

DATA MANAGEMENT PLAN

This note draws upon earlier reports presented and takes account of what has happened as regards the implementation of the survey schedule to date. It is intended to serve as a basis for discussion of the next phases, namely the processing at SALDRU of the completed questionnaire and the generation of the clean data base.

The following is a brief description of the various stages in the management of the data.

Receipt of survey form: Here we need to clearly establish the specific manual checks which will have been undertaken before the form arrives. It is assumed as a minimum that there will be no blank entries, and that where non-response (or don't knows) or "not applicable" entries are recorded, these will be recorded in a consistent manner (e.g. using code -3 for non-response and -2 or dash (-) for not applicable), and also that the data on the form will be legible. Another crucial factor at this stage will be the rate at which the forms are expected to be received. The information on the above is needed to assist in the planning process and should be obtained as soon as possible.

Recording and manual editing of the form: Before being sent for data entry, details of each 'batch' of forms should be manually recorded as it is received, showing the date of arrival at SALDRU, the survey organizations' name, the number of forms in the batch and the clusters included. After this stage, a record will be kept of each individual questionnaire on a separate data base. This record will contain among other things the date received and the household ID (and some other key information?). An example of the type of information which might be stored at this stage is given on the attached annexes. This will act as a control for the main data entry system, while at the same time enabling early analysis to be made. More importantly, it will enable us to monitor the backlog in data capture and the speed of the data capture process.

Any changes made to the questionnaire as result of the 'in house' manual edit at this stage should be strictly controlled and be the responsibility of designated persons. Such changes might arise from the need to prepare the questionnaires for entry onto the computers. For example, if the household ID (District + Cluster + Household number) is not filled in on the cover page, data entry is impossible. Having checked that the questionnaire is ready for data entry, it will be marked as ready for punching.

Data Entry(DE): On the 2nd, 3th and 4th of August fourteen potential DE operators participated in a one day trial session working with the 'unedited' versions of Pilot 2 returns. Training was provided in the morning and questionnaires were entered for three hours in the afternoon. This exercise enabled us to do the following:

- Recruit up to 12 suitable operators for work on the main survey and initiate training.

- Monitor the performance of the DE program.

- Monitor the speed of entry to gain some idea of the potential load factor.

See the attached report for details of this exercise.

Speed of DE: The operators will be expected to key in only numerics except for names of household members (and possibly names of interviewers if the list of these are unavailable prior to entry). Given the performance of the computer system, the speed of entry will be a function of, among other things, how 'ready' the form is for keying in. As the primary function of the 'on-line' checks at DE time is to minimize key punching errors, any errors on the form itself cannot be corrected at DE time. These latter types of error will have to be forced in by a supervisor. The legibility of the questionnaire will also affect the speed and accuracy of DE. As pointed out elsewhere there will be a continual monitoring of the capturing process. Refer to the section on validation for details of how this monitoring might be carried out by computer.

Initially it is proposed to start with one shift per day of eight operators with provision for a second shift if required. Using a single shift, and assuming that each questionnaire takes on average twenty minutes to enter with the system

tuned to run at an acceptable speed, we can complete an estimated 720 forms per week. The data capture exercise would then be completed within three and a half months. This does not make any allowances for corrections. As there is three months allocated for the data capture stage, it may well be necessary to employ a second shift.

Training of DE operators: Additional intensive training sessions on using the program to capture the questionnaire onto the computer will be held with the selected operators before the start of the main run. Besides containing instructions on how to use the computer system, the user guide highlights specific instructions to be followed when the data is being captured.

Filing of questionnaire: on arrival at SALDRU, questionnaire will be filed in the 'garden room' from where it will be sent to the 'computer room' for punching. After punching the questionnaires will be stored on the shelves by cluster (two clusters per shelf box) and survey organization.

Data model: Following along the same lines as presented in an earlier report, the survey data is being viewed as a series of two-dimensional tables reflecting the essential relational character of the data. The data which will be collected at the household level is assumed to apply to the household as a single unit. In general there will be one occurrence or record of the data for each household except in those case where the variable itself has been disaggregated such as is the case with food expenditure and agricultural crop production.

Where the data is being collected for each member of the household (for example as in education enrollment, incidence of illness, income etc), multiple records will exist for each household. The actual number of records for each household will be determined by the number of household members to which the data applies.

In the system any household and its associated data is identified by the Magisterial District, Cluster Number, and Household Number which together constitutes the household ID. As the latter combination is unique, the database should not contain duplicate households. This household ID will also have been keyed into the 'control' database when the forms first arrive at SALDRU (see

above). In addition person level data will be constrained by a unique person code (in addition to the household ID) while agricultural crop and food items bought or consumed will have unique crop codes and item codes respectively. This will ensure that duplicate records at the person or item level can be excluded from the data base.

Data Entry Program: In addition to having to be marked 'for data entry' as described above, the household ID of the questionnaire must have been entered on the 'control' database and the ID recorded clearly on the cover page, before the questionnaire can be entered into the database using the data entry program. Also if the household roster is blank, i.e. the household is recorded as having no members, data entry for that questionnaire will not be possible.

A copy of the guide to using the system is attached. It should be noted that 'write' access to the live database will be restricted to authorized personnel.

The program has the following facilities:

- check for duplicate records (as described above)
 - 'picklist' to control valid entries
 - range checks on values (which can be forced in)
- checks for existence of members on roster, when entering person level data
- certain intelligent checks on the data (for example if no land is rented out for grazing, rent received must be zero)
- allow for skips between screens enabling the screen skips to be recorded on the database independently from the actual screen data.
 - allow for skips within screens/pages where entries become not applicable as result of an answer keyed in for a previous question.

The design of the program and its environment has been a balance between speed of entry and minimizing key punching errors. As pointed out above the actual capture process will also be a function of the degree to which the questionnaire is ready for data entry.

The current DE program is based on the Mark IX version of the questionnaire. A new program based on the final version of the questionnaire is now being developed. It is anticipated that it will be available by 23 August for live capture, when it will be 'fine-tuned'. After 2 to 3 weeks the system should be fully operational. Various versions of the program has been developed to take account of the continual changes which was made to the questionnaire, starting with MARK IV. Without a development platform such as Ade-Dict which is being used, it would not have been possible to develop such a system within the time schedule.

Validation/edit program: As in the DE program, the validation program will be primarily aimed at detecting possible key punching errors. At the same time it will also provide statistics on errors/inconsistencies on the questionnaire itself, which should have been resolved in the field. These will be stored in a database for subsequent use. This information might prove useful when using the data for analysis. The output from the program will list the errors by survey organization for each questionnaire by section. See attached note for details of the specification of this program.

Analyses of 'Non response': Here we need to know if there will be any need to provide separate computer programs to deal with missing data if the latter shows up to be a serious problem. Would other data sets (for example the 1991 Census) be used ???

Extraction and output data formats: It is assumed that the clean data will be made available in a variety of output formats(for example ASCII, DBASE, LOTUS, etc). What has not been done to date is the exact specification of the organization of the data (ie the various type of queries which might be requested) within these formats in order to develop generalised access methods to the database.

Tabulation specs: Requests for tables/analysis based on the raw data need to be well-specified beforehand. In particular any initial tables which might be used for further checking the accuracy of the data needs to be specified now. This would greatly facilitate the development of the necessary programs.

Documentation of data and systems: The documentation will be done at two levels:

Level One: This is the documentation of the data itself for the users. It is envisaged that a computer program will be developed to allow the user access to the full documentation of the data and be able to select a 'valid' data set.

Level Two: This will be the technical documentation necessary for systems maintenance and enhancements. It is being done concurrently with the development of the systems.

Responsibilities of supervisors:

1. ensuring that data entry takes place continuously
2. checking the accuracy of the data input
3. assist with on-line and batch editing
4. all aspects associated with controlling the survey forms for the project within SALDRU
5. perform routine maintenance of computer systems
6. assist with implementation of systems
7. assist with documentation of systems and data
8. regular backup of data
9. monitor system performance
10. extract data on request.

HARDWARE. The following hardware is now in place:

Ten PC's (eight of which will be dedicated to data capture).

One Laptop

Two Dot Matrix printers

One laser printer

One bubble jet printer

SOFTWARE: All the packaged software required for the current phase is now in place. Development of software for the validation programs, data extract programs and documentation programs are underway. To facilitate and speed up the development of the latter programs the specifications regarding the validation checks, the organization of data extract.

MASTER LIST

SURVEY ORGANISATION:

CODE:

[illegible]

DATA ENTRY :USER GUIDE

A STARTING DATA ENTRY:

Switch on the computer

Enter login name
 Password

3. Type <ADE> to start data entry program

4. Enter login name
 Password

B USING THE PROGRAM

Moving between menus

Key...	Action
down arrow <↓>	move down a section on the main
up arrow <↑>	move up a section on the main menu
left arrow <←>	move left on action menu
right arrow <→>	move to right on action menu
escape <Esc>	move to between menus

Moving around the data entry screen

Keys....	Action - move to....
<PgUp>	first field on the screen
<PgDn>	last field on the screen
<Home>	first character of a field
<End>	last character of a field
<Enter>	next field on the screen.

Always complete entry into a field by pressing <Enter>

Press <Esc> when all data for that screen has been punched in. You will then be presented with the following screen from which you select one of the following:

- (1) SAVE the data
- (2) WORK to continue entering the data.
- (3) QUIT without saving the data

```

First Concept      BASELINE: HS 1993      30/07/93
Computers cc.     Configuration specification 12:44:24

Please enter Household ID

      Work
Save  ++  Quit
      Help

Save
Save the work done
through this screen.

You have pressed <Esc>.
-----
Now, choose the action.

Household ID is being checked.....

Esc: Save/Quit      F1: Help      F2: Valid values for the fields
  
```

After successfully logging on, the following screen will be displayed. You will be able to either:

- 'ADD' a NEW FORM on to the computer
- or: 'CHANGE' a FORM which has already been added on to the computer

```

First Concept      BASELINE: HS 1993      30/07/93
Computers cc.     A_Dict_Ed      12:44:11

MAIN MENU

1 SELECT HOUSEHOLD ID
2 DATA ENTRY - PILOT 2 (MARK 9)

Add + Browse + Change + Edit + Select + Import + Nmaint
  
```

ADDING A NEW FORM:

If the FORM is marked on the cover page with 'date (and initial) sent for punching' and there is 'no date punched' then it means that the FORM is ready to be punched on to the computer for the first time.

Select the 1st menu option <ENTER HOUSEHOLD ID>. You will be presented with the following screen:

```
First Concept          BASWT.TME: 02 1993          30/07/93
Computers cc.         Configuration specification    12:44:24

Please enter Household ID
*****

District   : 04   GOODWOOD
Cluster    : 1572 VALHALLA PARK
Household no : 001
Survey org. : 1   HSRC (CapeTown)

Household ID is being checked.....

F1: Save/Quit      F2: Help      F3: Valid values for the fields
```

Enter the DISTRICT NUMBER, CLUSTER NUMBER and HOUSEHOLD NUMBER as shown on the cover page of the FORM. Only valid entries, as indicated by the picklist (which will automatically be displayed if an invalid entry is punched in) will be accepted. If the FORM has an invalid HOUSEHOLD ID or the HOUSEHOLD ID is not written on the cover page, you will not be able to add that FORM. It should be set aside, and returned to the supervisors.

Having ~~ok~~ successfully entered a HOUSEHOLD ID, press <ESC> followed by <SAVE>. Select ADD from the action menu and select the HEADER SECTION to start entry of the FORM. Work your way through the other sections one by one.

CHANGING A FORM ALREADY ON THE COMPUTER:

If you need to make changes to a FORM, you do NOT need to enter a household ID. Simply select CHANGE from the action menu and select the relevant section. You will be presented with the following screen from which you can select the order in which to display the data:

```
MSJ                               BASELINE: HS 1993           01/08/93
                                POVERTY DATABASE           22:54:55

district code
cluster number
Household Number
User ID
Person code
Member name
Relationship to head
Gender code
Age in years

Choose the order in which you want to see the records
Press <TAB> if you want to specify a customised order
```

By pressing <TAB> you may alter the order in which the data will be displayed. Otherwise press <ENTER> to continue. The next screen (shown below) allows you to select the specific record which you wish to change. Press <ENTER> to display a browse screen of the data (one row per record). By placing the cursor on the required record and pressing <ENTER> that record will be presented full screen and can then be changed.

```
MSJ                               BASELINE: HS 1993           01/08/93
                                POVERTY DATABASE           22:54:55

dummy_date  dummy_time  district code  cluster number

Type value to search for
or use <Esc> to quit.
(Empty = current value.)

The search will be on
district code
No of records: 17

21:28 | 222 | 2535
```


2.DATA ENTRY SESSION - AUGUST 1993

List of persons that attended the data entry session

Name	Address	Date Attended	Years of experiance
Adjiet M	6 Bresler Street Parow Valley	2/8/93	Not Stated
Smith Beulah	89 18th Avenue Factreton	2/8/93	Not Stated
Fillmore Judith	15 Frome Crescent Coniston Park Steenberg	2/8/93	Not Stated
Hassan Ashieyah	6 Liverpool street Wynberg	2/8/93	Not Stated
Carr Theresa	121 Zambezi Way Portlands Mitchell Plain	3/8/93	13
Fortune Isaac	20 Van Gogh Crescent Malibu Village Eerste Rivier	3/8/93	7
Manuel Bonita	9 Fleur Street Crawford	3/8/93	18
Marlie M	31 Dryden Street Salt River	3/8/93	10
Hendry Jay	25 Manchester Way Portlands Mitchells Plain	4/8/93	12
Johnson Shireen	27 Marius Way Ottery	4/8/93	18
Swartz L	73 Yellowstone Crescent Coniston Park Steenberg	4/8/93	15
Weber.M	73 Yellowstone Crescent Coniston Park Steenberg.	4/8/93	18
Adam S	1 Spar Rd Vanguard East		18

Athlone, 7764

Steward B

Non

EDIT/VALIDATION SPECIFICATION (COMPUTER PROGRAM)

The validation program is designed to check each form (questionnaire) for errors as specified in the attached checklist. It represents a comprehensive screening of the data as captured on the computer.

The program will be run periodically during data capture for any specified batch or batches.

Each batch will be made up of all the forms from an EA (UAU)

Below is a sample of the output. Forms with errors will be printed by batch with relevant details. A summary of the errors by survey organisation will be printed at the end of the detail information for all forms.

The output from this program will have to be scrutinised in conjunction with the appropriate form and any corrections/changes must be recorded on the computer printout and on the form. Then the form will be sent back for input of the marked changes on to the computer.

The program will then be run again over the data after the manual check ensure that the changes have been effected on the database.

Date:
Time:
Run No.:

Survey Organisation

Household ID

Section .

Error No	Quest. ref	Description of error	Data affected	Action
.....
.....
.....

Summary: (for each survey organisation)

Section

Error No.	Number of errors
.....

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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HEADER PAGE

```
A1      Date of 1st visit > Date of 2nd visit
A2      Time of 1st vist  > Time of second visit
```

SECTION 1 HOUSEHOLD ROSTER

Household Composition

Q1	B1	No person codes circled and/or (*) to identify the principal respondent
	Warning B2	Age > 110
Q3-Q5	B3	Relation to head= son/daughter(3) or = grandchild(5) and age > age of head Relation to head=mother/father(4) or =grandparent(6) and age < age of head
	B4	Months absent > 12
	B5	Has lived under roof for more than 15 days of last 30 days but his person code not circled.
Q13-Q14	B6	Person moved here in last 5 yrs but Q14 last place of residence not recorded.

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
SECTION 2 HOUSEHOLD SERVICES			
2.1 Housing			
	Warning C1	No rooms in dwelling > 50 ?	
	C2	No of rooms occupied > no of rooms in dwelling (Q3.)	
Q5.	C3	Dwelling owned and Q6-Q8 recorded	
Q7.	C4	Dwelling bonded and amount owed on bond NOT recorded.	
Q9b.	C5	Household pays rent and amount NOT recorded	
2.2 Water			
Q2.	C7	Codes 4 to 12 selected for source of water and Q3 - Q6e not recorded	
		Fetches water each day and Q5-Q6e NOT recorded	
Q6-Q6e	C8	Members fetching water must appear on roster and be under 3 yrs	
Sanitation			
	C9	Type of toilet recorded and no location recorded	
2.4 Energy			
	C10	Wood mentioned as source of energy in Q2. and wood NOT collected Q3a and Q3b	
Expenditure - Energy, Water, Rates			
	C11	Code for energy item recorded and amount spent NOT recorded.	
	Warning C12	Amount spent on any energy item > R300 ??	
	Warning C12	Amount spent on water > R300 ??	
Q1b	Warning C13	Amount spent on rates > R300 ??	
Q1b	Warning C14	Amount spent on water, electricity+rates > R600	

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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SECTION 3 FOOD SPENDING AND CONSUMPTION

	D1	Item eaten/bought and NEITHER amount NOR quantity recorded	
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Q1	Warning	D2	Amount recorded > R100. ??
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SECTION 4 NON-FOOD SPENDING

4.1 Regular Non-Food Spending

Q1.		E1	Item marked and amount spent NOT recorded.
-----	--	----	--

	Warning	E2	Amount recorded > R1000 ??
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Occasional Non - Food Spending

Q1.		E3	Item marked and amount not recorded.
-----	--	----	--------------------------------------

Q1.	Warning	E4	Amount recorded > R5000 ??
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Summary of Food and Non-Food Expenditure

		E5	Item marked and amounts NOT recorded (Q3-Q4)
--	--	----	--

	Warning	E6	Amount recorded > R1000 ??
--	---------	----	----------------------------

	Warning	E7	Amount recorded > R1000 ??
--	---------	----	----------------------------

	Warning	E8	Amount recorded > R10,000 ??
--	---------	----	------------------------------

4.4 Household Durables

		E9	Item marked and number owned NOT recorded
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Household Debt

Q1.		E10	Owe cash or goods and Q2a to Q2c NOT recorded
-----	--	-----	---

Q2b		E11	Lender marked 'yes' and amount owed and/or repayments NOT recorded.
-----	--	-----	--

Q2c-Q2c		E12	Monthly repayment > Amount owed
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COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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SECTION 5 EDUCATION

Enrolment

F1	Person not recorded on Roster
F2	Age of member not between 6 - 24 years on roster and person enrolled in schooling
F3	NOT enrolled in education and NO reason recorded.
F4	Last year of enrollment > 1993

Warning F5 Travel cost to scholl > R100

Education Spending

Warning F6	Any item on education spending > R500
F7	Item marked and expenditure NOT recorded

5.3 Bursaries, Scholarships and School Meals

Q1a	F8	Financial assistance for education received and value NOT recorded.
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Q2a	F9	Received cheap/free meals at school and value NOT recorded.
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COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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SECTION 6 REMITTANCES AND MARITAL MAINTENANCE

6.1 Income Received from Absent Members....

	G1	Income received from absent members and Q2 to Q6 NOT recorded. Person mentioned and whereabouts NOT recorded	
Q4a-Q4c	G2	Related to member of household -code recorded and person code of relation NOT recorded. and vice versa	
	G3	Related person code NOT on Roster	
Q5-Q6	G4	Number of times recorded and amounts NOT recorded.	

Absent Members who Receive Contributions

	G5	Income sent to absent members and Q2 to Q6 NOT recorded. Person mentioned and whereabouts NOT recorded.	
Q4a-Q4c	G6	Related to member of household -code recorded and person code of relation NOT recorded. and vice versa	
	G7	Related person code NOT on Roster	
Q5-Q6	G8	Number of times recorded and amounts NOT recorded.	

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
SECTION 7 LAND ACCESS AND USE			
Land for Farming			
	H1	Right to use land for cultivation and type of ownership NOT recorded (Q1b)	
	H2	Right to use land for cultivation and Q3 to Q10b NOT recorded.	
Q2a.	H3	Right to use land for grazing and type of ownership NOT recorded (Q2b)	
	H4	Right to use land for grazing and Q11a to Q14b NOT recorded.	
Q7	H5	Right to sell land for cultivation and amount and/or sale value NOT recorded.	
	H6	Land for cultivation rented out and rent charged NOT recorded.	
	H7	Land for cultivation rented from others and rent paid NOT recorded.	
Q12a	H8	Right to sell land for grazing and amount and/or sale value not recorded. }	
Q13a	H9	Land for cultivation ^{grazing} rented out to others }	
Q14a	H10	Land for cultivation ^{grazing} rented from others and rent paid NOT recorded.	

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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SECTION 8.1 EMPLOYMENT STATUS

I1		Person listed NOT on recorded on Roster and/or person aged less than 16 on Roster	
I1		Person currently employed and type of work NOT recorded.	
I2		Person did not look for work and reason NOT recorded	
I3		Person did look for work and Q9 to Q15 NOT recorded.	
I4		Person had paid job for more than a month and Q15a to Q15c NOT recorded	

SECTION 8.2 Regular Employment

	I5	Person listed NOT on recorded on Roster and/or person aged less than 16 on Roster	
Q3a-Q3c	I6	Codes and/or descriptions not recorded	
Q3d Warning	I7	No of hours worked > 12 per day ??	
Q3e Warning	I8	No of hours o/t > 40 per week ??	
Q4d-Q4e	I9	Deductions > take home pay	
Warning	I10	Take home pay > gross pay	
Q5c-Q5e	I11	Subsidised transport/meals/food greater than gross wage ???	

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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SECTION 8.3 WAGE WORK CASUAL or TEMPORARY

Main Casual Job

	I12	Person had a casual job and section NOT completed.	
	I13	Person NOT recorded on roster	
Q3a-Q3c	I14	Codes and/or descriptions NOT recorded	
Q3d Warning	I15	No of hours worked > 12 per day ??	
Q3e Warning	I16	No of hours o/t > 40 per week ??	
Warning	I17	Cash pay > R1000 ??	
Q4d-Q4e	I18	Value food /goods > cash pay	

Second Casual Job

	I12	Person had a casual job and section NOT completed.	
	I13	Person NOT recorded as having a Main Casual Job	
Q3a-Q3c	I14	Codes and/or descriptions NOT recorded	
Q3d Warning	I15	No of hours worked > 12 per day ??	
Q3e Warning	I16	No of hours o/t > 40 per week ??	
Q4c Warning	I17	Cash pay > R1000 ??	
Q4d-Q4e	I18	Value food /goods > cash pay	

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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TRANSPORT

Q2	I19	Person NOT recorded in Sections 8.2 and 8.3 as employed for a wage, salary etc	
Q3	I20	Time taken to get to work/cost/mode of transport NOT recorded for persons recorded as employed.	

SECTION 8.5 AGRICULTURAL PRODUCTION

J1	Household grew crops or kept livestock and Section 8.5 NOT completed
J2	Annual sale of farm output > R20,000 and Section 5 completed.

Agriculture - Subsistence/Small - Scale

Q1c	J3	Unit of measurement for crop NOT recorded
Q1e Warning	J4	No of units sold > No of units harvested
Q1f Warning	J5	No of units paid for labour > no of units harvested
Warning	J6	No of units paid for use of land > no of units harvested
Q1g-Q1f	J7	No of units paid for use of land and for labour > than no of units harvested.

Livestock: Cattle,pigs etc

Q1.	J8	Household own or farm with livestock and Q2 to Q7 not recorded.
Q3a-Q3d	J9	Houshold does not have cattle or goats and Q3a to Q3d recorded.
Q4a-Q4d	J10	Household does not have ducks or other poultry and Q4a to Q4d recorded.
Q5.	J11	Household does not have sheep and sale of wool and mohair recorded.
	J12	Household does not own any animals and value of sales from skins and hides recorded.

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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Other Farming Income

J13	Household received drought relief and amount NOT recorded		
J14	Household received income by providing service to other farmers		
J15	Houshold received other income and description NOT recorded.		

Farming Assets

	J16	Household owns tractors etc and saleable value NOT recorded.	
Q2a.	J17	Household owns mechanised equipment and saleable value NOT recorded.	
Q3a.	J18	Household owns other non mechanical farm tools and saleable value NOT recorded.	

Other Farming Cost

J19	Items marked as being purchased and cost NOT recorded.		
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Agriculture - Large Scale Commercial

	J20	Farm owned in partnership and % owned by household NOT recorded.	
	J21	Code for farming activities marked and saleable value NOT recorded.	
Q3.	J22	Code for expense item marked and amount NOT recorded.	
	J23	Code for assets marked and relacement cost NOT recorded.	

SECTION 8.6 OTHER FORMS OF SELF EMPLOYMENT

	J25	Acivity marked as another source of income and Q3 to Q9 NOT answered.	
Q3.	J26	Person NOT recorded on Roster.	

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
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SECTION 8.7 HOUSEHOLD INCOME FROM NON-EMPLOYMENT SOURCES

Q2-Q3 J27 Other forms of income marked
and NO person and/or amount recorded.

SECTION 9 PERCEIVED QUALITY OF LIFE

- K1 Respondent name and code NOT recorded on Roster
- K2 Three things mentioned NOT ranked
- K3 Household member marked as a victim of crime and type of crime NOT recorded.

SECTION 10 HEALTH

- L1 Member sick/disabled and Q2 - Q10 NOT recorded.
- L2 Sick/disabled person not recorded on roster
- L3 Second illness recorded and main illness NOT recorded.
- L4 Person sick for more than 14 days in last 14 days.
- L5 Incapacitated for more than 14 days in last 14 days
- L6 No one consulted (code=1) and Q9a to Q9b recorded

Q9c Warning L7 Amount charged > R100 ???

Q9d Warning L8 Cost of medicine > R100 ???

Pregnancy and Child Health

- L9 Person NOT recorded on Roster.
and/or NOT recorded as female on Roster.
and/or NOT recorded as aged between 15-49.

COMPUTER EDIT CHECK LIST

Field/ Ref.	Error Code	Description	Manual check?
----------------	---------------	-------------	------------------

SECTION 11 ANTHROPOMETRY

	M1	Person NOT recorded on Roster. and/or NOT recorded as 6 years or younger.	
	M2	Age from date of birth not same as age as recorded on Roster.	
	M3	Child does not have a clinic or hospital card and Q7 recorded.	
Q9	M3	Code=99 ie never been breastfeed and Q8 = yes ie still being breastfeed.	