

District Level Household Survey-3
UNDER
REPRODUCTIVE AND CHILD HEALTH PROJECT

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SUPERVISOR'S AND EDITOR'S
MANUAL



स्वर्ण जयंती वर्ष
International Institute of
(Deemed University) Health and Family
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I. INTRODUCTION

Field supervisors and field editors for the District Level Household Survey- Reproductive and Child Health Project have important roles to play. They are the primary links between the director of field operations and the interviewers. As such, they are responsible for ensuring both the progress and the quality of fieldwork.

This manual has been prepared to provide the information needed by field supervisors and editors to carry out their duties. Field supervisors and field editors for the DLHS-3 should study the manual carefully during their training. They should also study the interviewer's manual, since it is necessary to thoroughly understand the questionnaire and the procedures for completing it. Individuals selected to serve as field supervisors and editors should continue to refer to these manuals throughout the fieldwork period.

A. SURVEY OBJECTIVES

The main focus of DLHS-3 is to provide information on:

- 1). Antenatal Care and Immunization Services
- 2). Extent of safe deliveries.
- 3). Contraceptive prevalence
- 4). Unmet need for family planning.
- 5). Awareness about RTI/STI and HIV/AIDS
- 6). Utilization of government health services and the user's satisfaction

B. ORGANIZATION OF FIELD STAFF

The DLHS-3 is a comprehensive survey in all districts in each state as per 2001 census involving several agencies and many individuals. International Institute for Population Sciences (IIPS), Mumbai as Nodal Agency has the major responsibility to provide technical support and to coordinate the survey operations throughout the country. There are 14 Regional Agencies (RA) all over the country, who will be responsible for carrying out DLHS-3 field survey.

The data collection team of the survey will consist of one supervisor, one field editor, three female investigators, one male investigator and two health investigators. Each team will have its own vehicle. Each field supervisor will be responsible for one team of interviewers. The specific duties of the field supervisors and field editors are described below. The workload of the field supervisor and the field editor will vary from day to day. It is expected that they will assist each other in completing their respective duties.

C. FIELD TRAINING

The most responsible and mature field staff of the implementing organization should be appointed to the positions of field supervisors and field editor. The first opportunity for the training of field supervisors and editors occurs when the Regional Agency conducts the questionnaire pretest in regional language. Field supervisors and editors during the main survey should participate in the pretest. They should attend all pretest training sessions get experience as interviewers during the pretest. This will provide a thorough knowledge of experience with the questionnaire for the main survey.

It is important that field supervisors and editors attend the interviewers training for the main survey. This training would be at least for three weeks and will involve both classroom instruction and field practice. Field supervisors and editors should not be permitted to skip any of these training sessions.

Active involvement of field supervisors and editors in interviewer training is necessary for understanding the role of interviewers and the problems encountered during fieldwork. Supervisors and editors should participate with interviewer trainees in “role playing” interviews and supervise the practice interviewing in the field prior to the start of fieldwork.

After completion of interviewer training, the final selection of field supervisors and editors will be made. Following this and prior to the beginning of field work for the main survey two to three days of additional training will be provided on the special duties of field supervisors and editors. This is to ensure that all the teams will be following a uniform set of procedures according to Nodal Agency’s guidelines.

D. RESPONSIBILITIES OF THE FIELD SUPERVISORS

The field supervisor receives his\her assignment sheets and reports to the field coordinator of the region. The specific responsibilities of the field supervisor are to:

GROUP A

- 1). **Supervisor should:** Check the mapping and listing thoroughly before selecting sample households of PSU.
- 2). Obtain sample household lists and maps for each area where his/her team will be working and discuss any special problems:
- 3). Become familiar with the areas where the team will be working and determine the best arrangements for travel and accommodations:
- 4). Contact local authorities to inform them about the survey and to gain their support and cooperation:
- 5). Obtain all monetary advances, supplies, and equipment necessary for the team to complete its assigned interviews.

GROUP B

- 1). Assign work to interviewers, such that there is an equitable distribution of the work load;
- 2). Maintain field work assignment sheets, and make sure assignments are carried out;
- 3). Make spot-checks of the household questionnaire by conducting household interview according to the procedure described in 11;
- 4). Regularly send completed questionnaires and progress reports to the field coordinator and keep headquarters informed about the team's location. On the demand of Coordinator/Research Officer (RO) from IIPS, the supervisor should submit required questionnaires, house listing and maps of the PSU and other document
- 5). Communicate any field problems to the field coordinator or Research Officer (RO) from IIPS.
- 6). Take charge of the team vehicle, ensuring that it is kept in good running condition and it is used only for project work.
- 7). Make an effort to make positive team spirit; a congenial work atmosphere, along with careful planning of field activities, contribute to the overall quality of a survey.

E. RESPONSIBILITIES OF THE FIELD EDITOR

The specific duties of the editor are to monitor interviewers' performance. Close supervision of interviewers and editing of completed interviews are essential to ensure accurate and complete data collection. This is especially important during the initial phase of field work when it is possible to eliminate interviewers' error patterns before they become habitual.

Field editor specific duties are to:

- 1). Observe at least one interview every day;
- 2). Edit all completed questionnaires in the field; prior to leaving PSU. To the extent possible, the field supervisor should assist the editor in performing this task so that all interviews are field edited while still in the PSU.
- 3). Conduct regular review sessions with interviewers and advice them to inform about any problems found in their questionnaires;
- 4). Put completed questionnaires separately from one sample area in order and pack them up to be sent to the central office.

II PREPARING FOR FIELD WORK

A. COLLECTING MATERIALS FOR FIELD WORK

Before leaving for the field, the supervisors are responsible for collecting adequate supplies of the materials. These items are:

Field work documents:

- 1). Supervisors and Editor's Manual
- 2). Interviewer's Manual
- 3). Maps and household listing forms for all PSUs in the assigned area
- 4). Letters of introduction
- 5). Questionnaires
- 6). Supervisor's Assignment Sheets
- 7). Interviewer's Assignment Sheets
- 8). Interviewer's Progress Sheets
- 9). Editor's Evaluation report

Material Supplies:

Blue ball pens for interviewers, red ball pens for the field editors and supervisors, clipboards, paper clips, envelopes to store completed questionnaires, brief cases, scissors, string, staples, scotch tape, first-aid kit, tags and punching machine etc.

Monetary Advances for Field Expenses:

The supervisor should have sufficient funds to cover expenses for the complete team. Funds should be distributed according to the procedures established by the survey director, if these have not been included in the per diem, which is given directly to the interviewers. The supervisor should adopt a system to maintain regular contacts with central office staff before leaving for the field. A regular contact is needed for supervision of the team by central office staff, payment to team members, and the return of completed questionnaires for timely data processing.

B. ARRANGING TRANSPORTATION AND ACCOMMODATIONS

It is the supervisor's responsibility to make all necessary travel arrangements for his or her team, whenever possible, in consultation with the central office. Vehicles are generally provided to transport the team to assigned work areas; however, some cases it maybe necessary to arrange for other means of transportation, such as boats, horses, mules etc.

In addition to arranging transportation, the supervisor is in charge of arranging for food and lodging for the team. If they wish, interviewers may make their own arrangements, as long as these do not interfere with fieldwork activities. The lodging should be reasonably comfortable, located as close as possible to the interview area, and should be able to store survey materials. Since travel to rural PSUs is often long and difficult, the supervisor may have to arrange for the team to stay in the central place.

C. CONTACTING LOCAL AUTHORITIES

It is the supervisor's responsibility to contact the regional, district, local and village officials before starting work in the area. Letter of introduction will be provided, but tact and sensibility in explaining the purpose of the survey will win the cooperation needed to carry out the interviews.

D. USING MAPS TO LOCATE PSUs

A major responsibility of the field supervisor and the editor is to assist interviewers in locating the sampled households. The director of the field operations will provide the supervisor with a copy of the houselisting for the sample and maps of the PSUs in which his or her team will be working. These documents enable the team to identify the boundaries of the PSU and to locate the households selected in the sample.

Each team will be given location maps, layout sketch maps and written descriptions of the boundaries of selected areas and household listing forms. While the location map helps in locating the PSU and its boundaries, the layout sketch map shows the exact location of the structures within the PSU and their numbers. In order to identify the PSU boundary following step may be taken:

In rural areas:

- 1). Identify on map the road used to reach the PSU. When you reach what appears to be the PSU boundary, verify this by checking the location of actual terrain features and landmarks against their location on the map. Do not depend on one single feature; use as many as possible.
- 2). It is usually possible to locate unnamed roads or imaginary lines by enquiring among people living in the vicinity. In most cases, the people will know where the villages are. And by locating the villages, you can usually determine where the boundary runs with the help of local residents.
- 3). In case there is confusion due to changes in landmark already shown in map; do not be hasty in jumping to conclusions. If you cannot locate a PSU, go on to next one and discuss the matter later with the field coordinator of the region.

In Urban areas:

- 1). Street names in urban areas will often help you to locate the general area of PSUs. Boundaries can be streets, alleys, streams, city limits, power cables, walls, rows of trees, etc.
- 2). Check the general shape of the PSU. This will help you to find out if you are in the right place.
- 3). Read the written description
- 4). You should locate all the PSU boundaries before proceed for actual interviews. For example, if the PSU is a rectangular block, the name of three boundary streets is not to unequivocally identify the PSU: check all four- boundary streets.

E. FINDING SELECTED HOUSEHOLDS

In most cases, the selected households can be located by referring to the household listing form or to the outlay sketch maps of the selected PSUs.

We give examples of some problems you may encounter and how to deal with them:

1). The selected household has moved away and the structure is vacant. If a household has moved out of the structure where it was listed and no one is living in the structure, you should consider the structure vacant and enter the code “5” (DWELLING VACANT/ADDRESS NOT A DWELLING) on your Supervisors assignment Sheet,

2). The selected household has moved away and a new one is now living in the same structure. In this case, the new household should be interviewed.

3). The dwelling number and name of household head do not match what is found in the field. Say, for example, Ram Lal is listed as household head for structure No. DLHS-003, he/she finds that the household living there is headed by Shyam Lal. Consider whichever household is living in DLHS-003 as the selected household, i.e. the household headed by Shyam Lal should be interviewed. Check carefully however correctly.

4). The household selected is actually living in a structure that was not selected. If, for example, Ram Lal is listed as the household head for structure DLHS-003, but Ram Lal actually lives in DLHS-028, the household living in DLHS-003 should be interviewed. In other words, if there is a discrepancy between the structure number and the household head structure should be considered. Again, make absolutely sure that you are in the right PSU and have identified the selected dwelling.

5). The listing shows only one household in the structure but two households are living there now. In this case, both households should be interviewed. Make a note on your Supervisors Assignment Sheet next to be the household that was not on the listing. Assign the new household a household number; enter the number on the Interviewer’s Assignment Sheet and the questionnaire. However, if the listing shows two households, only one of which is selected, and you find two or more household there now, only interview the one, which has been selected, and ignore the rest.

6). The household is closed and the neighbours say the people are away and will be back in the several days or weeks. Code 3 (HOUSEHOLD ABSENT) on the Supervisor’s Assignment Sheet.

7). The household is closed and the neighbours say no one lives there; the household has moved away permanently. Enter code “6” (DWELLING VACANT OR ADDRESS NOT A DWELLING) on the Supervisor’s Assignment Sheet.

8). A selected structure is actually a shop and no one lives there. Check very carefully to see if anyone is living there. If not, enter code “6” (DWELLING VACANT OR ADDRESS NOT A DWELLING) on the Supervisor’s Assignment Sheet.

9). A selected structure is not found in the PSU, and residents say that the structure was destroyed in a recent fire. Enter code “7” (DWELLING DESTROYED) on the Supervisor’s Assignment Sheet

III. ORGANIZING AND SUPERVISING FIELDWORK

A. ASSIGNING WORK TO INTERVIEWERS

The following tips may be helpful to the supervisor in assigning work:

- 1). Make daily work assignments. Be sure each interviewer has enough work to do for the day, taking into account the duration of an interview and the working conditions in the area. The director of operations will advise you about how many interviews to assign per day according to guidelines provided by Nodal Agency (IIPS).
- 2). It is necessary to assign more interviews than an interviewer can actually do in one day because some households and/or women may not be available for interview at the time of the interviewer's visit.
- 3). Distribute work fairly among the interviewers. Work should be assigned taking into account the capabilities and strength of each interviewer but never consistently assigning more difficult workloads to certain interviewers. Drawing numbers out of a hat is a good system to ensure that team and interviewer assignments are distributed on a random basis and that interviewers are aware of this.
- 4). Ensure that each interviewer has all the required information and materials for completing the work assignment.
- 5). Maintain complete records each day using the control sheets. All assignments and work completed by each interviewer and for each work area should be carefully monitored for completeness and accuracy.
- 6). Make sure that all selected households and eligible women of PSU have been interviewed and other necessary assignments have been completed before leaving an area.

B. REDUCING NON-RESPONSE

One of the most serious problems in a sample survey of this type is non-response, that is, failure to obtain information for selected households or failure to interview eligible women. A serious bias could result if the level of non-response is high. One of the most important duties of the supervisor and editor is to try to minimize this problem and to obtain the most complete information. In this DLHS it is compulsory to visit, the household on next day, therefore investigators make as many visits as he can (at least three) in the same day or the next day in order to reduce the non response.

Non-response may be classified into three types:

- Type 1: the interviewer is unable to locate the selected household;
- Type 2: the interviewer is unable to locate the eligible woman for the individual interview;
- Type 3: the respondent refuses to be interviewed;

Various ways of dealing with these types of non-response are discussed below:

Type 1- the interviewer is unable to locate the household

- a). **Occupied structure inaccessible:** There may be some occupied structures for which no interviews can be made. The director of field operations should be informed immediately of any difficulty in gaining access to whole PSU or a sizable number of structures within the same PSU.
- b). **Structure not found:** The supervisor should make sure that interviewer has tried several times to locate the structure using the household listing form, maps, etc. If he/she is still unsuccessful, the supervisor or field editor should attempt to locate the structure, and ask neighbors if they know anything about the structure or the household members. Again, if this problem occurs frequently, it should be reported to the director of field operations. Although no interview has taken place, a Household Questionnaire cover sheet should be filled out.
- c). **Structure nonresidential, vacant, or demolished:** If the interviewer indicates that a structure is not a dwelling unit or is vacant or demolished, the supervisor or editor should verify that this is the case. If the interviewer is correct, there is no need for further callbacks (return visits). Although no interview has taken place, a Household Questionnaire cover sheet should be filled out.

Type 2- the interviewer is unable to locate the respondent for an individual interview

- a). **No one home at time of call:** The interviewer should make every effort to contact neighbors to find out when the members of the household will be at home or may be unable to complete the interview should find out from other household members or neighbors when the respondent can best be contacted, and a return visit, should be made to locate the household members. Sometimes it may be necessary to call at meal time, in the early morning or evening.
- (b). **Respondent temporarily absent:** The respondent may not be at home or may be unable to complete the interview at the time of the first call. The interviewer should find out from other household members or neighbours when the respondent can best be contacted, and a return visit should be made then. If the respondent is still not at home at the time of the second visit, another time should be set for a return visit. At least three attempts should be made to contact the respondent.

Type 3- the respondent refuses to be interviewed

- a). **The number of refusal reported by each interviewer should be closely monitored:** If an interviewer reports an unusually high number of refusals, it may indicate that she gives up too easily or explains the survey inadequately. If this appears to be the case, the supervisor or editor should observe the interviewer promptly. Suggestion for handling potential refusals:
- b). **Approach respondents from their point of view:** Refusal may stem from misconceptions about the survey, or other prejudices. The interviewer must consider the respondent's point of view, adapt to it, and reassure her.
- c). **Postpone interview to another day:** If the interviewer senses that she has arrived at an inconvenient or awkward time, she should try to leave before the respondent gives a final "no", she can return at another time when circumstances are more likely to result in a successful interview.
- d). **Have field editor (female for female) carry out the interview:** The field editor's knowledge, skill, and maturity may enable her to complete a difficult interview when the assigned interviewer has been unable to do so.

C. HANDLING PENDING INTERVIEWS

When information has not been collected from a selected household or from an eligible respondent and the return visits have not been completed, the interview is considered "pending". All materials pertaining to this interview should remain with the interviewer until she has completed the pending interview. Supervisors and editors should keep track of all assignments on the Supervisor Assignment Sheet. Under DLHS-3 all the interviews have to be completed in two days. Therefore the supervisor must ensure at least three call back at convenient time on different day.

D. MAINTAINING MOTIVATION AND MORALE

In order to maintain motivation to do good work, it may be useful to adhere to the following principles:

- 1). Rather than giving direct orders, try to gain voluntary compliance before demanding it.
- 2). Without losing a sense of authority, try to involve the interviewers in decision making, and at the same time see to it that the decision remains firm.
- 3). When pointing out an error, do it with tact, in a friendly manner, and in private. Listen to the interviewer's explanation, show her/him that you are trying to help her/him, and examine the causes of the problem together.
- 4). When interviewers voice complaints, listen with patience and try to resolve them.
- 5). Try to foster team spirit and group work.
- 6). Under no circumstances show preference for one or another of the interviewers.
- 7). Try to develop a friendly and informal atmosphere.

Finally, remember that encouraging words, instructions, and constructive criticism are not worth anything unless the supervisor and editor set good examples. It is important to demonstrate punctuality, enthusiasm, and dedication in order to demand the same of other team members. Never give the impression that you are working less than other members of the team, or that you are enjoying special privileges; this may produce a lack of faith in the project and cause general discontent.

IV. MAINTAINING FIELDWORK CONTROL SHEETS

The work of interviewers is monitored and evaluated by keeping accurate records of assignments and the status of interviews. Both supervisors and interviewers have control forms to maintain. The Supervisor's Assignment Sheet contains information about the fieldwork in each PSU. These forms should be returned to the director of field operations along with the completed questionnaires from that PSU. The interviewer will complete and return the Interviewer's Assignment Sheet to the supervisor at the end of work in each PSU.

In addition, the supervisor will keep an Interviewer Progress Sheet, which is completed at the end of work in each PSU and which the supervisor will keep until the end of fieldwork.

A. SUPERVISOR'S ASSIGNMENT SHEET

One Supervisor's Assignment Sheet should be completed for each PSU by the supervisor and returned to the office with the questionnaire from that PSU. An example of the Supervisor's Assignment Sheet is shown in Annex 1.

(a) Assignment of Interviews

The first step in completing the Supervisor's Assignment Sheet is to record information for selected household or dwelling from the household listing forms or the maps provided, preferably in the same order in which they are indicated on the forms

Generally the supervisor will need at least two Supervisor's Assignment Sheet to list all of the selected households in a PSU. The PSU identification information should be filled in on all the sheets, and they should be numbered subsequently in the space provided at the top of the sheet (e.g., 1 of 5, 2 of 5, etc.). If an additional sheet is needed during the recording of the outcomes of the household and/or individual interviews in a PSU, the supervisor should be sure to staple that sheet to the others for the PSU and correct the total number of sheets reported for the PSU.

The number of field operations will provide the supervisor with the appropriate forms or maps for each PSU assignment to that team. Using the guidelines in Para VII, the supervisor should assign each interviewer a certain group of households or dwellings to interview. The interviewer is then responsible for completing three tasks:

- 1). Interviewing all the households;
- 2). Determining the number of eligible women in each households;
- 3). Interviewing all eligible women in each households or dwellings assigned to her.

As soon as the assignments have been made, the supervisor should complete the necessary columns in the Supervisor's Assignment Sheet with the relevant information. The interviewer should complete columns 1-4 of the Interviewer's Assignment Sheet when interviewer is given assignment. In filling out the top of the Supervisor's Assignment Sheet, copy the information such as PSU number will be a two-digit number and will be written on the top of each page of the household listing form or the map. PSU numbers are unique: no two PSU have the same number in particular district.

(b) Household Visits and Individual Interviews: Columns 5-9

At the end of each day the interviewers will return the completed questionnaires to the field editor or supervisor, who will check them. As the questionnaires are received, the information on the cover sheets can be used to complete the remaining columns of the Supervisor's Assignment Sheet. Remember that the supervisor assignment sheet should be completely filled with relevant information. The following procedure is suggested:

First, review the Household and Woman's Questionnaires, check to see that:

Eligible women have been correctly identified on the household questionnaires;

- 1). Woman's Questionnaires were assigned to each eligible woman, even actual interview was not completed.
- 2). The identification information on the cover pages of both the household and woman's questionnaires is correct.

Second, using the questionnaires, copy information about the results of the interview into the necessary columns of the Supervisor's Assignment Sheet. The final result of the household interview should be written in column 5 and the number of eligible women completely interviewed in the columns 6 and 7 respectively.

(c) Remarks:

Remarks and comments regarding the interview assignment, results, or interviews may be recorded at the backside of the assignment sheet. For example, reassignment of a pending interview may be recorded here, or a change in the name of a household head, etc. Also, note her any irregularities observed during spot checks or re-interviews.

(d) Bottom of Sheet

Check to be sure that you have listed all the households or dwelling on the Supervisor's Assignment Sheet that were selected on the household listing form or map for that PSU. To ensure this, you are required to fill some more columns in the assignment sheet provided additionally in the assignment sheet. Write down names of all the investigators and their progress achieved by them.

Remember that the total number of household questionnaires are neither less nor more than the total selected households. In addition to the household and individual

interviews the supervisor should record the summary about village questionnaire also in the appropriate space provided. Do not forget to enter the date of survey of village questionnaire and the respondent of the village questionnaire and some other information regarding the availability of some facilities in the village. Make sure that whatever the information recorded in the assignment sheet is relevant. The assignment sheet duly filled with in the PSU after completion of the interviews in all households and the supervisor must sign.

Always start a new PSU on a separate Supervisor's Assignment Sheet. Be sure to write neatly, since these forms will be used for response rate calculations later on in the central office. The supervisor must handover the assignment sheet to the higher officials on their visit during the survey.

B. INTERVIEWER'S ASSIGNMENT SHEET

The Interviewer's Assignment Sheet (see Annex 3 and Annex 4) is similar to the Supervisor's Assignment Sheet, and helps each interviewer to keep track of the households assigned. The supervisor and editor should review the Interviewer's Assignment Sheets each evening and discuss the results of the interviews. The Interviewer's Assignment Sheet is described in detail in the Interviewer's Manual. Note that there are two interviewers' assignment sheets separately for both the female interviewer and male interviewer respectively.

C. SYSTEMATIC SPOT-CHECKING OF HOUSEHOLD COMPOSITION

As noted earlier, the most important function of the field supervisors is to control the quality of the data collection. A problem that arises frequently is that some interviewers may deliberately subtract years from the age of who are 15 to 19, or add years to woman who are over 49 in order to place them outside the age range of eligibility for the woman's questionnaire. Sometimes interviewers may simply omit eligible women from the listing, especially if they are visitors in the household. In these ways they reduce their workload. If such practices are widespread, they can have a substantial impact on the quality of the survey data. A powerful tool for detecting and preventing this kind of interviewer error is to systematically spot-check household composition. The spot check can help detect another type of interviewer error. Some interviewers may deliberately subtract a year or two from the date of birth of child or omit a young child completely in order to avoid having to ask all of the questions in Section II and III concerning that child. A shrewd interviewer may also change the age of the child on the household questionnaire or omit the child completely to avoid suspicion. This practice can be detected in the spot check.

The field supervisor will be responsible for conducting two spot checks of household composition in each sample PSU. The selection of households to be checked should not be random. Rather, you should check the households that contain women or children of borderline, ages. Furthermore, you should make sure that all of the team's interviewers are occasionally spot-checked.

After you have selected the households for the spot check, you will fill out the identification information on the cover sheets of blank household questionnaires with your red pen. At the top of the cover page write clearly "SPOT CHECK". You will then visit the information in household questionnaire and woman's questionnaire compare your listing with that of the interviewer. Write the results of this comparison with a red pen in any available on the spot check questionnaire. There are a variety of possible results: identical listing; additional persons; fewer persons (perhaps because a visitor has left), a child under years of age who, in the original interview was listed as older; and most importantly, detection of an (additional) eligible respondent not identified in the original interview.

If you discover a woman eligible for the individual interview who was not identified in the original interview, you must inform interviewer's attention, and send her back to interview the woman. If you discover a child, for which Section II & III should have been asked but was not, send the interviewer back to gather the missing information for Section II & III. Similarly supervisor should also check the collection of blood samples from adolescent and pregnant women and weight measurement of children.

The questionnaires resulting from the spot check should be included with the other materials sent back to the central office when fieldwork in the PSU is completed.

D. INTERVIEWER PROGRESS SHEET

The Interviewer Progress Sheet (see Annex 3) is designed to give the supervisor and editor an objective and continuous measure of the interviewer's performance. Serious discord within a team of interviewers can occur when one interviewer does much less work than the others. These cases must be identified and examined in order to assess whether there are good reasons for poor performance, or, whether the interviewer is just taking it easy, leaving her colleagues to do most of the work. Similarly, this sheet will allow you to identify whether an interviewer is getting more non-responses or refusal than others on the team. In such a case, spot checking should be carried out to determine if the non-responses or refusals are due to poor interviewer's performance. If the interviewer is at fault, the supervisor should have a serious talk with her, pointing out the problems, suggesting ways she can improve, the director of field operations must be informed. He or she will decide what further action to take. Assign one Interviewer's Progress Sheet to each interviewer. Make new entries as work in each PSU is completed. The supervisor should keep these sheets for the duration of the survey. The procedure for filling in the Interviewer's Progress Sheet is as follows:

Columns 1-5: Enter each PSU number on a separate line in column 1. Then for each PSU, enter the number of completed household and individual questionnaires in columns 2-3 and the number that were not completed in columns 4-5.

Columns 6-9: These columns contain the same kind of information as columns 2 to 5, but the figures recorded in these columns are cumulative for all PSUs (see example in Annex 3). The cumulative figures make it possible to check at any time the number of interviews assigned to an interviewer and the result of his/her work. The supervisor and field editor can also check to see if the workloads and the completion rates are approximately the same for all interviewers.

V. MONITORING INTERVIEWERS' PERFORMANCE

Controlling the quality of the data collection is the most important function of the field editor. Throughout the fieldwork she will be responsible for observing interviews and carrying out field editing. By checking the interviewers work regularly the field editor can ensure that the quality of the data collection remains high throughout the survey. It may be necessary to observe the interviewers more frequently at the beginning of the survey and again toward the end.

A. OBSERVING INTERVIEWS

The purpose of the observation is to evaluate and improve interviewer's performance and to look for errors and misconceptions that cannot be detected through editing. It is common for a completed questionnaire to be technically free of errors, but for the interviewer to have asked a number of questions inaccurately. The field editor should observe each interviewer many times throughout the course of field work. The first observation should take place during interviewer training and may also be used as a screening device in the selection of interviewer/ candidates. Each interviewer should also be observed during the first two days of field work so that any errors made consistently are caught immediately. Additional observation of each interviewer's performance should be made during the rest of the field work. The field editor should observe at least one interview per day during the course of the field work, with the heaviest observation at the beginning and end.

During the interview, the field editor should sit close enough to see what the interviewer is writing. This way, she can see if the interviewer interprets the respondent correctly and follows the proper skip patterns. It is important to make notes of problem areas and points to be discussed later with the interviewer. The editor should not intervene during the course of interview and should try to conduct herself in such a manner as not to make the interviewer or respondent nervous or uneasy. Only in cases where serious mistakes are being committed by the interviewer should be editor intervene.

After each observation, the field editor and interviewer should discuss the interviewer's performance. The questionnaire should be reviewed, and the field editor should mention the interviewer's strong points as well as problems and mistakes.

B. EVALUATING INTERVIEWER'S PERFORMANCE

The field editor should meet the interviewers daily to discuss the quality of their work. In most cases mistakes can be corrected and interviewing style improved by pointing out and discussing errors at regular meetings. At team meetings, the field editor should point out mistakes discovered during observation of interviews or noticed during questionnaire editing. Discuss examples of actual mistakes, but carefully not to embarrass individual interviewers. Read again relevant section from the Interviewer's Manual with the team to resolve problems. Also, encourage the interviewers to talk about any situation they encountered in the field, which were not covered in the training. The group should discuss whether or not the situation was handled properly, and how similar situations should be handled in the future.

Team members can learn a lot from one another in these meetings and should feel free to discuss their own mistakes without fear of embarrassment.

The editor and supervisor should expect to spend considerable time evaluating and instructing interviewers at the start of field work. If they feel that the quality of work is not adequate, the interviewing should stop until errors and problems have been fully resolved. In some cases, an interviewer may fail to improve and will have to be replaced. This applies particularly in the case of interviewers who have been dishonest in the recording of ages of women and/or children.

VI. EDITING QUESTIONNAIRES

Ensuring that questionnaires are edited for completeness, legibility and consistency is one of the most important tasks of the field editor. The survey requires that every questionnaire be completely checked in the field. This is necessary because even a small error can create much bigger problems after the information has been entered into the computer and tabulations have been run. Often, small errors can be corrected just by asking the interviewer. In some cases, the interviewer will have to go back to the respondent to get the correct information. Timely editing permits correction of questionnaires in the field.

As you are editing questionnaires in the field, it may help to try to imagine how the questionnaire would look to a clerk in the office. Would he or she be able to read the responses? Are the answers consistent? Since editing is such an important task, we have prepared a set of instructions, which describe the procedures for editing questionnaires.

A. GENERAL INSTRUCTIONS

a). As you go through the questionnaires, mark any problem areas with a red pen and note the page number or the question number on the back page; then, the interviewer can quickly see whether there are any observations. Upon completion of editing, discuss with each interviewer, individually, the problems encountered and review errors, which occur frequently with the whole team.

b). If the problems are major and revisit not possible, try to establish with the interviewer's assistance the correct response from other information in the questionnaire. If, and only if, this is not possible, take the following action:

- i. If the response is missing (i.e., there is no answer recorded because the question was not asked), enter a code of "9" ("99") and circle that code with your red pen.
- ii. If a response is "Do not know", check whether it is recorded properly or not. "Do not know" is not be confused with "Missing". "Do not know" is appropriate when the question was asked, and the respondent replied she did not know, and the interviewer wrote "Do not know" in the questionnaire. "Missing" is appropriate when there is no indication that a question was asked (and it should have been asked).

c). In checking through each questionnaire be sure that the numbers entered in boxes are legible and that the circles used by the interviewer to select the pre-coded numbers clearly mark only one of the choices (except in cases where more than one code is allowed).

d). In checking each questionnaire, make certain that the respondent was asked all questions appropriate for her (e.g., that the interviewer followed the skip instructions). You will need to look for:

- i. Questions for which there is a response when it appears there should be no response:
- ii. Questions for which there is no response when it appears there should be a response.

Mark these skip errors with a red pen and try to determine the correct response. Correct errors following the system described in the Interviewer's Manual, i.e., drawing two lines through the existing code and circling or writing the new code.

e). Check the ranges for all variables that are not pre-coded (e.g., a woman cannot have 24 sons living with her) and carry out the other consistency checks which are listed. Mark any inconsistency with a red pen and try to determine the correct responses.

f). The field editor should advise the team supervisor about questionnaires, which have been returned to interviewers for further work. All questionnaires for a given PSU which have been edited and corrected should be arranged in numerical order according to the household number.

B. EDITING THE HOUSEHOLD QUESTIONNAIRE

In editing the Household Questionnaire, be sure to:

- 1). Check that the household identification information particulars have been completed correctly.
- 2). The number of woman's questionnaires assigned for each household should be the same as the number of eligible respondents.

C. EDITING THE WOMAN'S QUESTIONNAIRE

In general, you will be checking to see that skip instructions have been followed correctly that answers are legible, and that there is consistency between the answers to related questions or information. Check that the identification information has been completed correctly. This information must be the same as that on the cover sheet of the Household Questionnaire.

- 1). Check that the reported age in Q.104 in EMW Questionnaire is between 15-49. It cannot be left blank. If age is not written, assess through
 - Number and order of live births;
 - Age at consummation of marriage.
- 2). In EMW Questionnaire check that the age reported in Q.118 will always be less than (or equal) the present age of the women reported in Q.104.
- 3). Check if there is abortion (induced & spontaneous) Q. 201A, there can not be 'NO' in Q129.
- 4). Check Q216, it will be generally one or two tablets per day. In some cases it may be three doses per day.
- 5). Check Q.302 check if line number of last and last but one child is entered correctly. This may be checked with Q.138 in the pregnancy history.
- 6). In EMW Questionnaire for each child (excluding dead children) with an immunization card that was seen by the interviewer ("seen" in Q. 305), check that the age of child at each vaccination is consistent with the child's date of birth. For example, it cannot be prior to the date of birth.
- 7). Check through the pages of Section II to assure that all skip instructions have been entered, even if the child died.
- 8). Check the skip pattern in the section, III to V and make sure that all filters have been correctly marked.
- 9). Check responses mentioned in Q406/Q406A, Q438, and Q447 with the responses in Q401b.
- 10). If the respondent is currently using a family planning method (Q.406) then there should not be any response in question meant for past users (Q438).

VII. ORGANIZING QUESTIONNAIRES FOR RETURN TO THE OFFICE

A. CHECKING THE HOUSEHOLD QUESTIONNAIRE

- 1). Attach all the Woman's Questionnaires to their respective Household Questionnaires. If there is more than one Woman's Questionnaire in a household, organize them sequentially in ascending order of the line numbers of the respondents.

2). Check the Household Questionnaire for the number of eligible women and their line numbers. Check that the correct number of Woman's Questionnaires has been filled in for the household and that the PSU number, household number, and line number on each Woman's Questionnaire are correct.

3). Return the listing information and completed Supervisor's Assignment sheet with each PSUs questionnaire.

B. CHECKING THE ENTIRE PSU

1). Organize all Questionnaires in numerical order by household number within the PSU. Make sure that all the Woman's Questionnaires are attached to the Household Questionnaire to which they belong.

2). Check the questionnaires in the PSU against the Supervisor's Assignment Sheet to make certain that:

- a). The correct number of Household Questionnaires are present;
- b). The household final result codes are correct;
- c). The correct number of Woman's Questionnaires are present;
- d). The individual final result codes are correct.

Once all the checking described above has been completed, and all the differences have been reconciled, the questionnaires are ready to be sent to the central office. The director of field operations will provide specific instructions about how and when to send the questionnaires from each PSU. It is very important that questionnaires are bundled and labeled properly, and protected from dampness and dust.

VIII. FACILITY SURVEY

Supervisors are also responsible to check the health Investigator's work and theirs assignment sheets and field questionnaires. There are four-assignment sheets for health investigator. After completing the survey of specific health facility supervisor will collect all the questionnaires and assignment sheets.

**ANNEX 1
SUPERVISOR'S ASSIGNMENT SHEET**

NAME OF SUPERVISOR _____

PSU NUMBER:

NAME OF PSU _____

TOTAL SEGMENTS

NO.OF SEGMENTS SELECTED

TOTALNo.OF HOUSEHOLDS LISTED

NAME OF DISTRICT _____

Si.No	Structure No. (1)	Sr. No. of Household (2)	Name of Household Head (3)	Household		Ever Married Woman		Unmarried Woman	
				Survey Date (4)	HH Result Status (5)	Total No. of Ever Married Women (15-49) (6)		Total No. of Unmarried Women (15-24) (7)	
						Listed	Interviewed	Listed	Interviewed
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
23							
24							
25							
26							
27							
28							
29							
30							
31							
32							
33							
34							

CODES FOR COLUMN 5 (RESULT STATUS): 1.COMPLETED 2. PARTLY COMPLETED 3. HOUSEHOLD PRESENT BUT NO COMPETENT RESPONDENT AT HOME
4.HOUSEHOLD ABSENT 5. REFUSED 6.DWELLING VACANT/ADDRESS NOT A DWELLING 7.DWELLING DESTROYED 8. DWELLING NOT FOUND. 9. OTHER
SUMMARY ABOUT PSU NO:

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT INCHARGE)
(REGIONAL AGENCY)

(Supervisor's signature)

(NAME AND SIGNATURE OF R.O (IIPS))

**ANNEX 2
SUPERVISOR'S ASSIGNMENT SHEET**

Serial No	Names of the Investigators	Total HH Allotted	Households Interviewed	Ever married women (15-49) Interviewed	Unmarried women (15-24) Interviewed
1. F.I.					
2. F.I.					
3. F.I.					
4. F.E.					
5. M.I.					
Total					

Note: 1. This assignment sheet should be filled within the PSU. At any point of time during the survey, the supervisor should also be able to submit this form on the demand of nodal agency officials. Failure in doing so, may lead to cancellation of either in part or entire PSU.

2. One copy of this assignment sheet to be posted to nodal agency within three days of the completion of the survey in PSU. Further one copy should be with supervisor upto the completion of the survey in the district.

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT INCHARGE)
(REGIONAL AGENCY)

(Supervisor's signature)

(NAME AND SIGNATURE OF R.O (IIPS))

**ANNEX 4
 INVESTIGATOR'S PROGRESS SHEET
 (For supervisors to record progress of each interviewer)**

INTERVIEWER NAME _____

DISTRICT NAME _____

DATE OF SURVEY

PSU	HOUSEHOLD QUESTIONNAIRE		EVER MARRIED WOMEN'S QUESTIONNAIRE (15-49)		UNMARRIED WOMEN'S QUESTIONNAIRE (15-24)		CUMULATIVE COUNTS FOR ALL PSUs			
	COMPLETED	NOT COMPLETED	COMPLETED	NOT COMPLETED	COMPLETED	NOT COMPLETED	HOUSEHOLDS		INDIVIDUAL INTERVIEWS	
PSU NUMBER (1)	(2)	(3)	(4)	(5)	(6)	(7)	COMPLETED (8)	NOT COMPLETED (9)	COMPLETED EMW(15-49) (10)	COMPLETED UMW (15-24) (11)

(SIGNATURE OF THE TEAM SUPERVISOR)

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT IN CHARGE)
 (REGIONAL AGENCY)

(NAME AND SIGNATURE OF R.O. (IIPS))

**ANNEX 5
ASSIGNMENT SHEET FOR HEALTH INVESTIGATOR**

SUB CENTRE

NAME OF HELATH INVESITIGATOR _____

STATE NAME: _____ **DISTIRICT NAME** _____ **VILLAGE NAME** _____ **FACILITY NO**

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S I.No	Date of survey (1)	Code Facility (2)	Name of the in-charge of Facility (3)	PSU Village (4)	Name of the Village Covered under Facility (5)	Respondents of the Facility (6)	Remarks (7)

Note: Codes for column (6): 1.ANM 2. Male Health Worker 3. Other

(SIGNATURE OF THE TEAM SUPERVISOR)

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT IN CHARGE)
(REGIONAL AGENCY)

NAME AND SIGNATURE OF R.O. (IIPS)

ANNEX 6
ASSIGNMENT SHEET FOR HEALTH INVESTIGATOR
PRIMARY HEALTH CENTRE

NAME OF HEALTH INVESTIGATOR _____

STATE NAME: _____ DISTRICT NAME _____ VILLAGE NAME _____ FACILITY NO

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S I.No	Date of survey (1)	Code of Facility (2)	Name of the in-charge of Facility (3)	SC Code (4)	Name of the SC Covered under Facility (5)	Respondents of the Facility (6)	Remarks (7)

Note: Codes for column (6): 1. Medical Officer 2. Pharmacist 3. Health Assistant Male/Female ANM 4. Health Worker Male/Female 5. Other

(SIGNATURE OF THE TEAM SUPERVISOR)

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT IN CHARGE)
 (REGIONAL AGENCY)

NAME AND SIGNATURE OF R.O. (IIPS)

ANNEX 7
ASSIGNMENT SHEET FOR HEALTH INVESTIGATOR
COMMUNITY HEALTH CENTRE

NAME OF HELATH INVESITIGATOR _____

STATE NAME: _____ DISTIRICT NAME _____ VILLAGE NAME _____ FACILITY NO

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S I.No	Date of survey (1)	Code of Facility (2)	Name of the in-charge of Facility (3)	PHC Code (4)	Name of the PHC Covered under Facility (5)	Respondents of the Facility (6)	Remarks (7)

Note: Codes for column (6): 1. Medical Superintendent 2. Doctor/ Specialist/ Obstetrician / Gynecologist 3. Administrative personnel 4. ANM/Male Health Worker 5. Other

(SIGNATURE OF THE TEAM SUPERVISOR)

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT IN CHARGE)
 (REGIONAL AGENCY)

NAME AND SIGNATURE OF R.O. (IIPS)

**ANNEX 8
ASSIGNMENT SHEET FOR HEALTH INVESTIGATOR
DISTRICT HOSPITAL**

NAME OF HEALTH INVESTIGATOR _____

STATE NAME: _____ DISTRICT NAME _____ FACILITY NO

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S I.No	Date of survey (1)	Code of Facility (2)	Name of the in-charge of Facility (3)	CHC Code (4)	Name of the CHC Covered under Facility (5)	Respondents of the Facility (6)	Remarks (7)

Note: Codes for column (6): 1. Medical Superintendent 2. Obstetrician /Gynecologist 3. Other

(SIGNATURE OF THE TEAM SUPERVISOR)

(NAME AND SIGNATURE OF FIELD COORDINATOR/FACILITATOR/DISTRICT IN CHARGE)
(REGIONAL AGENCY)

NAME AND SIGNATURE OF R.O. (IIPS)