

**NATIONAL
SOCIO-ECONOMIC SURVEY**

1993

**PRE COMPUTER EDITING/CODING MANUAL
DATA PROCESSING VSEN93.K LIST**

BOOK: 2

**Central Bureau of Statistics,
Jakarta-Indonesia**

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CHAPTER I : PREFACE

A. GENERAL

Susenas 1993 aims on gathering Social Economy data of the community through a Core questionnaire and Module. Enumeration was conducted in January –February 1993 in all the areas of Indonesia with the sampling size of 202,592 households. The sample size for the Core + Module are 65,664 households, and for the Core only are 136,928 households. With the sample size 3 times larger than the previous *Susenas*, starting in 1993 the data processing of *Susenas* specifically the Core data is not conducted in the central (BPS) but becomes the responsibility of each province to process. The decision on processing in the local areas is based on 3 factors. Firstly the data volume is too large due to the sample has also enlarged and the data processors in BPS are very limited. Secondly processing tools has increased at the local area so the deconcentration of processing has to be more encouraged. The third factor is the distance between the centre of processing and the data source is nearer and if problems occur in data gathering a visit can be done immediately. For example several *NKS* with the same officer has the filling list with the same pattern, the officer can be contacted to conduct the next action.

B. EDITING/CODING PREPARATION OF CORE *SUSENAS* 1993

Before the Core List (VSEN93.K) is examined by the pre computer editor, there is 2 preparation activities which has to be conducted:

1. Receiving documents from the field (Receiving)
2. Grouping the documents and applying group numbering (Batching)

1. Receiving documents from the field (Receiving)

This step is the activity of listing and checking the completeness of documents of enumeration in the field. Documents which has been checked by the supervisors is sent back to the Statistic Office in the Regency/Sub regency to be checked once more for it's completeness, then it is sent to the Statistic Office at the Province. Documents received by the Statistic Office at the Provincial level is registered, and checked for it's completeness. The documents that are checked based on the Enumeration Area List of *Susenas* 1993 (Sample List) the chosen samples are organized based on the codes which are Regency/Sub regency and sample code (*NKS*) *Susenas* 1993. Documents received at the Provincial Statistic Office should be separated between documents processed at the province and documents processed at Central. Core Documents that are processed at the province are documents with a *NKS* where the first digit is 0 (zero), and documents with the first digit 1 and 2 which is Core document and Module should be sent to the Central Bureau of Statistics. In order to straighten up the flow and processing time at the province, all working units involved should obey the schedule from the Central. If the Provincial Statistic Office does not receive the documents on time they should find out the cause. The Provincial Statistic Office has to develop a monthly report on the processing activities of *Susenas* 1993 and send it to the Central Bureau of Statistics. Based on these matters a receiving report has to be developed. A receiving list is made per regency/sub regency which aims are to check the completeness of the documents at the regency/sub regency level. After being checked these documents has to be sent to the Central Bureau of Statistics.

Example of the Receiving List *Susenas* 1993:

Regency/Sub-regency: Southern Aceh (01)

Municipality	NKS	Number of Households	Date Received	Questions
(1)	(2)	(3)	(4)	(5)
Singkil (020)	0001	16	3/8/93	
	0002	16		
Simpang Kanan (030)	0003	16	3/8/93	
	0004	16		
	0005	16		
Simpang Kiri (040)	0006	16	3/9/93	
	0007	16		
	0008	16		
	0009	16		
Trumon (050)	1010, 2011	32	3/9/93	Sent to BPS
Bakongan (060)	0012	16	3/9/93	
South Kluet (070)	0013	16	3/6/93	
	0014	16		
North Kluet (080)	1015	16	3/5/93	Sent to BPS
	0016	16		
	2017	16		Sent to BPS
Tapak Tuan (090)	0018	16	3/6/93	
	0019	16		
	1501,2502	32		Sent to BPS
	-	-	-	

2. Document Grouping (Batching)

After receiving and checking the completeness of the documents, the documents has to be grouped (Batched). This is needed to ease the processing in the editing/coding also the data entry process. The grouping of the data is done based on the documents that arrived first for each regency/sub-regency.

For regency/sub regency that has a number of documents more than 700, the NKS that is in the enumeration sample list is divided into 2 groups.

The group division is determined by BPS that is interrelated with the data entry process in the provision of the master NKS. In document batching, the first NKS should not be gathered together with the second document group. The grouping should be done by gathering 3 (three) NKS that are close into one group with the condition that the first digit is 0 (zero). One document batch has to consist of documents from the same regency/sub-regency. Each NKS consists of 16 documents so that each batch contains approximately 48 documents. The batching list is made per regency/sub-regency.

The batching list is used for recording the total batch per regency/sub-regency and the total households per batch, also is used to monitor the activity of editing/coding and data entry for each regency/sub-regency. Based on the Monitoring List of the activities of editing/coding, the progress of editing/coding and data entry could be monitored every day.

Example of Batching List also as a Monitoring List on the Activities of Editing/Coding and Data Entry of Susenas 1993

NAME OF FILE : S11010.DAT
 NAME OF DATA DISKETTE : DATA S11010.DAT
 REGENCY/SUB-REGENCY : SOUTH ACEH (01)
 NAME OF BACK-UP DISKETTE : BACK-UP S11010.DAT

B A T C H No.	N K S	TOTAL OF H.H	EDITING - CODING			DATA ENTRY		OPERA TOR
			D A T E		EDITOR	D A T A		
			START	FINISH		START	FINISH	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
01/9	0001(16), 0002(16), 0003 (16)	48	3-15-93	3-17-93	LINA	3-18-93	4 -20-93	BETA
02/9	0004 (16), 0005 (16), 0006 (16)	48	3-15-93	3-17-93	TAUFIK	3-20-93	4 -23-93	BETA
03/9	0007 (16), 0008 (16) 0009 (16)	48	3-16-93	3-18-93	AMBAR	3-29-93	4 - 31-93	BETA
04/9	0013 (16), 0014 (16) 0019 (16)	48	3-16-93	3-18-93	ISMAIL	4 - 1- 93	4 - 2 - 93	BETA
05/9	0012 (16), 0016 (16) 0018 (16)	48	3-16-93	3-18-93	AHMAD	4-3-93	4 - 5 - 93	BETA
06/9	0025 (16), 0026 (16) 0027 (16)	48	3 - 17-93	3-18-93	TAUFIK	4 - 6 -93	4 - 8 - 93	BETA
07/9	0020 (16), 0023 (16) 0028 (16)	48	3 - 17 -93	3 - 19 -93	LINA	4 - 10-93	4 - 12 -93	NUR- DIN
08/9	0021 (16), 0031 (16) 0032 (16)	48	3-19-93	3-20-93	AMBAR	4 -14-93	4 - 15-93	NUR- DIN
09/9	0033 (16), 0034 (16) 0035 (16), 0036 (16)	64	3-19-93	3-22-93	AHMAD	4 -16-93	4 - 19-93	BETA
TOTAL HOUSEHOLDS		448						

Questions:

Column (1): Batch number is the serial number of the NKS grouping for each regency/sub regency which has the information on the number of batch per regency/sub-regency. The batch number 01/9 shows that the batch is numbered 01 and the total batch in the regency is 9. The total batch per Regency/Sub-regency can be calculated from the total of NKS with the first digit 0 (zero) which is in the sample list for every Regency/sub-regency.

Column (2): NKS is grouped into a batch where the first digit is 0 (zero), and the number in brackets are the total of household of each NKS.

Column (3): Total of households each batch

Column (4) till Column (6): Editing/Coding activity

Column (7) till Column (9): Data Entry activity

Name of File, Name of Data Diskette and Name of Back-up Diskette

The information is the identity of regency/sub-regency due to the data entry activity.

Name of File : S11010.DAT : S = Susenas
 11 = Province Code
 01 = Regency Code
 0 = is a code specifically to show that one regency/sub-regency
 needs 1 diskette data for 1 name of file (<700 households)

Name of Data Diskette : DATA S 11010.DAT

Name of Back-up Diskette : BACK-UP 11010.DAT

From the example of the batching list for the province of Aceh, it shows that the documents for the regency of South Aceh is grouped into 9 batches, based on the NKS in the sample list. Batch number 09 is the last batch number from South Aceh regency which consists of 4 NKS with a total of 64 documents. The last batch number for each regency/sub-regency consists of 2, 3 or 4 NKS.

To identify the document of each batch, an information/identity is needed. The information may be a card or a piece of paper for each group.

Example of Card/Identity of each batch

NATIONAL SOCIO-ECONOMIC SURVEY 1993	
PROVINCE	: SPECIAL PROVINCE OF ACEH (11)
REGENCY/SUB REGENCY	: SOUTH ACEH (01)
BATCH NUMBER	: 01/09
SAMPLE CODE NUMBER:	: 1. 0001 (16) 2. 0002 (16) 3. 0003 (16)
EDITOR	: LINA
DATA ENTRY OPERATOR	: BETA

The names of the editor and data entry operator have to be the same as the names that are written in the monitoring list of editing/coding and data entry activities. Also the finishing date of processing the editing/coding also the data entry. These information aims to check directly the documents in the batch which is really processed in the editing/coding and data entry. This is to avoid missing or duplication of a process specifically in the data entry. The information/identity batch may be written on a card tied with a ribbon and pasted on the document located on the top of each batch, which is the document with the serial number of household no.1.

CHAPTER II : EDITING AND CODING GUIDE

The activity of editing/coding is the activity of pre computer processing. This activity is the process of manual processing which covers the checking of list and coding. The list checking is checking the contents of each question, checking the consistency of the contents in blocks also inter block. The numeric coding is conducted only for Questions in documents that has numeric answers, example type of main work. Several questions such as the relation with head of the household, sex, marital status is not numeric coded because it has a numeric answer. The outcome of this activity are documents that are hopefully clear from all errors and is numeric coded.

A. STANDARD PROCEDURES OF EDITING/CODING

1. Coding and correcting answers should use a black pencil. The coding has to be written in a box.
2. Documents should be clean and not torn

B. EDITING/CODING MATERIALS

The documents that will be checked is VSEN93.K List which consists of 10 blocks such as :

- Block I : Identification of Location
- Block II : Information on the Household
- Block III : Information on the Enumeration
- Block IV : Information on Household Members
- Block V : Information on the individual, health and education
- Block VI : Information on the activities of household members aged more than 10 years old
- Block VII : Information on fertility and family planning
- Block VIII : Housing, housing facilities and environment
- Block IX : Average household expenditures per month and main resource of household income
- Block X : Notes

C. LIST CHECKING

In general the contents of VSEN93.K List that has to be checked are :

1. Identity name list also the area code.

Example : Province of Aceh

1	1
---	---

Regency/sub-regency South Aceh

0	1
---	---

2. The value in the boxes has to be appropriate to the contents outside the boxes

Example :

Total number of households : 6

0	6
---	---

3. Filling in directly into the boxes

Example :

Block IV : Information on household members :

Col (3)	Col (4)	Col (5)	Col (6)	Col (7)	Col (8)	Col (9)
1	2	3 7	2	2	2	1

4. The contents in the boxes are appropriate to the code circled for single choice (code in order)
Example :

Who helped during labour ?

Doctor	1	Natural healer	4	2
Midwife	2	Family	5	
Other medical worker	3	Others	6	

5. The contents in the boxes are appropriate to the code circled for multiple choice (code in order)
Example :

Type of immunization :

BCG	1	Polio	4	0 7
DPT	2	Measles/Morbili	8	

6. The contents in the boxes are appropriate with the total number of all cells
Example :

Total days of work

6

Total working hours

1	2	3	4	5	6	7	Total
4.5	7.5	-	3.5	4.5	2.0	5.5	27.5

2	8
---	---

The checking of VSEN93.K List is conducted from block to block with the sequence as follows :

1. BLOCK I : Identification of Location

In the Block Identification of Location, the identity of the list has to be appropriate with the list of enumeration area of Susenas 1993 (sample list)

Question (D) 1,2,3,4 : Province, Regency/sub-regency, Municipality and Village. Check if the code filled in the boxes are correct and appropriate as the area code/sample list.

Q.5 : Area

Check if moving the code into the boxes are correct. The answer is 1 if code 1 is circled (urban) and the answer is 2 if code 2 is circled (rural).

Q.6, 7, 8 : is not processed

Q.9 & 10 : NKS and Serial number of household samples

Check if moving the code into the boxes are correct and appropriate to the sample list. The filled in NKS is the NKS where the first digit is zero. The serial household number in one serial NKS starts from 01, 02, 03 up till 16.

2. BLOCK II : Information on Household

Q.01 : not processed

Q.02 : Total number of households

Check if moving the code into the boxes are correct. The answer has to be appropriate with the last serial number Column (1) Block IV and also has to be the same number with the filled in page of Block V.

Q.03 : Number of children aged 0-4 years

The answer has to be appropriate to the total number of household members in Block IV whose age is in Column (5) 00-04 and the number Block V Q.8 till Q.13 which is filled in.

Q.04 : Number of household members that attend school

The answer has to be appropriate with the number of household members in Block IV who attends school {column (9) = 1} and the number of Block V Q.14 those coded 2.

Q.05 : Number of deceased household members

The answers has to be appropriate with the number of deceased household members in Block IV (information on total number of deceased household members)

Q.06 : Household that experienced criminal act

The answer is code 1 or code 2.

Check the correlation of Q.06 with Block IV Column (8)

Block IV Column (8)	R.06
There are coded 1	coded 1
There are no coded 2	coded 2

3. BLOCK III : not processed

4. BLOCK IV : Information on Household Members

The information on household members covers 9 columns of the characteristics of household members, the answers are codes that are filled in for every household member. Column 1 till 6 is the basic information that has a firm relation (consistent) between column for each individu. Each list is filled in maximum with 10 household members. If the household members are more than 10 people, check the extra document and serial number of household members the extra document has to start with number 11. Check also the answer in Block II Q.02 has to be appropriate with the last serial number of the household member. The last two lines in Block IV is the information of deceased household members during a year ago. Check if the extra page for deceased household members. If occurs total the number and check the answer of block II Q.5.

Column (3) : Relation with head of the household

The first serial number has to be the head of the household (code 1) and head of the household is not allowed to be more than one. For the following household members the relation with head of the household follows the serial code Column (3).

Check the relation between Column (3), (5) and 6

Relationship with Head of the HH Col (3)	Age Col (5)	Marital status Col (6)	Information
1	≥ 10	1/2/3/4	If the HH members Col (3) = 2
2/4	≥ 10	2	-
3/5/6/7/8/9	-	1/2/3/4	If Col (6) = 2/3/4, Col (5) ≥ 10
6	≥ 20	2/3/4	-
4	≥ 10	1/3/4	Treat Col (3) = 7

Column (7), (8) & (9) :

Check are the columns filled in with code 1 or 2 for the whole household members. These columns should not be empty for each household member.

Column (8) : Has been a criminal victim 1 year ago

The answer is coded 1 or 2

If Column (8) = 1, Block II Q. 06 = 1

If Column (8) = 2, Block II Q.06 = 1 or 2

Column (9) : Participation in school

Check the relation with Block V Q.14

Column (9)	Block V Q. 14
1	2
2	1/3

Information on deceased household members

If there are deceased household members, the line of column (3) till (6) all has to be filled in.

5. BLOCK V : Information on the individual, health and education

The total number of Block V has to be filled in and has to be appropriate with the number of household members written in Block IV. Name and Serial Number : check if it is appropriate with the answer in Block IV column (1) and (2).

Serial number of biological mother :

If not coded 00, check if the serial number is a woman { col (4) = 2 }, has married { col (6) = 2,3,4}, the age { col (5) ≥ 10 in Block IV}, and the age difference of the woman with the age of first marriage (Block VII Q.31) is more than the age of her child.

Check the relationship between household members and biological mother on the matter of Column (3) Block IV (Relationship with head of the household)

Household members	Biological mother
1 / 2	6
3	1 / 2
4	7 / 9
5	3 / 4
6	9
7	5 / 7
8	8 / 9
9	7 / 8 / 9

Q. 1 till Q. 7 is effective for all ages

Q.1 : Do you have health complaints during a month ago

If the answer is one of the code 0 till 9
 If Q.1 = 0, the Q.2 till Q.5 has to be empty
 If Q.1 = 1-9, Q.2 has to be filled in

Q.2 : Work, school or daily activities is disturbed

The answer is code 1 or 2
 If Q.2 = 1, Q.3 has to be filled in
 If Q.2 = 2, Q.3 and Q.4 has to be empty

Q.3 : If yes (Q.2 = 1), how long ?

The maximum answer is 30
 If Q.3 is filled in, Q.4 has to be filled in
 If Q.3 is empty, Q.4 is also empty
 If Q.2 = 1 and Q.3 = empty, see Q.7 column (3)
 If Q.7 column (3) = empty, R.2 = 2
 If Q.7 column (3) = filled, R.3 = R.7 {total answer column (3)}

Q.4 : Is it still disturbed now ?

There is an answer if Q.3 is filled in. The answer is code 1 or 2
 If Q.2 = 1 and D3 = empty, see D7 column (3)
 If Q.7 Column (3) = empty, D2 = 2
 If D7 column (3) = filled in, D3 = D7 the total answer column (3)

Q.5 : Have you sought for medication ?

The answer is code 1 or 2
 If Q.5 = 1, Q.6 has to be empty
 If Q.5 = 2, Q.6 has to be filled in

Q.6 : Did you have consultation or had your health checked-up ?

The answer is code 1 or 2

If Q.1 = 0 or Q.5 = 2

If Q.6 = 1, Q.7 is only column (4) which has to be filled in

If Q.6 = 2, Q.7 has to be empty

Q.7 : Frequency of medication an or health consultation.

The total frequency of the column out- patient during a month maximum is filled in 60 times

The total frequency of the column in-patient patient during a month maximum is filled in 30 days

The total frequency of column in-patient has to be \leq Q.3 Block V (length of illness)

If Q.1 = 1 – 9 and Q.5 = 1, Q.7 col (2)/col (3)/col (4) has to be filled in.

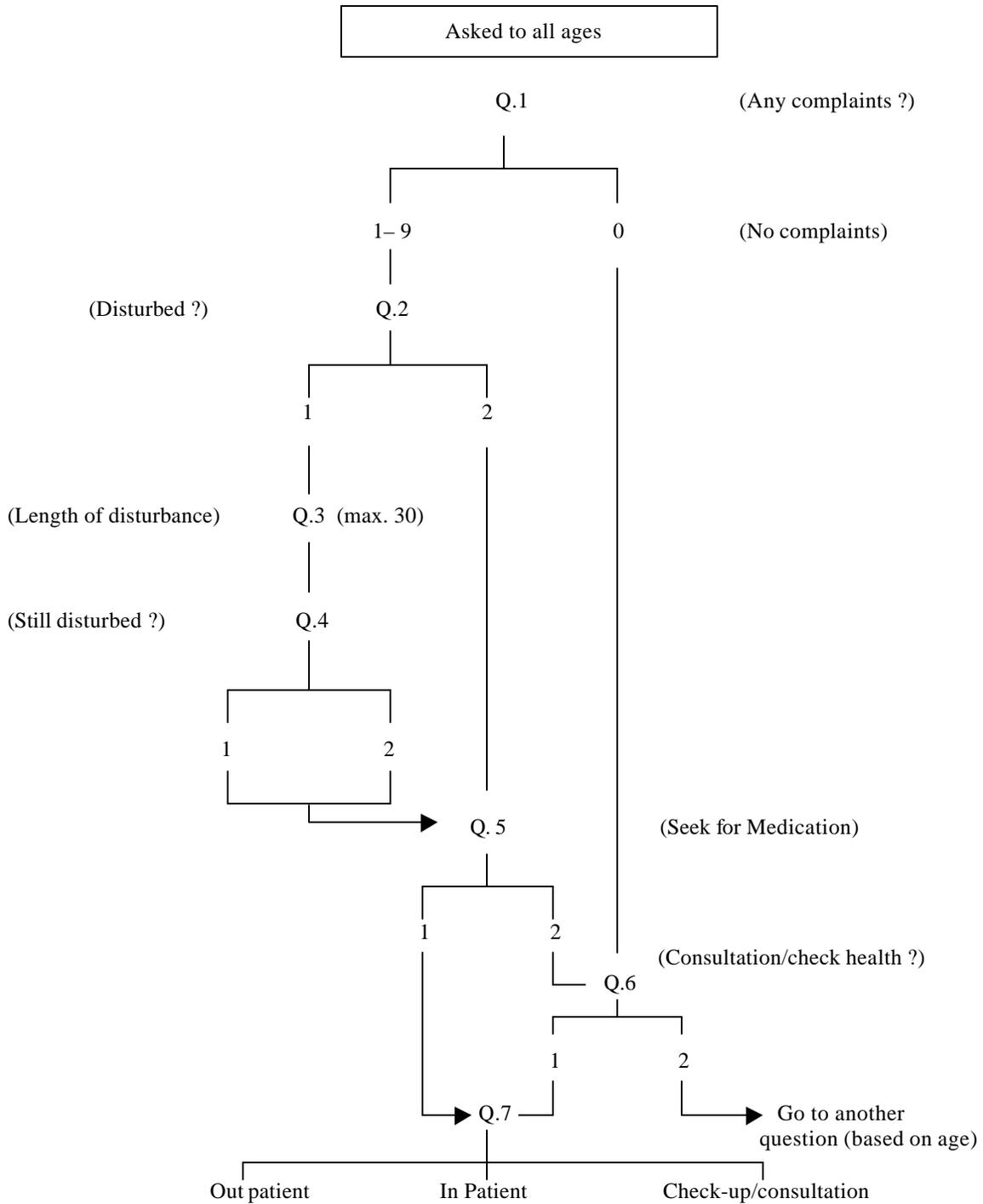
If Q.1 = 0 and Q.6 = 1 so Q.7 col (4) is filled in Q.7 column 4 : the boxes are not filled in

Maximum answer for consultation is 8

Total frequency of column consultation for a month is maximum 30 times.

The flow of question Q.1 till Q.7 can be followed in Chart 1.

Chart 1
Question Flow Chart
Block V. Q.1 till Q.7



Note : If someone with complaints also has a check-up, the flow of question does not go through Q.6 (check-up), from Q.5 directly fill in Q.7 for column seek medication/out-patient/in-patient and check-up column

Periksa hubungan antara umur, R.8 s.d.R.13 , R.14, R.19, dan R.20 s.d. R.35.

Umur kol(5) B.IV	R.8-R.13	R.14-R.19	R.20-R.35	Perlakuan
0-4	Kosong	Kosong	Kosong	R.8= 6, R.9= 2, R.11= 4
	Kosong	Kosong	Isi dan konsisten	R.20 - R.35 kosongkan R.8= 6, R.9= 2. R.11= 1
	Kosong	Isi	Kosong	Umur = MC (random 5-9) 1. Lihat susunan keluarga 2. Pastikan R.14 = 2
	Kosong	Isi	Isi	Umur = 99
	Isi Isi Isi	Isi Kosong Isi	Kos Isi Isi	Hapus R.14-R.19 Hapus R.20 s.d. R.35 Umur = 99, hapus R.8 s.d.13
5-9	Kosong	Kosong	Kosong	MC. Lihat susunan keluarga Lihat Kol(9) B.IV Jika Kol(9) = 1, maka R.14 = 2, R.15a = 1, R.15b = 1, R.16 = 1-3 R.17 = 1, R.18 = 1, R.19 = 1 Jika Kol(9) = 2, maka R.14 = 1, R.18 = 2, R.19 = 3.
	Kosong	Kosong	Isi & konsisten	Hapus Art yang bersangkutan Jika Art. tersebut Krt, ganti Art.No.2 sebagai Krt, sedangkan hubungan dengan Krt. MC.
	Kosong Isi Isi Isi	Isi Kosong Isi Kosong	Isi Kosong Kosong Isi	MC. Ganti umur = 10-98 Isikan umur = 00-04 Hapus R. 8 s.d. R.13 Hapus R.20 s.d. R.35 Isikan umur = 00-04

Q.8 till Q.13 : are only for children aged 0 – 4 years

If Block IV Col (5) the answers are 00 – 04

Q.8 : Who helped during labour

The answer is one of the code 1 till 6
If empty (does not know) fill in code 9

Q.9 : Have you ever breastfed ?

The answer is code 1 or 2
If Q.9 = 1, Q.10 has to be filled in
If Q.9 = 2, Q.10 is empty
If Q.9 is not answered fill in code 9

Q.10 : How many months was breastfed

Q.10 = Q.10a + Q.10b
Check the relation on age in Col (5) Block IV
Q.10 : $12 \leq$ Col (5) Block IV. If not answered fill in code 99

Q.11 : Ever had immunization

Fill in one of the code 1 till 4
If Q.11 = 1 / 2, code Q.12 has to be filled in
If Q.11 = 3 / 4, **the checking is continued to the next household member**

Q.12 : Type of Immunization

Fill in the box the total of circled codes for example if code 1, 2, 4 is circled, the answer in the box is $1+2+4 = 7$. If DPT (code 2) and or Polio (code 4) is circled, Q.13 has to be filled in.

Q.13 : Frequencies of DPT Immunization and or Polio

The DPT box is filled in if code 2 in Q.12 is circled. The Polio box is filled in if code 4 in Q.12 is circled. The maximum answer is 8 times. If not answered fill in code 9.

Q.14 till Q.19 is filled in for those aged 5 years old and over or Block IV column (5) answer is ≥ 05

Q.14: Participation in school

The answer is one of the codes 1 – 3
If Q.14 = 1, Q.15 till 17 has to be empty
If Q.14 = 2 / 3, Q.15 till Q.19 has to be filled in

Q.15a: The highest education level ever/is attained

Fill in one of the code 1 till 8, if the answer is Q.14 = 2 / 3

Check the relation between Q.14, Q.15a and the age {B IV Col (5)}

Q.14	Q.15a	Age
2	1	5 – 20
2.	2, 3	11 - 30
2.	4, 5	14 - 40
2	6, 7, 8	17 - 60
3.	1	5 - 98
3	2, 3	11 - 98
3	4, 5	14 - 98
3	6, 7, 8	17 – 98

Q.15 b: Education organiser

The answer is one of the codes 1 till 4. The Questions has to be filled in if Q.15.a is answered. If not answered fill in 9

Q.16: Highest grade/class ever /is attained

Check the relation between one of the code Q.15a and Q.16

Q.15a	Q.16
2 / 4	≤ 3 or 8
3 / 5 / 7	≤ 4 or 8
6	≤ 2 or 8

Q.17: Highest education level attained

If the code is one of 1 till 9

Check the relation between Q.14, Q.15, Q.16 and Q.17

- If Q.16 is coded 8 and Q.14 is coded 3, Q.15a = the content code of Q.17 minus 1.
- If Q.14 is coded 3 and the content code of Q.15a = the content code of Q.17 minus 1, so Q.16 has to be coded 8 (finished)

Example:

Q.16 = 8, Q.14 = 3, Q.17 = 2, so Q.15 a has to be coded 1, code Q.17 is minus 1 (2-1)

Check the relationship of Q.17 with the age of household members

Education completed	Age { Col (5) B.IV }
Code 2	11 years and more
Code 3 / 4	14 years and more
Code 5 / 6	17 years and more
Code 7	18 years and more
Code 8	19 years and more
Code 9	20 years and more

Q.18: Can speak Indonesian

The answer is 1 or 2

Q.19: Able to read and write

The answer is one of the codes 1 till 3

Check the relation between Q.14, Q.16, Q.17, Q.18 and Q.19

Q.14	Q.16	Q.17	Q.18/Q.19	Processing
2	≥ 5	1	$\neq 1$	Q.18 / Q.19 = 1
	-	> 1	$\neq 1$	Q.18 / Q.19 = 1
3	-	> 2	$\neq 1$	Q.18 / Q.19 = 1

6. BLOCK VI. Activities of Household Members Aged More Than 10 Years Old

Q.20 till Q.30 is filled in if the age in Column (5) Block IV \geq

Q.20: Activities that were mostly done a week ago

Fill in one of the code 1 till 4
 If Q.20 = 1, Q.21, Q.22 has to be empty and Q.23 has to be filled in.
 If Q.20 = 2 / 3 / 4, Q.21 has to be filled in
 If Q.20 = 2, Q.14 = 2
 If Q.20 = 2, Q.14 $\neq 2$, Q.20 = 4

Q.21: Works at least 1 hour a week ago

The answer is code 1 or 2
 If Q.21 = 1, Q.22 has to be empty
 If Q.21 = 2, Q.22 has to be filled in

Q.22: Temporarily is not working a week ago

The answer is code 1 or 2
 If Q.22 = 1, D23 till Q.26 has to be filled in
 If Q.22 = 1, D23 has to be filled in 00 and total work days = 0
 If Q.22 = 2, Q.23 till Q.26 has to be empty

Q.23: Total working hours of the whole work a week ago

Has to be filled in if Q.20 = 1, or Q.21 = 1 or Q.22 = 1
 This Question consists of 2 answers, the first one is total working days is filled in the first box and the second answer are total working hours filled in both boxes which is located underneath the box of work days. The answer of total workdays is between 0 till 7, if not answered fill in 9. Fill in the total working hours between 00 till 98, if the total is > 98 fill in 98 in the box. If the total working hours is not answered fill in 99. Total working hours: total workdays < 24 .

Q.24: Type of main work a week ago

Coding for type of work/occupation is based of the Indonesian Classification of Occupations. The answer is code 0 till 9

Classification on type of work with several examples is as follows:

Classification of Occupation	Code
Professional Workers Example : doctor, nurse, artist, researcher, teacher, lawyer, ship officer	1
Director and Manager Example : government official, managerial workers, legislative official, manager	2
Organizer Officials, Administrative Workers Example : cashier, treasurer, typist/telex/puncher/computer operator.	3
Sales Worker Example : merchant, shopkeeper, large trade and retail manager	4
Worker of Services Example : cook, waiter, caterer, servant, warehouse guard	5
Agriculture Worker Example : farmer (owner, farmhand), husbandry, collect forest products	6
Production Workers Example : tailor, food and beverage processor, driller	7
Operator Workers Example : cobbler/makes products from leather and it's services, plumber	8
Unskilled Worker Example : carpenter, driver, stone worker	9
Others (type of works that can not be classified in group 1 till 9 Example : Military	0

To determine the classification on type of work in Question could be looked up in the Indonesian Classification of Occupations

Q.25: Field of main effort a week ago

The answers are one of the codes 0 till 9

Q.26: Status of main work a week ago

The answers are one of the codes 1 till 6

Check the relation of Q.20 with Col (3) Block IV

Q.20 The most activity	Col (3) Relationship with Head of the household	Processing
=/= 1	8 (Household servants)	Q.20 = 1, Q.21 – Q.22 = empty Q.23 total of working days = 7, Q.23 total of working hours = 98 Q.24 = 5 Q.25 = 9 Q.26 = 5

Q.27: Looking for a job

Answer is code 1 or 2

Q.28: Listened to the radio a week ago

Answer is code 1 or 2

Q.29: Watched television a week ago

Answer is code 1 or 2

Q.30: Read the newspaper a week ago

Answer is code 1 or 2

Check the relation with Q.19

If Q.19 = 1 or 2, Q.30 = 1 or 2

If Q.19 = 3, Q.30 = 2

7. BLOCK VII: Fertility and Family Planning

Q.31 and Q.32 is filled in if Block IV Col (4) = 2, Col (6) = 2, 3, 4 (woman has married)
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Q.31: Age at first marriage

Age of first marriage \leq current age (in Block IV Col (5) minus total of children born alive (Q.32)

Q.32: Number of children born

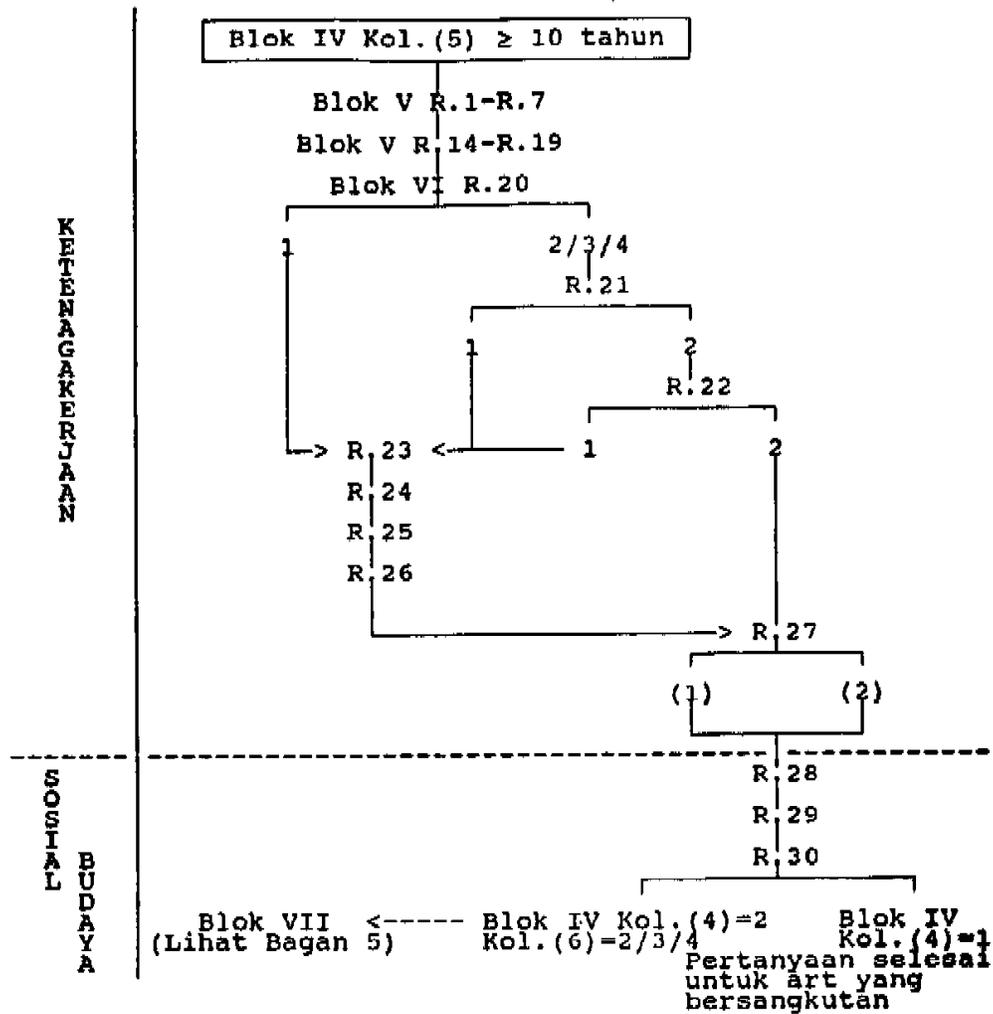
Check the answer in each cell, the content of box a has to be the same as Q.32a column (Male + Female)

Q.32a	=	Q.32b	+	Q.32c
Q.32b	=	Q.32b1	+	D 32 b2

If not answered fill in code 99.

Alur pertanyaan R.20 s.d. R.30, dapat dilihat pada Bagan 2

(Bagan 2)
BAGAN ALIR PERTANYAAN
BLOK VI R.20-R.30



Q.32b.1: Children still alive and lives in the household

The answer has to be = total of household members which is filled in the serial number of biological mother =serial number of household members being checked.

If there are no children born alive, still alive and is deceased the answer is 00 in the box.

Q.33 till Q.35 is filled in if Block IV col (4) = 2, column (5) < 50, column (6) = 2

Q.33: Ever used /wearing Family Planning Devices

The answer is code 1 or 2

If Q.33 = 1, Q.34 has to be filled in

If Q.33 = 2, Q.34 and Q.35 has to be empty

Q.34: Is using/wearing Family Planning Devices

The answer is code 1 or 2

If Q.34 = 1, Q.35 has to be filled in

If Q.34 = 2, Q.35 has to be empty

Q.35: Device/method that is being used

Fill in one of the code 1 till 9

Is filled in if Q.34 = 1

8. BLOCK VIII: Housing, Housing Facilities and Environment

Q.1: Dimension of Floor

Answer is 3 numbers in square meters. The minimal answer is 3 m2

If the answer is ≥ 998 fill in 998

If the answer is do not know fill in 999

Q.2 till 7 the answer is one of the provided code.

Q.2: Type of most of the wall

The answer is one of the codes 1 till 4

Q.3: Type of most of the roof

The answer is one of the codes 1 till 7

Q.4: Type of most of the floor

The answer is one of the codes 1 till 7

The correct relation between Q.2, Q.3, Q.4

Q.2	Q.3	Q.4	Questions
1	1 – 7	1 – 7	Incorrect if not in this condition, please correct based on the real condition
2	2 – 4	1 – 7	
	5 – 7	3 – 7	
3 / 4	2 – 7	3 - 7	

Q.5 till Q.7: The answers are one of the provided codes

Q.8: The distance to the reservoir

Q.8 is filled in if Q.7 is coded 2 till 6 (pump, water well/spring)
Fill in one of the code 1 till 5

Q.9: Place for toilet

Fill in one of the code 1 till 9

9. BLOCK IX : Average Expenditures of Household per Month and Main Resource of Household Income

A. Expenditures for consumption

1. Check if the answer in Q.1 till Q.15 is filled in appropriately. If .1 till 12 is empty, Q.13 has to be filled in
2. Q.16 is the total answer of Q.1 till Q.15. Check if the total of food expenditures is correct.

B. Expenditures for non consumption

If Col (2) has an answer, Col (3) has to be filled in minimally the same as the answers in Col (2), but not the other way round

Q.17: has to be filled in Column (2) also Column (3).

Q.19: Education Expenses

If one of the household member Block V Q.14 = 2, Q.19 column (2) and column (3) has to be filled in. If Q.19 is empty has to be filled in based on the average value of education expenses at the local area with the same level.

Q.20: Health Expenditures

If one of the household members Block Q.7 is filled in, Q.20 column (2) and Column (3) has to be filled in.

If all of the household members Block V Q.5 = 2, Q.20 Col (2) has to be empty, and column (3) could be filled in, could be empty.

Q.25: Total of non-consumption

Check the answer of each column to see if it is correct. The answer is the total of Q.17 till Q.24 for column (2) or Column (3).

Q.26: Average expenditures for consumption per month

Check if the answer of $Q.26 = 30 / 7 \times Q.16$

Q.27: Average expenditures for non-consumption per month

Check if the answer of $Q.27 = Q.25 \text{ Col (3) } : 12$

Q.28: Average monthly household expenditures

Is the total of Q.26 and Q.27

Q.29: Main income source of household

The codes consists of 3 (three) figures, the first two figures shows the code of the main income source and the last figure is the main work status.

The codes of income source based on field of work:

Field of work	Code
(1)	(2)
Agriculture, husbandry, forestry, hunting and fishery	01
Mining and quarry	02
Manufacturing industry	03
Electricity, water and gas	04
Building/construction	05
Large trade, retail and restaurants also hotels	06
Transportation, warehouse & communication	07
Finance, insurance, undertaking rent of buildings, land & establishment services	08
Community services, social & individual	09
Others	10
Income recipient	11

Code on work status: 1 = Worker/employee
 2 = Undertaking business

The last figure of the income recipient is added a code 1.

Example:

Construction worker 051
 Income recipient 111
 Second crop farmer 012