lumping different households on the same Census Form.

Before you begin an interview, fill in the identification information at the top part of the cover page. The identification information is obtained from the Numbering Form, which will be given to you by your team leader. Write the Name and Code, EA Name and Code and Structure owner and Number and the household head name and the Rentable Room Number where he/she sleeps in the spaces provided.

The rest of the cover page is filled in after you have conducted the interview; so it is described later under the heading RETURN TO COVER PAGE.

- (a) **NAME AND SUB-LOCATION CODE**: Record the name of the place in the space provided, and fill the one-letter code for the sub-location in the space provided. For examples, 'T' for Gatina in Kawangware, 'G' for Gitathuru in Korogocho, 'Y' for Nyayo in Korogocho, 'N' for Maili Saba in Njiru, and 'V' for Viwandani in Viwandani.
- (b) **EA NAME AND CODE**: From the Numbering Form given to you, pick the Name and Number for the EA you are working in. For instance, if you are working in Grogan B, EA No. 017 in Korogocho, write 'GROGAN B' on the line and '017' in the space provided for the code.
- (c) **STRUCTURE OWNER'S NAME AND NUMBER**: From the Numbering Form, pick the right structure owner's name and number and record them in the space provided. Note that new structures may be erected after the mapping and numbering, and some structures/rooms/facilities may have been missed during the mapping/numbering. In both such cases, you should refer these structures without numbers to your field supervisor by taking note of the structure numbers around it and giving a brief orientation of where such structures/rooms/facilities are located.

- (d) **HOUSEHOLD HEAD'S NAME AND ROOM Number:** For each household in a given structure, ask your respondent the name of the household head. The Room Number ID of the household head is obtained from the number painted on the rentable room doorframe where he/she usually sleeps. The Room ID comprises the structure Number and the Room Number. If the household head rotates over several rentable rooms, then choose the one where he/she spends most of his/her time. Note that although the household may be spread over more than one rentable room, **only the Room Number of the household head should be recorded here.**

The head of the household is the person who is recognized as such by members of the household, including the respondent. The head may be someone who makes most decisions or the main breadwinner in the household. Note that the household head must be a member of the household (i.e. you can not have someone who does not usually live in the dwelling unit occupied by the household as a household head). For example, if a woman stays alone and the husband stays elsewhere and only comes in once in a while to visit, she cannot declare him as the head. It is important to note that we are not defining for them who the head is amongst the usual residents – it is up to them.

After completing the Census Form, remember to record the name of the household head and the household head's room ID (Room Number for the room where the household head sleeps) on the Numbering Form

- (e) **NUMBER OF RENTABLE ROOMS OCCUPIED BY HOUSEHOLD IN THIS STRUCTURE:** Count the number of rentable rooms, (only those with Room IDs recorded on them), occupied by the household. For instance, fill in the questionnaire '03' if the household occupies 3 rentable rooms.

3.2 Household Characteristics

The purpose of this section is to provide information on main materials used to construct the structures and rentable rooms and household amenities/possessions.

Q01: HOUSEHOLD DRINKING WATER

In this question we would like to establish the quality of household drinking water. If drinking water is obtained from several sources, probe to determine the source from which the household obtains most of its drinking water. If the source varies by season, record the source used at the time of interview.

Q02: TOILET FACILITIES

The purpose of this question is to determine the sanitation condition of the household. Clean and adequate water supply and toilet facilities are important for disease control and health improvement. A FLUSH toilet is one in which water carries the waste down pipes, whether the water is piped into the toilet or poured in by buckets. This is different from toilets (without the flush toilet equipment) whereby users pour water on the ground to wash away the waste. The later toilets, commonly called Flush Trench Toilets, are a separate category (code 31). A VIP Latrine or Blair toilet is a pit latrine improved by being ventilated. This means there has been some kind of construction to provide a route for fumes to escape, other than the hole itself; it's often a pipe. A traditional pit toilet is not ventilated. If the respondent answers that they use the bush or the fields circle ' 41'.

Q03: NUMBER OF ROOMS USED FOR SLEEPING

This information gives a measure of household crowding. Additionally, it may be taken as a general measure of the socioeconomic condition of the household. A room in this case refers to a special area with a permanent partition (partitions by pieces of cloth or paper does not qualify as permanent), which is used for sleeping. It is not necessarily the number of rooms or rentable rooms in the dwelling unit that are called "bedrooms", but rather how many rooms get used for sleeping on a regular basis. Additionally, the number of rooms used for sleeping is not necessarily the same as the number of rentable rooms occupied by the household recorded on the cover page.

QUIZ: Can a household living in a dwelling unit with one rentable room have more than one sleeping room? EXPLAIN

Q04: FLOOR MATERIAL

This is not a question that you will have to ask the respondent since you will usually be able to see for yourself what kind of floor her/his house has. However, ask if you are not sure, or you are not conducting the interview in the house. If there is more than one kind of floor material, record the main floor material.

Q05: ROOF MATERIAL

Again, you may not have to ask about the roof material if you are able to determine the roof material by looking at it. If there is more than one kind of roof material, record the main roof material.

Q06: MAIN MATERIAL OF THE WALL

Again, this is not a question that you will have to ask the respondent since you will usually be able to see for yourself what kind of material the wall of the room is made of. However, ask if you are not sure. If there is more than one kind of wall material, record the code for the main material.

Q07: DURABLE HOUSEHOLD POSSESSIONS

Questions on ownership of certain items will be used to determine a rough measure of the socioeconomic status of the household. Read out each item and circle the answer given. If the respondent reports that a household item such as a radio is broken, try to find out how long it has been broken, and if it will be fixed. If the item appears to be out of use only temporarily, circle '1' for YES. Otherwise, circle '2' for NO. Be sure to circle either a '1' or a '2' for each item. Do not leave any row blank.

Q08: PLACE WHERE COOKING TAKES PLACE

Ask the respondent to specify the place where the household usually cooks. In cases where the household cooks in different places (e.g. outside during the day, in the house during the evening, etc), ask where most of the cooking takes place. If most of the cooking is done outside, circle "1", if it is done in a room (whether sleeping room or kitchen), circle "2". However, if most cooking is done in any other setting apart from the two (e.g. a small shed outside), circle "8" and describe the place on the dotted line.

Q09: ID FOR COOKING ROOM:

If most cooking is done in a room, we need to record the ID for the room where the cooking is usually done. Obtain the Room ID from the door frame and record it in the space provided.

Q10: TYPE OF COOKING FUEL

Ask the respondent to specify the type of cooking fuel that the household usually uses, and circle the corresponding code in the space provided. Circle "1" if it paraffin, "2" if it is gas, "3" if it is electricity, "4" if it is charcoal, and "5" if it is firewood. Note that you can not expect a household to be using electricity for cooking if the household does not have electricity based on the response in Q7. Likewise, a household would need to have a gas stove for them to be using gas for cooking.

Q11: LIGHTING SOURCE

Households in the area use a variety of source to obtain light at night. Ask the main lighting source they use and circle one of the following codes:

- 01 – Kerosine/Paraffin
- 02 – Gas
- 03 – Electricity
- 04 – Candles
- 05 – Firewood
- 96 – Other (specify the response given for this category)

Q12: LAND OWNERSHIP: Who owns the land on which this structure is built?

Land ownership is an intricate issue in this area. You should be tactful when asking this question. Prompt the respondent that you are going to ask him/her questions about land ownership and the tenure status of the dwelling unit, but the information collected is just for research purpose and will not be used in any way to harm the respondent. ASK the respondent to specify who owns the land where the dwelling unit is built and circle one of the following codes as appropriate

- 1. = Landlord
- 2. = Public/Government Land
- 3. = Self/family
- 4. = Other (specify _____)
- 8. = Don't Know

Q13: TENURE STATUS OF DWELLING UNIT

The tenure status of the dwelling unit is different from the issue of land ownership. In most instances, dwellers do not own the land on which their structures are built, while some instances, they may own such structures. Four broad categories of responses are envisaged when it comes to the tenure status of the dwelling unit in which the household lives:

- For dwelling units OWNED by the household: circle '01' if the household PURCHASED it, '02' if it CONSTRUCTED it, and '03' if it INHERITED it.
- For dwelling units RENTED by the household: circle '04', '05', '06', '07', '08' if the dwelling unit is rented from an INDIVIDUAL, GOVERNMENT, LOCAL AUTHORITY, PARASTATAL, or a PRIVATE COMPANY respectively.
- The household may also be occupying a dwelling unit FREE OF CHARGE. For instance a relative may own the dwelling unit where the current household is staying (note that in this case the response is neither '01' nor '02' nor '03'). The household may also be staying free of charge in a structure owned by GoK or another agency.

- In case the tenure status of the dwelling unit cannot be classified under any of the above category, circle '96' for OTHER, and specify the what the situation is.

Please Note:

PURCHASED: A member of the household has bought the structure or is currently paying for it in installments.

CONSTRUCTED: A member of the household has built the dwelling unit or has paid somebody else to build it;

INHERITED: A member of the household has acquired the dwelling unit, either legally or by a will. You should inquire about the circumstances of the inheritance, just accept the response given by the respondent.

INDIVIDUAL: Private individuals.

GOVERNMENT: Government.

LOCAL AUTHORITY: Municipal and City Council.

PARASTATAL: For instance Power and Lighting Co., Universities, Railways, etc...

OTHER: None of the above. Specify the tenure arrangement in such instance.

Q 14: SEWAGE/GARBAGE DISPOSAL

Inquire the methods most often used by household to dispose of its garbage and sewerage and circle:

01 – GARBAGE DUMP

02 – IN THE RIVER

03 – ON THE ROAD

04 – IN DRAINAGE/TRENCH

05 – IN PRIVATE PITS

06 – IN PUBLIC PITS

07 – GARBAGE DISPOSAL SERVICES

08 – VACANT/ABANDONED HOUSE

09– BURNING

10 – NO DESIGNATED PLACE/ALL OVER

96 – OTHER (specify the situation in such instance)

Q15. DOES THIS HOUSEHOLD FULLY SUPPORT OR IS IT FULLY SUPPORTED BY ANOTHER HOUSEHOLD?

Ask the respondent whether this household is dependent on another household or whether it fully supports another household in the community. This question is mostly meant to link households that “eat from the same pot” but have been designated as different households because the some members of the “household” live in rooms located in different structures. For instance, older children who are fully supported by the parents economically may be sleeping in a different structure from their parents. As you will recall, we designate the household for the children as a separate household, with an arbitrary household head. In this question, we want to find out whether the household in question fully supports or is fully supported by another household. If the household is fully dependent on another household, circle “1”, if it fully supports another household, circle “2”, but it is a fully independent household, circle “3” and skip to Q10.

Q16. HOUSEHOLD ID FOR (HOUSEHOLD HEAD ROOM ID) HOUSEHOLD THAT IS PART OF THIS HOUSEHOLD

If the household is part of another household or supports another households, we need to get identification details for the other household. It is this identification information that will allow us to link the two households. Obtain the ID for the room where the head of the “sister” household

sleeps (from the door frame) and record it in the space provided. In subsequent rounds, you will need to record the household ID instead.

Q17: DURATION OS STAY IN CURRENT LOCATION

Ask the respondent to specify the total duration (in months) that the household has stayed in this location. Note that the household could have moved from one place to another within the location, and also that its composition could have changed over time. What we would like to get is the approximate duration that the household has lived in the location (irrespective of sub-location). If the response is given in years, multiply the number by 12 to convert to months. If the duration is less than one month, record 001. If the respondent does not know, record **XXX**.

3.3 Household Members And Visitors

This section collects particulars of all household members (people who usually stay in the household irrespective of whether they are in the household or slept there the previous night or not) and all visitors who slept in the household the previous night. A **member of the household** is any person who usually lives in the household. By "usually" we mean that the person spends the majority of his/her time in that household and not another household. Note that persons who usually live in police/military hostels, prison, university, boarding school, etc. will be considered as living in institutions and are, therefore, not usual residents of the household. However, if the person has recently relocated from the institution (after completing studies, work, or simply deciding to move) and re-established residence in a household, that person will qualify as a member of that household. For example, a girl who has recently completed secondary school and has returned home to live with her parents in their household should be considered a household member. However, if that girl is merely on holiday and will be returning to boarding school afterwards, then she is not a usual member of the household. Such a person is a visitor if she slept in the dwelling unit occupied by the household the previous night. *REMEMBER that people sharing the same rentable room cannot belong to different households according to this definition of a household.*

All individuals you will be enumerating during the initial census will be subsequently followed up over time, and monitored to document changes in various events, such as: pregnancies, deaths, in-migrations, births, illness episodes, work spells, health seeking behavior, etc. These events will be recorded for only individuals who qualify as 'residents' of the DSA. A person is considered a member of DSS if he/she lives in the DSA for at least 90 days. This is the underlying reason why we have introduced columns (27) and (37) which inquire about individuals who joined or left specific households in the 3-month period preceding the survey.

When filling the columns in this section, you should pay attention to the following instructions:

COLUMN (18) **Line No.:** You do not have to write anything in this column. Line numbers are very important because they form a key component of the individuals' IDs that will be computer generated after the initial census.

COLUMN (19) **Usual residents and visitors:** Start by asking your respondents to give you all the names of the persons who usually live in the household, including guests who slept in the household the previous night. List their names, starting with the household head, his/her spouse(s), children, and other household members. This ordering is very important. PARENTS (FATHER AND MOTHER) MUST ALWAYS BE REGISTERED BEFORE REGISTERING THEIR CHILDREN. ALL names of household members must appear in CAPITAL letters, starting with the first, middle, and last names in this order. **Partial or abbreviated names will not be accepted.**

Note here that you are relying on the respondent's own understanding of who should be regarded as a usual resident, although the definition provided above (usual residents) should give them guidance. List all members of the household in this column before proceeding with the following columns for each individual person in the household.

To ensure that the respondent has not skipped names of some household members (such as children and infants, domestic servants and friends) who live in the household, others who left the household during the past three months, and visitors who slept in the household the previous night, ASK questions 20 to 23 at the bottom of the initial census form, and tick the appropriate BOX (whether YES or NO). If the answer is YES for any of the questions, enter the person's name(s) in column 19 and remember to complete the rest of the columns for these people as well.

20. Are there any other persons such as small children or infants that we have not listed?

21. In addition, are there any other people who may not be members of your family, such as domestic servants, lodgers or friends who usually live here?

22. Are there any guests or temporary visitors staying here or anyone else who slept here last night that have not been listed?

23. Are there any usual household members who left the household in the past three months?

COLUMN (24) **Relation to head of household:** For each person listed in Column (19), ASK, "What is the relationship of (NAME) to the head of the household? Use the codes at the bottom of the census form, including: 'HHH' for Head him/herself, 'WIF' for his wife (if the head is a man), 'HUS' for her Husband (if the head is a woman), CHD for his/her children etc.

COLUMN (25) **Usual Residence:** ASK, "Does (NAME) usually live here?" Again, by "*usually*" we mean that the person spends the majority of his/her time in that household and not another household. Circle '1' for Yes, and '2' for No.

COLUMN (26) **Where person slept last night:** ASK "Did (NAME) sleep in the household last night?" and circle '1' for Yes or '2' for No.

COLUMN (27) **When person joined household:** ASK "Did (NAME) start living or join this household within the past 3 months?" and circle '1' for Yes, and '2' for No.

COLUMN (28) **Sex:** Ask if (NAME) is male or female and circle '1' for males, and '2' for females.

COLUMN (29) **Ethnicity:** Ask the ethnicity of the person and record the code (from the bottom of the form) corresponding to it.

COLUMN (30) **Date of Birth:** ASK "On what DAY, and in what MONTH and YEAR was (NAME) born?" and record the day, month and year in the space provided. If any of the information is not known, ASK **if there is** any written document (birth certificate, ID card, vaccination card, Church documents with dates of birth, etc) from where you can obtain the required information for this column. Code '99' for DAY or MONTH if either of these is unknown. **The year must be known**, if it is not, ask for the age and convert that to year of birth. You should estimate a respondent or household member's age ONLY under extreme circumstances, in which case you should indicate

the basis you used for the estimation. The estimation should be done with the help of the respondent (not only based on how people look) based on how old they might have been when some historic national events took place.

A list of key historical events and their dates of occurrence is provided below. This will help you prompt further in instances you have to estimate an individual's date of birth.

EVENT	Month	Year
Census date	XX	XXXX
General elections took place	XX	XXXX

This column is very important because all rates that will be produced from the DSS data will use the date of birth of the individuals in the database. Slight errors in this column will, therefore, have a big negative impact on the validity and accuracy of the DSS.

COLUMNS (31) Education: Calculate the age of (NAME) using his/her date of birth in column (120). If the age is less than 6 years, skip to column (33). If he/she is 6 years or older, ask whether he/she ever attended school. If the response is 'No', RECORD "0" in the space provided for LEVEL, and skip to column (33). Otherwise, fill in column (32) by asking the highest LEVEL attended and the highest CLASS completed at that level. Codes for these two fields are at the bottom of the Particulars of Household Members section. For EDUCATION LEVEL, code '1' for 'Primary', '2' for 'Secondary', '3' for Higher', and '8' for 'Don't know'. The CLASS corresponds to the highest class completed at a given LEVEL. For instance, you will fill '01' for LEVEL, and '03' for CLASS for an individual who went as far as 'Standard 3' in Primary School.

Note that our interest here is in formal education. If, for instance, a person did an apprenticeship course (e.g. carpentry, building, basic computing, etc) for two years after finishing form 4, you should consider the level of education to be "2" and years of schooling at that level to be "04". Only formal educational programs that are recognized as such by the government (e.g. University, Polytechnic, teachers' training college, etc) should be considered as higher education.

Column (32) Current school attendance: For persons who are 6 or more years old and 24 or less years old ASK "Is (NAME) still in School?" and circle '1' for those who are still in school, and '2' for those who are not. If (NAME) is 25 years old or above, skip to column 27.

COLUMNS (33)-(36) Parental survivorship and residence: these columns inquire about the survival status of the (NAME)'s natural (biological) parents, and whether they reside in the

household or not. In column (33), ASK "Is (NAME)'s natural (biological) mother still alive?" and circle '1' for 'Yes', '2' for 'No', and '8' for 'DK'. If you have circled '1' in column (33), i.e. (NAME)'s natural mother is alive, then proceed to column (34) and ASK "Does (NAME)'s natural mother live in this household?" If yes, fill in the mother's LINE NUMBER in the space provided in this column. If the natural mother is not alive or her survival status is not known, then SKIP column 34 and go to column 35. If the natural mother is alive but is not a member of the household, then record "00" in space provided

Fill columns (35)-(36) for the father using the same guidelines as for columns (33)-(34) for the mother.

COLUMN (37): **Temporary absentees:** This column is restricted to usual residents of the household (i.e. with YES in column 25) who did not sleep in the household the previous night (i.e. with NO in column 26). For such household members ONLY, ASK "When did (NAME) leave the household?" Depending on the answer given, Circle '1' if the person left less than three months ago, and '2' if he/she left more than three months ago, and 8 for those who spent the night at the work place.

COLUMN (38): **Room ID:** ASK and record the room number where the person sleeps in the space provided. Do not confuse this with the Room ID for the household head if the individual does not sleep in the same room with the head.

CONTINUATION SHEET

If you interview a household that has more than 14 members, tick the box at the bottom of the list of household members, take a fresh Census Form, fill in all the information on the cover page and write "CONTINUATION" on the top. Then on the second Census Form, change the Line Number '01' to '15' and if necessary, change line '02' to '16', etc, and then write the information for these household members and staple these forms together.

CHECKING COMPLETENESS OF HOUSEHOLD LISTING

After completing all columns for all people listed in Q19, do a final check to ensure that the respondent has not skipped names of some household members (such as children and infants, domestic servants and friends) who live in the household, others who left the household during the past three months, and visitors who slept in the household the previous night. If somebody was forgotten, enter the person the name(s) in column 19 and complete the rest of the columns.

RETURN TO COVER PAGE

After you have finished filling out the household schedule, go back to the cover page of the Census Form and complete the following:

INTERVIEWER VISITS

AFTER you have contacted the household, you will need to write in the result of your visit. The spaces under (2) and (3) are for recording any callbacks that you may have to make if you cannot complete the interview on your first visit. Remember, you must make at least three different visits to obtain an interview with the household. For each of the first two visits, indicate the date and time when the visit was made, your name, and the time and date when you have scheduled the next visit.

FINAL VISIT

Once you have paid your last visit to the household you will fill in the boxes under FINAL VISIT. The date on which you completed the household interview or made the final visit (without

interview) is recorded in the spaces provided. For instance, if you conducted your interview on August 23, 2002, you will fill in '23' for DAY, '08' for MONTH, and '2002' for YEAR.

INTERVIEWER'S NAME

Make sure that your name is recorded on each of the Interviewer Visits that you made, and write your assigned interviewer code in the boxes labeled 'CODE' after the Final Visit.

TOTAL NUMBER OF VISITS

Add up the number of visits you made for the initial census interview and enter the number in the box labeled "Total Number of Visits".

TOTAL IN HOUSEHOLD

After you have completed the initial census interview, you will record the total number of persons listed in the schedule in the boxes labeled "Total in Household". This total should include household members and visitors.

NAME AND LINE NUMBER OF RESPONDENT. Fill in the name of the respondent who provided you with the Census Form information and his/her line number in the box provided. Note that this person may not necessarily be the head of the household.

PARTICULARS OF SUPERVISORS AND OFFICE WORKERS

At the bottom of the cover page, the field supervisor should write his/her codes and the date(s) when he/she edited or checked the questionnaire. Office editing and data entry will only be done in the main office, and space is provided for the office editor and data entry person to record their codes and dates when they worked on the form.

END TIME

On top of the front page, record the time when the interview was concluded. If it was concluded at ten minutes past four, for instance, you should record "1610"

COMPLETING THE NUMBERING FORM

Before proceeding to the next household, record the household head's room ID and household head's name on the Numbering Form