NATIONAL SOCIO- ECONOMIC SURVEY
(SUSENAS)
2001

MANUAL
HEAD OF PROVINCIAL, REGENCY/
MUNICIPALITY
AND CORE SUPERVISOR/ EDITOR

Statistics Indonesia (BPS), Jakarta- Indonesia
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A. **General**

Statistic data of population welfare at regency/municipality level is being more important since government decided to apply local autonomy. The 2001 SUSENAS would be realized in every area of Indonesia (excluded Daerah Istimewa Aceh and Maluku) with sample size 61,696 households by using joined core-module list (VSEN2001.KM). The size will produce data that only representative at province level but not at regency/municipality.

In order to find representative data at regency/municipality level, by recommendation of Parliament, government dealt to enlarge the size. The enlargement is 155,616 households for core census block and 3,584 households for core-module census block. Total size of core-module sample is 65,280 households and total 2001 SUSENAS sample is 220,896 households. As previous SUSENAS, 2001 SUSENAS use core list (VSEN2001.K list) to enumerate households at core census block.

Fund for preparation (documents printing), training, realization and core results publication is allocated to DIP fund budget year 2001. The realization of core does not have fund from Health Department or UNICEF.

B. **Objective**

Manual for Head of statistic bureau at province, regency/municipality and core supervisor has objective to give additional information on 2001 SUSENAS realization and field preparation for the additional sample. The last page of this manual gives core supervisor/editor manual for core supervisor/editor.

C. **Scope**

The 2001 SUSENAS is conducted in all area of Indonesia with 220,896 households as sample size, which spread in urban and rural area. 65,280 households are enumerated at core-module census block by using core-module
list (VSEN2001.KM list) and 155,616 households are enumerated core census block by using core list (VSEN2001.K). Unsecured situation in Daerah Istimewa Aceh makes the 2001 SUSENAS cancelled.

Considering the field preparation for additional sample enumeration (2001 SUSENAS Core) which is late and time available, head of BPS decided schedule for whole 2001 SUSENAS enumeration in March. The schedule is:

**D. SCHEDULE OF ACTIVITY**

<table>
<thead>
<tr>
<th>No.</th>
<th>Activity</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Core documents sending from BPS</td>
<td>January 10&lt;sup&gt;th&lt;/sup&gt; – 20&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td>2.</td>
<td>Training (core and GY)</td>
<td></td>
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<tr>
<td></td>
<td>a. National Instructors (Innas)</td>
<td>January 23&lt;sup&gt;rd&lt;/sup&gt; - 26&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td></td>
<td>b. Field Officers</td>
<td>February 5&lt;sup&gt;th&lt;/sup&gt; – 17&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td>3.</td>
<td>Field realization (core-module, core and GY)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Household registration</td>
<td>February 15&lt;sup&gt;th&lt;/sup&gt; – March 3&lt;sup&gt;rd&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td></td>
<td>b. Household sample selection</td>
<td>February 26&lt;sup&gt;th&lt;/sup&gt; – March 5&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td></td>
<td>c. Household enumeration</td>
<td>March 5&lt;sup&gt;th&lt;/sup&gt; – 31&lt;sup&gt;st&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td>4.</td>
<td>List evaluation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Regency/ municipality BPS</td>
<td>March 19&lt;sup&gt;th&lt;/sup&gt; – April 14&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td></td>
<td>b. Provincial BPS</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; – 30&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td>5.</td>
<td>VSEN2001.KM list processing in area</td>
<td>May – July 2001</td>
</tr>
<tr>
<td>6.</td>
<td>Documents sending to BPS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. SGY2001.RT list (Population Welfare Statistic Bureau)&lt;sup&gt;1&lt;/sup&gt;</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; – 15&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td></td>
<td>c. SGY2001.PB list (Population Welfare Statistic Bureau)&lt;sup&gt;1&lt;/sup&gt;</td>
<td>April 1&lt;sup&gt;st&lt;/sup&gt; – 15&lt;sup&gt;th&lt;/sup&gt; 2001</td>
</tr>
<tr>
<td></td>
<td>e. VSEN2001.DSRT (Methodology Statistic Bureau) Data processing at BPS</td>
<td>May – June 2001</td>
</tr>
<tr>
<td>8.</td>
<td>Result evaluation and discussion</td>
<td>October 2001</td>
</tr>
</tbody>
</table>

**E. Type of Data Collected**

1. Data collected in VSEN2001.K list:
   a. General characteristics on household member such as name, relationship with head of household, sex, age, and marital status.
   b. Characteristics of Orphan child (age 0 – 14 years old) and ownership of child birth certificate (age 0 – 14 years old).
   c. Characteristics of child labor force and time allocation age 5 – 14 years old.
d. Characteristics of pre-school child’s education (age 3 – 6 years old), characteristics of household member education age 5 years old and above

e. Characteristics of household member economic activity age 10 years old and above

f. Characteristics of health such as population health, 0 – 5 years old child, household expenditure on health and health insurance

g. Characteristics of fertility for ever-married women and pregnancy prevention attitude for married women

h. Characteristics of housing including ownership of house, physical condition of building, and house facilities

i. Characteristics of average consumption and main income source of household

2. Data type of household enumerated by iodized salt consumption questionnaire (SGY2001.RT):

a. People knowledge on iodized salt

b. Result of iodine content test in salt used by household

F. Type of lists and documents used by 2001 Core SUSenas

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of List/ Document</th>
<th>Purpose</th>
<th>Done by</th>
<th>Pair</th>
<th>Kept by</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
<td></td>
<td>Enumerator</td>
<td>1</td>
<td>Provincial BPS</td>
</tr>
<tr>
<td>1.</td>
<td>Census Block Map Sketch</td>
<td>To identify working area boundaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2.</td>
<td>VSEN2001.L</td>
<td>Household registration</td>
<td>Enumerator</td>
<td>1</td>
<td>Provincial BPS</td>
</tr>
<tr>
<td>3.</td>
<td>VSEN2001.DSRT</td>
<td>Selected household registration</td>
<td>Supervisor/ Editor</td>
<td>2</td>
<td>Headquarter/ Provincial BPS</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>Editor</td>
<td>1</td>
<td>Provincial BPS</td>
</tr>
<tr>
<td>5.</td>
<td>VSEN2001.K</td>
<td>Core household enumeration</td>
<td>Enumerator</td>
<td>1</td>
<td>Headquarter BPS</td>
</tr>
<tr>
<td></td>
<td>SGY2001.RT</td>
<td>Household Salt consumption enumeration</td>
<td>Enumerator</td>
<td>1</td>
<td>Headquarter BPS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Manual book I.A</td>
<td>Manual of BPS at province, regency/ municipality and supervisor/ editor</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Manual book II.C</td>
<td>Manual of core enumerator</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Manual book III</td>
<td>Manual of age conversion</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Manual book IV</td>
<td>Manual of household iodized salt survey</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>
G. **Arranged Statistics**

1. **Objective Indicator of Population Welfare (Kesra) at national, provincial, and regency/municipality**

    Some indicators arranged from the results of 2001 SUSENAS are in Objective indicators of Population welfare at national, province, and regency/municipality level. They are including a) indicator of individual such as population, health, education, labor force, fertility and family planning and b) indicator of household such as housing and expenditure.

2. **Indicator of Sufficiency of iodized salt consumption at national and provincial level**

    The indicators come from data of iodine content in household salt such as iodine content, knowledge of household on iodized salt, and access to iodized salt.
A. Training

1. **Main Instructor (Intama) and National Instructor**

   The first training is for Intama’s class, which is organized for two-effective days with subjects of methodology, field organization, and concept and definition of core 2001 SUSENAS. The training uses discussion (dialogical) method. The second training is for National Instructor. The objective is to make Innas more skilled in giving instruction to field officers. In the last training, the trained Innas will teach officers how to collect data, fill the questionnaire, and inform the concept and definition. The candidates of Innas must apply before January 18 2000. They consist of Headquarter and local National Instructor.

2. **Field Officers**

   Enumerators and supervisors are recruited from staffs of Regency/municipality BPS, statistic officers, or statistic collaborates, who have experience as SUSENAS officer. In order to anticipate the differentiation on concept and definition, the enumerators and supervisors who are from the same region will be in the same class.

   Training of Iodized Salt Survey for core census block (out of core-module sample) is organized on the same date.

   Number of enumerators and supervisors of core 2001 SUSENAS, number of class and national instructor exist on attachment 1.

B. **Working Load of Field Officers and Number of training day**

1. Every enumerator has two selected census block
2. Every supervisor supervises and evaluates enumeration results of four enumerators.
3. Duration of training is four days (two effective days) for enumerator and five days (2 days for enumeration topic and one day for supervising topic).
4. Subject of Iodized Salt Survey for census block out of core- module sample will be given in training of core enumerator. Otherwise, the training that would be organized in all regencies/ municipalities is cancelled.

C. Field realization
1. Sample should be taken immediately after listing
2. Enumeration for all sample of 2001 SUSENAS will be realized in March 2001
3. The taking over of the selected iodized salt household sample that is out of core- module census block does not use list of SP2000-L1 because of the list of selected census block. All 2001 SUSENAS selected household sample automatically chosen as iodized salt household sample.
4. Enumeration should be finishing in March 2001. Documents of iodized salt household (list of SGY2001.RT and SGY2001.PB) must be sending to headquarter as soon as possible (the delivery cost has its own allocation).
I. SUPERVISING PROCEDURES

Supervising is needed to intensify the effectively of field realization and to reduce some mistakes that might occur. The main task is including the supervising of enumeration and the evaluating of the results.

The tasks of supervisor/ editor are as follows:

1. Participating training
2. Scheduling field supervising for every enumerator.
3. Supervising every enumerator at least one day during the enumeration period. The supervising starts from the weakest enumerator immediately to anticipate some mistakes that might occur.
4. Assisting to solve enumeration problems. If the problem is about the doubt of concept or definition, see enumerator manual book or notes given during the training.
5. Distributing documents needed to enumerators and collect the list filled by enumerator
6. Identifying working area in census block of enumerator together with the enumerator
7. Selecting 16 household samples from list of VSEN2001.L and copying those to list of VSEN2001.DSRT
8. Giving the filled list of VSEN2001.DSRT to enumerators
9. Checking the filling procedures of the lists used mainly the consistency and the completeness. If they are incomplete, inconsistent or improperly ask the enumerators.
10. Sending the filled and checked lists to regency/ municipality BPS
11. Conducting all tasks on schedule.
A. General

From 1990 SUSENAS to 2000 SUSENAS, the areas that have been sampling unit for household selection are enumeration area and segment group. In year 2001, there is census block, which was formed during preparation of 2000 Population Census (SP) as new area for sampling unit. Therefore, the 2001 SUSENAS needs copy of map sketch of census block that is called SP2000-SWB and kept in Regency/ municipality BPS. Enumerators to find out their working area will use it. At the field preparation of 2001 SUSENAS, BPS has designed sample design for estimation at regency/ municipality level.

B. Sample Outline

The 2001 SUSENAS will use sample outline, which consists of sample outline for sub- regency selection (special for rural area), for census block selection, and for household selection.

Sample outline for sub- regency selection in rural area is sub- regency list in every regency/ municipality, which is sorted geographically.

Sample outline for census block selection in urban area is census block list that is differed by census block in big city, Medium City, and Small City in regency/ municipality. For rural area, the census block selection uses census blocks list in selected sub- regency.

Sample outline for household selection is list of household in VSEN2001.L block IV.

C. Sample Design

The 2001 SUSENAS sample designs are two steps- sample designs for urban area and three steps- sample designs for rural area. The sample selection for urban and rural area is conducted separately.
For **urban area**, the first step, please select some census blocks by linear systemic sampling from sample outline of census block. Then, select 16 households from each selected census block by linear systemic sampling.

For rural area, the first step, please select some sub-regency from sample outline of sub-regency by probability proportional to size. The size is number of households in sub-regency. The second step, select some census blocks from selected sub-regency by linear systemic sampling. In addition, the last step, select 16 households from selected census block by linear systemic sampling.

To present data estimation at province level, which is financed by APBN (National Budget), sub-regency sample for rural area or census block for urban area are sub-sample from sub-regency sample/selected census block for regency/municipality estimation. They all are selected from selected census block/sub regency list, which is used to estimate regency/municipality level by systemic sampling method.

To fasten the presentation of 2001 SUSENAS estimation results at national level, some census blocks are selected from census block sample (financed by National Budget). Sample selection selects by using systemic sampling.

*Remark:*

The selected census block list makes the take over of selected household iodized salt out of core-module census block does not use SP2000-L1 list anymore. All 2001 SUSENAS selected households will be the sample household iodized salt automatically.

**D. Census Block Map Sketch**

Before field realization, the 2001 SUSENAS supervisors have to copy census block map sketch, SP2000-SWB, on F4 paper. SP2000-SWB is made by 2000 population census officers (see the example on attachment 2). Enumerators will use the copy to identify their census block working area boundaries.
To conduct the registration of household by using VSEN2001.L list, enumerators have enumerate every physical building, census, and household in all selected census block.

E. Number of Census Block Sample And Household

Number of 2001 SUSENAS census block sample and household in all provinces in core census block and module- core exist on Attachment 3.

F. List of Selected Census Block

In the list of 2001 SUSENAS census block sample (see the example on Attachment 4), every selected census block has sample code number (NKS). The 2001 SUSENAS sample code number has three digits, which are serial number of selected census block in regency/ municipality level and arranged as follow:

a. Number 001 to 499 is serial number of selected census block in rural area
b. Number 500 and above is serial number of selected census block in urban area

To find out whether the selected census block of 2001 SUSENAS core census block is financed by APBD (Local Budget) or processing fast, we can see the √ mark in three column: column 6, 7 and 8 in list of census block sample (list of VSEN2001. DSBS), with these following remarks:

- if column 6 has the √ mark, it means the census block is selected for national estimation (processing fast)
- if column 7 has the √ mark, it means the census block is selected provincial estimation
- if column 8 has the √ mark, it means the census block is selected for regency/ municipality estimation

Remark:
1. In the list of census block, sample column 5 has information of Local Environment Unit (SLS). It has to be checked the accuracy by 2001 SUSENAS
supervisor/ editor. If it is not correct, fill in the right one in this column. If it is not the same or empties, the supervisor/ editor has to fill the right information on SLS. The result will be sending to BPS attn Statistic Methodological Bureau.

2. The column 9 of 2001 SUSENAS census block sample list has number of households enumerated by 2000 Population Census (SP 2000). The number has to be used to check the accuracy of the number of 2001 SUSENAS households listed in the same census block. If there is a sharp difference, the supervisor/ editors have to check to the field to find out the reason of the difference. If uncorrected area was enumerated, the enumerator has to correct the list by VSEN2001.L in the correct area. If it is corrected, take a note the reason in column 10 of 2001 SUSENAS census block sample list.

G. Household sample selection

As mentioned above, number of household sample is 16 households. Supervisor/ Editor conducts the selection by systemic sampling after receiving the household registration list in census block (VSEN2001.L) from enumerators. Supervisor/ editor has to count- up sample interval and first random digit in census block. The sample outline used for household selection is list of household in column 8 to 10. It is in- group of monthly household expenditure by province, which is differed by urban and rural area.

Household Sample Selection Procedures

The procedures of household sample selection for supervisor/ editor are as following:

a. Check whether the “check mark” (√) in column eight to column 10 done by enumerator is correct, every ordinary household cannot have more than one √ mark, or even does not have the √ mark.
b. Give the √ mark serial number in column 8 from one to the last number. If it, from the first page to the last page, is completed, do the next number to the √ mark in column 9 and column 10.

c. Please check whether the serial number of the last √ mark in column 10 shows number of households in selected census block (the fill has to be the same as the last serial number of household in column 5). If it is not the same, there must be a mistake in column 5 or column 8 to column 10. Correct the mistake before selecting the sample.

d. Count The Sample Interval (I) for household selection:

\[ I = \frac{\text{Number of household from household list}}{16} \]

Sample interval is counted up to two digits behind coma.

e. Use Random Digit table (see Attachment 5) to decide first random (R.1), which the value is smaller than, or equal with sample interval (I).

f. Circle the serial number on the same √ mark with the first random digit (R.1), then use sample interval to count the next random digit, they are R.2, R.3, ……, R.16 as following:

R.2 = R.1 + I;
R.3 = R.1 + 2I;
……
R.16 = R.1 + 15I

g. Circle the serial number of the same √ mark in column 8 to column 10 with the selected random digit. If the serial number in column 8 to column 10 has circled, the number of physical building, census building, and serial number of household which are in column 3, column 4 and column 5 have to be circled as well. Note the 16 households in VSEN2002.DSRT List. Double this
VSEN2002. DSRT list, one for enumerator (kept in Provincial BPS) and the other one is for Statistic Methodological Bureau.

H. Estimation Method

Below are formulas to predict the 2001 SUSENAS realization result in a domain in urban or rural area:

**Urban area:**

\[
\bar{y}_{ku} = \frac{1}{16b_u} \sum_{i=1}^{b_u} \sum_{j=1}^{16} y_{ij}
\]

\[
\hat{y}_{ku} = \hat{p}_{ku} \bar{y}_{ku}
\]

\(\bar{y}_{ku}\) = Predicted mean value of \(y\) at regency/ municipality \(k\) area \(u\)

\(\hat{y}_{ku}\) = Predicted total value of \(y\) at regency/ municipality \(k\) area \(u\)

\(y_{ij}\) = Characteristic value at sub regency’s - \(j\) selected census block-\(i\)

\(b_u\) = Number of selected census block at regency/ municipality \(k\) area \(u\)

\(\hat{p}_{ku}\) = Predicted number of households at regency/ municipality \(k\) area \(u\)

**Rural Area:**

\[
\bar{y}_{kr} = \frac{1}{16b_r} \sum_{j=1}^{b_r} \sum_{i=1}^{16} y_{tij}
\]

\[
\hat{y}_{kr} = \hat{p}_{kr} \bar{y}_{kr}
\]

\(\bar{y}_{kr}\) = Predicted mean value \(y\) at regency/ municipality \(k\) area \(r\)

\(\hat{y}_{kr}\) = Predicted total value \(y\) at regency/ municipality \(k\) area \(r\)

\(y_{tij}\) = Characteristic value at sub- regency - \(j\), selected census block- \(i\), household- \(t\)

\(b_r\) = Number of selected census block at regency/ municipality \(k\) area \(r\)

\(\hat{p}_{kr}\) = Predicted number of household at regency/ municipality \(k\) area \(r\)

Predicted mean value \(y\) at **regency/ municipality** \(k\) area \(u\) and \(r\) is:

\[
\hat{y}_{k(u+r)} = \frac{\hat{y}_{ku} + \hat{y}_{kr}}{\hat{p}_{ku} + \hat{p}_{kr}}
\]

Predicted total value \(y\) at **regency/ municipality** \(k\) Urban area (\(\hat{y}_{ku}\)) and rural area (\(\hat{y}_{kr}\)) is \(\hat{y}_{k(u+r)} = \hat{y}_{ku} + \hat{y}_{kr}\)
Predicted total value $y$ at province level urban area ($\hat{y}_{pu}$) or rural area ($\hat{y}_{pr}$) of regency/ municipality, counted by formula below:

$$\hat{y}_{pu} = \sum_{k=1}^{T} \hat{y}_{ku} \quad \text{And} \quad \hat{y}_{pr} = \sum_{k=1}^{T} \hat{y}_{kr}$$

$T$ = Number of regency/ municipality at province $p$.

Predicted total value $y$ at province level in urban area ($\hat{y}_{pu}$) or rural area ($\hat{y}_{pr}$) is:

$$\hat{y}_{p(u+r)} = \hat{y}_{pu} + \hat{y}_{pr}$$

Predicted mean value $y$ at province level in urban area ($u$) and rural area ($r$) is:

$$\overline{y}_{p(u+r)} = \frac{\hat{y}_{pu} + \hat{y}_{pr}}{P_{pu} + P_{pr}}$$

Predicted total value $y$ at national level is counted by this formula below:

$$\hat{y}_{n(u+r)} = \sum_{p=1}^{L} (\hat{y}_{pu} + \hat{y}_{pr})$$

$L$ = Number of provinces in Indonesia

Predicted mean value $y$ at national level is counted by formula:

$$\overline{y}_{n(u+r)} = \frac{\hat{y}_{n(u+r)}}{P_{n(u+r)}}$$

$\hat{y}_{n(u+r)}$ = Predicted number of households in Indonesia in urban area and rural area

I. Data Collecting Method

Data collecting in every selected household is conducted by direct interview between enumerator and respondent. Please ask the individual questions in 2002 SUSENAS’s questionnaire to the person (respondent) himself. The characteristics of household can be collected by interviewing head of household, spouse of head of household, or household member who knows the characteristics asked.
III. EDITING PROCEDURES OF 2001 SUSENAS LIST

Supervisor/ editor has to edit and check the correctness of list recorded in VSEN2001.L list before selecting household sample or on VSEN2001.K list, which are enumerated by enumerators. Supervisor/ editor has to know and understand type of incorrect list, particularly the consistency, and the completeness or any kind of matter that needed the re-enumeration.

A. List of VSEN2001.L: List of Building and Household

1. Selected census blocks need a set of VSEN2001.L list. Check whether the number of the list is the same as number of selected census blocks.

2. Check whether the recorded lists content complete and correct. The handwriting must be clear, readable, and write on the right place.

3. Check the physical building; the last serial number in the last page column 3 block IV must be $\leq$ number of census building (the last serial number in column 4)

4. Check serial number of household in column 5 block IV whether it was skipped, or double-written. Correct the incorrect one because every incorrect numbering will affect the incorrect household sample selection.

5. Check whether the sum in all columns in line A and C block IV on every page was correct. Please check carefully before moving from line C on the previous page to line B on the next page.

6. Check whether the serial numbering to the $\sqrt{ }$ mark column 8 to 10 was correct based on the direction. Check whether number of the $\sqrt{ }$ mark was the same as the fill on the last line of column 5 block IV. If it is not the same, please check the $\sqrt{ }$ mark on column eight to 10 and the note block as well whether there were households that are not interview yet until the last day of enumeration.

7. Check whether number of the $\sqrt{ }$ mark on column 8 to 10 were the same as number of the total in line C, block IV last page for each column.
8. Check whether number of household member in detail 2 block II was the same as the total on column 7, block IV, and line C in the last page.

9. Check whether number of household based on household expenditure per month in-group, detail 3.a to 3.c block II was the same as number of the √ mark on column 8 to 10, block IV, line C, the last page. The record of 3.d = the record of detail 3.a to 3.c

B. List of VSEN2001.K: Main Characteristics of Household and Household Member

Check whether number of VSEN2001.K list for selected census blocks was the same as number of selected households in VSEN2001.DSRT list.

1. Block 1: Characteristics of Area
   Detail 1 – 7: Name and code of province, regency/municipality. Sub-regency, village/kelurahan, classification of village/kelurahan, census block numbers. Sample code number must be the same as the answers of block I, VSEN2001.DSRT.

   Detail 8: Serial number of household sample must be the same as of in column 1, block IV, VSEN2001.DSRT. It starts from number one to 16 for every selected census block.

2. Block II: Characteristics of Household
   Detail 1: Name of Household Head must be the same as of on column 6, block IV, VSEN2001.DSRT, and must be the same as line one, column 2, block IV, VSEN2001.K. If the name was different, please check note block to find out an explanation about that, such as the head of household noted in VSEN2001.DSRT is dead, move, etc.

   Detail 2: Number of Household Member must be the same as number of line answered in block IV (Characteristics of Household Member) VSEN2001.K list.

   Detail 3: Number of Children Age 0 to 4 Years Old. The answers in this detail must be the same as number of household member in block IV. The answer of column 5 (age) is 00-04, or must be the same as number of line on
column 8 that are recorded, or must be the same as number of block V.D, the recorded list of VSEN2001.K

3. **Block III: Characteristics of Enumeration**
   Check whether enumerator has filled in his/ her name, employee identity numbers (NIP), position enumeration date, and signature. After completed the checking, do not forget to fill in name, Employee Identity Numbers (NIP), supervisor/ editor’s position, checking/ supervising date, and signature as supervising/ editing evidence and supervisor/ editor is full- responsible to the truth of the answers.

4. **Block IV: Characteristics of household member**
   a. Check whether name of household member in column 2 was the same as the serial. It starts from head of household, spouse of household head, unmarried children, married children, children in law, grandchildren, parents/ parents in law, other relatives, household servant, and others (based on the serial code of relationship with head of household in column 3).
   b. Check connection of column 3, 5, and 6. If column 3 codes 1 (Head of household), then the answer of column 5 must be $\geq 10$ (years old). If column 3 codes 2 (spouse) or 4 (children in law), then the answer of column 5 must be $\geq 10$ (years old), and column 6’s code must be 2 (married). If column 3 codes 6 (parents/ parents in law), then the answer in column 5 must be $\geq 20$.
   c. Column 7’s code is supposed to be 1-4 or 9 if column 5 codes 00-14.
   d. Column 8 and 9 will have answers if column 5 codes 00-04. Column 8 codes 1-3 or 9. Column 9 will have answer if column 8 codes 3 or 9.
   e. Column 10 will have answer if column 5 codes 03 to 06. Column 10 codes 1-4. Column 11 will have answer if column 10 codes 4. Column 11 codes one of code 1 to 8.
   f. Column 12 to 17 will have answers if column 5 codes 05-14. Column 12 codes 1 or 2.
   g. Column 13 and 14 will have answer if column 12 codes 1. Column 13 codes 01 to 15, and column 14 codes 1 to 9.
h. The answers for column 15 and 16 code 1 or 2, and column 17 will have answer if column 16 codes 1. The answer of column 17 is 0-8.

5. **Block V: Characteristics of Individual**

Check whether number of pages of recorded block V is the same as number of household member noted on Block IV. Check whether name, serial number, and age of household member in this block is the same as name, serial number, and age of household member in column 1, 2 and 5. Block IV. Serial number of biological mother/ father is not supposed to be the same as serial number of household member himself/ herself.

If serial number his/ her biological mother/ father is not 00, then the number that is written as serial number of biological father/ mother must be the same as one of serial number that is filled in column 1, block IV, with explanation that the biological mother is supposed to be female and male for the biological father and ever- married (the answer of column 6=2,3, or 4) and her/ his age (column 5) must be ≥ 10 years old.

The answer of the question whether the related household member presents during the interview must be 1 or 2. If the age of household member is 00-04 years old, detail 1 to 6 must be empty.

**Block V.A: Characteristics of Education**

a. A detail 1 to 6 is only for household member age’s ≥ 5 years old. Check whether detail 1 to 6 for every household, which the answer on column 5, block IV minimum is 05. If detail 1 is coded 1, then detail 2 to 5 must be empty.

b. Detail 2 has to be answered if detail 1 codes 3. The answer in month box is from 01 to 12, and 00 if quit before 1991. The answer of the year box is from 1991 to 2001 or 0000 if quit before 1991.

c. Detail 3.2 will have answer if detail 1 codes 2 or 3.

d. Detail 3.b will have answer if detail 1 codes 2 and detail 3.a codes 01 to 07.

e. Please check the relationship/ the difference between the highest graduation certificate and the highest STTB (graduation certificate with final achievement report).
Direction of relationship between the highest graduation certificate/ the highest STTB (detail 5) and age of household member:

<table>
<thead>
<tr>
<th>Code</th>
<th>The Highest Graduation Certificate/ STTB (detail 5, block V.A)</th>
<th>Age (column 5, block IV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code 1</td>
<td>No certificate</td>
<td>≥ 5 years old</td>
</tr>
<tr>
<td>Code 2</td>
<td>Elementary School</td>
<td>≥ 10 years old</td>
</tr>
<tr>
<td>Code 3</td>
<td>Junior high school</td>
<td>≥ 13 years old</td>
</tr>
<tr>
<td>Code 4/ 5</td>
<td>Senior High school</td>
<td>≥ 16 years old</td>
</tr>
<tr>
<td>Code 6</td>
<td>Diploma I &amp; II</td>
<td>≥ 17 years old</td>
</tr>
<tr>
<td>Code 7</td>
<td>Diploma III</td>
<td>≥ 19 years old</td>
</tr>
<tr>
<td>Code 8</td>
<td>Diploma IV &amp; S1</td>
<td>≥ 20 years old</td>
</tr>
<tr>
<td>Code 9</td>
<td>Post graduate/ PhD</td>
<td>≥ 22 years old</td>
</tr>
</tbody>
</table>

f. Detail 6 must be coded by 1 to 3 for household members age’s ≥ 5 years old

**Block V.B: Labor force**

a. Check the completeness, whether all questions in this block have been asked to all household members age’s ≥ 10 years old (column 5’s fill, block IV ≥ 10).

b. Details 7.a.1 to 7.a.3 must be coded 1 or 2. If detail 7.a.2 coded 1, then detail 1, block V.A must be coded 2.

c. If detail 7.b is coded 1 then detail 8 must be empty.

d. If column 3, block IV is coded 8, then one of detail 7.a.1 or detail 8 must be coded 1 for the related household member.

e. Detail 9 and detail 10 always must be coded 1 or 2.

f. Detail 11 to detail 16 is for working household member or temporarily does not work. (Detail 7.a.1 or detail 8 is coded 1).

g. The maximum answer on detail 11 is 7 days and 98 on detail 11.b. if detail 8 is coded 1, then detail 11.a must be coded 0 and detail 11.b coded 00.

h. The 11.b’s answer divided the 11.a’s must be < 24.
i. Please check whether the answers on detail 12 and 13 have completed and clear. If they are incomplete and unclear, they will complicate editor in coding.
j. If detail 14 is coded 1, 5, or 6, then detail 15 must have the answer and detail 16 must be empty.
k. If detail 14 is coded 4, then detail 15 must be empty and detail 16 has answer.
l. If detail 14 codes 2, 3, or 7, then detail 15 and 16 must be empty.
m. If detail 14 codes 1, 2, or 3, then detail 10 must code 2.

**Block V.C: Characteristics of Health**

Please check whether number of recorded Block V.C is the same as number of household, which is recorded in Block IV. Check the completeness.

a. If all details 17.a to 17.p code 2, then details 18 to 23 must be empty. If one of answers of details 17.a to 17.p codes 1, then details 18, 21.a, and 22 must have answers and detail 19, 20, 21.b, 21.c, and 23 might have answers. If there are more than 8-code 1 in detail 17, please check the truth to the enumerator.
b. If detail 18 codes 1, then details 19 and 20 are supposed to have answers.
c. If detail 21.a codes 1, then details 21.b and 21.c are supposed to have answers.
d. Detail 23 will have answer if detail 22 codes 1. Please check the completeness of detail 23. The maximum answer in every box of detail 23.a 01 to 10 is 15. Please check the proper number of service type, which is visited by get outpatient treatment respondent. Detail 23.b must have answer or at least the answer is free of charge medical treatment.
e. Detail 24 is supposed to have answer, which codes 1 or 2.
f. Detail 25 is supposed to have answer, which codes 1.
g. The maximum number of detail 25.a is 360 days. Detail 25.b must have answer or at least the answer is free.
h. Detail 26 must have answer, which code 1 or 2.

**Block V.D: Health of <5 years old children**
Details 27 to 29 are for children age’s 0 to 59 months.

a. If the answers of detail 27 divides into 12 (the division result is completed below), the result must be the same as answer of column 5, block IV.

b. Code of first box (box a) of detail 28 is supposed to be the same as or bigger than that of the last box (box b). if it is not the same as or not bigger than that, ask the enumerator.

c. Detail 29.a must code 1 or 2.

d. If detail 29.a codes 1, then detail 29.b is supposed to have answer.

e. Detail 30 is only for children age’s 0-11 months. If detail 27 is filled ≤11, then detail 30.a must code 1 or 2. If detail 30.a code 1, then detail 30.b must code 1 or 2.

**Block V.E: Fertility and Family Planning**

Details 31 to 34 are only for household member, which is a female age ≥10 years old and ever been married (Block IV, column 4= 2, column 5 ≥10, column 6= 2, 3, or 4).

a. The minimum answer of detail 31 is 10 years old.

b. Please check whether the answer of detail 32 has been right. Answers of detail 32 + detail 31 ≤ age recorded in column 5, block IV.

c. Detail 33.a = answers of 33.b + 33.c column male and female = answers of column male + column female.

d. Detail 34 is supposed to have answer codes 1 or 2. If detail 34 codes 2, then detail 35 to 38 must be empty.

Details 35 to 38 are only for female, which has marital status and ages ≥10 years old (Block IV, column 4= 2, column 5 ≥10, and column 6=2).

e. If detail 35 codes 2, questions for the related household are completed (detail 36 and 38 must be empty).

f. If detail 36 codes 1 to 8, then detail 37 and 38 must have answers (at least it is “free” written on detail 38). If detail 36 codes 9, questions for the related household are completed.

6. **Block VI: Housing and Settlement**
a. Detail 1 must have answer one of codes 1 to 7.
b. Detail 2, 3, 4, 5 and 6.a must have answers.
c. If detail 6.a codes 3 to 7, detail 6.b must have answer.
d. Detail 7 and 8 must have answer.
e. If detail 7 codes 3, detail 8 must code 4.
f. Detail 9.a must have answer.
g. If detail 9.a codes 4, detail 9.b must be empty.
h. Detail 10 must have answer.

7. **Block VII: Household Expenditure**

Sub-block A: Expenditure of Non-food During Last One Week.

a. Please check whether the answers of detail 1 to detail 15 have been correct. If details 1 to 12 are empty, detail 13 must have answer.
b. If one of details 3 to 7 have answers, detail 11 must have answer.
c. Detail 16 is total answers of details 1 to 15, check whether the amount has been correct.

Sub-block B: Expenditure of Non-food during Last One Month and last 12 months

a. If the expenditure of non-food during last one month (column 2) has answer, the expenditure during last 12 months in column 3 must has answer at least the same as the expenditure during last one month but it is not valid for the reversing. Detail 17 (housing), both column 2 and column 3 must have answers.
b. If there is any household member who still attends school (block A, detail 1 code 2), detail 19 must have answer.
c. If block V.C, details 21.c, 23.b, or 25.b have answers, detail 20 Block VII.B must have answer. If the answers of detail 21.c, 23.b, or 25.b, block V.C are “free”, amount of cost in detail 20, block VII.B must be predicted.
d. Detail 25 is total amount of all answers of detail 17 to 24.
e. Detail 26 = detail 16 x 30/7.
f. Detail 27 = detail 25 column 3: 12.
g. Detail 28 is total amount of detail 26 and detail 27.
h. Detail 29 must have answer. Please check whether the main income source of household has written completely and correct. This answer must include business field and job status.