

# **THE GHANA MATERNAL MORTALITY SURVEY (GMMS)**

## **INTERVIEWER'S MANUAL FOR HOUSEHOLD LISTING AND HOUSEHOLD QUESTIONNAIRE**

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# OVERVIEW OF THE GMMS

## I. INTRODUCTION

The Ghana Maternal Mortality Survey (GMMS) is a national sample survey designed to provide information on maternal mortality and causes of maternal deaths. The GMMS will involve two phases of fieldwork. The first phase will involve listing all households in a selected EA /cluster and administering a short Household Questionnaire (HQ). The second phase will involve administering the Woman's Questionnaire (WQ) to women age 15-49 in a sub-sample of households, and the Verbal Autopsy Questionnaire (VAQ) in those households that have reported a death to a woman age 12-49.

You are being trained for the first phase of data collection activities. After the training course, which will take about one week to complete, those of you who have been selected to be involved in the survey will be working in teams, going to different parts of the country to list all the households in the selected EAs /clusters and administer the HQ in these households. Depending on the areas assigned to your team and on how well you perform the tasks given to you, you may be working on the GMMS for up to three months. However, we have recruited more field staff to participate in the training course than are needed to do the work, and at the end of the course, we will be selecting the best qualified among you to work as interviewers.

During the training course, you will be listening to lectures about the sample design, sample selection and listing procedures. In addition, you will also be taught how to proceed with completing the HQ. You will also be conducting practice interviews with other trainees and with strangers. You will be given periodic tests, and the questionnaires that you complete will be edited to check for completeness and accuracy.

You should study this manual and learn its contents since this will reduce the amount of time needed for training and will improve your chances of being selected as an interviewer.

### A. **OBJECTIVES OF THE 2007 GHANA MATERNAL MORTALITY SURVEY**

The GMMS will collect data from a nationally-representative sample of households and women in the reproductive age (15-49 years of age). The primary objectives of the 2007 GMMS are:

- To collect data at the national level which will allow an assessment of the level of maternal mortality in Ghana for the country as a whole, for the Buffet programme regions (Greater Accra, Ashanti and Eastern Regions), and the non-programme regions;
- To identify specific causes of maternal and non-maternal deaths, and specifically to be able to identify deaths due to abortion related causes, among adult women;
- To collect data on women's perceptions and experience with antenatal, maternity, and emergency obstetrical care, especially with regard to care received before, during, and following the termination or abortion of a pregnancy;
- To measure indicators of the utilization of maternal health services and especially post-abortion care services in Ghana; and
- To provide baseline data for the Reducing Maternal, Morbidity and Mortality (R3M) Programme and allow follow-on studies and surveys which will be used to observe possible reductions in maternal mortality as well as reductions in abortion-related mortality.

## B. SAMPLING

In order to achieve the above-mentioned objectives, a national sample of about 240,000 households have been selected from approximately 1,600 primary sampling units consisting of census enumeration areas (EAs) identified as the smallest unit of enumeration drawn from the 2000 Population and Housing Census. This sample size is estimated from the assumption that there will be an average of 150 households listed in each selected EA or cluster (from information obtained in the 2003 Ghana DHS). Updating of the selected EAs or clusters (mapping and a complete listing of households in each sample point) will be undertaken by interviewers. In addition, at the listing stage a short household questionnaire will be administered to identify households that have had a death to women age 12-49 in the 5 years before the survey.

## C. GMMS REGULATIONS

**The survey director may terminate the service of any field staff not performing at the level necessary to produce the high-quality data required to make the GMMS a success.**

For the workload to be equally divided and the support equally shared, the following survey regulations have been established and will be strictly enforced:

1. Except for illnesses, any person who is absent from duty during any part of the training or any part of the fieldwork (whether it is a whole day or part of a day) without prior approval from his/her supervisor may be dismissed from the survey.
2. The selection of the survey team members is competitive; it is based on performance, ability, and testing results during the training. Therefore, any person found offering assistance to or receiving assistance from another person during tests will be dismissed from the survey.
3. Throughout the survey training and the fieldwork period, you are representing the GSS and the Government of Ghana. Your conduct must be professional and your behaviour must be congenial in dealing with the public. We must always be aware of the fact that we are only able to do our work with the good will and cooperation of the people we interview. Therefore, any team member who is consistently overly aggressive, abrupt, or disrespectful to the people in the field may be dismissed from the survey team.
4. For the survey to succeed, each team must work closely together, sharing in the difficulties and cooperating and supporting each other. We will attempt to make team assignments in a way that enhances the cooperation and good will of the team. However, any team member who in the judgment of the survey director creates a disruptive influence on the team may be asked to transfer to another team or may be dismissed from the survey.
5. It is critical that the data gathered during the fieldwork be both accurate and valid. To control for inaccurate or invalid data, spot checks will be conducted. Interviewers may be dismissed at any time during the fieldwork if their performance is not considered adequate for the high quality this survey demands.
6. GMMS data are confidential. **They should not be discussed with anyone, including your fellow interviewers.** Under no circumstances should confidential information be passed on to third parties. In keeping with this policy, it is also important that you never interview anyone who is part of the survey team and whom you may know in the survey work. Persons breaking these rules, and therefore the confidence placed in them, will be dismissed.

## FIELD OPERATION

## 1. **FIELDWORK**

Fieldwork consists of two main activities:

- a) **Listing** - visiting each EA /cluster, chalking and providing serial numbers to the structures, recording on listing forms a description of every structure together with the names of the heads of the households found in the structure, and sketch map(map spotting) of the structures in the EA /cluster; and
- b) **Interviewing** - administering the HQ to a responsible adult in every household in the EA /cluster that have been identified during listing.

Each of these tasks is outlined in detail in the next section.

### A. **RESPONSIBILITIES OF THE FIELD STAFF**

Persons recruited to participate in the listing/interviewing operation will work in teams consisting of four interviewers during the listing and interviewing operation. A supervisor will monitor the entire operation of each team. Senior staff from GSS and Macro will coordinate the field operation and maintain data quality.

The responsibilities of the **supervisor** are to:

1. Obtain base maps and description forms for all the EAs /clusters included in the survey;
2. arrange for transportation for team members to the field;
3. contact chiefs, odikro, assemblyman, unit committee members and opinion leaders in each EA /cluster to inform them about the GMMS listing operation;
4. identify the boundaries of the EA /cluster with all team members;
5. Chalk or mark all structures in the EA /cluster in a systematic manner; assign work to team members and work as a team.
6. ensure that the quality of work is not compromised;
7. monitor the reception of the completed listing forms and household questionnaires, arrange them serially and tie each EA separately and submit to the GMMS secretariat at the head office;
8. communicate to GMMS secretariat problems encountered and solicit for help.

The responsibilities of the **interviewers** are to:

- a) list all the households in the EA /cluster in a systematic manner; and
- b) administer the household questionnaire to each household;
- c) Report to your supervisor any difficulties or problems encountered in the field and follow his/her instructions.

Members must work in a team in each EA /cluster. After chalking the structures, the EA /cluster may be roughly divided by the number of interviewers in the team, and each interviewer will be responsible for listing the households in his/her section of the EA /cluster and complete the Household questionnaire in all the households located within it.

### B. **DEFINITION OF TERMS**

The following definitions will be useful in getting your work completed efficiently and accurately. Please study these carefully in order to understand how to proceed with the work assigned to you.

A *base map* is a reference map that contains one or more EAs /clusters. It shows the boundaries of the EA /cluster, and the principal physical features such as mountains, rivers and roads.

An *EA /cluster* is the smallest area unit in the GMMS that can easily be canvassed by an interviewer during data collection period. There are two main types-Urban and Rural EAs.

A *dwelling unit* is a room or group of rooms normally intended as a residence for one household (for example: a single house, an apartment, a group of rooms in a house).

A *structure* is a free-standing building that can have one or more rooms, for residential or commercial use. Residential structures can have one or more dwelling units (for example: single house, apartment building,). In the case where one household inhabits several small dwellings, as in the rural area, all the dwellings together, whether they are fenced in or not, constitute a structure.

A *household* consists of a person or group of related or unrelated persons, who live together in the same dwelling unit, who acknowledge one adult male or female as the head of the household, who share the same housekeeping arrangements, and are considered as one unit. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements such as army camps, boarding schools, or prisons will not be considered as households.

The *head of household* is the person who is acknowledged as such by members of a household and who is usually responsible for the upkeep and maintenance of the household.

## **2. LISTING**

### **A. CONTACTING THE CHIEF AND INTRODUCE GMMS**

When the team visits an EA/cluster especially in rural areas, it is necessary to contact the chief or odikro or assemblyman/woman, unit committee members or opinion leaders and inform him/her of your mission before you start with your listing activities. Briefly explain the objectives of GMMS. Impress upon them that the information gathered will be treated as confidential and there will be a follow up by another group for the main fieldwork.

### **B. LOCATING A SELECTED EA /CLUSTER**

Each team will be given a location map of the EA /cluster ie, a basic EA /cluster map and a description form (Form PHC2) indicating the boundaries to the EA/cluster selected. Read and follow these descriptions carefully to trace the boundaries. In most EAs /clusters, the boundaries follow easily recognizable natural features such as streams or rivers, and constructed features such as roads or railroads. However, lines may be invisible (especially in rural areas) of the selected EA /cluster.

However, since the maps were drawn some seven years ago some basic features might have changed and new landmarks found. Include all useful information to find the EA /cluster and its boundaries directly on the map and on the description form attached so that these maps can be updated.

Listing is done by visiting every building/structure and writing in chalk the serial number of the building/structure on the front door or on the wall near the front door or at a conspicuous spot on the building. Listing will ensure that every house in the EA has been covered. Remember that this serial number on the structure should be the same as on the household listing form, which is the same

as the number indicated on the map spotting sheet. In order to distinguish the number from other numbers that may exist already on the door of the structure, write **GMMS** in front of the number, for example, on the number of structure number 4, write **GMMS 004**, similarly on the door of structure number 57 write **GMMS 057**.

## **B. PREPARING MAP SPOTTING.**

The supervisor will complete the top portion of the Location Identification Form (Form GMMS/1) by filling in the identification information for the EA /cluster: the locality name, the two-digit code for the region, the two digit code for the district, and the one-digit code that designates whether the place is a large city, small city, town or rural area (The following guidelines should be used to categorize urban sample points: 'Large City' refers to the national capital, and places with over 1 million population; 'Small City' are places with between 50,000 and 1 million population; the remaining urban sample points are 'Town'). The remaining information will be completed after the completion of the EA /cluster. All information needed for filling in the identification box is provided to the team. Form GMMS/1 will also serve as a control sheet for the Supervisor to monitor the progress within each EA /cluster.

Map-Spotting simply means indicating the location of each structure and showing with the aid of arrows, your movements on a map during the listing exercise. The mapping of the EA /cluster and the listing of the households should be done in a systematic manner so that there are no omissions or duplications. If the EA /cluster consists of a number of blocks or small number of blocks, then the team should finish each block before going to the adjacent one. Within each block or village, start at one corner of the block or village and move in a **serpentine order or clockwise** around the block. In the rural area where the structures are frequently found in small groups, the team should work in one group of structures at a time and in each group they can start at the center (choosing any landmark, such as a school, to be the center) and move around it clockwise.

The Supervisor will map spot all structures found in the EA /cluster assigned on Form GMMS/3. It is important that the team work together and coordinate their activities so as not to duplicate the work. Ensure that the structure numbers on the map spotting sheet corresponds to the serial numbers assigned to the same structures and on the listed forms within his/her sub-area of the EA /cluster.

On the map spotting sheet, mark the starting point with a large **X**. Place a small rectangle/square at the spot where each structure in the EA /cluster is located and write the structure number beside it. (Note that map orientation is very important here!). For non-residential structures, identify its use (for example, a store or factory). Number all structures in sequential order beginning with "001". However, in crowded neighbourhoods you may write every fifth structure number if writing all numbers will make the map messy. Whenever there is a break in the numbering of structures (for example, when moving from one block to another), use an arrow to indicate how the numbers proceed from one set of structures to another. Although it may be difficult to pinpoint the exact location of the structure on the map, even an approximate location is useful for finding the structure in the future. Add to the map spotting form all landmarks (such as a park), public buildings (such as a school or church), and streets or roads. Sometimes it is useful to add to the sketch map landmarks that are found outside the EA /cluster boundaries, if they are helpful in identifying other structures inside the EA /cluster.

## **C. LISTING OF HOUSEHOLDS**

Each interviewer will use the Listing Form (Form GMMS/5) to record all households found in the sub-area of the EA /cluster assigned to him. Begin by entering your name and the number assigned to

you. Then enter the identification codes of the EA /cluster.

**Column A is reserved for office use only, leave it blank.**

Complete the rest of the form as follows:

Column (1) [*Serial Number of Structure*]: For each structure, record the same serial number that you have entered on the sketch map.

Column (2) [*Detailed address/description of structure*]: Record the detailed address of the structure. Where structures do not have visible street addresses (especially in the rural area), give a description of the structure and any details that help in locating it (for example, in front of the school, next to the store, etc.)

Column (3) [*Residential*]: Indicate whether the structure is used for residential purposes (eating and sleeping) by writing R for "Residential". In cases where a structure is used for commercial or other purposes, write N for "Non-residential". Structures used both for residential and commercial purposes (for example, a combination of store and home) should be classified as residential (ie. mark S+R in column 3). Make sure to list any household unit found in a nonresidential structure (for example, a guard living inside a factory or in church). Do not forget to list vacant structures and structures under construction, as well as structures where the household members refuse to cooperate, or are not at home at the time of the listing. In such cases, the three columns that follow (4 and 5) should be left blank, and in Column (9) [Observations], give some explanations (for example: under construction, refusal, not at home, etc.)

Column (4) [*Serial Number of Household in Structure*]: This is the serial number assigned to each household found in the structure; there can be more than one household in a structure. The first household in the structure will always have number "1". If there is a second household in the structure, then this household should be recorded on the next line, a "2" is recorded in Column (4), and Columns (1) to (3) are left blank or make a ditto-ditto signs.

**Columns 5 to 9 will be completed after the Household Questionnaire has been administered.**

Column (5) [*Name of Head of Household*]: Write the name of the head of the household. There can only be one head per household. If no one is home, ask neighbours for the name of the head of the household. If a name cannot be determined, leave this column blank. Note that it is not the name of the landlord or owner of the structure that is needed, but the name of the head of the household that lives there. **You must make an attempt to interview every single household in a selected EA /cluster. In order to do this you must make at least 3 callbacks at different times and preferably on different days to attempt to complete the HQ.**

Column (6) [*Female deaths at age 12-49*]: Check Qs.8 and 9. If there is a death to a woman age 12-49 write Y for "Yes" in this column. If no deaths to female aged 12-49 write 'No'.

Column (7) [*Number of female deaths at age 12-49*]: Check Qs. 8 and 9 for all the columns and record the total number of deaths to women at age 12-49. If there are no deaths write '0'. If there is one death write '1' and so on. Be sure to check for a continuation sheet if used and count up the total.

Column (8) [*Name of woman who died at age 12-49*]: For each death record the **complete** name of the dead woman. If there is more than one woman in the household record each woman on a separate line. For the second and subsequent woman, columns 1-7 will be blank.

Column (9) [*Observations*]: This space is provided for any special remarks that might help the supervisor to follow-up if there are any problems, and for the interviewing team to locate the structure

or identify the household during the second phase of fieldwork.

If the structure is an apartment building, assign one serial number to the entire structure (only one square with one number appears on the sketch map), but complete Columns (2) through (9) for each apartment in the building individually. Each apartment should have its own address, which is the apartment number.

Interviewers should be careful to locate hidden structures. In some areas, structures have been built so haphazardly that they can easily be missed. If there is a pathway leading from the listed structure, check to see if the pathway goes to another structure. People living in the area may help in identifying the hidden structures.

Prior to beginning the interview process assign a serial number to the household you will be interviewing in Column B beginning with 001 for the first household, 002 for the second household, and so on for each household listed in the sub-area of the EA /cluster you have been assigned and continue serializing all subsequent households found in the EA /cluster. **DO NOT ENTER A SERIAL NUMBER IN COLUMN B FOR A STRUCTURE THAT IS NOT OCCUPIED BY A HOUSEHOLD.**

*The Listing Form will be given to the supervisors for use during the second phase of fieldwork. Note that field staff should physically locate selected households from the structure number written in chalk (or some other marker) in each household.*

***It is important to store all the HQs carefully as information from those households that have a reported female death at age 12-49 will be entered into the computer during the data entry stage.***

### **3. INTERVIEWING**

#### **A. GENERAL PROCEDURES FOR COMPLETING THE HOUSEHOLD QUESTIONNAIRE**

To collect the information needed in the HQ, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire. This part of the training manual is designed to familiarize you with the GMMS questionnaire.

#### **Asking Questions**

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty hearing or understanding the question. At times you may need to repeat the question to be sure the respondent understands it. In those cases, do not change the wording of the question but repeat it exactly as it is written.

If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording, however, that you do not alter the meaning of the original question.

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this 'probing'). If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it

will be one of the most challenging aspects of your work as an interviewer.

### **Recording Responses**

In the GMMS, all interviewers will use pens with blue ink to complete all questionnaires. Supervisors will do all their work using pens with red ink. Never use a pencil to complete the survey questionnaire.

### **Correcting Mistakes**

It is very important that you record all answers neatly. Be sure that you circle the code for the correct response carefully. Write legibly so that it can be easily read. If you made a mistake in entering a respondent's answer or he changes her reply, be sure that you cross out the incorrect response and enter the right answer. Do not erase an answer. Just put two lines through the incorrect response.

Remember that if you are not careful to cross out mistakes neatly, it may not be possible to determine the correct answer when the data are entered later into the computer.

### **Following Instructions**

Throughout the GMMS questionnaire, instructions for the interviewer are printed in all CAPITAL LETTERS, whereas questions to be asked of the respondent are printed in small letters. You should pay particular attention to the skip and filter instructions that appear throughout the questionnaire.

#### **1. Skip instructions**

It is very important not to ask a respondent any questions that are not relevant to her situation. For example, a woman who is not pregnant should not be asked for how many months he has been pregnant. In cases where a particular response makes subsequent questions irrelevant, an instruction is written in the questionnaire directing you to skip to the next appropriate question. It is important that you carefully follow skip instructions.

*Example:* Notice that if you circled either Code '2' or '8.' In Question 10, you would end the interview. Question 11 is not relevant for those who said that there are no deaths in the household in the last five years.

10	Now I would like to ask you a few more questions about your household. Think back over the past 5 years. Has any member of your household died in the last 5 years?	YES ..... 1 NO ..... 2 DON'T KNOW ..... 8	<input type="checkbox"/> → END
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#### **2. Filters**

To ensure the proper flow of the questionnaire, you will sometimes be directed to check a respondent's answer to an earlier question, indicate what the response was by marking a box, and then follow various skip instructions. Questions of this type are called "filters"; they are used to prevent a respondent from being asked irrelevant, and perhaps embarrassing or upsetting, questions.

For filter questions, it is important that you follow the instructions that ask you to check back to an earlier question. Do not rely on your memory.

### **Checking Completed Questionnaires**

After you have completed an interview, you must review the questionnaire by carefully checking the answer to each question. It is important to check that you have followed all the appropriate skip

patterns and that you have not omitted any sections. You should check that all answers are all clearly legible, particularly in questions where you corrected mistakes that you made in recording the respondent's answers. You should review the questionnaire **BEFORE** you leave the household, so that if you need to question the respondent further, he is likely to still be available.

You should write any comments about the interview that you feel would clarify the answers you recorded or that would be of interest to your supervisor. If you have any doubts about how to record an answer, feel free to write a note on the questionnaire and then check with your supervisor or supervisor. He is there to help you.

## **B. HOUSEHOLD QUESTIONNAIRE**

The purpose of the HQ is to identify households that have a death to a female age 12-49, for the follow-on Verbal Autopsy Questionnaire to be administered in the second phase of the fieldwork. In addition, the total number of households listed will be used for the selection of the subsample of households for administering the Woman's Questionnaire.

### **Identification of Household on the Cover Page**

Before you begin the household interview, fill in the identification information in the box at the top of the cover page. The identification information is obtained from the household listing form.

The following are key points in completing the identification section:

- Write the name of the place or locality in which you are working.
- Write the name of the head of the household that you are to interview.
- Record the EA /cluster number, the Structure number and Household number in the boxes to the right of those lines.
- Record the two-digit code for the region and the district.
- Record whether the place is in a Large City, Small City, Town, or Rural by placing a '1,' '2,' '3' or '4' in the box to the right of the line. The following guidelines should be used to categorize urban sample points: 'Large City' refers to national capital, and places with over 1 million population; 'Small City' are places with between 50,000 and 1 million population; the remaining urban sample points are 'Town'.

You will fill in the rest of the cover page after you have conducted the interview. See the instructions in Section C (RETURN TO COVER PAGE) below.

## **C. COMPLETING THE HOUSEHOLD QUESTIONNAIRE**

To complete the HQ, you will need to find a suitable respondent. Any adult member of the household who is capable of providing information needed to fill in the HQ can serve as the respondent. If an adult is not available, do **not** interview a young child; instead, go on to the next household, and call back at the first household later.

Generally you will ask a single individual in the household for the information you will need to complete the HQ. However, as appropriate, you may need to consult other members of the household for specific information.

## Introduction

Once you introduce yourself and explain the purpose of your visit you are ready to start the household interview. Be sure to read the introductory statement completely giving the respondent time to understand the purpose of your visit.

As mentioned earlier, the primary purpose of the HQ is to find out if there has been a death to a woman age 12-49. However, since it is important to build some rapport before asking sensitive questions, Qs.1-4 have been added to make the respondent feel at ease.

**Q.1: Number of persons in the household:** Record the number of persons in the boxes provided.

**Q.2: Years lived in household:** Record the number of years in the boxes provided.

**Q.3: Number of children:** Record the number of children in the boxes provided.

**Q.4: Health problems:** This question is asked to help the respondent think about the issue of health.

**Q.5: Deaths to members of the household:** Be sure to read the question exactly as it is worded, give the respondent time to reflect on the question and be sure to emphasize that you are asking about deaths in the last five years. If the respondent says 'Yes' circle code '1' and go to Q.6. If the respondent says 'No' thank her/him and end the interview politely.

**Q.6: Instruction:** This is an instruction to the interviewer on how to proceed with the rest of the interview and should not be read out to the respondent.

**Q.7: Name:** Write the full and complete name of the person who has died. This will be helpful for the interviewer in locating the right household to administer the VAQ. Do not write the first name alone since oftentimes first names are common to more than one person in a locality. In addition, in some cultures, a person may identify her/himself by one name, but is referred by others by a different name; or he/he may have more than one written name.

**PLEASE NOTE THAT Q.7 REFERS TO ANY DEATH AND IS NOT JUST WITH REFERENCE TO A WOMAN.**

**Q.8: Sex of the person who died:** Simply ask if the person is male or female. Do not assume the sex of the person by the name alone, even if sometimes it may be obvious, since some names are common to both a man and a woman. If the person who died is male, skip to Q.14. If the person who died is female go to Q.9.

**Q.9: Age at death:** Ask the respondent for the age of the female household member at the time of death. Record the age in completed years in the boxes provided.

**Q.10: Filter:** Question 10 is a filter. If the woman was less than 12 years or 50 years or older at the time he died, you will not ask Qs. 11, 12 or 13 but go on to Q.14. However, if the woman who died was 12-49 years old, then you will place a check in the box '12-49' and proceed to ask Q.11.

**QUESTIONS 11, - 13 SEEK TO IDENTIFY A MATERNAL DEATH, THAT IS A DEATH TO A WOMAN AGE 12-49 THAT WAS CAUSED BY A PREGNANCY OR CHILDBIRTH.**

**Q.11: Pregnant at death:** Simply ask if the woman was pregnant at the time of death. Circle '1' if the answer is 'Yes' and skip to Q.14. If the response is 'No' or 'Don't Know' circle '2' or '8' as appropriate and go to Q.12.

**Q.12: Died during childbirth:** Ask if the death to the woman occurred during childbirth or delivery. Circle '1' if the answer is 'Yes' and skip to Q.14. If the response is 'No' or 'Don't Know' circle '2' or '8' as appropriate and go to Q.13.

**Q.13: Died after pregnancy or childbirth:** Ask if the death occurred within two months after the end of a pregnancy or following childbirth. Circle '1' if the answer is 'Yes' and skip to Q.14. If the response is 'No' or 'Don't Know' circle '2' or '8' as appropriate and go to Q.12.

**Q.14: Died during childbirth:** Q.14 is asked to determine if there were any other deaths to a member of the household in the last five years. If the answer is 'Yes', circle '1' and go to Q.7, write the complete name of this second person and proceed with Q.8 and follow the appropriate skip pattern as discussed above.

**IF THERE ARE MORE THAN THREE DEATHS IN THE HOUSEHOLD USE A CONTINUATION SHEET AND WRITE 'CONTINUATION SHEET' CLEARLY ON THE TOP AND STAPLE IT TO THE BACK OF THE HOUSEHOLD QUESTIONNAIRE.**

**Q.15 and Q.16: Filter and follow-up visit statement:** Check Qs. 8 and 9 to see if there is at least one female death at age 12-49. If there is a female death at age 12-49 go to Q.16 and read the statement about the follow-on visit. If there are no female deaths at age 12-49, thank the respondent and end the interview.

**Interviewer's Comment:** Write any notes that you feel might be helpful to the supervisor in identifying problems with the interview and to follow-up if necessary.

## **D. RETURN TO COVER PAGE**

After you have finished filling out the Household Questionnaire, go back to the cover page of the Household Questionnaire.

### INTERVIEWER VISITS

After you have contacted the household, you will need to write in the result of your visit. The spaces under (2) and (3) are for recording the results of any call backs that you may have to make if you cannot contact the household on your first visit. **Remember, you must make at least three different visits to try to obtain an interview with a household.**

### RESULT CODES

The result of your final visit to a household is recorded on the cover sheet of the Household Questionnaire. You will make every attempt to contact and interview the household, but sometimes it may happen that you make three visits to the household (at different times) and are unable to conduct the interview. In this case, you record the result of the third visit.

The following are descriptions of the various result codes:

- Code 1 Completed. Enter this code when you have completed the household interview.
- Code 2 No household member at home or no competent respondent at home at time of visit. This code is to be used in cases in which the dwelling is occupied, but no one is at home. If no one is at home when you visit, or if there is only a child or an adult member who is ill, deaf, or mentally incompetent, enter Code '2' as the result of the visit. Try to find out from a neighbour or from the children when a competent adult will be present

and include this information in the visit record.

- Code 3 Entire household absent for extended period of time. This code is to be used only in cases in which no one is at home and the neighbours say that no one will return for several days or weeks. In such cases, enter Code '3' as the result of that visit. Since the neighbours may be mistaken, you should make callbacks to the household to check that no one has returned. In cases in which no one is at home and you cannot find out whether they are gone for a few hours or a few weeks, enter Code '2.'
- Code 4 Postponed. If you contact a household, but for some reason, it is not convenient for them to be interviewed, then schedule a callback interview and enter Code '4' on the cover sheet as a result code for that visit. If there is some extreme circumstance such that the interview is never conducted, you would enter Code '4' for the final result code.
- Code 5 Refused. The impression you make during your initial contacts with members of a household is very important. Be careful to introduce yourself and explain the purpose of the survey. Stress that the interview takes only a short amount of time and that the information will be confidential. If the individual with whom you first talk is unwilling to cooperate, ask to speak with another member of the household, such as the household head. Suggest that you can return at another time if it would be more convenient. If the individual still refuses to cooperate, enter Code '5' and report the problem to your supervisor.
- Code 6 Dwelling vacant or address not a dwelling. In some cases you may find that a structure number assigned to you is unoccupied, that is, it is empty with no furniture and is not being lived in. This is what we call "vacant," and you should enter Code '6.' Other times, you may find that a structure is not a residential unit. It is a shop, church, school, workshop, or some other type of facility that is not used as a living area. After making sure there are no residential units in back of or above the premises, enter Code '6' as the result for the visit. Be sure to report the situation to your supervisor.
- Code 7 Other. There may be times that you cannot interview a household and the above categories do not describe the reason. Examples of cases that would fit in the 'Other' category would be if the entire EA /cluster is flooded and inaccessible or if the household is quarantined because of a disease.

### FINAL VISIT

After you have paid your last visit to the household, you will fill in the boxes under FINAL VISIT. The date on which you completed the household interview is recorded in the DAY, MONTH, YEAR boxes. Write your assigned interviewer code in the boxes labeled NAME.

Record the result for the final visit in the RESULT box. Add up the number of visits you made for the household interview and enter the total by TOTAL NUMBER OF VISITS.

**EVERY HOUSEHOLD MUST HAVE A HOUSEHOLD QUESTIONNAIRE ASSOCIATED WITH IT AND THE COVER PAGE COMPLETED WITH THE FINAL RESULT RECORDED, EVEN IF THE INTERVIEW DID NOT TAKE PLACE.**

### TOTAL DEATHS TO WOMEN AGE 12-49

After you have completed the household interview, you will record the total number of female deaths at age 12-49 by checking all columns of Qs.8 and 9 and fill in the number in the boxes labeled

TOTAL DEATHS TO WOMEN AGE 12-49. If there are no deaths to women age 12-49 write '00'.

BOTTOM OF COVER PAGE

The supervisor will check the HQ and sign his name and the date the questionnaire was checked at the bottom of the cover page and fill in his assigned number.