

CENSUS INTERVIEWER'S MANUAL

SAVVY

Sample Vital Registration with Verbal Autopsy



MEASURE Evaluation
U.S. Census Bureau

Census Interviewer's Manual

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Sample Vital Registration with Verbal Autopsy



U S C E N S U S B U R E A U

Helping You Make Informed Decisions

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Cover

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LIST OF ACRONYMS

AA	assignment area
AIDS	acquired immunodeficiency syndrome
ANC	antenatal care
CSC	census supervisor coordinator
CSPro	Census and Survey Processing System (software)
DSS	demographic surveillance system
HIV	human immunodeficiency virus
HU	housing unit
ICD, ICD-10	<i>International Statistical Classification of Diseases and Related Health Problems</i> , second edition, 10th revision
ID	identification
KI	key informant
MCH	maternal-child health
MSS	mortality surveillance system
OJT	on-the-job training
QA	quality assurance
SA	supervisory area
SAVVY	Sample Vital Registration with Verbal Autopsy
SBS	SAVVY budget spreadsheet
TB	tuberculosis
TBA	traditional birth attendant
TT	tetanus toxoid
USAID	U.S. Agency for International Development
VA	verbal autopsy
VAI	verbal autopsy interviewer
WHO	World Health Organization

This series of SAVVY mortality surveillance system manuals, guides, and other documents is available at the MEASURE Evaluation Web site at:

<http://www.cpc.unc.edu/measure/leadership/savvy.html>

*Sample Vital Registration with Verbal Autopsy
(SAVVY): An Overview*

Central office manuals:

Data Processing Manager's Manual, including
SAVVY Data System software
SAVVY Budget Manual, including SAVVY
Budget Template software
Verbal Autopsy Certifier and Coder's Manual

Field office manuals:

Field Office Manager's Manual
Census Interviewer's Manual
Census Supervisor Coordinator's Manual
Census Supervisor's Manual
Census Update Interviewer's Manual
Key Informant's Manual
Verbal Autopsy Interviewer's Manual
Verbal Autopsy Supervisor's Manual

Training guides and materials:

Census Interviewer Training Guide
Census Interviewer's Workbook
Census Supervisor Training Guide
Census Update Interviewer Training Guide
Census Update Interviewer's Workbook
Key Informant Training Guide
Verbal Autopsy Interviewer Training Guide
Verbal Autopsy Supervisor Training Guide

SAVVY methods for verbal autopsy (including forms, certification, and cause of death assignment and coding) have been developed in collaboration with the World Health Organization (WHO). The WHO publication *Verbal Autopsy Standards: Ascertaining and Attributing Cause of Death* is an essential resource for the application of SAVVY methods.

SAVVY stands for “**S**Ample **V**ital registration with **V**erbal autops**Y**.” SAVVY is a library of best practice methods for improving the quality of vital statistics where high coverage of civil registration and/or good cause of death data are not available. SAVVY is not a substitute for universal civil registration. Its components can, however, fill short- to medium-term needs for critical information on births, deaths, and cause of death at the population level.

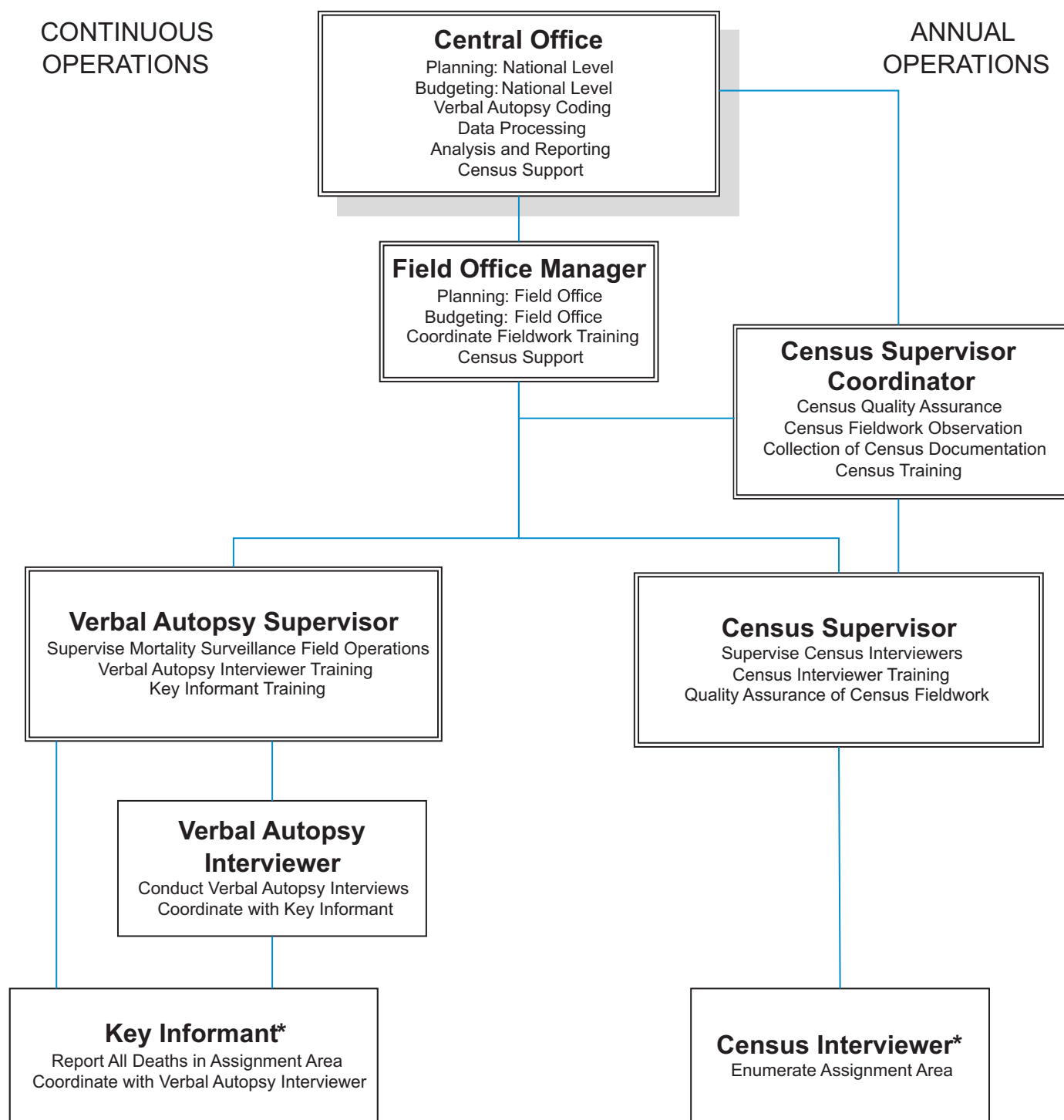
SAVVY can be implemented in many ways. It is not always necessary to implement SAVVY as a complete system. There are many circumstances in which various SAVVY methods might be effectively implemented. One option is to adapt specific modules and manuals in order to attain rapid cause-specific mortality estimates as part of a stand-alone data collection exercise, such as a survey. Another potential use of SAVVY methodologies is to augment existing facility-based or administrative data sources. SAVVY methods are integrated into the Health Metrics Network’s vision of “stepping stones” to better vital events monitoring, and are entirely harmonized to the World Health Organization (WHO) International Classification of Diseases (ICD).

The remainder of this chapter will describe the structure of a complete SAVVY system, as part of a long-term strategy to attain universal vital registration and the proper medical certification of deaths. When implemented as a complete system, SAVVY can serve to provide nationally representative information about levels and causes of death, as well as generate many other socio-demographic indicators.

SAVVY includes resources to implement the following:

- ✧ **Demographic surveillance system (DSS)** — DSS is a complete and continuous enumeration of births, deaths, and migration in a geographically defined population.
- ✧ **Mortality surveillance system (MSS)** — MSS consists of the active reporting of deaths in a geographically defined population. Verbal autopsy (VA) interviews are used to determine the probable causes of death.

Organizational Chart of the Full SAVVY System



*If possible, these roles should be filled by a single individual.

- ✦ **Death certification and ICD coding —** Death certification and ICD coding involves application of the tenth revision of ICD and WHO-approved procedures to certify deaths from verbal autopsy interviews and assign a probable cause of death.
- ✦ **Nested surveys —** Nested surveys consist of focused sets of questions and are included in the census update rounds. Examples include surveys on poverty monitoring, reproductive health, health service coverage, and environmental and behavioral risk factors.

In establishing a full SAVVY system, the first step is to select and define representative sample areas. Then a complete baseline census is conducted of all households and residents in those areas. The census information on the residents of each sample area is updated annually.

Following the baseline census and continuously thereafter, a local key informant (KI) notifies a verbal autopsy interviewer (VAI) of all deaths occurring in the KI's assigned area. The VAI then conducts a verbal autopsy interview at the household where that death occurred. This information is used later to determine the most likely cause of death.

The SAVVY system field operational structure will depend on the sample selection, as well as the availability of local resources and logistical support. The diagram on page 2 provides a general outline of the field operations in a prototypical SAVVY system.

Most of the people who work to implement SAVVY are selected with community input and participation. Ensuring the success and sustainability of SAVVY, and the use of the information it generates, depends upon fostering participation and ownership from the community to the national levels.

Demographic surveillance is designed to collect accurate demographic data for the SAVVY system. The initial step is to conduct a baseline census for the areas within the SAVVY system. During the census, information is collected on age, sex, marital status, and educational attainment for people living within the SAVVY area. Information is also collected about family structures and other socioeconomic characteristics. Typically, interviewers who live within

the community collect the census data and the data are updated annually. The data collected in the SAVVY censuses are used to calculate many indicators. The census data provide accurate population denominators for calculating rates (e.g., mortality rates). The census data also provide a sampling frame for supplementary surveys that are nested within the system.

MORTALITY SURVEILLANCE WITH VERBAL AUTOPSY

Mortality surveillance is designed to produce accurate community-based information on the levels and causes of death. Mortality surveillance involves continuously and actively identifying all deaths that take place in sample areas soon after they happen. Verbal autopsy interviewers visit households where deaths have occurred and interview relatives or caregivers using the SAVVY VA forms. Once completed, these forms are used to determine probable causes of death.

The data collected by SAVVY mortality surveillance techniques are used to calculate many indicators. Among the most important are mortality by age, sex, and specific causes of death. This information can be used at many levels of the health system for planning, reporting, monitoring, evaluating, and priority setting.

The information collected through SAVVY is generally not available from any other source or on an annual basis. Complete coverage and participation by all communities and the individuals residing in sample areas is extremely important.

WHAT IS VERBAL AUTOPSY?

Verbal autopsy, or VA, is a questionnaire administered to caregivers or family members of deceased persons to elicit signs and symptoms and their durations, and other pertinent information about the decedent in the period before death. SAVVY uses international standards for verbal autopsy forms, death certification and ICD coding procedures developed in collaboration with WHO, the Health Metrics Network, and other stakeholders. Separate verbal autopsy forms are used for the following age groups:

- perinatal and neonatal mortality (death of a child under four weeks);
- post-neonatal child mortality (age four weeks to 14 years); and
- adult mortality (age 15 years and over).

All forms used to conduct these interviews include an open narrative section and a structured symptom duration checklist. There are also questions about the health and status of mothers (in the case of perinatal, neonatal, and child deaths), and questions that specifically relate to all women (15 years of age or older). Additional information is collected about previously diagnosed conditions, medications used, health services used, place of death, and behavioral and environmental risk factors. After the administration of the VA interview, a panel of physicians reviews the forms and assigns a probable cause of death using a method that conforms to international convention.

The purpose of VA is to describe the cause structure of mortality at the community or population level where no better alternative sources exist. VA is not intended to diagnose cause of death at the individual level. While VA has some serious limitations, the shortcomings of the tool are known and quantifiable. These deficiencies, however, should not prevent countries requiring information on causes of death from benefiting from the use of VA when no practical alternative for obtaining these data exist.

The SAVVY Resource Kit has been completely harmonized with WHO recommended tools and procedures. It is understood that there will be a need to carry out a small degree of local adaptation to these materials in each country setting in which they are applied. Certain applications of verbal autopsy may benefit from a shortened or condensed version of the standard WHO VA forms, for example to reduce the amount of paper required. An alternative layout, containing the same questions and content as the standard WHO VA forms, has been designed. Each of these forms fits onto four sides of A4 paper. These forms are available upon request.

This manual is intended to provide census interviewers with a complete description of their roles and responsibilities. The manual is to be used as a training and reference guide during census interviewers' work within their assignment area. The manual provides guidelines for canvassing assignment areas, reading and updating the assignment area map, completing the address listing book, and completing the SAVVY census questionnaire. The manual also provides guidelines on interview instructions, unusual or difficult situations, and how to turn in completed work to a supervisor.

ABOUT THIS MANUAL

Additionally, this manual serves as a reference for those who work with and supervise census interviewers, including supervisors and census supervisor coordinators.

IMPORTANCE OF THE SAVVY CENSUS DATA

A census is a complete count of all the persons in an area. In the SAVVY system, a census will be conducted every year in the selected sample areas. It is important to know the size and characteristics of the population in the sample areas in comparison to the deaths that occur in these areas over time. This information will help officials target programs to address the leading causes of death in the different communities that exist throughout the country. The information that will be collected with the SAVVY system is not available from any other source, so participation by all persons in the sample areas is extremely important.

Responsibilities of the SAVVY Census Interviewer

At the end of this chapter, you should know your responsibilities as a SAVVY census interviewer. You will be familiar with the census interviewer materials and your duties. You will understand the importance of keeping data confidential and the consequences of falsifying data.

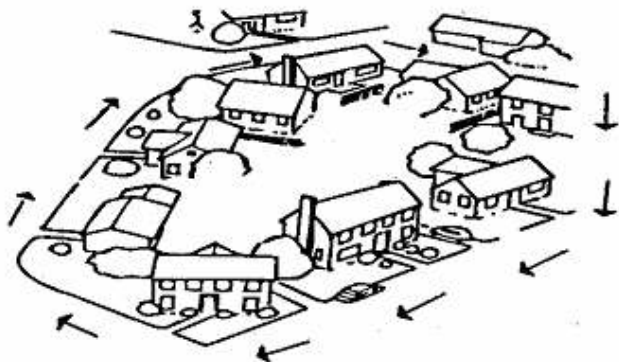
As an interviewer for the SAVVY census, you will represent the SAVVY system to people in your assigned sample area. You will be provided with credentials that will show that you are an official interviewer for the SAVVY system. This responsibility includes explaining the purpose of the SAVVY system to people in your sample area, clarifying how they can help ensure that complete and accurate information is collected, and showing why their participation is so important. You are responsible for collecting complete and accurate information in your assigned sample area, also called your assignment area (AA).

THE CENSUS INTERVIEWER'S RESPONSIBILITIES

These are your basic tasks as a SAVVY census interviewer. More detailed information on each item is available later in this manual.

WHAT CENSUS INTERVIEWERS DO

- ✘ Identify your assigned sample area or assignment area.
- ✘ Check the boundaries of your AA, using your AA map.
- ✘ Travel around each block or area in your AA until the entire area has been covered (as indicated in the illustration at right).
- ✘ Make corrections to your AA map as needed.
- ✘ List the location of each building, housing unit, and household in your AA.
- ✘ Mark the location of each building and housing unit on your AA map.
- ✘ Knock on each door to see if anyone currently lives there.



- ✘ Complete a SAVVY census questionnaire for each household, vacant housing unit, business, and institution in your AA.
- ✘ Report your progress and turn in completed work to your supervisor.

CENSUS INTERVIEWER MATERIALS

You will be provided with the materials listed below. They will help you complete your duties. Please have these materials with you when you are working. Keep them in a safe place when you are not working. You may not be able to complete your work if these items are lost or damaged:

- ✘ interviewer identification card (be sure to wear it where it can be seen)
- ✘ address listing book
- ✘ assignment area map
- ✘ map sketch sheet (see Appendix D)
- ✘ SAVVY Census Household Questionnaire (see Forms)
- ✘ household return-visit form (see Appendix E)
- ✘ SAVVY system information letter (see Appendix F)
- ✘ *Census Interviewer's Manual* (this manual)
- ✘ historical calendar (see Appendix G)
- ✘ pencils and pens
- ✘ portfolio (satchel)

Check these materials when you receive them. If anything is missing or defective, notify your supervisor immediately.

The **address listing book** is used to list all the businesses, institutions, vacant housing units, and households in your assignment area. Be sure that you cover your entire AA and knock on every door. People can live in unlikely places, such as a guard who lives in a warehouse or a person living in a temporary shelter made from scrap materials.

The **assignment area map** is used to locate your assignment area, identify the boundaries of your AA, and note the location of the buildings and housing units.

The **map sketch sheet** is used to draw detailed sketches of roads, railways, footpaths, streams or other important features missing from your assignment area map. Use this when there is not enough room to make changes directly onto your AA map.

The **SAVVY Census Household Questionnaire** is the baseline form used to record basic information about households, vacant housing units, and businesses or institutions in your AA.

The **SAVVY return-visit form** (shown in Appendix E) is completed and left at a household if there is no one at home when you visit. It tells the occupants of the household or business owners why you were there and when they can expect you to return.

The **SAVVY system information letter** (in Appendix F) provides households and businesses with an overview of the SAVVY program. It also tells households how to contact their key informant if there is a death in their household.

The **historical calendar** (in Appendix G) lists dates of locally known events. This helps persons determine an approximate age when a date of birth is unknown.

You must not reveal SAVVY census information to anyone not working with the SAVVY system. Never reveal any information about a particular person or household, except to your supervisor. This rule encourages respondents to participate in the SAVVY census because they understand that their personal information will remain confidential.

CONFIDENTIALITY

Your job will not always be easy. There may be times when your progress is slow, even though you want to do a good job and keep on schedule. However, you must not complete questions or questionnaires on your own, outside of recording answers that are given by an appropriate respondent in an interview. You must not submit falsified work to your supervisor under any circumstances. The data you collect will be of no value if they are not accurate.

FALSIFICATION OF DATA

There will be numerous quality assurance checks on the data. This means that your supervisor will be reviewing your work and will revisit households in your assignment area to check the data that you have collected. If any work you submit has been falsified, you may be dismissed from your job. This action may also affect your chances for future employment.

Traveling within Your Assignment Area

3

At the end of this chapter, you will understand the best ways to travel within your assignment (canvassing) area. You will learn to locate the boundaries of your assignment area (AA) and the proper methods for traveling roads to make sure that you do not miss any buildings or housing units. You will be able to identify a housing unit correctly and learn how to search for housing units that may be difficult to find.

Your assignment area map will contain your AA within marked boundaries as well as road names, features such as rivers or mountains, any identifying structures such as churches or schools, and surrounding areas. This should help you to locate the exact boundaries of your AA.

At the end of your census interviewer training, your supervisor will help you to identify the boundaries of your assignment area using your AA map. When you arrive in your assignment area to begin work, you should first verify the boundaries of your AA using your map and information provided by your supervisor. Walk the boundaries of your AA to familiarize yourself with buildings and households that are inside your AA and those that are nearby but outside the boundaries of your AA. You should only count the households inside your AA. If you have any questions about the boundaries of your AA or whether a particular building or household should be counted in the AA, ask your supervisor.

To canvass well, you must understand what “canvassing” is. You must also know the definition of “block” and “assignment area.”

“**Canvassing**” means traveling all roads and paths in your AA in an orderly manner. Your purpose is to identify completely every building or structure in your AA. You should pay special attention to all places where people live or could live. Proper planning is essential to ensure that you completely cover your area and will prevent you from having to travel back and forth over long distances to complete interviews. During canvassing, you will be listing all

LOCATING YOUR ASSIGNMENT AREA

LOCATING BOUNDARIES OF YOUR ASSIGNMENT AREA

HOW TO CANVASS AN ASSIGNMENT AREA

buildings, housing units, and households in your address listing book. You will interview all housing units and businesses in your assignment area and complete a SAVVY census questionnaire for each household, vacant housing unit, business, or institution.

An “**assignment area**” or “**AA**” is an area established for information collection purposes. The size of the AA is equal to the area that one interviewer can cover during the interview period, typically about 100 households. Assignment areas can be divided up into smaller areas called “**blocks**” or “**areas**.” A “**block**” or “**area**” is a section of your AA surrounded by such visible features as roads, railroad tracks, or rivers.

You must stop at **every structure or building** to check for living quarters. A “**structure**” is any place constructed for use by people. It usually will have four walls and a roof. It may be a place of business, a church, an institution, or a home. Other structures might include a converted or in-use barn, an old bus or railway car made into a dwelling, a tent, or a houseboat.

“**Living quarters**” is a general term that refers to places where people live or stay, or could live or stay. Normally, this will refer to houses and apartments, however it will also include any place that is occupied by persons who intend to stay there for the foreseeable future. For example, if people are living in a tent while building a more permanent home with plans to stay in the tent until the home is ready, then the tent is a living quarters. However, if people are temporarily staying at a place, such as vendors who spend the night at the marketplace, then this temporary place is not a living quarters.

A “**housing unit**” is any living quarters (such as a single family home, apartment, group of rooms, or a single room) that is occupied or intended for occupation as a “separate” living quarters. Every housing unit must have “direct access.”

“**Direct access**” means that the entrance to the living quarters is directly from the outside of the building or through a common hall, such as in an apartment building. Direct access refers to how you enter or leave your living quarters. If you must go through someone else’s living quarters to get to your living quarters, you do not have direct access.

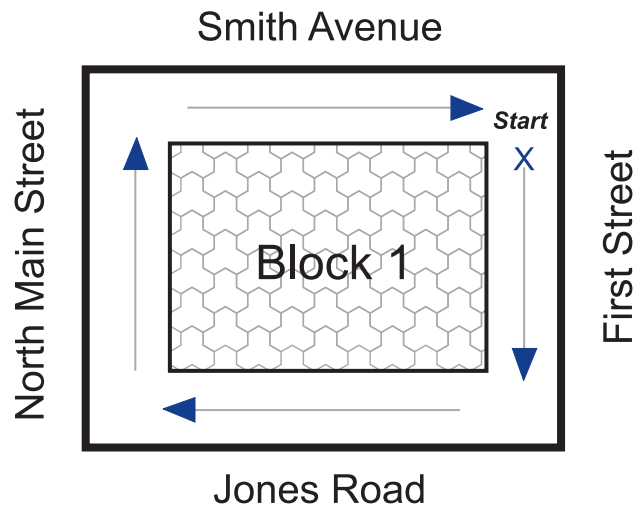
A “**household**” can be a person or group of people sharing food and other essentials for living. The group may have a common budget, be related or unrelated, or be a combination of related and unrelated persons. There may be more than one household sharing a housing unit. You will complete a separate questionnaire for each household.

A “**group quarters**” is a place intended for use by many people who receive services or have a common purpose, usually with common facilities such as cooking or bathing facilities that are shared by residents. Types of group quarters include school dormitories, nursing homes, jails, hospitals, and hotels. Residents or guests at these group quarters are not counted in the SAVVY census. However, you must complete a questionnaire for the institution itself.

There may also be people who permanently live either in the building or on the grounds of the group quarters but who are not residents or guests. These could be people who work at the group quarters or simply live in separate housing units owned by the group quarters. Since these people are not residents or guests of the group quarters, they should be counted as part of the SAVVY census and interviewed on separate questionnaires.

The path you take while canvassing is critical. Your success in locating all places and persons in your AA is related to the logical coverage of your AA.

- ❖ You should not walk back and forth across streets and paths when interviewing people in households because it is easy to skip a building or household.
- ❖ An easy rule to follow is to always completely cover the right-hand side of each path or road as you walk. Turn to your right, if possible, when you reach an intersection with another path or road. If it is not possible to turn right when you reach the end of a street or path, then turn around and cover the opposite side of the path or street, which would now be on your right-hand side.
- ❖ Completely finish canvassing an area or block of your assignment area before beginning the next block. This will ensure complete coverage of your assignment area and will prevent you from having to travel long distances to interview households that you may have skipped.
- ❖ The illustration at right is an example of how you should canvass a block. Start near the “X” at the corner of Smith Avenue and First Street. Canvass along First Street (listing buildings and conducting interviews along the



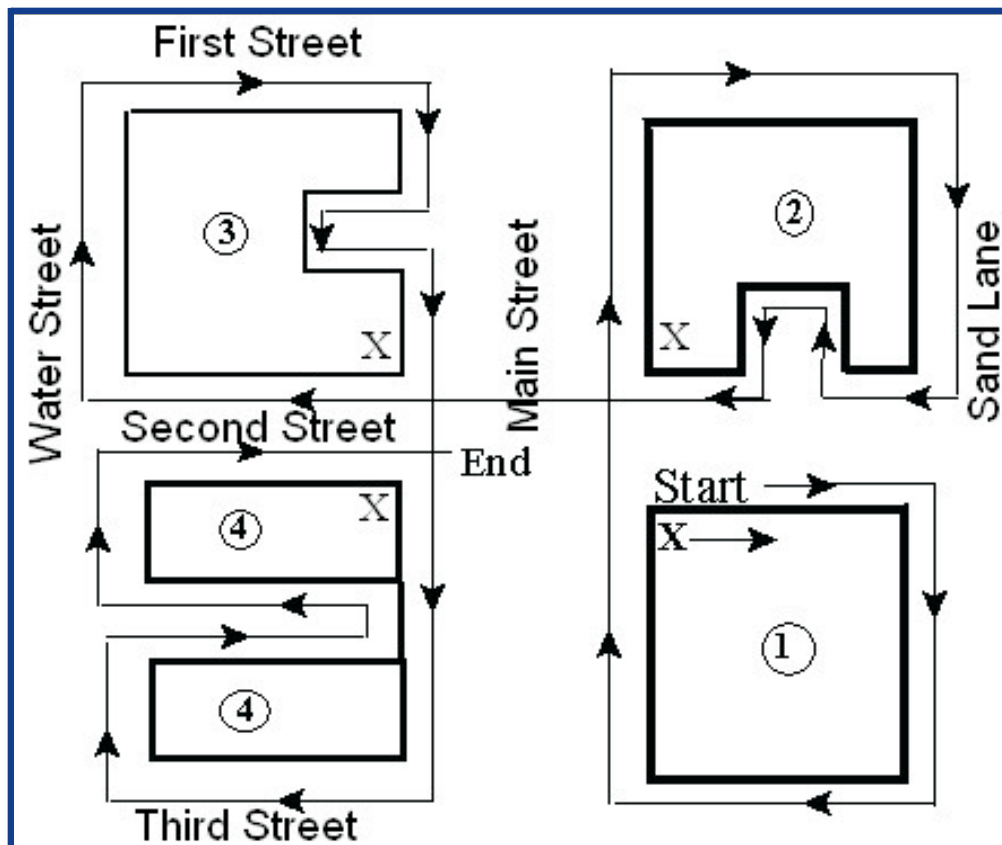
right hand side of First Street) until you reach Jones Road. Then turn right on Jones Road, canvassing along it, and turn right on North Main Street. Continue around the block until you are back at the starting point, the intersection of Smith Avenue and First Street. You should always turn to the right or move in a clockwise direction — in the same direction that the hands of a clock move.

Follow these steps when you canvass:

- ✦ Study your AA map before canvassing in order to become familiar with the AA boundaries. You should also study your map legend, directional arrow, and map scale, if present (see Chapter 4 for more information on reading maps).
- ✦ Walk around your AA to identify the boundaries. If you have any problem identifying the boundaries or have any questions on what buildings are located in your AA, ask your supervisor for help.
- ✦ With your supervisor, divide your AA into blocks or areas. Blocks or areas should have visual physical boundaries. In rural areas these boundaries may include streams, rivers, footpaths, wooded areas, or fences. Decide the order in which you will cover the AA blocks or areas by placing a number in each block. Number the areas in the order you plan to canvass them, beginning with a “1” for the first area. Place an “X” at an appropriate starting point for each block or area.
- ✦ Completely canvass one block or area before going to the next one. Canvass each block in order; according to the number you assigned each block or area. Start at the “X” in each area. In the illustration on the next page, you would begin at the corner of Second and Main Streets at the “X” in the block where the “1” is noted. You would walk along Second Street, canvassing on your right, until you came to the corner of Second Street and Sand Lane. Then you would turn right onto Sand Lane and canvass the buildings on the right. You would then canvass the right side of Third Street, turn at the corner of Third and Main streets, and canvass the right side of Main Street. When you reach the corner of Main and Second streets you are back where you started on

block 1. You would then circle the “1” on block 1 to note that it has been completely covered and move to the “X” in block 2. You would continue canvassing the right side of the road on each block as shown by the directional arrows in the illustration.

- ✦ Canvass each area in a clockwise direction. This means that you will always turn to your right whenever you are able.
- ✦ Always stay to your right at each intersection. Be sure to follow every street, road, or path to the right until you have completely circled an area or until you come to the end of the road or the boundary of your AA.
- ✦ Knock on doors only on the right side of the street or path that you are walking along. Always stay within the boundaries of your assignment area.
- ✦ When you come to the end of a road, path, alley, etc., turn around and canvass the other side, now on your right (see block numbers 2, 3, and 4 in the illustration).

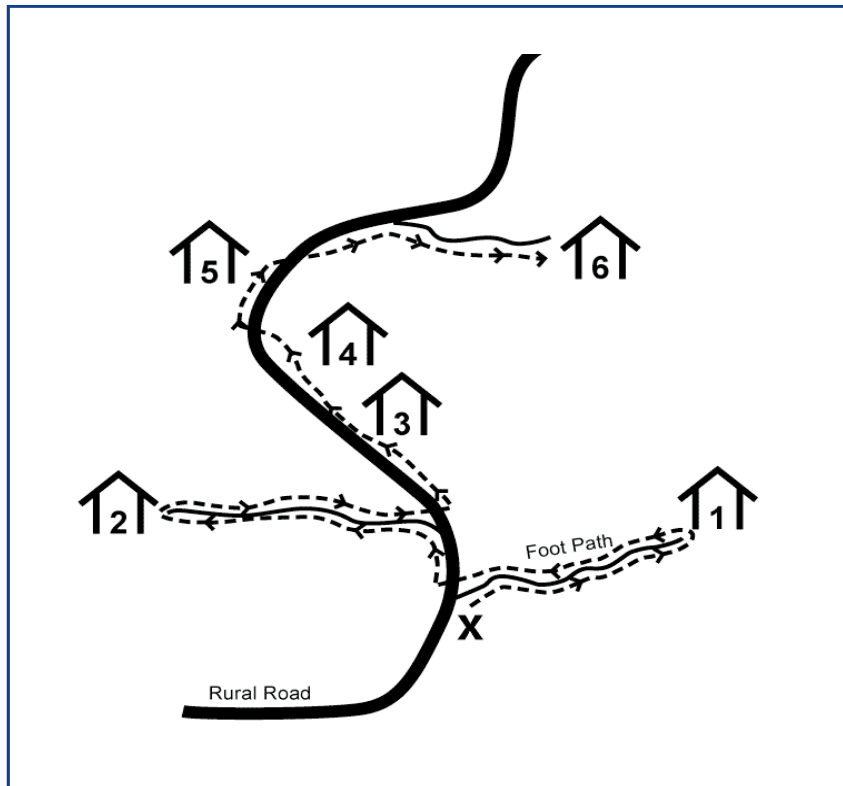


- ✘ You may also have a situation in a village where there is only one street and the buildings stop at the edge of the village but the road or path continues for a long time without any buildings at all. In that situation, when you reach the end of the buildings, you will stop, turn around, and then canvass all buildings on the opposite side of the street.
- ✘ Make corrections and additions to your AA map as needed (see Chapter 4).
- ✘ When you are finished canvassing an area, somehow indicate that fact on the map. A circle around the area number works well. This will help you keep track of your progress.
- ✘ After you have completely canvassed one area, move on to the next one as indicated by the numbers you assigned to each area.
- ✘ Mark your AA map with pencil each night when you finish canvassing, so that you know where to begin work the next day.

CANVASSING BOTH SIDES OF THE ROAD OR PATH

At times, your supervisor may tell you to canvass and list both sides of a path at the same time. This will occur in rural areas with few living quarters that are spread out along a single path. Follow the canvassing rules as much as possible and plan a path that will take you by all the living quarters in the area. Be sure to stay within the boundaries of your assignment area at all times.

The illustration on the next page shows a situation where there is a rural road with few housing units. In this situation, your supervisor may advise you to canvass both sides of the road, since the housing units are spread out and there is little chance that you will accidentally skip a housing unit. You would start canvassing at the “X” shown in the illustration. When you come to the footpath on the right, you would follow it to housing unit 1. Then you would go back to the main road where you would encounter a footpath to the left, which you would follow to housing unit 2. When you return to the main road, you would quickly find housing units 3 and 4. Then you would cross the road and capture housing unit 5 before taking the footpath to housing unit 6.



Do not canvass both sides of a road at the same time unless you have discussed this with your supervisor. Crossing back and forth across a road can cause you to skip a building or housing unit accidentally. The canvassing guidelines help ensure that you cover your entire assignment area in a systematic and efficient manner.

A housing unit is a separate living quarters usually intended for occupancy by a single household, such as an apartment or house. Housing units may be occupied or vacant. A housing unit may also be a structure that is not intended for use as living quarters but is occupied by a household — for example, a family or person permanently living in a tent or in a small room in the back of a store.

Each housing unit should be listed in the address listing book, whether it is occupied or vacant. A housing unit may be listed in the address listing book more than once if it contains more than one household. A “household” is a person or group of persons who make common provision for food and other essentials. There can be two households in one housing unit, meaning there are two separate groups living independently in one housing unit.

RULES FOR IDENTIFYING A HOUSING UNIT

If there are two households in a building, how do you know if they are living in the same housing unit or separate housing units? The key to answering this question is to look at who has direct access. Direct access means that the entrance to the housing unit must be directly from the outside or through a common hall, as in an apartment building. Direct access refers to how residents get to their housing units.

If there are two families that report that they live separately in one housing unit, you should ask how each family gets to its room or rooms from outside the housing unit. If a family must go through the other family's living area, then that family does not have direct access to the outside and is not in a separate housing unit. This would be an example of one housing unit that contains two households.

If there is more than one household in a single housing unit, each household is listed on a separate line in the address listing book. A separate questionnaire is used for each household.

Remember to check for housing units and households living on the grounds of an institution, living in camps, or living in or around businesses. You will list these housing units and/or households in the address listing book and interview them on a separate SAVVY census questionnaire. For example, there could be a separate and independent house intended for the director and his family on the grounds of a hospital. This house should be counted as a housing unit, even if it is vacant and a separate questionnaire must be completed for the vacant housing unit.

BUILDINGS UNDER CONSTRUCTION

If there is a structure in your assignment area that seems to be under construction, try to find out which of the following applies:

- ✘ The building under construction is for a single household. Ask if there will be any separate housing units, such as a basement apartment or structure behind the dwelling. If appropriate, ask what the address will be when the structure is completed. You will enter this housing unit in the address listing book.
- ✘ The construction is for a business, school, hospital, or other type of non-residential use. Ask the name of the business or institution and enter it in the address listing book. Ask if there will be any housing units, such as an apartment for a building manager. Enter each housing unit on a separate line in the address listing book.

- ✘ The construction is for a multi-unit building. Ask the name of the apartment complex and the number of units being constructed. You will enter each separate apartment and its location on a separate line in the address listing book, since each apartment will be a separate housing unit.
- ✘ The building under construction is intended for use as a group residence. These are usually referred to as institutions and are places that provide special services to the residents, such as a home for the elderly or handicapped, an orphanage, a jail, or a dormitory for students or migrant workers. Ask the name of the facility and enter it in the address listing book. Ask if there will be any housing units included, such as an apartment for the institution's staff. Enter each housing unit on a separate line in the address listing book. These households are part of the SAVVY census. People who are institutional residents, however, are not considered part of the SAVVY census and are not interviewed.

If a structure appears to be condemned or is “open to the elements,” meaning that it lacks a wall or roof, but has evidence of habitation (such as clothing or food items) conduct an interview with a knowledgeable person to determine if anyone is living there. If it is occupied, add the place as a housing unit in the address listing book. If it is not occupied, you do not need to list it in your address listing book.

When you canvass a block or area, look for indications of living quarters. Your job is to list every building and housing unit, and interview every household, so you need to look for every place where people live or could live.

In addition to asking residents about additional living quarters, here are some things to look for:

- ✘ extra electric or telephone connections
- ✘ stairs leading to a basement or attic apartments
- ✘ living quarters within, over, or behind stores, churches, etc.
- ✘ commercial buildings converted into apartments

**BUILDINGS NOT
INTENDED FOR
HABITATION THAT ARE
INHABITED**

**LOOKING FOR HIDDEN
LIVING QUARTERS**

- ✖ extra driveways, garages, or entrances to the home
- ✖ extra cars parked in back alley entrances to private homes or buildings
- ✖ alleys and walks around homes and buildings leading to side entrances
- ✖ factory lofts and old garages used as living quarters
- ✖ separate servants quarters behind the house
- ✖ buildings being constructed (workers may live on-site)

In rural areas, investigate paths with evidence of car, animal, or foot traffic. These paths may lead to housing units that are not visible from the main road. Speak with residents or local leaders to find out if there are any hidden housing units in the area.

WHEN A ROAD SEGMENT HAS NO BUILDING

Travel around every road or segment of road unless it obviously contains no buildings because the adjacent land is a vacant lot, park, farmland, etc.

Never assume that an area, road, or footpath contains no buildings. You are required to cover all areas in your assignment area. Ask a knowledgeable respondent about buildings that may be located in areas that seem deserted.

For an entire road without buildings of any kind, do not make any entries in the address listing book.

EXAMPLES OF CANVASSING SITUATIONS – RURAL AREAS AND WATERCRAFT

Canvassing, if properly conducted, involves a careful search for housing units in unusual places, such as behind other housing units, at the end of an unmarked path in a rural area, or in a hidden alley in urban AAs. It also means searching for living quarters in a converted chicken house built of scrap material, a converted or in-use barn, an old bus or railway car made into a dwelling, an apartment in back of or over a store, a tent, or a houseboat or other watercraft. It may be useful to enlist the help of healthcare workers, police officials, or social service providers in order to identify places where housing units are difficult to find. If it is unclear whether a footpath or lane will lead to a housing unit, ask a knowledgeable respondent close to the footpath or lane if there are any housing units on the footpath.

It is necessary for the census interviewer to be on the lookout for new streets, roads or paths leading to housing units. One small lane with three or four housing units missed in an AA will make quite a difference in the population counts.

There may be persons living on watercraft within your AA. There are two types of people living on watercraft that will be enumerated for the SAVVY census. The first group comprises persons whose homes are on boats moored along rivers or in harbors. Ask members of the boating community to help point out where such craft are located.

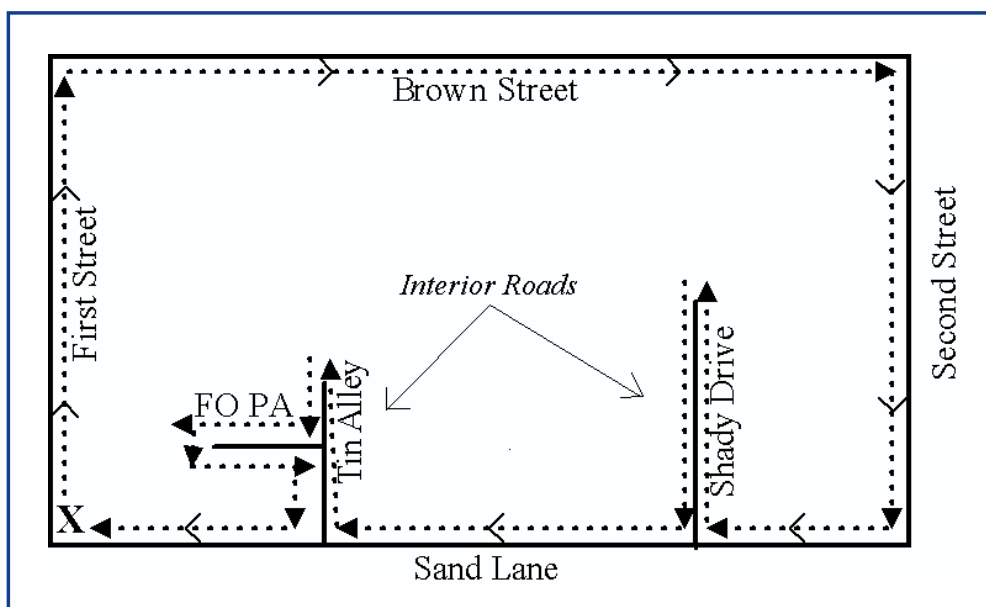
The second group comprises persons who are officers or crewmembers of a merchant vessel engaged in coastwise, inter-coastal, or foreign transportation. This person is counted at the residence where he or she stays most of the time, similar to the case of a commuter or transportation worker who lives away part of the time while working.

Naval officers or people assigned to a naval vessel are counted at their regular housing unit located off ship or off base. They would only be counted on base if they were living on base in a permanent, family style residence, not a barracks.

You may find a road, path, or alley in the middle of a city block. These are called interior roads. When you come to an interior road, canvass on the right side of the road. When you reach the end of the road, turn around and canvass the right side as you travel back down the same road.

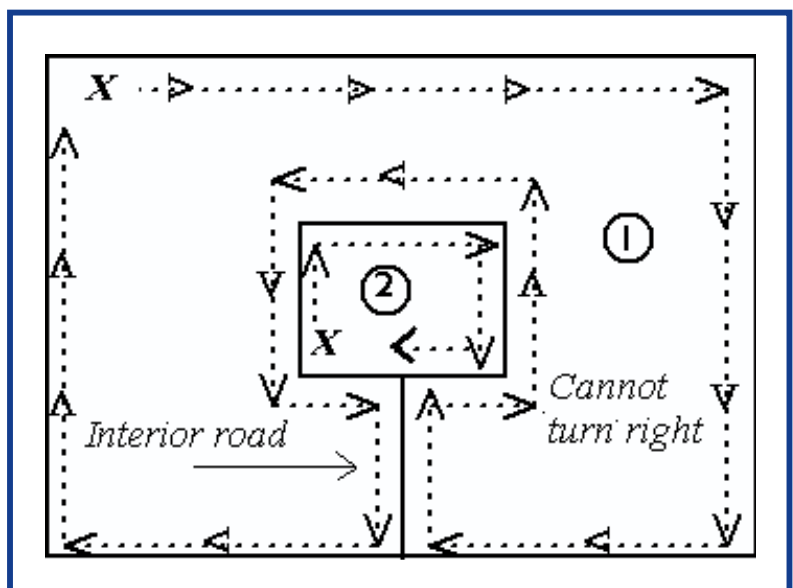
The illustration at right shows a city block with several interior roads. In this example, you would start canvassing this block at the corner of First Street and Sand Lane. You would move along First Street, listing and interviewing on the right side of the road until you come to Brown Street.

EXAMPLES OF CANVASSING SITUATIONS – URBAN AND RURAL



While canvassing the right side of Sand Lane, you would turn right onto Shady Drive. Shady Drive is an interior road. You would reach the end of Shady Drive and would not be able to turn right. Therefore, you would turn around and canvass the opposite side of the Shady Drive, which would now be on your right, as you walk back towards Sand Lane, just as the directional arrows indicate in the illustration on page 21.

Sometimes you may come across a block within a block, as shown in the illustration below. Remember to use the “always to the right” rule in this situation, as it will help ensure that you completely cover each road, block, and area.



In the illustration, you would start canvassing the streets of block 1 at the “X” in the upper left corner. You would canvass the right side of the streets of block 1 until you came to the interior road that leads to block 2. At the end of this interior road, you would find an intersection at which you would turn right.

However, at the next turn in this road, it is not possible to turn right (at the location within the illustration marked “Cannot turn right”). Therefore, you would need to turn left at this point and at the next two turns in order to circle around block 2. You would completely circle block 2, canvassing the exterior or right side of the roads that make up block 2.

When you return to the interior road used to reach block 2, you would canvass the buildings on the right side of the interior road until you reach the road that is part of block 1 again. Then you would complete block 1.

Finally, you would go back to block 2 and canvass the interior side of the roads that surrounds block 2. You would start at the “X” in block 2 (as shown in the illustration), canvassing the right side of the road as you walk around the streets of block 2.

Reading and Updating Your AA Map

4

At the end of this chapter you will know how to use your assignment area (AA) map to guide you through your assignment area. You will learn how to use the map scale for locating structures or updating the map. You will learn how to update your map to show unusual situations, such as misspelled street names, name changes and new roads not shown on the map. You will be able to use the technique of map spotting to show the location of every building in your assignment area accurately, as well as indicate the number of housing units each building contains. Accurate map spotting is an essential tool of the census interviewer.

When you reach your assignment area, you will need to turn the map so that you and the map are facing the same direction. For example, if you are looking at a school that is south of your location, then you will mostly likely need to turn your map upside down as maps are normally drawn with north at the top of the map. As you travel around your AA, turn the map in the direction you are traveling. If you are traveling west, then the left side of the map should be at the top of the map.

Before beginning your work, you will need to familiarize yourself with your AA boundaries. Make sure you know exactly which streets and roads are included in the AA, and which sides of boundary streets and roads are included and which sides are not. You may find it helpful to travel around your AA once to orient yourself properly, using your map to locate boundaries and identifying map features.

All AA maps have information in the margins surrounding the actual map. This information helps you identify and use the maps.

Map title – The map title is centered at the top of the map.

Directional arrow – The directional arrow is in the lower left corner of the map. The north directional arrow always points to the top of the map.

Map scale – The map scale is at the bottom of the map. It allows you to measure distance on the map so you can relate it to

READING YOUR ASSIGNMENT AREA MAP

the distance on the ground. For example, it may be that one centimeter on the map equals 100 meters on the ground.

Geographic information – Geographic information is located at the bottom right side of the map. Geographic information includes:

- ✠ administrative division
- ✠ cluster number
- ✠ AA number

Map legend – The map legend contains symbols that help you interpret the information on the map. It shows you the symbols that identify:

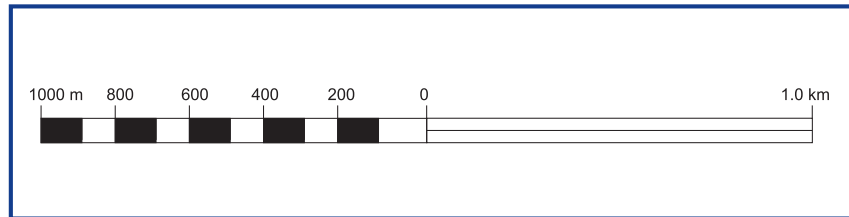
- ✠ road types (including highways, secondary roads, and other roads)
- ✠ water features (including streams, rivers, and lakes)
- ✠ boundaries (including administrative divisions)
- ✠ landmarks (including airports, parks, schools, cemeteries, hospitals, and so forth)

Particular attention should be paid to “invisible boundaries,” those AA boundaries not marked by such visible features as a road or river. Invisible boundaries are imaginary lines across a field, through a forest, or other such undefined markers that are usually administrative boundaries, such as the limits of a barrio, district, or province. When such boundaries are found, they should be checked with local authorities, if possible, to find out how to recognize them. One way in which such a boundary can be checked is for the interviewer to ask people in each housing unit what administrative area they live in. The answer can sometimes be faulty, but it usually helps.

USING THE MAP SCALE

In the lower margin of every census map is a map scale. Maps always represent areas as smaller than what actually exists in your assignment area or what is “on the ground.” To use maps effectively, you will need to convert measurements from the map to measurements on the ground (the distance that you would need to walk) – “*This distance on the map represents that distance on the ground.*” The relationship between distances on the map and those on the ground are expressed by the ruler-like markings found on the map scale.

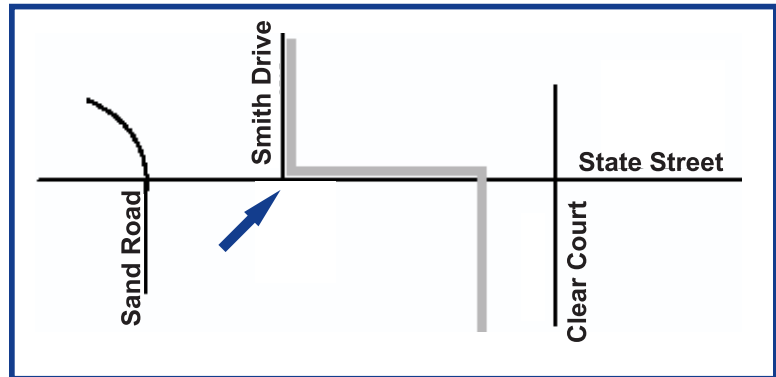
The map scale is read to the left and to the right beginning at the 0 (zero). The part of the scale that extends to the left of the zero uses smaller units of measure, which allows you to determine distances not only in whole units but also in fractions of units. The units of measurement on the map scale are usually kilometers (km) and meters (m). In the illustration to the right, the scale indicates one kilometer to the right of zero, and one kilometer to the left of zero.



Map scales are different on different maps, so you can not use a scale from one map to determine distances on another map. NOTE: Measuring distances will be accurate in most instances; however, features are not always located with complete accuracy on the maps.

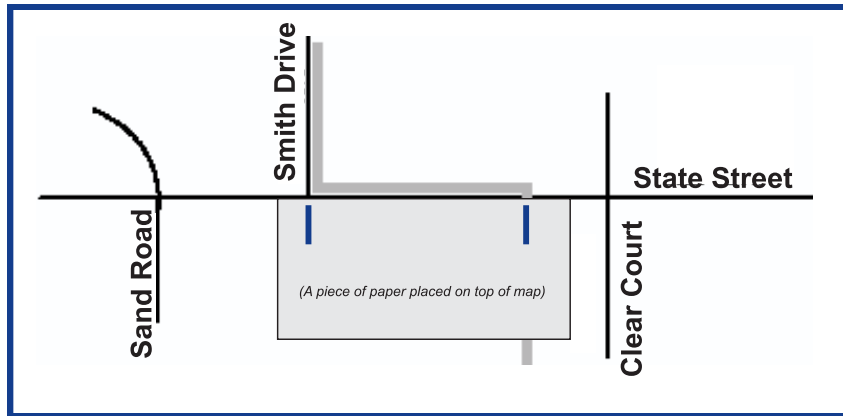
To measure distances using the map scale, identify two features that are close together according to the map. Start at one feature and pace off the distance to the second feature to become familiar with the distances represented on the map in terms of ground travel.

The illustration at lower right shows how to use the map scale to locate an invisible boundary on the ground. In the example, the invisible boundary is the shaded line, which represents an administrative boundary. On the map, pick a convenient feature, such as an intersection, to use as a reference or focal point. For this example, the reference point is the intersection of State Street and Smith Drive, indicated by the arrow.

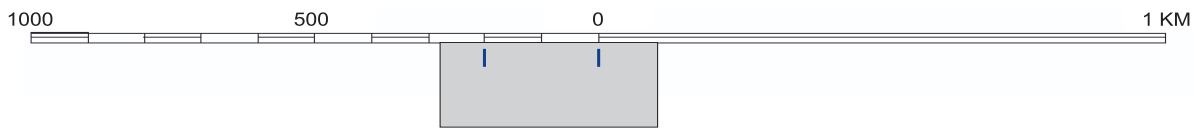


Place a piece of paper or some other available material, such as a stick, on top of the map. On the paper or stick, mark the distance between the reference point and the invisible boundary, as shown in the illustration at the top of the next page.

In this example, the mark on the left side of the paper denotes the reference point (the corner of State Street and Smith Drive), while the mark on the right denotes the end of the invisible administrative boundary on State Street.

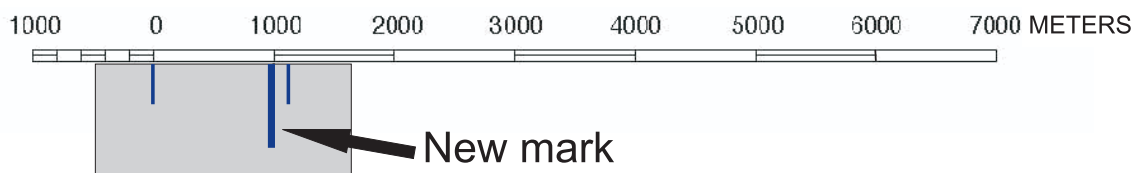


Then move the marked paper or stick to the map scale at the bottom of the map, and measure the distance between the two marked points, using the nearest measurement shown to the left of the zero (the fractional units). In this example, the paper marks indicate a distance of 200 meters, since each segment to the left of the zero equals 100 meters.

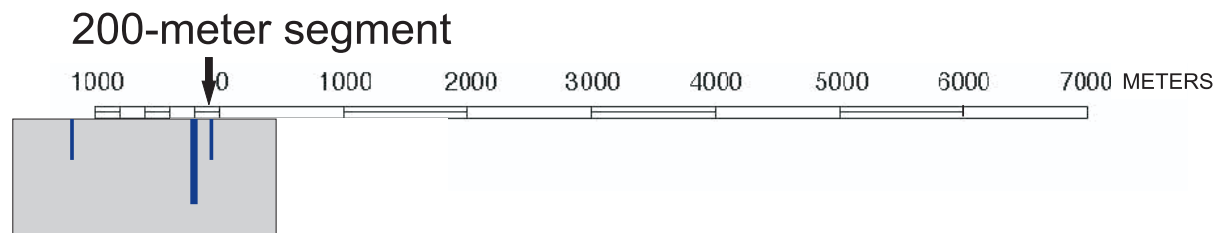


You can also make a fairly accurate estimate even if the two marks on your paper or stick do not line up precisely with the scale's units.

In this next example, shown below, a marked piece of paper is placed against a scale given in meters, but the distance between the two marks is slightly greater than the units to the right of zero (given in thousand-meter increments). So you will need to place a new mark on the paper at 1,000 meters, and now you'll need to measure the remaining distance (the distance between the new mark and the paper's right mark). Adding that increment to 1,000 meters will give the total distance between the original two marks.



The measurements to the left of the zero go up to 1,000 meters and have five equal subdivisions. Therefore, each segment equals 200 meters. As shown below, the remaining distance between the paper's new mark and the right-side mark is almost equal to the first segment left of the zero (indicating 200 meters), but not quite. You will need to guess this distance — probably about 175 meters. If we add this to the first measure, the total distance is 1,175 meters.



Turn your map so that the direction that you are facing is at the top. As you proceed around your block or area, turn your map so that each new direction that you are facing is always at the top. For every building that you locate on the ground and list in your address listing book, you will place a spot on your AA map to note its location, and you will write the number of the building beside the spot. This map spot number will be entered in the address listing book and in the identification section of the questionnaire. You will also be updating the features of your AA map as you canvass your AA.

UPDATING YOUR AA MAP

The following table provides instructions for updating AA map features:

Circumstance	Action	Additional details
If a street is shown on the map without a name...	✖ print the street name on the map , if you can obtain the name by observation or during an interview.	
	OR	
	✖ if you can not obtain a street name, write in the appropriate abbreviation depending on the type of road. Use, for example: UN RD for “unnamed road” if it is a public road PR RD for “private road” if it is a road for private use by a housing unit(s) or businesses FO PA for “foot path” if it is a road that can only be traveled by foot or all-terrain vehicles	<p><i>Follow each of the abbreviations with a letter suffix. Begin with A, then B, etc., throughout your entire AA for each type of abbreviation. For example, the first private road you encounter would be labeled PR RD A, the second would be PR RD B, etc.</i></p> <p><i>Name all segments of the same road with the same letter suffix. If you run out of letter suffixes for a type of abbreviation (you may use suffixes all the way up to Z), use double letters; for example, AA, BB, CC, etc.</i></p> <p>(For examples, see notes 5 and 8 in the illustration on page 35.)</p>
If the name of a street printed on the map does not match the street name that you observe or obtain via interview...	draw a line through the incorrect name on the map and print the correct name above it (also correct the address listing book as needed).	<p><i>Attempt to verify the street name with a knowledgeable person before assuming what's on the map is incorrect.</i></p> <p><i>Note that street names can change along the same roadway</i></p> <p>(For an example, see note 4 in the illustration on page 35.).</p>

Circumstance	Action	Additional details
If the name of a street on the map is misspelled or partially incorrect (such as incorrect street types – avenue, road, street, etc. – or incorrect directional prefixes – North, SW, etc.) ...	draw a line through the misspelled name and print the correction above it (also correct the address listing book as needed).	<p><i>Use the standard abbreviations listed in Appendix C of this manual.</i></p> <p><i>Do not abbreviate directional names when they are used as the street name; for example: West Street, North Avenue, etc.</i></p>
If a street seems to have different names on the map...	be aware that street names sometimes change along the same roadway.	<i>Be alert for changes in directional prefixes or suffixes. When a street crosses a major street, the directional prefix or suffix may change: For example, from N. Main Street to S. Main Street.</i>
If there is more than one name for a street...	print alternate names in parentheses next to the street name printed on your AA map.	<i>Do not enter alternate names in the address listing book unless they are part of the address for a building or housing unit.</i>
If a named public street is not shown on the AA map...	<p>add the street to the AA map.</p> <p>Draw the street in its proper location in relation to other map features. For example, if the street intersects another road, be sure and show this on your AA map.</p>	<p><i>Print the street name near the line added on the AA map and print the street name in the address listing book as part of the address of any buildings and/or housing units that are located on the added public street.</i></p> <p>(For an example, see note 5 in the illustration on page 35.)</p>
If an unnamed public street is not shown on the AA map...	add the street, but label it “UN RD” for “unnamed road” followed by a letter suffix, beginning with A, then B, etc.	<p><i>Name all segments of the same road with the same letter suffix. If you run out of letter suffixes (you may use suffixes all the way up to Z), use double letters; for example, AA, BB, CC, etc.</i></p> <p><i>If only part of a road is named, use double slash marks (/ /) to show where it becomes an UN RD.</i></p> <p>(For an example, see note 8 in the illustration on page 35.)</p>

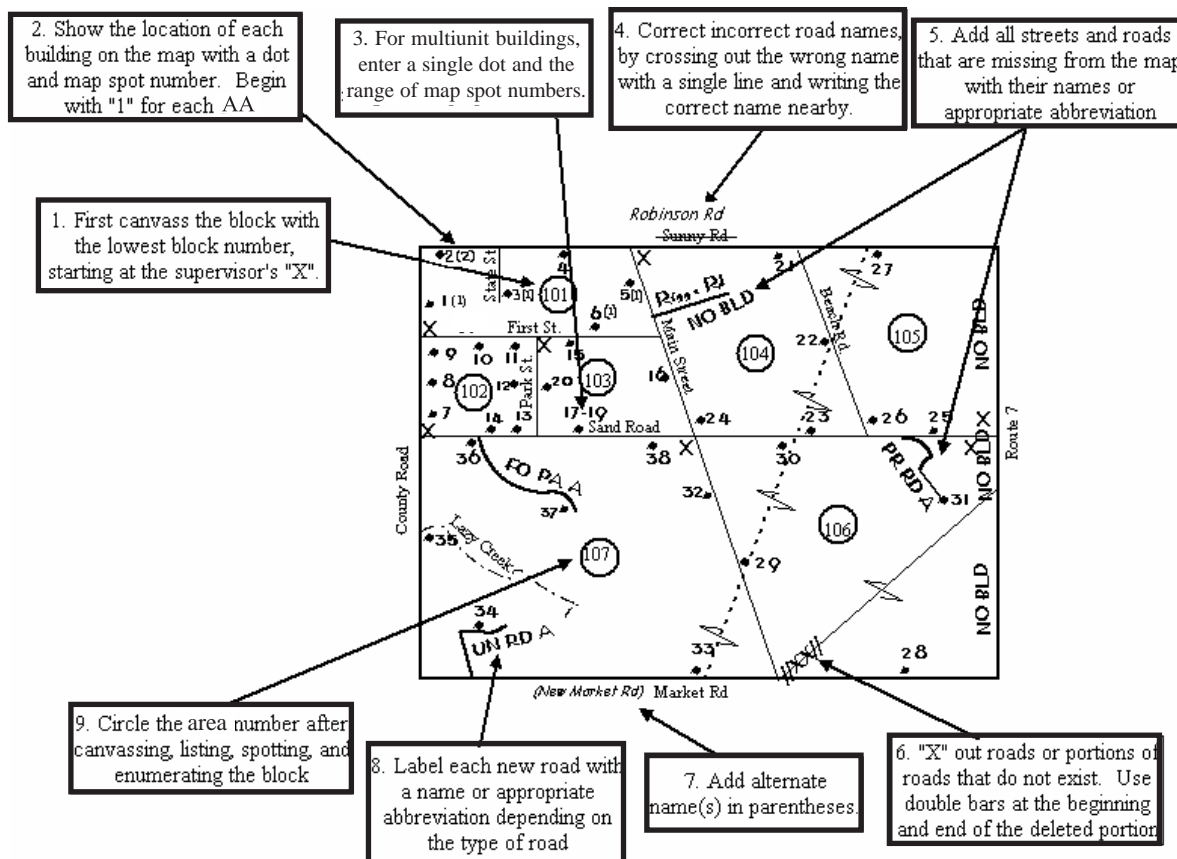
Circumstance	Action	Additional details
<p>If there are unnamed private roads not shown on the AA map, (such as a road to a private housing unit, roads within an industrial complex, roads in a large apartment complex, etc.) ...</p>	<p>add the road only if it leads to one or more housing units that cannot be seen from the public road.</p>	<p><i>Label the road “PR RD” for “private road” followed by a letter suffix. Begin with A, then B, etc. Name all segments of the same road with the same letter suffix. If you run out of letter suffixes (you may use suffixes all the way up to Z), use double letters; for example, AA, BB, CC, etc.</i></p> <p><i>If the housing unit does not have an address, include “PR RD” as part of the location description. PR RD can only be used as part of a location description. PR RD plus an assigned housing unit number is not enough to identify a housing unit uniquely within your AA. However, including PR RD in the location description does let people know that the housing unit is not located on the main road but on a private road, passable by car, off of the main road.</i></p> <p><i>If only part of a road is named, use double slash marks (/ /) to show where it becomes a private road.</i></p>
<p>If there are unnamed roads usable only by foot or all-terrain vehicles not shown on the AA map...</p>	<p>add the road only if it leads to one or more housing units that cannot be seen from the public road.</p>	<p><i>Label the road “FO PA” for “foot path” followed by a letter suffix, beginning with A, then B, etc. Name all segments of the same road with the same letter suffix.</i></p> <p><i>If the housing units do not have addresses, include “FO PA” as part of the location descriptions, such as “green house with thatch roof on FO PA behind Smith village elementary school.”</i></p> <p><i>FO PA can only be used as part of a location description. FO PA plus an assigned housing unit number is not enough to identify a housing unit uniquely within your AA. However, including FO PA in the location description will tell people that the housing unit is not on the main road but on a footpath off of the main road.</i></p> <p><i>If only part of a road is named, use double slash marks (/ /) to show where it becomes a foot path.</i></p>

Circumstance	Action	Additional details
If a road or portion of a road shown on the AA map does not exist...	delete the road or portion of road that does not exist by marking a series of small “x” marks through the road or portion of road.	<i>Enter a double slash (/ /) at the beginning and end of the Xs to show how much of the road you are deleting. If the road does not exist at all, be sure that the slashes are marked clearly at the intersection with another road.</i> (For an example, see note 6 in the illustration on page 35.)
If there are missing features , such as railroad tracks, rivers, creeks, or streams...	draw missing features on your map only if they would help in locating buildings or housing units.	<i>Do not add any legal or administrative boundaries to your AA map.</i>
If a road or feature (river, administrative line, etc.) has no buildings or housing units along it...	print “NO BLDS” for “no buildings” along each side of the road or feature to indicate that there are no buildings of any kind.	<i>Verify that there are no buildings of any kind along each and every feature in your AA. You should never assume.</i> (For an example, see note 5 in the illustration on page 35.)
If an entire block in your AA has no buildings of any kind...	print “NO BLDS” for “no buildings” along each block boundary feature and along each side of the roads and/or features that are contained within the block.	<i>Verify that there are no buildings of any kind in a block along each and every feature of a block. You should never assume.</i>
If there is not enough room to enter map spot numbers for a new group of housing units or buildings...	sketch the area and enter map spot numbers on the map sketch sheet.	<i>Show the block numbers on the sketch sheet and provide a description of the location that you are sketching.</i> (A map sketch sheet is provided in Appendix D.)

HOW TO MAP SPOT

While canvassing your AA and listing buildings, you must place a dot on your AA map to show the location of each building in your AA. Your map spots will be used in later census operations, so they must be as accurate as possible. You will also number each building that you map spot. Building numbers must be unique within an assignment area. Generally, the numbering for map spots starts with “1” and continues in order throughout an AA, until the AA is complete. You will also note the number of housing units in each building by writing this number in parentheses next to the building number.

- ✖ Assign map spot “● 1” to the **first separate structure** or building listed in your AA, “● 2” to the second building in your AA, and so on (see note 2 in the illustration on facing page).
- ✖ If the first separate, independent building that you are listing is a house that **only contains one housing unit**, then place the number 1 in parentheses next to the map spot and building number to indicate that it contains one housing unit. “● 1 (1).”
- ✖ If the separate, independent building that you listed is a business, such as a grocery store, factory, office building, etc., with **no housing units or permanent residents**, then you would simply write the building number next to the map spot number and there would be no number in parentheses, meaning that there are no housing units. “● 2.”
- ✖ If you find a **second, separate living quarters** in a building or housing unit, such as a basement or attic apartment, do not assign a new map spot number. Simply mark one dot on the map indicating one structure or building, assign a map spot number to the building, place the number of housing units in the building next to the building number in parentheses, “● 10 (2).”
- ✖ For **apartments in multi-unit buildings**, enter the map spot number assigned to the apartment building next to a single dot. Similar to the case above, then enter the number of apartment units in the building in parentheses next to the building number. If there are multiple apartment buildings located next to each other, each separate apartment building would have a unique map spot and map spot number. For example, if the tenth



building in your AA has four apartments, you would write “● 10 (4)” at that building’s location on your AA map. You will list the four apartments on separate lines in the address listing book, but since they are all located within one building, they will all have the same map spot number.

- ✧ For **several multi-unit buildings that are close together** or share an exterior wall, place a single map spot on your AA map, then enter the range of building numbers next to the spot (as shown in note 3 in the above illustration). You will list each building and any apartments on separate lines in the address listing book.
- ✧ For completely separate **housing units that are located on the grounds of an institution, business, university, nursing, convalescent and rest homes, etc.**, place separate map spot numbers on your AA map and list on separate lines from the institution in the

address listing book. For example, if the hospital is building number “● 11,” then the director’s house that is separate, but located on the hospital grounds, would be map spot number “● 12 (1).”

- ✦ If there are permanent **housing units or living quarters inside a business, hotel, institution, etc.**, then you would place one map spot on your AA map to indicate the building, and the number of permanent housing units would be written in parentheses next to the building number. For example, if a hotel owner had a permanent apartment where he lived with his family inside the hotel, which is building number “● 11,” and they are the only permanent residents at the hotel, you would write, “● 11 (1).” The hotel would be listed as a business on one line of the address listing book and the hotel owner’s apartment would be listed on a separate line as a housing unit in the hotel with the same map spot number.

Where applicable, the AA maps show boundaries, roads, and features to help you place the map spots in the correct locations on the maps. Refer to the AA map legend for a list of census map symbols and what each one represents.

Be sure to map spot buildings accurately that are located near political boundaries, where the boundary on the ground is not clearly marked. For example, ask where the village, barrio, or district limit is located or ask people if they live inside or outside of the village, barrio, or district. It may be necessary to use the map scale at the bottom of your map to find the location of the political boundary.

Map spot all buildings in relation to the political boundary as shown on the map even if you are told the boundary is incorrect. If you have any questions, check with your supervisor.

If you make a mistake and need to insert a new map spot for a building that you missed when you first canvassed your AA, then use the first number available. For example, if you have map spotted 20 structures in your AA, then use map spot number 21 for the new structure. The map spot numbers on the map will not be in order but that is not a problem as long as you faithfully record the map spot numbers in your address listing book and accurately spot map the structure. Once you have finished canvassing, listing, and enumerating a block or area, circle the block or area number on the map (as shown in note 9 of the illustration on the previous page).

Completing the Address Listing Book

5

At the end of this chapter, you will know how to list all businesses, institutions, vacant housing units and households that you find in your AA. You will understand how to list single household housing units, vacant household units, multi-household housing units, and structures that do not contain any housing units. You will be able to list all the structures found in your assignment area (AA) in your address listing book.

For each business or institution, vacant housing unit, and household, you will need to complete a line in the address listing book with the address or location, as well as complete a questionnaire. All entries must be legible. See Appendix H for a sample page and cover of the address listing book. Use the following instructions to complete your address listing book:

COVER PAGE OF THE ADDRESS BOOK

- ✘ Complete section **1. Geographic Identification** using the information provided on your AA map and by your supervisor at the end of training. You should be given the place name where you will be working, cluster number and your assignment area number at the end of training.
- ✘ In section 1-D, start with Book “1” of “_” Books. If you need an additional address listing book to complete your AA, the next address listing book will be Book “2” of “_” Books. Do not fill in the total number of books until you have completely listed your AA. Then you will go back to all your listing books and put in the total number of books in the second blank, after the

[AGENCY_NAME] SAVVY Listing Book		1. GEOGRAPHIC IDENTIFICATION			
[CENSUS_YEAR] SAVVY Census NOTICE – Your report to the Census is confidential and cannot be used for taxation, investigation or regulation. Form PH-5		A. Place Name:	B. Cluster Number:	C. Assignment Area Number:	D. Book 1 Of 3 Books
2. ASSIGNMENT INFORMATION					
Position		Name	Address/Contact Information		Date Assigned
a. Supervisor					
b. Interviewer					

word “of “ in Section 1-D. The illustration shows this is book 1 of 3 books.

✦ In section **2. Assignment Information**, write your name and contact information. Your supervisor will fill in the remaining information, as well as dates and identification numbers, at the end of training. In the example on the next page, “Janet Jones” of “123 Main Street” has been entered for the interviewer’s name and contact information.

✦ Section **3. Interviewer Daily Progress Record**, has the following features listed by rows: a. Date, b. Callbacks outstanding, c. Questionnaires completed today, and d. Questionnaires completed to date. Here are instructions for each line:

- a. **Date** – Start by writing the date in the first column of the first row, starting with the first day that you begin interviews. Write in the date as you begin each interview workday. You should write a separate date in each column. In the example on the next page, Janet Jones conducted interviews on Oct. 1 and Oct. 2.
- b. **Callbacks outstanding** – In this row you will write in the number of callbacks that you need to complete, including any callbacks that are still unresolved and those that you came across during your workday. Be sure to update this accurately by referring to your address listing book pages. Complete this section each evening at the end of your workday. In the illustration, Janet Jones had two callbacks outstanding on Oct. 1 and three on Oct. 2.
- c. **Questionnaires completed today** – In the third row (row c) you will write the number of questionnaires that you have completed that day. Complete this section each evening at the end of your workday.
- d. **Questionnaires completed to date** – In the fourth row (row d), you will add together

[AGENCY_NAME]		1. GEOGRAPHIC IDENTIFICATION	
ADDRESS Listing Book [CENSUS_YEAR] SAVVY Census Update		A. Place Name: Henderson	B. Cluster Number: 020
NOTICE - Your report to the Census is confidential and cannot be used for taxation, investigation or regulation.		C. AA Number: 010	Update Listing: Keep in a secure place Do NOT misplace
2. ASSIGNMENT INFORMATION			
Position	Name	Address/Contact Information	Date Assigned
a. Supervisor	John Brown	123 Main Street	09/09
b. Interviewer	Janet Jones	789 Maple Street	30/09
3. INTERVIEWER DAILY PROGRESS RECORD			
a. Date	01/10	02/10	
b. Callbacks outstanding	2	3	
c. Questionnaires completed today	12	10	
d. Questionnaires completed to date	12	22	

all the questionnaires that you have completed up to the current date (the sum of the previous entry in row d plus the latest entry in row c). Complete this section each evening at the end of your workday.

✘ Section 4. **Supervisor and Office Use Only** is completed by your supervisors when he or she visits you in the field.

✘ Section 5. **Listing Book Totals** is completed at the end of the interview period. These two sections from the first page are shown below, without information entered.

4. SUPERVISOR AND OFFICE USE ONLY							
Types of Quality Control Checks:	First Field Review (1)	Intermediate Field Review (2)	Final Field Review (3)	Reinterview Sample (4)	Check-in (5)	Data Entry (6)	Storage (7)
a. Date:							
b. Initials:							
NOTICE TO FINDER: THIS BOOK IS THE PROPERTY OF THE [COUNTRY_NAME] SAVVY PROGRAM. PLEASE MAIL IT TO THE ADDRESS SHOWN.	FROM: (Finder's name and address)		OFFICE USE ONLY				
			5. LISTING BOOK TOTALS				
			(11) Population Summary: Total persons			(12) Building/Housing Unit Summary	
						(a) Buildings	(b) Housing units
	[RESPONSIBLE_AGENCY] [ADDRESS]					(13) Total number of questionnaires completed:	

On the inside pages of the address listing book, you will list all businesses or institutions, vacant housing units, and households that you find in your AA. There should be at least one line completed for every building found, vacant or occupied. There should be at least one line for every housing unit found, vacant or not. An example of an inside page is shown on pages 41 and 43, and an explanation for each column follows.

INSIDE PAGES OF THE ADDRESS BOOK

If a building has no housing units, such as an uninhabited business, then there will be one line for the building and the housing unit number will be “0” (as shown for lines 05 and 09 in the illustration). If a building contains only one housing unit, then the building and the housing unit are on one line together, with the housing unit number being “1.”

If a building contains more than one housing unit, the owner or first housing unit enumerated should be housing unit “1” on the same line as the building, and the renters or subsequent housing units listed should be on separate lines with subsequent housing unit numbers, such as “2,” “3,” etc.

In column **Building number (2)**, you should write the building number that you have given to the building. This will be the same as the building number that you have written on your AA map. Each building in your AA will be given a unique building number as you canvass your area and mark its location on your AA map with a map spot. If a building already has a number as part of its address, this number will only be used for the address, found in the sixth column with the heading **Street name, road, or number (if this unit has no number describe the location) (6)**.

In column **Housing unit number (3)**, you should write the housing unit number. This number should be unique within each building number. Here are some examples from the illustration:

- ✠ Building number “1” has only one housing unit, as shown in the illustration for line 01. If a building has more than one housing unit, as shown for building number 2 in the illustration (a residence that also has a basement apartment with direct access), then both housing units should use the same building number, “2,” but would appear on separate lines. The owner could be listed as living in housing unit “1” of building “2” (on line 02 in the illustration) while the basement renter would be listed in building “2” but as housing unit “2” (as shown on line 03).
- ✠ If a business contains a housing unit, as shown for building number 3 in the above illustration, then you would write building number “3” and housing unit “1” (shown on line 04).
- ✠ If a business does not contain any housing units, then you would write “0” for the housing unit number (see line 05, the shoe factory, for an example).

Line # (1)	Building number (2)	Housing unit number (3)	Household number (4)	Name of Reference Person (First, middle and last name) If vacant housing unit, then write "VACANT" instead of reference person's name Name of the business or institution (5)	Street name, road, or number (If this unit has none, describe the location) (6)	Number of questionnaires completed (7)	Interview Completed			Number of persons enumerated (11)
							Visit 1 (8)	Visit 2 (9)	Visit 3 (10)	
01	1	1	1	Salim Mohan Ahmed	Large red house on Country Road	2	1/10			12
02	2	1	1	Diego Manuel Palez	33 Robinson Road	1	1/10	2/10	3/10	4
03	2	2	1	Kwami Alonzo Urtrea	33 Robinson Road, Basement Apt	1	1/10	2/10	3/10	1
04	3	1	1	John Lee Brown	John's Butcher 10 State Street, housing unit in rear of shop	1	1/10			2
05	4	0	0	Shoe Factory	Grey factory. The second structure E of country road	1	1/10			0
06	5	1	1	Shamala Rashan	107 Main Street	1	1/10			4
07	5	1	2	Pashan Nadkarni	107 Main Street, rents room	1	1/10			1
08	6	1	0	VACANT	Blue Trlr on N side of First street, 500 km W of the Int of First Street and Main street.	1	1/10			0
09	7	0	0	FIRST STREET PRISON	Adobe Building on N side of First, W of blue Trlr. surrounded by high fencing.	1	1/10			0

In the column **Household number (4)**, you should write the number of each separate household that lives in each housing unit. There may be no households, as in the case of the uninhabited shoe factory (line 05), in which case you would write "0" for the number of households. Or a housing unit may be vacant, as shown on line 08, for which you would write "0" for number of households.

There will usually be one household per occupied housing unit, meaning that you will usually write "1" in column (4) for each housing unit in column (3), as shown on lines 01 through 04 in the illustration.

There can also be multiple households living within a housing unit. You should complete a separate line for each household. For example, a person may rent a room in a housing unit but does not have direct access nor make common provision for food with the other household members. This person would be enumerated as a

separate household so that the one housing unit in this example would have two households. In line 06, for example, the owner of the house would be listed in building “6,” housing unit “1,” and could be household “1.” A renter would be listed on a separate line, in building “6,” housing unit “1,” but as household “2” (shown on line 07).

Continuing with the remaining columns, shown in the unshaded area of the illustration on the next page, you will write the first, middle, and last name of the reference person that you have interviewed at each household under the fifth column that begins with the heading **Name of Reference Person**. Some examples for filling out this column include the following:

- ✧ If the housing unit is vacant and you gathered information about the housing unit from a neighbor or other knowledgeable source, then write “VACANT” in column (5), as shown for line 08.
- ✧ If it is a business with no occupied housing units, write the name of the business in this column, such as, “JONES BAKERY, METHODIST CHURCH, PUBLIC SCHOOL, PRISON, etc.” An example is on line 09, which has “FIRST STREET PRISON” listed.
- ✧ If the business does not have a name, then write the type of business or institution, such as “GROCERY STORE, PRISON, SHOE FACTORY,” etc. An example is on line 05, which shows “Shoe Factory” listed.

If the building is for a business that contains an occupied housing unit, then you will write the name of the person interviewed in the household in this column and the name of the business or type of business or institution as part of the address found in the next column (6), starting with the heading **Street name**. Line 04 shows such an example.

In column (6), write the address and/or a brief description of the location of the building, such as 101 MAIN STREET or FIRST MUD HOUSE ON LEFT ON SAND ROAD.

If you are listing an apartment within a building and the apartment does not have a number on the door to identify it, you should describe the location of the apartment within the building, such as, “apartment at back of building (opposite building entrance) on second floor.”

Line # (1)	Building number (2)	Housing unit number (3)	Household number (4)	Name of Reference Person (First, middle and last name) If vacant housing unit, then write "VACANT" instead of reference person's name Name of the business or institution (5)	Street name, road, or number (If this unit has none, describe the location) (6)	Number of questionnaires completed (7)	Interview Completed			Number of persons enumerated (11)
							Visit 1 (8)	Visit 2 (9)	Visit 3 (10)	
01	1	1	1	Salim Mohan Ahmed	Large red house on Country Road	2	1/10			12
02	2	1	1	Diego Manuel Palez	33 Robinson Road	1	1/10	2/10	3/10	4
03	2	2	1	Kwami Alonzo Urtrea	33 Robinson Road, Basement Apt	1	1/10	2/10	3/10	1
04	3	1	1	John Lee Brown	John's Butcher 10 State Street, housing unit in rear of shop	1	1/10			2
05	4	0	0	Shoe Factory	Grey factory. The second structure E of country road	1	1/10			0
06	5	1	1	Shamala Rashan	107 Main Street	1	1/10			4
07	5	1	2	Pashan Nadkarni	107 Main Street, rents room	1	1/10			1
08	6	1	0	VACANT	Blue Trlr on N side of First street, 500 km W of the Int of First Street and Main street.	1	1/10			0
09	7	0	0	FIRST STREET PRISON	Adobe Building on N side of First, W of blue Trlr. surrounded by high fencing.	1	1/10			0

In the column entitled **Number of questionnaires completed (7)**, you should write the number of questionnaires that were completed for each line. If it is an unoccupied housing unit or place of business, such as a business or institution, then you will only complete the front of the questionnaire and note that you have completed one questionnaire in column (7).

Normally, you will complete one questionnaire per line, meaning that you will normally write "1" in column (7). However, you may use more than one questionnaire for a very large household, and in that case you would record the total number of questionnaires completed in column (7). Line 01 shows an example. You should always complete at least one questionnaire for each line in your address listing book

Use columns (8) through (10), under **Interview Completed**, to note the dates of your visits.

For example if it is October 1 on your first visit, write “01/10” in the box under the column **Visit 1 (8)**. If you were able to complete an interview on your first visit, then you should write an “X” through the date in column (8), and skip columns (9) and (10).

If you are not able to complete the interview on your first visit, then write the date that you call back in column (9) but do not write an “X” until you have completed the interview or determined that the housing unit or business is uninhabited. For example, you may call back on the date written in column (9) but no one is home, then you would write the date when you call back again in column (10).

When you have completed the interview or verified that the occupancy status is vacant, then place an “X” over the date of the last visit. If you are unable to make contact with a household or determine the occupancy status of a housing unit after three attempts, you should notify your supervisor immediately. Your supervisor will provide you with assistance, either by visiting the household or assigning it to another interviewer.

In the column **Number of persons enumerated (11)**, you will write the total number of persons enumerated at each occupied housing unit. Do this at the end of the interview.

The number of people enumerated is the number of people that you have listed on the questionnaire. In some cases, no one is enumerated. A vacant housing unit or an uninhabited business are examples. In this case, you would write “0” in column 11, as shown for lines 05, 08, and 09 in the illustration on the previous page.

At the end of each day, you should total up the number of buildings in column (2), the number of housing units in column (3), the number of households in column (4), the number of questionnaires completed in column (7), and number of people enumerated in column (11) for each completed page of your listing book. Write the totals on the last line on each page. (The illustration does not show totals because only a part of a page is shown.)

If you stopped in the middle of a page in the listing book, wait to complete that page’s tallies until the next working day, after the page has been completed. You should double-check these numbers, as they will be used later in the office to verify your work.

Conducting Interviews at Occupied Housing Units

At the end of this chapter, you will know what is required to conduct successful interviews for the Sample Vital Registration with Verbal Autopsy (SAVVY) system. You will learn the importance of making a good impression, as well as the need to understand fully the SAVVY system, in order to demonstrate its importance to potential respondents. This chapter provides frequently asked questions about the SAVVY census so that you will be prepared to answer these questions when conducting your interviews.

In order to conduct interviews successfully at businesses, institutions, and households and obtain complete and accurate data, you must first gain the trust and confidence of the people involved. You can do this by making a good impression. You can make a good impression by being professional and courteous at all times. Your appearance is also important. You should be neat, clean, and dressed appropriately for conducting a professional interview.

Respondents will trust you if you can answer questions that they may ask about the SAVVY census. In order to be able to answer these questions, you must understand what the SAVVY census is and why it is being conducted. You should pay close attention during training and note how many sample areas are included, how the information collected will benefit the participants, etc. You should tell household members that their responses will be held in strictest confidence and that no information about their specific household will ever be shared with the public. In short, you must fully understand the purpose of the SAVVY census.

Most people will be cooperative when you approach their household and ask them to participate in the SAVVY system. However, members of some households may be suspicious about why the SAVVY census is being conducted in their area. They may believe that any information that they could provide is not important to the country or to themselves. The best way to gain cooperation is to be able to answer their questions or suspicions regarding the SAVVY census. On the next pages are a few sample questions or objections that you might hear, and some potential responses.

GAINING THE TRUST AND COOPERATION OF THE HOUSEHOLD

OBJECTIONS TO THE SAVVY CENSUS

Question: ***Why is the government conducting this SAVVY census?***

Answer: The government is conducting a census of everyone living in select areas of the country in order to monitor all deaths, by cause of death, over time. This information is not available in any current census, survey, or administrative record in the country. This type of detailed information can help the government plan better for the needs of the people in terms of healthcare services and education programs, as well as help identify problems that policymakers and health-care practitioners can work to resolve.

Question: ***Why is this area included?***

Answer: This area was chosen because it is representative of the people and living conditions in this area. When all the sample areas are combined together, they will represent all the different types of population groups and living conditions that exist in the entire country. By completely covering a few representative sample areas, the government can obtain information quickly and inexpensively on all deaths and causes of death, broken down by age and sex. This information will be used to make generalizations for the country as a whole. Conducting this complete count or census in sample areas costs much less and provides information more quickly than covering the entire population of the country over time.

Question: ***Who will benefit from this program?***

Answer: The data that are collected throughout the country on households and the deaths over time will be used by many different organizations for planning, policymaking, and healthcare purposes. The government, nongovernmental organizations, academic institutions, and research institutions will use the SAVVY system results to guide programs and policies for the general population.

Objection: ***This program is a waste of time and money.***

Answer: The SAVVY system is being conducted with the most cost-effective measures possible in order to get good quality data. Without this information, the government cannot plan and adopt policies that will benefit the citizens of this country. These data will be used to calculate accurately the number of deaths broken down by cause of death, sex, and age. Researchers will use these data to study our society, in order to learn how to provide better services to the public. It is only with the cooperation of individuals such as you that the SAVVY system will be effective.

Objection: ***I don't have time to do this.***

Answer: The SAVVY census is comprised of only a few simple questions that you can answer for all members of your household. Every effort has been made to keep the number of questions to a minimum to reduce any inconvenience. Your responses and participation are very important. Your answers are necessary for accurate information about the causes of death for the country as a whole. After the SAVVY census, you will then only need to notify your key informant, should there be a death in your household during the year. There will be another quick census in a year to verify your household information.

Question: ***How do I know that the information that I give will be confidential?***

Answer: I am forbidden to share any information that is collected and all employees of the SAVVY system are required to hold all information that is provided to them in strict confidence. Your information will be added to the information from all the other sample areas and data will only be released for large areas, to protect the identity of the individual households.

NON-RESPONSES AND REFUSALS

You may occasionally encounter household residents who are unwilling to be interviewed. You should make every effort to persuade the household's members to grant you an interview. Hopefully, making a good first impression will reduce any resistance to being interviewed. You can make a good first impression by being courteous, professional, and knowledgeable. Your appearance should be neat and clean and you should introduce yourself in a friendly, non-threatening manner. You should be able to answer any questions or concerns people may have about the SAVVY system.

Prior to your arrival in your assignment area, publicity activities will take place to explain the purpose of the SAVVY system, why it is important, and to request that all households participate in the SAVVY census interviews. So your initial question, after you introduce yourself and present your identification, should be whether the household members have heard about the SAVVY system. If they say they have not heard about the system, then you can ask them if you could come in and explain to them what the SAVVY system is and answer any questions they might have. You will also be provided with a SAVVY system information letter that you can distribute to people (see Appendix F for an example of a letter).

If you are unable to persuade the household's residents to grant an interview, notify your census supervisor immediately. Your census supervisor will either need to visit the household or send another interviewer. In either case, it is important that action be taken as quickly as possible, so do not delay in notifying your supervisor.

Completing the SAVVY Census Household Questionnaire

7

At the end of this chapter, you will know how to complete a household questionnaire correctly. You will learn how many questionnaires to fill out for each housing unit, and how to identify an acceptable respondent. You will learn the sections that you need to skip if there is no housing unit in a building or if the building is vacant. You will learn how to finish the questionnaire when the interview is complete and where to sign when you are satisfied with your work.

When completing any part of the questionnaire, all entries must be legible. Entries should be made in pencil. Make sure that there are no stray marks in the answer spaces of the questionnaire, such as entries that go outside of the answer spaces, more than one number or letter per answer space, or crossed out entries.

In the upper right hand corner of the questionnaire, above the box for section B, you will find written, “**Questionnaire number _ of _.**” Start with **Questionnaire number 1 of _.** Usually, you will only need a single questionnaire for each household. If you need an additional questionnaire to complete the household, the next questionnaire will be **Questionnaire number 2 of _.** Do not fill in the total number of questionnaires until you have completely enumerated the household. Then you will go back to all your questionnaires for that household and put in the total number of questionnaires in the second blank.

The first page of the Sample Vital Registration with Verbal Autopsy (SAVVY) Census Household Questionnaire contains six sections, A-F. Following are the instructions for filling out the first section, called “SECTION A. IDENTIFICATION.”

1. Place name: The place name should be written in Section A on row 1. You will be given the place name where you will be working, cluster number, and your assignment area (AA) number at the end of training. The illustration at the top of the next page shows “Rosemary Village” entered as the place name.

COMPLETING ITEMS ON THE QUESTIONNAIRE BEFORE THE INTERVIEW

SECTION A. IDENTIFICATION

SAVVY Census Household Questionnaire

Questionnaire number 1 of

SECTION A. IDENTIFICATION			
1. Place name:	Rosemary Village		
2. Cluster number:	1	2	
3. Assignment area number:	3	4	
4. Building number:	0	0	1
5. Housing unit number:	0	1	
6. Household number:	0	1	

SECTION B. LOCATION DESCRIPTION
1. Name of business or institution, if applicable:
2. Description of location:

2. Cluster number: The cluster number, also found on your assignment area map, should be copied into the boxes provided in the second row. The example shows “1” and “2” in the boxes.

3. Assignment area number: Your assignment area (AA) number should be written in the boxes on this row. The illustration above shows “34” for AA number.

4. Building number: This will be found in your address listing book in the column “Building number (2)” and should correspond to the map spot number that you have given this building. You may have also marked the number directly on the building for future identification. Make sure that the address listing book and map spot building number are the same, then write the building number in the boxes provided on this row. There are three boxes for the building number. Be sure to fill in all the boxes when writing in the building number. For example, if this is building “1” you would write “001,” as shown above.

5. Housing unit number: This should be found in your address listing book, in column “Housing unit number (3),” next to the building number. You may have also marked the housing unit number directly on the housing unit for identification when there are multiple housing units in a building. Write the housing unit number in the boxes provided in this row. Remember to fill in all boxes, as previously described. If the building has a business or institution, but no housing units or households, you would write “00” for housing unit number. The example above is for unit number 1, entered as “01” on this line.

6. Household number: For vacant housing units, or businesses and institutions with no households, the household number will be

“0 0.” When beginning interviews at an occupied housing unit, you will always start with household number “0 1.” The example above is for household number 1, entered into the form as “0 1.”

After completing section A, take a moment and write a detailed description of the location of the building/housing unit under the next heading, called “SECTION B. LOCATION DESCRIPTION.” Your description should be complete enough so that anyone could find this particular building or housing unit in the future. For example, you may note that it is a blue one-story building with a sheet metal roof and a red wooden door located next to the village well, as shown in the illustration below.

SECTION B. LOCATION DESCRIPTION

SAVVY Census Household Questionnaire

Questionnaire number 1 of

SECTION A. IDENTIFICATION			
1. Place name:		Main Street	
2. Cluster number:	1	2	
3. Assignment area number:	3	4	
4. Building number:	0	0	1
5. Housing unit number:	0	1	
6. Household number:	0	1	

SECTION B. LOCATION DESCRIPTION	
1. Name of business or institution, if applicable:	
2. Description of location:	
One-story blue building, sheet-metal roof and red wooden door, next to village well	

Just as you note the dates that you visit a household in columns (8) – (10) in your address listing book, you should also note the date of your visit on the questionnaire, starting with row 1 of “SECTION C. CALLBACK INFORMATION.” If you are unable to conduct an interview on your first visit, save the questionnaire for your return visit and enter the date of your first callback in row 2 of Section C. You should attempt to conduct an interview three times. If you are unsuccessful in all three of your attempts to conduct an interview, you should contact your supervisor immediately. Your supervisor will provide assistance if notified in a timely manner. In the example at right, the date of the first visit is May 5, 2005, or “05, 05, 2005.”

SECTION C. CALLBACK INFORMATION

SECTION C. CALLBACK INFORMATION									
1. Date of first visit:	Day		Month		Year				
	0	5	0	5	2	0	0	5	
2. Date of second visit:	Day		Month		Year				
3. Date of third visit:	Day		Month		Year				

Do not fill out the remaining sections on the first page, sections D-F. You will complete these after the household interview or after you have determined there are no households in this building, as explained later in this chapter.

After you have completed all the identification information in sections A-C on the front of the questionnaire, you will need to knock on the door, find a knowledgeable respondent, and ask information about the housing unit, business, or institution. If the building has an occupied housing unit, then you will need to find an appropriate household member and ask questions about the household members who normally reside in the household.

IDENTIFYING A HOUSEHOLD RESPONDENT

When approaching a building or housing unit, you should always be sure that your SAVVY identification card is clearly visible. You should knock on the door and introduce yourself as an interviewer with the SAVVY system. At this point, you should ask to speak to a knowledgeable respondent, as defined in the following paragraph:

The first choice of a knowledgeable respondent is the person who owns or rents the business or housing unit. If that person is unavailable, you should ask to speak to the owner's or renter's spouse, or to speak with the building manager if the building is a non-residential building.

If that person is also unavailable, then you should ask to speak to the owner's or renter's eldest relative that is at home (this person should be at least 15 years of age or older to be interviewed) or to the head person present at the business or institution.

If this is not possible, then you should ask for the eldest non-relative who is a permanent member of the household (15 years of age or older) or to a knowledgeable person in management at the business or institution.

Acceptable respondents in order of preference are:

- ✦ owner or renter of the business or housing unit;
- ✦ spouse of the owner or renter of the housing unit or building manager if it's a business;
- ✦ eldest relative of the owner or renter of the housing unit (15 years old or over) or head person present at the business; and

- ☒ eldest non-relative permanent resident of the housing unit (15 years old or over) or knowledgeable person in management if it's a business.

If an acceptable respondent cannot be found, ask either the person at the business or housing unit or a neighbor when you might be able to find an acceptable respondent. Then, complete a household return visit form indicating when you plan to return and leave this at the location (an example of this form is in Appendix E). Make note of this date and time in your address listing book, under the “**Interview completed/Visit 2, (9)**” column.

At every business or housing unit, you are required to make three attempts to gain an interview. If after three attempts you still have not been able to locate an acceptable respondent, then inform your supervisor as soon as possible. Your supervisor will assist you in completing the interview or may ask you to complete the questionnaire based on answers from a neighbor or someone else at the housing unit.

If the building is a vacant housing unit, business, or institution with no households, then complete the front of the questionnaire. Write the current date in line 1 of section D and circle the type of unit in line 2 of that section. In section E, check the box for respondent outside the household. In section F, sign on line 1 and continue canvassing at the next building. (An illustration of these sections appears later in this chapter.)

However, if you have located a household in the housing unit, business, or institution and have identified an acceptable respondent, you should skip sections D-F and go immediately to section G on the questionnaire.

As you start the interview with a household member, it may become clear that more than one household lives in this housing unit. For example, a person may rent a room from the family that owns this unit and the renter makes his or her own provisions for food and other necessities. The renter may have to go through the housing unit to go outside, meaning no direct access. The renter is a second household, but lives in the same housing unit because the rented room does not have direct access.

**IF THERE IS NO
HOUSEHOLD
RESPONDENT**

This would mean that you will have to enter another line in your address listing book, on the next available blank row, for the second household in the housing unit and you will need to complete a separate questionnaire for this second household.

If there is more than one household in a housing unit, first conduct an interview for the primary household or the owners of the housing unit, then interview the renter on a separate questionnaire using the next available household identification number for that housing unit, but the same housing unit and building number. Make sure to update the address listing book with the information of the second household, if it is not already listed in the address listing book.

COMPLETING THE QUESTIONNAIRE

The first question, in **column 2**, asks that you get a complete list of the names of the members of the household. This question should be completed first, to be sure that you have a complete list of household members before proceeding to the next question. The first person listed will always be the reference person. Be sure to ask the respondents if they have indeed listed all permanent residents of the household, including any new or recent members. The rest of the questions should be asked for each listed person before proceeding to the next person listed.

For example, if a respondent names five household members, you would write all five names in **column 2**, then ask the remainder of the questions for the first person listed. Then you would proceed to the next line and ask the remainder of the questions for the second person listed, and so on.

Read the instructions at the top of **column 2** aloud to the respondent, which says:

Please list the names of all usual household members who currently live in this household with the intent to spend the majority of their time here, starting with the person who makes daily decisions for the household.

Make sure that you write down the first and last names of all household members and do not hesitate to ask about any names that you find confusing. Be sure to ask the respondent questions if you are unsure if a person mentioned is a member of the household, a separate household in the same housing unit, or is a visitor.

If the respondent lists more than 10 names, then you will need to ask them to pause for a moment while you get a second

questionnaire from your satchel. Write a “2” in the questionnaire number box of the front of the form, open the questionnaire to section G and note a “1” in front of the printed “1” in column 1 (the column with the heading **Line #**) to indicate that this is the eleventh person, then continue to write down the names of the household members, asking questions if there is any confusion. Continue to add new questionnaires until all the usual household members are listed.

For each person listed in column 1 (with the heading **Line #**), fill in the appropriate line number for this person before asking the questions under columns 3-7 on the first page of section G. For example, for the first person listed, write a “0” before each preprinted number in the first column to the left of their name for the first nine names, and a “1” before the last row for the tenth person listed. (And as explained above, you would add a “1” before each line if a second questionnaire is needed for household members 11 through 19, and a “2” before the “0” for household member 20.)

The illustration on this page (showing only a portion of section G’s first page) lists a household with three residents.

In **column 3**, the relationship of each person is listed, using the number codes given. The first person listed will always be the reference person, which is indicated by writing “1,” as shown in the illustration. For all other persons, ask the respondent the column 3 question, which says: **“What is the relationship of this person to the first person listed?”** and mark the appropriate response code. Remember to ask questions if there is any chance of confusion. For example, if the respondent says “son,” you might want to ask if it is the reference person’s own child or an adopted child. Be sure to faithfully copy the relationship code as written on the questionnaire.

SECTION G. HOUSEHOLD CENSUS SCHEDULE — Page 1 of 2			
Line #	Please list the names of all usual household members who currently live in this household with the intent to spend the majority of their time here, starting with the person who makes daily decisions for the household (reference person).	What is the relationship of this person to the first person listed? 1-Reference person (RP) 2-Spouse of RP 3-Biological child of RP 4-Adopted child of RP 5-Parent of RP 6-Sibling of RP 7-Grandchild of RP 8-Other relative of RP 9-Non-relative	Is this person's biological mother in the household? <i>If yes, write the mother's line number.</i> <i>If not, mark the space with a line (——).</i>
1	2	3	4
0 1	Barbara Smith	1	——
0 2	Daniel Smith	2	——
0 3	John Smith	3	01
4			

In **column 4**, for each person listed, you will ask if that person's biological mother is a member of the household. If the respondent says yes, then you should ask the mother's name for each person, check her line number, and write her line number in the space provided. If a person's mother is not a member of this household, put a dash in this column (as shown for persons 01 and 02 in the illustration on the previous page) and go to the next question.

Column 5 is similar to the previous column. For each person listed, you will ask if that person's biological father is a member of the household. If the respondent says yes, then you should ask them the name of the father, check his line number, and write his line number in the space provided. If the respondent says that the person's father is not a member of the household, put a dash in the space. In the illustration, Daniel Smith (person number 02) is the biological father of John Smith (person number 03).

Column 6 is used to note each person's sex. You should always ask the question that reads: "What is this person's sex?" for each person, unless the person is standing in front of you. You should not make any assumptions based on name alone.

If the respondent indicated a person's sex by referring to her as "she," or stating that the relationship is "daughter," then you can simply verify this person's sex by asking: "So (person's name) is a female?" Circle the response given on that person's line. If the

SECTION G. HOUSEHOLD CENSUS SCHEDULE — Page 1 of 2									
Line #		Please list the names of all usual household members who currently live in this household with the intent to spend the majority of their time here, starting with the person who makes daily decisions for the household (reference person).	What is the relationship of this person to the first person listed? 1-Reference person (RP) 2-Spouse of RP 3-Biological child of RP 4-Adopted child of RP 5-Parent of RP 6-Sibling of RP 7-Grandchild of RP 8-Other relative of RP 9-Non-relative	Is this person's biological mother in the household? If yes, write the mother's line number. If not, mark the space with a line (———).	Is this person's biological father in the household? If yes, write the father's line number. If not, mark the space with a line (———).	What is this person's sex? Completely circle the correct response.	What is this person's date of birth? If exact date is unknown, gather whatever information is known, for example: month or year. If day, month, and year are all unknown, leave items blank.		
1		2	3	4	5	6	7		
0	1	Barbara Smith	1	———	———	M = 1 F = 2	Day	Month	Year
							1	1	02 19 70
0	2	Daniel Smith	2	———	———	M = 1 F = 2	Day	Month	Year
								03	19 67
0	3	John Smith	3	01	02	M = 1 F = 2	Day	Month	Year
							0	50	4 20 01
	4					M = 1 F = 2	Day	Month	Year

person is male, circle the “1” to the right of the letter “M”. If the person is female, circle the “2” to the right of the letter “F” on that person’s line. In the illustration below, Barbara Smith is marked as a female and Daniel and John are marked as males.

Column 7 is the final question on the first page of Section G, and is used to list each person’s date of birth. Continuing for each person listed, ask the question under **column 7**: “**What is this person’s date of birth?**”

If the exact date is unknown, write down whatever information is known and leave the rest blank. For example, if the respondent says that a person was born in March 1967 but is unsure of the day, you would write “03” for March and “1967” for the year, but leave the “day” section blank, as shown in the illustration for Daniel Smith on the previous page.

Continuing with the second page for section G, in **column 8** for each person listed, ask the question: “**What is this person’s age in completed years?**”

The respondent may be confused by the phrase, “in completed years.” This phrase means that if a person is three years old the day of the interview and the person’s next birthday is the day after the interview, then you should record their age as “3” since the person has not yet completed his or her fourth year. Sometimes, if an individual is close to his or her birthday, then the respondent will simply round the age up to what it will be on the birthday. You should attempt to record a person’s exact age faithfully as of the interview date. There are three boxes to record age. You should always fill in each box. For example, if a person is four years old, you would write: “0 0 4” as shown in the illustration on the next page for John Smith.

If the respondent does not know a person’s exact age, ask the respondent to estimate the age using the historical calendar (shown in Appendix G of this manual).

For each person, once you have the date of birth and age of that individual, do a quick check to make sure that these two pieces of information match. If there is any difference between date of birth and age, ask the respondent if they are sure about the information. For example, the year of birth might be given as 1927 but the age may be reported as 87 during a 2005 survey. If the interview were conducted in 2005, a birth year of 1927 would mean the person is about 78 years of age.

In column 9, ask the respondent for each person if the individual is currently attending school. This question refers to attendance at formal educational institutions and does not include apprenticeships or short training courses. If the respondent says “yes” then circle the “1” to the right of the “Y.” If the respondent says “no” then circle the “2” to the right of the “N.” In the illustration below, no one is attending school.

Column 10 asks for the highest grade that each person listed has completed in the formal educational system. If the respondent says that the person listed has never attended school, then write “0” in column 10 for that person. If the respondent states that a person listed has attended some school, but has not completed the first grade, then write “0,” as shown in the illustration on this page for person 0 3, John Smith.

If you are told that the person listed has completed elementary school, ask for the year or level completed, then write the corresponding number in this column. If you are told that the person listed has completed secondary school, ask for the specific grade or level completed, then write the corresponding number.

If you are told that the person listed has completed at least an associate degree at university (tertiary), then write “13” in this column, as shown in the illustration for Barbara Smith, person 01.

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) — Page 2 of 2									
Line #		What is this person's age in completed years? <i>If date of birth and age are unknown, ask respondent for age estimate using the historical calendar.</i>	Is this person currently attending school? <i>Completely circle the correct response.</i>	What is the highest grade of education that this person has completed? No School: 0 Primary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 Tertiary: 13 Vocational: 14	What is this person's current work situation? 1-Working for pay 2-Unpaid work 3-Not working	Is this person's biological mother alive? <i>Completely circle the correct response.</i>	Is this person's biological father alive? <i>Completely circle the correct response.</i>	Ask only women aged 12-49 years old Has she given birth in the last 12 months? <i>Completely circle the correct response.</i>	
1	2	3	4	5	6	7	8	9	10
0	1	0	3	5		Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	13
0	2	0	3	8		Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	14
0	3	0	0	4		Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	0
	4					Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	

If you are told that the person listed has completed post-secondary vocational school, then write “14” in the column, as shown in the example for Daniel Smith, person 02.

In **column 11**, ask what the current work situation is for each person listed is, then read the possible responses: “Working for pay,” “Unpaid work,” or “Not working.” Write the number (1, 2, or 3) that matches the answer chosen. In the illustration, Daniel Smith is working for pay and Barbara Smith does unpaid work, while their young son, John Smith, is not working.

Ask in **column 12** for each person if that person’s mother is alive. If the response is “yes,” circle the “1” to the right of the “Y” in the column. If “no,” circle the “2” to the right of the “N.” In the illustration, the mothers of all three people in this household are alive.

Refer quickly to the answer given on the first page of section G, column 4, “**Is this person’s biological mother in the household?**” If the respondent replied “no” to question 4, then the answer in column 12 could be “yes” or “no.” But if the respondent replied “yes” in column 4 for someone, then the response to question 12 should be “yes” for that person. If there is a conflict between these two answers, ask the respondent if you have written the information correctly.

In a similar way, ask if the father of each person listed is alive in **column 13**. If the response is “yes,” circle the “1” to the right of the “Y” in this column. If “no,” circle the “2” to the right of the “N.” In the example, the fathers are alive for Barbara Smith and her son, John Smith. Daniel Smith’s father, however, is no longer alive.

Refer quickly to the answer given on the first page of section G for column 5, “**Is this person’s biological father in the household?**” If the respondent replied “no” to this question in column 5, then the answer in column 13 could be “yes” or “no.” However, if the respondent replied “yes” to the column 5 question, then the response in column 13 should be “yes” for that person. If there is a conflict between these two answers, ask the respondent if you have written the information correctly

Column 14 is only asked for listed women between the ages of 12 and 49 years old. If the person is a woman within this age range, then you should ask the question in column 14, which says: “**Has she given birth in the last 12 months?**”

This includes all live births, even those infants who died soon after birth. If the respondent says “yes,” circle the “1” to the right of the “Y” in this column. If the respondent says “no,” circle the “2” to the right of the “N” in the column, as shown in the illustration for Barbara Smith.

Continue to ask the questions in columns 3-14 for each person listed in turn, until you have completed all the questions for each household member. Be sure to thank the respondent for his or her time, and remind the respondent that he or she will be contacted in the future for an update survey and could be contacted should a death occur, as explained in the SAVVY system information letter available to respondents.

COMPLETING SELECT ITEMS ON THE QUESTIONNAIRE AFTER THE INTERVIEW

Immediately after the interview is completed, walk a short distance away from the building or housing unit and complete the remaining sections on the first page of the questionnaire that you had skipped over at the beginning (sections D-F and finishing the “Questionnaire number” heading). It will only take a minute, and will allow you to check the information that you have just recorded from the respondent to see if it is complete, allowing you to return to the household to clarify a point and possibly saving you a return trip to the same housing unit in the future.

At the top of the form, for “**Questionnaire number_ of _**,” complete the form by entering “1” in the final space if there was only one questionnaire completed for the household. If two questionnaires were completed for a household, write questionnaire number “1” of “2” on the questionnaire that starts with person 1, and questionnaire “2” of “2” on the questionnaire that starts with person 11.

SECTION D. SUMMARY INTERVIEW INFORMATION

In the date boxes provided for **line 1 of section D**, write in the date of the interview after it is completed. You are required to make three attempts to gain an interview at every household. If no one at a household is at home after three attempts, and no information about the household is available, contact your supervisor as soon as possible. Similarly, if a resident of a household is at home but refuses to be interviewed after three tries, you should notify your supervisor immediately. If all household residents are away during all three attempts, try to interview a neighbor or other appropriate person during your third attempt. Write the date of that interview on line 1.

You must record the date of every attempt made to interview the household. Remember **always** to write two numbers for the day, two numbers for the month, and four numbers for the year. A correctly recorded date for May 5, 2005 looks like the illustration below, using “05” for “May” and “05” for the fifth day of May. Note that in this example, the interview was completed during the first visit, as indicated by “Date of first visit” in section C (which was entered before the interviewer began).

In **line 2 of section D**, circle the number that matches the type of unit for which you have completed a questionnaire. It could be an occupied “Household” or “1,” “Vacant housing unit” or “2,” or a “Commercial or institutional building with no households” or “3.” In the illustration below, “1” has been circled, for “Household.”

SECTION C. CALLBACK INFORMATION									
1. Date of first visit:	Day	Month	Year						
	0	5	0	5	2	0	0	5	
2. Date of second visit:	Day	Month	Year						
3. Date of third visit:	Day	Month	Year						

SECTION D. SUMMARY INTERVIEW INFORMATION									
1. Final interview date:	Day	Month	Year						
	0	5	0	5	2	0	0	5	
2. Circle the type of unit:									
Household.....									1
Vacant housing unit.....									2
Commercial or institutional building with no households.....									3
Go to section G									

Continue with **SECTION E. RESPONDENT and COUNTS**. On the first line, please indicate the respondent for the questionnaire as follows:

If it was a respondent from inside the household, a permanent household member, then you should write the respondent’s questionnaire line number in the boxes provided following “1. Household respondent line number:” The example below shows that person number “01” was the respondent.

If the building was a vacant housing unit, or business or institution with no households, or someone outside the household was interviewed because no one from the household was present during the interview, then you would enter an “X” in the box following the statement: “Check box if respondent is from outside the household:” In the example below, the box is not marked.

SECTION E. RESPONDENT and COUNTS	
1. Household respondent line number:	0 1
OR	
Check box if respondent is from outside the household:	<input type="checkbox"/>
2. Total number of persons in household:	3

SECTION E. RESPONDENT AND COUNTS

For line 2 of section E, enter the total number of people in the household. In the illustration on the previous page, a “3” is entered for three people.

SECTION F. VERIFICATION

After you have completed all information on the questionnaire, verify that section G is fully completed for all permanent household members without any conflicting information among the answers, such as date of birth not matching age. Once you are satisfied that the questionnaire is completed properly, then sign your name in the box called “1. Interviewer’s signature:” Your supervisor will review each of your questionnaires for completeness and accuracy, and will verify this review by signing his or her name in the box entitled “2. Supervisor’s signature:” An unsigned section F is shown below.

SECTION F. VERIFICATION	
1. Interviewer’s signature:	2. Supervisor’s signature:

SUPERVISOR REVIEW OF YOUR WORK

Your supervisor will continually review your work to help ensure that you are completely covering your AA and accurately capturing data. It is the supervisor’s job to help you resolve any problems that you may encounter in the field.

Your supervisor will visit and attempt to enumerate households that refuse to cooperate with the interviewer or will assign those households to another interviewer. Supervisors provide assistance with AAs that interviewers are unable to complete due to difficult or unusual circumstances. It is important to notify your supervisor as soon as possible when you are having problems with your AA.

Supervisors should be available for informal consultation anytime you need them. In addition, there are three major reviews – called first review, intermediate review, and final review – that will be conducted. Each of these is explained in more detail below.

First review – The first review is conducted within the first few days after you begin work. During this review, the supervisor will observe an interview and will carefully review all of your completed work, including your address listing book, AA map, and SAVVY census questionnaires. This visit is to ensure that you are correctly following all procedures and to catch and correct any misunderstandings early in your work.

Intermediate review – The intermediate review is done when you have completed about half of your assignment area. During

this visit, the supervisor will again review all of your work and may have some further guidance to help you cover your assignment area in an efficient manner. At this point, your supervisor might have already re-interviewed some of your households and may want to verify that both you and your supervisor obtained the same answers.

Final review – The final review is conducted when you complete your entire assignment area. Your supervisor reviews the address listing book and map with a more detailed checklist than the one used during the first or intermediate reviews. Some of the addresses in each assignment area may have been listed on a separate form before you began your work. Using a checklist, your supervisor matches these advance listings for your assignment area to your address listing. The results are used to determine the completeness and quality of your work. If any gaps are found, you may have to return to the field to complete the work.

At the end of this chapter, you will know how an interview should flow from beginning to end. You will have a step-by-step understanding of how to move through an interview, at either a residential or commercial building. You will know how to begin the interview with an introduction, how to ask the questions needed to find an acceptable respondent, and how to thank the respondent at the completion of the interview.

Most of your work will be interviewing households at housing units. You will also complete questionnaires for vacant housing units, businesses, and institutions. For vacant housing units, businesses, and institutions, you will not complete section G but will complete the front of the questionnaire (sections A-F) and then stop.

In this way, there will be a questionnaire for every line that you have completed in your address listing book. Therefore, as you canvass your AA, you will stop at every structure you come across and speak with a knowledgeable person to determine if there are living quarters.

Introduction – Introduce yourself as an interviewer with the Sample Vital Registration with Verbal Autopsy (SAVVY) system while showing your identification. Be sure to state your name, that you are with the SAVVY system, and that you are conducting interviews in the neighborhood for the SAVVY system.

Ask if you could speak to an appropriate respondent (as described on page 52 of the previous chapter, under Identifying a Household Respondent). Ask the available respondent if he or she has heard of the SAVVY system. If this person has not, hand the person a SAVVY system information letter, provide a brief summary of the SAVVY system, and explain why you are conducting interviews. If the person has heard of the SAVVY system, hand him or her a SAVVY system information letter and emphasize the importance of the information that the person will be providing to the SAVVY system.

Location description – Ask the respondent the address of the housing unit. If the person does not have an address that includes the name of a road and housing unit number, then ask for a brief description of where the unit is located (for example, the unit is on a locally-known road name or near a landmark).

INTERVIEW AT A HOUSING UNIT

Questionnaire interview – Begin the interview by asking questions in section G of the SAVVY questionnaire, as outlined in the previous chapter of this manual. Once you have completed the interview, thank the respondent for his or her time and information. Remind the respondent that the information provided will remain confidential and that he or she may be contacted again in the future as part of the SAVVY system, as explained in the SAVVY system information letter.

Other households/housing units – Ask the respondent if there are any other persons who live in the housing unit who are not a part of the respondent's household, such as renters. If the respondent says yes, ask questions to determine if there is another household in the same housing unit or if it is a household in a separate housing unit. If you are unsure, ask if the people in the other household can enter or leave their household without going through the respondent's living quarters (if so, the people live in another unit).

Ask the respondent if there are people living in any other living quarters on the property, such as renters, people in workers' quarters, etc. Ask questions to determine if these other living quarters are vacant or occupied, meaning residents with the intent to spend the foreseeable future in that location.

Interviewing at other households/housing units – Thank the respondent again for his or her time, and then ask if you could speak to an acceptable respondent of the other household in the housing unit, if the respondent has indicated that there is one. Otherwise, interview acceptable respondents of any other living quarters on the property. If there is no other household or housing unit, finish completing the questionnaire and continue canvassing.

INTERVIEW AT A COMMERCIAL BUILDING OR INSTITUTION

Introduction – Introduce yourself as an interviewer with the SAVVY system while showing your identification. Be sure to state your name, that you are with the SAVVY system, and that you are conducting interviews in the neighborhood for the SAVVY system.

Ask if you could speak to an acceptable respondent according to the respondent selection rules given in the previous chapter of this manual (beginning on page 52, under Identifying a Household Respondent). In this case, an acceptable person must be an adult over the age of 15 years, preferably the owner or manager of the business or institution. Ask the available respondent if he or she has heard of the SAVVY system. If the person has not, give him or

her a SAVVY system information letter, provide a brief summary of the SAVVY system, and explain why you are conducting interviews. If the respondent has heard of the SAVVY system, hand the person a SAVVY system information letter and emphasize the importance of the information that the person will be providing to the SAVVY system.

Location description – Ask the respondent the address of the business or institution. If the person does not have an address that includes the name of a road and building number, then ask for a brief description of where the business or institution is located (for example, the business or institution is on a locally-known road name or is located near a landmark).

Households/housing units on the property – Ask the respondent if anyone lives in the business or institution buildings, or on the grounds, who is not an institutional member or staying temporarily, such as an owner, manager, or guard who lives on-site. If the answer is “yes,” ask for the locations of these households.

Ask the respondent if there are any living quarters on the property where people live permanently, such as renters or workers, etc. Ask questions to determine if these other living quarters are vacant or occupied (“occupied” means having residents who intend to stay for the foreseeable future). Ask the respondent for the location of any housing units.

Interviewing at other households/housing units – Thank the respondent for his or her time and then ask if you could speak to anyone who lives in the business or institution but is not an institutional member or guest, if the respondent has indicated that there is one. Otherwise, visit and interview respondents at any other living quarters on the property. If there is no household or housing unit, finish completing sections A-F for the business or institution and continue canvassing.

At the end of this chapter, you will know how to answer questions that may arise in some unusual situations. You will learn how to solve problems and when to notify your supervisor of a problem that you cannot resolve.

If a respondent says an interviewer already visited his or her household and completed a questionnaire, make sure that you have not gone outside your assignment area (AA). If you have not:

- ✘ Explain to the respondent that the Sample Vital Registration with Verbal Autopsy (SAVVY) system does not have a questionnaire for this household, so you must conduct an interview.
- ✘ If the person refuses to be interviewed, see Chapter 6, the section beginning on page 45 (called Objections to the SAVVY Census) for examples on how to handle typical objections or questions.

If the person speaks another language and you do not speak that language, try to find someone else in the household who speaks a language you understand, so that this person may answer questions or interpret for an acceptable respondent. Notify your supervisor if you are unable to resolve a language problem.

Any place where someone lives on a regular, full-time basis is that person's living quarters. Some people live in tents, caves, or other temporary dwellings. You do not need to check every cave in your AA, but if you hear of one or find one occupied as a usual home, list the place as a housing unit and interview a respondent for the people living there.

Do not classify a building or housing unit as vacant in your address listing book unless you are absolutely certain that no one lives there. Ask a neighbor, building manager, or other knowledgeable person for help in determining if the place is occupied or vacant. Make every effort to determine the occupancy status on your first visit. If you cannot determine the occupancy

A PERSON SAYS THAT HE OR SHE WAS ALREADY INTERVIEWED

LANGUAGE PROBLEM

UNUSUAL LIVING QUARTERS (BOATS, TENTS, ETC.)

DIFFICULT TO DETERMINE IF A HOUSING UNIT IS OCCUPIED OR VACANT

status, consider the building or housing unit occupied until you can determine by a callback visit that it is vacant.

Occupied housing unit – A housing unit is occupied if someone is living there at any time during the interview period with the intent to live there for most of the year.

Possible signs of occupancy include:

- ✘ lights on in the unit
- ✘ sounds such as radio, TV, voices, movement, etc.
- ✘ signs of regular care, such as plants, pets, cut grass, etc.

Vacant housing unit – A housing unit is vacant if:

- ✘ a neighbor or other knowledgeable person says it has been vacant during the interview period; or
- ✘ it is under construction and the final doors and windows are in place, but no one has moved in yet.

Complete a questionnaire for the residents who are present at the housing unit with the intent to stay most of the year when you visit the household. Do NOT complete a questionnaire for previous residents.

PERSON MOVED TO THE ADDRESS AFTER THE BEGINNING OF THE INTERVIEW PERIOD

Right before the end of the census interview period, census interviewers should meet with village heads to ensure that no new households that moved into the AA during the enumeration period were skipped.

VISITORS ARE PRESENT IN A HOUSING UNIT

The SAVVY census only includes persons who are usual, permanent residents of households in your assignment area during the interview period. If someone was visiting at the time of your interview and did not have the intent to live there for most of the year, then that person should not be included in the household.

RESPONDENT IS UNABLE TO GIVE COMPLETE INFORMATION ABOUT A HOUSEHOLD MEMBER

If the respondent cannot give you complete information about a person who usually resides within the housing unit, do the following:

- ✘ Find out when that person, or someone more knowledgeable about that person, will be home.

- ✘ Complete as much information as possible for that person during your current visit. Many times, the respondent will be able to provide the majority of the information.
- ✘ Return to the household for a callback visit at a time that will be most convenient for everyone involved. Do not allow this to take a large part of your time. Try to gather the information for all the members of the household during your first interview.
- ✘ If you are unable to get complete information for a person, tell your supervisor.

If the respondent is part of a nomadic population, it is difficult to determine whether that person is considered a resident. In many cases, this will depend on the social structure of the country that is using the SAVVY system and how that country chooses to approach the nomadic segments of the population. Some general rules may be applied:

RESPONDENT IS PART OF A NOMADIC POPULATION

- ✘ If a household depends entirely on its animals for livelihood and moves about in search of water and pasture, and has no permanent residence, it will not be included in the SAVVY census.
- ✘ If the household is semi-nomadic and engages in agriculture during part of the year, it may be included in the SAVVY census if the members are in their agricultural residence during the census interview period and if that residence is where they spend most of the year. Interview a respondent for this household only if instructed to do so by your supervisor.
- ✘ If the household follows a seasonal pattern of migration, moving between two houses, and is living in the assignment area during the census interview period, then that household may be included in the SAVVY census. Interview a respondent at this household only if instructed to do so by your supervisor.

If a person refuses to be interviewed and you are unable to get a complete address or complete a questionnaire: Talk about the importance of the census to the respondent's community and stress the confidentiality of census information.

IF A PERSON REFUSES TO BE INTERVIEWED

If the person still does not cooperate: Try to get as many answers as possible about the household members from neighbors, a building manager, or other knowledgeable person. Stress the confidentiality of census information to each person who answers questions.

If you cannot find anyone who can give you any information:

- ☒ Map spot the living quarters on your census map.
- ☒ Complete as much information as possible in the address listing book and on the questionnaire.
- ☒ Give the questionnaire to your supervisor as soon as possible.

Glossary of Terms

Address — An address is the physical location of a building or living quarters and may be comprised of a building number and street name (e.g., 123 Anywhere Street). See “location description” in this glossary.

Address listing book — This is a book used to record the addresses or location descriptions of all known buildings and living quarters in an assignment area. This book is prepared during each census round and is given to the key informant upon completion.

Assignment area (AA) — This is a geographic area established for data collection purposes. An assignment area usually represents the average workload for one census interviewer or one key informant.

Assignment area map — A map that shows the boundaries, features, and landmarks of an assignment area is an “assignment area map.” This map is prepared during each census round and given to the key informant upon completion.

Assignment area number — This number identifies a specific assignment area on SAVVY maps and forms.

Callback — A “callback” is a return visit to an address to complete the required information.

Canvassing — This refers to systematically traveling all streets, roads, paths, etc., of each block in an assignment area to identify every place where people live or could live.

Census — A “census” is an official, periodic count.

Census interviewer — This is a person responsible for conducting baseline census interviews or census update interviews. He or she is attached to the SAVVY area and is knowledgeable about that assigned area. The census interviewer is also responsible for identifying the boundaries of the assignment area and canvassing the entire assignment area to determine the location of each building, housing unit, and household.

Confidentiality — “Confidentiality” is a guarantee that the information respondents provide to a SAVVY employee and SAVVY office will not be revealed to others.

Duration — For all signs or symptoms that were not associated with a previously-diagnosed condition, nor related to an

injury, “duration” is defined as the period starting from the *appearance* of that particular sign or symptom to the *cessation* of that symptom, regardless of the presence of that sign or symptom at the time of death, and irrespective of whether the sign or symptom appeared intermittently. For example, if a woman began to have fever 10 days before death, but she ceased having fever two days before death, the *duration* of her fever would be eight days, even if she did not have fever for each and every one of those eight days.

Head of household — See “reference person” in this glossary.

Household — This is an arrangement in which one or more persons make common provisions for their own food or other essentials for living. These people may have a common budget, be related or unrelated, or a combination. There may be more than one household in a housing unit. In short, a household is defined as a group of people who “eat from the same pot.”

Household number — This is a number assigned by a SAVVY census interviewer to each household within a housing unit. The household identification number must be unique within the housing unit.

Housing unit — A housing unit is a separate and independent place of abode intended for habitation by a single household, or one not intended for habitation but occupied as living quarters by a household at the time of the census.

Key informant (KI) — This is a person who lives in the SAVVY assignment area and is responsible for reporting any deaths that occur in her or his assignment area to the verbal autopsy interviewer. The key informant is also responsible for arranging the date and time of the verbal autopsy interview with each bereaved family.

Location description — This is a description of the physical location of a living quarters that tells anyone unfamiliar with the assignment area how to find that living quarters, so the living quarters can be located by another SAVVY employee. This may be an address, if one is available.

Reference person — The person who makes decisions for the household on a daily basis and who is a permanent resident of the household (spends the night at least six months out of the year at the house) is the “reference person.” If the

household reports someone who spends the majority of his or her time away from home, then make that person's spouse the reference person. If there is no spouse, then make the eldest family member the reference person, as long as he or she is at least 15 years of age or older. If there is no family member 15 years of age or older, then make the eldest nonfamily member the reference person as long as he or she is 15 years of age or older. If there is no permanent household member who is at least 15 years old, then make the eldest relative or resident the reference person.

Resident — See “usual residence” in this glossary.

Respondent — There are two types of respondents in the SAVVY system, the *census respondent* and *verbal autopsy respondent*.

Census respondent is the person supplying census information about a household and all of its members. The respondent should be a responsible family member of the household. Possible respondents are listed in order of preference:

- ☒ reference person
- ☒ spouse of reference person
- ☒ eldest family member available, at least 15 years of age or older
- ☒ nonfamily member at least 15 years of age or older
- ☒ family member less than 15 years of age
- ☒ nonfamily member less than 15 years of age
- ☒ neighboring reference person or spouse of neighboring reference person
- ☒ local knowledgeable informant

Verbal autopsy respondent is the adult being interviewed, who is typically a resident in the household. The respondent must be someone who is able to give reliable and accurate information regarding the members of the household. In the case of a death in the family, the respondent will be able to give information about the circumstances leading to the death. Ideally, the verbal autopsy respondent for the verbal

autopsy interview would be the one who cared for the deceased during the period of illness. Possible verbal autopsy respondents are listed in order of preference:

- ✖ main care-giver of the deceased in the period before death
- ✖ reference person
- ✖ spouse of reference person
- ✖ parents, particularly if the deceased was a child
- ✖ eldest family member available, at least 15 years of age or older
- ✖ nonfamily member at least 15 years of age or older
- ✖ family member less than 15 years of age
- ✖ nonfamily member less than 15 years of age
- ✖ neighboring reference person or spouse of reference person

Sample area — This is the geographic area selected for the SAVVY system.

Stillbirth — A “stillbirth” is a baby that shows no signs of life when born. Stillbirths may be due to injuries, illness, infections, or catastrophic events happening to the mother or to the child while in the womb or during birth. In order to distinguish from abortion or miscarriage (for which verbal autopsy is not conducted), the SAVVY verbal autopsy system only includes births that occur after 28 weeks of pregnancy.

Usual residence — Usual residence is the place where the person lives and sleeps most of the time. This place is not necessarily the same as a person’s legal residence. Also, noncitizens are included if this is their usual residence.

Following are some common examples of usual residences:

- ✖ For people temporarily away on vacation or a business trip, their usual residence is the place where they live and sleep most of the time.
- ✖ The usual residence for commuter workers living away part of the week while working is the residence where they stay most of the week.

- ✦ For children in joint custody, usual residence is where they live most of the time. If time is equally divided, they are counted where they are staying during the interview period
- ✦ Usual residence for people who own more than one residence is the residence where they live most of the time.
- ✦ Usual residence for college students living away from home while attending college is where they are living at college, if they are in a household. College students living in dormitories are not counted in the SAVVY census.
- ✦ For college students living at their parental home while attending college, usual residence is their parental home.
- ✦ The usual residence for a live-in nanny or other live-in house worker is where that person lives most of the week.
- ✦ For foster children, usual residence is where they are living during the interview period.
- ✦ Usual residence for renters or boarders is where they are living during the interview period.
- ✦ Usual residence for housemates or roommates is where they are living during the interview period.
- ✦ For people in the military who are residing off-base in the country, their usual residence is the place where they live and sleep most of the time. Military people on-base are not counted in the SAVVY census unless they are in residential-style housing.
- ✦ Usual residence for staff members living in hospitals, nursing homes, prisons, or other institutions is where they report that they live and sleep most of the time; otherwise it is the living quarters that they inhabit at the institution.

- ✦ For students living in school dormitories but who are not enrolled in college, the usual residence is their parental home.
- ✦ Usual residence for citizens of foreign countries who have established a household or are part of an established household in the country while working or studying, including family members who are with them, is the household where they are residing (spending the majority of their time while in-country).

Verbal autopsy (VA) — Verbal autopsy is a process used to collect information (using a specially-designed form) from relatives or caregivers of a deceased person. The process involves interviewing relatives or caregivers of the deceased regarding their knowledge of the symptoms, signs, and circumstances leading to death. The information that is collected is used by medical personnel to assign a probable cause of death for each reported death.

Verbal autopsy form — This is a form used to collect information on the history of illness of the deceased and presence of signs and symptoms. The form is to be completed by the interviewer during verbal autopsy interviews. There are three types of verbal autopsy forms used by the SAVVY system:

- ✦ International Verbal Autopsy Questionnaire 1: Death of a Child under 4 Weeks
- ✦ International Verbal Autopsy Questionnaire 2: Death of a Child Aged 4 Weeks to 14 Years
- ✦ International Verbal Autopsy Questionnaire 3: Death of a Person Aged 15 Years and Above

Verbal autopsy interviewer (VAI) — The verbal autopsy interviewer is the person responsible for conducting VA interviews with the bereaved family members in the household. He or she is attached to the SAVVY area and is knowledgeable about that assigned area. The verbal autopsy interviewer must be accepted by the community in which he or she works. Some requirements of the verbal autopsy interviewer include having attained the highest primary level of the national education system (at minimum) and the ability to speak the dialect of the area to which he or she is assigned.

The SAVVY Census Household Questionnaire appears on the following pages. Two other census survey forms, the SAVVY Census Update Questionnaire and SAVVY Census Change Questionnaire, are included in the *Census Interviewer's Update Manual* in this series.

All the manuals and forms in the SAVVY system series are available at the following MEASURE Evaluation Web site:

<http://www.cpc.unc.edu/measure/publications/index.php>

SAVVY Census Household Questionnaire

Questionnaire number _____ of _____

SECTION A. IDENTIFICATION			
1. Place name:			
2. Cluster number:			
3. Assignment area number:			
4. Building number:			
5. Housing unit number:			
6. Household number:			

SECTION B. LOCATION DESCRIPTION	
1. Name of business or institution, if applicable:	
2. Description of location:	

SECTION C. CALLBACK INFORMATION			
1. Date of first visit:	Day	Month	Year
2. Date of second visit:	Day	Month	Year
3. Date of third visit:	Day	Month	Year

SECTION D. SUMMARY INTERVIEW INFORMATION			
1. Final interview date:		Day	Month
2. Circle the type of unit:		Household.....1	
		Go to section G	
		Vacant housing unit.....2	
		Commercial or institutional building with no households.....3	



U.S. CENSUS BUREAU
Helping You Make Informed Decisions

SECTION E. RESPONDENT and COUNTS	
1. Household respondent line number: <input type="text"/> <input type="text"/>	
OR	
Check box if respondent is from outside the household: <input type="checkbox"/>	
2. Total number of persons in household:	

SECTION F. VERIFICATION	
1. Interviewer's signature:	
2. Supervisor's signature:	

SECTION G. HOUSEHOLD CENSUS SCHEDULE — Page 1 of 2

Line #	Please list the names of all usual household members who currently live in this household with the intent to spend the majority of their time here, starting with the person who makes daily decisions for the household (reference person).	What is the relationship of this person to the first person listed? 1-Reference person (RP) 2-Spouse of RP 3-Biological child of RP 4-Adopted child of RP 5-Parent of RP 6-Sibling of RP 7-Grandchild of RP 8-Other relative of RP 9-Non-relative	Is this person's biological mother in the household? <i>If yes, write the mother's line number.</i> <i>If not, mark the space with a line (———).</i>	Is this person's biological father in the household? <i>If yes, write the father's line number.</i> <i>If not, mark the space with a line (———).</i>	What is this person's sex? <i>Completely circle the correct response.</i>	What is this person's date of birth? <i>If exact date is unknown, gather whatever information is known, for example: month or year. If day, month, and year are all unknown, leave items blank.</i>
1	2	3	4	5	6	7
						Day Month Year
1					M = 1 F = 2	
2					M = 1 F = 2	
3					M = 1 F = 2	
4					M = 1 F = 2	
5					M = 1 F = 2	
6					M = 1 F = 2	
7					M = 1 F = 2	
8					M = 1 F = 2	
9					M = 1 F = 2	
0					M = 1 F = 2	

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) — Page 2 of 2									
Line #	What is this person's age in completed years? <i>If date of birth and age are unknown, ask respondent for age estimate using the historical calendar.</i>	Is this person currently attending school? <i>Completely circle the correct response.</i>	What is the highest grade of education that this person has completed? No School: 0 Primary: 1 2 3 4 5 6 7 8 Secondary: 9 10 11 12 Tertiary: 13 Vocational: 14	What is this person's current work situation? 1-Working for pay 2-Unpaid work 3-Not working	Is this person's biological mother alive? <i>Completely circle the correct response.</i>	Is this person's biological father alive? <i>Completely circle the correct response.</i>	Ask only women aged 12-49 years old Has she given birth in the last 12 months? <i>Completely circle the correct response.</i>		
1	8	9	10	11	12	13	14		
1		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
2		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
3		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
4		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
5		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
6		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
7		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
8		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
9		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		
0		Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2		

Appendices

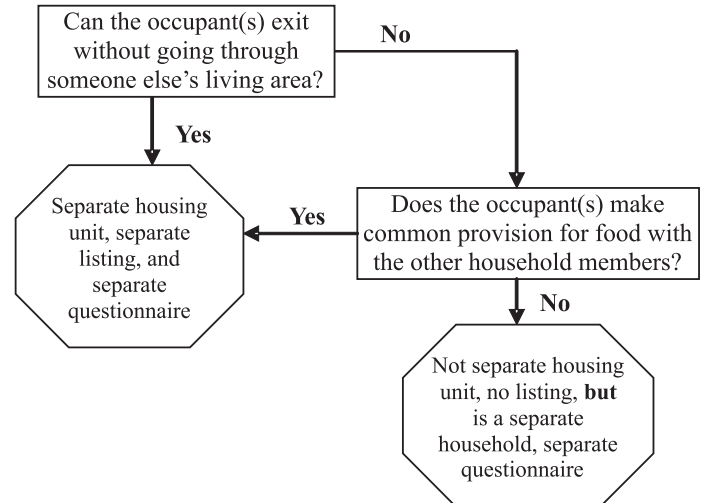
The following documents are included in the appendices:

- ✠ Appendix A: List/Interview Reporting Sheet
- ✠ Appendix B: Who's Counted Quick Reference Guide
- ✠ Appendix C: Map and Address Listing Book Abbreviations
- ✠ Appendix D: Map Sketch Sheet
- ✠ Appendix E: Household Return Visit Form
- ✠ Appendix F: SAVVY System Information Letter
- ✠ Appendix G: Historical Calendar Example
- ✠ Appendix H: Census Address Listing Book (Cover and Sample Page)

Types of Institutions Where Residents Are Not Counted

- College and university housing
- Nursing homes
- Correctional institutions/prisons/jails
- Juvenile institutions/orphanages
- Assisted living homes
- Emergency shelters
- Homeless shelters
- Hospitals
- Schools for the physically/mentally challenged
- Residential treatment centers
- Dormitories for migrant workers and job trainees
- Hotels/motels
- Military barracks

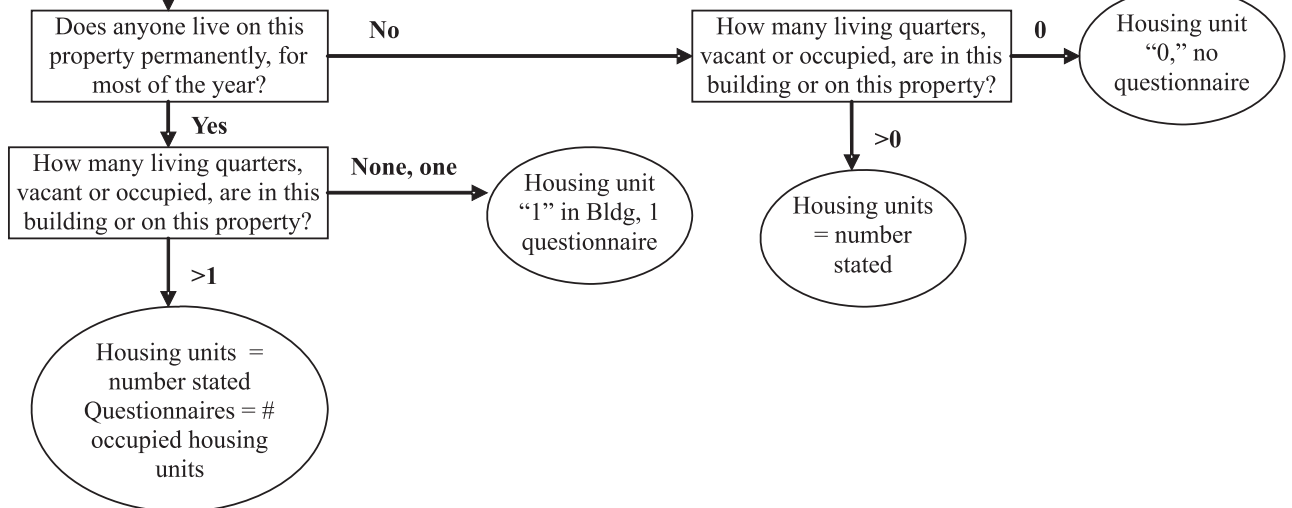
Identifying Separate Housing Units and Households



Interview for a Commercial or Other Apparently Nonresidential Structure

Say: Hello, I'm *(your name)* and I'm conducting a census for the government. Here's my identification *(show ID)*.

We're checking our list of buildings in this area while delivering questionnaires for this area to make sure that we have complete and accurate information. This interview will take about one or two minutes and your participation is greatly appreciated.



APPENDIX B:
WHO'S COUNTED
QUICK REFERENCE GUIDE

SITUATION	PERSON IS COUNTED AS HOUSEHOLD MEMBER?
1. Person lives in this household but is temporarily absent on a visit, business trip, vacation, in connection with a job (e.g., bus driver, traveling salesperson, boat operator).	1. YES
2. Lives in this household on weekends only. Works most of the week in another place and maintains a place to live there.	2. NO, counted at place where they spend the majority of their time
3. Lives in this household but is in the hospital. Includes babies who may have not yet been brought home.	3. YES, unless in a long-term care facility for the foreseeable future.
4. Person is a member of the Armed Forces:	4.
a. Living on a military installation in the country.	a. NO
b. Stationed on a nearby military installation or ship but living off base in this household.	b. YES
c. Assigned to a military vessel which is "Deployed" or posted to a military base abroad.	c. NO
d. Assigned to a military base outside the country.	d. NO
5. Person is a college student who lives in dorm.	5. YES
6. Person is a college student living away from household in permanent housing near the college for most of the year.	6. NO
7. Person is a student attending school below the college level such as a boarding school	7. YES
8. Person is under formally authorized supervised care or custody, in special places such as:	8.
a. Correctional institutions, such as Federal and state prisons, local jails or workhouses, federal detention centers, and halfway houses	a. NO
b. Nursing, convalescent, and rest homes for the aged and dependent	b. NO
c. Juvenile institutions, such as schools for orphans	c. NO
d. Homes, schools, hospitals, or wards for physically handicapped, mentally ill, or elderly patients	d. NO
9. Persons in camp dorms for temporary workers such as migrant workers, logging, or construction for most of the year, without lodging for families.	9. NO
10. Persons in housing for temporary workers such as migrant workers for most of the year, with separate housing units for families or households.	10. YES
11. Person is an officer or crew member of a merchant vessel engaged in coastwise, inter-coastal, or foreign transportation	11. YES
12. Homeless persons without a home or permanent place of residence.	12. NO
13. Homeless persons at soup kitchens or mobile food vans.	13. NO
14. Persons at shelters with sleeping facilities for people without housing, for abused women, or for runaway or neglected youth.	14. NO
15. Pure nomadic populations who have no permanent residence.	15. NO
16. Semi nomads who engage in agriculture part of the year and who are in residence in an agricultural area during the census period.	16.
a. Agricultural residence is where the person spends most of the year.	a. YES
b. Person spends most of the year at other residences.	b. NO
17. Transhuman populations migrate between 2 homes in a seasonal pattern and who are residing in the AA during the census period.	17. YES

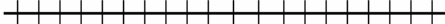
**APPENDIX C:
MAP AND ADDRESS
LISTING BOOK
ABBREVIATIONS**


And	&
Apartment(s)	Apt(s)
Attic	Atc
Avenue	Ave
Black	Blk
Blue	Bl
Boulevard	Blvd
Brown	Brn
Basement	Bsmt
Boarded up	BU
Box	Box
Brick	Brk
Building	Bldg
Circle	Cir
County	CO
Court	Ct
Downstairs	Dwnstr
Drive	Dr
East	E
Expressway	Exwy
Floor	Fl
Foot path	FO PA
Freeway	Fwy
Front	Frnt
Garage	Grg
General delivery	Gen Del
Household storage	HS
Highway contract route	HCR
House	Hse
Housing unit	HU
Highway	Hwy
Interstate highway	I-(number)
Intersection	Int
Kilometers	Km
Lane	Ln
Left	L
Lower	Lowr

Migrant living quarters	Mig LQs
Mile	Mi
North	N
Northeast	NE
Northwest	NW
Number	#
Office	Ofc
Penthouse	PH
Place	Pl
Porch	Prch
Post office	PO
Private road	PR RD
Road	Rd
Railroad or rural route	RR
Route	Rt
Seasonally vacant	SV
School	Schl
South	S
Southeast	SE
Southwest	SW
Split level	SL
Start route	SR
Street or state	St
Suite	Ste
Terrace	Ter
Trail	Tr
Trailer (mobile home)	Trlr
Under construction	UC
Unnamed road	UN RD
Upper	Uppr
Vacant	V
Vacant storage	VS
West	W
With	W/
White	Wht
Yellow	Ylw

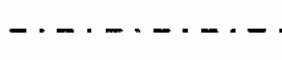
An example of a map sketch sheet is on the next page. Prepare a sketch map only if your census map does not have sufficient room to map spot a group of buildings. Be sure to include the following:

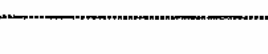
- ✦ Using iconic map symbols (similar to the examples below), sketch in features for the area within the space available on the sheet.
- ✦ Enter an arrow to show which direction is “north” on your sketch.
- ✦ Enter the map spot and number of each living quarters to show its location on your diagram.
- ✦ Draw a rectangle on your assignment area (AA) map to show the location of the sketch map area.
- ✦ Enter the sketch map letter in the rectangle and the first and last map spot numbers for the sketch map next to the rectangle on your AA map.

RAILROAD: 

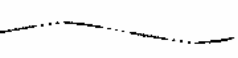
UNDERPASSING FEATURE
SHOWN BY DASHED LINE: 

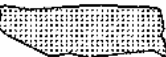
PIPELINE, POWER LINE: 

RIDGE LINE, FENCE, OR
OTHER PHYSICAL FEATURE: 

NONVISIBLE BOUNDARY:
(E.G., FEATURE EXTENSION,
PROPERTY LINE) 

STREAM OR SHORELINE: 


STREAM OR SHORELINE THAT
IS SOMETIMES DRY: 

LARGE RIVER, LAKE, OR
OTHER WATER BODY: 

LARGE RIVER, LAKE, OR OTHER
WATER BODY THAT IS SOMETIMES DRY: 

FERRY: 

LANDMARKS:

JAIL: 

SCHOOL: 

HOSPITAL: 

ORPHANAGE: 

INSTALLATION: 

Map Sketch Sheet

MAP SKETCH SHEET	1. Cluster number:	3. Interviewer:
	2. AA number:	4. Sketch map letter:

Instructions:

Use this sheet only if it is not possible or convenient for you to obtain a map that shows the area to be sketched. If you can find a map showing the area, mark your entries on that map and attach it to your census map. NOTE: Make all map updates such as adding, correcting, or deleting streets or street names directly on the census map.

[SEAL or LOGO]

Hello,

My name is _____ and I am an interviewer with the SAVVY system. I am sorry I missed you on _____.

I will be returning on _____.

If this is not convenient for you, you may contact me at _____, or leave a message for me when I return.

Thank you for your participation!

This is an example of an information letter to be distributed to households. Phrases in italics and square brackets should be revised to follow local circumstances.

Dear [general community member name, such as “resident of Old Town neighborhood,”]

The ability of government to improve social services, including health services, depends upon having accurate information about conditions in the community and within households. Therefore, we will be starting some new activities for collecting information from your community and household. In particular, we want to make sure that we record all the births and deaths that may happen here. Should a death occur, we also want to try to understand what caused that person’s death.

The activities we will be starting are called [local name for the SAVVY system], and your participation in this work will be very important to its success, and to the improvement of health services.

Allow me to explain what will take place. First, someone from [name of sponsoring statistics office or health ministry] will visit all the houses in this area to get basic information about how many people live here, what their ages and occupations are, and some general information about housing and living conditions. This information will be updated approximately once per year. Each year, before we update the household information, we will also provide you with a short report on local health conditions based upon the previous 12 months of data.

Next, we will ask you and your neighbors to help us identify a community member who will receive reports of all births and deaths in this location. This person should be a respected, responsible, and sympathetic individual who does not frequently travel away from the community. Because it is expected that she or he will be providing this service permanently, this person should also be someone that people will feel comfortable notifying in the sad event of a death. In order to express our gratitude for your participation, we will make arrangements for some small assistance to be provided to families who must hold a funeral.

Finally, we will ask your participation in selecting [appropriate type of health worker, such as “a nurse” or “a clinical officer”] from [name of the local clinic or HIV/AIDS service organization] who will come by from time to time to speak with the family members of people in the community who have died. This individual has the very important job of helping to figure out the leading causes of death in the community.

Please accept our sincere thanks for your participation in this important work.

[Signed by appropriate local official]

(A country-specific calendar should be used. The example given here is for Tanzania.)

EVENT	DATE
Maji Maji War in Tanganyika	1905-1907
Start of World War I.	June 1914
End of World War I	November 1918
Tanganyika African Association (TAA) is formed	1929
Germany invaded Poland — Start of World War II.	September 1939
Japan attacks Pearl Harbor by surprise — United States enters World War II.	December 7, 1941
Japan officially surrendered — End of World War II.	September 1945
TANU Party was formed from TAA (in Tanganyika)	1954
Independence of Tanganyika	December 9, 1961
Independence of Zanzibar	December 19, 1963
Union Day (Tanganyika and Zanzibar)	April 26, 1964
The Arusha Declaration — <i>On the Policy of Self Reliance in Tanzania</i>	February 5, 1967
Neil Armstrong became the first human to set foot on the moon	July 20, 1969
The birth of CCM Party in Tanzania (TANU and ASP Parties merged)	February 5, 1977
President Mwalimu Nyerere resigns	1985
The death of Mwalimu Nyerere (first president of Tanzania)	October 14, 1999

ADDRESS Listing Book [CENSUS_YEAR] SAVVY Census Update		1. GEOGRAPHIC IDENTIFICATION									
[AGENCY_NAME] [CENSUS_YEAR] SAVVY Census Update NOTICE – Your report to the Census is confidential and cannot be used for taxation, investigation or regulation.		A. Place Name:		B. Cluster Number:		C. AA Number:		Update Listing: Keep in a secure place Do NOT misplace			
2. ASSIGNMENT INFORMATION		2. ASSIGNMENT INFORMATION									
Position	Name	Address/Contact Information								Date Assigned	Identification #
a. Supervisor											
b. Interviewer											
3. INTERVIEWER DAILY PROGRESS RECORD											
a. Date											
b. Callbacks outstanding											
c. Questionnaires completed today											
d. Questionnaires completed to date											
4. SUPERVISOR AND OFFICE USE ONLY											
Types of Quality Control Checks:	First Field Review (1)	Intermediate Field Review (2)	Final Field Review (3)	Reinterview Sample (4)	Check-in (5)	Data Entry (6)	Storage (7)				
a. Date:											
b. Initials:											
NOTICE TO FINDER: THIS BOOK IS THE PROPERTY OF THE [COUNTRY_NAME] SAVVY PROGRAM. PLEASE MAIL IT TO THE ADDRESS SHOWN.											
FROM: (Finder's name and address)											
[RESPONSIBLE_AGENCY] [ADDRESS]											
5. LISTING BOOK TOTALS											
(11) Population Summary: Total persons											
(12) Building/Housing Unit Summary											
(a) Buildings				(b) Housing units				(c) Households			
(13) Total number of questionnaires completed:											

BASELINE CENSUS LISTING BOOK										
Line # (1)	Building number (2)	Housing unit number (3)	Household number (4)	Name of reference person (first, middle and last name) OR Name of the establishment or institution "VACANT" means unoccupied (5)	Street name, road, or number (If this unit has none, describe the location) (6)	Number of questionnaires completed (7)	Interview completed			Number of Persons enumerated (11)
							Visit 1 (8)	Visit 2 (9)	Visit 3 (10)	
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MEASURE Evaluation
Carolina Population Center
University of North Carolina at Chapel Hill
CB 8120, 123 W. Franklin St.
Chapel Hill, NC 27516 USA
www.cpc.unc.edu/measure

International Programs Center
Population Division
U.S. Census Bureau
Washington, DC 20233
www.census.gov

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