

**CENSUS UPDATE  
INTERVIEWER'S MANUAL**

# SAVVY

*Sample Vital Registration with Verbal Autopsy*



**MEASURE Evaluation**  
**U.S. Census Bureau**



# Census Update Interviewer's Manual

## SAVVY

### Sample Vital Registration with Verbal Autopsy



USCENSUSBUREAU  
*Helping You Make Informed Decisions*

This manual was made possible by support from the U.S. Agency for International Development (USAID) under the terms of Cooperative Agreement GPO-A-00-03-00003-00 and from the Office of the Global AIDS Coordinator (OGAC). The opinions expressed are those of the authors and do not necessarily reflect the views of USAID, OGAC, or the United States government.

August 2007

MS-07-26-CU



## ACKNOWLEDGMENTS

This manual is one of a series of instructional materials for the Sample Vital Registration with Verbal Autopsy (SAVVY) system prepared by the International Programs Center, Population Division, U.S. Census Bureau, Washington, DC, USA; and MEASURE Evaluation project, based at the University of North Carolina at Chapel Hill, Chapel Hill, NC, USA.

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The authors wish to express appreciation for review and comment by numerous colleagues, including Manisha Sengupta of the U.S. Census Bureau, and Dan Williams and Luong Y Nguyen of the MEASURE Evaluation project. Copy editing and layout were handled by Nash Herndon of MEASURE Evaluation.

### Cover

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## LIST OF ACRONYMS

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

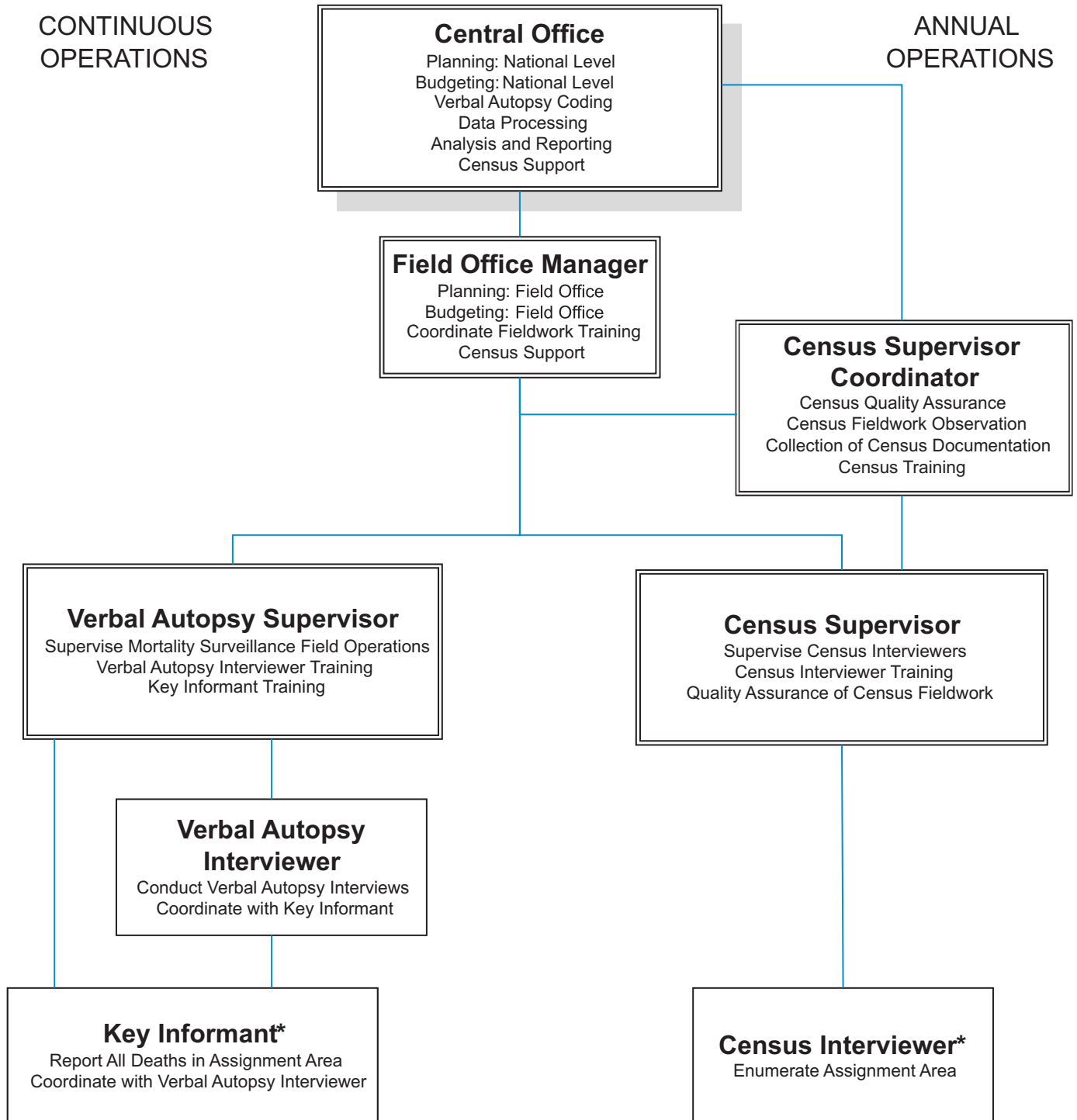
SAVVY can be implemented in many ways. It is not always necessary to implement SAVVY as a complete system. There are many circumstances in which various SAVVY methods might be effectively implemented. One option is to adapt specific modules and manuals in order to attain rapid cause-specific mortality 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. 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 update interviewers with a complete description of their roles and responsibilities. The manual is to be used as a training and reference guide during a census update interviewer's course of work within his or her assignment area (AA). The manual provides guidelines for canvassing an assignment area, reading and updating an assignment area map, reading and revising a pre-printed address listing book, and completing the SAVVY census update questionnaire and the SAVVY census change questionnaire. The manual also provides guidelines on interview instructions and how to deal with unusual or difficult situations.

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

## ABOUT THIS MANUAL

## **IMPORTANCE OF THE SAVVY CENSUS UPDATE DATA**

The information you collect during the SAVVY census update will form the basis of national calculations on mortality rates. This, in turn, will lead to programs that will try to reduce the number of deaths in the country. The information collected with the SAVVY system is not available from any other source. It is essential to have complete participation by all individuals residing in the representative areas.

# Responsibilities of the SAVVY Census Update Interviewer

At the end of this section, you should be able to identify your responsibilities as a Sample Vital Registration with Verbal Autopsy (SAVVY) system census update interviewer. You will recognize the materials you need to carry out your duties, and you will know what those duties are. You will understand the consequences involved in falsifying data and the need for keeping data confidential.

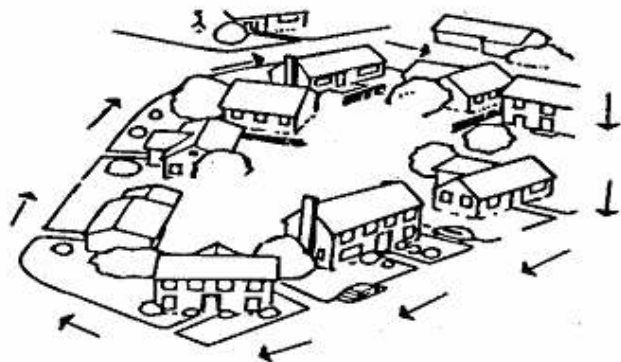
As an interviewer for the SAVVY census update, you represent this important program to people in your assignment area (AA). You will be provided with credentials to show that you are an official interviewer of the SAVVY system. You are responsible for the accuracy of the information about your AA. You will keep listings and maps as accurate as possible. You will complete SAVVY census update questionnaires for households and SAVVY census change questionnaires for new households. You will ensure that all questions are answered for each person in the household. You will explain the purpose of the SAVVY census update to others. You will stress the importance of providing complete and accurate data.

## INTERVIEWER'S RESPONSIBILITIES

These are your basic tasks as a SAVVY census update interviewer. More information is available later in this manual.

## INTERVIEWER'S TASKS

- ✘ Travel your 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.
- ✘ Make corrections to your address listing book as needed.
- ✘ Check the location of buildings and the number of housing units on your AA map and modify as needed.



- ✘ Knock on each door to verify whether or not it is part of a housing unit.
- ✘ Update the AA map and address listing book, along with household information.
- ✘ Complete the pre-printed SAVVY census update questionnaire for each household.
- ✘ Report your progress and turn in completed work to your supervisor.

## 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)
- ✘ update address listing book (see Appendix H)
- ✘ assignment area map from previous census round
- ✘ assignment area map for current census round
- ✘ map sketch sheet (see Appendix D)
- ✘ SAVVY Census Update Questionnaire (see Forms, page 105)
- ✘ SAVVY Census Change Questionnaire (see Forms, page 113)
- ✘ household return-visit form (see Appendix E)
- ✘ SAVVY system information letter (see Appendix F)
- ✘ *Census Update 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 **update address listing book** is preprinted with all the businesses, institutions, vacant housing units, and households that were in your assignment area during the last SAVVY census. You must update this listing to include new buildings and new housing units. To

do this, you must 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 from the previous SAVVY census round** is used as a reference to locate the buildings and housing units at the last census. You will modify this map as you canvas your assignment area, updating any changes, as well as adding or deleting structures as necessary.

The **assignment area map for the current SAVVY census round** is a blank AA map used to make a copy of the revised assignment area maps.

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

**SAVVY Census Update Questionnaires** are used to check basic information for occupied housing units.

**SAVVY Census Change Questionnaires** are used for new households or buildings in your AA. You will not receive a pre-printed questionnaire for any building that was in the AA during the last census but that did not have a household in it. You will use a change questionnaire for these households, as you would for any new households.

The **household return-visit form** 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** provides households with an overview of the SAVVY system. It also tells them how to notify their key informant of any deaths in their household.

The **historical calendar** lists dates of locally known events. This is used to help persons determine their approximate age when their 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. Be sure that participants in the SAVVY system know that all

**CONFIDENTIALITY**

information gathered is kept confidential. This rule encourages respondents to participate in the SAVVY census and updates.

## **FALSIFICATION OF DATA**

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.

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

At the end of this chapter, you will understand the best ways to travel within your assignment area (canvassing). 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 show 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 update 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 a specific 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 updating all

## LOCATING YOUR ASSIGNMENT AREA

## LOCATING BOUNDARIES OF YOUR ASSIGNMENT AREA

## HOW TO CANVASS AN ASSIGNMENT AREA

buildings, housing units, and households in your update address listing book. You will interview all housing units and businesses in your assignment area and complete one type of Sample Vital Registration with Verbal Autopsy (SAVVY) census update 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

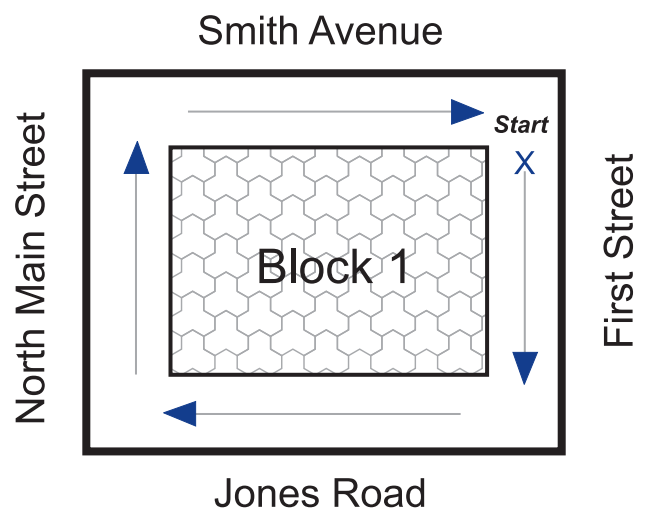
a housing unit. You will receive a pre-printed separate questionnaire for each household that was included in the previous census round.

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 update. There will not be a pre-printed questionnaire for any building that did not contain a household during the previous census, but you will find the building in the address listing book and on the assignment area map.

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 update and interviewed. If these people resided at this household in the last census, you will have a pre-printed questionnaire for that household.

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.



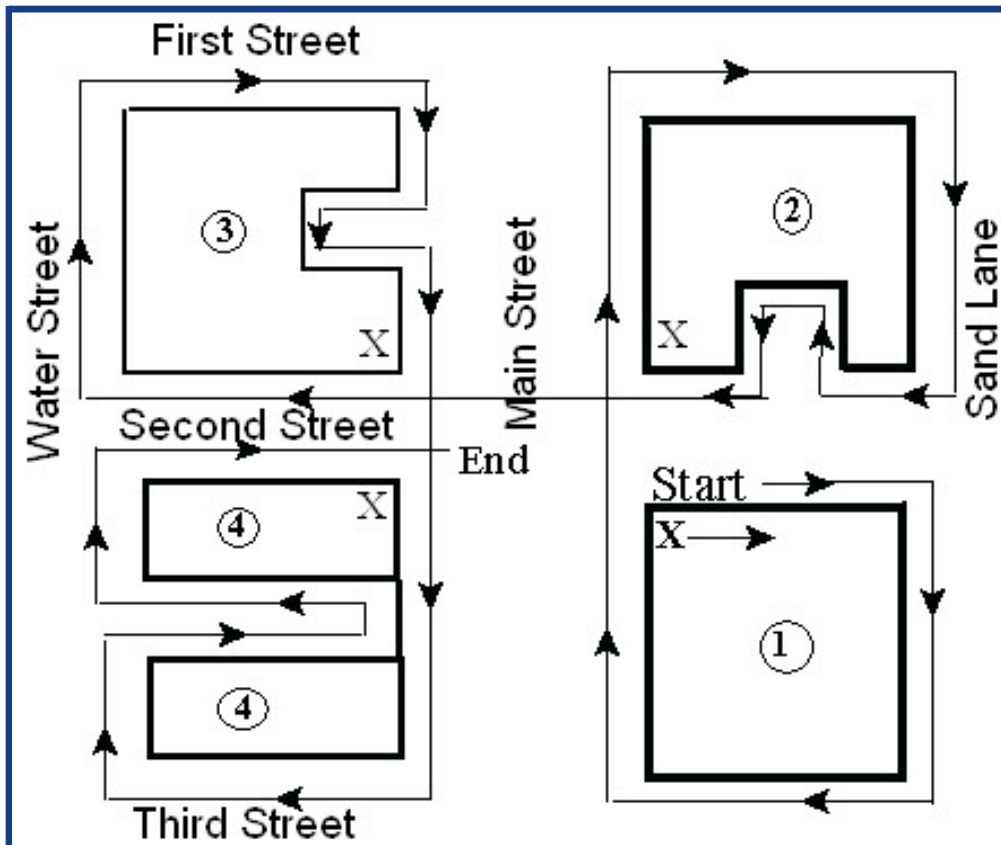
The illustration on the previous page is an example of how you should canvass a block. Start near the “X” at the corner of Smith Avenue and First Street. Canvass along First Street (listing new buildings and conducting interviews along the right hand side of First Street) until you reach Jones Road. 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 (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.
- ✘ During the baseline census, your AA was divided into blocks or areas, and numbered. You should plan to canvass the blocks or areas in order, beginning with “1.”
- ✘ Completely canvass one block or area before going to the next one. Canvass each block in order; according to the number assigned to 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).

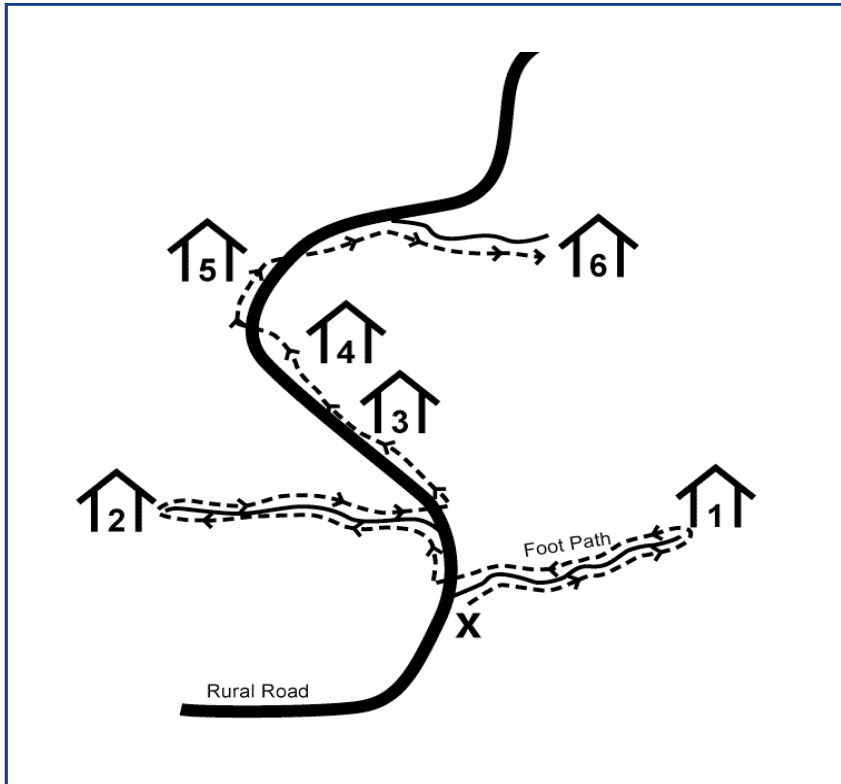


- ✘ You may also have a situation in a village where there is only one street and the buildings stop at the edge of the village but the road or path continues for a long time without any buildings at all. In that situation, when you reach the end of the buildings, you will stop, turn around, and then 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 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 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 update 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 update 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.

## **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 add this housing unit to the update 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 add it to the update address listing book. Ask if there will be any housing units, such as an apartment for a building manager. Add each housing unit on a separate line in the update address listing book.

- ✘ Construction is for a multiunit 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 update 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 update 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 update address listing book. These households are part of the SAVVY census update. People who are institutional residents, however, are not considered part of the SAVVY census update 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 update 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 update 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 update 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 interviewed for the SAVVY census update. 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.

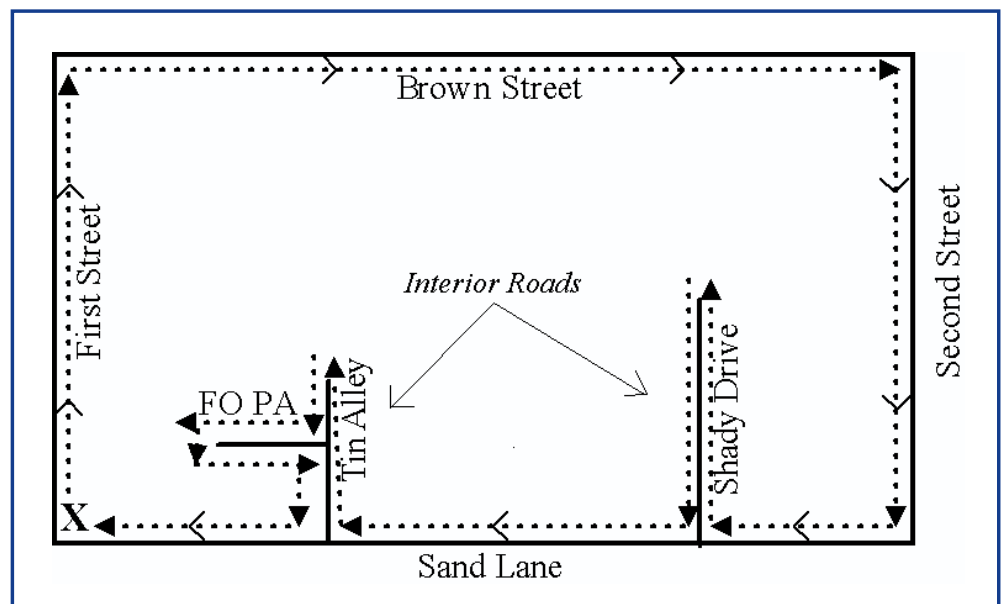
The second group comprises persons who are officers or crewmembers of a merchant vessel engaged in coastwise, inter-coastal, or foreign transportation. This person is counted at the residence where he or she stays most of the time, similar to the case of a commuter or transportation worker who lives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

Naval military officers or people assigned to naval military vessels 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 structures and interviewing on the right side of the road until you come to Brown Street.

### EXAMPLES OF CANVASSING SITUATIONS – URBAN AND RURAL





Sometimes you may come across a block within a block, as shown in the illustration on page 22. 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 Assignment Area Map

At the end of this chapter you will know how to use your assignment area (AA) map. You will learn how to verify the correspondence from the listing of buildings in the update address listing book to the building numbers noted on your AA map. You will use the map scale to guide you in locating structures and updating the map. You will learn how to update your map to show unusual situations, such as misspelled street names, name changes, demolished buildings, 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 update interviewer.

You will canvass your AA using the assignment area map from the previous census. You will make all updates and changes on this AA map. When you have completed canvassing your AA, you will copy your assignment area map onto the blank AA maps that you received with your interviewer materials. One copy of the map will be used by the field office and the second copy will be given to the key informant (KI).

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.

## READING YOUR ASSIGNMENT AREA MAP

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 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 civil division
- ✘ cluster number
- ✘ AA number

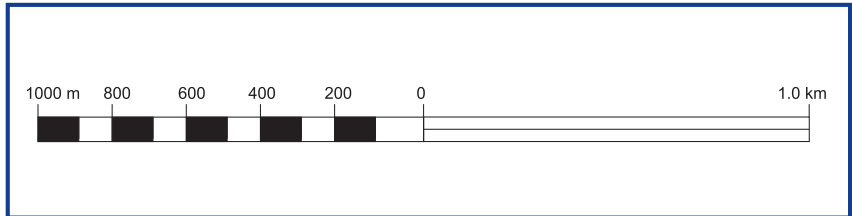
**Map legend** – The map legend contains symbols that help you interpret the information on the map. It shows you the symbols that identify:

- ✘ 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.

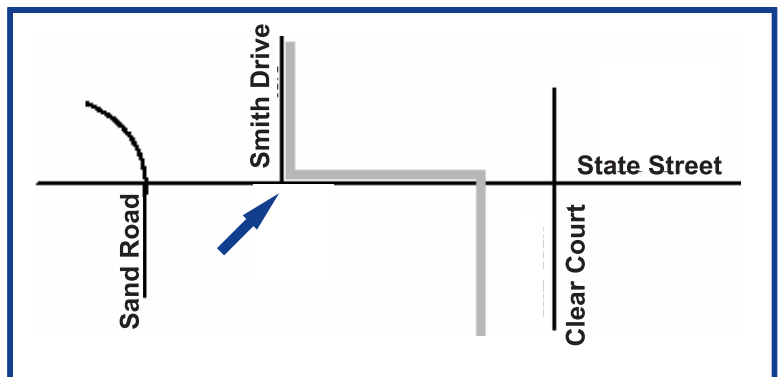


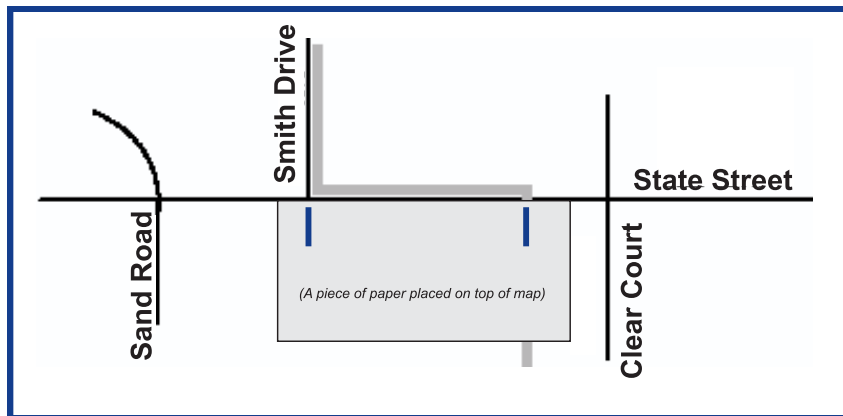
The map scale is read to the left and to the right beginning at the 0 (zero). The part of the scale that extends to the left of the zero uses smaller units of measure, which allows you to determine distances not only in whole units but also in fractions of units. The units of measurement on the map scale are usually kilometers (km) and meters (m). In the illustration above, 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: Distances determined from maps are fairly accurate in most instances. Discrepancies can arise if features are not located properly 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 travel on the ground.

The illustration at 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.



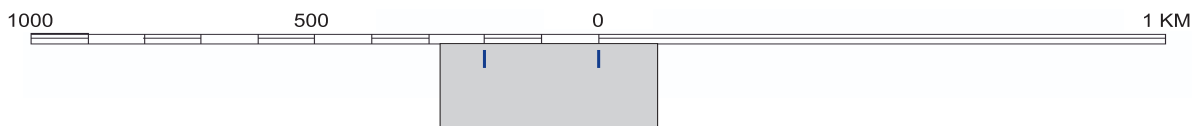


Place a piece of paper or some other available material, such as a stick, on top of the map. On the paper or stick, mark the distance between the reference point and the invisible boundary, as shown in the illustration at left.

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.

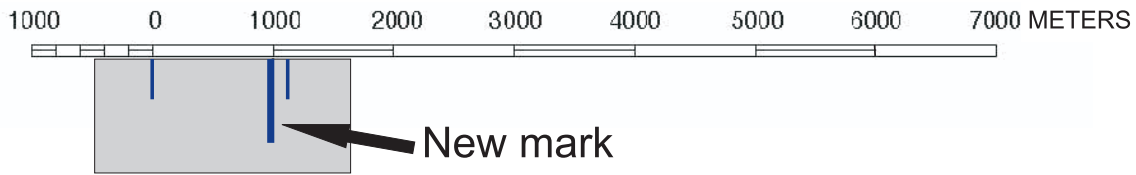
Then place the marked paper or stick under the map scale at the bottom of the map, and measure the distance between the two marked points, using the nearest measurement shown to the left of the zero (the fractional units). In this example, the paper marks indicate a distance of 200 meters, since each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

Then place the marked paper or stick under 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.

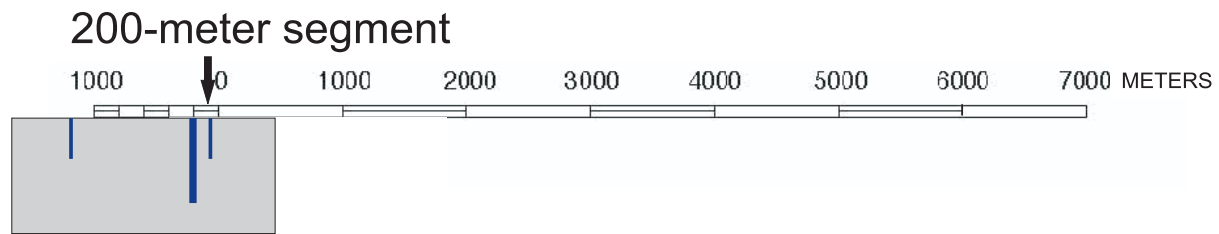


You can also make a fairly accurate estimate even if the two marks on your paper or stick do not line up precisely with the scale's units.

In this next example, shown at the top of the next page, 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 the map spot number will be entered in the address listing book at the blank page in the back, and on the identification section of the questionnaire. You will be updating the features of your AA map as you canvass your AA.

**UPDATING YOUR  
ASSIGNMENT  
AREA MAP**

Note also that the map and address listing book will assist the key informant in locating households where deaths have occurred. Changes to buildings or housing units must be noted on the AA map and will also be entered in the address listing book, as well as communicated to the SAVVY central office using the change questionnaire.

The following table provides instructions for updating AA map features:

Circumstance	Action	Additional details
<p>If a <b>street</b> is shown on the map <b>without a name...</b></p>	<ul style="list-style-type: none"> <li>✦ <b>print the street name on the map</b>, if you can obtain the name by observation or during an interview.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>✦ if you can not obtain a street name, <b>write in the appropriate abbreviation</b> depending on the type of road. Use, for example: <ul style="list-style-type: none"> <li><b>UN RD</b> for “unnamed road” if it is a public road</li> <li><b>PR RD</b> for “private road” if it is a road for private use by a housing unit(s) or businesses</li> <li><b>FO PA</b> for “foot path” if it is a road that can only be traveled by foot or all-terrain vehicles</li> </ul> </li> </ul>	<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>
<p>If the name of a <b>street printed on the map does not match the street name</b> that you observe or obtain via interview...</p>	<p><b>draw a line through the incorrect name on the map and print the correct name</b> above it (also correct the address listing book as needed).</p>	<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
<p>If the name of a street on the map is <b>misspelled or partially incorrect</b> (such as incorrect street types – avenue, road, street, etc. – or incorrect directional prefixes – North, SW, etc.) ...</p>	<p><b>draw a line through the misspelled name and print the correction above it</b> (also correct the address listing book as needed).</p>	<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>
<p>If a street seems to have <b>different names</b> on the map...</p>	<p><b>be aware that street names sometimes change</b> along the same roadway.</p>	<p><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></p>
<p>If there is <b>more than one name</b> for a street...</p>	<p><b>print alternate names in parentheses</b> next to the street name printed on your AA map.</p>	<p><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></p>
<p>If a <b>named public street is not shown</b> on the AA map...</p>	<p><b>add the street to the AA map.</b></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 <b>note 5</b> in the illustration on page 35.)</p>
<p>If an <b>unnamed public street is not shown</b> on the AA map...</p>	<p><b>add the street, but label it “UN RD” for “unnamed road”</b> followed by a letter suffix, beginning with A, then B, etc.</p>	<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 <b>note 8</b> in the illustration on page 35.)</p>

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

## HOW TO UPDATE WITH MAP SPOTTING

While canvassing your AA and updating buildings, you must verify the correspondence of the list of buildings in the update address listing book to the building numbers noted on your AA map. Next to the dot on your map (called a “map spot”) there is a building number. Associated with this building number should be one or more lines in the address listing book. The number of entries depends on whether or not the building has housing units. This will be discussed more thoroughly in the address listing book section.

If a building is shown on the AA map and is listed in the address listing book but it has been demolished or destroyed since the previous census, then place an “X” through the building number on the AA map. Use the appropriate action code in the address listing book (see below for more information).

If there is a new building (either completed or under construction) not indicated on the map or listed in the address listing book, then you must enter a dot (a “map spot”) on your AA map to show its location. You must also add an entry in the address listing book.

To insert a new map spot for a building, use the next available number. For example, if 20 structures have been previously map spotted in the AA, then use map-spot number 21 for the new structure. The map-spot numbers on the map will not necessarily be sequential, but that is not a problem as long as you faithfully record the map-spot number in your address listing book and on the household questionnaire, if it is an occupied housing unit. Whatever the order, it must be retained since these numbers are the link between the AA map, the address listing book, and the census update change questionnaire.

Since the map-spot numbers on the map are not necessarily sequential, a good practice is to make sure you always know what map-spot number was used last when you begin your work day. When you initially receive your materials, search to find the highest number in the address listing book. At the end of the day, when you mark your stopping place on your AA map in pencil, you may also want to note the highest map-spot number used so far.

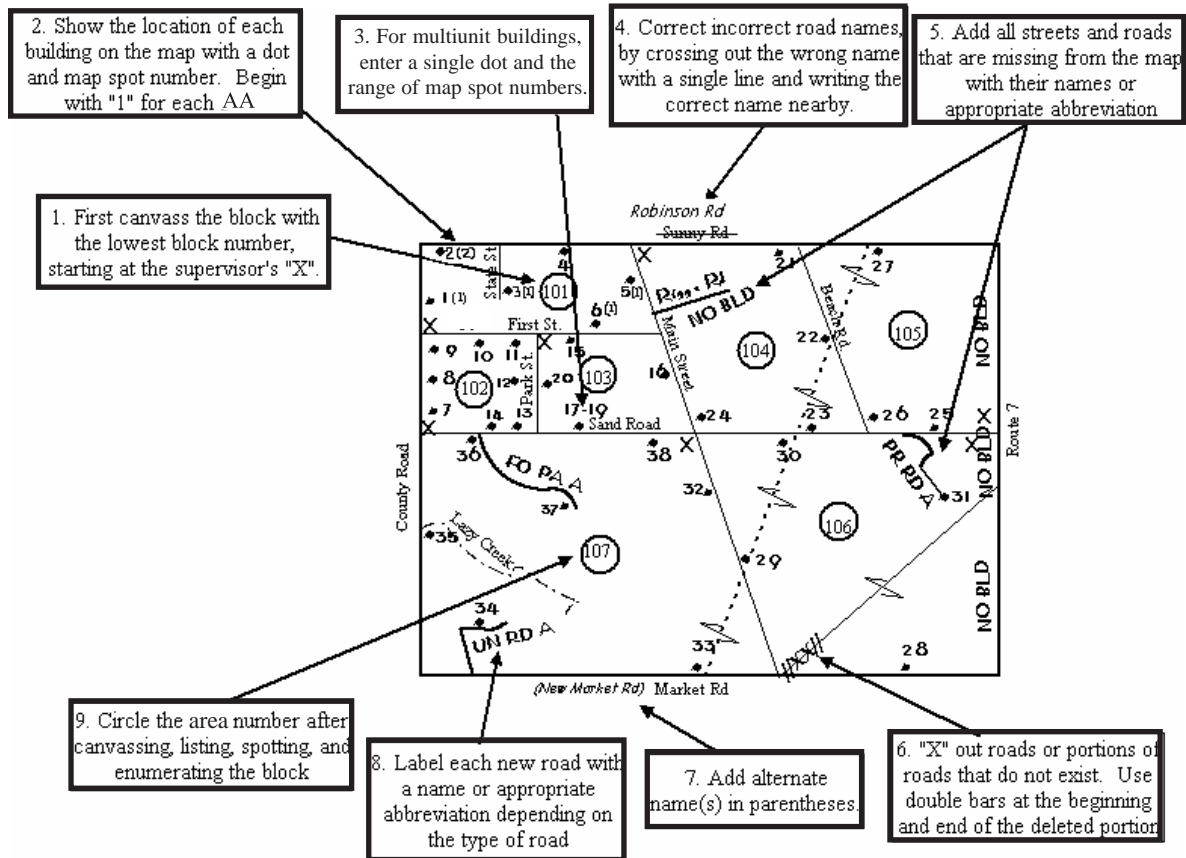
Do not reuse numbers assigned to buildings that have been crossed out on the map. Remember that building numbers must be unique for each separate structure (building) in an AA. These added map spots will be used in future census activities, so they must be located as accurately as possible on the map.

Generally, a map spot represents a single building or group of buildings. It is associated with a building number followed by the number, enclosed in parentheses, of housing units in the building.

The following are general rules used in map spotting. You will be using these rules as you update your AA map, although you will be starting with a number higher than 1. When assigning map spots:

- ✘ Show the location of each new building on the map with a dot and map-spot number. Start with the number following the highest number already used on the map.
- ✘ If the new 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, for example “● 39 (1).”
- ✘ If the new 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, for example “● 40.”
- ✘ If you find a **second, separate living quarters** in a mapped building or housing unit, such as a basement or attic apartment, do not assign a new map-spot number. Simply place the number of housing units in the building next to the building number in parentheses, for example “● 10 (2).”
- ✘ For **apartments in new multiunit buildings**, enter a map-spot number next to a single dot. 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 add 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 multiunit 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 illustration on page 37). You will list each building and any apartments on separate lines in the address listing book.
- ✘ For completely separate new **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 a line separate 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 new 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 map spot the structure.

Once you have finished canvassing and interviewing in a block or area, circle the block or area number on the map (as shown in note 9 of the illustration above).



# Working with the Address Listing Book

At the end of this chapter, you will know how to verify all businesses, institutions, vacant housing units, and households that are listed in your pre-printed address listing book. You will understand how to verify addresses and location of structures, and whether the same households still occupy housing units. You will learn how to list new single household housing units, vacant household units, multi-household housing units, and structures that do not contain any housing units; and how to record destroyed and demolished buildings. You will be able to list all the changes in structures, housing units, and households found in your assignment area in your address listing book.

Your supervisor should supply a pre-printed address listing book with information collected during the previous census. The accuracy of this information is critical to the success of the Sample Vital Registration with Verbal Autopsy (SAVVY) system. In addition, more accurate address information will make your job easier. Before you begin working in your AA, you and your supervisor should review the information contained in the address listing book.

For each building and housing unit listed in your address listing book, you will need to verify the address or location and whether the same households still occupy the housing unit. If new buildings or new housing units within existing buildings are found, then these must be added (along with pertinent information) to the address listing book. All new entries must be legible.

The cover sheet, shown at the top of page 40, has pre-printed information about your AA, as well as space for information to be supplied by both you and your supervisor. The cover sheet includes the following sections:

**Section 1. Geographic Identification** — The pre-printed codes in this section should match the information provided on your AA map and should be validated by your supervisor.

**Section 2. Assignment Information** — Write your name and contact information in this section. Your supervisor will fill in the remaining information as well as dates and identification numbers at the end of training.



The illustration below shows sections 4 and 5.

**Section 4. Supervisor and Office Use Only** — Your supervisors will complete this section when they visit you in the field.

**Section 5. Listing Book Totals** — Complete this section at the end of the interview period.

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:								
<b>NOTICE TO FINDER:</b> THIS BOOK IS THE PROPERTY OF THE [COUNTRY_NAME] SAVVY PROGRAM. PLEASE MAIL IT TO THE ADDRESS SHOWN.	FROM: (Finder's name and address)		<b>OFFICE USE ONLY</b>					
			<b>5. LISTING BOOK TOTALS</b>					
			(11) Population Summary: Total persons		(12) Building/Housing Unit Summary			(13) Total number of questionnaires completed:
	[RESPONSIBLE_AGENCY] [ADDRESS]		(a) Buildings	(b) Housing units	(c) Households			

The inner pages of the address listing book contain the information supplied from the previous interviews in the AA, as well as blank sheets to include additional households (an example of a portion of a preprinted page appears at the top of page 42, and a blank page is provided in Appendix H). Pages have 12 columns, with the following information.

**PRE-PRINTED ADDRESS LISTING BOOK**

The first column provides line numbers. In column “**Building number (2)**,” you will find the building number that has been given to the building. This will be the same as the building number that is written on your AA map.

In column “**Housing unit number (3)**,” you will find the housing unit number. These should be unique within building numbers. Here are examples from the illustration on page 42:

- ✘ If a building has only one housing unit, then the building number might be “1” and the housing unit number will be “1” (as shown for line 01 of the illustration).
- ✘ If a building has more than one housing unit (for example, you find that building 2 on the map has a basement apartment with direct access for a total of two housing units), then both housing units will have the same building number (2), but the owner will be listed as housing unit “1” (as shown on line 02 in the

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)	Questionnaires completed ( ) or 1) (7)	Interview Completed			Number of persons in household (11)	Action Code (12)
							Visit 1 (8)	Visit 2 (9)	Visit 3 (10)		
01	1	1	1	Salim Mohan Ahmed	Large red house on Country Road	2				12	
02	2	1	1	Diego Manuel Palez	33 Robinson Road	1				4	
03	2	2	1	Kwami Alonzo Urtrea	33 Robinson Road, Basement Apt	1				1	
04	3	1	1	John Lee Brown	John’s Butcher 10 State Street HU in rear of shop	1				2	
05	4	0	0	Shoe Factory	Grey factory. The second structure E of country road	1				0	
06	5	1	1	Shamala Rshan	107 Main Street	1				4	
07	5	1	2	Pashan Nadkarni	107 Main Street, rents room	1				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				0	
09	7	0	0	FIRST STREET PRISON	Adobe Building on N side of First , W of blue Trlr. Surrounded by high fencing.	1				0	

illustration) and the renter will be listed on a separate line as building 2, housing unit 2 (as shown on line 03).

- ✘ If a business contains a housing unit, for example building 3 on the AA map, then you will find building number “3” and housing unit “1” (as shown in line 04 in the illustration above, where “John Lee Brown” resides in a housing unit located in “John’s Butcher” shop).
- ✘ If a business does not contain any housing units, then you will find “0” for the housing unit number (as shown for “Shoe Factory” listed on line 05 in the illustration).

In the fourth column, “**Household number (4),**” you will find the number of separate households that live in each housing unit. In certain situations, “0” will be listed because there are no households (an uninhabited business, for example, or a housing unit that is currently vacant). In the illustration, line 05, “Shoe Factory,” has no households because it is an uninhabited business, and line 08, “VACANT,” has no households.

There will usually be one household per occupied housing unit, meaning that you will usually find “1” in column (4) for each housing unit in column (3). Lines 01 through 04 in the illustration are examples.

At some locations, there may be multiple households living in a housing unit. There should be 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 have been interviewed as a separate household, so that one housing unit would have two households. For example, building number 5 at “107 Main Street” (lines 06 and 07 in the illustration) has two households listed — on line 06, household 1 is for “Shamala Rashan,” who may be the owner; while line 07 lists “Pashan Nadkarni,” who rents a room at this location.

In **column (5)**, with the heading that begins “**Name of Reference Person**,” you will find the first, middle, and last name of the reference person who was interviewed in the household. If the housing unit is vacant and there is information about the housing unit gathered from a neighbor or other knowledgeable source, then you will find “VACANT” in column (5), as shown on line 08 in the illustration. If the location is a business, the listing in this column will depend upon whether someone lives at the business. Here are some examples of business listings:

- ✘ If it is a business with no occupied housing units, you will find the name of the business in column (5), such as “FIRST STREET PRISON,” shown in line 09.
- ✘ If the business does not have a formal name and no occupied housing units, then you will find the type of business or institution listed, such as “Shoe Factory” for line 05.
- ✘ If business contains an occupied housing unit, then you will find the name of the person interviewed in the household in column (5) and the name of the business or type of business or institution will be given as part of the address in column (6), as shown in line 04, where “John Lee Brown” lives in a housing unit at the back of “John’s Butcher” shop.

In **column (6)**, with the heading that begins “**Street name, road, or number,**” you will find the address or a brief description of the location of the building, such as “107 Main Street” (as in line 06 of the illustration) or “Large red house on Country Road,” shown for line 01 in the illustration on page 42.

If there is an apartment within a building and the apartment does not have a number on the door to identify it, you will find a description of the location of the apartment within the building, such as, “Basement Apt” for an apartment in the basement of “33 Robinson Road” on line 03 of the illustration.

## COMMON FIELDS FOR BOTH TYPES OF LISTINGS

Whether you are dealing with preprinted listings or adding a new one at the end of the update address listing book, columns (7) through (12) will always be blank.

In column (7) you should write the number of questionnaires that were completed for each line. Here are some examples:

- ✘ 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, then you would record the total number of questionnaires completed in column (7) (see line 01).
- ✘ You should always complete at least one questionnaire for each line in your address listing book.

Use columns (8)-(10) to note the date of your visits.

- ✘ For example if it is October 1 on your first visit, write “01/10” in the box under column (8). If you were able to complete an interview on your first visit, then you would write an “X” 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) and 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 callback on the date written in column (9) but the persons still are not at 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 3 attempts, you should notify your supervisor.

When the interview is completed, use column (11) to record the total number of persons enumerated at each occupied housing unit.

- ☒ The number of people enumerated is the number of persons listed on the questionnaire.
- ☒ It may be that no one was enumerated because it was a vacant housing unit or an uninhabited business, in this case you will find “0” in column (11).

In the final column, “**Action Code (12),**” you will write an action code for each entry. The possible codes are shown below:

**Action Codes: Preprinted Listing**

✓ - no change	<b>R1 – Household information replaced (see additions)</b>	<b>D1 – Household information no longer valid (delete)</b>
<b>C – Name or location correction</b>	<b>R2 – Building now has housing unit (see additions)</b>	<b>D2 – Demolished building/housing unit, no longer habitable (delete)</b>

At the end of the day, you should total up the number of buildings – column (2), the number of housing units – column (3), the number of households – column (4), the number of questionnaires completed – column (7), and persons interviewed – column (11) for each completed page of your listing book. Write the totals on the last line on each page. 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, when you should completely fill the page. You should double-check these numbers, as they will be used later in the office to verify your work.



# Conducting Update 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 update 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 census update 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.

You may occasionally encounter a household whose residents 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

## NON-RESPONSES AND REFUSALS

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.

## SITUATIONS YOU MAY ENCOUNTER

As you canvass your area, you may encounter any of the following situations: a previously interviewed household still lives in the same housing unit, a previously interviewed household has moved, a new household has moved into an existing housing unit, a new household has moved into a new housing unit, a new occupied housing unit is found in an existing building, a new vacant housing unit is found in an existing building, a new vacant housing unit is found in a new building, a new occupied housing unit is found in a new building, a new building with no housing units is found, a previously listed building with no housing units is no longer there, or a previously listed housing unit is no longer there or is now uninhabitable.

**Note** that members of a new household may have been previously interviewed but they are no longer residing at the same location as when they were previously interviewed.

It is important to understand that the pre-printed SAVVY census update questionnaire is **ONLY** used in the first two situations. In all other cases, you will complete the SAVVY census change questionnaire.

# Completing the SAVVY Census Update Questionnaire

At the end of this chapter, you will know how to complete a household census update 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 what to do if a structure, housing unit, or household has changed. You will be able to verify data about respondents from the previous census round and update data as necessary. You will learn how to finish the questionnaire when the interview is complete and where to sign when you are satisfied with your work.

In most cases, you should be able to locate the household that was previously interviewed. If you have a Sample Vital Registration with Verbal Autopsy (SAVVY) Census Update Questionnaire for a household, it will have pre-printed building and housing unit numbers. Locate the building number on your AA map. Verify the information for this household as shown in the address listing book.

## INFORMATION TO VERIFY ON THE PRE-PRINTED QUESTIONNAIRE BEFORE THE INTERVIEW

The update questionnaire has some of the information previously collected (an example of an update questionnaire is provided in the Forms section of the manual). If the same household still lives in the housing unit, then this information needs to be verified and updated. In “**SECTION A. IDENTIFICATION**” on the first page of the form, the following items need verification:

**1. Place name** – The place name should be printed and match the one in the address listing book. In the example on the next page, the place name is “Hendersonville.”

**2. Cluster number** – The cluster number should be printed and match the one on the AA map. The illustration shows “2 0” as the cluster number.

**3. AA number** – The AA number should be printed and match the one on the AA map. The illustration shows “1 0” as the AA number.

**4. Building number** – The building number should be printed and should correspond to the map spot number for this building. This number may also have been marked on or near the building for future identification. Make sure that the address listing book, map spot, and marked building number (if available) are in

**SAVVY Census Update Questionnaire** *Note: ONLY use this form to update information for the identified household number.*

SECTION A. IDENTIFICATION			
1. Place name: <b>Hendersonville</b>			
2. Cluster number:	2	0	
3. Assignment area number:	1	0	
4. Building number:	0	8	3
5. Housing unit number:	0	6	
6. Household number:	0	2	

SECTION B. LOCATION DESCRIPTION
1. Name of business or institution, if applicable:
2. Description of location: <b>Blue house with tin roof just past school on dirt road</b>

agreement. The illustration above shows “0 8 3” as the building number.

**5. Housing unit number** – The housing unit number should be printed and match the one found in your address listing book. It may also have been marked on or near the housing unit for future identification when there is more than one housing unit in the building. In the illustration, the housing unit number is “0 6.”

**6. Household number** – The household number should be printed and match the one found in your address listing book. If a reference person is listed for this household you should attempt to complete the interview with this person again. The example above shows “0 2” as the household number.

“**SECTION B. LOCATION DESCRIPTION**” on the right side of the first page provides a detailed description of the location of the building written in the previous census. This description should be complete enough so that you can find this particular housing unit. In the example above, “Blue house with tin roof just past school on dirt road” is written to describe the location. Update the location description if necessary.

In “**SECTION C. CALLBACK INFORMATION**,” enter the date of your interview in the appropriate place. For example, if

SECTION C. CALLBACK INFORMATION			
1. Date of first visit:	Day: 01	Month: 10	Year: 2007
2. Date of second visit:	Day:	Month:	Year:
3. Date of third visit:	Day:	Month:	Year:
4. Circle the final status code: Completed interview of census household..... 1 Census household moved, another household present..... 2 <i>If status is 2, go to Change Questionnaire</i> Housing unit now vacant..... 3 Housing unit demolished or can no longer be lived in..... 4 Housing unit converted to non-residential use ..... 5			

SECTION D. SUMMARY INTERVIEW INFORMATION			
1. Final interview date:	Day:	Month:	Year:
2. Circle the status of household: Same census household..... 1 - go to Section G Census household moved out..... 2 - continue			
3. When did this household move out of this housing unit?			
Day:	Month:	Year:	
<i>If possible, continue with section G</i>			

this is your first interview at the location, enter the date in line 1. The example at the bottom of page 52 shows Oct. 1, 2007 as the date (using the “day/month/year” format for recording dates). Do not complete the final status code (line “**4. Circle the final status code**”) until the interview is completed.

After you have verified the household identification on the front of the questionnaire, you will need to find a knowledgeable household member to complete the questionnaire.

As you approach a housing unit make sure that your identification card is clearly visible. Knock on the main entrance of the housing unit and introduce yourself as a SAVVY system interviewer updating census information. You first need to determine if this is the same household that was previously interviewed. Normally, you will ask to speak with the reference person (as listed in the address listing book). If that person no longer lives there, then ask about the other persons listed in the census update questionnaire. If any of those listed still reside in the household, then this household is considered the “same” as the one interviewed previously.

This information needs to be entered into “**SECTION D. SUMMARY INTERVIEW INFORMATION.**” The example on the previous page shows “1” circled for “same census household.” If this is the same household as previously interviewed, circle “1” as the status and continue with the update interview for this household (go to section G on the second page of the questionnaire; sections E and F on the first page will be completed later).

If this is a different household (even if they were previously interviewed at their former address) or the housing unit is vacant, then circle “2” under Section D as the status of the household. In this case, you must attempt to continue with the update interview to determine the date that the previous household moved out, and enter this date in line 3 of section D. If possible, find out if any individual members of the previous household moved out before the date that the household moved. It is especially important to find out if any of them died (see related questions on update questionnaire below). The SAVVY census update questionnaire is completed only for **that location’s** previously interviewed household.

## IDENTIFYING A HOUSEHOLD AS “SAME” OR “DIFFERENT” FOR THE REPORTED HOUSEHOLD

**Note:** Even if members of a household were interviewed in the previous round and subsequently moved to the housing unit next door, it is considered as a new household because it is in a new location.

For a new household since the last census, you must continue the interview and complete a SAVVY change questionnaire for the household now present. This is considered a new household. This means that after completing section G of the pre-printed questionnaire (or section D, if completing section G was not possible), return to section C, row 4 and circle “2,” for “**Census Household moved, another household present.**” Then obtain a SAVVY census change questionnaire, fill out the pertinent information to identify the current household, and interview a respondent for the new household using the SAVVY Census Change Questionnaire. Note: Even if a new household has replaced the previous household, identify a household respondent (as described below) and complete the update questionnaire for the previous household before doing a change questionnaire for the new household.

## IDENTIFYING A HOUSEHOLD RESPONDENT

If the reference person listed in the address listing book is not available at the time of your visit, attempt to arrange a convenient time to return and talk with that person. If, for one reason or another, you need to identify another reference person, you should ask to speak to the owner or renter of the building, or building manager if it is a non-residential building. If that person is unavailable, you should ask to speak to the spouse of the owner or renter of a residential building. If that person is 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 the head person present at a 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 a knowledgeable person in management at the business or institution.

Acceptable respondents, in order of preference, are:

- ☒ reference person listed in address listing book
- ☒ owner or renter of the business or housing unit
- ☒ spouse of the owner or renter of the housing unit, or building manager if it is 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
- ☒ 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 the reference person is listed as a member of the household then enter that person's line number in "**SECTION E. RESPONDENT and COUNTS**" under line 1, "Household respondent line number." If the current reference person is not listed from the previous census, then you will need to complete this section after you have completed the interview.

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 make note of this date and time in the address listing book under column (9). The return-visit form is shown in an appendix.

You are required to attempt an interview on three different dates or times at every business or housing unit. If you still have not been able to locate an acceptable respondent after three attempts, then complete the questionnaire based on answers from someone who is present in the housing unit or from the household's neighbors. Fill in the appropriate information in section E. If you are not able to obtain any information after you attempt to conduct an interview three times, you should contact your supervisor immediately. Your supervisor can provide assistance if notified in a timely manner.

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 in an answer space, or crossed-out entries.

Each resident of the household will fall into one of three groups:

- ☒ listed as a permanent member in the previous census
- ☒ not listed in the previous census but is a permanent member of the household

**IF THERE IS NO  
HOUSEHOLD  
RESPONDENT**

**COMPLETING THE  
UPDATE CENSUS  
QUESTIONNAIRE**

- ✘ not listed in the previous census and is only a temporary member of the household or a visitor.

Information for the first group needs to be updated on the questionnaire. Complete information must be collected for the second group. The third group are people who are not permanent members of the household so NO information is collected. For members previously listed but not currently living with the household, it is essential to know when and why they departed.

One group of people to pay special attention to is the home-coming sick. These are terminally-ill persons who had been residing elsewhere but move into a household in your AA, typically to return to their family homes for care. These people usually intend to remain in the household for as long as they live. If they have entered the household but have died before the update period, they are to be considered members of the household and entered in section H of the census update questionnaire. You will need to fill out questions 17, 18, and 19 for these individuals.

The questionnaire is designed with two types of schedules to capture the necessary information.

**“SECTION G. HOUSEHOLD CENSUS SCHEDULE”** is a listing of the household members present during the last interview. This information needs to be updated by the household respondent for the first and second groups listed at the bottom of page 55.

**“SECTION H. NEW HOUSEHOLD MEMBERS”** collects information about new members of a household, i.e., those in the second group listed on page 55.

## SECTION G. HOUSEHOLD CENSUS SCHEDULE

**“SECTION G. HOUSEHOLD CENSUS SCHEDULE”** contains the information on file from the previous census. An example of the first page of this section is shown on the next page (the complete form is in the Forms sections). Read the instructions from **column 2** aloud to the respondent:

**This is a list of all household members who were present during the last SAVVY census. Please tell me if our current information for each person is correct and if this member still lives here.**

For each person listed you must determine if he or she currently lives in the household. If so, first verify the listed information. Any

corrections can be made on the blank line below the printed information. Complete the other questions as appropriate.

**Column 1, line number** – For each person listed, fill in the appropriate line number before asking questions 3-7. For example, if it is the first person, write a “00” before the number 1 in the first column to the left of this name. In the example, “Charles Manu” is listed on the first line and his number is “001.” If it is a new page for this section of the questionnaire (you have completed a page listing the first 10 people), continue but enter a “01” in the blank field of the first line number, which gives that person the number “011.”

**Column 3, relationship** – For each person listed, ask the respondent question 3, “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” but the pre-printed form says “adopted child,” be sure to clarify. Be sure to copy the correct relationship code faithfully. In the illustration below, Kia Manu is the reference person’s spouse, Kwami Manu is his biological child.

**Column 4, each person’s biological mother** – For each person, you should then ask if that person’s biological mother is a member of the household. If the information on the pre-printed questionnaire is correct, go on to the column 5 question, each person’s biological father. However, if the information on the pre-printed questionnaire is incorrect, then determine which of the of the following applies and make the relevant entry:

SECTION G. HOUSEHOLD CENSUS SCHEDULE— Page 1 of 3						
Line #	This is a list all household members who were present during the last SAVVY census.  Please tell me if our current information for each person is correct and if this member still lives here.	What is the relationship of this person to the first person listed? 1-Reference perso(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 (—).	Is this person male or female?  1-Male 2-Female	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
001	Charles Manu	1	—	—	1	0 7 / 0 5 / 1 9 6 4
002	Kia Manu	2	—	—	2	0 3 / 1 2 / 1 9 6 5
003	Kwami Manu	3	0 0 2	0 0 1	1	0 8 / 0 8 / 2 0 0 0
4						
4						
5						
5						
6						
6						
7						
7						
8						
8						
9						
9						
0						
0						

- ✘ If it was previously reported that the person's biological mother was a member of the household, but the respondent now says she is not, check the line number of the biological mother on the pre-printed form. Check if the biological mother is still a member of the household. If she has moved or died, then place a dash in the blank line for question 4. If, however, that person is still in the household, then you should ask the respondent to help you resolve the conflict between the two answers.
- ✘ You will need to pursue the question vigorously to determine if the answer given in the previous census was in error. It may be that the person listed as the mother in the previous census is not the biological mother of the person (an adoptive parent or grandparent, for example, who had taken on the duties of raising the person at some point in his or her lifetime).
- ✘ If it was previously reported that the person's biological mother was not a member of the household, but the respondent now says she is, ask the name of the person's biological mother, and check to see if that person is on the pre-printed list of household members. If not, pause to enter the biological mother's name in section H and obtain a proper line number for her. Then write her line number in the blank line for question 4.
- ✘ If, however, that person's name is on the pre-printed list of household members, then you should ask the respondent to help you resolve the conflict between the two answers. You will need to pursue the question vigorously to determine if the answer given in the previous census was in error or if the respondent is erroneously reporting a person as a biological mother.

**Column 5, each person's biological father** – You should then ask for each person listed if that person's biological father is a member of the household. If the information on the pre-printed questionnaire is correct, go on to the question in column 6.

If the information on the pre-printed questionnaire is not correct then determine which of the following applies and make the relevant correction:

- ✘ If it was previously reported that the person's biological father was a member of the household, but the

respondent now says he is not, check the line number of the father on the pre-printed form. Check if that person is still a member of the household. If he has moved or died, then place a dash in the blank line for question 5. If, however, that person is still in the household, then you should ask the respondent to help you resolve the conflict between the two answers.

- ✘ You will need to pursue the question vigorously to determine if the answer given in the previous census was in error. It may be that the person listed as the biological father in the previous census is an adoptive parent or grandparent of the person, who had taken on the duties of raising the person at some point in his or her lifetime.
- ✘ If it was previously reported that the person's biological father was not a member of the household, but the respondent now says he is, ask the name of the person's biological father, and check to see if that person is on the pre-printed list of household members. If not, pause to enter the biological father's name in section H and obtain a proper line number for him. Then write his line number in the blank line for question 5.
- ✘ If, however, that person's name is on the pre-printed list of household members, then you should ask the respondent to help you resolve the conflict between the two answers. You will need to pursue the question vigorously to determine if the answer given in the previous census was in error.

**Column 6, Sex** – Continuing in the next column, beginning with the respondent, note the person's sex. For others listed, you should always ask question 6, whether the individual is male or female, unless the person is standing in front of you. You should not make any assumptions based on name alone.

If the information on the pre-printed questionnaire is correct, go on to the question in column 7. If the information is not correct, ask the respondent if you have written the information correctly. Write the new information on the blank line for this question.

**Column 7, date of birth** – Continuing with the question in column 7, ask for each person's date of birth. If the information on the pre-printed questionnaire is correct, go on to the question in column 8.

If the information is incorrect, write the correct date on the blank line provided. If the exact date of birth is unknown, write down whatever information can be determined. For example, if the respondent says that a person was born in March 1927 but the respondent is unsure of the exact date, you would leave the “day” boxes empty but fill in the “month” and “year.” The line for this person in column 7 would look like this (with the first two boxes for the date left empty):

7							
		0	3	1	9	2	7

**Column 8, age** – Continuing with the next column, ask each 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 fourth birthday will be the day after the interview, then you should record this person’s 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 a respondent may round the age up by a year. You should attempt to record a person’s exact age as of the interview date.

The information given on the date of the interview usually would not match the information in the pre-printed questionnaire, since those answers were given during a previous census. Always record the current information on the blank line below the pre-printed information given in column 8.

If the information on the pre-printed form is not correct, determine if the respondent understands clearly what is meant by “age in completed years.” If the respondent does understand yet states an age that conflicts with other information on the pre-printed questionnaire, then record the response on the blank line.

**Note** that there are three boxes to record age. You should always fill in each box. For example, for a person who is 15 years old (completed 15 years of life), you would write “015,” as shown here:

8		
0	1	5

If a person doesn't know the exact age, ask the person to estimate the age using the historical calendar. Once you have the date of birth and age of an individual, 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 he or she is sure of the information. For example, in an interview conducted in 2007, a person's year of birth is given as 1927 but the age reported is 87. The two details disagree, since someone born in 1927 would be 79 or 80 years of age in 2007.

**Column 9, currently attending school** – Ask the respondent if the person listed is currently attending school. This question refers to attendance at formal educational institutions and does not include apprenticeships or training courses. In the example shown below, none of the three members of the household are currently in school (“2” has been pre-printed for each person's line).

Since the current information given does not need to match the information in the pre-printed questionnaire, always record the current information in the blank line below question 9. If the respondent says yes, then write “1.” If the respondent answers no, then write “2.”

**Column 10, highest grade completed** – For each person, ask what is the highest grade that person completed in the formal educational system. In the pre-printed example below, the respondent had completed the eighth year of primary school and his spouse had completed the seventh year. Their young child had not completed any schooling.

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) — Page 2 of 3						
Line #	What is this person's age in completed years? <i>If date of birth and age are unknown, ask for an age estimate using the historic calendar.</i>	Is this person currently attending school? 1 - Yes 2 - No	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? 1 - Yes 2 - No	Is this person's biological father alive? 1 - Yes 2 - No
1	8	9	10	11	12	13
001	0 4 0	2	8	1	1	2
002	0 3 9	2	7	2	2	2
003	0 0 4	2	0	3	1	1
4						
4						
5						
5						
6						
6						
7						
7						
8						
8						
9						
9						
0						
0						

The current schooling information does not need to match the information in the pre-printed questionnaire, so you will always record the current information in the blank line below the pre-printed information in column 10. You should note, however, that the highest grade completed cannot be lower than that given during the previous census, nor should it be unusually higher (for example, if the previous census took place one year ago, a person's current level of education should not have advanced by substantially more than one year). If either of these is the case, ask the respondent to help you resolve the conflict.

If the respondent says that the person listed has never attended school, then write "0" in the blank line for column 10. If they state that the person listed has attended some school but has not completed the first grade, then also write "0."

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 the blank line below column 10. 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 in column 10.

If you are told that the person listed has completed at least an associate degree at university (tertiary), then write "13" in the blank line below column 10. If you are told that the person listed has completed post-secondary vocational school, then write "14" in column 10.

**Column 11, employment status** – For each person, ask about their current work status, reading the possible responses: working for pay, unpaid work, or not working. Write the number code that matches the answer in the blank line below column 11. In the example on page 61, the pre-printed information from the previous census showed that the respondent was working for pay, his spouse was doing unpaid work, and their young child was not working.

The current information does not need to match the information in the pre-printed questionnaire. You will always record the current information in the blank lines in column 11.

**Column 12, mother alive** – Ask if the biological mother of the person listed is alive. If the information on the pre-printed questionnaire is different from the current response, check to see if there is a conflict:

- ✘ If the current response is "yes" but the response from the previous census was "no," ask the respondent to

help resolve the conflict between the two answers. If the mother is currently living in the household, that would be good supporting evidence that the current answer is correct and the previous census answer was incorrect.

- ✘ If the current response is “no” and the response from the previous census was “yes,” it may be worthwhile to clarify the discrepancy with the respondent. The biological mother may have died since the previous census. Tactfully determine if this is so and mark “no” on the questionnaire if so.

Regardless of whether the information on the pre-printed questionnaire matches the response, when recording the column 12 response, refer quickly to the current response given in column 4, whether the person’s biological mother lives in the household. If the respondent replied “no” in column 4 for a household member, then the answer in column 12 for that person could be “yes” or “no.” However, if the respondent replied “yes” to the question in column 4, then the response in column 12 should always be “yes.”

**Column 13, father alive** – Ask if the biological father of the person listed is alive. As with column 12, check to see if there is a conflict with the pre-printed information or with the answers given for each person in column 5 (whether the person’s biological father lives in the household), then mark the appropriate answers.

Section G continues on the next page of the update questionnaire, with column 14. The remaining pages do not include any pre-printed information from the previous census.

**Column 14, births in the last 12 months** – The question in column 14 (whether the person has given birth during the past 12 months) is only asked for each woman between the ages of 12 and 49 years old in the household. This question refers to all live births, even infants who died soon after birth. Circle the appropriate answer for each woman aged 12 to 49 years old. In the example shown on the next page, the only household member who is a woman in the given age range has not given birth, so “2” is circled.

Continuing with the final portion of section G, ask if any person listed from the previous census has died or has permanently left the household. If so, check the “yes” box and complete columns 15-17 for each person who died or permanently moved out of the house. The date and reason for departure are important aspects of the update census. In the illustration, “no” is circled and no answers

are given in columns 15-17 because no one has died or permanently left the household since the last census. When columns 15-17 need to be asked, follow these instructions:

**Column 15, date this person departed** – If the answer is unknown for a person who has died or permanently left, ask the respondent to estimate month and year, and record as much of the date as possible.

**Column 16, why the person departed** – Read the nine possible responses: died, work, school, marriage, staying with family, illness, family moved, was not resident here in previous census period, or other reason. Write the appropriate code number in the blank line below column 16 for the person who has died or left. If the answer is “1” for “died,” ask the question in column 17. Otherwise, continue with section H on the next page of the form.

**Column 17, was there a verbal autopsy interview** – Ask this question only for people who have died since the last census, and record the appropriate answer (“1” if a verbal autopsy was done or “2” if not done).

**SECTION H. NEW HOUSEHOLD MEMBERS**

**“SECTION H. NEW HOUSEHOLD MEMBERS”** is used to collect information about new permanent members of the household since the last census. Read the instructions in column 2 aloud to the respondent:

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) — Page 3 of 3				
Line #	Ask only women aged 12-49 years old.  Has she given birth in the last 12 months?  1-Yes 2-No	For those listed on this page, have there been any deaths or has anyone permanently moved out of the house?		
		YES <input type="checkbox"/> Ask questions 15-17	NO <input checked="" type="checkbox"/> Go to SECTION H	
		On what date did this person depart?  <i>If exact date is unknown, estimate month and year.</i>	Why did this person depart? 1 - Died <i>go to 17</i> 2 - Work 3 - School 4 - Marriage 5 - Stay with family 6 - Illness 7 - Family moved 8 - Never lived here (previously listed incorrectly) 9 - Other reason	Only ask if the person died  Was there a verbal autopsy interview? 1 - Yes 2 - No
1	14	15	16	17
001	Y = 1 N = 2	Day Month Year		
002	Y = 1 N = 2	Day Month Year		
003	Y = 1 N = 2	Day Month Year		
4	Y = 1 N = 2	Day Month Year		
5	Y = 1 N = 2	Day Month Year		
6	Y = 1 N = 2	Day Month Year		
7	Y = 1 N = 2	Day Month Year		
8	Y = 1 N = 2	Day Month Year		
9	Y = 1 N = 2	Day Month Year		
0	Y = 1 N = 2	Day Month Year		

**Please tell me the names of new household members that have moved permanently into the household since the last SAVVY census, whether they are still members of this household or not.**

*Don't forget to include newborns, persons who have permanently joined the family, those who intended to live here permanently and have left or died, or those who are terminally ill.*

For each person mentioned, write down the first and last name. Ask for clarification or spelling for names if you are unsure. Also ask for clarification if you are unclear about whether a certain person is a member of this household or a separate household. Make sure the new household member intends (or had intended) to live in the household permanently.

If the respondent lists more than 10 new names, then you will need to continue on a change questionnaire (instructions for the change questionnaire are given in chapter 8). Copy the identification codes into section A of the change form. This will allow you to match it with the original if a problem occurs. On the second page, continue listing new household members but enter a "1" in the blank field of the line number. This will indicate that this is the eleventh person. Continue to write down the names of the household members. Ask for clarification if necessary.

If more than 20 persons are added, you might ask if these are all part of the same household. Possibly they should be another household in the housing unit. Or possibly the housing unit could be a workers' dormitory. As such, a dormitory would not be in the scope of the SAVVY census. In this case, consult your census supervisor for guidance.

Continuing with section H of the update form, the information to be gathered for new members of the household is almost identical with the information gathered in section G for members from the last census. In section G, you only needed to verify some of the pre-printed data for the listed members. In section H, however, you will need to enter all responses for the new members. In addition, the date that a new member moved (or was born) into the household is needed, and will be recorded in column 3 of section H.

Verify or enter the information for each person separately. The questions for section H are the same as questions asked on the change questionnaire. For specific information about questions under section H, refer to the next chapter, which describes each question on the change form.

At the end of the interview, be sure to thank the respondent for his or her time. Remind the respondent to contact the key informant in case of a death in the household. Ask that the SAVVY information letter be kept in a safe place.

## COMPLETING THE UPDATE QUESTIONNAIRE AFTER THE INTERVIEW

When the interview is completed, leave the premises and complete the required information needed on the cover sheet. These remaining details only take a minute or so to record, and will allow you to check the information that you have just recorded during the interview, possibly saving you a return trip.

Finish section C, the callback information, by circling the appropriate “final status code” on line 4. The example below shows that “1” was circled, for a completed update at the household.

If the household from the previous census had since moved and another household was present at this location, you would circle “2.” In this situation, you would complete a SAVVY census change questionnaire (explained in the next chapter) for the new household. You would also need to obtain the date the previous household moved away, and record that date under section D of the update form, line 3.

Other final status code options are as follows (no update or change interview is conducted for these situations):

- ☒ If the housing unit is vacant, circle “3” under section C, final status code. You must get a date when the previous household moved out. Record this date under line 3 in section D.
- ☒ If the housing unit has been demolished or can no longer be lived in, circle “4” under final status code of section C. This housing unit will be removed from the address listing book for the next update census. You

SECTION C. CALLBACK INFORMATION				
1. Date of first visit:	Day 01	Month 10	Year 2007	
2. Date of second visit:	Day	Month	Year	
3. Date of third visit:	Day	Month	Year	
4. Circle the final status code:				
Completed interview of census household ..... 1				
Census household moved, another household present ..... 2				
<i>If status is 2, go to Change Questionnaire</i>				
Housing unit now vacant ..... 3				
Housing unit demolished or can no longer be lived in ..... 4				
Housing unit converted to non-residential use ..... 5				

SECTION D. SUMMARY INTERVIEW INFORMATION				
1. Final interview date:	Day 01	Month 10	Year 2007	
2. Circle the status of household:				
Same census household ..... 1 - go to Section G				
Census household moved out ..... 2 - continue				
3. When did this household move out of this housing unit?				
Day	Month	Year		
<i>If possible, continue with section G</i>				

must get a date for when the previous household moved away, before the location was demolished or became uninhabitable, and record this in section D, line 3.

- ☒ If the housing unit was converted to non-residential use, circle “5.” You must get a date when the previous household moved out and record this date in section D, line 3.

In **“SECTION D. SUMMARY INTERVIEW INFORMATION,”** enter the date of the “final interview date” — the date the update interview was completed. In the example, Oct. 1, 2007 has been entered. In this case, the interview was completed on the interviewer’s first attempted visit.

If the interview is not completed, this is left blank unless it is the third attempt (after three unsuccessful attempts, the date of the third visit is entered as the “final interview date” in section D). As previously explained, you must visit each household three times in an attempt to gather the necessary information. Even if no one is home, find someone nearby to suggest a good time for contact. If a household is at home but refuses to cooperate, you should notify your supervisor as soon as possible. Every attempt will be made to interview the household and the date of the interview should be recorded.

Remember, always write two numbers for the day, two numbers for the month, and four numbers for the year. As shown in the example on the previous page, Oct. 1, 2007 is recorded by using “01” for the day, “10” for the month, and “2007” for the year.

Circle the status of household, line 2 of section D. If the household listed in the SAVVY census update questionnaire is still living at the location, then circle “1,” as shown in the illustration. If that household no longer lives in the housing unit, then circle “2.”

As explained above, line 3, “When did this household move out of this housing unit?” is used to record the date, or the best approximation, when the household from the previous census has moved out. If the exact date is unknown, write down whatever information is known and leave the rest blank. For example, if a neighbor says that the household left in May 2005, but they are unsure of the day, you would leave the “day” blank but write “05” for the month of May and “2005” for the year.

In **“SECTION E. RESPONDENT and COUNTS,”** indicate the type of respondent who provided most information. If this was a respondent from inside the household, a permanent household member, and you have not already done so, then you should write the respondent’s questionnaire line number in the boxes provided on line 1. The illustration below shows the respondent is identified as person 001 from the form.

<b>SECTION E. RESPONDENT and COUNTS</b>						
1. Household respondent line number:		<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">0</td> <td style="width: 20px; text-align: center;">1</td> </tr> </table>		0	0	1
0	0	1				
<i>OR</i>						
Check box if respondent is from outside the household:			<input type="checkbox"/>			
Members in last census:	<b>3</b>	2. Current household members:	<b>3</b>			

If the respondent was someone from outside the household, because the household was absent during the entire interview period, then you would not enter a respondent’s number. Instead, check the box in section E that reads: “Check box if respondent is from outside the household.”

On line 2 of section E, enter the number of household members in the update. In the example above, “3” is entered because there were no new members and no one had departed since the last census.

Finally, in **“SECTION F. VERIFICATION”** on the cover of the update form (shown below), you should sign the form after verifying all information on the questionnaire. If all the information seems correct after reviewing the form, sign on line 1, “Interviewer’s signature:” Your supervisor will review each of your questionnaires for completeness and accuracy and will sign line 2 when satisfied that the form is completed (the supervisor’s review is explained further at the end of chapter 8).

<b>SECTION F. VERIFICATION</b>	
1. Interviewer’s signature:	2. Supervisor’s signature:

# Completing the SAVVY Census Change Questionnaire

At the end of this chapter, you will know how to complete a change questionnaire correctly, and when the change questionnaire is required. You will learn how many questionnaires to fill out for each housing unit, and how to identify an acceptable respondent. You will learn how to finish the questionnaire when the interview is complete and where to sign this form when you are satisfied with your work.

The Sample Vital Registration with Verbal Autopsy (SAVVY) Census Change Questionnaire should be completed for any household that was not interviewed in the previous census or was previously interviewed but has subsequently moved to a new location within the SAVVY area. This form, which is provided in the Forms section of this manual, is also used to report new residential housing units and non-residential buildings. It also documents buildings or housing units that have been demolished or can no longer be used. This chapter covers how to use this form in these various cases.

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 in an answer space, or crossed-out entries.

When completing a change form, you must enter information on the front sheet, under **“SECTION A. IDENTIFICATION.”** The top portion of the front sheet is shown on the next page. Section A includes the following lines to be completed before interviewing:

- 1. Place name** – The place name should be on the assignment area (AA) map. For new households, the census interviewer will need to enter this information both in the address listing book and on the questionnaire.
- 2. Cluster number** – The cluster number should be on the AA map. For new households, the census interviewer will need to enter this information both in the address listing book and on the questionnaire.

## ENTERING ITEMS BEFORE THE INTERVIEW

**3. Assignment area number** – The AA number should be on the AA map. For new households, the census interviewer will need to enter this information both in the address listing book and on the questionnaire.

**4. Building number** – For pre-existing buildings, the building number should correspond to the map spot number for this building. This number may also have been marked on or near the building for future identification. Make sure that the address listing book, map spot, and marked building number (if available) are in agreement. For new buildings, the interviewer will assign this number and map spot the AA map. For new households, the census interviewer will need to enter the building number both in the address listing book and on the questionnaire.

**5. Housing unit number** – For pre-existing housing units, the housing unit number should match the one found in your address listing book. It may also have been marked on or near the housing unit for future identification when there is more than one housing unit in the building. For new housing units, the interviewer will assign this number as appropriate. For new households, the census interviewer will need to enter the housing unit number both in the address listing book and on the questionnaire.

**6. Household number** – New households replacing another household that moved are assigned the same household number as the previous household. If there was no previous household occupying the space, a new household number needs to be assigned. If it is the only household in the housing unit, it is assigned “01;” if it is the second household, it is assigned “02;” and so forth. The census interviewer will need to assign and enter the household number both in the address listing book and on the questionnaire.

For new households, take a moment to write a detailed description of the location of the building/housing unit in **“SECTION B. LOCATION DESCRIPTION.”** Your description should be complete enough so that anyone could find this particular housing unit in the future. For example, in the illustration at the top of the next page, “Blue house with tin roof just past school on dirt road” has been entered on line 2, “Description of location.”

**SAVVY Census Change Questionnaire** NOTE: Use this form to (1) add or remove building or housing unit, or (2) add household  
Questionnaire number \_\_\_\_ of \_\_\_\_

SECTION A. IDENTIFICATION			
1. Place name:			
2. Cluster number:			
3. Assignment area number:			
4. Building number:			
5. Housing unit number: '00' for building			
6. Household number: '00' for housing unit			

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

Now go to **“SECTION C. CALLBACK INFORMATION”** in the middle of the first page, and enter the date in the appropriate place. Since this is a new household, it will be added to the address listing book and you will circle code “6” in line 4, “Action code.” In the illustration below, the date of Oct. 1, 2007 has been entered in the “date of first visit” line, and code “6” has been circled.

SECTION C. CALLBACK INFORMATION								
1. Date of first visit:	Day		Month		Year			
2. Date of second visit:	Day		Month		Year			
	0	1	1	0	2	0	0	7
3. Date of third visit:	Day		Month		Year			
4. Action code (circle the appropriate code):								
<b>Add to Address Listing Book</b>								
New household added to census.....						6	- go to Section D	
New housing unit but vacant.....						7	- STOP	
New non-residential building or new business in building.....						8	- STOP	
<b>Remove (Delete) from Address Listing Book</b>								
Previously existing housing unit or building no longer habitable.....						9	- STOP	

After you have entered the household identification on the front of the questionnaire, you will need to find a knowledgeable household member to complete the questionnaire.

When approaching a housing unit, you should always be sure that your identification card is clearly visible. You should knock on the front 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 next paragraph.

**IDENTIFYING A HOUSEHOLD RESPONDENT**

**IF THERE IS NO  
HOUSEHOLD  
RESPONDENT**

The first choice of a knowledgeable respondent is the person who owns or rents the housing unit. If that person is unavailable then, you should ask to speak to the owner or renter’s spouse. If that person is unavailable, then you should ask to speak to the owner’s or renter’s eldest relative who is at home (this person should be at least 15 years of age or older). 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).

Acceptable respondents in order of preference are as follows:

- ☒ owner or renter of the housing unit
- ☒ spouse of the owner or renter of the housing unit
- ☒ eldest relative of the owner or renter of a housing unit (15 years old or older)
- ☒ eldest non-relative permanent resident of the housing unit (15 years old or over)

If an acceptable respondent cannot be found, ask a person at the housing unit or a neighbor when you might be able to find an acceptable respondent. Then complete a household return visit form (shown in the appendices) indicating when you plan to return, leave this form at the location, and make note of this date and time in the address listing book, in column (9).

You are required to make three attempts to gain an interview at every housing unit. 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 he or she may ask you to complete the questionnaire based on answers from someone else at the housing unit or from a neighbor.

If your supervisor asks you to complete the questionnaire based on answers from someone who is present in the housing unit or the household’s neighbors, make sure to fill in the appropriate information in **“SECTION E. RESPONDENT and COUNTS”**

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

on the first page of the questionnaire (this section is shown at the bottom of the previous page).

Continuing with the first sheet of the change questionnaire, begin the interview with line 3 of **“SECTION D. SUMMARY INTERVIEW INFORMATION.”** Ask when the household moved into this housing unit and enter the date. This is important information. Ask for an approximate date if the respondent is not certain of the actual date. In the illustration of this section below, November 2006 has been entered (the “Day” blocks are left blank because the respondent did not know the exact date in November 2006).

**COMPLETING THE  
CHANGE  
QUESTIONNAIRE**

SECTION D. SUMMARY INTERVIEW INFORMATION										
			Day		Month		Year			
<b>1. Final interview date:</b>										
<b>2. New household status</b> (circle the appropriate code):										
New household in existing housing unit.....1										
New household in new housing unit.....2										
<b>3. When did this household move into this housing unit?</b>										
			Day		Month		Year			
					1	1	2	0	0	6
<b>Go to section G</b>										

Each resident of the new household will fall into one of three groups: a permanent member of the household; a temporary member of the household or a visitor; or a person considered “home-coming sick.”

Complete information must be collected on the first group (permanent members) and no information is collected for the second group (temporary members or visitors). Special attention must be paid to the third group, the home-coming sick. These are usually terminally-ill people who had been residing elsewhere but moved into a household in your AA to receive care, often moving into a relative’s home. These people usually intend to remain in the household for the remainder of their lives. If they have entered the new household but have died before the update period, they are to be considered members of the household and are entered in section G of the census change questionnaire. You will need to fill out questions 17, 18, and 19 for these individuals.

The remainder of the change form, **“SECTION G. HOUSEHOLD CENSUS SCHEDULE,”** is completed for permanent members of the household (the first page of this section is shown on the next page). The first column provides line numbers for each individual. Begin the interview by reading aloud to the respondent the instructions in column 2:

**Please tell me the names of all household members that have moved permanently into the household since the last SAVVY Census, whether they are still members of this household or not. Don't forget to include newborns, persons who have permanently joined the family, those who intended to live here permanently and have left or died, or those who are terminally ill.**

For each person mentioned, write down the first and last name. Ask for clarification or spelling of names if you are unsure. Also ask for clarification if you are unclear about whether a certain person is a member of this household or a separate household. Make sure the household member intends to live in the household permanently.

The form provides 10 lines for 10 names. If the respondent lists more than 10 names, then you will need to continue on a second change questionnaire. Copy the identification codes into section A of the second form (this will allow you to match it with the first form if a problem occurs later). On the second page, continue but enter a “1” in the blank field of the line number. This will indicate that this is the eleventh person. Continue to write down the names of the household members, asking clarification if necessary. If more than 20 people are to be added, you should ask if these are all part of the same household. Some may belong to another household in the housing unit, or the housing unit could be some sort of workers dormitory. If it is a workers dormitory, the unit would not be within the scope of the SAVVY census. In this case, consult your census supervisor for guidance.

In **column 1, Line #**, fill in the appropriate line number for each person listed before continuing with the question in column 3. For example, for the first person listed, write a “0” before the number “1” in the first column to the left of their name. If this is the first name on a second questionnaire for the same household, you would write “1” before the pre-printed number “1” in the column to the left of the name, to indicate this is the eleventh person listed.

Continue with the question in **column 3, “On what date did this person move in?”** For each person listed, ask the date that the person became a permanent resident in the household. Secure an approximate date, month and year, if an exact date is not known.

If the exact date is unknown, write down as much information as is known about the date and leave the rest blank (similar to the example on page 73 for November 2006).

In **column 4, “What is this person’s primary reason for moving here?”** ask the reason why each person established permanent residence in the household. Write a number code by each name using one of the eight available codes listed. Do not hesitate to ask for clarification if the reason is not clear.

**Column 5** will identify each person’s relationship to the reference person. The reference person (person being interviewed) is the first person listed in this section (record code “1” for “Reference person” for this person). For all others listed, ask the respondent, **“What is this person’s relationship to the reference person?”** and mark the appropriate response code. Remember to

SECTION G. HOUSEHOLD CENSUS SCHEDULE, page 1 of 2							
A. Complete Questions 1 through 16 for New Households							
Line #	Please tell me the names of all household members that have moved permanently into the household since the last SAVVY Census, whether they are still members of this household or not. <i>Don't forget to include newborns, persons who have permanently joined the family, those who intended to live here permanently and have left or died, or those who are terminally ill.</i>	On what date did this person move in? <small>(Enter date of birth if newborn.)</small> <i>If exact date is unknown, estimate month and year of entry.</i>	What is this person's primary reason for moving here? 1-Birth 2-Work 3-School 4-Marriage 5-Stay w/ family 6-Illness 7-Returning member of household 8-Other reason	What is this person's relationship to the reference person? 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>	Is this person male or female? <i>Circle the correct response.</i>
1	2	3	4	5	6	7	8
1	1	Day Month Year					M= 1 F= 2
1	2	Day Month Year					M= 1 F= 2
1	3	Day Month Year					M= 1 F= 2
1	4	Day Month Year					M= 1 F= 2
1	5	Day Month Year					M= 1 F= 2
1	6	Day Month Year					M= 1 F= 2
1	7	Day Month Year					M= 1 F= 2
1	8	Day Month Year					M= 1 F= 2
1	9	Day Month Year					M= 1 F= 2
1	0	Day Month Year					M= 1 F= 2

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 copy the relationship code faithfully, using the terms as written on the questionnaire (for example, “3” is for a biological child while “4” is for an adoptive child).

**Column 6** asks, for each person, whether that person’s biological mother is a member of the household. If the respondent says “yes,” then you should ask them the name of the person’s mother, check her line number, and write her line number in the space provided in column 6 next to the person’s name. If the respondent says that a person’s biological mother is not a member of the household, put a dash in this column for that name.

The question in **column 7** is similar, asking for each person whether that person’s biological father is a member of the household. If the respondent says “yes,” then ask the name of the person’s father, check his line number, and write his line number in the space provided in column 7 next to the person’s name. If the respondent says that person’s biological father is not a member of the household, put a dash in the column for that name.

Continuing with each person listed, record each person’s gender in **column 8**, circling either “1” for male or “2” for female. You should always ask the question in column 8, “Is (person’s name) male or female?” Unless the person is standing in front of you and you can tell the gender, you should always ask, “Is (person’s name) male or female?” You should not make any assumptions based on name alone.

If the respondent indicated the person’s sex by referring to the person as “he” or stating a relationship as “husband” or “son,” then you can simply verify the person’s sex by asking, “So (person’s name) is male?” Circle the response given on that person’s line.

The questions in columns 9 through 19 appear on the next page of the form, which is shown on page 77. **Column 9** asks the date of birth for each person listed. 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 1927 but they are unsure of the day, you would fill in “03” to indicate “March” in the “Month” spaces, and “1927” for “Year,” but leave the “Day” spaces blank.

For each person listed, ask that person's age in completed years and record the answers in **column 10**. Ask, **“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 on the day of the interview but will have his or her fourth birthday on the next day after the interview, then you should record the age in complete years as “3” since this person has not yet completed the fourth year. Sometimes, if an individual is close to his or her birthday, then the respondent may round that person's age up to the age he or she will be on the birthday. However, you should attempt to record each person's age in terms of completed years 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 15 years old, you would write:

10		
0	1	5

If a person doesn't know the exact age, ask for an estimate by using the historical calendar (an example of a calendar is in the appendices). Once you have the date of birth and age of an

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) page 2 of 2											
A. Complete Questions 1 through 16 for New Households (continued)								B. For persons on this page, have there been any deaths or has anyone permanently left this household? YES <input type="checkbox"/> Ask questions 17-19 NO <input type="checkbox"/> End interview			
Line #	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 it blank.</i>	What is this person's age in completed years? <i>If date of birth and age are unknown, ask for an 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 this person completed? <b>No School:</b> 0 <b>Primary:</b> 1 2 3 4 5 6 7 8 <b>Secondary:</b> 9 10 11 12 <b>Tertiary:</b> 13 <b>Vocational:</b> 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>	<i>Ask only women aged 12-49 years old</i> Has she given birth in last 12 months? <i>Circle response.</i>	On what date did this person depart? <i>If exact date is unknown, estimate month and year.</i>	What is primary reason for person leaving? 1-Died <i>go to 19</i> 2-Work 3-School 4-Marriage 5-Stay w/ family 6-Illness 7-Family moved 8-Never lived here (previously listed incorrectly) 9-Other reason	<i>Ask only if the person died.</i> Was there a verbal autopsy interview? <i>Circle the correct response.</i>
1	9	10	11	12	13	14	15	16	17	18	19
1	1	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	2	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	3	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	4	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	5	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	6	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	7	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	8	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	9	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2
1	0	Day Month Year	Y = 1 N = 2			Y = 1 N = 2	Y = 1 N = 2	Y = 1 N = 2	Day Month Year		Y = 1 N = 2

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 he or she is sure of the information. For example, the year of birth might be given as 1927 but the age may be reported as 87. If the interview were conducted in 2007, a birth year of 1927 would give an age of 79 or 80.

In **column 11**, ask the respondent if the person listed is currently attending school. This question refers to attendance at formal educational institutions and does not include apprenticeships or training courses. If the respondent says “yes” then circle the “1” to the right of the “Y” for the person. If the respondent says “no” then circle the “2” to the right of the “N.”

The highest grade completed is recorded for each person in **column 12**. Ask what is 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” for that person in column 12. Also write “0” if the respondent states that the person listed has attended some school, but has not completed the first grade.

If you are told that the person listed has completed elementary school, ask for the year or level completed, then write the corresponding number. 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 in column 12.

If you are told that the person listed has completed at least an associate degree at university (“Tertiary”), then write “13” in column 12. If you are told that the person listed has completed post-secondary vocational school, then write “14” in column 12.

**Column 13** asks for employment status. Ask what the current work situation of the person listed is, then read the possible responses: working for pay, unpaid work, or not working. Write the code number (1, 2, or 3) that matches the answer chosen.

In **column 14**, ask if the biological mother of each person listed is alive. If the response is “yes,” circle the “1” to the right of the “Y” in column 14 for that person. If “no,” circle the “2” to the right of the “N.” Refer quickly to the answer given to the question in column 6, “Is this person’s biological mother in the household?” If the respondent replied “no” to question 6, then the answer to question 14 could be “yes” or “no.” However, if the respondent replied “yes” for this person in column 6, then the response in column 14 should always be “yes” (the person’s mother should be

alive if that person's mother currently lives in the household). If there is a conflict between these two answers, ask the respondent if you have written the information correctly.

**Column 15** is similar, asking if the biological father of person listed is alive. If the response is "yes," circle the "1" to the right of the "Y" or "2" to the right of the "N" if the answer is "no." As with the previous question, refer quickly to the answer given to question 7, "Is this person's biological father in the household?" If the respondent replied "yes" to question 7, then the response to question 15 should always be "yes." If there is a conflict between these two answers, ask the respondent if you have written the information correctly.

The question in **column 16** is only asked for women between the ages of 12 and 49 years old. For each woman in this age range, ask, "**Has she given birth in the last 12 months?**" This refers to all live births, even those for infants who died soon after birth. If the respondent says "yes," circle the "1" to the right of the "Y" in column 16. If the respondent says "no," circle the "2" to the right of the "N."

Finally, determine if anyone listed has died or permanently left the household, and ask the questions in columns 17-19 for those people who have died or left. These questions apply to those who moved in but have already departed. This information is critical to the success of the SAVVY system, especially the information about people who have died. If no one has died or permanently left, check the "no" box and end the interview. Otherwise, check the "yes" box and continue with the remaining questions.

For each person who has departed from the household, ask the date of departure and record the date in **column 17**. If an exact date is not available, ask for an approximate date.

Ask the reason this person is no longer living in the household and record the relevant code in **column 18**. Do not hesitate to ask for clarification if the reason is not clear. For people in the household who have died, you will ask the question in **column 19**, "**Was there a verbal autopsy interview?**" A verbal autopsy interview is only completed by a SAVVY system verbal autopsy interviewer. If a verbal autopsy was performed, the interviewer would have made clear his affiliation with the SAVVY system. Ask the respondent to consult others if he or she is uncertain as to the response of this question, then record "yes" or "no."

Continue to ask the questions in columns 2-19 as appropriate 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 may be contacted in the future, as explained in the SAVVY informational letter.

## COMPLETING THE CHANGE QUESTIONNAIRE AFTER THE INTERVIEW

Immediately after the interview is completed, walk a short distance away from the housing unit and complete the following sections on the questionnaire. It will only take a minute and will allow you to check the information that you have just recorded, possibly saving you a return trip to the same housing unit in the future.

**Questionnaire number** – The “questionnaire number” is found under the form’s title on the first page. If there is only one questionnaire completed for the household, write “01” and “01” in the spaces provided, showing that this form is the first of only one form for this household. If two questionnaires were completed for a household (because there were more than 10 people in the household), then you would write on the first questionnaire number “01” of “02,” and “02” of “02” on the second questionnaire for the two forms needed for this household. If three forms were used, then the first form is “01” of “03” forms, and so on. The illustration of the top portion of the first page below shows this is the only form for a household — the first form of one form.

**SAVVY Census Change Questionnaire** NOTE: Use this form to (1) add or remove building or housing unit, or (2) add household  
Questionnaire number 01 of 01

SECTION A. IDENTIFICATION			
1. Place name:			
2. Cluster number:			
3. Assignment area number:			
4. Building number:			
5. Housing unit number: '00' for building			
6. Household number: '00' for housing unit			

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

**“SECTION D. SUMMARY INTERVIEW INFORMATION”** — Continue with section D on the cover page by entering the **“Final interview date”** in line 1. This is the date the interview was completed. If the interview is not complete, this is left blank unless it is the third callback. You must visit each household three times in an attempt to gather the necessary information. Even if no one is home, find someone nearby to

suggest a good time for contact. If all household members were away during all three visits, then write the date of your third visit as the final interview date. If any household member is at home but refuses to cooperate during a visit, you should notify your supervisor as soon as possible. Every effort should be made to complete an interview for each household.

Always remember to write two numbers for the day, two numbers for the month, and four numbers for the year. The illustration shows a correctly recorded date for June 5, 2007.

Circle the appropriate code for line 2 of section D, **“New household status.”** If the form is for a new household replacing a previous SAVVY census household, circle the number “1.” In this case, you would have a SAVVY census update questionnaire for the previous household at this location. If this is a new household in a unit that is new to the SAVVY census, then circle “2.” In this case, this could refer to a new housing unit or a unit that was vacant during the previous census. In the illustration, code “1” is circled, indicating a new household in the unit, replacing a previous SAVVY census household.

Finally, complete section D by entering the date that this household moved into the housing unit on line 3. In the example below, the current household moved into the unit during June 2006 (the “day” boxes are left blank, indicating that the reference person for the interview did not know the exact date, but was certain that the move occurred during June 2006)

SECTION D. SUMMARY INTERVIEW INFORMATION											
1. Final interview date:				Day	Month	Year					
				0	5	0	6	2	0	0	7
2. New household status (circle the appropriate code):											
New household in existing housing unit. <b>...1</b>											
New household in new housing unit.....2											
3. When did this household move into this housing unit?											
Day		Month		Year							
		0	6	2	0	0	6				
<b>Go to section G</b>											

**“SECTION E. RESPONDENT and COUNTS” —**

Continue completing the cover page by indicating the type of respondent who provided most information in section E. If the interview respondent was a household member, then you should write the respondent’s questionnaire line number in the boxes. The illustration on this page shows that the respondent was the first person listed under section G, whose line number is “101.”

If the interview was with someone outside the household because household members were absent during the entire interview period, then you would check the box for “respondent is from outside the household” instead of entering a respondent line number.

In line 2 of section E, enter the number of persons listed in section G of the questionnaire. In the example shown below, four people were listed in section G. (This question refers only to the number of household members listed on each specific form, not the total number of people from all forms for a household. Consequently, this number will always be between 1 and 10.) In the example, this form listed four household members.

<b>SECTION E. RESPONDENT and COUNTS</b>				
<b>1. Household respondent line number:</b>	<table border="1"><tr><td>1</td><td>0</td><td>1</td></tr></table>	1	0	1
1	0	1		
<i>OR</i>				
<b>Check box if respondent is from outside the household:</b>	<input type="checkbox"/>			
<b>2. Total household members listed:</b>	4			

**“SECTION F. VERIFICATION” —** You should verify all information on the questionnaire. If all seems correct after your review, then sign line 1, “Interviewer’s signature,” in section F, located at the bottom of the cover page to show you have reviewed the contents. This section is illustrated below. Your supervisor will review each of your questionnaires for completeness and accuracy, and will sign line 2 when satisfied that a form is completed correctly (see “Supervisor Review of Your Work” on page 86 for more information).

<b>SECTION F. VERIFICATION</b>	
<b>1. Interviewer’s signature:</b>	<b>2. Supervisor’s signature:</b>

SAVVY CENSUS  
CHANGE  
QUESTIONNAIRE FOR  
BUILDINGS OR HOUSING  
UNITS

The change questionnaire should also be completed for any new non-residential building or unoccupied housing unit in your AA, and is used to remove buildings (residential or not) and housing units from the address listing book. In these situations, section G is not completed because no households are present.

Examples of completing the form under these circumstances include the following:

- ☒ new vacant housing unit in an existing building
- ☒ new vacant housing unit in a new building
- ☒ new building with no housing units
- ☒ a previously listed building or business has changed its name
- ☒ a previously listed building is no longer there
- ☒ a previously listed housing unit is no longer there or is uninhabitable

SAVVY uses this form to produce the address listing book for the next interview cycle. It is critical that the AA map and the address listing book agree and correspond to actual layout of the AA. For any change listed above, you must enter the applicable codes on the front page of a change questionnaire, as described below.

**“SECTION A. IDENTIFICATION”** — Each line of this section should be filled in with the appropriate code or information. If there are fewer numbers than boxes, then write a zero in the leading boxes. For example, in line 4, if this is building “10,” you would need to write “010” in the three boxes, as shown in the illustration on the next page.

The **place name** should be on the AA map and entered on line 1. For new households, you will need to enter this information both in the address listing book and on a change questionnaire. The **cluster number** should also be on the AA map and is entered on line 2 of the questionnaire. The **assignment area number** should be on the AA map and is entered on line 3. In the illustration on the next page, “Rosemary Village” is the place name, the cluster number is “12,” and the assignment number is “45.”

For pre-existing buildings, the **building number** for line 4 should correspond to the map spot number for this building. This number may also have been marked on or near the building for

future identification. Make sure that the address listing book, map spot, and marked building number (if available) are in agreement. For new buildings, the interviewer will assign this number and map spot the AA map. Remember to fill in all boxes and make an entry in the address listing book if necessary. The illustration shows “010” as the building number.

For pre-existing housing units, the **housing unit number** should match the number found in your address listing book. It may also have been marked on or near the housing unit for future identification when there is more than one housing unit in the building. For new housing units, you will assign this number as appropriate. Remember to fill in all boxes and make an entry in the address listing book, if necessary. The housing unit number is coded “00” (as shown in the illustration) for a building if you are reporting a new non-residential building or the loss of an entire previously listed building.

In all of these situations where there are no households present, the **household number** entered on line 6 will be “00” (as shown in the illustration).

**“SECTION B. LOCATION DESCRIPTION”** — You should write an address or description of the new building or housing unit in section B. This could be the name of a business (line 1) if a business occupies the building. Street addresses are always preferable, if available. This section is used to change the name of a business in a building listed during the previous census round, and allows the building to be located more easily in the next census.

If the form is being used to remove a building or housing unit, you do not complete section B. However, this section can be used to provide details about the location, if there could be confusion from the codes in section A. In the illustration below, “Blue house with tin roof just past school on dirt road” has been entered on line 2 as a

**SAVVY Census Change Questionnaire** NOTE: Use this form to (1) add or remove building or housing unit, or (2) add household  
Questionnaire number \_\_\_\_ of \_\_\_\_

SECTION A. IDENTIFICATION			
1. Place name:	Rosemary Village		
2. Cluster number:	0	1	
3. Assignment area number:	2	3	
4. Building number:	0	1	0
5. Housing unit number: '00' for building	0	0	
6. Household number: '00' for housing unit	0	0	

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

description. The section B information will be used to correct or update the address listing book for the next census.

**“SECTION C. CALLBACK INFORMATION”** — In this section, enter the date in line 1, the **“Date of first visit”** line. The illustration below shows a date of June 10, 2007.

Choose the appropriate action code in line 4, depending on whether you want to add or remove a building or housing unit.

Circle code 7, **“New housing unit but now vacant,”** when you find a housing unit not listed in the address listing book that is vacant. This housing unit will be added to the address listing book. Circle 8, **“New non-residential building or new business in building,”** when you find a building not listed in the address listing book and the building has no housing units. Non-residential buildings are primarily used as reference points. This building will be added to the address listing book.

Circle code 9 to **“Remove (Delete) from Address Listing Book.”** This code is used for a previously existing housing unit or building that is no longer habitable. Circle 9 when you need to remove a building or housing unit from the address listing book. In the illustration, code 7 is circled for a vacant new housing unit.

Because there are no households and no interviews under the situations being described, sections D and E are not completed. To

<b>SECTION C. CALLBACK INFORMATION</b>											
<b>1. Date of first visit:</b>	Day	1	0	Month	0	6	Year	2	0	0	7
<b>2. Date of second visit:</b>	Day			Month			Year				
<b>3. Date of third visit:</b>	Day			Month			Year				
<b>4. Action code</b> <i>(circle the appropriate code):</i>											
<b><u>Add to Address Listing Book</u></b>											
New household added to census.....											<b>6</b> – go to Section D
New housing unit but vacant.....											<b>7</b> – STOP
New non-residential building or new business in building.....											<b>8</b> – STOP
<b><u>Remove (Delete) from Address Listing Book</u></b>											
Previously existing housing unit or building no longer habitable.....											<b>9</b> – STOP

complete the form, proceed to section F, the signature line, at the bottom of the cover page.

**“SECTION F. VERIFICATION”** — Review and check the codes for the building or housing unit. If all seems correct after your review, then sign on line 1 of section F, the **“Interviewer’s signature”** line, to show that you have reviewed the contents. Your supervisor will also review each questionnaire for completeness and accuracy, and will sign line 2 when satisfied. For more information, see the next section, “Supervisor Review of Your Work.”

## 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 enumerate households that refuse to cooperate with you, or the supervisor will assign them 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 if you are having problems with your AA. Your supervisor is available for informal consultation anytime.

The supervisor will conduct three major reviews of your work, called first review, intermediate review, and final review.

**First review** — This review is conducted within the first few days after you begin work. During this review, your supervisor will observe an interview and will carefully review all of your completed work, including your address listing book, AA map, and SAVVY census update questionnaires. The success of the SAVVY system depends on interviewers using the same procedures. This review is to determine if your work is consistent with recommended practices. The supervisor should notice and correct any misunderstandings about your actions and responsibilities.

**Intermediate review** — This review is conducted when you have completed interviews for about half of your assignment area. The supervisor will again review all of your work and may provide guidance to help you cover your assignment area in a more efficient manner. Your supervisor will have re-interviewed some of your households and will compare his or her findings with yours.

**Final review** — This review is conducted when you have completed your entire assignment area. Your supervisor reviews the address listing book and map with a more detailed checklist than the one that was used for the first or intermediate reviews. Some of the addresses in each assignment area were listed on a separate form in advance. Your supervisor matches these advance listings for your assignment area to your listings using a checklist. 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 at least one 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 conduct an interview 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 54 of chapter 7, 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 from previous census rounds, hand him or her a second copy of the SAVVY system information letter and reemphasize 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 update or change questionnaire, as outlined in the previous two chapters 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 housing unit).

Ask the respondent if there are other quarters on the property where people live, 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.

**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 previously in this manual (on page 54 under Identifying a Household Respondent, chapter 7). 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

## **INTERVIEW AT A COMMERCIAL BUILDING OR INSTITUTION**

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 from previous census rounds, hand the person a second copy of the SAVVY system information letter and reemphasize 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 an update 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 47 (“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

**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 on your first visit. If you cannot determine the occupancy 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 or foreseeable future.

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.

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

Right before the end of the census update 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 update 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 or the foreseeable future, 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:

- ✘ 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 update 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.

## **RESPONDENT IS PART OF A NOMADIC POPULATION**

## **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 Update Questionnaire and the SAVVY Census Change Questionnaire appear on the following pages. A baseline census form called the SAVVY Census Household Questionnaire can be found in the *Census Interviewer's 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 Update Questionnaire

Note: ONLY use this form to update information for the identified household number.

SECTION A. IDENTIFICATION	
1. Place name: Hendersonville	
2. Cluster number:	2 0
3. Assignment area number:	1 0
4. Building number:	0 8 3
5. Housing unit number:	0 6
6. Household number:	0 2

SECTION B. LOCATION DESCRIPTION	
1. Name of business or institution, if applicable:	
2. Description of location: Blue house with tin roof just past school on dirt road	

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
4. Circle the final status code: Completed interview of census household ..... 1 Census household moved, another household present..... 2 If status is 2, go to Change Questionnaire Housing unit now vacant..... 3 Housing unit demolished or can no longer be lived in..... 4 Housing unit converted to non-residential use ..... 5			

SECTION D. SUMMARY INTERVIEW INFORMATION			
1. Final interview date:	Day	Month	Year
2. Circle the status of household: Same census household..... 1 - go to Section G Census household moved out..... 2 - continue			
3. When did this household move out of this housing unit?	Day	Month	Year

*If possible, continue with section G*

SECTION E. RESPONDENT and COUNTS	
1. Household respondent line number:	<input type="text"/>
OR	
Check box if respondent is from outside the household:	<input type="checkbox"/>
Members in last census:	3
2. Current household members:	

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

SECTION E. RESPONDENT and COUNTS	
1. Household respondent line number:	<input type="text"/>
OR	
Check box if respondent is from outside the household:	<input type="checkbox"/>
Members in last census:	3
2. Current household members:	

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



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**SECTION G. HOUSEHOLD CENSUS SCHEDULE — Page 1 of 3**

Line #	This is a list of all household members who were present during the last SAVVY census.  Please tell me if our current information for each person is correct and if this member still lives here.	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 (———).	Is this person male or female?  1-Male 2-Female	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
001	Charles Manu	01	-----	-----	1	0 7 / 0 5 / 1 9 6 4
1			-	-		
002	Kia Manu	02	-----	-----	2	0 3 / 1 2 / 1 9 6 5
2			-	-		
003	Kwami Manu	03	0	0	1	0 8 / 0 8 / 2 0 0 0
3						
4						
4						
5						
5						
6						
6						
7						
7						
8						
8						
9						
9						
0						
0						

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) — Page 2 of 3

Line #	What is this person's age in completed years? <i>If date of birth and age are unknown, ask for an age estimate using the historical calendar.</i>	Is this person currently attending school? 1 - Yes 2 - No	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? 1 - Yes 2 - No	Is this person's biological father alive? 1 - Yes 2 - No
1	8	9	10	11	12	13
001	0 4 0	2	8	1	1	2
1						
002	0 3 9	2	7	2	2	2
2						
003	0 0 4	2	0	3	1	1
3						
4						
4						
5						
5						
6						
6						
7						
7						
8						
8						
9						
9						
0						
0						

SECTION G. HOUSEHOLD CENSUS SCHEDULE (continued) — Page 3 of 3												
For those listed on this page, have there been any deaths or has anyone permanently moved out of the house?												
YES <input type="checkbox"/> Ask questions 15-17 NO <input type="checkbox"/> Go to Section H												
Line #	14 Ask only women aged 12-49 years old. Has she given birth in the last 12 months? 1-Yes 2-No			15 On what date did this person depart? <i>If exact date is unknown, estimate month and year.</i>			16 Why did this person depart? 1 - Died <i>go to 17</i> 2 - Work 3 - School 4 - Marriage 5 - Stay with family 6 - Illness 7 - Family moved 8 - Never lived here (previously listed incorrectly) 9 - Other reason			17 Was there a verbal autopsy interview? 1 - Yes 2 - No		
1	Y = 1	N = 2	Day	Month	Year	Day	Month	Year	1 - 16	1 - 17	1 - 17	
001												
002												
003												
4												
5												
6												
7												
8												
9												
0												

**SECTION H. NEW HOUSEHOLD MEMBERS — Page 1 of 3**

A. Have there been any births or has anyone moved into the household with the intent to live here permanently since the last census visit?  
 YES  Complete questions 1-16. NO  End interview.

Line #	Please tell me the names of all new household members that have moved permanently into the household since the last SAVVY Census, whether they are still members of this household or not. <i>Don't forget to include newborns, persons who have permanently joined the family, those who intended to live here permanently and have left or died, or those who are terminally ill.</i>	On what date did this person move in? (Enter date of birth if newborn)  <i>If exact date is unknown, estimate month and year of entry.</i>	What is this person's primary reason for moving here? 1-Birth 2-Work 3-School 4-Marriage 5-Stay w/ family 6-Illness 7-Returning member of household 8-Not new member (previously missed) 9-Other reason	What is this person's relationship to the reference person? (RF) 1-Reference person 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.  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.  If not, mark the space with a line (——).</i>	Is this person male or female? <i>Circle the correct response</i>
1	2	3	4	5	6	7	8
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2
1		Day Month Year					M = 1 F = 2









**SECTION G. HOUSEHOLD CENSUS SCHEDULE, page 1 of 2**

A. Complete Questions 1 through 16 for New Households											
Line #	Please tell me the names of all household members that have moved permanently into the household since the last SAVVY Census, whether they are still members of this household or not.  <i>Don't forget to include newborns, persons who have permanently joined the family, those who intended to live here permanently and have left or died, or those who are terminally ill.</i>	On what date did this person move in? (Enter date of birth if newborn.)  <i>If exact date is unknown, estimate month and year of entry.</i>	What is this person's primary reason for moving here? 1-Birth 2-Work 3-School 4-Marriage 5-Stay w/ family 6-Illness 7-Returning member of household 8-Other reason	What is this person's relationship to the reference person? 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. 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. If not, mark the space with a line (-----).</i>	Is this person male or female?  <i>Circle the correct response.</i>				
		3	4	5	6	7	8				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				
1		Day Month Year					M= 1 F= 2				





# Appendices

The following documents are included in the appendices:

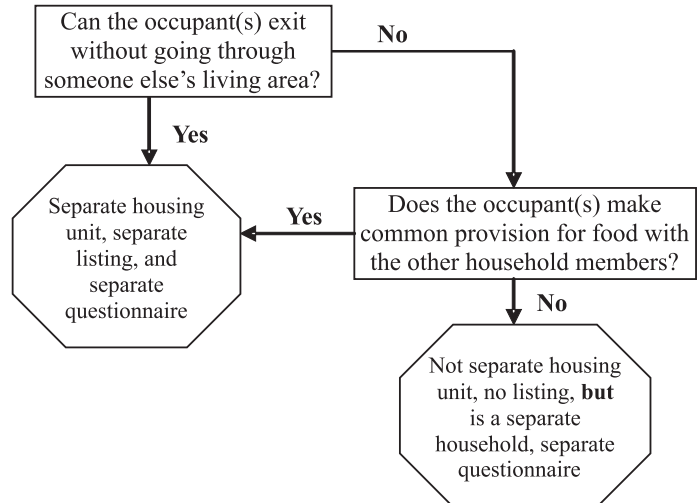
- ✘ Appendix A: List/Interview Reporting Sheet
- ✘ Appendix B: Who's Counted Quick Reference Guide
- ✘ Appendix C: Map and Address Listing Book Abbreviations
- ✘ Appendix D: Map Sketch Sheet
- ✘ Appendix E: Household Return-Visit Form
- ✘ Appendix F: SAVVY System Information Letter
- ✘ Appendix G: Historical 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

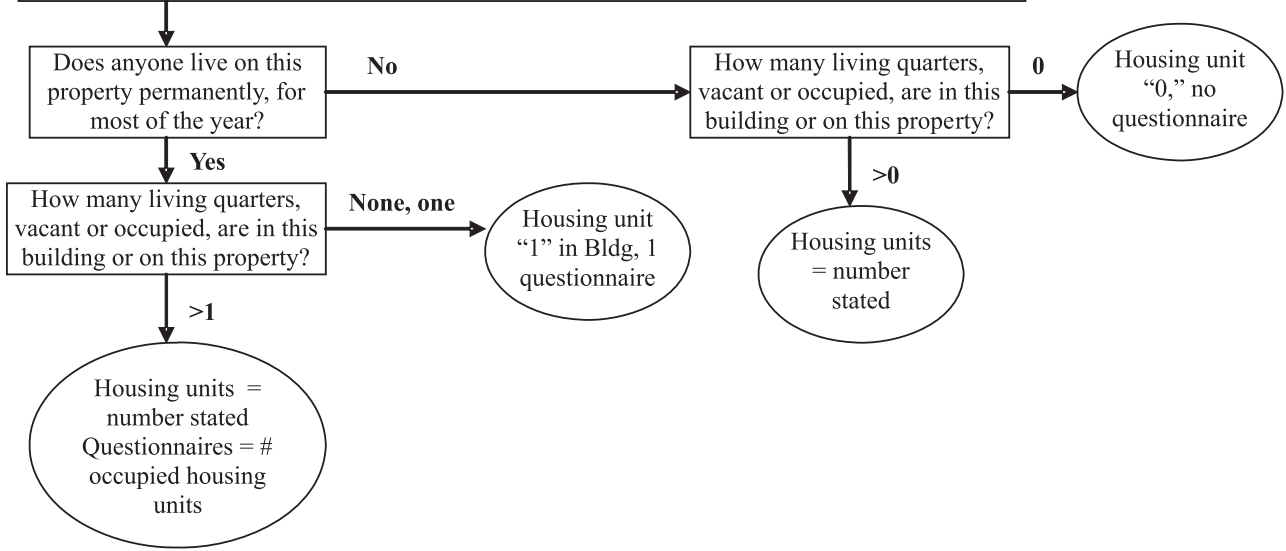
**Identifying Separate Housing Units and Households**



**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**

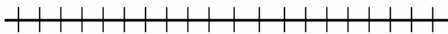
And	&
Apartment(s)	Apt(s)
Attic	Atc
Avenue	Ave
Black	Blk
Blue	Bl
Boulevard	Bldv
Brown	Brn
Basement	Bsmt
Boarded up	BU
Box	Box
Brick	Brk
Building	Bldg
Circle	Cir
County	CO
Court	Ct
Downstairs	Dwnstr
Drive	Dr
East	E
Expressway	Exwy
Floor	Fl
Foot path	FO PA
Freeway	Fwy
Front	Frnt
Garage	Grg
General delivery	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.

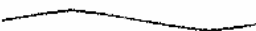
RAILROAD: 

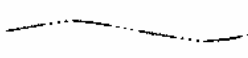
UNDERPASSING FEATURE SHOWN BY DASHED LINE: 

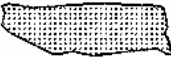
PIPELINE, POWER LINE: 


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.)**

<b>EVENT</b>	<b>DATE</b>
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



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

**CENSUS UPDATE 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)	Questionnaires completed (0 or 1) (7)	Interview Completed			Number of Persons in Household (11)	Action Code (12)
							Visit 1 (8)	Visit 2 (9)	Visit 3 (10)		
41	4 4	0	0	My Food Store	3 <sup>rd</sup> building on right after school						
41											
42	4 5	1	1	Mary Fernando	Green house next to food store						
42											
43	4 5	1	2	Kwami Debako	Green house 2 <sup>nd</sup> family						
43											
44	4 6	1	0	Vacant	Small building behind green house						
44											
45											
45											
46											
46											
47											
47											
48											
48											
TOTAL BUILDINGS, HOUSING UNITS AND HOUSEHOLDS LISTED						TOTAL PERSONS COUNTED:					

Action Codes: ----- Preprinted Listing -----

✓ - no change  
 C - Name or location correction  
 R1 - Household information replaced (see additions)  
 R2 - Building now has housing unit (see additions)  
 D1 - Household information no longer valid (delete)  
 D2 - Demolished building/housing unit, no longer habitable (delete)

## NEW BUILDINGS, HOUSING UNITS, OR HOUSEHOLDS

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)	Question- naires completed (0 or 1) (7)	Interview Completed			Number of Persons in Household (11)	Action Code (12)
							Visit 1 (8)	Visit 2 (9)	Visit 3 (10)		
A01											
A02											
A03											
A04											
A05											
A06											
A07											
A08											
A09											
A10											
A11											
A12											
A13											
A14											
A15											
A16											
TOTAL BUILDINGS, HOUSING UNITS AND HOUSEHOLDS LISTED							TOTAL PERSONS COUNTED:				

Action Codes: ----- New listing -----  
 N1 - New Building (or under construction)      N3 - New Household  
 N2 - New Housing Unit                                      R - Replacing household information





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](http://www.cpc.unc.edu/measure)

International Programs Center  
Population Division  
U.S. Census Bureau  
Washington, DC 20233  
[www.census.gov](http://www.census.gov)

MS-07-26-CU



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