

**Census 2006**

# **FIELDWORKER GUIDELINES**

**Updating**

**Guidelines, definitions and decision rules for field work**

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## 1. Introduction

Greetings and welcome to all field staff of the AHPU for another census round.

The project has been operating for fourteen years and this year we will conduct the twelfth census and vital events update in the Agincourt sub-district. This year besides the census itself, there will be four modules to run. Two of them are already known, namely Child Care Grant (last done in 2002) and Household Assets Service (done in 2001 and 2003). The two new modules are Marriage Module which aims to collect information on the marital status of all individuals living in the area and the Document Status Module which aims to record, at individual level, the status of vital documents (birth certificates and any version of a green South African ID book) which are crucial prerequisites to accessing many basic services and rights

This census will be the consolidation of GIS maps as a very useful tool on the field. Moreover, the Migration Reconciliation work that have been done between last year census and this year will help all of us to work with a more accurate and reliable data.

The “Fieldworker Guidelines” is a document that tries to put together the most important information needed to do the field work of the census in the Agincourt study site. It is directed to all staff working on the field, from the fieldworker to the Research Manager.

This document is divided into four chapters. The first one covers the information needed to complete a Census Form. The second chapter orientates on how to solve the special situations that a fieldworker can face on the field. The third chapter tries to attract fieldworker’s attention on the important points they need to know in order to collect information in the correct way. The last chapter is a list of checks that should be used by fieldworkers, supervisors and data checkers before entering the questionnaire to the computer room.

This document is divided into five chapters. Each chapter is dedicated to a different event form, mainly the Pregnancy Outcome form, Migration form, Death form and Maternity History form. The aim of each chapter is to describe with great detail and question by question how to fill in the different event forms.

Finally there is a chapter where you can find the most important checks needed to assure that all forms are well filled in before entering data to the census data base.

The effort and dedication of the team of people who has worked on this document will be rewarded when all staff related to the fieldwork will give their inputs to ameliorate its contents.

We look forward to working with you and hope you will find this census a rewarding experience. Certainly, we can say that the value of this work is high, so give it your best effort.

Best wishes and good luck,

Mark Collinson and F. Xavier Gómez-Olivé

## **IMPORTANT**

- **WHEN ANSWERING A QUESTION, BESIDES THE ANSWERS THE RESPONDENT GIVES TO YOU, THERE ARE ALWAYS THE FOLLOWING OPTIONS:**
  - Q – Meaning unassigned and need review.**
  - X – Meaning absolutely unknown / unobtainable.**
  - “ - “ – Use the hyphen when the question does not apply.**
  
- **ASK AND FILL IN ALL QUESTIONS DURING THE INTERVIEW.**
- **DO NOT LEAVE ANY QUESTION EMPTY ON THE FIELD.**
- **REMEMBER TO USE CAPITAL LETTERS.**
- **INTRODUCE YOURSELF AND THE PROJECT IN A WAY THE RESPONDENT FEELS COMFORTABLE.**
- **BE SURE THE RESPONDENT KNOWS OUR CONFIDENTIALITY POLICY.**
- **MAKE TIME FOR THE RESPONDENT TO ASK QUESTIONS.**
- **USE THE NOTE BOOKS TO TAKE NOTE OF INTERESTING QUESTIONS AND ALL PROBLEMS YOU NEED TO REPORT TO YOUR SUPERVISOR.**
- **USE PAPER CLIPS TO PUT TOGETHER ALL FORMS FROM THE SAME HOUSE BEFORE LEAVING THE HOUSE.**
- **CORRECTING WHAT IS WRITTEN:**
  - **Mistakes while filling in the questionnaire should be double barred and the correct answer written on the side.**
  - **Errors that need a revisit or come from QC should be double barred and the correct answer written on the side.**
  - **Corrections of the populated census form should be done by highlighting what is written and writing the correct answer on the side in red.**
- **“UNNAMED” + “MOTHER SURNAME”: USE THIS NAME FOR THOSE CHILDREN WAITING FOR THEIR FATHER TO COME AND GIVE THEM A NAME. NEXT YEAR WE WILL RECORD THE FINAL NAME OF THE CHILD.**

## 2. Census Form

### 2.1. Procedure to complete a populated census form

This describes the approach for obtaining information from each household.

- a) Enter household; create a trusting atmosphere; explain the purpose of the visit and briefly introduce the project (See section 9); respond to any questions.
- b) Choose the most suitable person in the household to be the respondent. (See section 9). Make an arrow (→) in the left hand margin of the names list to indicate the respondent. If the respondent is from another household (e.g. neighbour), write his or her name and who s/he is in the space provided for comments at the bottom of the form.
- c) Interview.

#### Using the census form and reviewing the last census information

- Fill in the Date of Visit and Fieldworker initials at the top left corner of the form. Make sure that the date is within the census period.
- Use the date of last visit and last respondent's name (printed on the top right corner of the form) to refer to previous visit.
- Call each person by name and using the household head relation information.
- Check carefully for every person (FOR ALL INFORMATION LISTED BELOW PLEASE mark the incorrect information with a highlighter and then write the correct information with a red pen):
  - Name and Surname: read the name and check if it is correct.
  - Gender: check if the correct gender is written on the form.
    - M = Male

- F= Female
- Date of Birth: check if the date of birth is correct. When possible use an official document (e.g. ID book, birth certificate, road to health card).
- Mother Status: ask whether his/her mother is alive and if so where does she live. If any change compared to the information on the Census Form fill in the mother status column using the following codes:
  - H: mother is in the same Household
  - V: mother is in the same Village
  - A: mother is in the Agincourt area (study site)
  - B: mother is in the Bushbuckridge area
  - E: mother is Elsewhere
  - D: mother is Dead
- Mother Id: Once it is known whose mother lives in the same household check that the Mother ID written on the form is the one that actually corresponds to the mother. In case the Mother ID is empty fill in the space with the Mother ID with red pen.
  - For all mothers check the difference between the ages of each mother and child. Firstly, check the MOTHER ID, secondly check the mother's DOB, lastly check the child's DOB. If the difference is less than 12 years or greater than 49 look for the problem
- Husband Id: Check for each woman whether the recorded marital status (in Husband ID/ Seq# column) is still correct. It may have changed since the first recording (e.g. a never-married woman may have become married, or a married woman may be divorced, widowed or separated).

Fill in the column using the codes listed below:

- N = never married
- W = widowed
- D = divorced

- S = separated
- M = married

If the woman is married and her husband lives in the same household then fill-in the husband's ID number.

*Ask each woman, "..... are you married?" If yes, ask "does your husband live in this household?" If yes, fill in his ID number. If no, clarify whether this is because they are separated or just because the husband stays elsewhere, and fill-in the appropriate code (M or S). If the woman is not married, ask if she is single or divorced and fill-in the appropriate code (N or D).*

- Household head relation: Check whether the household head is the same as in the last census and the relationships are correct. If there is a change in household head first identify the new household head and then adjust relationships to new household head. The codes used to fill in this column are listed below. The universal kinship terms and abbreviations used by social scientists will be applied to relate all members of the household to the household head:

- T (Household head): is the person who is identified as the head by the senior women in the household. The household head could be permanently resident, a migrant worker, the elder son of a migrant, the wife of a migrant, or, if a single parent family, the mother. Note both male and female household heads are coded T.
- M = Mother
- F = Father
- B = Brother
- Z = Sister
- S = Son (Do not confuse Z for sister and S for son)
- D = Daughter
- H = Husband
- W = Wife (or W1, W2 to indicate the order of wives for polygamous

marriages)

- U= unrelated individual to the household head
- R= related indirectly through marriage (meaning more than three steps or codes)

All kinship relations are represented by combinations of letters.

- An uncle/malume is the mother's brother = MB or the father's brother = FB
- Cousin/mzala is the mother's brother's son = MBS or the father's brother's son = FBS.

- REFUGEE/MOZAMBICAN. To know the citizen status of a resident in the study area follow the definitions below

- Refugee (Y) = persons from Mozambique who entered SA before 1993 (*true refugee*).
- Mozambican (M) = persons from Mozambique who entered SA during or after 1993.
- South African citizen (N)
- Other (O) = persons from a country other than Mozambique or SA.

For children, if both parents are Mozambican then the child is Mozambican. If the child has mixed parentage, then a patriarchal system will be followed where the child takes on the status of his/her father:

- If both parents are M then the child is M
- If the father is Y or M and the mother N then the child is M
- If the father is N and the mother is M then the child is N
- If both parents are Y and a child came with them the child is also Y; but, if both parents are Y and the child was born in South Africa, the child is an M.

- Months of residence (Res Months): Ask for each individual: 'How many months were you present at home in the last twelve months?' The number of months must be rounded up to an integer, e.g. if a person was at home for 0 to 30 days out of the previous year, the RESMONTHS variable would be 1,

regardless of how these days were distributed over the year; if s/he was at home between 31 days and two months, the RESMONTHS variable would be 2, and so on. Record the number of months in the RESMONTHS column for each member.

- Residence Status (Res Status): Fill the RESSTATUS column based on the RESMONTHS value plus the following considerations:
  - Permanent - P: if RESMONTHS >6 and <=12.
  - Permanent - P: a child who was born or immigrated prior to this census and the household informant considers his/her residence permanent, regardless of the number of RESMONTHS
  - Migrant - M: if RESMONTHS <=6 and the reason is work related
  - Other - O: if RESMONTHS <= 6 and the reason is not work-related
  - Visitor - V: if a person was living in the household at the time of the census, but is not considered part of the household.
- Highest Current Education: Updated only every 5 years.
- DocStatus: In this column you must update the documentation status referred to ID number of every single person of the census.

This is a very sensitive question so:

- Ask for all documents at once and at the end of the populated census form.
- Fill in the census form with the codes and give the documents back to the respondent as soon as you can.
- Be careful with documents.
- Reinforce that we are not taken id numbers.
- When Date of Birth is not the same as in our PCF, ask the person which Date of Birth is correct. Change the Date of Birth from the PCF when the correct date is the one appearing on the ID book. Use the space on the left of the name to write the correct date and double bar the wrong date.

The way to present and ask the question is explained below:

“We know that in order to access government services people need green ID books or birth certificates.

We are trying to find out if there is a lack of green ID books and birth certificates in the study site. So, we need to find out if members of this household have a green ID books or a birth certificate.”

### Question

1. For all people having a code BS (under 15) or IS:

“Has (name) still have his/her ID document or it was lost/stolen?”

- If yes, just copy the last year census code to the 2006 DocStatus column.
- If not, change the code to NL

2. For children that turned 15 after the last census:

“Has (name) got the green ID book?”

- If yes, can I see it?
- If no, just copy the last year census code to the 2006 DocStatus column.

3. For the rest of the population:

“Has (name) got a green ID book or birth certificate?”

- If yes, can I see it?
- If both documents, can I see the green ID book? This is crucial especially for age 15 or over
- If not, end of the question.”

### Codes

Use the codes listed below on the census column “Document Status”. In the case the respondent does not want to give any information use “QQ”. Certified photocopies will be accepted.

Person is Migrated or Dead	MD
No document, never	NN
No document, applied	NP
No document, lost	NL
Yes, birth certificate (not seen by fieldworker)	BN
Yes, birth certificate (seen by fieldworker)	BS
Yes, green ID (not seen by fieldworker)	IN
Yes, green ID (seen by fieldworker)	IS

- LAST EVENT column: Fill in following the codes list below and the rules explained: N = no event; P = Pregnancy Outcome; D = died; I = In Migration; O = Out Migration.
  - Determine whether s/he still **lives here or not** and consequently fill in the LAST EVENT column with “N”, “D” or “O”.
  - Ask **every woman** where a child’s name is written on the Last Child column of the form: “Since the birth of (read the written name and surname of the child) in (read the date of birth written on the DOB column of the Last child column) have you had a live birth, still birth, or abortion?”
    - If “YES”, fill in “P” for “Pregnancy Outcome” in the LAST EVENT column.
    - If “NO”, fill in “N” for “No Change” in the LAST EVENT column .
  - Ask every woman at child bearing age (12-49) where NO child’s name is written on the right Last Child column of the form: “Have you ever had a live or still birth or abortion?”
    - If “YES”, fill in “P” for “Pregnancy Outcome” in the LAST EVENT column.
    - If “NO”, fill in “N” for “No Change” in the LAST EVENT column.
  - In case of multiple events occurring to a same person, record all of them as a string in the LAST EVENT column. For example, a woman that had a baby and then died should have “P + D” on the Last Even column.
- Ask about NEW members in the household. When you find there is a new member that the respondent says s/he is a formal new member in the household fill the

space for new members at the bottom of the form as follows:

- Clearly write his/her name and surname with CAPITAL LETTERS.
- Fill in the Gender, DOB, Mother Id, Mother Status, Husband Id (in case of married women), Household Head relation, Refugee, Residence Months, Residence Status following the rules written above.

For the Highest Current Education, ask for the current education status of every new person in the household. Enter the last grade/standard completed and NOT the standard the person is currently in if they are still at school. Then fill in the column Highest current Ed following the list codes below:

- N=None (this would apply to a child in SubA)
  - A= Grade 1 (SubA)
  - B= Grade 2 (SubB)
  - 1 = Grade 3 (Std 1)
  - 2 = Grade 4 (Std 2)
  - 3 = Grade 5 (Std 3)
  - 4 = Grade 6 (Std 4)
  - 5 = Grade 7 (Std 5)
  - 6 = Grade 8 (Std 6)
  - 7 = Grade 9 (Std 7)
  - 8 = Grade 10 (Std 8)
  - 9 = Grade 11 (Std 9)
  - 0 = Grade 12 (Std 10)
  - H = Higher education (Diploma/Degree, meaning 3 years official training after Std 10)
- Complete DocStatus using the general guidelines.
  - Complete the LAST EVENT column (“I”, “I + P”, “I + D” or “I + O”).
  - For all mothers check the difference between the ages of each mother and child. Firstly, check the MOTHER ID, secondly check the mother’s DOB,

lastly check the child's DOB. If the difference is less than 12 years or greater than 49 then look for the problem

- Count the different event forms required in the LAST EVENT column and write the totals in the check-list at the top of the form.

#### Forms to be completed

- a) Fill-in the death forms, pregnancy outcome forms and migration forms following the explanation written on the Forms Guidelines document.
- b) Complete a Maternity History form for any women between 12 and 49 years of age who in-migrated from outside the study area following the guidelines.
- c) Complete the Marriage Form following the guidelines.
- d) Complete the Child Care Grant form following the guidelines.
- e) Complete the Household Asset Service form following the guidelines.

## **2.2. Procedure to complete a non-populated census form**

A. If you enter a completely new dwelling structure then:

- a) Complete a blank census form following the same instructions used for new members, except that you have to fill in the form in the top space of the form and not in the "New members" table. Change the numbers on the left column to start with number "1". Use the numbers of this column as Individual ID while filling in the form.
- b) Use the new dwelling number as indicated on the map or obtain the new number from your supervisor. Write the number using a four number digits on the left and, when necessary, a letter on the right. In case there is no letter use a dash to fill the last space on the right. ALWAYS Use this system of writing dwelling numbers when you have five spaces to fill in.
- c) Complete an in-migration form for each household member.

d) Complete any events forms.

B. If you enter an existing household where the occupants have changed (i.e. old family moved out and new family moved in) then:

a) Correct the populated census form for old household members and add new members in the space provided.

b) Complete an in-migration form for each new household member.

c) Complete any events forms for in-migrants.

d) Complete an out-migration form for the household that moved out (you may need to talk to the neighbours to help you with this) and any death forms. In the case they moved within the Agincourt area inform your supervisor.

e) Don't allocate a new dwelling number (the existing dwelling number must stay with the house).

### **3. Special situations working with census forms**

#### **3.1. Multiple households in the same dwelling**

This is the situation where more than one household is living in the same dwelling structure, e.g. a boarding house where households are in the same building, using the same main door. The different households need different census forms, but each census form must have the same village code and dwelling number. It is important to mark both forms with a comment that says "Two households in the same dwelling". This will notify the data typists. Also make sure the households are not given different dwelling numbers on the map.

A totally different situation is where **two households are living close together** (e.g. on the same stand or in a work compound) but they are independent one from the other. This case is dealt with by having a unique dwelling number for each household.

### **3.2. Household members do not appear on the census form**

After the first census a person can only enter the database by birth (with a pregnancy outcome form) or by in-migration (with a migration form). A missing household member must be added in the following way:

- a) If the person became resident after the first census but was missed in previous rounds, s/he should be counted as a proper in-migrant with the proper place of origin and proper motivation (*this is a missed in-migrant*), i.e. fill-in the migration form as normal but the date of migration would fall between 1992 and 2004 (the year before the present round).
- b) If the person is an infant born in the last two years and the mother says the child was born in the site then we can complete a pregnancy outcome form and the child will enter the DSS by birth. (*This is a missed birth*). A missed child that is older than two years should be in-migrated because it is unlikely that the child had been missed by two census rounds and so the child must have been away and moved back.
- c) Always inform your supervisor when you find this kind of cases.

### **3.3. Non-household members appear on the census form**

A person can only leave the database by a death (with a death form) or an out-migration (with a migration form). If a non-household member appears on the census form then:

- a) If the person has never been resident since the first census, s/he should be counted as an out-migrant with no place of destination and NEVER RESIDENT as the motivation (*this is a false resident*) in the Migration form.
- b) If the person was resident in an earlier census but left prior to the last round, fill in a migration form and s/he should be counted as an out-migrant with the proper place of destination and the proper reason for moving (*this is a missed out-migrant*).
- c) If the person died prior to the last round a death form should be completed (*this is a missed death*).

d) Always inform your supervisor when you find this kind of cases.

### **3.4. Duplicate entries on census form**

If a duplicate entry appears use a migration form to out-migrate one as a false resident (see above) and DUPLICATE RESIDENT (DR) as the main reason. Decide with your supervisor who of both has the record with the most correct information. Then, leave the record that has the most correct information. Make a note on the form to check whether the duplication was a computer error.

Always inform your supervisor when you find this kind of cases.

### **3.5. 'Old' Household but no census form available, and household is on the supervision form**

- a) The supervisor should check that all census forms exist before giving them to the fieldworker but if you are in this situation notify your supervisor who will get the form re-printed as soon as possible.
- b) Revisit with the newly printed form.

### **3.6. 'Old' Household but no census form available, and household is NOT on the supervision form**

- a) If you do not have a census form for a house that is allocated to you then complete a new census form.
- b) In-migrate the whole household with the reason NF=no census form.
- c) Complete the events forms as usual.
- d) Always inform your supervisor when you find this kind of cases.

## **4. General Information**

### **4.1. Omission of events forms**

Be very careful about checking that all the events forms are completed and attached to the census form. Use the census form check boxes placed on the centre top of the census form to double check.

## 4.2. Blank entries/missing information

1. For a field that is not applicable fill-in a dash (-). (E.g. on the Pregnancy outcome form the question “If Yes, back to school?” When actually the mother is NOT a scholar).
2. For applicable fields, ALWAYS get an answer and write the relevant codes on the appropriate box. If this is not possible then:
  - Where the answer is unobtainable enter “X”.
  - Where the respondent is unsure or doubtful about the answer enter a “Q”. This may be the case, for example, if you are not interviewing the relevant respondent (e.g. the mother in the case of a birth). All Qs need to be rechecked at a later stage.

**Therefore, BLANKS are NOT acceptable on your forms.**

## 4.3. Double/multiple events

1. A newborn that died should have both a birth form and a death form (and VA ultimately).
2. A person who migrated into a household and then died should have both a migration form and a death form.
3. A person who migrated into a household and then out again in the period between two censuses should have two migration forms, one for the in-migration and one for the out-migration.

**Note: when you complete two forms for one individual, one will be an entry form (birth, in-migration) and the other an exit form (death, out-migration).**

## 4.4. Use of annotations

When in doubt about anything use the space available at the bottom of the form to make comments. These are very valuable for discussion and for when data queries arise.

## 4.5. Recording queries and questions

As an interviewer people will ask you many questions and will make lots of comments. Please, where you judge these to be important, note them together with your response so that we can discuss them in our meetings and keep a record of them. They are an important part of the process of data collection.

#### **4.6. Recording dates**

Make every effort to establish an individual's date of birth and event dates. Record all dates using the format day/month/year (dd/mm/yyyy).

Use the historical calendar to estimate dates.

#### **4.7. Revisits**

There are different possibilities that will lead on a second visit:

- If no-one is at home in a household at the time of a visit; ask the neighbour when they will be at home and revisit according to the information.
- If an appropriate respondent is not at home at the time of a visit then ask to the available person when one will be at home.

On both cases record the information on the census form and indicate to your supervisor.

A minimum of two revisits are required to decide a household has no respondent. If after these two visits HH members are still not available then interview the neighbour, registering his/her information on the census form as explained above.

For birth and maternity history interview the specific woman as far as possible. If you do not find her after two revisits, use a proxy informant.

#### **4.8. Household head has more than one household**

If a household head has two households (or more), ask where he spends most of his time and include him in that household. The other household must record another head of

household.

#### **4.9. Child moves between households**

If a child moves between his/her mother's household and another household, the child should be a member of the mother's household even if s/he spends some time in another household.

#### **4.10. Residence, Migration and Birth**

This information applies mainly to the situation where a mother migrates with a new born.

- a) If the **mother migrates OUT of the field site and is a resident** (i.e. a member of the household) then the new born is resident wherever the birth took place and a birth form is completed (PREGNANCY OUTCOME FORM for the child). Ask other household members to help you with the birth information.
- b) If the **mother is NOT resident** then the new born is NOT. (NO FORMS).
- c) If the **mother migrates IN to the field-site from outside and delivers** the new born in the field-site is counted as a birth. (MIGRATION FORM for the mother; PREGNANCY OUTCOME FORM for the child).
- d) If the **mother delivers before moving in from outside** of the field-site, the new born is counted as an in-migrant and NOT a birth. (MIGRATION FORM for the mother; MIGRATION FORM for the child).
- e) If the **mother and new born migrate within the field-site** complete the birth information at the household the mother has moved TO (new HH). This increases the accuracy of the information. DO NOT complete a birth form at the household of origin (old HH).

#### AT THE NEW HH:

Ask the mother "when you were last counted in your previous village/household did you have the baby?"

-If NO, the mother delivered after the last census therefore the child is counted as a birth. (MIGRATION FORM for the mother; PREGNANCY OUTCOME FORM for the child).

-If YES, the mother delivered before the last census and the child is counted as an in-migrant (*birth recorded previously*). (MIGRATION FORM for the mother; MIGRATION FORM for the child).

If in doubt, complete a PREGNANCY OUTCOME FORM anyway and make appropriate notes for the supervisor. S/He will (to) bring it to the attention of the data manager. He can then check if the child is already on the database. The supervisor and the data manager will check together that information in the data base before entering the PREGNANCY OUTCOME FORM to the data base.

#### AT THE OLD HH:

-Complete an out-migration form for the mother (MIGRATION FORM - mother).

-The child is an out-migrant ONLY if s/he was born BEFORE the last visit (MIGRATION FORM -child).

-If the child was born AFTER the last visit DO NOT complete ANY FORM (the birth will be recorded in the new household) (NO FORM).

NOTE: In some instances you will encounter the old household first, in others the new household first. Always think very carefully about which rules apply in which situation.

## 5. Pregnancy Outcome Form

### 5.1. Introduction

Ask all women in a reproductive age (12 to 49 years old) whether she was pregnant during the last census or between the censuses. Ask whether she had an outcome of this pregnancy before the present census visit.

Use this questionnaire whenever you find a woman that says yes to this last question.

If the mother herself is not available, the field worker can ask her mother or sister. If they do not know, and the mother is away, do a revisit.

(Field workers must be careful to keep her confidence and respect.)

**If a child has been born alive, even if for only a short while, and then dies, both a birth form and a death form must be completed.**

### 5.2. Definitions

Woman: is the person that had the pregnancy outcome event.

Mother: is the woman that had the pregnancy outcome event.

Live birth: any delivery in which the baby is born alive (cries, moves, breathes or shows any other signs of life).

Still birth: a baby who is born dead during or after the 28<sup>th</sup> week (seven months) of pregnancy.

Abortion: the following two cases are accepted in the definition of abortion:

(a) Voluntary termination of pregnancy: when the mother decides to terminate her pregnancy before the 28<sup>th</sup> week (seven months) of pregnancy.

(b) Spontaneous abortion: when something went wrong during pregnancy and the mother had a miscarriage before the 28<sup>th</sup> week (seven months) of pregnancy.

## 5.3. Questionnaire

### 5.3.1. Identification

#### A- Village

Fill in this field with the codes of the villages of the Agincourt study area. Use the codes of the left top corner of the census form.

#### B- Household

Fulfil this field with the dwelling number you find on the census form. Use the codes of the left top corner of the census form.

#### C- Fieldworker

Write your initials.

#### D- Date of visit

Write the date of visit using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be "01" and July should be "07".

### 5.3.2. Mother

#### A- Mother ID

Clearly identify the person you are interviewing as the woman that has had the pregnancy outcome event and then copy her ID number in this box. In the case you are not talking directly with the woman that had the pregnancy outcome event check her name and surname before writing her ID number into this box.

#### B- Mother surname

Write the surname of the woman that has had the pregnancy outcome event.

#### C- First name

Write the name of the woman that has had the pregnancy outcome event.

#### D1- Antenatal clinic

Ask the woman "Did you attend at least once an antenatal clinic run by the Health Service while you were pregnant?" Try to certify the answer with the Antenatal Visits Card. Options

are:

- Y – Yes
- N - No

D2- If yes, number of antenatal visits

In case the woman did some visits to the antenatal clinic, ask her “How many times did you have an antenatal clinic visit while you were pregnant?” Try to certify the answer with the Antenatal Visits Card.

E- Education

Ask for the current education status of the woman. Enter the last grade/standard completed and NOT the standard the person is currently in if she is still at school. Then fill in the Education box the correct answer among the list codes below:

N=None	5 = Grade 7 (Std 5)
A= Grade 1 (SubA)	6 = Grade 8 (Std 6)
B= Grade 2 (SubB)	7 = Grade 9 (Std 7)
1 = Grade 3 (Std 1)	8 = Grade 10 (Std 8)
2 = Grade 4 (Std 2)	9 = Grade 11 (Std 9)
3 = Grade 5 (Std 3)	0 = Grade 12 (Std 10)
4 = Grade 6 (Std 4)	H = Higher education

F1- Scholar

Ask the woman “Were you at school at the time you became pregnant?”

Options are:

Y – Yes            N - No

F2- If Yes, back to school?

If “Yes” on the Scholar question ask her “Are you going back to school?”

Options are:

- Y – Yes
- N - No
- I – I intend to

If “No” on the Scholar question fill in the box with “-“, meaning this question is not applicable.

#### G- Pregnancy planned

This is a situation where either parents or the mother alone deliberately plan to have a baby. Ask the woman “Was this pregnancy planned? Options are:

- Y – Yes
- N - No
- O – Other factors where involved in the timing of the pregnancy

#### H- Contraception before

Ask the woman “Did you use any type of contraceptive at any time prior to this pregnancy?” Options are:

- N – None
- P – Pill
- I – Injection
- L – Loop
- C – Condom
- S – Sterilisation
- T – Traditional
- M – More than one

#### I- Contraception after

Ask the woman “Which kind of contraception are you using or intending to use after pregnancy?” Options are:

- N – None
- P – Pill
- I – Injection
- L – Loop
- C – Condom
- S – Sterilisation
- T – Traditional
- M – More than one

### *5.3.3. Delivery*

#### A1- Date of delivery

Write the date of delivery using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be “01” and July should be “07”. Avoid estimating dates by asking for the Road to Health card of the child where you will find the date of birth.

### A2- DOB estimated

If you estimated the date of birth write “Y” (Yes)

If you did not estimate the date of birth write “N” (No)

### B- Delivery in Agincourt area

Ask the mother “Did you deliver in Agincourt area?”

Options are:

Y – Yes                      N - No

### C1- Delivery place

Ask the mother “Where did you deliver?” Options are:

- H – Home
- C - Clinic
- N – Health Centre
- + - Hospital
- O - Other

### C2- If hospital

In case the mother says she delivered in a hospital ask “Which Hospital?” Options are:

- T – Tintswalo
- MP – Mapulaneng
- MT – Matikwane
- RF – Rob Ferreira
- PM – Pietersburg-Mankweng
- O – Other

Otherwise write a dash (“-”) in this question.

### D- Attendant

Ask the mother “Who did attend the delivery?” If there is more than one attendant, e.g. family and community member, the field worker must choose the person most involved in the actual delivery. Only one code must be entered.

Options are:

- D – Doctor
- N - Nurse
- F - Family member: Refers to a close relative (blood or in-law) well known to the pregnant woman and without special expertise.
- C - Community member: Refers to a local person, unrelated to the pregnant woman, who is called into assist with the birth because of her expertise.
- B – Nobody
- O - Other

E1- Complication at delivery

Ask the mother “Was there any complication at delivery?” Options are:

- N – None
- C – Caesarean section
- O - Other

E2- If other complication, type

In the case the woman says there was other complication ask “Which other complication had you?” Write in capital letters the type of complication on the space in the question box.

*5.3.4. Outcome*

A- If single delivery, outcome

In the case of a single delivery write the outcome following the list options below:

- L – Livebirth
- S – Stillbirth (28 weeks or more)
- A – Abortion (less than 28 weeks)

B- If multiple delivery

B1- Number stillbirths: write the number of stillbirths from this multiple delivery on the space given.

B2- Number livebirths: write the number of livebirths from this multiple delivery on the space given.

C- Duration of pregnancy

Ask the mother “How much did the pregnancy last?” You can give the number of months adding an “M” at the end of the answer and/or you can give the number of weeks adding a “W” at the end of the answer.

D- Baby’s surname

Write clearly and in capital letters the surname of the baby or babies.

E- Baby identification

Fill in the next seven questions for each baby born on this delivery. Make attention to avoid mixing up babies when there is a multiple delivery.

E1- Baby name

Write clearly and in capital letters the name of the baby.

E2- Gender

Ask for the gender of the baby.

- M- Male
- F- Female

E3- Birthwt(kg)

Write the weight of the baby at birth as reported on the Road to Health Card. If you can not get this information fill it in as “X”.

E4- Road to Health

Ask the mother to show you the Road to Health card. Then fill in the space given on the table following the list below:

- Y- when you see the Road to Health
- N- when the mother says she has no Road to Health for that baby

- E- when the mother says she has the Road to Health but she is unable to show it to you

#### E5- Ever breastfed

Ask the mother “Have you ever breastfed your baby?” Options are:

- Y- Yes, if she breastfed her baby for at least one day
- N- No, if she never breastfed her baby.

#### E6- If yes, how long

If the answer to the question ‘Ever breastfed?’ is “Yes”, then this box must be completed. Options are:

- B- still breastfeeding, when the baby is still breastfeeding at the time of the census visit
- No. W if less than 1 month
- No. M if equals or greater than 1 month

NOTE: the number of breastfeeding months **CANNOT** exceed the time interval between the last visit and the current visit (usually between approximately 12 & 18 months) for a new born.

#### E7- Birth registered

Ask to the mother “Is your baby officially registered at a government office?”

Options are:

- Y- Yes, when the mother says “yes”
- N- No, when the mother says “no”

## 6. Migration Form

### 6.1. Introduction

This form has to be filled in always that a person enters into a household (in-migration) or leaves a household (out migration) irrespective of age or sex.

### 6.2. Definitions

In-migrant: a person that is new in a household from the last census, and it is accepted by the head of the household that s/he intends to stay permanently in that new household.

Out-migrant: a person that was on the household on the last census and that has moved out of that household.

### 6.3. Questionnaire

#### 6.3.1. Identification

##### A- Village

Fill in this field with the codes of the villages of the Agincourt study area. Use the codes of the left top corner of the census form.

##### B- Household

Fulfil this field with the dwelling number you find on the census form. Use the codes of the left top corner of the census form.

##### C- Fieldworker

Write your initials.

##### D- Date of visit

Write the visit date using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be "01" and July should be "07".

#### 6.3.2. If individual migration

The next three questions should be answered only if a unique person is in-migrating or out-migrating.

Otherwise fill in them with dashes (“-”) as the questions are not applicable.

A- Surname

Write in capital letters the surname of the person that has had the migration event.

B- Name

Write in capital letters the name of the person that has had the migration event.

C- ID

Clearly identify the person who has migrated and then copy his/her ID number in the space provided in the questionnaire. In the case you are not talking directly with the person that had the migration event check his/her name and surname before writing his/her ID number into the space provided in the questionnaire.

*6.3.3. If entire household migration*

The next three questions should be answered only if the entire household has in-migrated or out-migrated. Otherwise fill in them with dashes (“-”) as the questions are not applicable.

A- H/Head name

Write in capital letters the First name and Surname of the Household head where the migration event has produced.

B- H/Head ID

Once the household head is clearly identify copy his/her ID number in this box.

C- Name of individual causing household move

Write in capital letters the name and surname of the person that has caused the migration of the household.

#### 6.3.4. Both individual and household migration

The rest of the questionnaire has to be always filled in. It refers to both an individual and a household migration.

##### A- IN/OUT

IN: when the movement of an individual or of a household is **into** the household where the interview is taking place.

OUT: when the movement of an individual or of a household is **out from** the household where the interview is taking place.

##### B- If IN, moved from

When the previous question has been answered with “IN” then this question should be answered with one of the following codes:

- A – Agincourt area
- B – BBR area  
(Bushbuckridge)
- P – PWV
- U – other  
urban/industrial;
- M – Mozambique
- O – other

If the answer is “OUT” on the previous question write a dash on this question, meaning this is not applicable.

If you are in doubt, ask the respondent ... “is this place in Bushbuckridge, Gauteng or part of the greater Johannesburg/Pretoria area?” If the answer is YES, enter the correct code. If you are still not sure, put a note on the migration form which will guide the supervisor in entering an appropriate code.

C- If OUT, moved to

When the previous question has been answered with “OUT” then this question should be answered with one of the following codes:

- A – Agincourt area
- B – BBR area  
(Bushbuckridge)
- P – PWV
- U – other  
urban/industrial;
- M – Mozambique
- O – other

To know which the correct code is, see the tables below.

If the answer is “IN” on the previous question write a dash on this question, meaning this is not applicable.

If you are in doubt, ask the respondent ... “is this place in Bushbuckridge, Gauteng or part of the greater Johannesburg/Pretoria area?” If the answer is YES, enter the correct code. If you are still not sure, put a note on the migration form which will guide the supervisor in entering an appropriate code.

See Village Codes (page 39) to find the list of villages per code.

***Agincourt Study site = A***

***Bushbuckridge area = B*** Includes all villages outside of the study site within the Bushbuckridge Region.

***PWV = P*** Includes all towns found in the Gauteng (old PWV) and Witwatersrand area.

***OTHER URBAN/INDUSTRIAL = U***

This includes other smaller urban and industrial areas which do not fall in the Gauteng - Johannesburg - Pretoria area.

## **MOZAMBIQUE = M**

Based on discussions with members of the Refugee Project, Mozambicans in this area come mainly from 2 provinces and 4 districts all bordering onto SA (see Map).

Please be thorough in checking the places Mozambicans are migrating to and from. Avoid just writing Maputo (this is misleading) or Mozambique. You may even want to use the map in the field and ask people to indicate where the place is.

Note: there are very few Mozambicans from Gaza Province in the field-site.

## **OTHER = O**

Basically, any place that you cannot fit into the above categories can be coded "O". Only use "O" once you are sure that the code is NOT "P", "U", "M" or "B". Some examples from the database include:

### D- Move date

Write down the date the person or the household moved. Use the format day/month/year (DD/MM/YYYY). Write days and months under 10 with a 0 in front of them (i.e. "01") and use four digits for the year.

Try to get the exact date of migration. In case the respondent does not know the date, write "15" for the day and "06" for the month. If you only know the month, then write "15" for the day and the exact number for the month.

### E- Move date estimated

Use the following codes to answer this question:

- Yes: in the cases that the respondent does not know the exact date of migration and so the date written on the previous question is estimated.
- No: in the cases that the respondent does know the exact date of migration.

## F and G

Ask this question to the respondent:

- In case of In-migration: Which is the village this person is coming from?
- In case of Out Migration: Which is the village this person has moved to?

If the place is in the study site go to “F” and write dashes on “G”.

If the place is NOT in the study site go to “G” and write dashes on “F”.

To answer these questions consult the separate list for the correct spelling of place names.

### F- Village (if in study site)

Write the answer to that question in this box if the village is in the Study site. Otherwise write a dash “-”. Use the codes of the DSS site to answer this question.

#### F.1.- Name of H/Head

Write the name of the Household head where the migrant is living now.  
This question is only applicable in the case that the person has moved to one of the villages of the study site. Otherwise write a dash “-”.

### G- Place name (if not in the study site)

Write the answer to the question above (F & G) in this box if the village is not in the Study site. Otherwise write a dash “-”.

When entering the PLACE NAME avoid using “reef” or “rand” (meaning Witwatersrand), rather write the full name of the town/area the person is staying/working in. Always write the names of places out in full (avoid Jhb and other abbreviations) and consult the alphabetical place name list you have been supplied with for the correct spellings of place names.

### G.1.- Province

Write the name of the Province the person is coming from or going to.

### H- Main reason

Choose one option from the following list to answer this question:

<b>Main migration reason</b>
AF – Accompanying family member
CF- Child returning to parent
DI – Divorce
HH – Household move
JF – Job found
JL – Job lost
LW – Looking for work
NH – New house
NM – New marriage
NR – New Mozam/refugee
OM – Other marriage reason
OT – Other reason
OW – Other work related reason
PD – Pregnancy/delivery
RR – Returning Mozam/refugee
SE – Separated
SS – School/study
WI – Widowed

### H.1.- Special situations (see sections Migration 3.2, Migration 3.3, Migration 3.4, Migration 3.6)

Name: Write the name and surname of the migrant.

ID number: Copy the ID number of the migrant person from the census form.

Choose one of the following options:

DR – Duplicate resident
MS – Missed individual
ND – Never resident
NF – No census form

H.2.- If job related (JF or JL), sector of work

In the case of having Job found (JF) or Job lost (JL) as the main reason for migrating, fill in this question with one of the following options.

When the option is “P” or “O”, specify the job writing it in capital letters beside the option on the line kept for it.

Otherwise write a dash “-”.

A – agriculture
B – business person
E – self employed (informal sector)
G – game reserve
I – industry
M – mining
O – other (specify)
P – public service (specify)
S – shop/store personnel

I - Comments

Write any comments you need to clarify problems you faced filling in the questionnaire or that could be important for the data entry.

## VILLAGES CODES

<b>Codes Agincourt area = A</b>		<b>Bushbuckridge area = B</b>	<b>PWV (Gauteng) = P</b>
01	Agincourt	Alexandria	Boksburg
02	Croquetlawn	Athol	Boksburg
03	Cunningmore A	Belfast	Brakpan
04	Cunningmore B	Bushbuckridge	Bronkhorstspuit
05	Huntington	Calcutta	Carletonville
06	Ireagh A	Casteel	Daveyton
07	Ireagh B	Cottendale	Germiston
08	Justicia A	Dumfries	Hammanskraal
09	Kildare A	Dwarsloop	Johannesburg
10	Kildare B	GreenValley	Kliprivier
11	Lillydale A	Hluvukani	Pretoria
12	Lillydale B	Islington	Sasolburg
13	Newington B	Kajeke	Soweto
14	Newington C	Manyeleti	Springs
15	Somerset A	Mariti	Thembisa
16	Xanthia	Mkhuhlu	Vanderbijlpark
17	Rholane	MP Stream	Vereeniging
18	Kildare C	New Forest	
19	Justicia B	Rolle	
20	Somerset B	Rooiboklaagte	
21	Khaya Lami	Shangaan Hill	
		Shatale	
		Thulamahashe	
		Violet Bank	
		Wilverdiend	

## VILLAGES CODES

### **OTHER URBAN/ INDUSTRIAL = U**

Barberton  
 Bloemfontein  
 Cape Town  
 Delmas  
 Durban  
 Empangeni  
 Hazyview  
 Hoedspruit  
 Komatipoort  
 Middleburg  
 Nelspruit  
 (Kanyamazane,  
 Matsulu)  
 Phalaborwa  
 Pietersburg  
 Port Elizabeth  
 Potchestroom  
 Rustenberg  
 White River  
 Witbank

### **MOZAMBIQUE = M**

#### **MAPUTO PROVINCE:**

#### **Maqude District:**

Mapulangweni

Ntaveni

Matsazane

Simbe (Daniel)

Panjane

Malaene/Moamba/Nghungwe

Mahele

#### **Moamba District:**

Macaene (origin of most of the Mozambicans in Rhulani)

Nquqwe

Sabie (need to differentiate with Sabie in Mpumalanga)

Ntavene

### **MOZAMBIQUE = M**

#### **GAZA PROVINCE:**

#### **Massingir District:**

Honuane

Macandezulu

Mujuba

Gija

#### **Chokwe District:**

Pungwene

Cumbe

Candece

### **OTHER = O**

Botswana

Kipersol

Lenyenye

Mahushu

Swaziland

Transkei

## 7. Death Form

### 7.1. Introduction

Ask the respondent whether it has been any death in the household from the last census visit. Use the last visit date on the top right corner of the census. If the answer is positive fill in a death form.

The death form has to be filled in for any permanent person, alive born or in-migrant who has died in the period between the present and the last census visit.

If the person died prior to the last round a death form should be completed (*this is a missed death*).

Check with your supervisor whether a Verbal Autopsy interview related to this death was conducted before filling in a death form.

#### Implications for the Verbal Autopsies

- When you complete the death form a copy should be made automatically.
- Check that the copy is legible.
- Hand in the copies to your supervisor together with the completed forms.
- The supervisor must make sure that the original form is given to the verbal autopsy team.
- Explain to the family that the verbal autopsy fieldworker will be coming for an interview within a few days.
- Identify the person the autopsy fieldworker will speak to. S/he should be the closest care-giver of the deceased during their last illness. Try to find out if that person will be available the day the VA team is planning to visit that village. It would make the VA interview much easier.
- Record the name of the best respondent for the Verbal Autopsy on the table prepared for on the death form, to facilitate the VA interview.

## 7.2. Objectives

To capture every death event and its date occurring in the study population.

## 7.3. Questionnaire

### 7.3.1. Identification

#### A- Village

Fill in this field with the codes of the villages of the Agincourt study area. Use the codes of the left top corner of the census form.

#### B- Household

Fulfil this field with the dwelling number you find on the census form. Use the codes of the left top corner of the census form.

#### C- Fieldworker

Write your initials.

#### D- Date of visit

Write the date of visit using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be "01" and July should be "07"

### 7.3.2. Identification of the dead person

#### A- Surname

Write in capital letters the surname of the dead person.

#### B- First name

Write in capital letters the name of the dead person.

#### C- ID

Identify the person who has died and then copy his/her ID number in this box.

#### D1- Date of death

Write the date of death using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be "01" and July should be "07". Avoid estimating dates by asking for the Death Registration where you will find the date of

death.

### D2- DOD estimated

If you estimated the date of death write “Y” (Yes)

If you did not estimate the date of death write “N” (No)

### D3- Table “NOT FOR DATA ENTRY: INFORMATION FOR VA INTERVIEWERS”

- D3.1. DOB Copy the Date of birth from the census form. Write the date of death using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be “01” and July should be “07”.
- D3.2. Age Calculate the age of the dead person.
  - Years for adults and children (12 months old or older)
  - Months for infants (from 1 month to less than 12 months)
  - Days for newborns (less than 1 month)

Write a dash (“-”) on the spaces not used.

- D3.3. Gender Write the gender of the dead person.
  - M – Male
  - F – Female

### E- Death in Agincourt area

Ask the respondent “Did “*name of the dead person*” died in Agincourt area?”

Options are:

- Y – Yes
- N - No

### F1- Died at

Ask the respondent “Where did s/he die?” Options are:

- H – Home
- C - Clinic
- N – Health Centre
- + - Hospital
- O – Other

In case of answering “Other” go to question “If other, specify”.

## F2- If hospital

a) In case the respondent says the death was in a hospital ask “Which Hospital?” Options are:

- T – Tintswalo
- MP – Mapulaneng
- MT – Matikwane
- RF – Rob Ferreira
- PM – Pietersburg-Mankweng
- O – Other

In case of answering “Other” go to question “If other, specify”.

b) Otherwise write a dash (“-“) in this question.

## G1- If other, specify

In the case that on the questions “Died at” or “If Hospital” the answer is “Other” specify in this box:

- “Died at”: where the person died
- “If Hospital”: in which hospital the person died.

## G2- Province

In case you answer the question “If other specify” referring to the hospital the person died, write in capital letters the province where there was the hospital.

## H- If female aged 12-49 years

This field must only be completed if the GENDER is F and the age of the woman at the time of the death is between 12 and 49 both included. Always check this on your form before answering this question.

- If the dead person does not fulfil the requirements for this question write a dash (“-“) in the box.
- If the dead person is a woman aged from 12 to 49 ask this question as follows

and choosing the correct option:

- P – Was the woman “Pregnant at the time of death?”
- D – Did the woman “Died during delivery?”
- B – Did the woman “Died within 42 days of delivery?”
- O – When “None of the above” is correct.

#### I- Death registered

Ask “Is the death registered?” Options are:

- Y – Yes
- N - No

#### J - Comments

Write any comments you need to clarify problems you faced filling in the questionnaire or that could be important for the data entry.

## **8. Maternity History Form**

### **8.1. Introduction**

The census aims to have the complete childbirth history of all mothers in the Agincourt study area. Previous censuses have collected this data. Therefore, a maternity history form should only be completed for in-migrant females and mothers missed in the past whose age is between 12 – 49 years, old both included, at the time of the visit.

Children not listed on the household census form must be included here.

### **8.2. Objectives**

- Assure we have the full fertility history of all women in the study population.

### **8.3. Questionnaire**

Ask to **female in-migrants** from **outside the Agincourt Area** or to **any other woman between 12 – 49 years you may have missed previously**:

- Do you have any children who are **not living** in this household?
- Do you have any children who have died?
- Have you had any still births?

If the answer is “YES” to any of these questions open a Maternity History questionnaire.

#### *8.3.1. Identification*

##### A- Village

Fill in this field with the codes of the villages of the Agincourt study area. Use the codes of the left top corner of the census form.

##### B- Household

Fulfil this field with the dwelling number you find on the census form. Use the codes of the left top corner of the census form.

C- Fieldworker

Write your initials.

D- Date of visit

Write the date of visit using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be “01” and July should be “07”

*8.3.2. Identification of the mother*

A- Mother name

Write in capital letters the name and surname of the mother.

B- Mother ID/seq#

Clearly identify the mother and then copy her ID number in this box. In the case you are not talking directly with the mother check her name and surname before writing her ID number into this box.

*8.3.3. Identification of the children*

For any single pregnancy outcome the women have had during her life ask the following questions:

A- Name of child

Write in capital letters the name and surname of the child.

B- DOB (Date of birth)

Write the date of birth using the day month and year orders (dd/mm/yyyy). You should fill all spaces so the first day of the month should be “01” and July should be “07”. Avoid estimating dates by asking for the Road to Health Card of the child where you will find the date of birth.

C- M/F

Write the gender of the child using the following codes:

M – Male

F – Female

D- L/S/A

Write the pregnancy outcome following the list options below:

- L – Live birth
- S – Stillbirth (28 weeks or more)
- A – Abortion (less than 28 weeks)

E- Multiple 1,2,3...

Write down the number of children born from that pregnancy.

F- Living (L)/ dead (D)

Write whether the child is:

- L – Living
- D – Dead

G- If L: child status

- In the case the child is “Living” ask the respondent “where is s/he living now?” and fill in this question with one of the code listed below:
  - V – Same village
  - A – Agincourt area
  - B – BBR (Bushbuckridge) area
  - E – Elsewhere
- In the case the child is “Dead” fill in the question with a dash (“-”).

#### H- If D, age of death

- In the case the child is “Dead” ask the respondent “how old was the child at the time of death?” and answer this question as explained below:
  - In days (D) if less than 1 month
  - In months (M) if equals or greater than 1 month and less than 1 year
  - In years (Y) if equals or greater than 1 year
- In the case the child is “Living” fill in the question with a dash (“-”).

#### I- Comment

Write any comments you need to clarify problems you faced filling in the questionnaire or that could be important for the data entry.

## **9. Guide on how to work in the community**

### **9.1. Introduction**

Since its inception in 1992, the Agincourt Health and Population Unit has been collecting and updating the health and demographic data in the study site comprising of 21 villages. These health and demographic data involve capturing events like pregnancy outcomes, deaths, maternity histories and migrations of people in the study site. Data quality and reliability is thus, one of the top priorities of the Agincourt Health and Population Unit.

This document serves as a guide for the field workers on how to work in the community. It aims to orientate fieldworkers on the culture of the community where research is being conducted - how they should introduce themselves to the respondent, how they should introduce the Unit in order to create a trusting atmosphere, how to choose the best respondent so as not to compromise the quality of data.

It also looks at the factors that could affect data quality as well as what fieldworkers should do or not do in order to improve data quality. In addition to census guidelines and decision rules, this document is thus, a useful guide for fieldworkers, supervisors and research managers

### **9.2. Approaching the dwelling/household**

Observing the culture of the people where the research is being conducted is one of the critical skills the fieldworker should possess. It is therefore important that fieldworker have proper orientations about the culture, norms and values of the people they have to interview in order to collect valid data.

The following are some of the factors to be considered when fieldworkers entering the household – based on the observed culture of the people living in the Agincourt field site.

- Use the official entrance/ gate
- Greet whoever is in the household
- Wait to be shown where to sit
- Wear a smile/look happy
- Use the local language

### **a) How to introduce yourself to the household members/respondents**

The way the fieldworker introduces her/ himself has important implication in building rapport/trust with the respondent. This is an example of how the fieldworker should introduce himself/ her to respondent:

My name is Fikile Nkuna from Lillydale. I work for the Agincourt Health and Population Unit, a Wits University research Programme based at Agincourt village.

Go on to introduce the Unit, aim of your visit and objectives. This will enable the respondent to trust you and answer your question freely.

### **b) How to introduce the Unit – its aims and objectives**

Introducing the Unit involves explaining to the respondent the aim of your visit by explaining these procedures;

The Agincourt Health and Population Unit is involve in gathering data on the health status, education, fertility, mortality and migration patterns of the people living in the 21 villages of its study site.

In 1992, the Agincourt health and population unit collected the baseline health and demographic data in every household in 21 villages of the study area. These data is updated yearly, where changes like births, deaths, migrations in the household are recorded. We obtain such information by visiting all households in the study where we interview some of the household members in order to update the data.

The data collected is vital to inform health policy makers to solve health problems in the rural area.

### **c) Choosing the best respondent**

After introducing yourself, establish who could be your best respondent in the household.

- Ask who the most knowledgeable person about family members is
- Ask the person if s/he has anything to be clarified before you start the interview
- Negotiate time with the respondent
- Clarify any misunderstanding
- For any sensitive information, (e.g. contraception usage or marital history) ensure that you interview the relevant person privately
- Assure the respondent that s/he is answering the questions at her/his freewill
- Assure the respondent that the information disclosed by her/him will be kept confidential

### **d) What to do after interview?**

Thank the respondent for the cooperation

Again, ask if he/she has any questions for you

In case you filled in a death form, tell the respondent that a VA field worker will be visiting the family for VA information

### **9.3. Data reliability and factors that could affect data quality**

Data reliability is critical, and it should be every field worker's goal. It is therefore important to know factors that could affect data reliability and try to do or not do them. Experience has shown that the following factors could affect data reliability;

- If the fieldworker do not know her/his work well e.g. understanding the census guidelines& decision rules
- Fieldworker/respondent fatigue

- If the respondent has limited knowledge about the dates of birth, educational levels of the members of the family
- If the weather is very hot
- If data is collected from the neighbour
- If the fieldworker does not understand the aims and purpose of the research

#### **9.4. How to interact with the community**

Social relationship involves a number of ground rules fieldworker has to observe when interacting with community members. It is therefore important to know what to do or not do when working in a particular community. The following are some of the issues that fieldworker has to know when working in the community;

##### ***DO'S.***

- : Know the language of a particular community.
- : Appreciate their norms and values.
- : Dress appropriately.
- : Show respect.
- : Self esteem.
- : Interpersonal skill/good social relationship

##### ***DON'T.***

- : Drink while you are working.
- : Address your problems at wrong people.
- : Raise expectations in the community.
- : Assume that the respondent know the purpose of your visit
- : Be judgemental
- : Be aggressive/ threaten your respondent
- : Avoid leading questions

## 10. Check- list

This is a guide to check forms at field and at Quality Checkers level.

### 10.1. Checks for the populated census forms

- a) Make sure that the DATE VISITED is filled-in on the census form and that it is within the census period.
- b) For all mothers check the difference between the ages of each mother and child. Firstly, check the MOTHER ID, secondly check the mother's DOB, lastly check the child's DOB. If the difference is less than 12 years or greater than 49 then look for the problem.
- c) Check that the genders are correct for questions that apply only to one sex, e.g. only a woman can have a MARRIAGE STATUS or HUSBAND ID.
- d) Household head relation, check that the codes have sense especially for S (Son) and Z (Sister), and when there is more than one letter to explain the relationship. Use the GENDER, MOTHER ID and HUSBAND ID/MARRIAGE STATUS fields to cross-check your entries for H Head Relations. This is very easy to do and often helps to establish the relationship.
- e) Check that the citizen status of children corresponds with his father's.
- f) Make sure that RES MONTHS and RES STATUS correspond and make sense.
- g) Make sure that the number of events forms is correct by matching the numbers in the boxes on top of the census form with the LAST EVENT column, the information added to the bottom of the form and the actual events forms themselves. **THIS IS A VERY IMPORTANT CHECKING STEP.**
- h) Check that changes on the Census Form are clearly written and they are comprehensive.
- i) Check that all information is complete and that there are no missing codes. There should be **no blank** fields (either the correct code, "-", "Q" or "X").
- j) Where applicable, check that codes correspond to options offered and no incorrect codes have been entered. Specially check between E (elsewhere) and O (other).

## 10.2. Checks for the events forms

- a) Check that there are no **double entries**, i.e. a birth and in-migration form for the same individual or a death and out-migration form for the same person.
- b) Dates of events on all events forms **must be between the last census and the new date visited** unless it was an event missed in a previous round.
- c) Check that the genders are correct for questions that apply only to one sex, e.g. on the death form only complete the box IF FEMALE if the gender at the top of the form is F.
- d) Make sure that linked fields correspond and make sense. E.g. On the birth form, if a HOSPITAL name is entered then the code in DELIVERY PLACE should be "+" for hospital. On the migration form, the PLACE CODE and PLACE NAME should correspond. There are numerous examples of this type of situation and they should be checked for consistency.
- e) Check that the information on the events forms matches that on the census form. For example, if a woman migrated-in because of a new marriage then she should have her husband's ID in the marriage status field and not N for never married.
- f) Where two people in the household have similar names, double check that the correct name/person has been entered on the events form (if applicable). (There are a few cases on the database where names have been confused, e.g. Lucky and Lucy; Constance and Confance).
- g) Check the **logic** in fields such as SCHOLAR on the birth form, if the answer to SCHOLAR is N (no), then BACK TO SCHOOL should not be filled in with a code but rather "-" for not applicable.
- h) Scan the spelling of place names and if necessary check against the list of place names.
- i) Check that all the handwriting is legible. If not, consult the relevant field worker.