

# APPENDIX C.

## Data Collection and Processing Procedures

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### INTERVIEW AND RESIDENCE RULES

In a decennial census, each person is to be enumerated as an inhabitant of his or her "usual residence." Usual residence is the place where the person lives and sleeps most of the time, or the place he or she considers to be his or her usual residence. This place is not necessarily the same as the person's legal or voting residence, nor did the census always count persons as residents of the place where they happened to be staying on Census Day.

The VI Community Survey (VICS) concept of residence differs from this decennial census concept. Because the survey is conducted every year on independent samples, and produces annual estimates, a concept of current residence of the American Community Survey (ACS) was adopted as being more appropriate than the usual residence concept of the decennial census. The census requires that everyone have only one usual residence, since its primary purpose is to provide counts for the apportionment of congress. The concept of current residence being used in the VICS also requires that each person have only one residence at any point in time, but that residence does not have to be in the same place throughout the year. This concept allows the survey information to

more closely reflect the actual characteristics of each area.

To implement the current residence concept, the "Two-Month" rule was established. This rule states that if a person is staying in a sample unit at the time of survey reference day (April 1), and is staying there for more than two months, he or she is a current resident of that unit whether or not the unit is also the person's usual residence under census rules. If a person who usually lives in the unit is away for more than two months at the time of survey contact, he or she is not a current resident of that unit.

In the vast majority of areas of the country, the use of usual residence or current residence as the classification basis would produce substantially the same statistics.

### Interview Rules

Each person whose current residence was an VICS sample unit, was to be included in the survey, without regard to the person's legal status or citizenship. Persons residing in housing units were excluded from the survey only if the residence rules defined their current residence to be somewhere other than the sample-housing unit.

As in previous surveys, persons in Virgin Islands specifically excluded from the census were foreign travelers who had not established a residence. Persons with a usual residence outside the U.S. Virgin

Islands were not enumerated in the 2001 Survey.

On the other hand, residents of the U.S. Virgin Islands temporarily abroad were to be enumerated at their usual residence in the U.S. Virgin Islands, if they were present in sample unit on the reference day (April 1, 2001).

### **Residence Rules**

For housing units, each person included in the survey must be a current resident of the unit in sample--a place where he or she is staying for more than two months at the time of survey contact. If a person has no place where he or she usually stays the person is to be considered a current resident of the sample unit regardless of the length of the current stay.

Persons away from their residence for two months or less, on a vacation or on a business trip, are considered to still be "in residence" at the sample unit and the unit is classified as occupied. Persons away from their residence for more than two months are considered not to be in residence. If no one is in residence for more than two months, the unit is classified as vacant. Units occupied only by persons who are staying for two months or less and who have another more permanent residence are considered to be temporarily occupied units. As with vacant units, only the housing information is collected for temporarily occupied units.

The "Two-Month" rule, with few exceptions, determines the current residency of all persons. These exceptions are noted below.

If a person had no usual residence, the person was to be counted where he or she was staying on April 1, 2001.

**Persons Away at School**—College students were counted as residents of the place in which they were living while attending college. Children in boarding schools below the college level were counted at their parental home.

### **DATA COLLECTION PROCEDURES**

The 2001 U.S. Virgin Islands Survey was conducted using standard scientific techniques to obtain a sample of households. The personal interview approach was used to complete the questionnaire.

#### **Sample Design**

Census Bureau geography divides each island in the US Virgin Islands into non-overlapping regions called Block Numbering Areas (BNAs). Each BNA is subdivided into smaller areas called Block Groups (BGs), and each BG is subdivided into even smaller areas called blocks. A two-stage sample design was used for this survey where BGs constituted the Primary Sampling Units (PSUs). The design called for the selection of an area sample in two stages, using the method of paired selection of PSUs with probabilities proportional to size measures (PPS). All the BGs were ordered geographically and then divided into 20 incipient strata. A pair of BGs was randomly selected from each stratum using systematic sampling. In the second stage, housing units are randomly selected from the selected PSUs.

In PPS selection PSUs are selected based on their relative size and selecting an

equal number of cases from all selected PSUs, the probability of selection of all final sampling unit is equal ( $p=0.05$ ). A uniform sampling rate at 5 percent was used. The sample size was 2,400 i.e. on the average 60 housing units from 40 selected PSUs (Block Groups).

### **Sampling Weights**

For each person in the sample, a basic statistical weight is made up of two components, corresponding to the two sampling stages. Let  $p_i$  denote the probability that the  $i^{th}$  PSU is selected, and  $p_j$  denote the probability that the  $j^{th}$  household is selected. The weight  $w_{ij}$  for individuals in the  $i^{th}$  PSU, and  $j^{th}$  household is defined as

$$w_{ij} = \frac{1}{p_i} \times \frac{1}{p_j} .$$

Since the probability of selection of all final sampling units was equal ( $p = 0.05$ ), the corresponding weight should be equal ( $w_{ij} = 20$ ). After the survey was completed, the probability of selection was adjusted (e.g. for non-response) to provide the final sampling weights.

Estimation of the tabulated values was derived by first applying weights to the sample values. The weight for each island is as follows: St. Croix: 28.6112; St. John: 17.8530; and St. Thomas: 21.6141.

### **Interviewing in Housing Units**

Beginning in April 2001, interviewers visited households that were randomly selected in the survey office. A personal interview was conducted in which the interviewer asked the questions as worded on the questionnaire and recorded

the answers. A single questionnaire contained all questions asked of persons and housing units and expenditure. The questionnaire contained both basic and detailed items as well as items on household expenditure. Only housing information was obtained from vacant housing units.

**Coverage and Edit-Failure Follow-up**—Field supervisors conducted an initial check of the questionnaires for completeness and consistency. Data editors in the Survey office performed additional coverage and edit checks. Those households for which questionnaires did not meet specific quality standards because of incomplete information, were contacted by supervisors to obtain the missing information.

### **PROCESSING PROCEDURES**

The U.S. Virgin Islands 2001 Community Survey questionnaire was designed as a key able document. The information supplied to the interviewer by the respondent was recorded by marking the answers in the appropriate answer boxes and, in some cases, entering a write-in response. Interviewers returned all completed questionnaires to the Survey office where the questionnaires were checked in and edited for completeness and consistency of the responses. Once all data collection activities were complete, the questionnaires were coded in the Survey office. All write-in entries were coded. After all coding operations were complete, the data entry clerks keyed all the responses to the questions on all the questionnaires using CENTRY—the data-entry component of IMPS (Integrated Microcomputer Processing System), including the codes for the

write-in entries. The disks containing the keyed data were then processed on microcomputers using the IMPS Consistency and Correction (CONCOR) package for editing the data and the Census Tabulation System (CENTS) for tabulating the data

