

ENUMERATOR'S TRAINING WORKBOOK

2010 Census of Population and Housing

[Country]

[Statistical Office]

[Place]

[Date]

Plans for the 2010 Census

The 2010 Census will be a count of both population and living quarters/ dwelling units in [Country Name]. Each person and each living quarter/ dwelling unit will be enumerated. Enumerators will travel every road and path to identify all places where people live or could live and complete a census questionnaire for every living quarter/dwelling unit.

The Enumerator's Job

1. **Canvass**
2. **List**
3. **Interview**
4. **Map Circle**

THE ENUMERATOR'S JOB

1 Canvass

- Travel your Enumeration District (ED), one block at a time, in a CLOCKWISE direction.
- Draw an "X" at your starting corner of the block. As you canvass, you will list living quarters / dwelling units and conduct interview at each living quarter / dwelling unit.
- Circle each block number (on the map and listing pages) when you complete interviewing all the living quarters / dwelling units in the block.

2 List

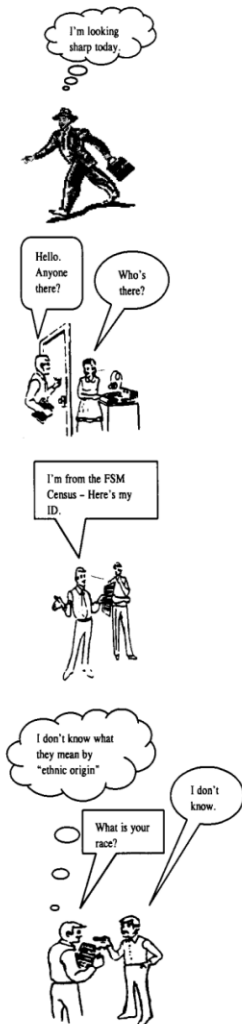
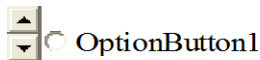
- Give introduction on page 1 of the questionnaire.
- Give copy of Privacy Notice to respondent
- List all places where people live or could live on the household Visitation Record pages in the Address Register and make entries according to what you find.

3 Interview

- Conduct interview and complete a questionnaire for each living quarter / dwelling unit whether it is occupied or vacant.
- Complete the "For Vacant Units" if your questionnaire collects information on vacant and only if vacant.
- Complete "Complete Before the Interview" part of the Geography Box and "Complete After the Interview" part of the Geography Box on the front cover of the questionnaire.
- Check that all required questions are completed.
- Complete the appropriate columns the Visitation Record for after you leave the household.

4 Map-spot and Map updating

- Mark the location of the living quarter / dwelling unit with a small dot on the ED map. Enter the map-spot number next to the dot.
- Compare the existing features on land to features on the map. If there are features on land (e.g., new road, rivers) not reflected in the map, draw in these new features. If there are features on the map that does not exist on land, delete them from the map.



Interviewing Techniques

How are you dressed?

Make a good impression by dressing appropriately for the neighborhood.

Some people judge others by their dress and may not open the door for someone who appears messy or unkempt.

Be flexible. Answer questions.

People will react to you differently. However, you must always remain cordial and polite.

Always try to smile.

Be prepared for all types of questions and give honest answers.

Introduce yourself, but be flexible.

Your introduction is important. You must

- Identify yourself.
- Explain that you represent the census.
- Explain that you are taking the census.

Hand the Notice of Confidentiality, as required.



Ask the questions

There are some simple rules to follow:

1. Ask the questions using suggested wording.
2. Ask all questions in the order shown on the census questionnaire.
3. Don't assume answers
4. Understand why the questions are important so that you can explain this to the respondent.

I don't know how much my house is worth!



If you don't know, could you give me your best estimate.



Thank you very much for your cooperation.



Probe if a person's answer isn't satisfactory.

Occasionally a person's answer may be confusing or unclear. In these cases, you should probe for more information. The most common types of problems are:

- Repeating the question.
- Asking for more information.
- Asking for an estimate, if appropriate
- Pausing to give the person time to think
- Zeroing in on the answer so it fits one of the categories on the questionnaire.

Never put answers in the person's mouth.

In other words, don't suggest answers.



Thank the person for cooperating

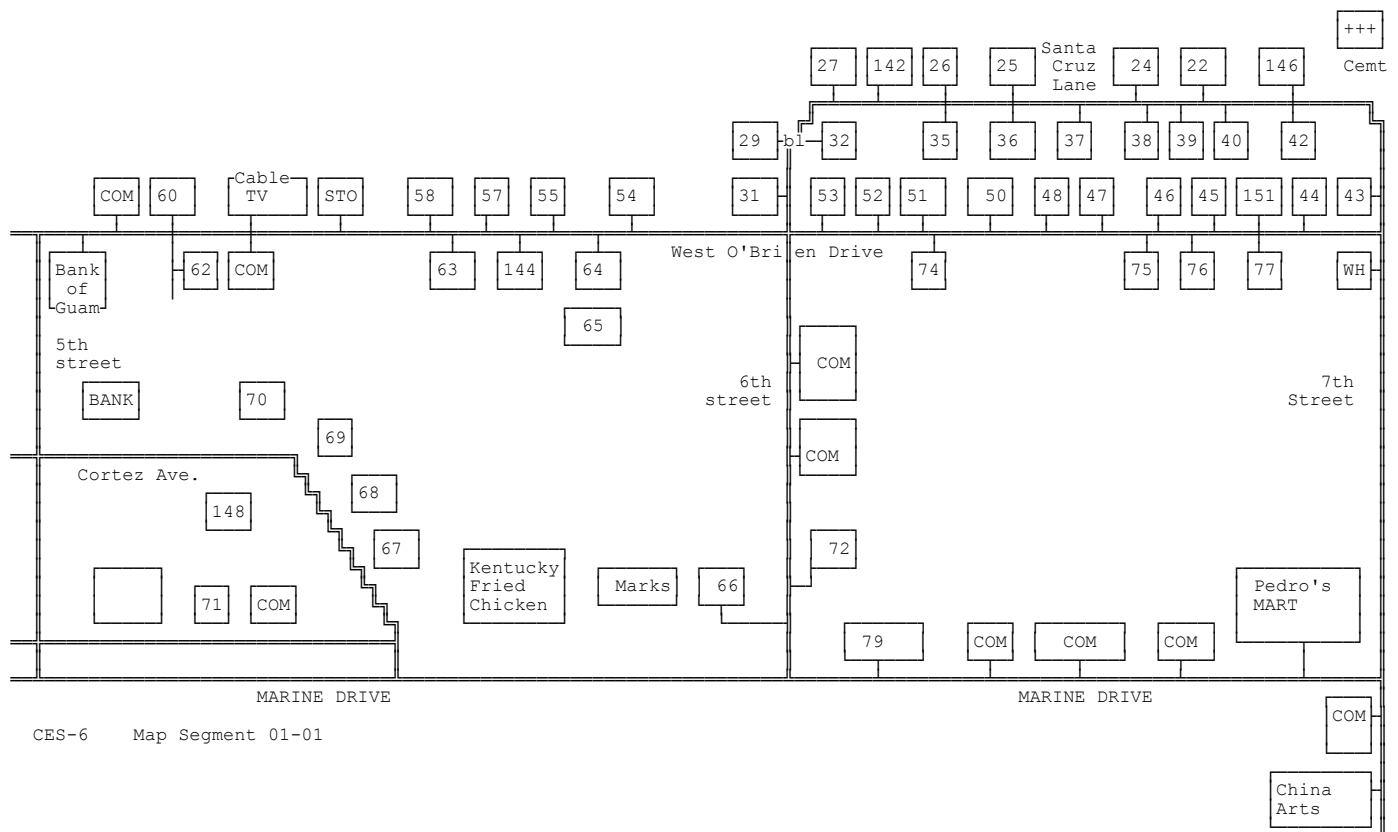
Always try to leave the respondent with a good feeling toward the census.

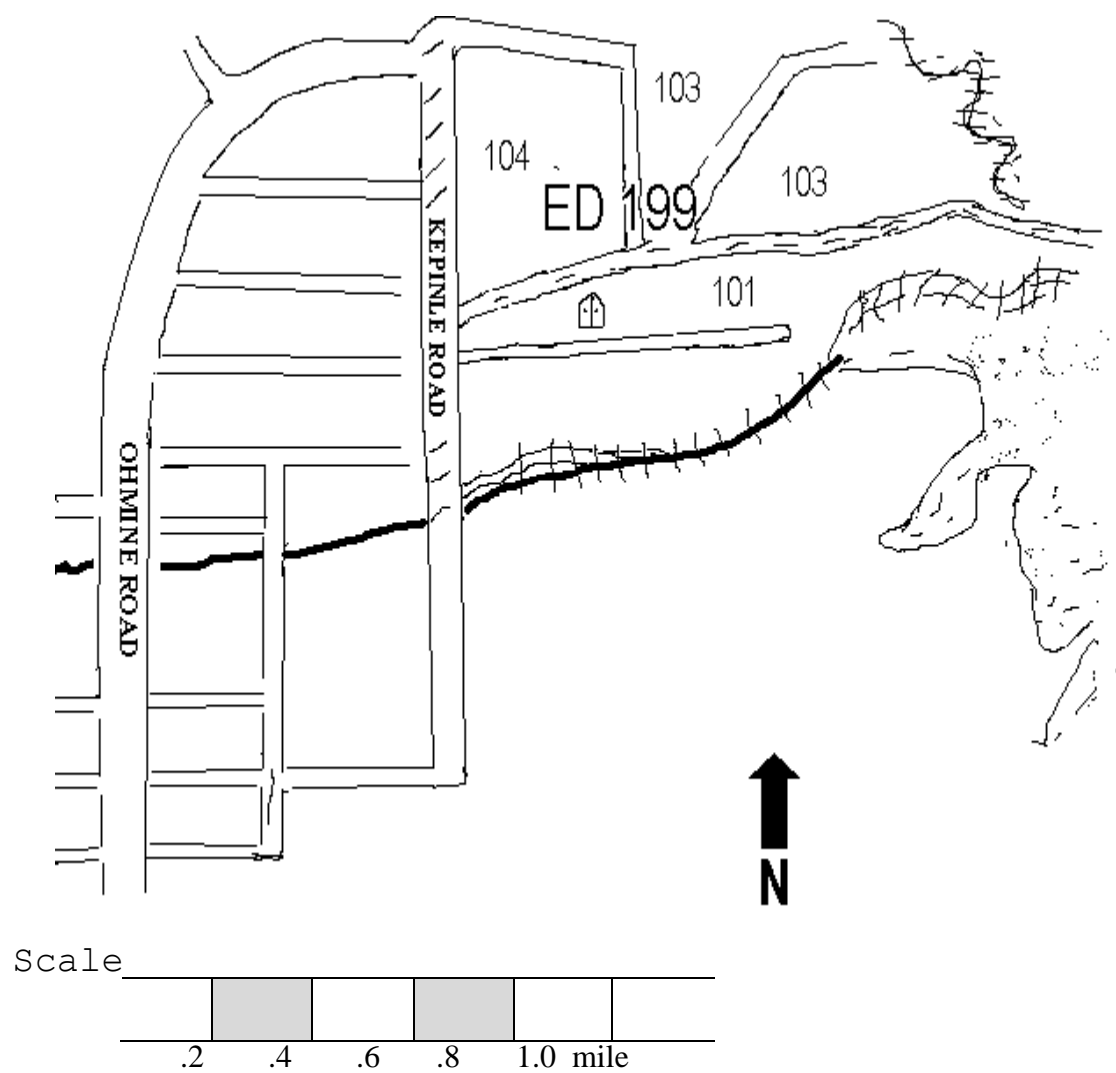
Express your appreciation for the person's cooperation.

Enumerator's Introduction

“Good morning Sir/Madam. My name is _____. I am the enumerator hired by the country's National Statistical Office to undertake the Population and Housing Census for this area. I would like to get some information about this household and its members. Here is my ID card. And, this document explains the purpose of my visit. First, please give me the names of all persons who live and share at least one meal daily with your household, including persons who were present on census night but are no longer here”.

SAMPLE ED MAP





COMPLETE THE FOLLOWING ITEMS BEFORE THE INTERVIEW

- A. Region/Parish/County/ District _____
- B. City/Town/Borough/Ward/Constituency/Electoral Division _____
- C. Community/Village/Ward/Settlement _____
- D. Enumeration District (ED) Number _____
- E. Block _____ [Note: Not all countries have blocks]
- F. Building / Living Quarters Number _____
- G. Dwelling Units Number _____
- H. Household Number _____

COMPLETE THE FOLLOWING ITEMS AFTER THE INTERVIEW

I. Address of Household: _____

J. Enumerator's Name: _____

K. Date: _____

L. Signature: _____

M. Supervisor's Name: _____

N. Date: _____

O. Signature: _____

P. Number of Persons in Household	Total		Males		Females	

Q. VISITATION RECORD

Visit No.	Date	Time Started	Time Ended	Duration	*Results
1					
2					
3					

R. Continuation _____ of _____

S. Last Resort: _____

T. Vacant/Occupied _____

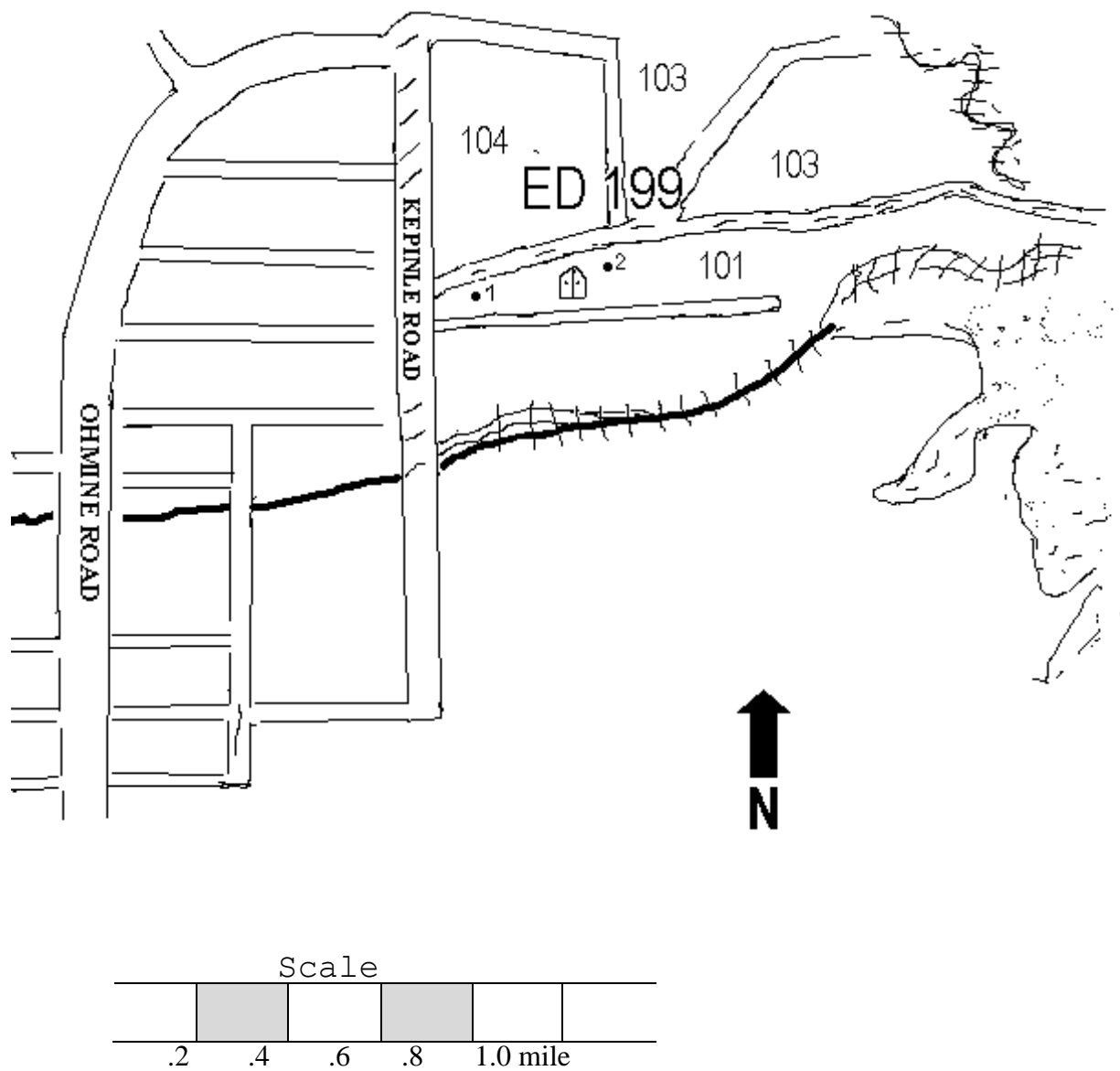
DIRECTIONS FOR PAIRED INTERVIEWS

Respondent Instructions

1. The first respondent will use the location description of his own house.
2. The second respondent will also use the address of his/her own house.
3. Give information for yourself and one other adult only. You need not give actual information about yourself.
4. GIVE ASSISTANCE AS NEEDED. If the enumerator makes a mistake in the steps of the operation, rephrasing of questions, or assuming answers tell him or her of the mistake.
5. If you need assistance, call the trainer. If the trainer is busy, make a note of the question and the interview.

Enumeration Instructions

1. CANVASS Imagine you are going down on Kepinle Street.
2. LIST Use correct introduction from the questionnaire and ask questions in bold print on the Visitation Record.
3. INTERVIEW Complete items A through H in the Geography Box. Conduct the interview. Fill the "For Vacant Unit" box if your census has one, and only if vacant. To conclude the interview, complete items I through T on the front page after the interview, including signatures, and the appropriate columns of the Visitation Record. (Page 8 & 9 of this workbook)
4. MAP SPOT Use the map on page 11 in the workbook. Spot the living quarters and place the map spot number next to the map spot.



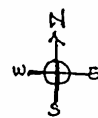
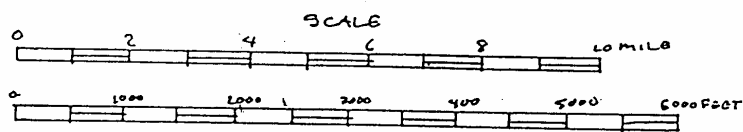
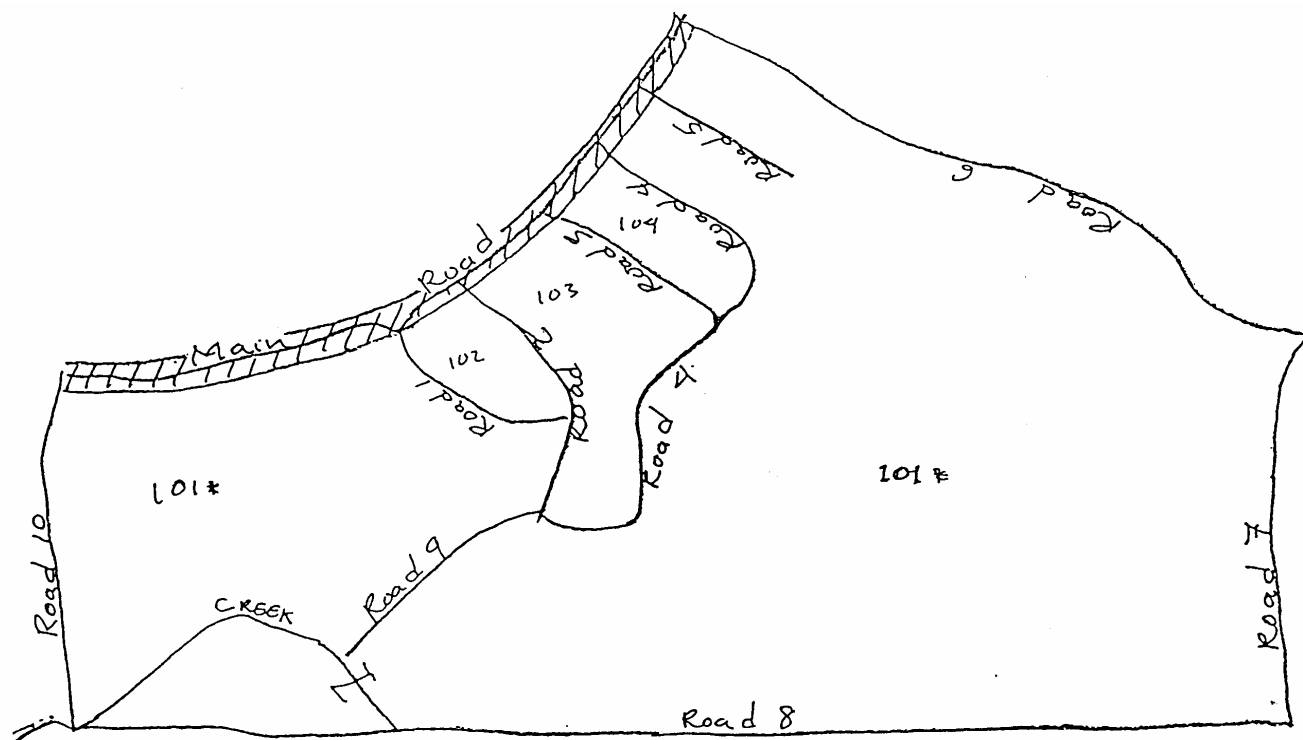
INTERVIEW

1. The enumerator asks the questions from the questionnaire.
2. You will respond by reading aloud the answers as given in the script.
3. Closely monitor the script and a questionnaire.
4. Give assistance as needed. If the enumerator asks a question not listed or fails to ask a listed question, tell him/her of the mistake. If a question is worded incorrectly, tell him/her of the mistake. The question should be correctly repeated by the enumerator.
5. If you need assistance, call the trainer. If the trainer is busy, make a note of the question and continue the interview.

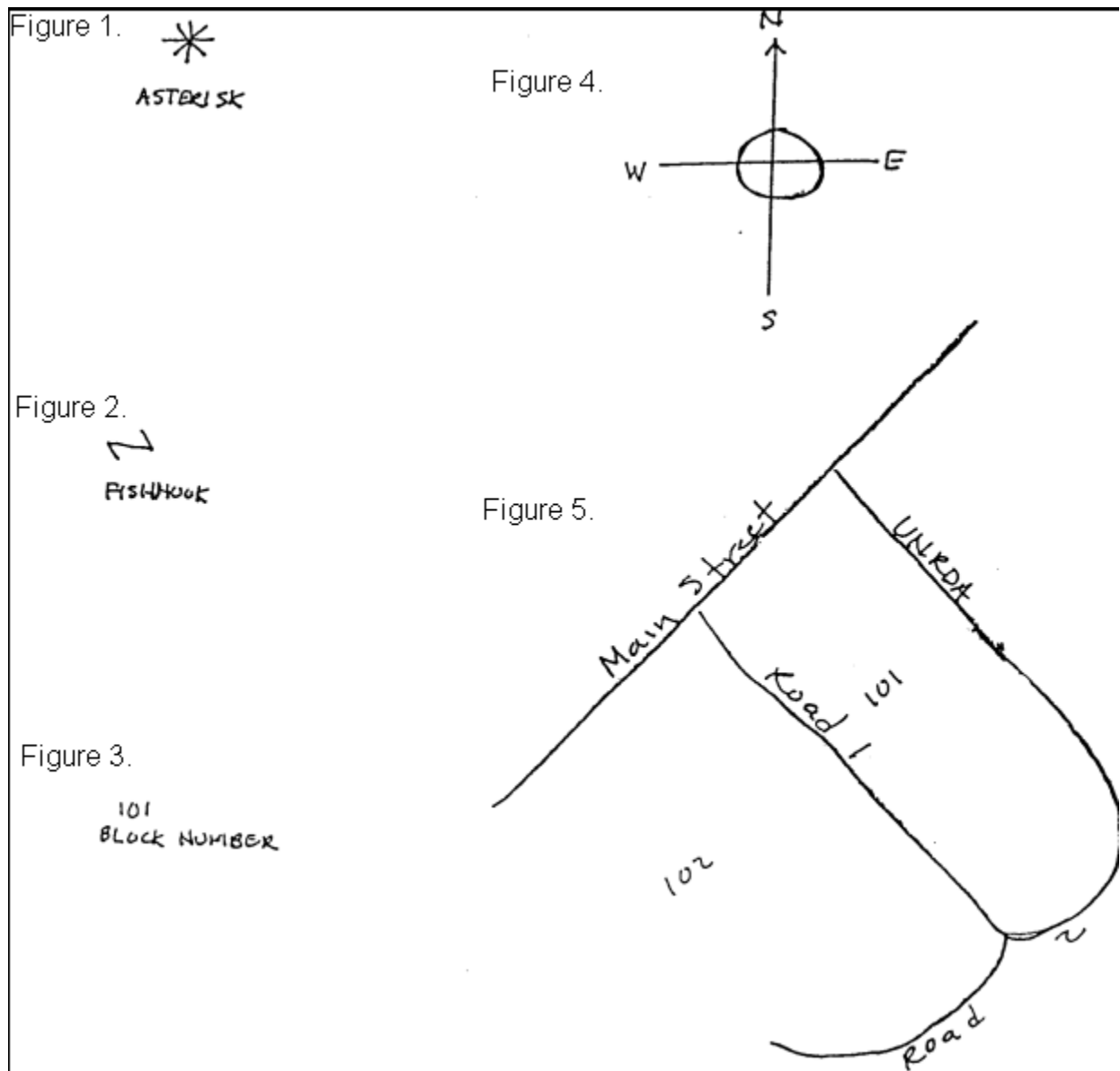
ENUMERATION INSTRUCTIONS

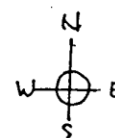
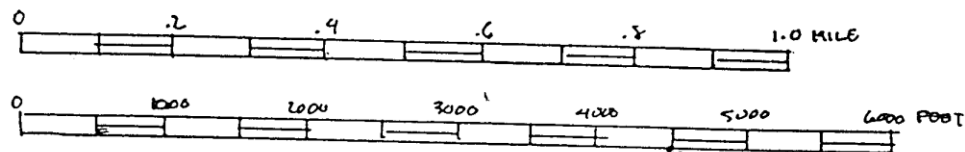
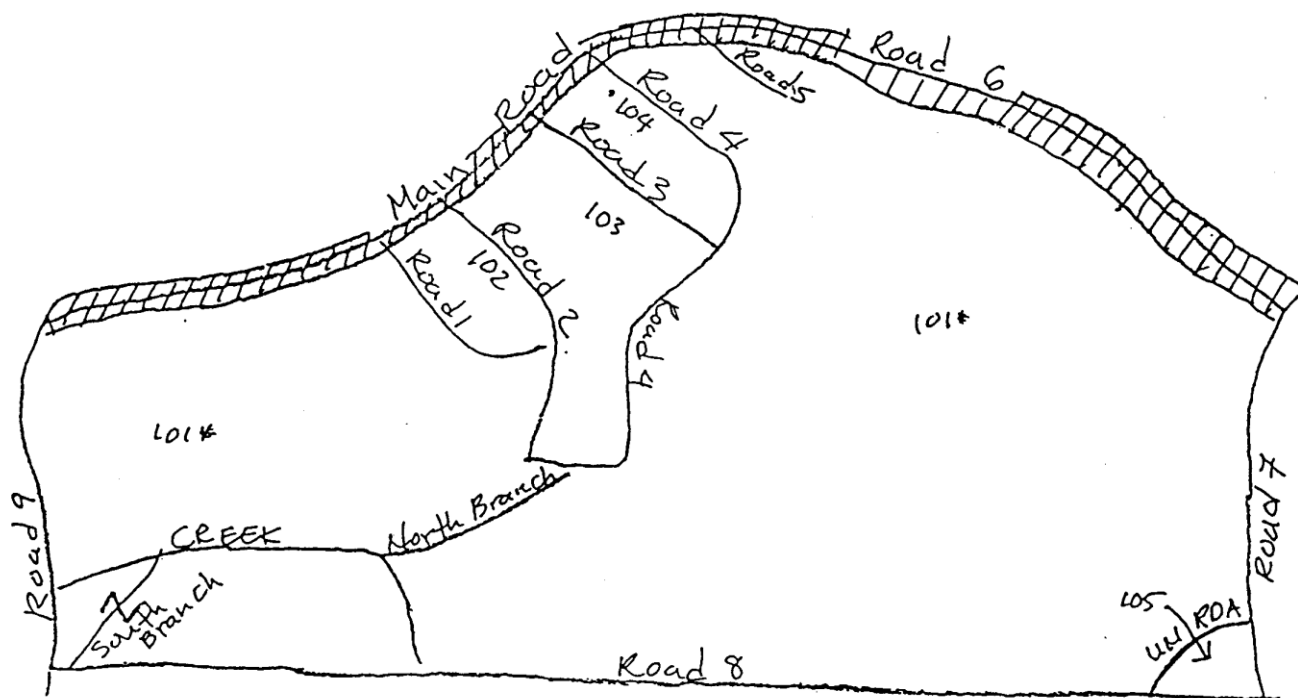
1. CANVASS Continue to the next house on the same side of the street/path.
2. LIST Use proper identification. Use the next listing line on the Visitation Record.
3. INTERVIEW Complete items A through H in the Geography Box. Conduct the interview. Fill the "For Vacant Unit" box if your census has one, and only if vacant. To conclude the interview, complete items I through T on the front page after the interview, including signatures, and the appropriate columns of the Visitation Record. (Page 8 & 9 of this workbook).
4. MAP SPOT Use the map on page 13 in the workbook. Spot the living quarters and place the map spot number next to the map spot.

If you need assistance, call the trainer. If the trainer is busy, make a note of the question and continue the interview.

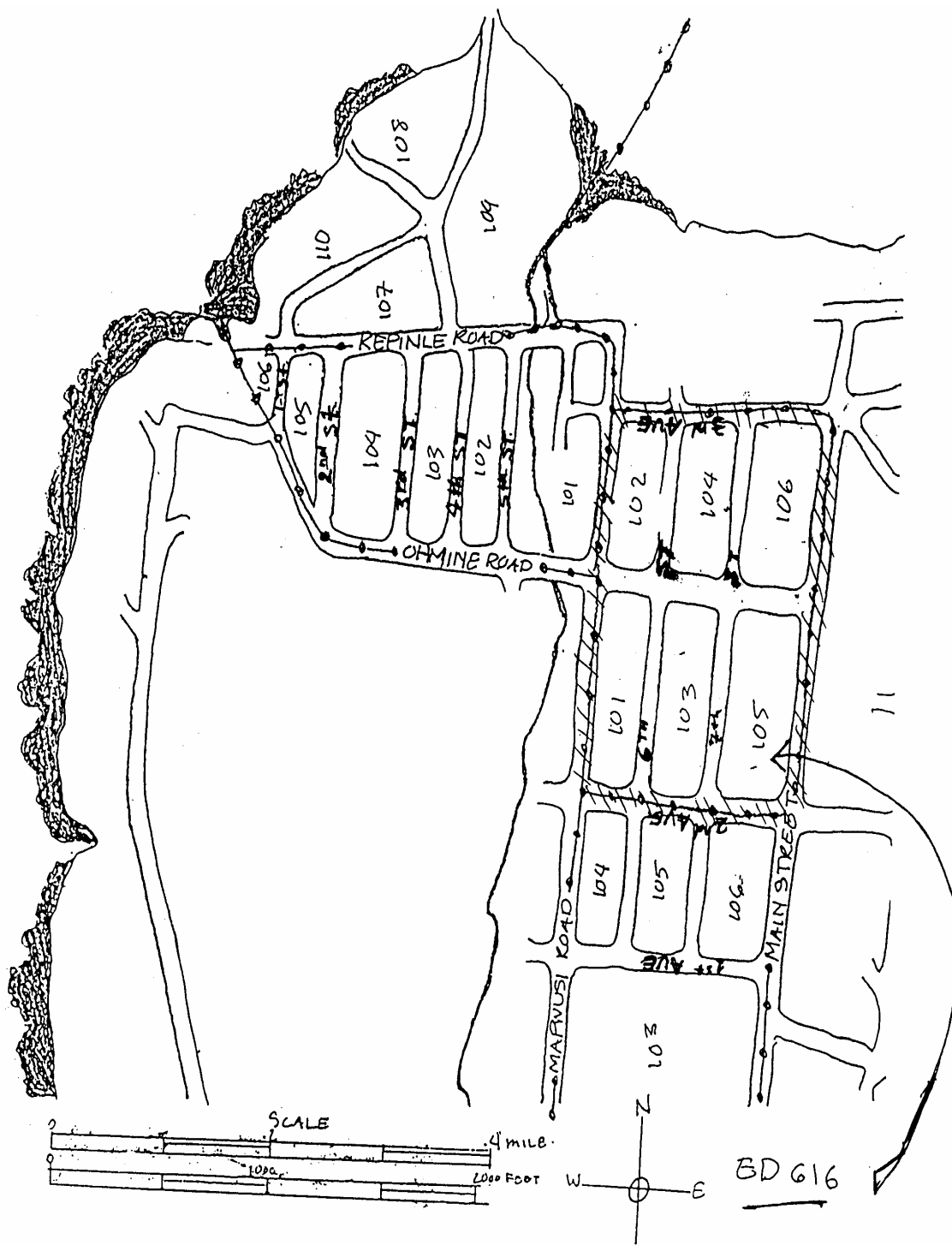


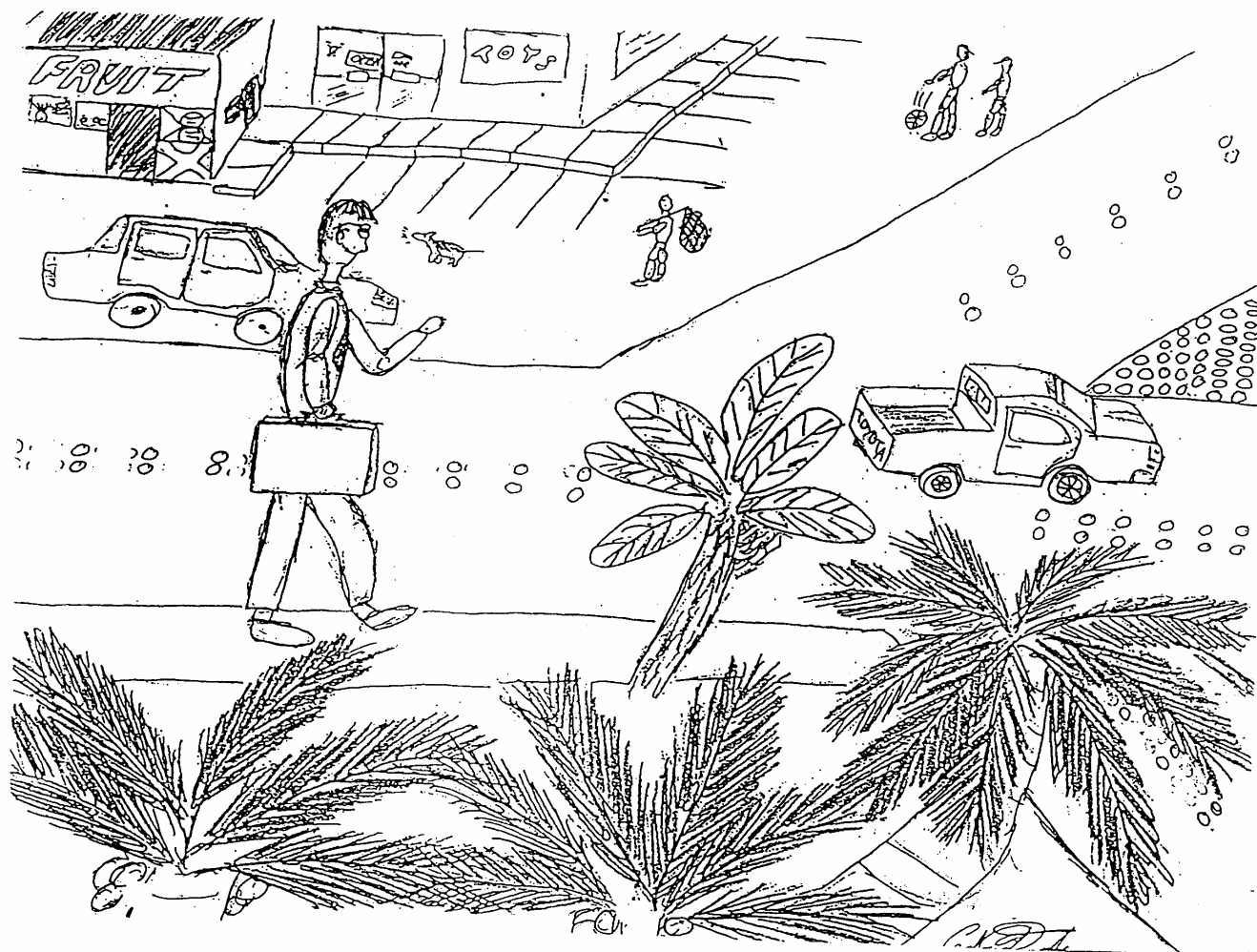
ED 299

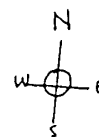
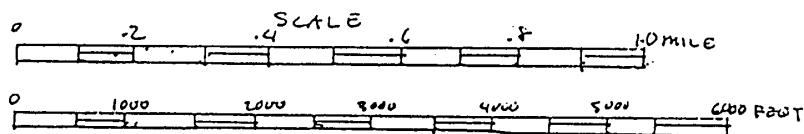
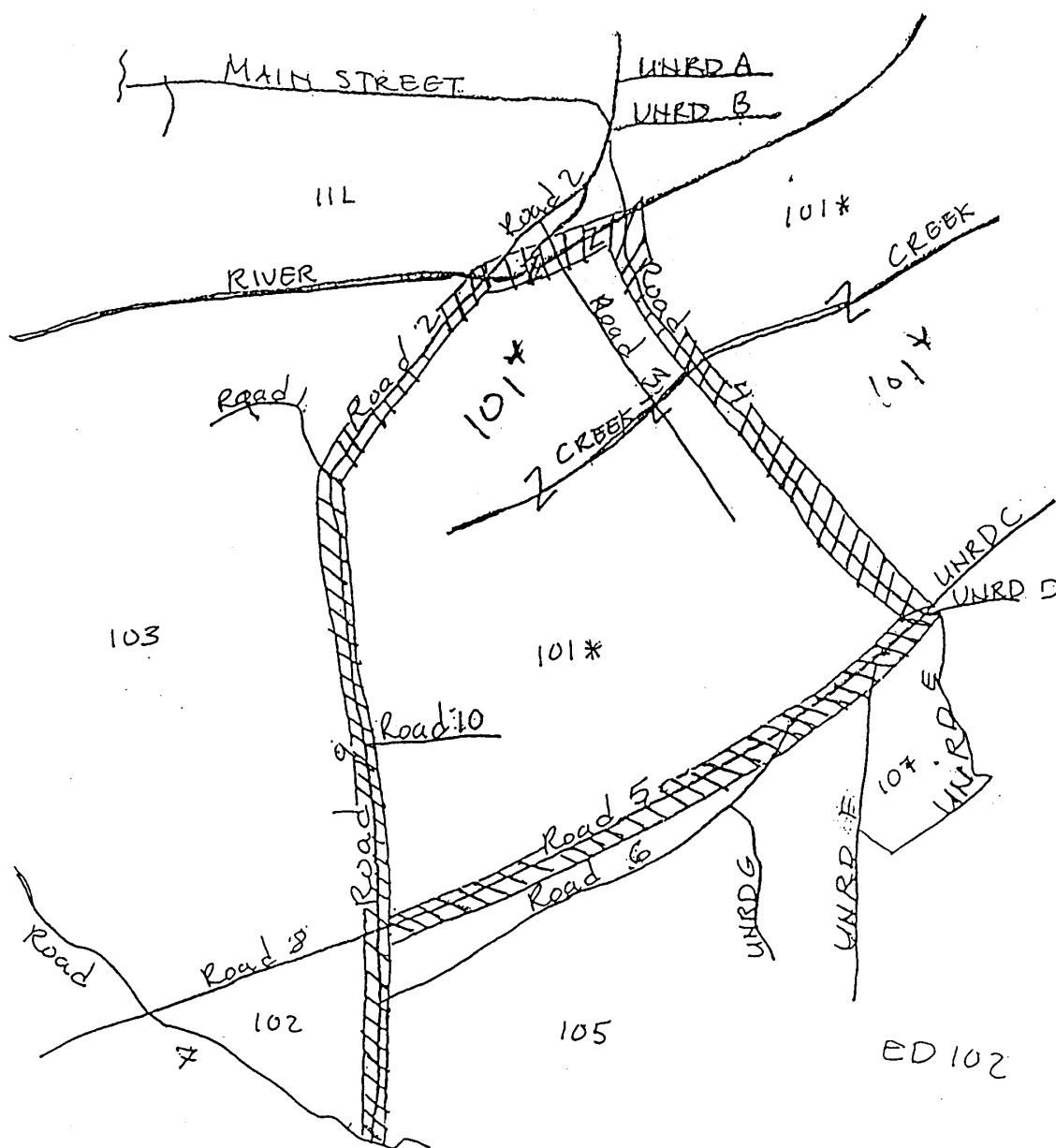




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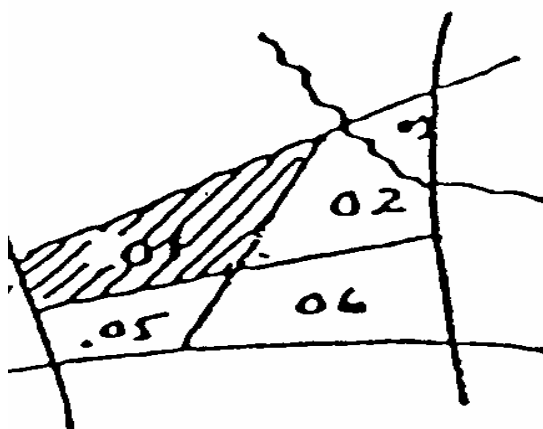




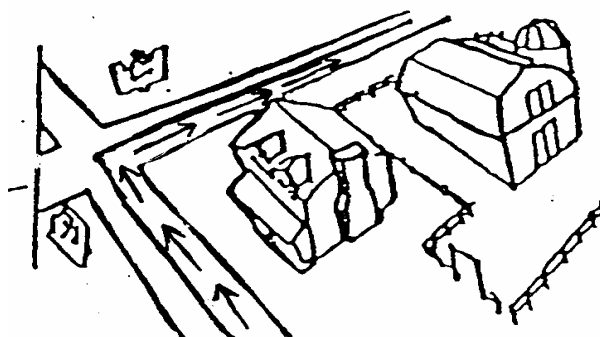


BASIC RULES FOR CANVASSING

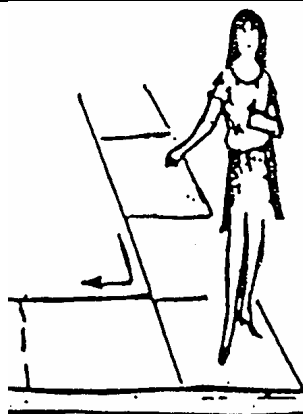
1. Canvass the blocks one at a time.

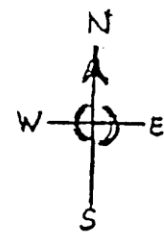
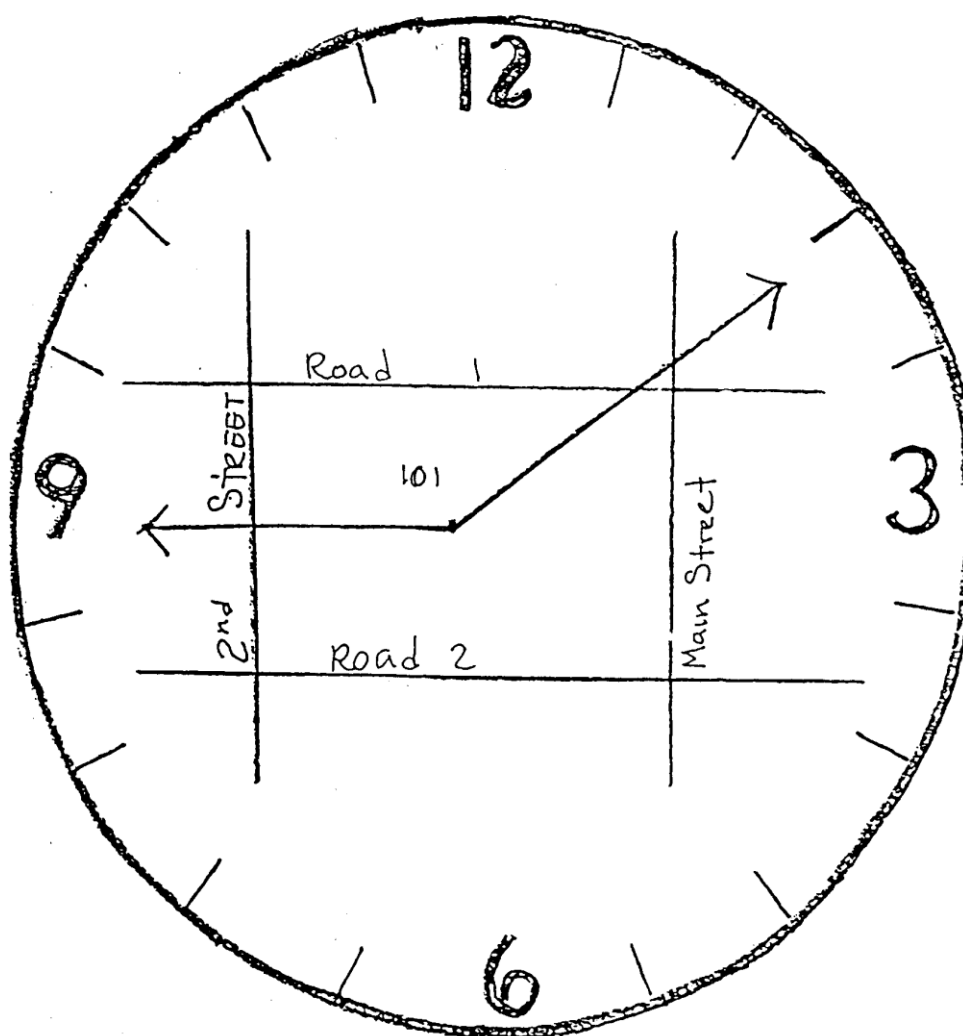


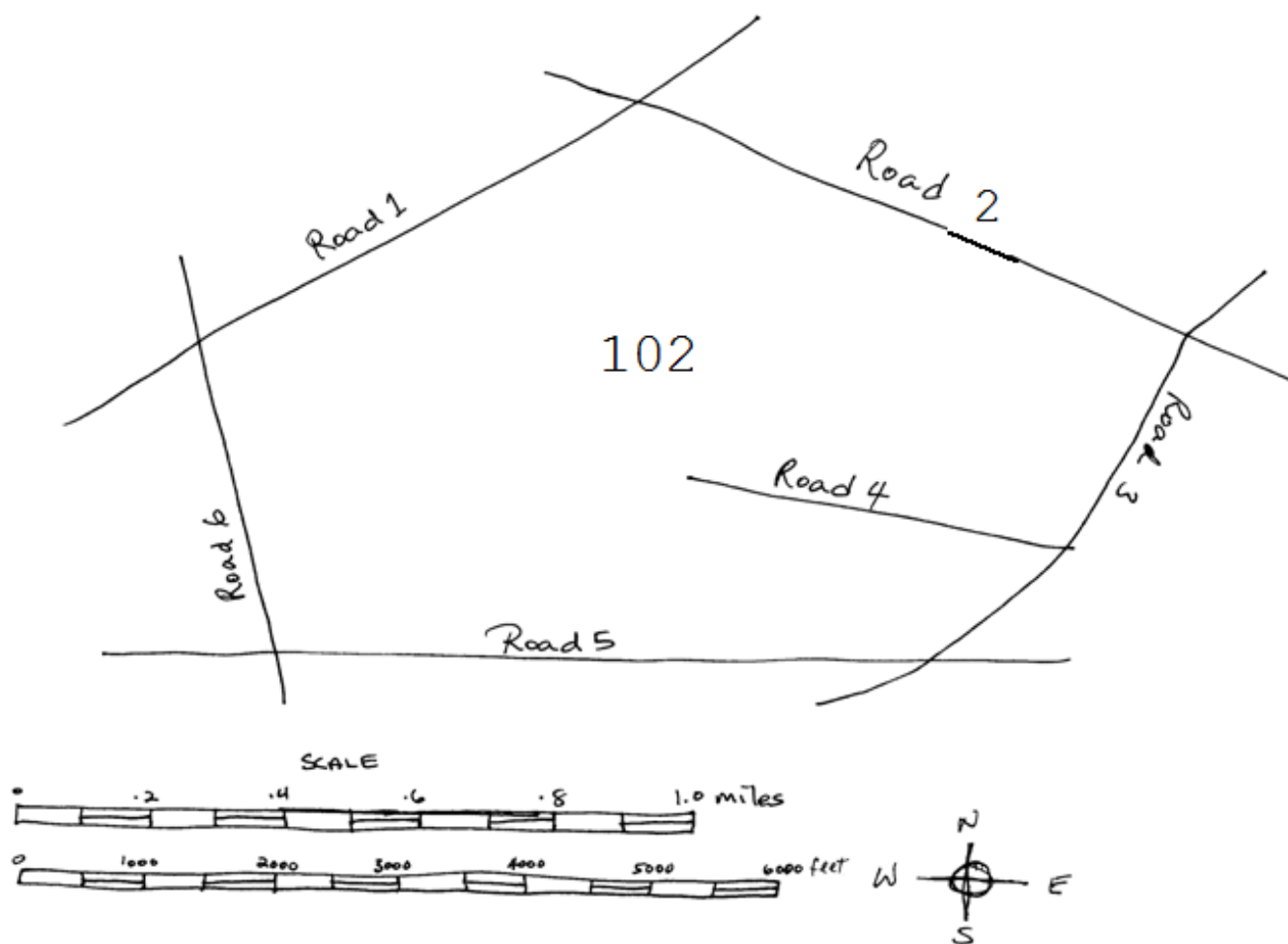
2. Canvass boundary roads in a clockwise direction.

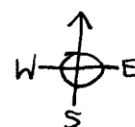
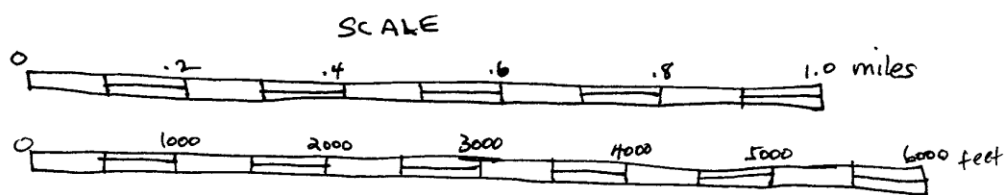
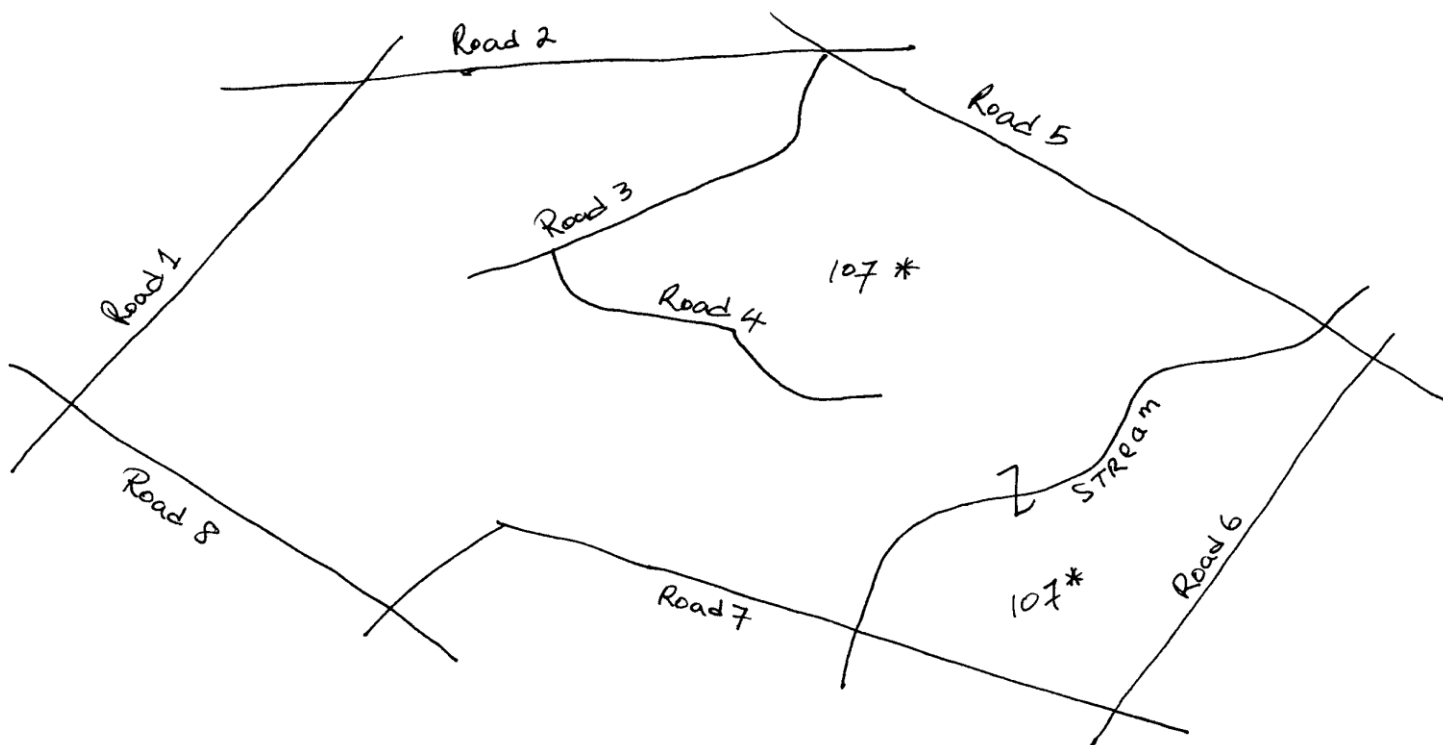


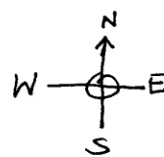
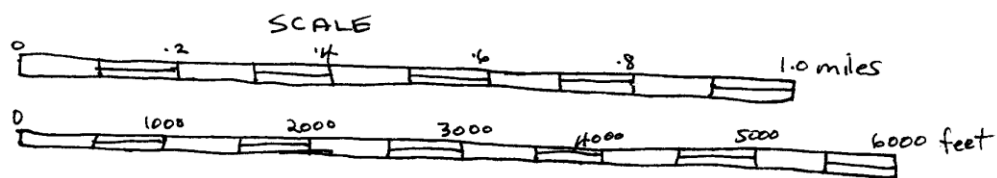
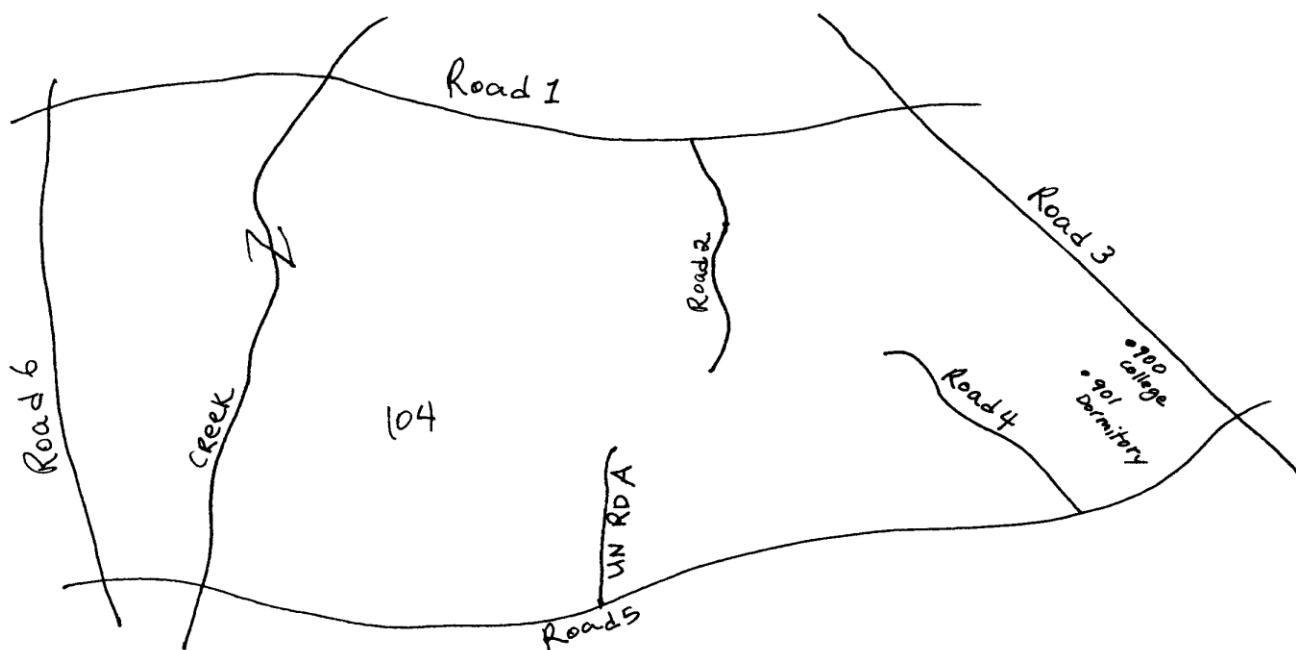
3. Canvass ONLY ON YOUR RIGHT as you travel each block.

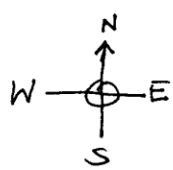
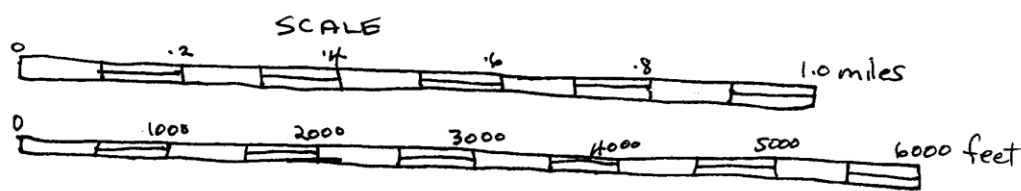
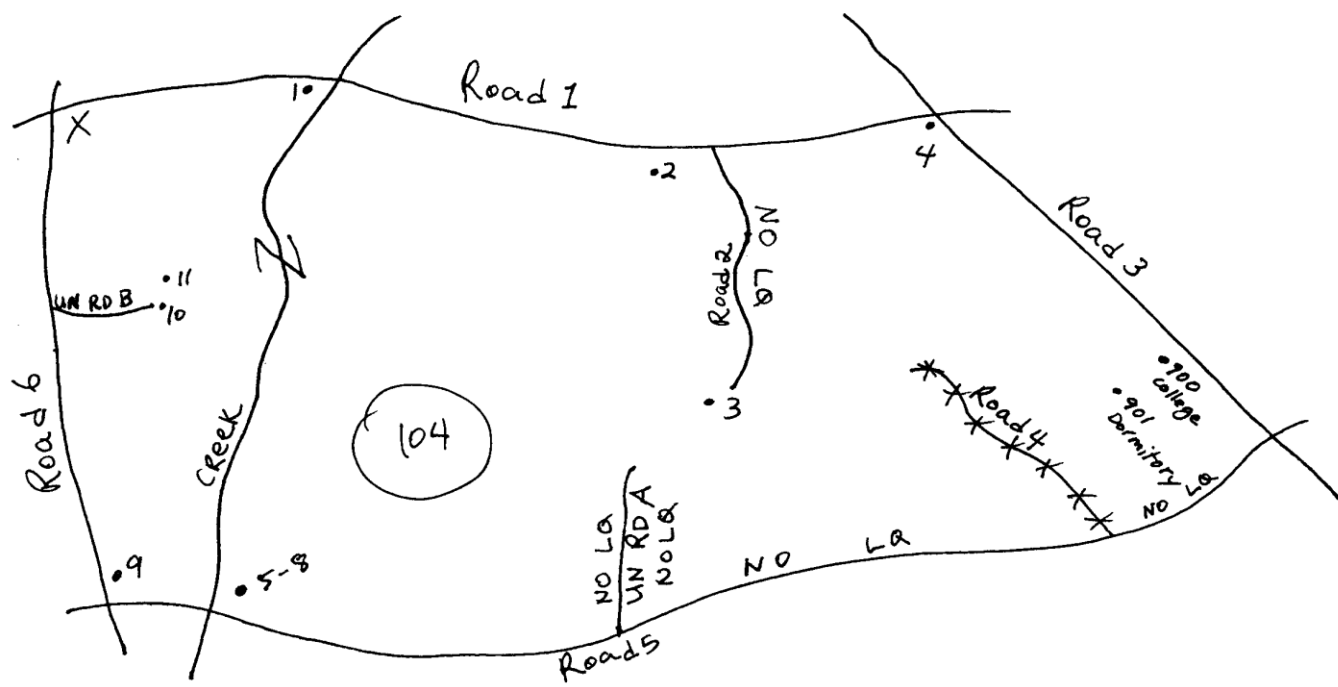




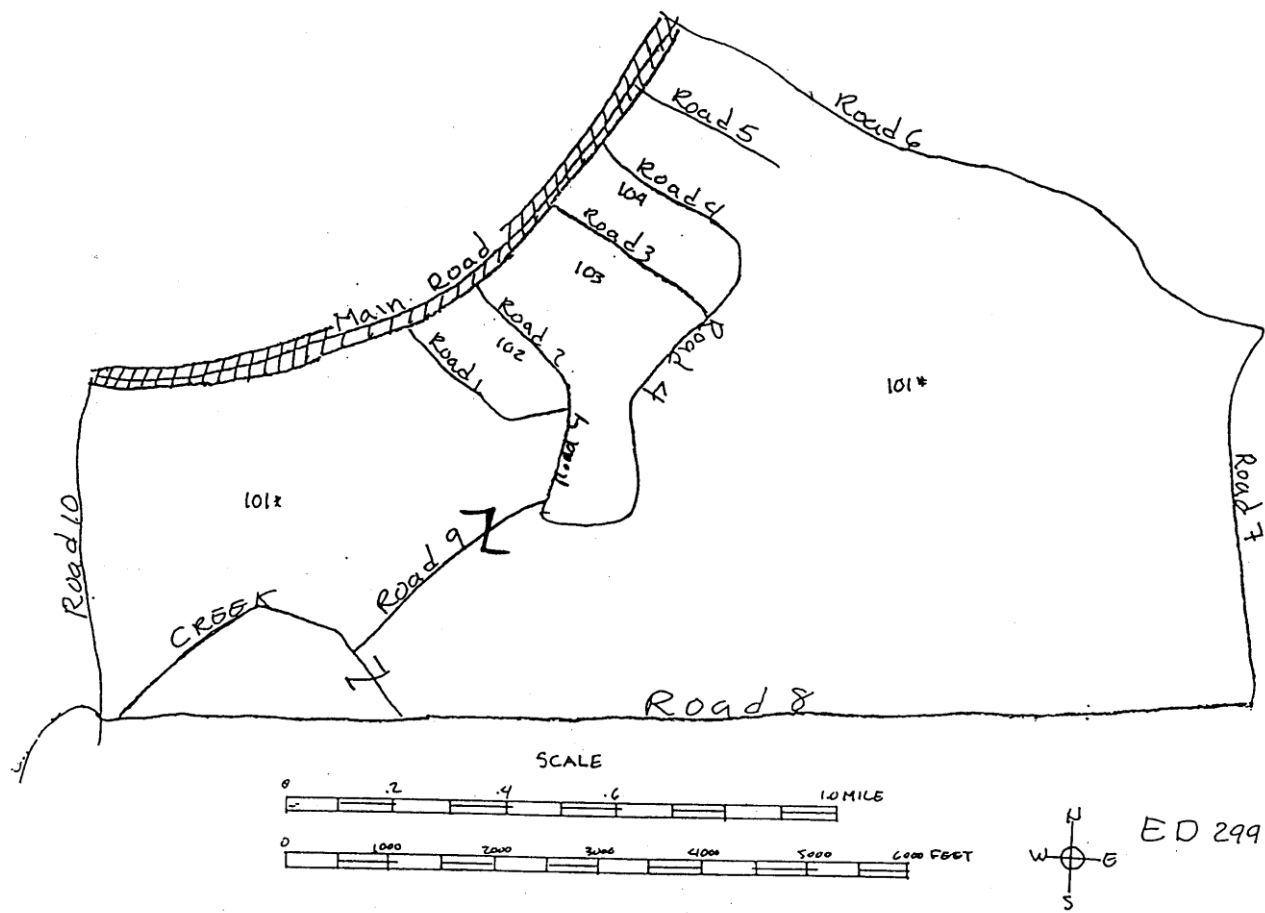


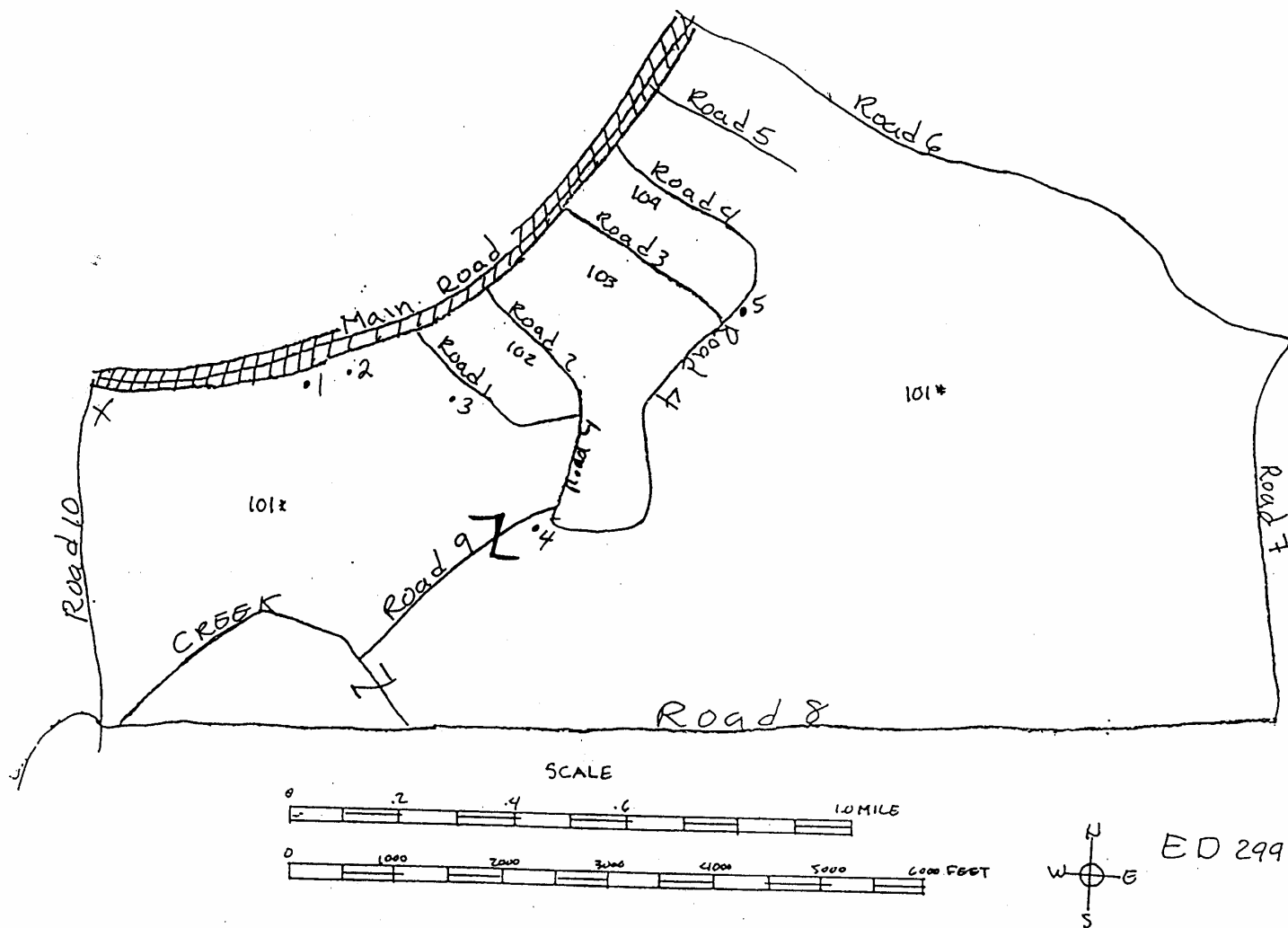






LIVING QUARTERS / DWELLING UNITS	
<p>Study each situation described below. Decide how many living quarters (LQ) / dwelling units (DU) should be listed. Write the correct number in the column to the right. Use your Enumerator's Manual, if necessary.</p>	
Situation	LQ(s) / DU(s)
<p>1. Jack Smith has a room with bath in the Nelson house. Jack enters his room through a door from the side porch. He cooks breakfast each morning on a hot plate, and eats lunch and dinner out. Is the Nelson housing one living quarter / dwelling unit?</p>	
<p>2. John Thompson's room is in the Peters home. Thompson has direct access through a side door. They share the same kitchen to cook and eat.</p>	
<p>3. Carl John has an apartment in an apartment building. He has a complete kitchen and access through a common hall. In the building there are five other apartments like his apartment, but they are vacant. How many living quarters / dwelling units are there in the apartment building?</p>	
<p>4. Bob Johnny's room is in his landlord's home. Johnny has installed a sink, a hotplate, a microwave oven, and a refrigerator for his use only. He gets to his room through his landlord's kitchen.</p>	





USING THE ENUMERATOR'S MANUAL**DIRECTIONS**

FOR EACH SITUATION BELOW FIND THE SECTION OF THE ENUMERATOR'S MANUAL WHICH SOLVE THE PROBLEM. WRITE THE SECTION, SUB-SECTION, AND PAGE NUMBER WHERE THE INFORMATION IS LOCATED. THEN EXPLAIN IN YOUR OWN WORDS HOW THE PROBLEM IS RESOLVED.

Problem 1

You are interviewing a household of twelve persons. You must use a continuation questionnaire. Whose name goes in the first line for the list of names in question 1a of the continuation questionnaire?

This information is found in section _____ on page _____, of the Enumerator's Manual.

Problem 2

You are at a living quarter / dwelling unit when you discover the occupants are only vacationing there for one month. They have a usual home elsewhere. Should you enumerate this living quarter / dwelling unit? If so, what procedures should you use?

This information is found in section _____ on page _____, of the Enumerator's Manual.

"WHAT WILL I DO IF"

DIRECTIONS: READ THE PROBLEM, THEN USE YOUR ENUMERATOR'S MANUAL TO FIND THE CORRECT PROCEDURE. WRITE THE INSTRUCTION REFERENCE AND PROCEDURE IN THE SPACE PROVIDED.

SAMPLE PROBLEM: You discover that a living quarter / dwelling unit you have listed is not in your ED. How will you cancel this listing?

Enumerator's Manual: Section 5.1, Page 48.

Procedure: (briefly in your own words)

Cancel by drawing a wavy line through columns (1) to (7), enter a C" for canceled in column (8) and enter the reason for canceling in column (9).

Problem One: You encounter a household where no one speaks English. You recognize the language as Korean, but you do not speak it. What procedures will you follow:

Enumerator's Manual: _____ Page(s) _____.

Procedure: (briefly, in your own words):

Problem Two: You are an enumerator working in your assigned ED. Your visit finds no one at home. Neighbors tell you that the young couple occupying the house both working. You return the next day. Still no one is home. The following evening you return again, with no results. You attempt to arrange a time by leaving an appointment card but serve unsuccessful. You have made three visits to the address and no one is ever home. The Enumerator's Manual tell you to obtain "last resort" information for the household. What is last resort information?

Enumerator's Manual: _____ Page(s) _____.

Procedure: (briefly, in your own words):

Problem Three

Marvin and Edna Louis supplement their retirement income by renting a furnished room to a college student. Since the student does not have direct access to the room, he does not occupy a separate living quarter / dwelling unit. He is a member of Louis' household and his population information belongs on the Louis' questionnaire. However, all that Louis can tell you about him is his name and the fact that he sometimes pays his rent late.

Should you wait several hours until the student returns, or is there a procedure for getting his information?

Enumerator's Manual: _____ Page(s) _____.

Procedure: (briefly, in your own words):

Problem Four

Let's say you are at a household that has eleven family members. What are the instructions for completing another booklet?

Enumerator's Manual: _____ Page(s) _____.

Procedure: (briefly, in your own words):

FINAL REVIEW EXERCISE

INSTRUCTIONS:

PICK THE BEST ANSWER TO EACH OF THE FOLLOWING QUESTIONS. CIRCLE YOUR ANSWERS.

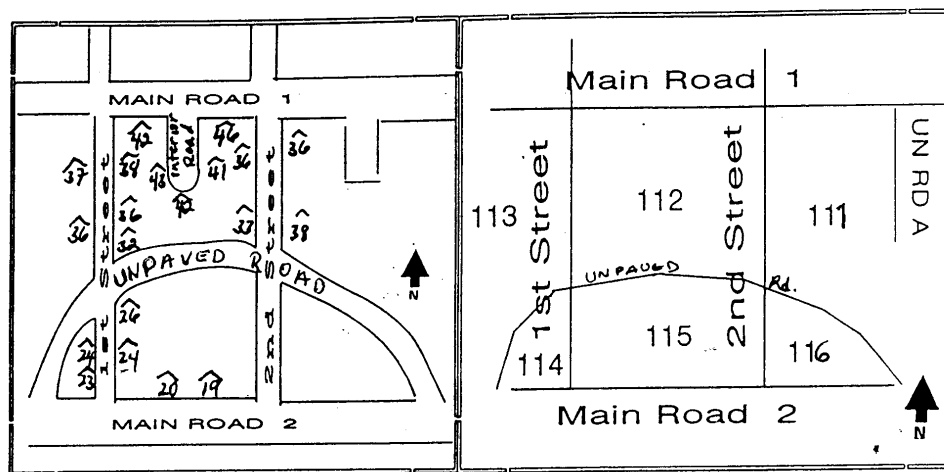
YOU WILL HAVE 45 MINUTES TO COMPLETE THIS EXERCISE. YOU MAY USE YOUR ENUMERATOR'S MANUAL.

1. How does the [Country] Housing and Population Census define a living quarter / dwelling unit?
 - a. It must be occupied or intended to be occupied as a separate living quarter.
 - b. People living there must live and eat separately from others.
 - c. The place must be occupied-people must live there.
 - d. a & b
 - e. a, b, & c

2. Indicate by circling "yes" or "no" which of the following types of places you would list in your Visitation Record(include both living quarters / dwelling units and special places):

a.	An occupied living quarter / dwelling unit	yes	no
b.	A vacant living quarter / dwelling unit	yes	no
c.	An occupied houseboat	yes	no
d.	A vacant house	yes	no
e.	A building used to store tools and equipment	yes	no
f.	A church with no living quarters	yes	no
g.	A public elementary school with no living quarters	yes	no
h.	A business like a hardware store or dress shop with no living quarters	yes	no
i.	A motel	yes	no
j.	A hospital	yes	no
k.	A prison	yes	no
l.	A campground	yes	no
m.	A day school for children whose parents work	yes	no
n.	A house under construction with final doors and windows in place	yes	no
o.	A vacant house with a condemned sign	yes	no

Illustration A



Questions 3 to 9 refer to Illustration A above. This illustration shows part of your assignment area and the corresponding census map.

3. If you were traveling south from 2nd. Street and Unpaved Road, which block would be on your right?
 - a. 111
 - b. 112
 - c. 115
 - d. 116
4. If you started canvassing block 115 at the corner of Main Road 2 and 1st. Street, which addresses would you list in block 115?
 - a. 24 & 26 1st. Street
 - b. 34, 36 & 38 1st. Street
 - c. 23, 24, 25 & 26 1st. Street
 - d. 24 and 26 1st. Street, and 19 and 20 Main Road 2
5. After you finish canvassing block 115, which block would you canvass next?
 - a. 111
 - b. 112
 - c. 114
 - d. 116

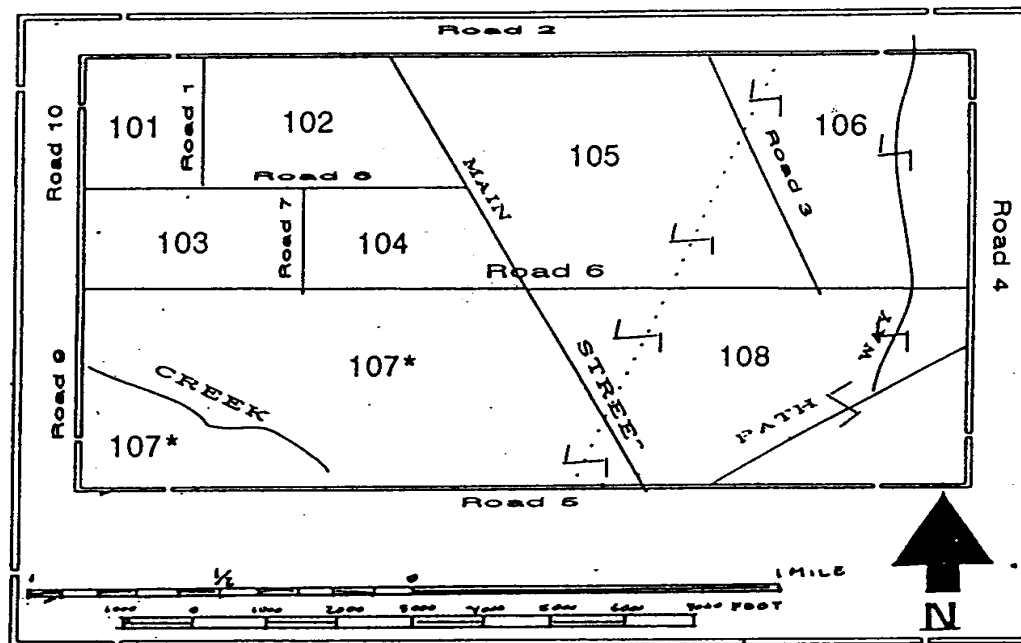
6. The interior road shown in block 111 does not have a name, if it's the first unnamed road in this ED; what would you do on your census map?
 - a. Cross it out
 - b. Give it a name
 - c. Label it "UN RD A" (for unnamed Road A)
 - d. Leave it as it is

7. If you canvass block 112 correctly, you will travel _____ on 1st Street and _____ on Main Road 1.
 - a. North, East
 - b. South, East
 - c. North, West
 - d. South, West

8. If the portion of 2nd. Street in block 115 between Unpaved Road and Main Road 2 did not have any living quarters on it, what entry would you make on your census map?
 - a. Nothing, leave it blank
 - b. Print "NO LQ" for No Living Quarters inside block 115 along the segment of 2nd Street.
 - c. Put a box around the block number
 - d. Enter a map spot with a zero

9. Notice that the Interior Road attached to Main Road 1 in the assignment area is not shown on your census map. What would you do?
 - a. Add the road to the map
 - b. Map spot the living quarters on Interior Road
 - c. Both a & b.

10. If there were no living quarters in an entire block, what would you do?
 - a. Cross out the block on the census map
 - b. Draw a circle around the block number on the census map and the block listing, and enter "NO LQ" along all street and other features
 - c. Enter the block number on a line of the listing page with the entry "NO LQ" in column 11
 - d. None of the above



Questions 11 through 15 refer to the illustration of a portion of an ED map above.

11. The distance along Road 5, from Road 9 to Main St. is about:
 - a. $\frac{1}{2}$ mile
 - b. $\frac{3}{4}$ mile
 - c. 1 mile
 - d. 1 and $\frac{1}{2}$ miles
12. An asterisk (*) is used in block 107 because:
 - a. The block has special places within it.
 - b. The block is an unusual block with many problems that you need to be aware of.
 - c. The block number is printed more than once.
 - d. The block is big.
13. The block boundaries of block 104 are:
 - a. Main St., an unnamed road, Road 7, Road 8
 - b. Road 6, Road 5, Road 7, Main St.
 - c. Road 10, Road 5, Road 4, Road 9
 - d. Road 8, Main St., Road 6, Road 7
14. If while canvassing block 103 you discover that Road 7 does not exist, what would you do?
 - a. Correct the map by X'ing out Road 7

- b. Do nothing-leave the map as it is
 - c. Tell my crew leader
 - d. None of the above
15. The fishhook across some features indicate:
 - a. Block 108 has special places within it.
 - b. The block number is printed more than once.
 - c. The areas on both sides of the railroad tracks belong to the same block.
 - d. The block is an unusual shape.
16. When you finish canvassing a block, what do you do?
 - a. Circle the ED number
 - b. Circle the block number on the block listing page
 - c. Circle the block number on the block listing page, the ED map and D-114 behind the Special Notice Page in the Visitation Record.
 - d. None of the above
17. What are some ways to determine the location of an invisible boundary on your census map?
 - a. Use your car odometer to estimate the distance from a visible feature on the map; for example, an intersection or a river
 - b. Look for signs on the road
 - c. Ask residents where the boundary is on the ground
 - d. All of the above
18. Where do you keep track of the hours you spend working?
 - a. On the Visitation Record cover
 - b. On scrap piece of paper
 - c. On the questionnaire cover
19. What should you do if a person refuses to be interviewed and you can't get Last Resort information elsewhere?
 - a. Complete a Refusal Record
 - b. Print above the address label a brief description of the person and a brief explanation of why he/she would not cooperate
 - c. Enter as much information as you can, and Print "Refused" in column (9) on the List of Regular Household pages
 - d. a and c
 - e. a, b, and c

20. Which questions on the questionnaire must be filled for a vacant living quarter / dwelling unit?
- a. All the population questions
 - b. Only the housing questions
 - c. Only the double-underlined housing questions
 - d. Both the population and housing questions

SCRIPT #1	
GIVE INTRODUCTION AS WORDED ON PAGE 1 OF THE QUESTIONNAIRE AND ASK THE 3 QUESTIONS ON THE LISTING PAGE	
"Hello, my name is (<i>give your name</i>) and I'm an official census taker for the 2010 Census of Republic of [Country]. This is my identification, and here's some information about the purpose of my visit (<i>give respondent a copy of Privacy Notice</i>)	
What is the full name of the occupant who owns or rents this living quarters?	That's me, Christine Caribbean
Describe the location of this house (living quarter)?	16 West Main St.
Are there any other living quarters, occupied or vacant in this building or on this property I might have missed?	No.
ENTER THE GEOGRAPHY INFORMATION IN APPROPRIATE BLOCKS ON THE VISITATION RECORD. TAKE OUT A QUESTIONNAIRE AND BEFORE THE INTERVIEW AND COMPLETE ITEMS IN THE "COMPLETE BEFORE THE INTERVIEW" BOX ON PAGE 1 OF THE QUESTIONNAIRE. BEGIN THE INTERVIEW WITH QUESTION 1a ON PAGE 1 OF THE QUESTIONNAIRE.	
1a: Please give me the name of each person living here on Saturday, April 15, 2010 including all persons staying here who have no other home. If EVERYONE is staying here temporarily and usually lives somewhere else, give me the name of each person. Begin with the household member in whose name the home is owned, being bought, or rented. If there is no such person, start with any adult household member.	There's me and my wife, Mary.
1b: When you told me the names of persons living here on April 15, 2010, did you leave anyone out because you were not sure if the person should be listed- for example, someone temporarily away on a business trip or vacation, a newborn baby still in the hospital, or a person who stays here once in a while and has no other home?	No.
1c: When you told me the names of person(s) living here on April 15, did you include anyone even though you were not sure that the person should be listed, for example, a visitor who is staying here temporarily or a person who usually lives somewhere else?	No.
HA1. What type of building is this?	

Is it Residential, Residential and Commercial ...	It is residential only
HA2. What is the <i>main</i> material of the outer walls?	They are wood
HA3. What is the <i>main</i> material used for roofing?	Sheet metal
HA4. In which year/period was this building built?	It was constructed about 2000
HB1. What is the occupancy status of the dwelling unit?	[Occupied]
HB2. How would you describe the type of dwelling unit that your household occupies?	[Detached house]
HB3. Is this dwelling unit ... by any member of the household?	
Is it owned, rented privately ...	I own it.
HB4. Is this dwelling in need of repairs?	It could use some minor repairs
HB5. Is this dwelling insured?	Yes, I have insurance
HB6. Are the contents of this dwelling insured?	No, they aren't worth it.
HB7. Under what type of arrangement is the land occupied?	I own the land, too
HC1. What type of fuel does this household use <i>most</i> for cooking?	I use electricity
HC2. How does this household <i>usually</i> dispose of its garbage?	I take it to the dump
HC3. What is your <i>main</i> source of water supply?	The water is piped in
HC4. What is your main source of drinking water?	I buy bottled water
HC5. What type of toilet facility does this household have?	I have a flush toiler, but it goes into a septic tank
HC6. Is the toilet shared with any other household?	No, I don't share it
HC7. Are your bathing facilities indoors? 1. Yes 2. No	Yes
HC8. Are your bathing facilities shared with another Household?	No
HC9. What is the main source of lighting for this Household?	That's electric, too
HC10. How many rooms does this household unit have?	I have 5 rooms
HC11. How many bedrooms does this Household unit have?	I have 2 bedrooms
HD1. Which of these appliances or household equipment does this household have in use?	
1. Air conditioner	No

2. Refrigerator	Yes
3. Freezer	No
4. Microwave	Yes
5. Water pump	No
6. Washing machine	No
7. Clothes dryer	No
8. Dish washer	No
9. Stove (Gas/electric/solar)	Yes, it's electric
10. Water heater	Yes
11. Radio/stereo	Yes
12. Cable TV	Yes
13. Satellite TV	no
14. Television	Yes
15. DVD/MP3	No
16. Electrical generator	No
17. Fixed line telephone	No
18. Mobile/cellular phone	Yes
19. Computer	No
20. Internet access	No
INTERNATIONAL MIGRATION (EMIGRATION)	
HE1. Did anyone in this household move abroad to live between 2000 and 2010 and is still living abroad? 1. Yes 2. No	
HE2. If yes, how many males?	None
Females?	One, my daughter
Total?	
INTERNATIONAL MIGRATION (EMIGRATION)	
Person number	1
HE3. What is ... sex? 1. Male 2. Female	Female

HE4. What was ... age at time of departure? [if less than 15 yrs at time of departure skip to HE6]	She was 20
HE5. What was ... occupation at time of departure?	She was a student
HE6. What was the highest level of education reached by ... at time of departure?	She finished secondary
HE7. To which country did ... migrate?	She went to Florida
HE8. In which year did ... migrate?	2008
HE9. What was the main reason for migrating at the time of departure?	She went to study in grad school
ENVIRONMENT	
HF1. What environmental issues affect you in your home/area or community? 1. Affected 2. Concerned 3. Neither	
1. Waste disposal	I have to go to the dump, so I do worry about that
2. Water contamination	yes, that, too
3. Drainage	what's that? No, I don't worry about drainage
4. Air pollution	well, no
5. Use of pesticide	no
6. Deforestation	no
7. Destruction of mangroves	no
8. Soil erosion	no
9. Squatting	no
10. Flooding	yes, during hurricanes
11. Cell phone tower	no
12. Noise (specify) _____	not really
13. Other (specify) _____	none
14. Not stated 15. Don't know	
HF2. What is your main source of environment information?	I watch cable news a lot
HF3. Do you believe the information available in the country on the environment is sufficient or not enough?	I guess it is enough
HF4. In the last 5 years, do you believe the overall quality of the environment in the country has improved, remained much the same or worsened?	Oh, it's much worse than before
HI. Including yourself, how many members of your household own a house or other kind of dwelling unit elsewhere?	This is the only house
M1. Did any member of this HH die in last 12 months? 1. Yes 2. No	No one died
M2. How many died?	[Skip]
M3. Please tell me the sex and age of each household member who died from this household during the past 12 months:	[skip]
Age and sex (M = 1 F = 2) of person at death	[Skip]
1	
If female aged 14-49 years, did death occur while she was	[Skip]
1. Pregnancy 2. In childbirth 3. Within 6 weeks of birth	
CRIME	

Codes: 1. Murder 2. Kidnapping 3. Shooting	
4. Rape/abuse 5. Robbery 6. Wounding 7. Larceny	
8. Other (specify) _____	
CRIME 1:	
HG1. Has any member of the household been a victim of the following crime during the past 12 months?	
CRIME code from above: 1. Yes 2. No 3. don't Know 4. NS	Yes, I was robbed
HG2. Was the crime reported?	
1. Yes (skip to HG4) 2. No 3. Don't know(skip to section HH)	Yes, I reported it
HG3. If no, why was/were the crime(s) not reported?	[Skip]
1. No confidence in the administration of justice?	
2. Afraid of perpetrator 4. Not applicable 6. Not stated	
3. Not serious enough 5. Other(Specify) _____	
HG4. If yes, what was the result?	They never found the one who did it
1. Pending 2. Convicted 6. Don't know	
3. Dismissed 4. Other (specify) _____	
DEMOGRAPHIC ITEMS Person Number:	
1 What is this person's full name?	Catherine Caribbean
2 What is this person's relationship to the head of household?	[She is the head]
3 Sex Male = 1, Female = 2	[She is female]
4 Date of birth Day / Month/year	I was born January 4, 1968
5 What was this person's age at his/her last birthday?	42
6 To which ethnic group does this person belong?	I am Black African
7 What is this person's affiliation with a religion or faith?	I am Congregational
8 What is this person's marital status?	Divorced
9 What is this person's present union status?	Divorced, no man around here
10 Age at first marriage	I was 19
MIGRATION	
B1 Where was ... born? 1.In country 2. Abroad 3. Don't know	I was born here
B2 If this country, Community where mother lived	She lived here, in the capital
B3 If abroad, country of birth	[Skip]
B4 If don't know, year this person came to live in this country	[Skip]
B5 What year did ... come to this community?	[Skip]
[code 9999 if always lived here]	
B6 Where did this person last live?	I always lived here
B7 Where does this person usually live?	
1. This address 3. Abroad	I usually live right here
2. Another address in this country 4. Not stated	
B8 What is location name of this person's usual residence?	Right here
B9 Where did this person live 5 years ago?	
1. This address 3. Abroad 4. Don't know	I lived here 5 years ago, too
2. Another community in this country-specify 5. Not stated	
B10 Where did this person live 10 years ago?	I lived here 10 years ago, too
1. This address 3. Abroad-specify 4. Don't know	
2. Another community in country-specify 5. Not stated	

B11 In which country did this person last live?	I have always lived here
B12 Did this person move to that country under the Free Movement of Persons Regime? 1. Yes 2. No	[skip]
B13 Under which category did this person move? 1. Skilled National 2. Under Rights of Establishment 3. Employee of non-wage earner	[skip]
B14 Did this person's spouse move with him/her?	[skip]
B15 In what year did this person return to this country?	[skip]
B16 What was the main reason this person returned to live here? 1. Regard it as home 4. To start a business 2. Family is here 5. Retired 3. Deported 6. Homesick 7. Other (specify)	[skip]
B17 Did this person's dependents move with him/her? 1. Yes 2. No	[skip]
B18 In what month and year did this person move to stay under Free Movement of Persons Regime?	[skip]
B19 Of which countries is this person a citizen?	I am citizen of THIS country.
DISABILITY AND HEALTH	
C1 Does this person have difficulty -- Answer: 1. No difficulty 2. Some difficulty, 3. Yes-lots of difficulty 4. Cannot do (it) at all	
1. Seeing (even with glasses)	I wear glasses
2. Hearing (even with hearing aid)	No hearing problems
3. Walking or climbing stairs	no
4. Remembering or concentrating	no
5. Upper body functions	no
6. Communicating and speaking	no
C2 What is the origin of this person's disability? Answer: 1. From birth 2. Illness 3. Accident 4. Other (specify) 5. Don't know	
1. Seeing (even with glasses)	My eyes just got bad
2. Hearing (even with hearing aid)	
3. Walking or climbing stairs	
4. Remembering or concentrating	
5. Upper body functions	
6. Communicating and speaking	
C3. Is this person required to use any of the following aids?	No, I don't use any of those
1. Wheelchair 6. Braille	
2. Cane 7. Adapted car	
3. Prosthesis/artificial body part 8. Other (specify)_____	
4. Crutches 9. None	
5. Orthopedic shoes 10. Don't know	
C4 Does this person have any of the following illnesses?	Yes, I have some arthritis

1. Arthritis	8. Glaucoma	
2. Kidney disease	9. Cancer	
3. Asthma	10. Heart diseases	
4. Diabetes	11. Lupus	
5. Hypertension	12. HIV/AIDS	
6. Sickle cell	13. Carpal tunnel syndrome	
7. Anemia	14. Other (specify) _____	
C5. Is this person covered by insurance (health, life, etc)?		Yes, I have insurance
C6. If yes, which of the following insurance?		It is the National Insurance
EDUCATION AND TRAINING		
D1. Is this person currently attending an education institution?		No
D2. If yes, what type of Educational institution is ... attending?		[Skip]
D3. What is the highest level of education ... has attained?		I finished Secondary school
D4. What is the highest examination this person ever passed?		I got a high school certificate
TRAINING		
D5. Has ... ever received or attempted any training or is ... currently being trained to fit for employment, occupation, or profession? 1. Yes 2. No		Yes
D6 If yes, which category of training?		
Did you complete the training, partial complete...?		I completed the training
D7. What is the field for which the highest level of training was completed, tried or is undergoing?		Computer tech, I do keying
D8. What was the main method used by ... to train in this field? Was it on the job, private study, apprentice ...?		It was on the job training.
D9. How long was the period of ...'s highest level training?		The training lasted three months
D10. What type of qualification or certification did ... receive on completion of the training at the highest level?		They gave me a certificate for the wall
D11. Is ...'s recent training related to the present job? 1. Yes 2. No		Yes ... I use the training every day.
ECONOMIC ACTIVITY [Persons 15 years and over]		
E1. What did ... do mostly during the past week?		I was working all week
E2 What type of worker status applies to ...? Were you a government employee, private ?		I work for a private company.
E3. What kind of main work was ... doing during the past week?		I am a computer keyer ... I key employment records
E4. What was the main business carried out at ...'s work?		It's a computer services company
E5. How many hours did .. Work during the past week?		I worked 40 hours last week
E6. Where is ...'s place of work?		It is downtown, on the main plaza
E7. What is the name and address of the work place?		1 Central Plaza
E8. What did ... do most during the past 12 months?		I worked there for the last 3 years
E9. For how many months did ... work during the past 12 months?		I worked all year -- 12 months
E10 How often does ... get paid from main job?		I get paid twice a month
E11 What was ...'s pay/income during the last pay period from the main job?		I got \$1000 in my last paid check
SKIP to F -- Access to Internet		
E12. What steps did ... take to look for work?		[Skip]

1. Direct application (letters, application forms)	
2. Checking at work sites, factory gates etc.	
3. Seeking assistance from friends	
4. Registered at private/public employment exchange	
5. Other(specify)_____ 6. Not stated	
F. ACCESS TO THE INTERNET	
F1. Has ... had access to the internet in last 3 months?	Yes, I use it at work.
F2. If yes, how did ... access internet?	[Click "at work", don't ask the question]
G. LOCATION ON CENSUS NIGHT	
G1. Where did ... spend census night?	I was here.
H SOURCES OF LIVELIHOOD	
What are ...'s sources of livelihood? [check all that apply]	
1. Pension (local)	No, I am working still
2. Pension (overseas)	No
3. Investment	No
4. Remittances (overseas) in cash or kind	My daughter sends me a little sometimes
5. Savings/interest on savings	no
6. Employment	Yes, I work
7. Disability benefits	no
8. Unemployment benefits	no
9. Social security benefits	no
10. Other public assistance	no
11. Support from friends/relatives (local) in cash or kind	no
12. Support from friends/relatives (overseas) in cash or kind	yes, my daughter
13. Spouse/partner support in cash or kind	no
14. Children support in cash or kind	yes, my daughter
15. Parent(s) support in cash or kind	no
16. Guardian(s) support in cash or kind	no
17. Backyard farming in cash or kind	no
18. Other(specify)_____	no
19. Not stated	
I FERTILITY [Females 14 years and over]	
I1 How many live born children has ... ever had?	I have that one daughter in Florida
I2 How many of these children are still alive?	she is still alive
I3. How old was ... when she had her first birth?	I was 23
I4. How old was ... when she had her last birth?	Same, 23 .. I only had the one
I5. What was the date of birth of the last child born alive to ...?	September 29, 1971
I6. How many live births did ... have in last 12 months?	None
I7. How many children born in last 12 months died?	[Skip]
I8. What age of children dying in last 12 months?	[Skip]