

**NATIONAL  
SOCIO-ECONOMIC SURVEY  
1998**

**CORE SUPERVISOR**

**MANUAL**

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

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## I. P R E F A C E

The information that is on time and reliable is needed for designing development programs. Susenas data is a source that is used to design development programs where the quality of the data has to be increased, by paying extra attention on the implementation of the survey in order that there are no deviation. Extra care when conducting the Susenas 1998 is needed due to:

1. Mostly the officers of Susenas 1998 are hired workers that are relatively young and inexperienced compared to the statistic officers, help/guidance of supervisor is needed during data collection in the field.
2. Information collected will be gathered to visualize the social economic situation at the Regency/municipality level. The mistake usually made during enumeration is when collecting documents are incomplete that may cause the unreliability on the situation of an area.
3. Based on experience when processing the Susenas data, a large number of mistakes are easier corrected in the field. With help from a supervisor, various mistakes found during processing may be decreased.

In Susenas 1998 starting from being acquainted with the location (selected segment groups) till the household enumeration is under the supervision for a Supervisor. Supervisors also check the documents on the enumeration outcome, who are the staff of the regional/municipality Statistic Office or officers appointed.

The survey on Iodized Household Salt Consumption is integrated into the Susenas 1998 with samples from selected households of Susenas Enumeration survey on the Iodized Household Salt Consumption Survey is conducted by the core supervisor. The enumerator and supervisor of Susenas hopefully can conduct their work, in order to collect more accurate data.

This book is used as a guide for the module supervisor/investigator when conducting their duties, specifically when checking the lists.

## **II. PROCEDURES ON SUPERVISION**

### **The Supervisor/Investigator's assignments**

In general the assignments of supervisor/investigator are as follows:

1. Follow the assigned training
2. Prepare the work plans on supervision and investigation. Pay extra attention on supervising and investigating on the work of enumerators that are weak and inexperienced.
3. Distribute the documents needed based on the type and number to the enumerators and collect back all of the lists that has been filled in by the enumerators.
4. Hand out the VSEN98.DSRT list developed by the Susenas 1998 Supervisor to the enumerators in order to conduct the household enumeration.
5. Together with the enumerator, familiarize the enumerator's assignment area in the enumeration areas and selected segment groups in order that the enumerator could conduct enumeration in the assigned area based on the enumeration areas' boundaries and the correct segment group.
6. Supervise whether the enumerator has actually conducted their job in the assigned segment groups.
7. Conduct enumeration to households selected for the Iodine Salt Consumption Survey in all selected Susenas segment group. This assignment could be conducted together with the enumeration or immediately after the Susenas officer has completed enumeration, therefore the Supervisor could also supervise.
8. Check the correctness of lists used specifically the consistency and its completeness. If the contents are incomplete, inconsistent, or doubtful, ask the enumerator to correct it, if not conduct a new enumeration again.
9. Submit the lists that has been filled in and checked by the head of regency/municipality Statistic Office.
10. Conduct all assignments based on schedule

### III. METHODOLOGY

#### A. Sample Outline

##### 1. Enumeration Area Selection

The outline sample used in selecting the core enumeration area Susenas 1998 in the urban and rural areas are the Selected Enumeration Area List Susenas 1996 and Susenas 1997. The Susenas 1998 sample is a sub sample from enumeration area Susenas 1996 and Susenas 1997. Fifty percent of the selected enumeration area Susenas 1998 is taken from selected enumeration areas Susenas 1996 and the remaining fifty percent is taken from selected enumeration areas Susenas 1997.

The sample outline for selecting core enumeration areas in the rural and urban areas Susenas 1996 and the rural area Susenas 1997 is the KCI (Kerangka Contoh Induk = Main Outline Example) that is divided into KCI 1 and KCI 2 in each Regency/municipality. The outline sample for selecting the enumeration area in the urban area Susenas 1997 is the list of the whole enumeration area urban area. The enumeration areas in KCI 1 and KCI 2 is selected from the population enumeration areas that are in the Village Master File (MFD) with the probability proportional to size (pps) method, with the size of number of households in the enumeration areas.

The Enumeration Area List/Selected Segment Groups Susenas 1998 is used as an outline sample for selecting enumeration areas/segment group module Susenas 1998. The enumeration area sample module Susenas 1998 is the sub-sample from the enumeration area Susenas 1998. The enumeration areas/selected segment group for this module is namely enumeration area/segment area core-module due to selected as a module is also selected for the core. Enumeration area/segment group that is not selected as module Susenas 1998 is namely enumeration area/segment group core. The Module Susenas 1998 that will be selected from enumeration areas/segment group core module are the modules for education, housing and module for health and nutrition.

##### 2. Segment Groups Selection

The outline sample used for selecting the segment group is the segment group list that is formed by the supervisor under the guidance of a National Instructor (Innas) during the training of field officers Susenas 1998. The formation of segment groups at the urban area is based on the number of household listing from the 1996 Economy Census (SE96) and the rural areas use the number of household listing from the 1990 Population Census (SP90).

##### 3. Household Selection

The household selection in the selected enumeration area core and core-module, the sample outline used are the household list which is used based on the group of household expenditures, that is obtained from the listing outcome in each selected segment group.

#### B. Sample Design

The design sample used is the three phases design sample where the sample selection for the urban and rural areas is conducted separately.

**First Phase**, from the enumeration area sample framework a number of enumeration areas are selected systematically.

**Second phase**, from each selected enumeration area a number of segment groups are formed, then one segment group is selected probability proportional by size (pps) with the size of the number of

households in the segment group. Specifically for an enumeration area that has a NKS with the first digit number is coded 3, 2 segment groups are chosen.

**Third phase**, from each selected segment group, the sample of 16 households is selected systematically based on the classification of the expenditures of the outcome of the household listing. Selected households from the core enumeration area are namely a core household, and a selected household from a core-module enumeration area is namely a core household and a module household.

### C. Formation and Segment Group Selection

The formation and selection of segment group is conducted by a Susenas 1998 Core Supervisor, under the guidance of an instructor during training in class. The steps on segment group formation in each selected enumeration area of Susenas 1998 is as follows:

1. Selected enumeration areas at the urban area, the staff of the Regency/Municipality Statistic Office prepares a sketched map of the enumeration area that is developed for the 1996 Economy Census (SE96), which is the SE96-CWK. If a selected enumeration area consists of several SE96 working areas (*wilker = wilayah kerja = working area*) then the staff of the Regency/Municipality Statistic Office has to prepare all sketched maps of the working areas (the entire SE96-CWK) for each enumeration area. If the SE96-CWK is not available then use SE96-SW1 and SE96-SW2. If SE96-SW1 and SE96-SW2 are not available then use the sketched enumeration area that was developed during the 1993 Agriculture Census (ST93), which are ST93-SW1 and ST93-SW2 for selected enumeration areas. Besides that the staff of the Regency/Municipality Statistic Office has to prepare the number of households as the outcome of the SE96 per segment that occurs in the SE96-L1 List.  
The selected rural enumeration area that origins from KCI 1, the staff of the Regency/Municipality Statistic Office prepare the enumeration area sketched map, which is ST93-SW1 or ST93-SW2. For the selected rural enumeration area that origins from KCI 2, the staff of the Regency/Municipality Statistic Office also prepares the number of household per segment of the outcome listing of the 1990 Population Census that is obtained in the SP90-L1 List.
2. Based on the sketched map of the enumeration area above, the staff of the Regency/Municipality Statistic Office prepare a copy of the sketched map of the selected enumeration area of Susenas 1998 on a piece of paper and also writes the number of households that are taken from SE96-L1 list (urban area) and SP90-L1 (rural area) in each segment.
3. The activity in point 1 and 2 above is conducted before the staff of the Regency/Municipality Statistic Office leaves for joining the training of Susenas 1998. The copy of the sketched enumeration area map that has the number of households in each segment has to be taken to the training and submitted to the Innas (Instruktur Nasional = National Instructor) which will be used in the session of segment group sample selection by the supervisor in the class.
4. The supervisors together with the Innas forms segment groups on the sketched enumeration map. Each segment group has to have distinct boundaries that are natural or man-made and covers one or more segments that are located closely together.
5. Based on the information in point 4, the supervisor fills in Column 1 till 4 VSEN98.LK. The example on the VSEN98.LK list could be see in Attachment 3.
6. Selecting one segment group from each Susenas 1998 selected enumeration area is done by pps with the aid of the Random Table Numbers (TAR = Tabel Angka Random), with the following procedures:

- a. Select randomly one number from the TAR to determine the page of random number that is used. If the random number is an odd number, use page 1 but if obtains an even random number, use page 2.
- b. Select randomly one number from the TAR to determine the page of random number that is used. Due to the number of rows in the TAR is 35 rows then the taken random number has to be lesser or the same as 35. If obtains a larger number find a smaller number or the same as 35 that occurs in the same column in the lower row. This number is the row number in the TAR.
- c. Select randomly a random number to determine a column number that is used. Due to the number of columns in the TAR is 25 columns then the taken random number has to be lesser or the same as 25. If obtains a larger number find a smaller number or the same as 25 that occurs in the same column in the lower row. If the number of households in the enumeration area are hundreds (3 digits) then the number of random number that is used are 3 digits. The number of columns used depends on the number of digits of the households in the enumeration area.
- d. Write down the random number that occurs in the page, row and columns that are obtained in point a, b and c.  
If the random number is less than the number of households, use that number. If it is larger, find the number that is smaller or the same as that occurs in the same column in the lower row. The supervisor into Column 5 VSEN98.LK list writes the selected random number.

#### Example on Segment Group Formation

Based on the sketched enumeration area 05BO (see Picture 10 and the notes of the number of household of each segment the listing outcome of SE96 in the *wilker* (*wilayah kerja* = working area) 01, *wilker* 02 and *wilker* 03 (*wilker* 01 consists of 2 segments which are segment 01, segment 02; *wilker* 02 consists of 2 segments, which are segment 03 and 04; and *wilker* 03 consists of 2 segments which are segment 05 and segment 06) where the table is as follows:

Segment No.	01	02	03	04	05	06
<b>Total Households</b>	<b>17</b>	<b>80</b>	<b>70</b>	<b>70</b>	<b>200</b>	<b>0</b>

Based on the concept of the formation of segment groups by using the data of the number of households that occurs in each segment, then in each enumeration area numbered 05BO could be formed 4 segment groups. Segment group number 1 is segment number 01 and segment 02 with the number of 97 households. Segment group number 2 is segment number 03 with the number of 70 households. Segment group number 3 is segment number 04 with the number of 70 households. Segment group number 4 consists of segment 05 and segment 06 with the number of 200 households.

The results of segment group formation is recorded in VSEN98.LK List as follows:

### VSEN98.LK LIST

Province: (32) West Java  
Regency/Municipality (03) Bogor

Sub regency	(160)	Cibinong		
Village/Kelurahan	(011)	Cirimekar		
Area		Urban/Rural		
Wilcah No./selected	050			
NKS	22974			
Segment Group Serial No.	Segment No.	Total Households	Total Cumulative Households	Random Number
(1)	(2)	(3)	(4)	(5)
1	01, 02	97	1 - 97	140*)
2	03	70	98 - 167	
3	04	70	168 - 237	
4	05, 06	200	238 - 437	
Random Number Table				
Page 1		Row: 31		Column: 7 - 9

The number of households in *wilcah* number 05BO above is 437 (3 digits). For example if the random number used in Page 1, Row 31, Column 7 – 9 obtains number 671. Because 671 is larger than the number of households in the *wilcah* (437) then the sampler has to find a number that is less or equal to 437 in the next row. The number obtained in the next row is 140 (less than 437) then this number could be used as the random number of segment group selection. The number 140 is located between the total cumulative of households segment group number 2. Therefore segment number 2 is selected as the sample.

#### D. Household Sample Selection

##### Household Core

As mentioned before the sample size of each selected segment groups are 16 households. The sample selection is conducted by the **core supervisor/investigator** after receiving the outcome of household listing in each segment group (VSEN98.L List) from the enumerator. The estimation on interval samples and the first random number are used for each selected enumeration area. The frame sample used for selecting core households is Column 13 till 15, Block IV, VSEN98.L List.



## 1. Procedures on selecting the Core Households

- a. Check if the check marks (✓) by enumerators in Column 13 till 15 are appropriate, which is: each row (regular household) are not marked more than once or is not check marked at all.
- b. Give the serial number of check marks (✓) in Column 13 beginning from serial number 1 (one) till the end. If the numbering for all households with check marks in Column 13 from the first page till the last page is completed, continue to the next number with a check mark in Column 14 till 15.
- c. Check first if the last check mark in Column 15 shows the number of households in selected segment groups (the contents are to be the same as the last serial number in Column 8). If the contents are not the same, the possibility is a mistake occurs in Column 8 or Column 13 till 15. Correct the mistake first before selecting samples.
- d. Estimate the interval sample (I) for selecting households as follows:

$$I = \frac{\text{Number of households in the outcome of household listing}}{16}$$

The interval samples are 1 figure behind the comma

- e. Using the random table number determines the first random number (R1) with the smallest value or equal to the interval sample (I).
- f. Circle the serial number with the check marks that are equal to the first random number (R1), then use the interval samples to calculate the next random number, which is R2, R3, ..., R16 as follows:  
 $R2 = R1 + I$   
 $R3 = R1 + 2 I$   
 .  
 .  
 .  
 $R16 = R1 + 15 I$ , where R16 is equal to the number of selected households in each selected segment groups.
- g. Circle the serial number of check marks in Column 13 till 15 that are the same as the selected random number. If the serial number in Column 13 till 15 is circled, then the serial number of physical building, census building and household serial number that are in Column 2, 4 and 8 has to be circled also. All sixteen selected households are recorded in VSEN98.DSRT List. The list is made into 2 sets that are for the core enumeration area and core/module enumeration area. Either for core enumeration area and core/module enumeration area each receives 1 set for the core officials and 1 set for each core supervisor officer. After enumeration 1 set of VSEN98.DSRT List has to be sent to BPS and 1 set is stored at the Provincial Statistic Office.

## 2. Example on Selecting Household Core Samples

If in one selected segment group there are 93 regular households as the outcome of household listing. The phases on sample selection is as follows:

- a. Count the interval samples:  $I = 93/16 = 5.8$

- b. Find the first random number: R1 that is less or equals 5.8. Example: R1 = 5 (Random Number Table Row 31, Column 13 - 14, Page 1).
- c. Find the next random number:  
 $R2 = 5 + 5.8 = 10.8$  is rounded to 11  
 $R3 = 5 + 11.6 = 16.6$  is rounded to 17  
 .  
 .  
 .  
 $R16 = 5 + 87.0 = 92.0$ , the random number is less than 93.
- d. Circle the check mark codes that has the serial number 5, 11, 17,92 that are in Column 13 till 15 also the serial numbers of physical building, census building and household serial numbers that are in Column 2, 4 and 8.

To understand the flow of selecting Susenas 1998 samples, picture 1 shows the distribution of assignments and the lists needed.

## **E. Selected Household Samples List (VSEN98.DSRT)**

VSEN98.DSRT is a reference document that contains the list of selected households. The contents are taken from Block I, II and IV VSEN98.L list.

### **1. Block I: Identification of Location**

The contents of this block is taken from Block I VSEN98.L List

**Question 1 – 4:** Write the name and code of province, regency/municipality, sub-regency, village, as written in Question 1 – 4, Block I, VSEN98.L list.

**Question 5:** Circle the code urban or rural area as written in Question 5 Block I, VSEN98.L List.

**Question 6 - 9:** Write the enumeration area number, segment group number, segment number and the code sample number (NKS) as written in Question 6 – 9 Block I VSEN98.L list.

### **2. Block II. Characteristics of the Household**

**Question 1:** Number of occupied census building has to be equal as the number of check marks (✓) in row c last page of Column 5, Block IV, VSEN98.L.

**Question 2:** Number of unoccupied households has to be equal as the number of check marks (✓) in row c last page of Column 6, Block IV, VSEN98.L.

**Question 3:** Number of non-residential census building has to be equal as the number of check marks (✓) in row c last page of Column 7, Block IV, VSEN98.L.

**Question 4:** Number of household members has to be equal to Question 1, Block II, VSEN98.L.

**Question 5:** Number of households that has a child aged Under-five years old (*Balita = Bawah Lima Tahun*) has to be equal to Question 2, Block II, VSEN98.L.

**Question 6:** Number of household members that still attend school has to be equal to Question 3, Block II, VSEN98.L.

**Question 7:** Number of households has to be equal to Question 4d, Block II, VSEN98.L.

### 3. **Block III. Information on Sample Selection**

**Question 1 – 5:** Write the name and NIP of the sample selector in Question 1, circle the code of occupation of sample selector in Question 2 and the date of sample selection in Question 3, also add the signature of the sample selector in Question 4. The signature is a sign that the sample selector has taken the information needed on the entire selected household from VSEN98.L and has checked the VSEN98.DSRT list. In question5, write the name of core or module enumerator.

### 4. **Block IV: Characteristics on Selected Households**

Column 1: The serial number of selected households in Column 1 Block IV of the DSRT, are already printed starting from number 1 till 16 for each selected segment group.

Column 2: Write the segment number, taken from Column 1, Block IV, VSEN98L list.

Column 3: Write the physical building number, taken from the circled serial number in Column 2, Block IV, VSEN98.L list.

Column 4: Write the census building number, taken from the circled serial number in Column 3, Block IV, VSEN98.L list

Column 5: Write the serial number of selected households, taken from the circled household serial number in Column 8, Block IV, VSEN98.L list

Column 6: Write the name of head of the household/nickname, taken from Column 9, Block IV, VSEN98.L

Column 7: Write the number of household members taken from Column 10, Block IV, VSEN98.L

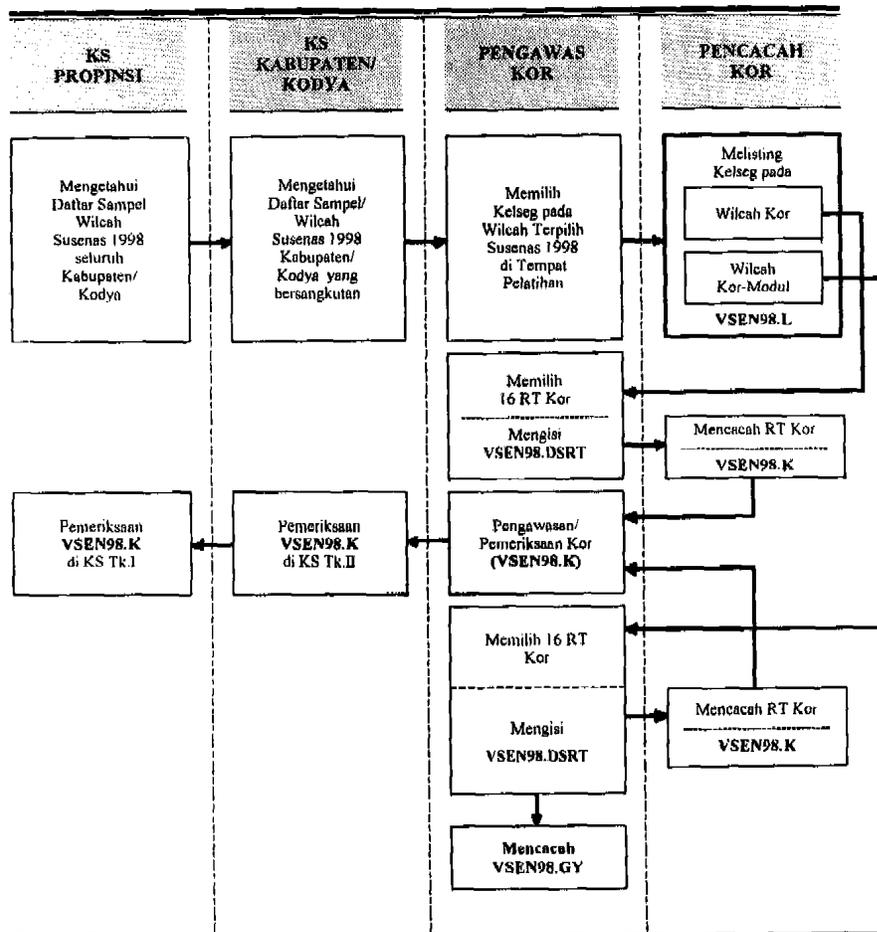
Column 8: Assign the enumerator to write the address of selected households which consists of name of the street, number of the house, number of the RT and RW. This address is used to ease the supervisor check the selected households.

### 5. **Block V: Notes on Sample Selection**

Write the procedures on selecting the household samples in the DSRT, including the calculation on interval and determining the first random number also the next random number. Write the information or the problems found during the process of sample selection, including replacing the samples and others.

Gambar 2

ALUR PEMILIHAN SAMPEL, DAFTAR YANG DIGUNAKAN,  
DAN PELAKSANA SUSENAS 1998



## **F. Procedures on Replacing Samples**

### **1. Procedures on replacing the selected Segment Group samples**

- a. If the selected enumeration areas are not available due to natural disaster or other reasons that causes the selected enumeration area deserted; the supervisor has to report to the local statistic office. The local statistic office has to report to BPS, c/o P2M Bureau with the carbon copy to the Statistic Welfare Bureau. The P2M Bureau has to immediately provide a replacement from another area with a carbon copy to the Community Welfare Statistic Bureau.
- b. If the selected segment group has been demolished to be built a road or due to other reasons causing the selected segment group has no population then the supervisor has to immediately report to the regency/municipality statistic office. The segment group has to be replaced by selecting by random one segment group from the segment groups that were formed during the supervisor's training. Therefore the replaced segment group is still located in the selected enumeration area of Susenas 1998. The replacing of selected segment group has to be reported by the Statistic Office to BPS (c/o P2M Bureau).

### **2. Procedures on replacing the selected Households**

If the selected household in VSEN98.DSRT List due to one or other reasons cannot be found (example has moved), the household has to be replaced with the next household or the previous one in VSEN98.L.List. Note that the replaced household has to be a household with similar expenditures with the household being replaced (has a check mark in the same column as in Block IV, VSEN98.L List). The replacement and change of selected household has to be recorded in the VSEN98.DSRT. List

## **IV. PROCEDURES ON CHECKING THE LIST**

The supervisor/investigator has to check the reliability of the list by checking the VSEN98.L before selecting household samples, also when checking the VSEN98.K list as the outcome of enumeration. The supervisor/investigator has to understand the mistakes in the list, specifically the consistency and the completeness or will cause the enumeration has to be repeated.

### **A. VSEN98.L: Building and Household Listing**

1. For each selected segment group a set of VSEN98.L list is needed. Check if the number of VSEN98.L lists are the same as the number of selected segment groups
2. Check if the content of the list is complete and correct. The writing has to be clear, easy to read and written in the provided places.
3. The number of physical buildings, which is the last serial number in the last page of Column 3 Block IV has to be  $\leq$  to the total census building (last serial number in Column 4)
4. The contents in Column 5 are Code 1 till 6.
5. Check the household serial number in Column 8 Block IV is there are any missing or written twice. Correct the mistakes if occurs because making a mistake during numbering will effect the household sample selection (except if there are notes made by the enumerator).
6. Check if the total in each column in Row A and C Block IV of each page is correct. Make sure there are no mistakes when moving on from Row C in the previous page to Row B in the next page.

7. Check if the serial number that is checked marked in Column 13 till 15 is correct based on the guide
8. Check if the number of check marks in Column 5 till 7 Column 11 and Column 13 till 15 are the same as the number written in row C last page of Block IV for each of those columns
9. Check if the number of household members in Question 1 Block II is the same as the content of Column 10 Block IV, as written in row C of the last page.
10. Check if the number of household members that has an Under Five in Question 2 Block II is the same as the content of Column 9 Block IV, as written in row C of the last page.
11. Check if the number of household members that are still attending school in Question 3, Block II is the same as in Column 12 Block IV, as written in row C of the last page.
12. Check if the number of household members based on the expenditures group, Question 4a till 4c Block II is the same as the number of check marks in Column 13 till 15, Block IV that is written in row C of the last page.
13. Check if the content in Question 4d Block II is the same as the total content of Question 4a till 4c. The total content of question 4d has to be the same as the last serial number in Column 8 Block IV (except if there is a note made by the enumerator).

**B. VSEN98.K List: Characteristics of Main Household and Household Members**

Check if each selected segment group is the same as the number of VSEN98.K list based on the number of selected household members that are mentioned in VSEN98.DSRT list.

**1. Block I: Identification of Location**

**Question 1 till 6:** Name and code of province, regency/municipality, sub-regency, village, area, enumeration area number has to be the same as the content in Block I, VSEN98.DSRT.

**Question 7 and 8:** The segment group number and segment number has to be the same as the segment group number and segment number in Question 7 and 8, Block I, VSEN98.DSRT

**Question 9:** The Code Sample Number (NKS) has to be the same as the NKS in Question 9, Block I VSEN98.DSRT.

**Question 10:** The serial number of household samples has to be the same as written in Column 1, Block IV, VSEN98.DSRT which starts from number 1 till 16 for each selected segment group.

**Question 11:** the editor fills in the village classification code

**2. Block II: Household Characteristics**

**Question 1:** The name of head of the household has to be the same as written in Column 6, Block IV, VSEN98.DSRT. If the name is different check Block Notes, are there information/elaboration on that matter, such as the head of the household written in VSEN98.DSRT has passed away/moved, etc.

**Question 2:** The number of household members has to be the same as the number of rows that are filled in Block IV (Characteristics of Household Members) VSEN98.K List.

**Question 3:** The number of household members aged 0 – 4 years. The contents has to be the same as the number of household members in Block IV where Column 5 (age) is 00 – 04. The number of household members aged 0 – 4 years has to be the same as the number of Questions 7 till 13, Block V that are filled in.

**Question 4:** The number of household members that attend school has to be the same as the number of code number 1 (still attending school) in Column 10, Block IV.A also the same number of code 2 (still attending school) in Block V Question 14.

**Question 5:** The number of household members that passed away a year ago has to be the same as the number of rows that are filled in Block IV.B (Household Members that passed away a year ago). Also pay attention on if there are any additional pages.

**Question 6:** Does the household own a Holy Book. Check if the question is filled in completely

### 3. **Block III: Information on Enumeration**

Check if the name, NIP, occupation of enumerator, date of enumeration and signature are complete. After checking the list do not forget to write the name, NIP/NMS, occupation of supervisor/investigator, date of supervision/investigation, and the signature as a sign that the supervisor has checked and is responsible for the contents of the document.

### 4. **Block IV: Characteristics of Household Members**

- a. Check if the name of household members in Column 2 is appropriate with the sequence which begins with head of the household, wife/husband, unmarried children, married children, children in-law, grandchildren, parents/in-laws. Continued with other relatives, domestic help and others (based on the code sequence relationship with head of the household in Column 3).
- b. Check the relation between Column 3, 5 and 6. If Column 3 is coded 1 (head of the household), then Column 5 has to be > 10 (years). If Column 3 is coded 2 (wife/husband) or coded 4 (children in-law), then Column 6 has to be coded 2 (married), and Column 5 has to be > 10 (years). If column 3 is coded 6 (parents/in-laws), then the contents of Column 5 has to be  $\geq 20$ .
- c. Column 7 has to be filled in if Column 6 is coded 2 or 3.
- d. Column 8 and 9 has to be filled in for all household members aged over 5 years old
- e. Pay attention on the relation between Column 5 and 9. If Column 5 is filled in > 05 then Column 9 has to be filled in code 1 or 2.

### 5. **Block V: Characteristics of Individual, Health and Education**

- a. Check if the number of pages in Block V that are filled in are the same as the number of household members written in Block IV.A. Check if the name and serial number of household members in this block are the same as the name and household member serial number in Column 1 and Column 2, Block IV.A. The serial number of biological mother should not be the same as the serial number of the related household member. If the serial number of the biological mother is not 00, then the number written as the serial number of biological mother has to be appropriate with one of the serial number written

in Column 1, Block IV.A with the characteristic: sex is female also has been married (Column 4 = 2, Column 6 = 2, 3 or 4) also the age (Column 5) is  $\geq 10$

- b. If Questions 1a till 1p are coded 0, then Questions 2 till 6 have to be empty. If one of Questions 1a till 1p is coded 1, then Question 2, 5a and 6a has to be filled in, Question 3, 4, 5b, 5c, 5d, 6b and 6c is possibly filled in.
- c. If Question 5a is coded 1, then Question 5b and 5c has to be filled in
- d. If Question 5c is coded 1, 3, 5 or 7 then Question 5d has to be filled in
- e. If Question 6a is coded 1 then one of or more of Question 6b 01 till 10, and Question 6c has to be filled in. The content of Question 6b 01 till 10 the maximum is 8. If Question 6a is coded 2, then Question 6b and 6c has to be empty.

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**See Chart 1 for the Question Flow of Questions 1 till 6c, Block V**

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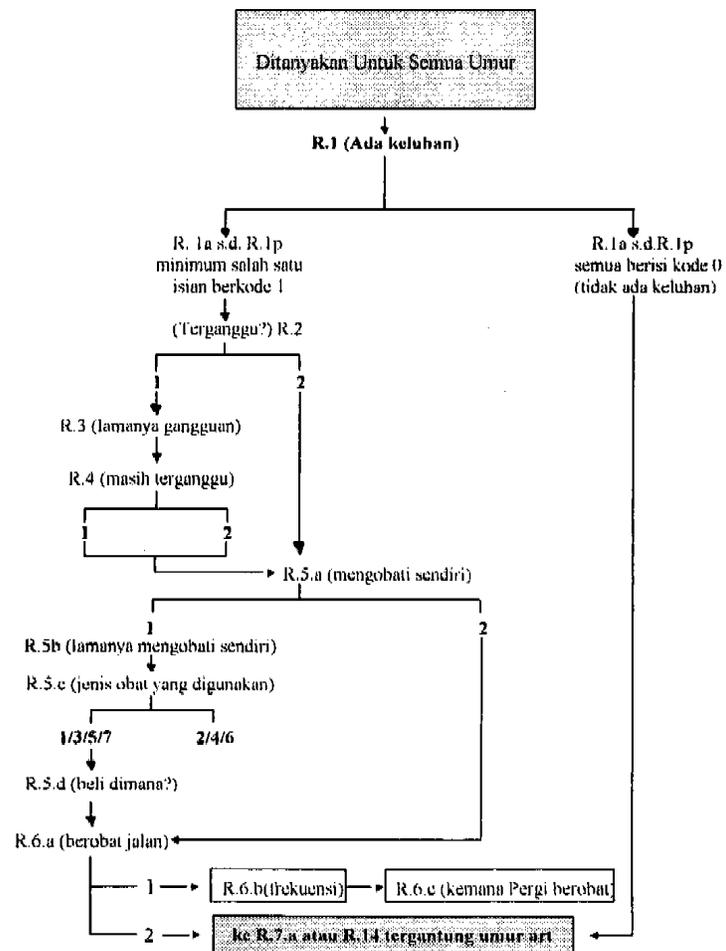
- f. Question 7 till 13 are filled in for household member aged 0 – 4 years or 0 – 59 months. Question 7a if divided by 12 (results are rounded down) has to be the same as the contents in Column 5, Block IV.A. If Question 7a = 00 then Question 7b has to be filled in with the age in days. But if Question 7a  $\neq$  00 then Question 7b is empty.
- g. The first box in Question 8 should be  $\geq$  than the second box. If not ask the enumerator.
- h. Question 8, 9,10 and 12 has to be filled in and Question 11 and 13 is probably filled in. Each box in Question 9 and 11 is maximum 8
- i. If Question 10 is coded 1, then Question 11 has to be filled in
- j. If Question 12 is coded 1, then Question 13 a – c has to be filled in. Question 13d is filled in if Question 7a < 12 months and Question 12 is coded 1. Question 13 a – c are in days if Question 7a = 00 or in months if Question 7a  $\neq$  00

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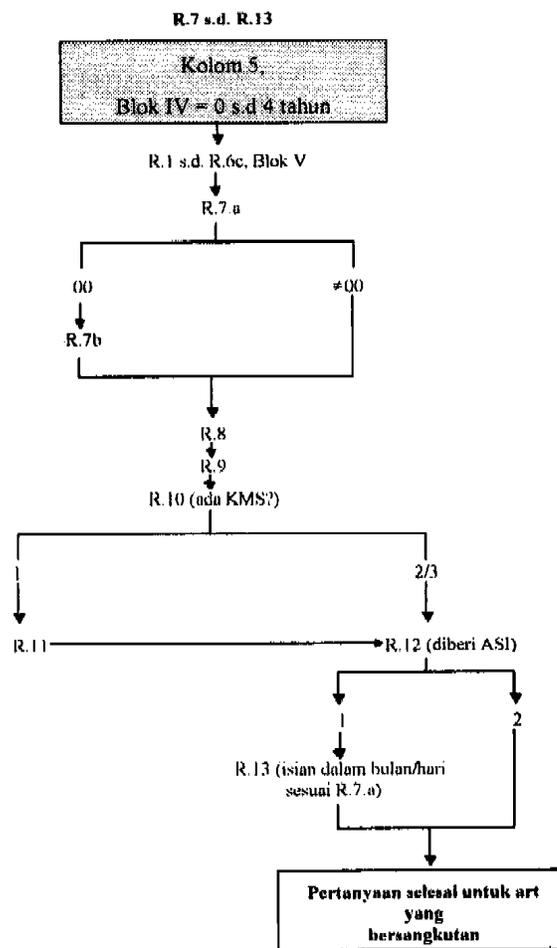
**See Chart 2 for the Question Flow of Questions 7 till 13, Block V**

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**(Bagan 1)**  
**BAGAN ALIR PERTANYAAN**  
 R.1 s.d. R.6c. Blok V



(Bagan 2)  
BAGAN ALIR PERTANYAAN



- k. Question 14 till 19 are only for household members aged over 5 years old. Check if Question 14 till 19 is filled in for each household member where the contents of Column 5, Block IV.A minimum is 05. If Question 14 is coded 1, then Question 15 till 17 has to be empty. If Question 14 is coded 1 or 3, then the content of Column 9, Block IVA has to be coded 2. If Question 14 is coded 2, then Column 9, Block IV.A has to be coded 1.
- l. If Question 15a is filled in, then Question 15b has to be filled in.
- m. If Question 15a is coded 03 or 06 then Question 16 has to be coded 0
- n. Check the relation between level of attained education with age. The relation follows this guide below:

<b>Code</b>	<b>Level of Attained Education (Question 18, Block V)</b>	<b>Age (Column 5, Block IV.A)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
Code 2	Elementary School/Islamic Elementary School	10 years or over
Code 3	Secondary School/Islamic Secondary School/ Equivalent/Vocational Secondary School	13 years or over
Code 4/5	Public High School/Islamic High School/Equivalent/ Vocational High School	16 years or over
Code 6	Diploma I & II	17 years or over
Code 7	Diploma III/Bachelor	19 years or over
Code 8	Diploma IV & Undergraduate	20 years or over
Code 9	Master/Doctoral program	22 years or over

- o. Question 18 and 19 always has to be filled in for all members aged over 5 years

**See Chart 3 for the Question Flow of Questions 14 till 19, Block V**

**6. Block VI. Activities of Household Members Aged Over 10 Years**

- a. Check if this block is asked to all household members aged over 10 years. The number of Block VI that has to be filled in has to be the same as the number of household members aged over 10 years old (the contents in Column 5, Block IV.A >10).
- b. Question 20a.1 till 20a.5 has to be coded 1
- c. If Question 20b is coded 1 then Question 21 and 22 has to be empty
- d. Question 21 has to be filled in if Question 20b is coded 2, 3, 4 or 5.
- e. Question 22 has to be filled in if Question 21 is coded 2

- f. The maximum content in Question 23a is 7 days and in Question 23b maximum is 98. If the total working hours are >98 hours, then the contents in the box (23b) has to be 98. If Question 21 is coded 2 and Question 22 is coded 1 then Question 23a has to be filled in 0 and Question 23b is filled in 00.
- g. The content of 23b is divided by the contents of box 23a that has to be <24.
- h. Check if the content in Question 24 and 25 is complete and clear
- i. If Question 26 is coded 4 then Question 27 has to be filled in. If Question 26 is coded 1, 2, 3 or 5 then Question 27 is empty
- j. Question 28 till 32 always has to be filled in.
- k. If Question 20a.4 is coded 1 then Question 29 has to be coded 1.

**See Chart 4 for the Question Flow of Questions 20 till 32, Block VI**

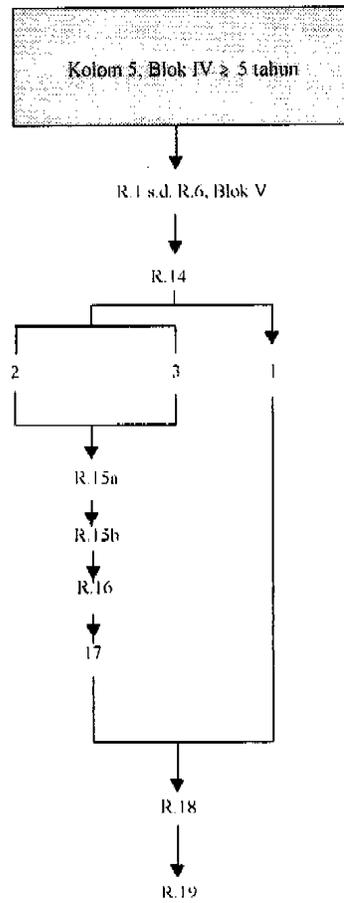
#### **7. Block VII: Fertility and Family Planning**

Questions 33 till 35 are for female household members aged over 10 years that is ever married (Block IV, Column 4 = 2, Column 5 >10, and Column 6 = 2, 3 or 4). Check the completeness.

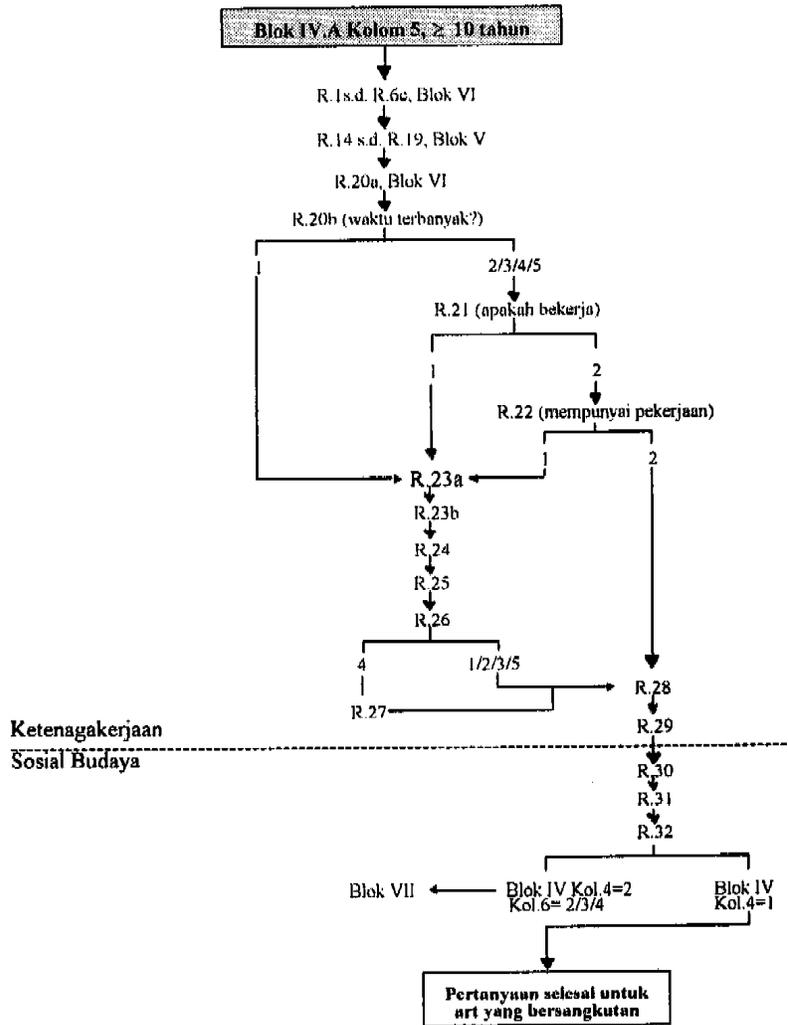
- a. Question 33 is filled in minimally 10 years
- b. Check if Question 34 is filled in correctly, specifically for respondents that has married more than once.
- c. Question 35a = contents 35b + 35c.  
Question 35b = contents 35b1 + 35b2.  
Question 36 till 38 is specifically for females aged 10 – 49 years and the status is married (Block IV, Column 4 = 2, Column 5 = 10 – 49 and Column 6 = 2
- d. If question 37 is coded 1, then Question 38 has to be filled in. If question 37 is coded 2, the questions for the household members are over.

**See Chart 5 for the Question Flow of Questions 33 till 38, Block VII**

(Bagan 3)  
BAGAN ALIR PERTANYAAN  
R.14 s.d. R.19, Blok V



**(Bagan 4)**  
**BAGAN ALIR PERTANYAAN**  
**R.20 s.d. R.32, Blok VI**





## 8. Block VIII: Housing and Settlement

- a. Question 1 till 4, 5a, 6, 7, 8a till c and Question 9 has to be filled in
- b. If Question 1 is coded 1 then Question 2 has to be coded 1
- c. Check if Question 4 is written in square meters
- d. If Question 5a is coded 1 then Question 7 has to be coded 4
- e. If Question 5b is filled in then Question 5a is coded 3 till 7
- f. Check the relation between Question 8b and 8c:
  - If Question 8b is coded 1, 2 or 3 then Question 8c should not be coded 5 or 6
  - If Question 8b is coded 4 then Question 8c should not be coded 1

## 9. Block IX: Average Monthly Household Expenditures and the Main Income Source of the Household

### Sub-block A: Expenditures for Food during the Past Week

- a. Check the contents in Question 1 till 15 are it filled in correctly. If Question 1 till 12 is empty, then Question 13 has to be filled in
- b. Question 16 is the total of all contents in Question 1 till 15 check if the total is correct

### Sub-block B: Expenditures for Non-Food during the Past Month and the Past 12 Months

- a. If the expenditures during the past month (Column 2) is filled in then the expenditures for the past 12 months in Column 3 has to be filled in minimal the same as the expenditures during the past month, but can not be done vice versa. Specifically for Question 17 (housing), Column 2 and Column 3 has to be filled in.
- b. If in Block IV there are household members that still attend school, then Question 19 has to be filled in.
- c. If Block V, Question 6a is coded 1, then Question 20 has to be filled in
- d. Question 25 is the total of the entire contents in Question 17 till 24
- e. Question 26 is the results of the multiplication of Question 16 with 30/7
- f. Question 27 is the results of the division of Question 25 Column 3 with 12
- g. Question 28 is the total of the contents in Question 26 and Question 27
- h. Check if the main income source of the selected household is written completely and correct (covers the field of work and work status). Example: Secretary Bureau of Community Welfare Statistics – Central Bureau of Statistics.

## 10. Block X: Household Participation in the Program of Poverty Elimination during 1996 – 1997

- a. If Question 1 is coded 1 then Question 2 has to be filled in based on the type of program being joined or the type of aid received. If Question 1 is coded 2, then Question 2 has to be empty.

- b. Check the if the contents of each column for each row in Question 2 is filled in correctly.
- c. Column 4 is filled in thousand *rupiahs*. If the contents are doubtful then ask the enumerator once more.

**11. Block XI: Information on Raising Livestock/Poultry**

- a. Question 01 till 11 Column 2 and 3 has to be filled in Code 1 or Code 2.
- b. Check the relation between columns in Question 01 till 07:
  - If Column 2 and 3 is coded 1 then Column 4 till 7 has to be filled in
  - If Column 2 is coded 1 and Column 3 is coded 2 then Column 4 and 5 is empty, while Column 6 and 7 has to be filled in. But not the contrary if Column 2 is coded 2 then Column 3 has to be coded 2, then Column 4 till 7 has to be empty.
- c. Check also the relation between columns in Question 08 till 11:
  - If Column 3 is coded 1 then the next column has to be filled in.
  - If Column 3 is coded 2 then the next column has to be empty.

# **ATTACHMENTS**

## Lampiran 4

## TABEL ANGKA RANDOM

Halaman 1

No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	0	3	4	7	3	8	6	9	6	9	6	4	7	3	6	6	1	4	6	9	8	6	3	7	1
2	9	7	7	4	2	4	6	7	6	2	4	2	8	1	1	4	5	7	2	0	4	2	5	3	3
3	1	6	7	6	6	2	2	7	6	6	5	6	5	0	2	6	7	1	0	7	3	2	9	0	7
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35	6	4	1	9	5	8	9	7	7	9	1	5	0	6	1	5	9	3	2	0	0	1	9	0	1

Halaman 2

No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
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