

Census 2007

FIELDWORKER GUIDELINES

Guidelines, definitions and decision rules for field work

V.3

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Introduction

Round 13.

May it be lucky for us!

We are again conducting the annual vital events update for the MRC/Wits Agincourt Unit, with special modules on Household Assets, Food Security, Father Support and Temporary Migration. For the experienced fieldworkers they will see the familiar interview structure of a Census Form on which to complete the information about the current household; event forms which capture Deaths, Pregnancy Outcomes, Migrations, and we have added a form on Migration Reconciliation. Union Change Event forms and Baseline and New Union forms will be familiar for you from last year, only we have developed a better way of keeping the existing union status up to date. There is also the Maternity History form for adult female in-migrants who have moved into the study site. Once these are completed then we will do the special modules that we mentioned above.

For new fieldworkers these are all part of the interview that you must learn now and learn well. You must trust yourselves that with hard work you will become familiar with all the details of interview, including every form.

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 thirteen chapters. The first one covers primary guidelines to complete all forms. The second chapter covers information needed to complete a Census Form and orientates on how to solve special situations that a fieldworker can face on the field. This chapter also tries to attract fieldworker’s attention on the important points they need to know in order to collect information in the correct way. The third chapter is the Death form; the fourth is Pregnancy Outcome Form; the fifth is the Migration Form; the sixth is Migration Reconciliation; the seventh is Union Status which covers two forms, namely the Union Change

Event form and the Baseline and New Union Status form; the eighth is the Maternity History Form; the ninth Household Asset Status, the tenth Food Security Status, the eleventh Father Support Status and the twelfth Temporary Migration. 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 year, in addition to the normal twenty one villages we will be conducting the baseline census in four new villages, namely, Dumphries A, B, and C and Belfast. We wish good luck to the teams involved in these new villages.

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. The data that is contained in the health and demographic information system will be used to help government and non-governmental organisations, including the community itself, to be aware of the real health and population issues and help them address these issues. The stakeholders are not only the Agincourt sub-district population but also the wider Bushbuckridge, Mpumalanga and South African populations. Even on the continent and internationally leaders will gain their understanding on the key health and population issues affecting Southern Africa by reading scientific reports based on the information we are collecting.

Best wishes and good luck,

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(With a strong support team including: Benjamin D. Clark (data room leader), Mildred Shabangu (administration leader), Jeffrey Eaton (data room support), Jimi Adams (data room support), Obed Mokoena (site leader), Jeffrey Tibane (site leader), Doreen Nkuna (administration), Violet Chela (administration))

1. General Guidelines

1.1. Primary guidelines

WHEN ANSWERING A QUESTION, BESIDES THE OPTIONS APPEARING IN THE QUESTIONNAIRES AND THE ANSWERS FROM THE RESPONDENT, YOU HAVE TO KEEP IN MIND THAT THERE ARE ALWAYS THE FOLLOWING OPTIONS:

Q – Meaning unassigned and needing 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.
- SORT FORM AND STAPLE THEM AT THE FIELD OFFICES ON THE SAME DAY YOU DID THE INTERVIEW.
- CORRECTING WHAT IS WRITTEN (in blue pen with your code and date):
 - 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.
- “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.

1.2. 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 enter 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 implications in building rapport/trust with the respondent. This is an example of how the fieldworker should introduce him/herself 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 questions 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 involved in gathering data in 22 villages of the study area (expanded to 25 for research purposes). The baseline was done in 1992. These data are updated yearly, where changes like births, deaths and migrations in the household are recorded. We obtain such

information by visiting all households in the study area 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. This year there will be a particular focus on poverty and migration.

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 his/her cooperation.

Again, ask if s/he 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.

1.3. 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 does 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.

1.4. 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 to 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 alcohol while you are working.
- Address your problems at wrong people.
- Raise expectations in the community.
- Assume that the respondent knows the purpose of your visit.
- Be judgemental.
- Be aggressive/ threaten your respondent.

- Avoid leading questions.

1.5. Order of forms to be completed

- a) Update the Populated Census Form.
- b) Fill-in the event forms: Death forms, Pregnancy Outcome forms, Migration forms, Migration Reconciliation or Union Change Event forms following the explanation written in the Event Forms Guidelines section.
- c) Complete a Baseline or New Union Status form for any former union or for a new union has been formed. The particular target is any new person over aged 15 years who has moved into the study site from outside the study site (external in-migrant).
- d) 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.
- e) Complete Household Asset Status form in each household.
- f) Complete Food Security Status form in each household.
- g) Complete Father Support Status form for each child under 18.
- h) Complete the Temporary Migration form for every person in the household who was away for more than 6 months out of the previous 12 months. The RESSTATUS field should be either an "M" (migrant) or an "O" (other) or, if it is a child under age eighteen, E (Education), C (care/support), W (migrated with a parent)

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 1); respond to any questions.
- b) Choose the most suitable person in the household to be the respondent (See section 1). 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) Inform the respondent that you will need identity documentation for each person in the household. If they can be fetched in advance it will save time during the interview.
- d) Identification and start the census interview.

Using the census form and reviewing the last census information

- a) Fill in the Date of Visit and Fieldworker code number at the top left corner of the form. Make sure that the date is within the census period.
- b) Use the date of last visit and last respondent's name (printed on the top left corner of the form) to refer to previous visit.
- c) Call each person by name and using the household head relation information.
- d) 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 blue pen):

- 1) Name and Surname: read the name and check if it is correct.
- 2) Gender: check if the correct gender is written on the form.
 - M = Male; F= Female
- 3) 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).
- 4) 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 blue 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

5) 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

Only cross out the MOTHER ID when is wrong, not because the mother has moved or died.

6) 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. Write the new household head relation in the next column (titled: 'New HH Rel'). 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 (Check that there is a Current Union completed)
- W = Wife (or W1, W2 indicates the order of wives for polygamous marriages) (Check there is a Current Union completed)
- 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.

7) Refugee /Mozambican status

For current household members the Refugee status should not change but for new household members we need to know the Refugee/ citizen status

- 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 or Y 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.

8) 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.

9) 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 in-migrated 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
- Additional codes to use for children's ResStatus O: If the temporary migrant is under 18 and the ResStatus code is 'O', then ask the reason why the child moved:
 - E for education;
 - C for care/support;
 - W for migrated with a parent.
- Visitor - V: if a person was living in the household at the time of the census, but is not considered part of the household.

10) Last Child Or Pregnancy

The last child or pregnancy field is used to probe for pregnancies that might not be recorded by the DSS. If there is a name printed for a woman, ask: "Has 'woman's name' been pregnant since 'last child's name' was born?" If she has been pregnant then put a P in the last event column. This means you must do a Pregnancy Outcome form.

If there is a date but not a name in the column 'Last child or Pregnancy' this means there was not a live born child, but there was a pregnancy. In that case ask: "Has 'woman's name' been pregnant since the pregnancy that ended in 'state the year of last pregnancy?'" (Obtain from the census form)

11) Pregnancy Status

Ask this question for all women between 12 and 49: 'Is "NAME" pregnant?'

- Response in the 'Current Pregnancy' column on the census form

Y= Yes or N= No or don't know

12) Expected Delivery Month

If Current Pregnancy is 'Yes', ask, 'In which month is the baby due?'

- Response: Record the month of expected delivery. Probe for the closest expected delivery month or estimate this based on available information.

13) Maternity History Coverage

This question is to identify whether or not a woman has had a Maternity History form filled in or whether she needs one. Maternity History coverage can have one of the three values, C, F and M, which

will be pre-printed onto the Census form based in the situation in the database. These codes relate to whether data on Maternity History form has been collected or whether the form is not needed for reasons of eligibility, including age, sex and whether or not a woman has had a pregnancy.

- 'C' - (covered, forms not needed). The Maternity History form is not required and nothing needs to be done.
- 'F' – (Forms completed). The necessary Maternity History form has been done for this person. Nothing needs to be done
- 'M' – (Missing, forms needed). The Maternity History form needs to be done. Complete a Maternity History form and put an 'M' in the Last Event column (this implies the Maternity History form is done in the interview).

In case of an empty box, that means we don't have any information whether Maternity History form has been completed or not. Follow the guidelines above to decide what is needed.

For new entrants into the DSS, what do we put for Maternity History Coverage?

Rule 1. For an internal in-migration (from a destination within the study site) put a dash in the Maternity History Coverage field. We will match the person up with their Maternity History records during migration reconciliation. If the person in the dwelling of origin does not have Maternity History status (i.e. the MH form is missing), then the Maternity History Coverage field would contain an 'M' (pre-printed onto the following year's Census forms). This will be matched at the same time the person is matched and the 'M' will appear for this woman on the following year
Census Form.

Rule 2. For an external in-migrant put a 'C' if no maternity history is necessary (no pregnancies); or put an 'F' if the form has been done. In this last case write an 'M' in the Last Event column. This will lead to the Maternity History form being done and attached in the census packet.

Note the main action is to do a Maternity History form with women of reproductive age coming into the site for the first time.

In the case of an in-migrant man write '-' on Maternity History column.

14) Union Status Change

The Current Union Status as recorded on the database appears on the Census form. Ask for each person whether the union status reflected on the form is still correct. If the union status has changed then write a 'U' in the LAST EVENT column. This is an indication that you must complete a Union Change Event form for each person whose status has changed.

15) Baseline and New Union Status form (BNUNS)

The 'Baseline and New Union Status' form captures the opening and close of unions that ended prior to the current union status and any new unions that have opened since the union status displayed on the Census form. For any baseline or new union required write a B in the 'LAST EVENT' column. A Baseline and New Union Status form is required if the person is an in-migrant older than 15 years of age that has moved into the study site from outside the study site; or if a new union has been formed.

16) Union Historical Status coverage

This question is to identify whether or not an adult over age 15 has had a Baseline and New Union Status form filled in or whether he or she needs one. The data is pre-printed onto the Census form C, F and M. Union Historical coverage have one of these three values, which relate to

whether data on earlier unions is covered, or the person is not eligible for it (children under 15 years):

- 'C' - (covered, forms not needed). The Baseline & New Union Status form is not required and nothing needs to be done.
- 'F' – (Forms completed). The necessary Baseline & New Union Status form has been done for this person. Nothing needs to be done.
- 'M' – (Missing, forms needed). The baseline data needs to be done. Put a B in the last events column (this implies the Baseline and New Union form is done in the interview).

For new entrants into the DSS, what do we put for Union Historical Coverage?

Rule 1. For an internal in-migration (from a destination within the study site) put a dash in the Union Historical Coverage field. We will match the person up with their union records during migration reconciliation. If the person in the dwelling of origin does not have a baseline union status (i.e. the baseline union is missing), then the Union Historical Coverage field would contain an M (pre-printed onto the following year's Census forms).

This will be matched at the same time the person is matched and the 'M' will appear for this woman on the following year on the Census Form.

Rule 2. For an external in-migrant put a C if no Union Status form is necessary, the case of children under 12 years, or an F if the form needs to be done and write a B in the last events column. This will lead to the Baseline and New Union Status form being done and attached in the census packet.

Note the main action is to do a Baseline and New Union Status form with adults coming into the site for the first time.

17) ID document status

At the start of the interview you asked the respondent to go and fetch the identity documents. Ask now if you can see the best id document for each person (id book, birth certificate, driver's license). Explain why we are collecting the national ID number. We collect information about identity documents because it helps to evaluate the efforts of Home Affairs to provide documents. Please note that we never give a person's ID number out, but we only give aggregated data in a report (for example: what percentage of households have no documentation?). This means the information will be confidential and we will keep it safe. In addition (if a person needs more information), we are collecting ID numbers to create the potential to evaluate the health system in the future. Any such development would be done after discussion with representative community members.

National ID number

Ask if it is OK to record the national ID number on the Census form. Unless the person objects write the national id number from the identity document onto the Census form.

ID doc status

Earlier you asked the respondent which is the most up to date identity document for each individual. Fill in the ID doc status on the Census form based on what is observed by the fieldworker and the response to the id document question.

- IS= Id doc, seen (The green ID book is observed)
- IN=Id doc, not seen (The green ID book is owned but not seen)
- BS=Birth certificate, seen (The birth certificate is observed)
- BN=Birth certificate, not seen (The birth certificate is owned but not seen)
- NL=No doc, lost (no document is owned, there was one but it is lost)
- NN=No doc never had (no document is owned, there has never been a document for this person)
- NP=No doc, applied (no document is owned, but the person has applied for one)

ID Doc source

Record the document that is the source of the ID number

- B = Birth certificate
- I = ID Book
- D = Drivers license
- E = Exists, not available
- N = No ID number
- O = Other source

18) Last Event column

Fill in following the codes:

N = No event; P = Pregnancy Outcome; D = Death; I = In Migration;

O = Out Migration; U = Union change; B = Baseline and New Union form;

M = Maternity History

- Determine whether s/he **still lives here or not** and

consequently fill in the LAST EVENT column with “D” or “O” for Death or Out-migration.

- Ask if there has been a pregnancy in the last year. Ask **every woman at child bearing age (12-49)** where NO child’s name is written on the Last Child column of the form: “Have you ever had a live birth or a still birth or abortion?”
 - If “YES”, fill in “P” for “Pregnancy Outcome” in the LAST EVENT column.
- Earlier, we discussed probing for pregnancies where you 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 of the child) have you had a live birth, still birth, or abortion?”
 - If “YES”, fill in “P” for “Pregnancy Outcome” in the LAST EVENT column.
- Earlier also we discussed asking about **changes in union status** which will result in “U” in LAST EVENT column for Union Change Event form or “B” for Baseline and New Union Status form.
- 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.

19) New member in the household

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 columns following the rules written above: Gender, DOB, DOB estimated, Mother ID, Mother Status, Household Head relation, Refugee, Residence Months, Residence Status, Education Status, Pregnancy status, Expected delivery month, Maternity History, Union historical, National ID number, ID doc status, ID doc source.
- Complete the LAST EVENT column (e.g. “I”, “I + P”, “I + D”, “I + O”, “I + U”).
- Put an M in the LAST EVENT column when a maternity history form needs to be completed
- 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

20) Complete the forms check-list.

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. The check box form Migration forms now combines in-and out-migrations, so add up the number of migrations in total and that is the number to go into the check-box.

In case an event form was not completed fill with zeros (“0”) in the space provided for this form.

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. Use the numbers on the left column starting 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 a Migration form to in-migrate 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 a Migration form to in-migrate each new household member.
- c) Complete any events forms for in-migrants.
- d) Complete a Migration form to out-migrate 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).

2.3 Special situations working with Census forms

2.3.1. 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.

2.3.2. 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 2006 (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.

2.3.3. 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.

2.3.4. 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.

2.3.5. '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.

2.3.6. '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.

2.4. General Information

2.4.1. 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.

2.4.2. 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.

2.4.3. 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).

2.4.4. 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.

2.4.5. 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.

2.4.6. Recording dates

Make every effort to establish an individual's date of birth and event dates. Record all dates using the format year, month and day order (YYYY/MM/DD).

Use the historical calendar to estimate dates.

2.4.7. 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.

2.4.8. 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.

2.4.9. 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.

2.4.10. Residence, Migration and Birth

This 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.

3. Death Form

3.1. 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*). In this case the whole census form will be treated as a problematic form and must be given to the supervisor.

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 question 14 of the death form, to facilitate the VA interview.

3.2. Objectives

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

3.3. Questionnaire

3.3.1. 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- Dwelling

Fill 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 code number.

D- Visit Date

Write the date of visit using the year, month and day order (YYYY/MM/DD). You should fill all spaces so the first day of the month should be “01” and July should be “07”

3.3.2. Identification of the dead person

Q1 – Deceased’s Name and Surname

Write in capital letters the Name and Surname of the deceased person.

Q2 – Deceased’s Census ID

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

Q3 - Date of death

Write the date of death using the year, month and day order (YYYY/MM/DD). 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.

Q4 – Date of Death estimated

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

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

Q5 - Death in Agincourt area

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

Options are:

- Y – Yes
- N - No

Q6 - Died at

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

- H – Home
- C - Clinic
- N – Health Centre
- + - Hospital
- V = Accident site
- O – Other

Q7 - If hospital, Which hospital

ASK THIS QUESTION ONLY IF Q6 = “+”

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 8.

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

ASK Q8 AND Q9 ONLY IF Q6 = “O” OR Q7 = “O”

Q8 - Specify place of death

In the case Q6 “Died at” or Q7 “Which Hospital” the answer is “Other”, specify.

Q9 – Province of death

In the case Q6 “Died at” or Q7 “Which Hospital” the answer is “Other”, write the code of the Province as follows:

- NP = Limpopo
- MP = Mpumalanga
- GT = Gauteng
- KN = KwaZulu-Natal
- FS = Free State
- EC = Eastern Cape
- NW = Northwest
- NC = Northern Cape
- WC = Western Cape

Q10 – Was/did the woman

ASK ONLY IF DECEASED IS A FEMALE AGED 12 TO 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.
- 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.

Q11 – Was the death registered

Ask "Was the death registered?" Options are:

- Y – Yes
- N - No

"NOT FOR DATA ENTRY: INFORMATION FOR VA INTERVIEWER"

- Q12 - Deceased's date of birth Copy the Date of birth from the census form. Write the date of death using the year, month and day order (YYYY/MM/DD). You should fill all spaces so the first day of the month should be "01" and July should be "07".
- Q13 - Age at death Calculate the age of the deceased 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.
- Gender Write the gender of the dead person.

THIS QUESTION DOES NOT APPEAR ON THE FORM. USE COMMENTS TO RECORD THE GENDER.

- M – Male
- F – Female
- Q14 – VA best respondent's name Register the name and surname of the best respondent to be interviewed by the VA team.

Q15 - Comments

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

4. Pregnancy Outcome Form

4.1. 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.

4.2. 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 28th 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 28th week (seven months) of pregnancy.

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

4.3. Questionnaire

4.3.1. 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- Dwelling

Fill 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 code number.

D- Date of visit

Write the date of visit using the year, month and day order (YYYY/MM/DD). You should fill all spaces so the first day of the month should be “01” and July should be “07”.

4.3.2. Mother

Q1- Mother’s Name and Surname

Write the name and the surname of the woman who had the pregnancy outcome event.

Q2 – Mother’s Census 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.

Q3 - Antenatal clinic

Ask the woman “Did you attend an antenatal clinic run by the Health Service while you were pregnant?” Try to certify the answer with the Antenatal Visits Card.

Options are:

11/12/2007

- Y – Yes;
- N - No

Q4 - If yes, number of antenatal visits

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

Q5 – What was your last grade/standard completed?

Ask for the current education status of the woman. Enter the last grade/standard completed and NOT the grade/standard the person is currently in if she is still at school. Then fill in the code box using the list of codes from the back of the population census form.

Q6 – Where you a student at the time you became pregnant?

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

Options are:

Y – Yes N - No

Q7 - If Yes in Q6, Are you going back to school?

If “Yes” on Q6 ask her “Are you going back to school?”

Options are:

- Y – Yes
- N - No
- I – I intend to

If “No” on Q6 fill in the box with “-“, meaning this question is not applicable.

Q8- Was this 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

Q9 - Contraception before

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

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

Q10- 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

4.3.3. Delivery

Q11 - Date of delivery

Write the date of delivery using the year, month and day order (YYYY/MM/DD). 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.

Q12 – Date of delivery estimated?

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

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

Q13 - Delivery in Agincourt area?

Ask the mother "Did you deliver in Agincourt area?"

Options are:

Y – Yes N - No

Q14 – Where did you deliver?

Ask the mother "Where did you deliver?" Options are:

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

Q15 - If Q14 is "+", Which hospital?

In case 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.

Q16 – Who attended the delivery?

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

Q17 – Was there any complication at delivery?

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

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

Q18 - If “O” in Q17, Which other complication?

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

4.3.4. Outcome

Q19 - Outcome

Write the outcome following the list options below:

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

- MS – Multiple Still Births
- MM – Multiple, some still

Q20 – number of births

Q20a - Number stillbirths: write the number of stillbirths from this delivery on the space given.

Q20b - Number live births: write the number of live births from this delivery on the space given.

Q21- How long did the pregnancy last?

Ask the mother “How long did the pregnancy last?” Answer can be in months or weeks.

Answer *Pregnancy Duration Type* by using the following codes:

- M – Months
- W - Weeks

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

22 - Baby’s Name and Surname

Write clearly and in capital letters the Name (Q22a) and the Surname (Q22b) of the baby or babies.

Q23 - Gender

Ask for the gender of the baby.

- M – Male
- F - Female

Q24 - Birth weight (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”.

Q25 - Road to Health Card?

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

Q26- 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.

Q27 - If Yes, how long?

Ask this question if Q26 is “Yes”. Options are:

- B- Still breastfeeding, when the baby is still breastfeeding today.
 - Fill in Q27a with “- -“
 - Fill in Q27b with “B”
- No. Weeks if less than 1month
 - Fill in Q27a with number of Weeks
 - Fill in Q27b with “W”
- No. Months if equals or greater than 1month
 - Fill in Q27a with number of Months
 - Fill in Q27b with “M”

NOTE: the number of breastfeeding months **CANNOT** exceed the time interval between the last visit and the current visit (usually between 12 & 18 months)

Q28 - Birth registered

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

Options are:

- Y – Yes
- N – No

5. Migration Form

5.1. Introduction

This form has to be filled in when a person enters into a household (in-migration) or leaves a household (out migration) irrespective of age and gender.

5.2. 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.

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- Dwelling

Fill 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 code number.

D- Date of visit

Write the visit date using the year, month and day order (YYYY/MM/DD). You should fill all spaces so the first day of the month should be "01" and July should be "07".

5.3.2. If individual migration

The next two 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.

Q1 – Migrant's Name and Surname

Write in capital letters the Name and Surname of the person that has migrated.

Q2 – Migrant's Census 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.

5.3.3. If entire household migration

The next three questions should be answered only if the entire household has OUT-migrated and everybody has moved to the SAME dwelling. Otherwise fill in them with dashes ("-") as the questions are not applicable.

Q3 - H/Head Name and Surname

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

Q4 - H/Head Census ID

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

5.3.4. Both individual and household migration

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

Q5 – Did the individual/HH move IN or OUT of the dwelling?

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

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

Q6 – Moved to/from

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 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 57 and 58) to find the list of villages per code.

Agincourt Study area = A

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

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 included in the table in page 58.

Q7 - Move date

Write down the date the person or the household moved. Use the format year, month and day order (YYYY/MM/DD). 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.

Q8 - 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 Q7 is estimated.
- No: in the cases that the respondent does know the exact date of migration.

ASK Q9 ONLY IF Q5 = "I" AND Q6 NOT EQUAL "A"

Q9 - Has the individual lived in the study site since 1992?

In case of in-migrants from an area outside the Agincourt Area, we need to know if this person was ever resident in this area since 1992 to be able to locate him/her in our database.

For these cases ask: Has the individual lived in the study site since 1992?

Options are:

- Y = Yes
- N = No

FILL IN Q10 AND Q11 IF Q6 = “A”

Q10 - 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 (In page 57) to answer this question.

Q11 – Name and Surname of H/Head

Write the name and surname 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 “-“.

FILL IN Q12 AND Q13 IF Q6 IS NOT EQUAL TO “A”

Q12 - Place name (if not in the study site)

Write the answer to this question 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.

Q13 - Province

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

If the person comes from outside South Africa write “- –“

Use the codes of the Province as follows:

- NP = Limpopo
- MP = Mpumalanga
- GT = Gauteng
- KN = KwaZulu-Natal
- FS = Free State
- EC = Eastern Cape
- NW = Northwest
- NC = Northern Cape

- WC = Western Cape

FILL IN 14 FOR ALL MIGRATIONS

Q14 - Main reason for migration

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

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

IF QUESTION 14 = “JF” OR “JL” FILL IN NEXT QUESTION

Q15 – If migration 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. 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

IF QUESTION 14 = “DR” FILL IN NEXT TWO QUESTIONS

Q16 – Duplicate Resident Name

Write the name and surname of the person duplicated on the Census Form.

Q17 – Duplicate Resident Census ID

Once the duplicated person is clearly identified copy his/her census ID in this box.

IF Q6 = “A” OR Q9 = “Y” FILL IN A MIGRATION RECONCILIATION FORM

IF Q14 IS “MS”, “NF”, “DR” OR “ND” SEND CENSUS PACKET TO PROBLEMATIC FORMS

VILLAGES CODES

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

VILLAGES CODES

OTHER URBAN/ INDUSTRIAL = U	MOZAMBIQUE = M	MOZAMBIQUE = M	OTHER = O
Barberton	MAPUTO PROVINCE:	GAZA PROVINCE:	Botswana
Bloemfontein	<u>Magude District:</u>	<u>Massingir District:</u>	Kipersol
Cape Town	Mapulangweni	Honuane	Lenyenye
Delmas	Ntaveni	Macandezulu	Mahushu
Durban	Matsazane	Mujuba	Swaziland
Empangeni	Simbe (Daniel)	Gija	Transkei
Hazyview	Panjane	<u>Chokwe District:</u>	
Hoedspruit	Malaene/Moamba/ Nghungwe	Pungwene	
Komatipoort	Mahele	Cumbe	
Middleburg	<u>Moamba District:</u>	Candece	
Nelspruit (Kanyamazane, Matsulu)	Macaene (origin of most of the Mozambicans in Rhulani)		
Phalaborwa	Nquqwe		
Pietersburg	Sabie (need to differentiate with Sabie in Mpumalanga)		
Port Elizabeth	Ntavene		
Potchestroom			
Rustenberg			
White River			
Witbank			

6. Migration Reconciliation Form

Fill in the form for internal in-migrants, i.e. people who have moved within the study site. Also, fill in this form for external in-migrants who have lived in the study site since 1992. For households moving together to a new dwelling complete the Migration Reconciliation form for the household head only. A person who in-migrated at a different time to the head should have their own Migration Reconciliation form completed, since they could have different dwellings of origin.

6.1. 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- Dwelling

Fill 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 code number.

D- Date of visit

Write the visit date using the year, month and day order (YYYY/MM/DD). You should fill all spaces so the first day of the month should be "01" and July should be "07".

6.1. Personal Information

Q1 – Name and Surname

Write the name and surname of the in-migrant.

Q2 – Temporary ID

Copy the number of the left hand site column of the Blanc Census Form where the in-migrant has been registered.

6.2. Kin and Household Origin Members information Q3, Q4, Q5, Q6, Q7, Q8

The aim of this section is to capture the name of kin and household members of the household of origin. This will be used to confirm the match in the database between the in-migrant and their former DSS ID.

Q3 – Mother's Name and Surname

Ask, what is the mother's name and surname?

Record the Name in 3a and Surname in 3b

Q4 – Father's Name and Surname

Ask, what is the father's name and surname?

Record the Name in 4a and Surname in 4b

Q5 – Spouse's Name and Surname

Ask, what is the spouse's name and surname?. This is the husband or (1st) wife in the dwelling of origin.

Record the Name in 5a and Surname in 5b

Q6 – Name and Surname of household of origin member

Ask the name and surname of a household of origin member. This must not be one of the above.

Record the Name in 6a and Surname in 6b

Q7 – Name and Surname of household of origin member

Ask the name and surname of a household of origin member. This must not be one of the above.

Record the Name in 7a and Surname in 7b

Q8 – Name and Surname of household of origin member

Ask the name and surname of a household of origin member. This must not be one of the above.

Record the Name in 8a and Surname in 8b

Former names

Q9 and Q10 - Former Names

List all the names and surnames the migrant used in the passed. This will facilitate the match in the database between the in-migrant and their former DSS ID. Q9.1, Q9.2 and Q9.3 are for First Names and Q10.1, Q10.2 and Q10.3 are for Surnames.

Migration History

Make a list with a row for each of the last three residences a person has lived in, within the study site. Just the village is needed, start and end year of the residence, and the name of the household head. Add a row for a residence within the same village if the move was made within the village.

For each row there is a Q11, Q12, Q13 and Q14. Each row gets a new decimal point, i.e. Q11.1, Q12.1, Q13.1, Q14.1 are the question numbers for the first row.

Q11 - Village code

Record the village code for the village the person was at that time.

Q12 – Start Year

Record the year in which the residence started in that dwelling.

Q13 – End Year

Record the year in which the residence ended in that dwelling.

Q14 Household Head Name

Write the household head Name and Surname of the dwelling the person was living in.

Location of Origin

This section is the main information on the form. Everything else is collected to obtain the answers to these questions. These are the coordinates that enable the proper link of the destination and origin of each move. We know the destination but we need the origin.

The fieldworker can complete all the information s/he can. The village and the household head name are available from the migration event form.

Q15 Village of origin

Copy this information from the Migration form.

Q16 Dwelling of origin

Try to find out the number of the dwelling especially if the movement is within the same village. Supervisors will help to find dwelling numbers for movements between villages.

Q17 Household head name at the place of origin

Copy this information from the Migration form.

Q18 Census ID at origin (if field worker knows)

Try to find out the Census ID number at the dwelling of origin especially if the movement is within the same village. Supervisors will help to find Census ID numbers for movements between villages.

Migration Reconciliation Result

This section contains only the two DSS IDs of the same person (in two different residences). The left hand DSS ID is the one currently recorded for the person in the DSS. The one on the right has been obtained by the migration reconciliation. It is the former DSS ID. These two sets of records can then be merged to create only one person at the database. THIS WILL FILLED IN BY THE DATA ROOM.

MR Visit information

The whole back page of the Migration Reconciliation form will be completed by migration reconciliation fieldworkers during the months after the census. This is the field phase of the Migration Reconciliation that is based on the information obtained on the front of the form. THIS IS NOT PART OF THE CENSUS ROUND.

7. Union Status: Union Change Event form and Baseline and New Union Status form

7.1. Introduction

Previously we have collected data on marital status for every person of the study area, over age 12 years and any gender. This round will be an update of the marital status of each individual recorded in the previous round, and a new baseline, or historical union form on each new in-migrant over age 12 in the study population. The baseline data will be used on following rounds to record changes in marital status. The main idea is to have reliable and relevant information that will allow us to know the marital status of the whole population at a point of time. Besides, it will help us to establish the evolution of changes in marital status in the community on a longitudinal basis.

Nuptiality information is important for public health planning and social well-being. The information is crucial to describe the exposure of the women to first sexual relation and this relates to strong changes in fertility behaviour. Moreover, it is fundamental to measure the risk of the population to sexual transmitted diseases. On the other hand, we will be able to calculate the proportion of marriages, of married people, of remarriage, and formation and dissolution of families and households, among others.

7.2. Definitions

Union: it is the case where two people are living together. It will be used the criteria of creating a new household rather than the time the couple is living together to accept a union.

Marital status: are the different statuses that a person can have by living or stopping to live with another person.

Single: it's the marital status of a person that has never been married or lived with another person.

Married (Formal marriage): it's the marital status where a single person has fulfilled all the requirements for a community (social, religious, legal) to recognise that s/he is permanently sharing her/his life with this person.

Informal Union: it's the marital status where a person is living with someone else without fulfilling any requirement.

Widowed: it's the marital status where a person has finished the marriage or union because of the death of the partner.

Divorced: it's the marital status where a person has finished a union with his/her partner by going to the court or lawyer and getting all documents that formalise the end that union doing a socially accepted ceremony that will ends that union (e.g., when the woman's family is paying back the Lobola to the husband's family. In this case the woman is called Xivuya (divorced)

Separated: It's a marital status where a person has finished an informal union.

Remarried: it's the marital status where a person has reinitiated a marriage after being widowed or divorced.

All possible changes of marital status are:

A new union only starts with Marriage, Informal Union or Remarried.

The end of a union can only be Widowed, Divorce or Separation.

7.3 Strategy for capturing unions

1. The current union status of every person in the database is printed on the census form.

2. There is a field called Union Historical coverage, which is aimed to assist the fieldworker in knowing when to do the Baseline and New Union form. The question is to identify whether or not an adult over age 12 has had a Baseline and New Union form filled in or whether s/he needs one. The data is pre-printed onto the census form C, F and M. Union Historical coverage have one of these three values, which relate to whether data on earlier unions is covered, or the person is not eligible for (children under 12 years).

- 'C' - (covered, forms not needed). The baseline union form is not required and nothing needs to be done.
- 'F' – (Forms completed). The necessary Baseline and New

Union form has been done for this person. Nothing needs to be done

- 'M' – (Missing, forms needed). The baseline data needs to be done. Put a B in the last events column (this implies the Baseline and New Union form is done in the interview).

3. Union Historical Coverage for in-migrants

For new entrants into the DSS, what do we put for Union Historical Coverage?

For an internal in-migration (from a destination within the study site) put a dash in the Union Historical Coverage field. We will match the person up with their Union records in the earlier residence. If the person in the dwelling of origin does not have a baseline union status (i.e. the baseline union is missing), then the Union Historical Coverage field would contain an M (pre-printed onto the following year's census forms).

For an external in-migrant put a "C" if no union status form is necessary, the case of children under 12 years; put an "F" if the form needs to be done and write a "B" in the Last Event column. This will lead to the form being done and attached in the census packet.

4. If there has been a change in the union status appearing on the population census form then the Union Change Event form needs to be completed.

5. If there has been a change in marital status be sure not to miss an associated migration that requires a migration reconciliation form (i.e. for an internal migration).

6. If there has been the death of a spouse be sure to capture the end of the union (i.e. close the union) as the person is becoming a widow.

7. If there has been a pregnancy ask if the woman who was pregnant was staying with the father of the child. If yes, then ask whether they have been married or had an informal union, and complete a Baseline and New Union Status form.

7.4. Baseline and New Union Status form

Whom to include?

The aim of this form is either to record an earlier union or one that has ended prior to the recorded current status. The Baseline and New Union Status form should be completed when a union has existed that is not printed on the population form. Another

need for the form is if a person has “M” printed in the in the Union Historical Coverage. Include any external in-migrant over the age of 12.

Try to interview the woman as the respondent and the man as the partner.

Identification

Complete the fields: village code, dwelling number, fieldworker code number, visit date.

Union Respondent

Q1 - Respondent's name and surname.

Ask the respondent their Name and Surname and record in 1a for Name and 1b for Surname.

Q2 – Respondent's Census ID

Identify the person correctly and get his/her Census ID from the census form.

Q3 - How many times have you been married/informal union?

Ask how many times this person has been part of a marriage or informal union in all his/her life.

Q4 Rank of this union.

Taking into account that the first union in a person's life has the rank of one, the second union is number 2, etc, complete this question related to the number of union you are collecting information from.

Union Partner

Q5 – Partner's Name and Surname

Ask the respondent their Name and Surname and record in 5a for Name and 5b for Surname.

Q6 - Partner's Census ID

Identify the person correctly and get his/her Census ID from the census form.

Q7 - Partner's Sex

Fill in the question with the partner's gender. Options are:

M = male; F = female

Q8 - Partner's Date of Birth

Write the partner's Date of Birth using the format year, month, day (YYYY/MM/DD).

Q9 Where did you live just after the start of this marriage/informal union?

If this is in the study site enter the village code. This information will help reconciliation of the records in the database. Otherwise write "00".

Start of Union

Q10 – When did this marriage/informal union start?

Give the start date start of the union using the format year, month, day (YYYY/MM/DD).

Q11 – At the time you started this union, which was your marital status?

Ask to know which was the marital status of the person at the time s/he started the union? Responses are:

1 = married; 5= informal union; 6 = remarried; 9 = No response

ASK Q12 TO Q14 ONLY IF Q11 = 1 OR 6

Q12 – Was Lobola paid?

Responses are: 1 = Yes; 2 = No; 9 = No response.

Q13 - Was there a religious ceremony?

Responses are: 1 = Yes; 2 = No; 9 = No response.

Q14 - Was the marriage registered at the magistrate?

Responses are: 1 = Yes; 2 = No; 9 = No response

ASK Q15 IF Q11 = 1, 5 OR 6

Q15 - Are you living together most of the time?

Responses are: 1= Yes; 2=Weekly or weekend visit; 3= monthly visits; 4= holidays, special occasions; 5=other cases

End of Union

Q16 - Did this marriage/informal union finish?

Responses are: 1 = Yes; 2 = No; 9 = No response

ASK Q17 AND Q18 ONLY IF Q16 = 1

If the union is finished then ask the two questions about the end of the union.

Q17 - When did this marriage/informal union finish?

Write the date using format year, month, day (YYYY/MM/DD).

Q18 - What ended the union?

Ask which the reason why the union was finished was.

Responses are: 1 = widowed; 2=divorced; 3=separated; 9 = No response

7.5 Union Change Event form: Questionnaire to be used when current marital status has changed.

Whom to include?

The aim of this form is to cover all unions that have changed from the union status appearing on the population census form.

Try to interview the woman as the respondent and the man as the partner.

Identification

Complete the fields: village code, dwelling number, fieldworker code number and visit date.

Union Respondent

Q1 - Respondent's Name and Surname.

Ask the respondent his/her name and record in 1a; then ask his/her surname and record in 1b.

Q2 – Respondent's Census ID

Identify the person correctly and get his/her Census ID from the census form.

Union Partner

Q5 - Partner's Name and Surname

Ask the respondent his/her name and record in 5a; then ask his/her surname and record in 5b.

Q6 - Partner's Census ID

Identify the person correctly and get his/her Census ID from the census form.

End of Union

Q17 - When did this marriage/informal union finish?

Write the date using format year, month, day (YYYY/MM/DD).

Q18 - What ended the union?

Ask which the reason why the union was finished was.

Responses are: 1 = widowed; 2=divorced; 3=separated; 9 = No response

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- Dwelling

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 code number.

D- Date of visit

Write the date of visit using the year, month and day order (YYYY/MM/DD). 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

Q1 – Mother’s Name and Surname

Write in capital letters the name (1a) and surname (1b) of the mother.

B- Mother Census ID

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:

Q3 - Name of **First** Child

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

Q4 - DOB (Date of birth)

Write the date of birth using the year, month and day order (YYYY/MM/DD). 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.

Q5 - Sex

Write the gender of the child using the following codes:

M – Male

F – Female

Q6 - Outcome of the pregnancy

Write the pregnancy outcome following the list options below:

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

Q7 – Number of children born from his pregnancy

Write down the number of children born from that pregnancy.

Q8 – Is the child Living or dead

Write whether the child is:

- L – Living; D – Dead

Q9- If L in Q8, where is s/he living now?

- 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 (“-”).

Q10 - If “D” in Q8, how old was the child at the time of the 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 if less than 1 month
 - In months if equals or greater than 1 month and less than 1 year
 - In years, if equals or greater than 1 year
- In the case the child is “Living” fill in the question with a dash (“-”).

(Age at death units): Write the following initials in this box depending on which time units were used in Q10:

D = Days; M = Months; Y = Years

Q11 - Name of **Second** Child

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

Q12 - DOB (Date of birth)

Write the date of birth using the year, month and day order (YYYY/MM/DD). 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.

Q13 - Sex

Write the gender of the child using the following codes:

M – Male

F – Female

Q14 - Outcome of the pregnancy

Write the pregnancy outcome following the list options below:

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

Q15 – Number of children born from his pregnancy

Write down the number of children born from that pregnancy.

Q16 – Is the child Living or dead

Write whether the child is:

- L – Living; D – Dead

Q17- If L in Q16, where is s/he living now?

- 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 (“-”).

Q18 - If “D” in Q16, how old was the child at the time of the 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 if less than 1 month
 - In months if equals or greater than 1 month and less than 1 year
 - In years, if equals or greater than 1 year

- In the case the child is “Living” fill in the question with a dash (“-”).

(Age at death units): Write the following initials in this box depending on which time units where used in Q18:

D = Days; M = Months; Y = Years

Q19 - Name of **Third** Child

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

Q20 - DOB (Date of birth)

Write the date of birth using the year, month and day order (YYYY/MM/DD). 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.

Q21 - Sex

Write the gender of the child using the following codes:

M – Male

F – Female

Q22 - Outcome of the pregnancy

Write the pregnancy outcome following the list options below:

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

Q23 – Number of children born from his pregnancy

Write down the number of children born from that pregnancy.

Q24 – Is the child Living or dead

Write whether the child is:

- L – Living; D – Dead

Q25- If L in Q24, where is s/he living now?

- 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 (“-”).

Q26 - If “D” in Q24, how old was the child at the time of the 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 if less than 1 month
 - In months if equals or greater than 1 month and less than 1 year
 - In years, if equals or greater than 1 year
- In the case the child is “Living” fill in the question with a dash (“-”).

(Age at death units): Write the following initials in this box depending on which time units where used in Q26:

D = Days; M = Months; Y = Years

In the event that the mother has more than 3 children, open a new Maternity History Form and change Q3, Q11 and Q19 to read Name of Fourth, Fifth and Sixth Child respectively.

9. Household Asset Status

Identification

Complete the fields: village code, dwelling number, fieldworker code number, visit date.

Q1 – Is the structure still under construction?

Observe whether or not the dwelling structure is still under construction. If the construction is not current, but the household still looks under construction, then ask the respondent whether or not it is still under construction.

Responses are: Y = Yes; N = No

Q2 – Are there plans to extend the structure in the near future?

Responses are: Y = Yes; N = No

ASK Q3 ONLY IF Q1 = “Y”

Q3 – In what year was the construction started?

Fill in the year the structure was started using the format YYYY.

Write 9999 in case the household moved into an existing structure.

[Note there is a typing error on the form: Q3 reads ‘in what year was construction started?’ not, ‘Is what year the construction started?']

ASK Q4 ONLY IF Q1 = “N”

Q4 – In what year was the building completed?

Fill in the year the structure was completed using the format YYYY.

Write 9999 in case the household moved into an existing structure.

If possible, questions 5, 6 and 7 should be completed by observation.

Q5 - What is the construction material of the walls?

This question has to be answered with only one of the following codes:

1. Brick
2. Cement
3. Other modern
4. Stabilized mud
5. Traditional mud
6. Wood
7. Other informal

Q6 – What is the construction material of the roof?

This question has to be answered with only one of the following codes:

1. Tiles
2. Corrugated iron
3. Other modern
4. Thatch
5. Other informal

Q7 – What is the construction material of the floor?

This question has to be answered with only one of the following codes:

1. Tiles
2. Cement
3. Modern carpet
4. Wood
5. Other modern
6. Dirt
7. mat
8. Other traditional

If possible, Q8, Q9, Q10, Q11, Q12, Q13 should be answered by observation.

Q8 – What is the total of bedrooms in all structures?

Count the total number of rooms used to sleep including all structures of the dwelling.

Q9 - What is the total number of bedrooms in the main structure?

Count the total number of rooms used to sleep only in the main structure of the dwelling.

Q10 – Is there a separate kitchen?

A separate kitchen means there is a room used for cooking only. It can be inside or outside. For an example, if a room is used both for cooking and sleeping then it is not a separate kitchen.

Options are: Y =Yes; N = No

Q11 – Is there a separate living/dining room?

A separate living/ dining room means there is a room used for living/ dining only. For an example, if a room is used both for living/ dining and sleeping then it is not a separate living/ dining room.

Options are: Y =Yes; N = No

Q12 – Where is the toilet facility?

Options are:

1. In house
2. In yard
3. Other house
4. Bush

Q13 – What is the type of the toilet?

Options are:

1. Modern
2. VIP
3. Pit toilet
4. None

Questions 14 and 15 usually need to be asked (not just observed). However try to confirm the answer by observation when possible.

Q14 – What is the main water supply?

Ask “From where do you get the water you use daily?”

- Options are: 1 = Tap in house; 2 = Tap in yard; 3 = Tap in street; 4 = Truck;
5 = Cement well; 6 = Traditional well; 7 = Pond; 8 = River; 9 = Dam;
10 = Rainwater tank; 11 = Other.

Q15 – What is the availability of the main water supply?

Ask “How frequent is water available from your main source of water supply?”

- Options are: 1 = Always; 2 = Most of the time; 3 = Few hours a day; 4 = Irregular, not every day; 5 = Very irregular

ASK Q16 ONLY IF Q14 IS NOT 1 OR 2

Q16 – What is the distance to the main water source?

Ask “How far is your water point? Convert the answer to one of the three ‘distance’ codes given:

1. Immediate (within 50 meters)
2. Nearby, but not immediate (50-200m)
3. Far away (more than 200m).

Q17 – What is the primary source for light and appliances?

The answer to this question must be the PRIMARY source of power meaning only one of the following codes:

1 = Electricity; 2 = Battery/generator; 3 = Solar power; 4 = Paraffin; 5 = Candles;
6 = Other

Q18 – What is the primary source of power for cooking?

The answer to this question must be the PRIMARY source of power meaning only one of the following codes:

Options are: 1 = Electricity; 2 = Gas bottle; 3 = Paraffin; 4 = Wood; 5 = Other

[Note Options to this question are wrong in the questionnaire. Use the codes written on the guidelines]

Questions 19-30 can be prefixed by the same general question: Which of the following items does the household or somebody in the household own and that are functioning at present? Note that ownership of an item that is broken should not be included.

Options for all these questions are: Y = Yes; N = No

Q19 – Is there a functioning stove in the household?

Q20 - Is there a functioning fridge in the household?

Q21 - Is there a functioning TV and/or hifi/stereo in the household?

Q22 - Is there a functioning video machine or DVD player in the household?

Q23 - Is there a functioning satellite dish in the household?

Q24 - Is there a functioning radio (no tape or cd player) in the household?

Q25 - Is there a functioning landline phone in the household?

Q26 - Is there a functioning cell phone in the household?

Q27 - Is there a functioning car or truck in the household?

Q28 - Is there a functioning motor bike in the household?

Q29 - Is there a functioning bicycle in the household?

Q30 - Is there a functioning animal drawn cart or sled in the household?

Q31 – How many cattle are owned by the household?

Options are:

- 1 = None;
- 2 = 1-3;
- 3 = 4-10;
- 4 = more than 10;
- 5 = Cattle owned, but number unknown

Q32 – How many goats are owned by the household?

Options are:

- 1 = None;
- 2 = 1-3;
- 3 = 4-10;
- 4 = more than 10;
- 5 = Goats owned, but number unknown

Q33 – How many chickens are owned by the household?

Options are:

- 1 = None;
- 2 = 1-3;
- 3 = 4-10;
- 4 = more than 40;
- 5 = Chickens owned, but number unknown

[Note that if there is a separate business with its own buildings (separate from the household buildings), then do not include the business chickens in the count of household ownership. Also, please note that 'chickens' refers to all poultry so a duck or a goose can be included in the count.]

Q34 – How many pigs are owned by the household?

Options are:

- 1 = None;
- 2 = 1-3;
- 3 = 4-10;
- 4 = more than 10;
- 5 = Pigs owned, but number unknown

10. Food Security Status

Introduction to the form:

The aim of this form is to describe these vulnerable households for the purpose of policy development and the evaluation of government programmes. It should be stressed that we are not service providers and the information we will give the government is the overall picture for the population. Except in cases of extreme destitution, we will not give the government, or any service providers, the household level information obtained by the form. [We request people are really honest and describe exactly what is happening in their household, especially about the risk of running out of food. If the respondents give a falsely negative picture it may threaten the scientific value of the findings. Therefore, a good trusting atmosphere is necessary and careful probing by the fieldworker.]

Government and University roles: The government should aim to provide support, where possible, to vulnerable households. The AHPU aims to understand the problems of food shortages and food security using the scientific method of the annual census. This data will be analysed, reports written and used to inform government policy. The values of the AHPU are to undertake good (and ethical) scientific research to benefit the community, the government, the university and humanity.

Please note that this form contains circles on the right hand side of the form to record certain responses. These circles should be completely filled in for all the relevant questions.

a) Identification

Complete the fields: village code, dwelling number, fieldworker code number, visit date.

b) Obtaining maize meal: Q 1

The research assumes (based on previous research) that all households use maize porridge or 'pap' as their staple food. If not, that could be noted as a comment at the end of the form.

Question one explores the methods used by the household to obtain 'maize meal' (ground maize for making maize porridge). The fieldworker should listen to the person's explanation from beginning to end. Fill in the circle for each option mentioned by the

respondent.

Use '1.6' = 'Other' if the explanation is not covered by the options given.

If '1.6-Other' is used, specify the means of obtaining maize meal used by this household (1.7).

c) Other staple foods: Q2

Households may use other regular staples as well as maize meal. This question explores whether people are using other staple foods. Fill in the circle for each option mentioned by the respondent.

Use '2.4' = 'Other' if other staple foods are used.

If '2.4 =Other' is written, specify staple foods used by this household. Please note that we printed some forms with incorrect numbering,

d) Non-staple food crops grown in the garden: Q3 and Q4

Questions 3, 4, 5 and 6 are about food crops that are grown by the household. Q3 and Q4 concern food grown in the garden on the homestead plot, and Q5 and Q6 concern food grown in a field outside of the homestead plot.

Question 3 concerns crops other than maize being grown in the garden on the homestead plot. Write a Y, N, X or Q in the box.

Question 4: If crops other than maize are grown in the home garden, i.e. Q-3 = Yes, describe which crops are grown. Fill in the circle for each option mentioned by the respondent. More than one option is allowed.

Use '4.3' = 'Other' if the crops are not fruit or vegetables.

Use the 4.4 = 'Other, specified' box to describe the type of crop grown by this household.

e) Crops grown in outside fields: Q5 and Q6

Question 5 concerns whether food crops other than maize are being grown in a field outside the homestead plot. Write a Y, N, X or Q in the box.

Question 6 concerns the food crop types grown in outside fields. If crops other than maize are grown in a field outside the home plot, i.e. Q-5 = Yes, describe which crops. Fill in the circle for each option mentioned by the respondent.

More than one option is allowed.

Use '6.3' = 'Other' if the crops are not fruit or vegetables.

Use the 6.4 = 'Other, specified' box to describe the type of crop grown by this household.

f) Adequate food production from fields and gardens: Q7

This is a straightforward question exploring whether there are self-sufficient, subsistence farmers currently supporting households. Ask the question, i.e. "Have your fields and gardens produced enough crops to feed all the members of your household over the whole of the last year?" Record Y, N, X or Q in the box.

IF YES IN Q7 GO TO Q11. IF NO IN Q7 GO TO Q8.

g) Why are crops not enough?: Q8

This question, Q.8, looks for reasons given by the respondents that the fields and gardens are not enough to feed the family. You should listen to the person's explanation from beginning to end.

Fill in the circle for each option mentioned by the respondent.

More than one option is allowed.

Use '8.5' = 'Other' if the explanation is not covered by the options given and 8.6 to specify.

h) Obtaining food: Q9

This question i.e. Q.9, looks for the method of obtaining food that a family uses. You should listen to the person's explanation from beginning to end.

Fill in the circle for each option mentioned by the respondent.

More than one option is allowed.

Use '9.10' = 'Other' if the explanation is not covered by the options given and 9.11 to specify.

i) Frequency of food from the bush or wild foods from the plot or field: Q10

If the family gets food from the bush or wild foods from the plot or field, how often are different foods gathered? Note that the question refers to the time when the food is in

season (e.g. marula season). The best estimates are obtained by careful probing for each question. The unit of measurement must be based on the response given by the respondent. She will express herself with the best unit of measurement. i.e. W for 'per Week', M for 'per Month', Y for 'per Year'. Usually, the more frequent the food type is gathered from the bush the smaller the unit of expression. i.e. 'per Week' is used for frequently gathered food (e.g. we gather wild herbs once per week), the less frequently gathered food may be expressed 'per month' (e.g. we eat bush meat three times 'per Month'), and a very rare occurrence, is expressed using 'per Year' (e.g. we gather wild fruit four times per year).

If other food is gathered than the options described here, ask 10.5: What do you gather and how often and record it in the 10.6: 'If other specify' box.

j) Serious food shortage in the last month: Q11

This question refers to a period of serious food shortage. Has this family experienced such a food shortage in the last month? Write: Y, N, X or Q in the box.

k) Frequency of serious food shortage in the last month: Q12

If the family says yes, they have had a serious food shortage in the last month then ask how often the food shortage occurred. Record the letter that represents the frequency of hunger in the household in the last month. The guideline for the different categories

V = Very Often (15-30 days)

O = Often (8-14 days)

S = Sometimes (2-7 days)

R = Rarely (1 day)

N = Never

l) Serious food shortage in the last year: Q13

This question refers to a period of serious food shortage. Has this family experienced such a food shortage in the last year? Write: Y, N, X or Q in the box.

m) Season of food shortage: Q14

If the family says yes to question 13, i.e. they have had a serious food shortage in the last year then ask whether it was in the Winter or in the Summer and fill in the circle of either 14.1 or 14.2 or both.

n) Why was food not available? Q15

You should listen to the person's explanation from beginning to end.

Fill in the circle for each option mentioned by the respondent.

More than one option is allowed.

Use '15.6' = 'Other' if the explanation is not covered by the options given and 15.7 to specify.

o) How regular are the key food groups taken? Q16

This question refers to how regularly the household eats certain key types of food. The best estimates are obtained by careful probing for each answer, i.e. ask for each of 16.1 to 16.10. The unit of measurement must be based on the response given by the respondent. She will normally express herself with the best unit of measurement. I.e. D for 'per Day', W for 'per Week', M for 'per Month', Y for 'per Year'. Usually the more frequent the food type is eaten the smaller the unit of expression. As explained earlier, 'per Day' is used for frequently eaten food (e.g. we eat vegetables twice per day), the less frequently eaten food may be expressed 'per Week' (e.g. we eat chicken three times a week), the less frequent again, expressed using 'per Month' (e.g. we eat fish twice a month), and a very rare occurrence is expressed with 'per Year' (e.g. we eat fish only once per year).

p) Meals per normal day: Q17

A meal constitutes: Formal sit down to take food, usually, breakfast, tea, lunch or supper.

Snacks in between meals, like taking bananas or a packet of chips should not be counted. E.g. Pap with something: Yes; A packet of chips: No; A serving of fruit: No.

The three categories to ask about are adult men, adult women and children. The cut off age for a child is as 15 years or younger. Ask: How many meals did each person have. The fieldworker must then work out who had the maximum number of meals. Write down the maximum number of meals taken by the adult men 'on a normal day' in the first box. Include all men in the household that the respondent can report on). Write down the maximum number of meals eaten by adult females 'a normal day' in the second box, and the maximum number of meals eaten by a child on 'a normal day'.

We ask this way because 'maximum' will produce more valid information since it is easier to calculate than the 'average' number of meals taken by the group. The question is primarily aiming at the gaps between these groups, rather than the absolute level.

g) Meals yesterday: Q18

Here again, the three categories are adult men, adult women and children. The cut off age for a child can be taken as 15 years or younger.

The question of how many meals now changes from how many meals 'on a normal day' to how many meals did the adult men have yesterday? Continue also for adult females (>15) and children (<=15).

A meal constitutes: Formal sit down to take food, usually, breakfast, tea, lunch or supper.

Snacks in between meals, like taking bananas or a packet of chips should not be counted.

r) Food availability in the near future: Q19

This question is ultimately aiming at the level of optimism for food security in the near future. Does it feel like food security is going up, going down, staying the same, or is simply unknown?

11. Father Support Status

Target group:

For each child aged 18 and younger in the household try and get the ID of the father. This is straightforward if the father is in the current household or previously in the same household (i.e. he died or out-migrated). If the father is elsewhere in the study site we expect to reconcile the link at some time in the future.

Where possible get the biological father. If there is no biological father then aim for the step father. A step father is a man who stays with (or has stayed with) the mother and is providing some resources for the child.

If a person has both a biological father and a step-father, then aim for both and open a form for each one. A person can have more than one father registered in the database. We should always try and get the record of the biological father. Step fathers should only be recorded if there is a transfer of resources from the step-father to the child.

a) Child Information: Q1 and Q2

Record the child's name and surname Qs 1a and 1b.

Obtain the child's census ID from the census form and write it for Q2.

b) Father identification: Q3 and Q4

Ask the respondent the name of the father and record in 3a and 3b.

If you can get the father's census ID from the census form, record it as Q4.

c) Type of father: Q5

Establish whether the father is the biological father or a step-father. As mentioned above a step-father should only be included if there is a transfer of resources from the step-father to the child. Indicate in question 5 whether the form pertains to the biological or step-father.

d) Father Status: Q6 – Q11

For Q6 complete the father status variable in the same way as the mother status. Ask whether his/her father is alive and if so where does she live. Fill in the father status column using the following codes:

H: father is in the same Household

V: father is in the same Village

A: father is in the Agincourt area (study site)

B: father is in the Bushbuckridge area

E: father is Elsewhere

D: father is Dead

Q7 concerns the case where the father is not in the same household, i.e. Q6 is NOT 'H'. We want to know whether we can find the father's DSS ID in the database in the same dwelling. Ask whether he has lived in this dwelling since 1992? Write: Y, N, X or Q in the box.

Q8 also concerns the case where the father is not in the same household. Ask this question if Q6 (father status) is B, E, or D. We want to know whether we can find the father's DSS ID somewhere in the database. Ask whether he has lived in the study site since 1992? Write: Y, N, X or Q in the box. If the respondent does not know the boundaries of the study site ask whether he has lived in one of the villages between Huntington and Xanthia. The fieldworker should know all the field-site villages.

Q9 will help us to find the DSS ID for the father. If he lives in the study site (Q6 = A), or if he has lived I the study site since 1992 (Q8=Y) then record the villages in which the father lives or in which he used to live.

Q10 and Q11 will help us understand the geographical distribution of fathers. This should be asked if Q6 (father status) is B (Bushbuckridge) or E (Elsewhere). Ask the name of the place where the father stays and record it in box 10.

Q11 gives the province of the place where the father lives.

If father is deceased (Q6(father status)= 'D')stop the questionnaire here.

e) Father contact: Q12 and Q13

If there is a named father biological or step-father, co-resident or not-co-resident then ask the following:

Q12. Has the father seen or spoken to the child within the 30 days prior to this interview?

Record Y=yes if father has physically see his son or daughter or spoken to them over a telephone in the last thirty days; N = no the father has not seen nor spoken to the son or daughter in the thirty days prior to the interview.

Q13. Number of days in the last 30 that the father saw or spoke to the child

If the father has seen person/child then ask how many days in the last thirty has the father and person/child seen or spoken to each other. Help the respondent to estimate in days. If the father and the child are co-resident you can write 30days. If there has been no contact write 0 days.

g) Father Support Q14 and Q15

Q14. Father pays school fees of child?

Ask if the father pays the child's school fees.

Record Y = Yes

Record N = No

Q15. Did informal support occur in the last month?

This refers to cash or goods (food or clothes) where the father has given something to child or the child's guardian in the pervious month.

Record Y = Yes

Record N = No

h) Father support from absent fathers Q16 and Q17

The next two questions ask about whether a father who does not live in the same household has a legal maintenance order to support the child.

We only ask this question if Q6 (father status) is NOT 'H'.

This is because formal maintenance orders don't make sense if the father are the person/child reside in the same household. Temporary migrants fathers don't need formal maintenance orders because they are part of the household. If the temporary migrant father leaves the family and stops staying in touch then they should be out-migrated from the household and they become eligible to get these last two questions.

Q16. Is there a legal maintenance order that requires the father to support the child?

Record Y = Yes

Record N = No

Ask Q17 only if Q16 = Y, which means the father has a legal maintenance contract to support the child. Stress that this information is optional and will be kept confidential.

Q17. How much of the formal order amount was paid last month?

The answer is coded as follows:

N = None

P = Part (less than half)

H = Half

M = Most (but not all)

A = All

i) Comments Q18

If there is any detail about the father, where he is or how much support he gives the child that is not recorded in the form then please make a short note about it in box 18.

Remember you can complete more than one father form per child. This will be the case if eth child is living with a step father who supports him or her but there is also information about the biological father.

12. Temporary Migration Form

Who to include:

The Temporary Migration form should be completed for every person in the household who was away for more than 6 months out of the previous 12 months. The RESSTATUS field should be either an "M" or an "O".

Best respondent:

The respondent must be either the migrant or the household member who best knows the migrant's situation

a) Identification

Complete the fields: village code, dwelling number, fieldworker code number, visit date.

b) Respondent's identification: Q1 and Q2

Q1: Complete the field "Respondent's Census ID". If the respondent is a household member, but not the head, then give the DSS ID.

Q2: Complete the Respondent's relationship to migrant.

c) Migrant's identification: Q3 and Q4

Q3: Give the migrants name and surname

Q4: Give the migrant's Census ID.

d) Duration of migration: Q5

Record for how many years the person has been a temporary migrant. One year only corresponds to the year reported in Resmonths and should be recorded as 1. Therefore the duration should be at least 1.

e) Place of temporary migrant: Q6, Q7, Q8, Q9

Q6: Ask what is the place where the migrant lived the most in the last twelve months while they have been away.

Record: 6a Place; 6b Town or City, 6c Province; 6d Country.

Q7: Ask what is the place where the migrant lived the second most in the last twelve months while they have been away.

Record: 7a Place; 7b Town or City, 7c Province; 8d Country.

Q8: Ask what is the place where the migrant lived the third most in the last twelve months while they have been away.

Record: 8a Place; 8b Town or City, 7c Province; 8d Country.

Q9: Ask whether he or she lived in more than three places while they were away in the last 12 months

f) Main reasons for the person being away: Q10, Q11, Q12

Q10 Give the most important (10a) and second most important reasons (10b) for being away. If other, please specify in 10c.

Q11. If the reason for migration (10a or 10b) is looking for work then ask whether they found a job and was it in the formal or the informal sector. The formal sector means working in an established company or institution and paying income tax. The definition of formal sector employment is working for a registered organization that pays tax and/ or paying income tax. The informal sector means buying and selling, or service type employment on a small scale and not paying tax.

Q12: Type of work: If work is involved in the reason for move then capture the type of work. This coding system was used in the 2004 Labour module.

[Note Traditional Healer code is 9 and not 31]

g) Return Patterns Q13

13. What pattern best describes the time he or she returned home in the last 12 months? Choose the code that best describes the pattern of migrant's return. If a combination of codes is needed then enter multiple codes in question 13b

If "Other" please under "specify" in Q13b

h) Last physical presence Q14

Q.14. Give the date when he/ she was previously in this dwelling. If unknown estimate the month (and year) if possible.

i) Last communications Q15 Q16

Q. 15. Date of previous communication: Give the date of the previous communication between the migrant and somebody in the household.

Q 16. Mode of communication: What mode of communication was used in the previous communication?

Use a given code; or enter 6 = other, and complete 16b, which is to specify the other

mode of communication.

j) Remittances Q17 Q18 Q19 Q20 Q21

Q 17. Filter question for Remittances section: Did the migrant send anything back to the household in the last year? Yes or no.

Q18 Type of remittance Does the migrant send back (18a) Money? (18b) Clothing? (18c) Food?, (18d)Other ?

If 18d 'other' is selected then complete 18e, which is to specify the type of remittance.

Q19 Are there any major items in this dwelling that the person bought, by cash or credit, in the last year (19a)? If Yes, describe, using 19b.

Q20 main recipient: If Q18 includes money, then who is the money given to?. Give the DSS ID of the person.

Q21. If Q18 includes money, then what is it usually spent on? (fill in the circle for each item mentioned by the respondent: 21a – 21k). If 21k 'other' is selected then complete 21l, which is to specify the type of expense the money is spent on.

k) Remittance amount Q22 Q23

Q22: What is the amount/ value of goods sent home last month? If the migrant sends goods home, then ask the value of the goods in Rands. If the respondent can't work it out then ask the quantities and assign a value.

Q23. What is the amount/ value of goods sent home in the last year?

Ask how much did the person send home last year in total. If the total is not known then probe for each month. Also, ask what items were sent home and how often.

Calculate the value of the items. Add everything together to get the total.

l) Related moves Q24

Q24 Are there any moves in or out this household that are linked to this person moving? Read the statement and fill in the circle if the respondent says yes. If 24f 'other' is selected then complete 24g, which is to specify the type of move.

m) Children of migrants Q25 Q26 Q27 Q28 Q29

Q25. Does he/ she have children under 18 that do not travel with them when they go? If Yes ask Questions 26 to 29 for each child.

Q26 Child census ID. Record this from the printed census form.

Repeat Child ID in another row if there is more than one answer to question 27.

Q27. Where do they stay while the temporary migrant is away? Codes:

“H” means in this household;

“R” means the child stays with a relative;

“N” with a neighbour who is not a relative;

“O”=other, Specify.

If the child is staying with a relative (“R”) then record their relationship to the child.

Use the HHRRelation codes but with reference to the child, not the household head.

E.g. If a child stays with her aunt, the relationship may be MZ or FZ, for mother’s sister or father’s sister.

Write a line for each child . If a child stays in more than one place then write an extra line for each place the child stays; repeat the “Child ID” to link the different places to the same child.

Q28. If child is ill, who decides to take him/her to get treatment? Codes:

Give the ID if child is staying in the same HH.

Give the “Relation to child” if child is staying with a relative.

Give “N” if the decision maker is a neighbour.

Give “O”, if the decision maker is none of the above. Specify who the person is.

Q29. On a daily basis, who prepares food for the child/children? Codes:

Give the ID if child is staying in the same HH.

Give the “Relation to child” if child is staying with a relative.

Give “N” if it is a neighbour.

Give “O”, if it none of the above. Specify who the person is.

n) Comments Q30

Record any relevant information about the migration that is not captured in the codes in Q30 comments.

13. Check- list

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

13.1. 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. PREGNANCY OUTCOME FORM only for women.
- 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 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).

13.2. 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.