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| GU19-13 ***ENUMERATION INSTRUCTIONS*** ***2019 Guam******Household Income and*** ***Expenditures Survey***Bureau of Statistics and Plans***University of Guam*** ***Government of Guam*** ***April 23, 2019*** |

#### TABLE OF CONTENTS

[SECTION 1 OVERALL JOB INFORMATION 2](#_Toc100423905)

[1A Major Steps in Your Job 2](#_Toc100423906)

[1B Job Material Checklist 3](#_Toc100423907)

[1C Data Falsification – making up information 4](#_Toc100423908)

[1D Reasons for Conducting the Survey 4](#_Toc100423909)

[1E Objections to the Survey 4](#_Toc100423910)

[1F. Definition of the Survey Period 5](#_Toc100423911)

[SECTION 2 FINDING YOUR HOUSES 6](#_Toc100423912)

[2A Survey Sample 6](#_Toc100423913)

[2B How to Use Interviewer's Assignment Sheet (GU19-5) 7](#_Toc100423914)

[2D No One is Home (Callback Procedure) 8](#_Toc100423915)

[2E Filling the Callback Record, GU19-4 9](#_Toc100423916)

[SECTION 3 LIST OF REGULAR HOUSEHOLDS 12](#_Toc100423917)

[3A Making Entries on the Listing Page, GU19-3 12](#_Toc100423918)

[3B Example of Listing Page 13](#_Toc100423919)

[3C The Listing Order 13](#_Toc100423920)

[3D Not Enough Listing Pages 14](#_Toc100423921)

[SECTION 4 ERRORS ON THE LISTING RECORD PAGES 15](#_Toc100423922)

[4A List of Households in Error 15](#_Toc100423923)

[4B Living Quarters Missed 15](#_Toc100423924)

[SECTION 5 FILLING THE QUESTIONNAIRE, GU19-1 16](#_Toc100423925)

[5A Completing Items on the Front Cover Before the Interview 16](#_Toc100423926)

[5B Completing Questionnaire for Occupied Housing Units 18](#_Toc100423927)

[5C Completing Continuation Forms 19](#_Toc100423928)

[5D Removing a Person From the Questionnaire 20](#_Toc100423929)

[SECTION 6 ADDRESS REGISTER COVER: REPORTING PROGRESS 21](#_Toc100423930)

[SECTION 7 UNUSUAL SITUATIONS 24](#_Toc100423931)

[7A Person Says He/She Was Already Interviewed 24](#_Toc100423932)

[7B Language Problems 24](#_Toc100423933)

[7C Unusual Living Quarters (boats, tents, etc.) 24](#_Toc100423934)

[7D You Don't Know If a Housing Unit is Occupied or Vacant 24](#_Toc100423935)

[7E Household Moved to Present Address After Enumeration Month 26](#_Toc100423936)

[7F Visitors Are Present in a Housing Unit 26](#_Toc100423937)

[7G Respondent Is Unable to Give Complete Information About a Household Member 27](#_Toc100423938)

[7H Preparing Individual Survey Record (GU19-8) and Envelopes (GU19-8a). 28](#_Toc100423939)

[7I Last Resort Information 30](#_Toc100423940)

[7J Person Refuses to Be Interviewed 30](#_Toc100423941)

[7K Multiple-Household Enumeration Procedure 32](#_Toc100423942)

[Appendix A Table of Residence Rules 33](#_Toc100423943)

[Appendix B Housing Unit Definition 36](#_Toc100423944)

[Appendix C Answering Questions Requiring Monthly or Yearly Amounts 38](#_Toc100423945)

[Appendix D Laws That Affect the Survey 39](#_Toc100423946)

[Appendix E Definition of Survey Terms 40](#_Toc100423947)

[Appendix F Conducting an Interview at a Housing Unit 44](#_Toc100423948)

#  SECTION 1 OVERALL JOB INFORMATION

These instructions are for interviewers and other staff working on the 2019 Guam Household Income and Expenditures Survey. The manual’s main purpose is to help interviewers understand fully the tasks they will perform. This manual serves as the basic instructional document in the training course for interviewers. All persons involved in conducting the survey should study the manual carefully, to ensure that they fully understand the procedures. The success of the survey depends on the efforts of everyone working on the survey, both during the training period and in the fieldwork.

The major objectives of the survey are:

 a) to provide weights for a new Consumer Price Index for Guam, based on the pattern of expenditures by household;

 b) to provide data on the distribution of income and expenditures throughout the territory; and

 c) to provide data to examine aspects of “national” accounts, particularly regarding income from home production activities and the consumption of goods and food produced at home.

Although the survey will include all villages on Guam, limitations of time and project funding make it impossible to contact every household in the territory. The Survey is a 5 percent sample of all the units on the island, except that 10 percent of the units in Merizo and Umatac are collected because the villages are so small. In place of contacting all households, the survey will collect information on the demographic, social, and economic characteristics (including income) from *every twentieth household* in the territory. The project also will collect daily expenditures’ information from the selected households.

For each selected household, you will collect certain information about income and expenditures by means of a questionnaire interview. You also will ask households contacted to provide detailed information about their expenditures over a one- or two-week period. The households will record their expenditures in a special Daily Expenditures Diary. Instructors will teach you how to read the maps necessary to find the households you must contact. As you complete data collection for a particular household, you will mark its household number on your map – to ensure that you contact all houses in the sample.

## 1A Major Steps in Your Job

Your job is to:

 /1/ Travel the Enumeration Areas (EAs). Carry a Listing Record with blank listing pages, EAs, and questionnaire.

 /2/ CANVAS, that is, travel around your assigned area in the most efficient way. As you canvass, you will list the names of the household members and interview each **assigned** housing unit.

 /3/ You should introduce yourself (you should say you are working for Government of Guam, 2019 Household Income and Expenditures Survey) and give the respondent the reason for being there.

 /4/ You should list the selected places on the listing pages and make entries according to what you find.

 /5/ Carry out interviews. Complete a questionnaire for each housing unit whether it is occupied or vacant. Make sure all questions are complete.

\* Household Income and Expenditures Survey staff will revisit some areas. The Household Income and Expenditures Survey staff will already complete the listing information for you. In these areas, you will check and, if necessary, correct the listing information.

## 1B Job Material Checklist

 Before you start, you should locate all the materials listed below. These materials are needed to conduct the survey.

 1 Questionnaire, GU19-1

 2 Address Register, GU19-2

 3 Listing Record Page, GU19-3

 4 Callback Record, GU19-4

 5 Interviewer's Assignment Sheet, GU19-5

 6 Individual Survey Record (ISR), GU19-8

 7 Individual Survey Record Envelope, GU19-8e

 8 Refusal Records, GU19-10

 9 Survey Appointment Record, GU19-11

 10 Questionnaire Reference Book, GU19-12

 11 Enumerator's Instructions, GU19-13

 12 Enumerator's Identification Card

 13 Plastic re-sealable bags (14"x18")

 14 Portfolio (satchel)

## 1C Data Falsification – making up information

 Sometimes obtaining the information may be difficult. However, enumerators must not submit made-up work to the Household Income and Expenditures Survey under any circumstances. Supervisors and Office personnel will verify all the materials you submit. Thus, the chances the Household Income and Expenditures Survey staff will catch you are high. If you submit any made-up work, you will be dismissed immediately. This action also may affect the chances for future employment.

## 1D Reasons for Conducting the Survey

 **Q. Why take the survey and who benefits?**

 **A.** The 2019 Household Income and Expenditures Survey will give Guam’s government and the private sector information for planning. The Survey will provide information about the conditions of our people, particularly in areas of education and health, and how much we are making and how much we are spending, to develop programs to help us in the future. The data will help the Government of Guam make better financial decisions. The government will use the survey figures to provide money for public services such as education, housing, and infrastructure. Private business, academic institutions, local organizations, and the media use the survey figures to anticipate their needs. We will all benefit from the revised “market basket” which will be used as the basis for measuring inflation over time.

## 1E Objections to the Survey

 Some people may refuse to answer survey questions. If so, you **must** try to get the information. Although we will talk about "Last RESORT" information (See sections 7I and 7J), try to get most of the information the survey need.

 Most people will be cooperative. An effective technique is to be prepared for the questions that the respondents will ask.

 **Objection**: The respondent says “These questions are not pertinent to the government's survey”.

 Possible replies: 1 All the answers are confidential. Under Guam’s laws, a person cannot release individualized information from the survey to other agencies, organizations, or to other parties.

 2 All the information the respondent provides, including his or her address, is protected by law. The laws of Guam restrict the Household Income and Expenditures Survey staff from giving any information about you as an individual.

 **Objection**: The survey is a waste of time and effort.

 Possible replies: 1 The survey is done as cost effectively as possible.

 2 The survey affects the programs that are given to the population.

 3 Government, business, and local organizations use survey statistics for various kinds of planning purposes. And, Governments, businesses, and local organizations use survey data to develop social and economic policies and services that will affect all recipients.

 4 Researchers use survey data to study our society.

 **Objection**: I don't have time for this.

 Possible replies: 1 The questionnaire takes about an hour to answer.

 2 Your participation is important to the completion of the survey. Your time will ensure that we are all accounted for in the survey figures, which will be used to determine eligibility for grants and public services.

 **Objection**: I don't think the government has the right to do a survey.

 Possible replies: A survey is an important part of our government. It ensures that governments receive their entitled funding for programs, grants, etc.

 **Objection**: How do I know that any information I give will be kept confidential?

 Possible replies: The laws of Guam provide that all information collected in the survey be held in strict confidence and may be used for statistical purposes only. Any employee who wrongfully discloses any information obtained through the survey is subject to a fine and/or imprisonment.

## 1F. Definition of the Survey Period

 May 2 – 3 Training of first group of enumerators – other trainings follow

 May 4 – June 23 Collection of income information and annual and major expenditures

 May 4 – June 23 Distribution of diaries

 May 11 – June 30 Collection of diaries, checking them

 June 30 Main data collection period ends

#  SECTION 2 FINDING YOUR HOUSES

## 2A Survey Sample

 The HIES does not cover every household in Guam. Instead, a systematic sample of households has been selected. A random number determined the first house in each enumeration area for the sample, after which every fourth house was selected for inclusion in the survey. The interviewer maps show the boundaries for the enumeration area and which houses are to be included. The Household Income and Expenditures Survey personnel will assist the interviewers in locating each selected household, if necessary. Finding a house should not be difficult as all household heads already are listed on the Interviewer Contact Sheet.

WALLY

|  |  |  |
| --- | --- | --- |
| GU19-5 – 2019 Guam Household Income and Expenditures SurveyINTERVIEWER'S ASSIGNMENT | Survey worker's name  |  |
|  | G. Phone #: | H. Code: |
| A. RegionB. Village | C. Address | D. HH | E. Householder | F. Outcome |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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Visits to the households selected for the collection of demographic, social, and economic data can be made at any time during the enumeration period – May 4 to June 30, 2019. The first visit must be before June 23, to leave a diary, and obtain the information before the closing date. Record the day of this initial visit on the Interviewer Contact Sheet.

When you visit a house, you should first check that you have the correct house by using the information on your interviewer’s assignment sheet (GU19-5). If you are certain that you have the correct house, enumerate the household now living there.

If no one is present in a house when you first call, come back later. If after several attempts to establish contact you still are unsuccessful, inform the Household Income and Expenditures Survey. If the Household Income and Expenditures Survey decides that it will not be possible to obtain interviews at one of the selected houses, complete a Household Non-Response Sheet, describing fully the efforts made to secure interviews and why you were unsuccessful. Make certain that a Household Income and Expenditures Survey staff member signs this sheet. Then the Statistics will assign you a substitute household near the original household.

Every time you visit one of the selected houses on your list you should record the date of the visit. This will help track your progress on each household and will be useful when you need to discuss any problems encountered with Household Income and Expenditures Survey .

In the final column of your Interviewer Contact Sheet you should record the final outcome for each household. If you manage to obtain all the required information from a household, write "X" in the appropriate row. If you obtain no information at all from a household, note this fact on the Interviewer Contact Sheet and complete a Household Non-Response Sheet; you then will be assigned a substitute household.

## 2B How to Use Interviewer's Assignment Sheet (GU19-5)

 Use these entries on the Interviewer's Assignment sheet to identify your households for enumeration. If you cannot find a house, or if you try repeatedly at a house and can never find anyone house, go to the Household Income and Expenditures Survey to find out what to do.

WALLY

 Item

 (a) *Survey worker name and code*. Your name goes here with that enumerator's code number. Each enumerator has a different code number, a unique number assigned by the Survey Office, Household Income and Expenditures Survey , and this number must go on each Interviewer's Assignment Sheet since enumerators will normally have more than one sheet.

 (b) *Phone number*. Enter your phone number here, in case someone has to contact you.

 A. Region The Region code is pre-selected. North is 1, Central is 2, South is 3. Place

 this code in A on the questionnaire.

 B. Village The Village number within the Region is also preselected. Place this code in B on the questionnaire.

 C. Address The Address appears on your assignment sheet. Copy it here. This allows making a correspondence between the map, the street address, and the questionnaire.

 D. Map Spot The Map spot number is pre-selected. Place this code in D on the questionnaire.

 E. Householder Write the name of the householder in this space. The householder is the reference person. See the Questionnaire Reference Book to determine who is the householder, if necessary.

 F. Outcome Use the space to record the results of the enumeration. Place an X if the enumeration was complete for the HU. If the housing unit is always vacant, or the residents refuse to participate, see the office staff to determine what to do next.

 G. Phone number Record your phone number here.

 H. Code number Record your enumerator code number here.

## 2D No One is Home (Callback Procedure)

 If no one is home when you first visit a housing unit and if you are unsure if anyone lives there, refer to section 7D.

 If no one is home when you first visit the housing unit and you determine someone is staying at the house:

 1 Fill as much of the Interviewer Assignment sheet as possible.

 2 Fill as much of the listing page (GU19-3) line as possible.

 3 Leave a completed Survey Appointment Record, GU19-11. **(See section on Survey Appointment record)**

 4 Fill a Callback Record line on GU19-4.  **(See section on callbacks).**

 5 From a knowledgeable respondent, try to get an occupant's phone number and the best time to call. If you are unable to get a telephone number AND the occupant probably has a landline, look up the occupant's name in the telephone book. If a telephone number is not available, skip to item 8 of this section.

 6 Attempt to contact the household by telephone or by any other means three times within a two-day period before visiting again. Record each attempt on the Callback Record. The best times to call are evenings until 9:00 p.m. and all day Saturday.

 a Make an appointment for a personal interview.

 b If the person refuses to be interviewed by a personal visit, wait one day and revisit the housing unit. You must revisit all refusal cases. If the person still refuses to be interviewed, get as much information as possible. Discuss the information yu obtained with the Office staff. If you can't get enough, contact the Household Income and Expenditures Survey for a substitute housing unit. (**See Section 7I, Last RESORT Information and Section 7H, Person Refuses to Be Interviewed.**)

 7 You must visit an occupied housing unit, if it is not a refusal, three times before giving up.

 8 If a respondent calls in to answer a Survey Appointment Record, try to complete the interview over the telephone.

 a Ask the respondent to read the geographic information from the appointment record. Use this information to determine which listing line (housing unit) is calling.

 b If the respondent wants verification that the individual is a survey enumerator, set up an appointment for a personal visit. Tell the respondent that the official survey identification will be shown when the visit is made.

|  |  |
| --- | --- |
|  GU19-11 **Survey Appointment Record**2019GuamHousehold Income and Expenditures Survey | Dear Resident:SORRY I MISSED YOU!We are conducting the 2019 Household Income and Expenditures Survey. I stopped by today to complete a questionnaire for your household, but was unable to find anyone at home. I will return in the next day or two. If you would prefer, you can call me at the number below to make an appointment for me to visit you. |
| Your answers are CONFIDENTIAL. The 2019 survey is authorized by Government of Guam. All responses are *strictly confidential* and will only be released in compiled form. Only persons who have sworn to uphold the confidentiality of the survey — and no one else — can see your answers. |
| The results of the survey are IMPORTANT for planning. Please help us get quality information.Thank you. |
| My name is: | My phone: |
| The best time to call me is: |
| ENUMERATOR'S USE ONLY |  Survey appointment record |
|  | HH: | Address: |
| Guam 2019 HIES office | Comments about the survey should be directed to the Survey Office at \_\_\_\_\_\_\_\_\_. |

## 2E Filling the Callback Record, GU19-4

 Make the following entries: **(See illustration)**

 **Column First Personal Visit**

 (1) Region Record the Region code from the Interviewer’s Assignment sheet

 (2) Village Record the Village track from the Interviewer’s Assignment sheet.

 (3) Map spot number Record the Map spot number from the Interviewer’s Assignment sheet

 (4) Check box This box is reserved for the Supervisor’s Check of the housing unit

 (5) Occupant's name. Enter the Last name, first name, and middle initial of the occupant (or Householder), as it appears on the Listing Page (if the name is known). Based upon information from a knowledgeable respondent, enter the name of the occupant of the housing unit.

 **Household Information**

 (You may get this information at any time before the last personal visit.)

 (6) Enter the telephone number, if available.

 **Telephone** If a telephone number cannot be obtained, draw a horizontal line through column (7)

 If a telephone number is available, use the entry in column (7) to try to contact the occupant(s). If the number is not available, look up the occupant's name in the telephone directory.

 Whenever the telephone number is obtained, three attempts to contact the occupant(s) over the telephone should be made before making a second personal visit. Attempt to contact the occupant(s) at the time entered in column (7). If column (7) is blank or you are unable to contact the occupant(s) at that time, attempt to contact the occupant(s) at three different times within a two-day period.

 (7) Enter the best time to call, if the information is available from a knowledgeable respondent. Note a.m. or p.m.

 (8) Enter the date when the household was visited.

 (9) Enter the time when the household was visited. Circle a.m. or p.m.

 (10) Mark (X) this box to show that an Appointment Card has been left.

 **Column 2nd and Last Personal Visits**

 (11)&(14) Enter the date when the household was visited.

 (12)&(15) Enter the time when the household was visited. Circle a.m. or p.m.

 (13) Enter an "I" if you were unable to complete a questionnaire. Enter a "C" if you were unable to complete a questionnaire.

 (16) Enter "LR" if the enumerator was able to get only the minimum requirements (Last RESORT) for a completed questionnaire. Enter a "C" if you were able to complete a questionnaire with more than Last RESORT information. You must complete a questionnaire for a housing unit by the last visit.

 **Note**: If a knowledgeable respondent tells you the occupant(s) are away and will not return for an extended period of time, get Last RESORT information immediately. Inform the Household Income and Expenditures Survey about the situation.

 **Illustration 2.3**

 **Completing the Callback Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Household Number |  Household Information  |  First Personal Visit |  Second Personal Visit |  Last personal visit |
| Regl | Vil | Map spot | Check |  Occupant's name (Last, First, middle initial)  | Tele-phone number | Best time to call | DateMo/day | Time | AP card left-"X" | DateMo/day | Time | AP card left"X" | DateMo/day | Time | AP card left"X" |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) | (16) |
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|  GU19-4 CALLBACK RECORD 2019 Household Income and Expenditures Survey |

#  SECTION 3 LIST OF REGULAR HOUSEHOLDS

## 3A Making Entries on the Listing Page, GU19-3

 Make these entries on the List of Regular Households: (See Illustration 3.1).

Column

(1) Region Record the Region code from box A on the Interviewer’s Assignment sheet

(2) Village Record the Village code from box B on the Interviewer’s Assignment

 sheet

(3) Map spot Record the Map spot number from the box C on the Interviewer’s Assignment sheet

(4) Check box This column is reserved for re-checking by the supervisor

(5) Name Record the full name of the householder, that is the person who owns or rents the house/apartment or other living quarters. Write "Vacant" in this column for vacant housing units.

(6 & 7) Location Provide a street address or location description for the housing unit.

(8) DOI Print the date the interview is completed, again, copying from the Interviewer Assignment sheet.

(9) NIR Print the reason for nonresponse from the Interviewer Assignment sheet.

(10)&(11) Print the time the interview started, giving the hour and minutes when started (for example, 10:00 for 10 AM in (10), AND the time the interview ended, for example, 11:45 for 11:45 AM, in column (11).

(12) Determine the number of miles driven to and from the interview (this must be done after you return home), but you must note the mileage when you leave home to go to the interview and the mileage when you return home to get the total mileage.

(13) Print the total number of persons living in the household. You can usually get this number from the front of the questionnaire where you listed all of the people, but if there were more than 10 persons in the house, then you might have to look on a CONTINUATION form to get the information.

(14)&(15) Record the date the diary is dropped off in column 14, and the date you actually pick up the diary in column 15. See the diary manual for further instructions.

(16) This box gives the total pages for the listings and what page this page is of the total. So, if you have 3 pages of listings, the first will have "Page 1 of 3", the second will have "Page 2 of 3", and the third will have "Page 3 of 3".

## 3B Example of Listing Page

 Illustration 3.1

 Making Entries on the List of Regular Households Page

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Household Number | What is the full name of the occupant (last, First, middle initial) who owns or rents this house/apartment/living quarters? | Location description | Date of Interview | NonInterviewResponse | Interview timing | Mileage to & from HH (in miles) | Numb-er of persons |  Expenditures   |
| Reg | Vil | Map spot | Check |  |  |  | Start (hr: mn) | End (hr:mn) |  |  | Diary dropoff | Diray pickup |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) | (14) | (15) |
|  |  |  |  |  |  |  |  |  |  : |  : |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |  : |  : |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (16) Page \_\_\_\_\_ of \_\_\_\_\_\_\_ |  GU19-3 LISTING PAGE 2019 Household Income and Expenditures Survey  |  **OFFICE USE ONLY** |
|  |  | Total Time: | TotalMiles: | TotalPopulation: |

## 3C The Listing Order

 Try to go to houses in the same order as on the Interviewer's Assignment Sheet. List each housing unit in the order in which you come to it while canvassing, even if no one is home when you call or if the housing unit is vacant.

 **For example:** When you come to House A and no one is home, a callback is necessary. If you find a family at House B, which is located beyond House A, enumerate House B. List House A on the line before House B on the listing record.

## 3D Not Enough Listing Pages

1. If you think you will run out of listing pages before completing the listing for the households, ask the Household Income and Expenditures Survey for additional listing forms.
2. Copy the information from Sections 1 and 2 of the first listing record cover to the second cover. Copy the last entry in "Date (3a)" to the first column in the new listing record cover.

 3 Enter the book number at the top left corner in "Book of Books" on both records.

 4 Number the pages consecutively. For example, if the last listing page in the first book is 50, the first page in the second book is 51).

#  SECTION 4 ERRORS ON THE LISTING RECORD PAGES

## 4A List of Households in Error

 If you as the enumerator must cancel a listing on **the listing page**, do the following:

 1 Draw a wavy line from columns (1) through (5) and print a "C" in column (7b).

 2 Print your reason for canceling the listing in column (8); for example:

 a Print "Dup" (Duplicate) if the unit is a duplicate of another listing (include EDs, block, and map spot numbers).

 b Print "Bus Storage" if the unit is not used as a housing unit but for storage of businesses supplies or materials. **Do not** cancel a listing if the housing unit is used for storage of household furniture.

 3 If the location has been spotted incorrectly on the map, put a line through both the dot and the map spot number on the map and correctly report it. Put the assigned number on the map.

## 4B Living Quarters Missed

 If you find a living quarters that was on the Interviewer's Assignment Sheet, but was previously missed, add the living quarters on the first blank line of the listing page. Do **not** attempt to fit it between the listing lines where it would have been listed. Then, continue with the next housing unit on the list.

#  SECTION 5 FILLING THE QUESTIONNAIRE, GU19-1

## 5A Completing Items on the Front Cover Before the Interview

|  |  |  |  |
| --- | --- | --- | --- |
| 2019 HOUSEHOLD INCOME ANDEXPENDITURES SURVEYGUAM | A.: Region | B.Village | C.Map spot: |
|  |  |  |
| G. Enumerator: |
| H. Address — Location description |
| I. Respondent's name: | J. Phone number: |

The Geography Box on the front cover of the questionnaire contains the geographic information for the household. It is crucial that the box be filled correctly since forms filled incorrectly may end up in the wrong place, and we may have difficulty determining how to find and correct the problem later on. The geographical data is partly hierarchical, partly included to give additional information for detailed tabulations. The information includes:

Item A Region Record the Region code from box A on the Interviewer’s Assignment Sheet

Item B Village Record the Village number from box B on the Interviewer’s Assignment Sheet

Item C Map Spot Record the Map Spot from box C on the Interviewer’s Assignment Sheet

Item D Leave blank

Item E Leave blank

Item F Leave blank

Item G Enumerator. Write your name in this box. Write your Enumerator number next to your name

Item H Address. Record the address if the respondent has a street address where mail is delivered (or could be delivered on the basis of the numbering system of the street). Post office box numbers are not acceptable, since the respondent's houses could not be found on the basis of the box numbers. In most cases, a street address is not possible, so a location description is required. The location description should be the description the respondent usually gives to people coming to the house for the first time, and must be detailed enough to uniquely identify the house.

Item I Respondent Name. Record the respondent's name in this box. The respondent may not be the householder. The Household Income and Expenditures Survey needs this information to identify who gave the information to the enumerator, if verification is needed.

Item J Phone number. If a respondent has a phone number, record the phone number. This is necessary for follow-up purposes.

Questionnaire Cover

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bureau of Statistics and Plans Government of Guam | K. Type of unit: 1. Occupied: Form \_\_\_\_ of \_\_\_\_\_\_2. Group quarters 3. Vacant: Year round use4. Vacant: Seasonal use 5. Vacant: UHE   | FOR VACANTS ONLY:L.Vacancy Status:1. For rent 2. For sale only3. Rent/sold,not occup.4. Held, occasional use  | VACANTS ONLY:M.Months vacant:1. Less than 12. 1 up to 23. 2 up to 64. 6 up to 125. More than 1 yr | N.This house:1. will be substituted2. is a substitute houseO.This house has **last resort** data ONLY:  |

Item K Type of unit See section 5E. If you have only one form, that is, 5 or fewer people in the house, then you fill the information as "FORM 1 of 1" since there is only one form. If this unit is a group quarters – a barracks, school dormitory, etc., it is not included in the 2019 HIES, report it as code 2, and stop the questionnaire. If the unit is vacant, note whether it is vacant but intended for year-round use (code 3) or held for seasonal use (code 4). If all of the people living here usually live elsewhere ON Guam, the should not be enumerated here; you should code 5 for vacant (Usual Home Elsewhere – UHE).

Item N Substitution. If the housing unit will be substituted because no one is there, record 1 in the box; if this is substituted house, code 2 in the box. And, if only Last RESORT information is gathered, mark the box for this event. See section 7I of this manual for Last Resort information.

## 5B Completing Questionnaire for Occupied Housing Units

 1. Question 1a. Ask question 1a on the cover page to determine the names of the household members. (See Illustration 5.2). Refer to the instructions on the cover page and in Appendix A, for Usual Place of Residence Rule.

 **Illustration 5.2**

 **Listing Persons in Question 1a**

|  |
| --- |
| **1a. Please give me the name of each person living here on April 1, 2019, including all persons staying here who have no other home. If EVERYONE is staying here temporarily and usually lives somewhere else, give me the name of each person. Begin with the household member in whose name the home is owned, being bought, or rented. If there is no such person, start with any adult household member.** *Print last name, first name, and middle initial for each person*. |
| 1 | 6 |
| 2 | 7 |
| 3 | 8 |
| 4 | 9 |
| 5 | 10 |

 2. Question 1b. Complete Question 1b if appropriate. (See Illustration 5.3)

 **Illustration 5.3**

 **Filling Questions 1a for a Whole Household**

 **with Usual Home Elsewhere**

|  |
| --- |
| 1b. If EVERYONE listed above is staying here only temporarily and usually lives some-where else, ask **Where do these people usually live?** Write their address here: |

 3. Answer all housing questions.

 4. Answer all population questions.

 5. Answer the general/regular expenditures questions, and the information about people who are usually in the home (on the back cover).

 6. Discuss filling the diaries with the respondents.

 7. Complete sections G to O on the questionnaire cover. See Section 5F.

 8. Review the questionnaire to make sure all required questions are answered and make sure answers are legible.

 9. Certify the questionnaire:

 a Sign the questionnaire on the back cover.

 b Enter the date next to your signature.

**NOTE**: Fill **all questions** according to the status of the housing unit as of Enumeration Month, April 1-May 15, 2019.

## 5C Completing Continuation Forms

 1 Use a continuation form when there are more than 6 individuals in a household.

 2 Copy information from Items A through C in the GEOGRAPHIC CODE section of the first questionnaire to the continuation questionnaire.

 3 Enter the next person AND person number from Question 1a.

 4 Complete the housing questions and regular expenditures on the first form **only**. Do **not** complete housing questions on the continuation form.

 5 Review the questionnaire to make sure all required population questions are answered and make sure answers are legible.

 6 Complete Items G to O in the Geography section.

 7 Certify the questionnaire — sign and date on the back of the questionnaire.

 8 Indicate the Booklet Number by filling out the box provided immediately after the list of members in item E For example: If two sets of questionnaires are used, enter Booklet "1" of "2" for the first booklet, and Booklet "2" of "2" for the second.

 9 Attach the continuation questionnaire(s) to the first questionnaire.

## 5D Removing a Person From the Questionnaire

 If you make a mistake and include someone on the questionnaire who should have been left out, for example, someone in the military not living in this household or a student living at college, remove the person from the questionnaire by drawing a large "X" through Questions 1-31. Do **not** erase. If a name was erroneously deleted, write "STET" at the top of the page for population to reinstate the name.

#  SECTION 6 ADDRESS REGISTER COVER: REPORTING PROGRESS

 The Address Register Cover is used to monitor your progress during the enumeration. It is divided into 5 sections, but you will only really be concerned with Section 3.

 **Illustration 6.1**

 **Recording Daily Progress on the Address Register**

|  |
| --- |
|  **Listing Record Cover** GU19-2 **ADDRESS REGISTER**  **2019 Guam Household Income and Expenditures Survey** **Government of Guam** |
|  1. GuamSIGNMENT INFORMATION |  2. IDENTIFICATION |
| Personnel |  Name | Telephone No | Date assigned |  # | Regiony | Village | Add Asgn |
| a. Crew leader |  |  |  |  1 |  |  |  |
| b. Enumerator |  |  |  |  2 |  |  |  |
| c. Reassignment enumerator |  |  |  |  3 |  |  |  |
|  3. ENUMERATOR DAILY PROGRESS RECORD |
| a. Date | 2/15 | 2/16 | 2/17 | 2/18 | 2/19 | 2/20 | 2/21 | 2/22 | 2/23 | 2/24 | 2/25 | 2/26 | 2/27 | 2/28 | 3/1 | 3/2  | 3/3  | 3/4  | 3/5  |  |  |
| b. Living quarters enumerated today |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| c. Living quarters enumerated to date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| d. Call backs outstanding |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| e. Diaries dropped off |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| f. Diaries picked up |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  4. CREW LEADER AND OFFICE USE |
| Date andInitials | First Field Review | Final Field Review | Matching & reconciliation | Check-in & merge | Edit | Coding | Keying |
| a. Date |  |  |  |  |  |  |  |
| b. Initials |  |  |  |  |  |  |  |
|  5. OFFICE USE ONLY --  LISTING RECORD TOTALS | Population: | Households: | Diaries: | NOTICE TO FINDER -- This book is the property of the Household Income and Expenditures Survey . If you find this book, please call: Justin Anrew at 664-3033, or mail it to Household Income and Expenditures Survey , Government of Commerce, Guam, 96950. |

Section 1. Note that Section 1 of the Address Register is for Assignment information. This information should already be filled in before you get the Address Register and your assignments during training. The information in Section 1 includes your supervisor's name and telephone number (and the date you were assigned), and your name and telephone number (and the date you were assigned). If you are a reassignment enumerator (because the first enumerator quit or was reassigned for some reason), your name will be on line "c", with your phone number.

Section 2. Section 2 contains the information about your assignment areas. If you are especially productive, or are working to earn more money, you may have more than three assignment areas, in which case you will need a second address register assignment sheet; check with your crew leader if you are assigned more than three Interviewer Assignment sheet areas.

On the Address Register Cover (GU19-2), make entries in Section 3, Regular Enumerator Daily Progress Record, for each day you work.

Section 3. Section 3 is for the Enumerator Daily Progress Record. See the example below.

 1. At the end of each workday, enter the month and day in the next column of item 3a.

 2. Count the households enumerated on this workday. [(Count the new lines filled on the Listing Page for this date to arrive at the number of households enumerated during that day (Item 3b)].

 3. Add the households enumerated (Item 3c) from the previous workday, to the housing units enumerated this day (Item 3b) to arrive at the number of housing units enumerated.

 4 If you use more than one Listing Record, carry the last entry in Item 3c to the first column of Item 3c of the new listing form.

 5. You should enter the number of housing units he or she has listed but for which you have not obtained a completed questionnaire (that require follow-up calls) to arrive at the number of follow-up calls outstanding in Item 3d.

 6. Enter the total number of diaries distributed on this day in Item 3e.

 7. Enter the total number of diaries picked up on this day in Item 3f.

Example of Section 3 partially filled:

|  |
| --- |
|  3. ENUMERATOR DAILY PROGRESS RECORD |
| a. Date | 4/15 | 4/16 | 4/17 | 4/18 | 4/19 | 4/20 | 4/21 | 4/22 | 4/23 | 4/24 | 4/25 |
| b. Living quarters enumerated today | 4 | 3 | 2 |  |  |  |  |  |  |  |  |
| c. Living quarters enumerated to date | 4 | 7 | 9 |  |  |  |  |  |  |  |  |
| d. Call backs outstanding | 1 | 2 | 0 |  |  |  |  |  |  |  |  |
| e. Diaries dropped off | 4 | 3 | 2 |  |  |  |  |  |  |  |  |
| f. Diaries picked up | 0 | 0 | 0 |  |  |  |  |  |  |  |  |

Section 4. The Household Income and Expenditures Survey Reviews of Your Work

 The Household Income and Expenditures Survey continually reviews your work. In addition, there are two major reviews called first review and final review. The forms used for these reviews are located on the inside front cover of each Listing Record. These reviews are conducted to measure the quality of your work.

 **1. First Review**

 This review is conducted within 2 or 3 days after you begin working.

 **2. Final Review**

 This review is conducted when the enumerator completes an entire assignment. The Household Income and Expenditures Survey reviews the Listing Forms, the questionnaire, and map with a more detailed checklist than the one used for the first review. Some of the addresses in each assignment were listed on a separate form beforehand. The Household Income and Expenditures Survey matches these advance listings for your assignment to your listings using a checklist. The results are used to determine the completeness and quality of your work.

#  SECTION 7 UNUSUAL SITUATIONS

## 7A People say they were already interviewed

 If respondents say an enumerator already visited their household and completed a questionnaire, you must call the Household Income and Expenditures Survey to make sure you are not duplicating work someone else has already done. If the housing unit has not been done, you should use the instructions for dealing with difficult people to obtain the information.

 1. Explain to the respondent that the Household Income and Expenditures Survey does not have a questionnaire for this household, so you must conduct an interview.

 2. If the person refuses to be interviewed, see Section 1E, Objections to the Survey, and Section 7J, Person Refuses to Be Interviewed.

 If the respondent still refuses to cooperate, thank the respondent and leave the house:

## 7B Language Problems

 1. If the person speaks a language you do not speak, you must try to find someone else in the household who speaks English or a language you understand, to answer or interpret.

 2. You should notify the Household Income and Expenditures Survey if you are unable to solve the problem within the household. The Household Income and Expenditures Survey will either reassign the unit or tell you to use an interpreter.

## 7C Unusual Living Quarters (boats, tents, etc.)

 People’s living quarters are any place in which they live on a regular, full-time basis. However, some people live in tents, boats, etc. If the Interviewer Assignment sheet has such a living quarters, list the place as a housing unit and enumerate the person(s) living there.

## 7D You Don't Know If a Housing Unit is Occupied or Vacant

 Do not classify a housing unit as vacant unless you are absolutely certain no one lives there. Ask a neighbor, building manager, or rental agent for help in determining if a place is occupied or vacant. You should make every effort to determine the occupancy status on your first visit. If people live in the unit and you are unable to determine how many people live in the unit, discuss the situation with the Household Income and Expenditures Survey staff. If you cannot determine the occupancy status, consider the housing unit occupied until you determine by a callback that it is vacant.

 **1. Occupied Housing Unit**

 The Household Income and Expenditures Survey considers a housing unit occupied if it is the respondent's usual home as of April 1, 2019. Usual home means the home where they stay most of the time (more than 6 months in a year).

 Possible signs of occupancy include:

 **a** Lights on in the unit.

 **b** Sounds such as radio, TV, voices, movement, etc.

 **c** Signs of regular care, such as clean yard, pets, mowed grass, etc.

 **d** You should consider the housing unit occupied if the housing unit was occupied at Enumeration, April 1, 2019, but it is vacant at the time of your visit.

 **2. Vacant Housing Unit**

 A housing unit is vacant if:

 **a** A neighbor, rental agent, janitor, etc., says it was vacant at Enumeration, April 1, 2019, even if it is occupied at the time of your visit.

 **b** It is under construction and the final doors and windows are in place.

 **c** It is only used for vacations, on weekends, or during certain times of the year.

 **d** It is occupied at Enumeration, April 1, 2019, only by persons who have usual homes elsewhere on Guam.

 **e** It is used only for storage of household furniture.

 **f** It will be used for nonresidential purposes, but the change has not yet begun and it is currently vacant.

 Consider a housing unit occupied if the person residing there is away temporarily on business or vacation.

 **NOTE:** For more information about when to consider a person is a resident of a housing unit, see Appendix A

## 7E Household Moved to Present Address After Enumeration Month

|  |  |
| --- | --- |
| If the housing unit was: |  Then |
| Vacant at Enumeration, April 1, 2019 OR was occupied by another household at Enumeration, April 1, 2019. | **1.** If a household lives here currently (that is, after April 1), and that household lived on Guam during the previous 12 months, collect the information for that household Guam IF they lived in this house during the year.**2.** If the household did not live on Guam, consider the house vacant, and do not enumerate. Contact the Household Income and Expenditures Survey staff for a substitute household. |

## 7F Visitors Are Present in a Housing Unit

 You should conduct an interview with a visitor who is staying at a housing unit at the time of his or her visit, **if and only if** the respondent has not been enumerated elsewhere ON Guam and has no one at home to report him/her OR this person contributes income to the household or has bought food, household goods, or other products to the household during the last 12 months.

* If the visitor contributes to the household, he or she should be enumerated here.
* If the visitor does not contribute but usually lives in another household ON Guam, complete an ISR **(GU19-8**):

 **a** Print the full name of the person in Question 1a.

 **b** Print an X in box (2) in Question 2a.

 **c** Print the address of the person's usual home in 2b.

 **d** Get answers to all questions only on page 2 for that individual. You must get answers to at least question 10 for an acceptable ISR.

 **e** Enter the EDs, block number, and map spot number on the first line in the "COMPLETE BEFORE THE INTERVIEW" box at the bottom of page 1.

 **f** Give the ISR to the Household Income and Expenditures Survey when the questionnaire is turned in.

## 7G Respondent Is Unable to Give Complete Information about a Household Member

 If the respondent cannot give you Population information about a person who usually resides within the housing unit:

 1 Leave the ISR for that individual.

 2 Complete the front cover (Page 1) of the ISR.

 a Print that individual's name in Question 1.

 b Print an X in box (1) in Question 2a.

 c Enter the EDs, and block numbers from the first line in the "COMPLETE BEFORE THE INTERVIEW" box on the questionnaire cover (Items A, B, and C) on the COMPLETE BEFORE THE INTERVIEW on the bottom of the ICR.

 3 Prepare an ISR envelope (GU19-8a). See section 7H.

 4 Place the ISR inside the envelope but do **not** seal the envelope; give it to the respondent.

 5 Arrange to pick up the ISR within 2 days. Enter the date and time in the Remarks column of the listing page.

 6 Keep the questionnaire for the household until you pick up the ISR(s). (Allow no more than 2 days.)

 7 You should not open the ISR questionnaire when it is picked up. You should wait until you gets home.

 8 When you gets home, you should open the ISR questionnaire and copy the information from the ISR to the questionnaire for that household.

 9 Mark a large X across the front cover of the ISR. Give the ISR with the questionnaire for the household to the Household Income and Expenditures Survey .

 10 If you are unable to get Last RESORT information or an ISR for a person, you should inform the Household Income and Expenditures Survey .

## 7H Preparing Individual Survey Record (GU19-8) and Envelopes (GU19-8a).

 Illustration 7.1

 Filling an ISR

|  |
| --- |
|  GU19-8 **INDIVIDUAL SURVEY REPORT** **GOVERNMENT OF Guam**2019 Household Income and Expenditures Survey  |
|  1. Please print your name — |
|  2a. Are you — Mark (X) the box that applies 1. [ ] A person WHO USUALLY LIVES HERE or who stays here most of the week while working? — Please continue with the questions on the next page 2. [ ] A person with NO USUAL PLACE OF RESIDENCE? — Please continue with questions on the next page 3. [ ] A person AWAY FROM YOUR USUAL HOME FOR A SHORT TIME, such as on vacation or business trip ? — Print your home address in 2b, and continue with questions on the next page  |
|  2b. Print USUAL address here: |
|  FOR SURVEY USE |
| Add (circle one) Y N | Region/Village: | Address: | Map spot: |

 Illustration 7.2

 Preparing ISR Envelope, GU19-8a

|  |  |
| --- | --- |
|  GU19-8e  This Envelope Contains Your Official Survey QuestionnaireNAME OF RESPONDENT: | **2019 GUAM HOUSEHOLD INCOME AND EXPENDITURES SURVEY** |
| The Household Income and Expenditures Survey is now taking the 2019 Guam Household Income and Expenditures Survey. The enclosed form is your questionnaire for this survey. Please fill out this questionnaire promptly and seal it in the envelope. Your enumerator will return:  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| NOTICE: Only sworn 2019 Guam Household Income and Expenditures Survey workers will have access to your Individual Survey Questionnaire. No one else will see your responses. The collection of survey information is authorized by the laws of Guam. These Public Laws protect the confidentiality of your answers.  |
|  FOR ENUMERATOR'S USE ONLY |   Thank you for helping make the 2019 Guam Household Income and Expenditures Survey a success. |
| RV: | ADD: | M: |

## 7I Last Resort Information

 You may find references to Last RESORT information in materials for this 2019 Household Income and Expenditures Survey. The Government of Guam uses Last Resort information, a few items about individuals and housing units, as base for allocating other information. However, for this survey, we need all of the housing and population information, along with the expenditures information. So, if you come across a situation where you won't be able to get housing, population, and expenditures information, see section 7J, below, on filling a Refusal form. Then, return the refusal form, and other materials to the Household Income and Expenditures Survey to get a substitute housing unit.

## 7J Person Refuses to Be Interviewed

 INSTRUCTIONS

 If a person refuses to be interviewed and you are unable to get a complete address and questionnaire:

 1 Talk about the importance of the survey to the respondent's community. Stress the confidentiality of survey information. (See Sections 1D and 1E).

 2 If the person still does not cooperate:

 a Try to get as many answers as possible about the unit and its occupants from neighbors, or a rental agent, building manager, etc.

 b The minimum requirements for a completed questionnaire are listed in Section 7I. If the enumerator cannot get the population information, print REFUSED in the space provided for the notes on the questionnaire cover.

 3 Enter as much information as possible. Print "Refused" in column (8).

 4 You should complete a GU19-10, Refusal Record, only if you have less than last resort information for the housing unit and its occupants. See illustration 7-4.

 5 Give the questionnaire and Refusal Record to the Household Income and Expenditures Survey and obtain a substitute housing unit.

|  |
| --- |
| GU19-10 REFUSAL RECORD 2019 Household Income and Expenditures Survey |
| 1. REFUSAL IDENTIFICATION | 2. REFUSAL TYPE |
| a. Region/ Village: | Street Address: | Map spot: | 1 Total refusal2 Partial - less than last resort information  |
| b. Occupants name: |  |
|  | 3. FORM TYPE |
| c. Housing/Building #: | Unit/Floor: |  | 1 Regular questionnaire2 Individual survey report |
| d. Telephone number: |  |
| 4. PERSON'S REASON(S) FOR REFUSING |
|  |
|  |
| 5. ENUMERATOR IDENTIFICATION |
| a. Name | Code #: | CLD #: |
| e. Signature | Date |
| 6. CREW LEADER ACTION | 7. FIELD OPERATIONS SUPERVISOR ACTION |
| a.. 1 Refusal converted 2 Refusal verified - No further information obtained | a.. 1 Refusal converted 2 Refusal verified - No further information obtained |
| b. Signature | Date | b. Signature | Date |
| c. Date submitted to Field Operations Supervisor | c. Date submitted to state office |
| NOTES |
|  |

## 7K Multiple-Household Enumeration Procedure

 In most cases, a housing unit contains a household. However, there may be multiple households sharing one unit. The Household Income and Expenditures Survey requires that EACH household complete a questionnaire. Before completing the questionnaire, determine who owns or rents the housing unit, etc. Confirm that these households are separate (although living in one household unit, they have separate cooking arrangements.) A housing unit will contain separate households if the residents within the housing unit have separate cooking arrangements.

 For example: Students live with a household but prepare their food separately; a household that has joined the family until they locate a house for themselves and have separate cooking arrangements. If you are uncertain about whether you have one or more than one household, enumerate as if you have one household, but note on the questionnaire, the particular situation.

#  SECTION 8 DAILY DIARY

# Your part:

When you have finished administering the regular questionnaire and have checked it to make sure you did not leave anything out, you will give the respondent a copy of the diary pamphlet. The household will get a one-week diary. If you are told that the household will be filling out diaries for two weeks, then this will be the first week diary.

You need to explain to the respondent how to fill out the diary. The following information will help you and provides examples for you to refer to when discussing the diary with the respondent.

It is very important that ALL purchases by all household members are included in the diaries.

After two days, you need to go back to the house to make sure that the respondents are filling the diaries, and filling them completely. If they are not, you need to go over the procedures with them again.

On the fourth or fifth day you will return to the house to make sure that they are still filling the diaries and filling them completely. If the household is to do two weeks of diaries, then you will need to drop a second diary with them so they can start filling it out on the 8th day.

About two days after the beginning of the second diary (or after the one-week diary is filled if there is only one week), you will need to return to pick up the first week diary. If the household is doing a second week diary, you will need to do a quick check to make sure they are filling it out.

If the household does a second week diary, you will need to pick that up a day or two after they have finished and bring it in to the office. Do not hold any diaries or questionnaires at home where they might get lost or soiled. And, make sure they are put away to maintain confidentiality in the survey.

The diary can start on any day of the week as long as the household fills it in for 7 consecutive days.

**What the Respondent gets:**

You will be giving a diary to each household after you finish the initial enumeration. The diary starts out with the following information which you need to discuss with the respondents to make sure they understand what they are to do. Remember to check on them every 2 days or so.

**INSTRUCTIONS FOR COMPLETING FORMS**

**Introduction**

The aims of the Diary Expenditures part of Guam 2019 Household Income and Expenditures Survey are:

a) to adjust weights for the Consumer Price Index, based on the pattern of expenditures by household;

b) to provide data on the distribution of income and expenditures throughout Guam;

c) to provide data for national accounts, particularly regarding income from home production activities and the consumption of goods and services derived from home production activities; and,

d) to provide nutritional information and food consumption patterns for Guam

All information collected from your household is confidential. Only trained interviewers and Household Income and Expenditures Survey staff members will have access to the data gathered. These personnel are sworn to guarantee the confidentiality of all information collected during the survey.

**Completing the Daily Expenditures Diary**

**Definitions**

Before beginning the diary, you should read and understand the following concepts and definitions:

A *purchase* constitutes anything (food item, clothing article, gasoline, soap, etc.) that you or any member of your household buys for the use of the household as a whole or for the exclusive use of any member of the household. It also includes purchases you paid for anyone outside of the household.

*Buying on credit* means purchasing without cash—the cash payment ultimately is made on a later date. Record such purchases the day the transaction takes place, not the future date the cash payment is promised to be made.

*Time payments* are installment payments by you or anyone in the household for a purchase either made entirely on credit or with a partial cash payment at the time of purchase. On the day an installment payment is made, record the cash amount paid under the Cash column and the remaining amount yet to be paid under the CREDIT column; record the transaction (description of item bought) under the ITEM DESCRIPTION column. For example, imagine that your household purchases a mobile phone for $500 with a $100 down payment and four monthly installment payments of $100 each. Your record of the transaction will be as follows: under the ITEM DESCRIPTION column, write "Time payment - installment on mobile phone" under the NUMBER column, write "1;" under the UNIT column, write "$500;" under the Cash column, write "$100;" and under the CREDIT column, write "$400."

*Member of the household* means anyone who actually eats and sleeps (stays) at the house in question.

*Home-produced* items may be anything produced in the home. For example, in the case of food such items might include root crops, livestock, vegetables, fruits, self-caught fish, self-collected shellfish, etc.; in the case of material things, home-produced items may include hand-woven floor mats, baskets, storyboards, spear guns, etc. Make certain that you describe each item properly under the ITEM DESCRIPTION column. Then, record the weight or number of pieces of identical items under the NUMBER column. Make sure that the retail unit price is estimated and recorded under the UNIT column, and that the total estimated retail dollar value is calculated and recorded under the ESTIMATED LOCAL RETAIL VALUE column.

*Gifts Given* may include any item given, including money, food item, article of clothing, and so on. Items that qualify as gifts include those purchased in a store, home grown (root crops, vegetables, fruits), self-caught or collected (fish, shellfish, crustaceans), or homemade (baskets, mats, spear guns)—anything that your household or any member of your household gives to another household or someone not a member of your household for which no money or payment is expected. Note that although payment is not anticipated payment for the gifts given, you nevertheless should record the estimated dollar value of each item given away as a gift.

*Gifts Received* may include any item received by your household or any member of your household from another household or someone who is not a member of your household. Do not treat items exchanged among members of your own family as gifts received. For example, if a household member's birthday falls during the week of the Daily Expenditures Diary, the present given to this person should not be recorded as a gift received; however, the expenditure should be recorded on the Daily Expenditures Form under the ITEM BOUGHT column.

*Money for children* is money given to child members of your household as spending money (allowance). Do not record children's allowance under gifts given; rather, record it in the ITEM BOUGHT part of the Daily Expenditures Diary as "children's allowance" under the ITEM DESCRIPTION portion, with the amount of the allowance recorded under the Cash column. Leave the number, unit, and credit columns blank.

*Used items* are second-hand items in good condition purchased by the household.

**II.2. Forms**

Following are descriptions of the various forms that comprise the Daily Expenditures Diary:

*Diary Forms*: The Diary Forms comprise seven separate sheets—one for each day of the week (Monday through Sunday). Each consists of two parts. The upper part, titled ITEMS BOUGHT, is for recording daily purchases. Record a brief description of each item bought under the ITEM DESCRIPTION column. Under the QUANTITY column, the sub-columns NUMBER and UNIT are for recording the weight or number of pieces of identical items and the unit price for each. If an item was purchased with cash, the dollar amount of the purchase is to be recorded under the Cash column; in the case of several identical items, record the total amount spent by multiplying the weight or number of individual items by the unit price. If an item is purchased on credit, the dollar amount of the purchase is recorded under the CREDIT column. The space under the OFFICE USE column is reserved for use by the Survey Office.

The lower part of the forms, titled *Home Produced Consumption*, is for recording the daily consumption of home grown root crops, vegetables, fruits, livestock and related products; self-caught or gathered fish, shellfish and crustacean, and related foods; and homemade mats, baskets, and other goods produced at home. Similarly, account for price and value in dollars under the appropriate column each home-produced item consumed on a particular day.

*Overflow Form*: This form is for recording additional expenditures when there are too many purchases for a particular day to record on Daily Expenditures Forms. The day that these additional purchases is made must be recorded on the Overflow Form as part of that day's expenditures, using the same date recorded on a particular daily form.

*Gifts Given*: This form is for recording the description and estimated dollar value of gifts that any member of the household or the household as a whole gives to someone not a member of the household during the seven-day period that the Daily Expenditures Diary is kept.

*Gifts Received*: This form is for recording the description of and estimated dollar value of gifts that any member of your household or the household as a whole receives from someone not a member of your own household during the seven-day period that the Daily Expenditures Diary is kept.

*A Final Reminder*: This form serves as a final reminder to ensure that you have recorded all purchases and expenses incurred by each and every member of the household during the seven-day period that the Daily Expenditures Diary is kept. Examples of *easy to forget* items are listed on this form. In addition, note that space is provided to record special events such as weddings, funerals, and any custom-related functions or activities which made the expenses recorded in the Daily Expenditures Diary exceptional. It will be helpful if you record the exact date that such events occurred.

**Instructions for Completing Diary**

 **READ ALL OF THESE INSTRUCTIONS BEFORE STARTING THE DIARY**

In this book, record *everything* that each member of your household spends. Also, include details of any food you or other members of your household grew and ate.

This diary has one page for each day of the week, starting with Monday and ending with Sunday. Use only the proper page for that day. If you run out of space, use the extra form provided after the form for Sunday. Please list everything your household buys each day—recording the information as you make the purchase and *no later* than the end of the day of the purchase.

Please write down everything you or someone else in your household buys each day. If you purchase something, record it in the space provided on the day you bought it. If your wife, husband, child, or some other household member makes a purchase, record that product in the same way. Record the information in the above manner even if you do not use your own money. For instance, if you use *household money*—that is, money belonging to the whole household—record the information just as you would for your own money. Similarly, record the information consistently whether you are buying something with cash or credit, remembering to use the proper columns to record the information (the Cash columns for cash purchases and the CREDIT columns for credit purchases).

Always record every item, even a small item. For example, do not simply write "groceries;" instead record each item you buy, such as "butter" or "sugar." If the item has a brand name, record the brand and type of product—for example, "Pringles Potato Chips." Always try to provide as much information as you can. Each time you write down an item, also write down the quantity of that item purchased *and* show the total cost either in the Cash column or the CREDIT column.

For example, the illustration below shows the first two items purchased on Monday of the Diary week. The household bought 3 cans of sardines and 1 package of Pringles potato chips. Since the purchase was for cash, the total amount paid was entered in the Cash column. Note that since 3 cans of sardines were purchased, the total amount of the purchase was entered on one line. Although each can of sardines cost $1.50, that amount wasn't recorded, only the total amount was recorded. The last column is left blank for office use.

|  |  |  |
| --- | --- | --- |
|  MONDAY |  ITEMS BOUGHT | Mark (X) here if you did not buy anything on this day =>  |
| Item Description (Brand or Type) |  Quantity |  Cash |  Credit | Office Use |
|  |  Number |  Unit |  $XX.XX |  $XX.XX |  |
|  Cans of Sardines |  3 |  6 oz. |  $4.50 |  |  |
|  Pringles Potato chips |  1 |  6 oz. |  $1.50 |  |  |
|  . . |  |  |  |  |  |

Notice that a separate space is provided on each day's page for HOME PRODUCED CONSUMPTION. Home production consists of items grown at home and also consumed there. For example, if you grew any of your own food, please record how much of each item you used that day; also, record how much you think you would pay if you bought the item in a local store. If someone else in your household grew food consumed by the household, please write down how much of each item your household used that day; once again, record how much you think you would have paid if you bought the item locally. Home production also includes fish and similar foods; if you or members of your household caught fish and ate them yourselves, record the approximate quantity of fish and how much they would have cost to purchase from a local source.

For the following example of home produced products, the household here caught 3 fish, which they estimated would have cost them $5 in the market, and harvested about 5 pounds of taro, which they also estimated would have cost $5 in the market. Since they ate the produce, they recorded "1" in the column for what happened to the home produced products; if they had sold the fish, they would have recorded "2" in that column, or "3" if they gave the produce away. If another household gave THIS household fish, for example, this household should record the fish in the home produced section of the form, but recorded "4" in this column, since they received the fish from the other household; the other household should also record the fish caught on their form, and noted that they gave away the fish.

The estimated local retail value of the products is put in the next column. In the example, both the fish and the taro were reported as costing about $5 in the market. The last column is left blank for office use.

|  |  |  |
| --- | --- | --- |
|  MONDAY |  ITEMS BOUGHT | Mark (X) here if you did not buy anything on this day =>  |
|  . . |  |  |  |  |  |
|  HOME PRODUCED CONSUMPTION (vegetables, bananas, breadfruit, eggs, fish, chicken, meat, etc.) |
| Item Description |  Quantity | 1 Used2 Sold3 Given4 Received | Est.LocalRetail Value$XX.XX | Office Use |
|  |  Number |  Unit |  |  |  |
|  Fresh tuna fish |  3 |  fish |  1 |  $ 15 |  |
|  Taro |  5 |  pounds |  1 |  $ 5 |  |
|  . . |  |  |  |  |  |

After you write down everything you or the other members of your household bought for a day, read the list aloud to everyone and try to discover any items overlooked. Certain items are easily forgotten, including:

1) beers consumed at a bar;

2) meals eaten away from home;

3) ice cream, soft drinks or candy bought for kids at the store but not part of groceries purchased;

4) taxi and bus fare;

5) newspapers and magazines;

6) cups of coffee; and,

7) coins spent on washing machines and dryers at laundromats, and on games at video arcades.

If you discover that no one recorded items purchased on a given day, write them down while you are checking over that day's work.

If you own a business, please include all items you take from stock for your household's use. Provide the retail-selling price of each item under COST.

Do not forget to record money given to children to spend on themselves. Write down "children's money" and the amount in the AMOUNT PAID column. You need not write down what items the children buy with their pocket money, but you can if you wish. However, if you send your child to the store to buy something for you or your household, write down the item purchased and the amount paid.

|  |  |  |
| --- | --- | --- |
|  MONDAY |  ITEMS BOUGHT | Mark (X) here if you did not buy anything on this day =>  |
| Item Description (Brand or Type) |  Quantity |  Cash |  Credit | Office Use |
|  |  Number |  Unit |  $XX.XX |  $XX.XX |  |
|  . . |  |  |  |  |  |
|  Coins used to do laundry |   |   |  $4.00 |  |  |
|  Childrens' allowances |   |  |  $15.00 |  |  |
|  . . |  |  |  |  |  |

If on any day included in the Daily Expenditures Diary you pay an installment or part payment on goods you are buying by *time payments*, write down what the item is and how much you paid—for example, "time payment—installment on radio set." If you started buying anything by time payment on any of the seven days, record this information on the appropriate day, showing the full price as well as how much you paid on that day—for example "radio set by time payment costing $33" or "time payment—first payment on radio set $14."

If you purchase any *used items* during the seven days covered by the Daily Expenditures Diary, write "used" before the item when you record it and state the amount paid.

|  |  |  |
| --- | --- | --- |
|  MONDAY |  ITEMS BOUGHT | Mark (X) here if you did not buy anything on this day =>  |
| Item Description (Brand or Type) |  Quantity |  Cash |  Credit | Office Use |
|  |  Number |  Unit |  $XX.XX |  $XX.XX |  |
|  . . |  |  |  |  |  |
|  Time payment—first installment on radio |   |   |  $33 |  |  |
|  RCA Video Player |  |  |  $100 |  $200 |  |
|  Used clothing bought at rehab center |   |  |  $20 |  |  |
|  . . |  |  |  |  |  |

Please record separately the amount spent on *alcoholic drinks, tobacco, and poker machines* during the period covered by the diary.

|  |  |  |
| --- | --- | --- |
|  MONDAY |  ITEMS BOUGHT | Mark (X) here if you did not buy anything on this day =>  |
| Item Description (Brand or Type) |  Quantity |  Cash |  Credit | Office Use |
|  |  Number |  Unit |  $XX.XX |  $XX.XX |  |
|  . . |  |  |  |  |  |
|  Pack of Bensons Regular cigarettes |  1  |  pack  |  $2.00 |  |  |
|  3 Coors Light beers at bar |  3  |  bottles |  $6.00 |  |  |
|  . . |  |  |  |  |  |

If you purchase more separate items in a day than you have room to record the purchases, use the OVERFLOW form provided after the daily forms. For example, if you use all the lines for the Items Purchased part of the Monday form, go to the overflow form to include additional items:

|  |
| --- |
|   OVERFLOW FOR ITEMS BOUGHT  |
| Dayof Week | Item Description (Brand or Type) |  Quantity |  Cash |  Credit | Office Use |
|  |  |  Number |  Unit |  $XX.XX |  $XX.XX |  |
|  1 |  Chewing gum |  2 |  packs |  $0.50 |  |  |
|  1 |  Gas for car  |  5 |  gallons |  $5.50 |  |  |
|  |  . . |  |  |  |  |  |
| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. |

Similarly, if you do not have enough space for one day for HOME PRODUCED ITEMS, use the space below:

|  |
| --- |
|   OVERFLOW FOR HOME PRODUCED ITEMS  |
| Dayof Week | Item Description (Brand or Type) |  Quantity | 1 Used2 Sold3 Given4 Received | Est.LocalRetail Value$XX.XX | Office Use |
|  |  |  Number |  Unit |  |  |  |
|  1 |  Cucumbers |  10 |  each |  3 |  $3 |  |
|  |  . . |  |  |  |  |  |
| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. |

If you *sell or exchange* anything on a day included in the Daily Expenditures Diary, please record all appropriate details in the tables on the Gifts Given or Gifts Received forms.

If you or members of your household *gave gifts of cash or goods* to people outside your household during the period included in the Daily Expenditures Diary, record the gifts accordingly. If cash, write the amount given; if goods, describe the type and approximate quantity given, as well as the estimated value of the gifts.

|  |
| --- |
|  GIFTS GIVEN On any day that any member of your household GIVES Cash or Purchased goods to other households in Guam, record the information below, and the amount of the gift OR approximate value of the purchased item. |
| Dayof Week | Item Description (Brand or Type) |  Quantity |  Estimated Local Retail Value  $XX.XX | Office Use |
|  |  |  Number |  Unit |  |  |
|  2 | Cash to cousin leaving for Western Samoa |  X |  X |  $100 |  |
|  7 | Cash to sister for nephew's birthday |  X |  X |  $ 10 |  |
|  | Cash |  X |  X |  |  |
|  |  |  |  |  |  |
|  | Purchased GOODS: |  |  |  |  |
|  2 |  3 cans corn beef for nephew's birthday party |  3 | pound can |  $10.50 |  |
|  |  . . |  |  |  |  |
| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. |

If you or members of your household *received gifts of cash or goods* from people outside your household during the period included in the Daily Expenditures Diary, record the gifts accordingly. If cash, write the amount received if it is cash; if goods, describe the type and approximate quantity received, as well as the estimated value of the gifts.

|  |
| --- |
|  GIFTS RECEIVEDOn any day that any member of your household RECEIVES Cash or Purchased goods from other households in Guam ,record the information below, and the amount of the gift OR approximate value of the purchased item. |
| Dayof Week | Item Description (Brand or Type) |  Quantity |  Estimated Local Retail Value  $XX.XX | Office Use |
|  |  |  Number |  Unit |  |  |
|  7 | Cash from brother for son's birthday party |  X |  X |  $10 |  |
|  | Cash |  X |  X |  |  |
|  |  |  |  |  |  |
|  | Purchased GOODS: |  |  |  |  |
|  7 |  3 cans corn beef from brother for son's birthday party |  3 | pound can |  $10 |  |
|  |  . . |  |  |  |  |
| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. |

NOTE once again the items listed on the last page of the Daily Expenditures Diary to make sure that you are not leaving anything out.

Also, on the last page, you will find a box for any special events, such as weddings, funerals, etc., which made the expenses you recorded in your diaries exceptional. Normally, this will not happen in any particular week, but sometimes it does, and if we don't note this special event, there will be an impression that this event occurs every week. So, it is very important that if you have an event like this, that you record the information in the box provided. For example:

|  |
| --- |
|  Date: Saturday |
|  Event: Sister's wedding took place on Saturday, so many items were |
|  purchased and produced this week. |
|  |
|  |

If you have any questions about filling these diaries, call the Survey Office at WALLY

 **REMEMBER, EVERYTHING YOU PROVIDE IN THIS DIARY IS CONFIDENTIAL!!**

USE OF CELL PHONE DIARY LISTINGS

Respondents who have cell phones can take a picture of their receipts and send them in for move to daily diary items for that household.

BUT there are certain requirements:

1. As in the picture below, the purchases must be itemized with their amounts listed beside them.
2. The print must be dark enough that the items can be read by the coders. If the print is too faint, the respondent can attach it to the page of the diary for that day so that it can be coded in the office.
3. OR the respondent can transfer the purchases, item by item, on to the pages of the diary.

ONLY purchases during the survey week should be included.


#  Appendix A Table of Residence Rules

This table identifies the "usual residence" of a person - the place where a person should be counted in the survey. "Usual residence" is defined as the place where the person lives and sleeps most of the time. The left-hand column describes the type of person (college student, member of the Armed Forces, etc.) The right-hand column identifies the "usual residence".

|  |  |
| --- | --- |
|  **TYPE OF PERSON** |  **USUAL RESIDENCE OF -** |
|  1 Lives in this household but is temporarily absent on a business trip, vacation, in connection with job (bus driver, traveling salesperson, boat operator, etc.)   2 Lives in this household on weekends only. Works most of the week in another place an  maintains place to live there.   3 Lives in this household, but is in a general or VA hospital. Includes new babies who have  not yet been brought home from the hospital.   4 Member of the Armed Forces or Coast Guard:   a Living on military installation or Coast Guard station in the U.S. and its territories.   b Stationed on a nearby military installation or ship, but living off base in this household.   c Assigned to a military vessel that is "deployed" to the 6th or 7th Fleet. d Assigned to a military base outside the United States and its territories.    | This householdThe other householdThis household (unless in a psychiatric or chronic disease ward; if so, the person will be listed in the hospital).The military installationThis household (the person will also receive a survey form through their military unit and should be listed on both forms)DO NOT LISTDO NOT LIST |

|  |  |
| --- | --- |
|  **TYPE OF PERSON** |  **USUAL RESIDENCE OF -** |
|  5 College Student:  a Not living in this household during  school year - here only on vacation. b Living in this household during the school year. 6 Student away attending school below college level (such a boarding school or a Bureau of Indian Affairs boarding school). 7 Persons under formally authorized, supervised care or custody, in special places such as: a Correctional institution, such as Federal and state prisons, local jails or workhouses, Federal detention centers, and halfway houses b Nursing, convalescent, and rest homes for the aged and dependent c Juvenile institutions, such as schools for delinquents d Homes, schools, hospitals, or wards for physically handicapped, mentally retarded, or mentally ill patients  8 Persons in camps for temporary workers such as agricultural migrant workers, logging, pipeline, or construction. 9 Officer or crew member of a merchant vessel engaged in coast wide, intercostal, or foreign transportation (including Great Lakes). 10 Officer or crew member of a merchant vessel engaged in inland waterway transportation.11 Members of religious order living in a monastery or convent. | Place where they live while attending collegeThis householdThis householdThis special placeThe campThe merchant vesselThis householdThe monastery or convent |

|  |  |
| --- | --- |
|  **TYPE OF PERSON (cont'd)** |  **USUAL RESIDENCE OF -** |
| 12 Staff member living in hospital, nursing home, etc.13 Person who has more than one home and divides time between them. 14 Domestic worker who "lives in."15 Person is staying temporarily in this household | The hospital or nursing homeHousehold where he or she spends largest part of the calendar yearDetermine if the worker occupies a housing unit separate from the main household. If YES, list on a separate line and prepare a separate survey questionnaire. If NO, list on the household survey questionnaire.If the visitor has no other home, list on this household's questionnaire. If the visitor has another home, ask if there is someone at home to report the person to a survey-taker. If NO, complete an Individual Survey Report. If YES, do not list the person(s). |

|  |  |
| --- | --- |
|  **TYPE OF PERSON - (cont'd)** |  **USUAL RESIDENCE OF -** |
|  U.S. citizens or nationals who are overseas: a On vacation or temporarily away on a business trip. b Employed by U.S. Government with place of duty overseas, including family members living with him or her. c Any other U.S. citizen or national of this area working, studying, or living overseas. 17 Citizen of a foreign country: a Who has established a household while studying or working, including family members living with him or her. b Temporarily traveling or visiting in this area c Living on the premises of an Embassy, Ministry, Legation, Chancellery, or Consulate. | This householdDO NOT LISTDO NOT LISTThis householdDO NOT LISTDO NOT LIST |

#  Appendix B Housing Unit Definition

This appendix contains instructions for determining whether a living quarters meets the housing unit definition.

**Rules for Identifying a Housing Unit**

A room or a group of rooms must meet both of the following requirements to qualify as a housing unit

**Separateness**

The occupants or intended occupants must live and eat separately from everyone else in the building (apartment/condo).

**Direct access**

The occupants or intended occupants must enter their living quarters directly from the outside of the building or through a common hall.

If family members eat most of their meals at their houses, each house is a separate housing unit. However, if the family members eat most of their meals together in any of these houses, then all the houses combined are considered one housing unit. Several related families who eat together only on Sundays and special occasions but who usually eat and live separately, are enumerated separately - NOT as one household living in one housing unit. Also, guest houses are considered to be rooms in the housing unit, regardless whether the guest house is occupied at the time of the enumeration.

**Rules That Disqualify a Room or Group of Rooms as a Housing Unit**

**Lack of separateness**

People who regularly live or eat with other persons in the building (apartment/condominium) do **not** occupy a separate housing unit.

**Access through someone else's living quarters**

Occupants who live and eat separately from everyone else in the building (apartment/condominium), but have access only through someone else's living quarters, do **not** occupy a separate housing unit.

**Guidelines for Applying the Housing Unit Definition**

An enumerator should ask "Do you live and eat separately from everyone else in this building (apartment/condominium)?" under these conditions.

This question is asked about every person or group of persons except the occupant who owns or rents the living quarters and his/her spouse and unmarried children. For example, the question is asked for married children, parents of the occupant who own or rent the quarters, his or her uncle or cousin, and persons unrelated to him or her, such as lodger or boarders.

* If the persons live and eat separately from everyone else in the building (apartment/condominium), you

 should ask the direct access question to determine if they occupy a separate housing unit.

* If the persons eat or live with other individuals in the building (apartment/condominium), they are not in a separate housing unit. Therefore, you should make no further inquiries about direct access.

**Explanation of Living and Eating Separately**

If the respondents asks, explain that "living and eating separately" means the person or group of persons you are asking about must both live and eat separately from everyone else in the building (apartment/condominium).

* The decision is based on the living arrangements of the occupants and not on whether or not they are related to each other.
* The way houses and apartments are **used** is considered rather than the way they are built.

**Other Living Quarters**

Other living quarters, such as dormitories, rectories (priests' houses), and convents (nuns' houses), are enumerated as housing units **only if** their addresses are listed in the listing record.

#  Appendix C Answering Questions Requiring Monthly or Yearly Amounts

Examples: Rent, mortgage, utilities, etc.

Report amount agreed to or contracted for, even if the amount is paid by someone else.

To calculate a **monthly** rate:

|  |  |
| --- | --- |
| **If amount is paid** | **Multiply by** |
|  By the day |  30 |
|  By the week |  4 |
|  Every other week |  2 |

|  |  |
| --- | --- |
| **If amount is paid** | **Divide by** |
|  4 times a year |  3 |
|  2 times a year |  6 |
|  Once a year |  12 |

To calculate a **yearly** rate:

|  |  |
| --- | --- |
| **If amount is paid** | **Multiply by** |
| By the day |  365 |
|  By the week  |  52 |
|  By two weeks |  26 |
|  By the month |  12 |
|  4 times a year |  4 |
|  2 times a year |  2 |

#  Appendix D Laws That Affect the Survey

**Laws That Protect Privacy**

Require that any Guam agency collecting information advise people of their rights. Specifically, a person must know under what authority the information is being collected, how the information will be used, whether an answer to a question is mandatory, and the result of not answering a question. Enumerators will give a Privacy Act Notice to anyone they speak to during this survey who provides information for the survey. Privacy Act Notice is given to the respondents before they are interviewed.

The same laws require that all responses remain strictly confidential and will only be released in compiled form.

#  Appendix E Definition of Survey Terms

**ADDRESS REGISTER**

A book used to record the location descriptions of all known living quarters in an Enumeration District (EDs). The book contains the Address Register Cover (GU19-2), the Listing Pages (GU19-3), and the Callback Record (GU19-4).

**APARTMENT UNIT DESIGNATION/DESCRIPTION**

An identification of the location of each living quarters in a multi-unit building. If there is no designation displayed at the building (for example, Apt A, B-2, 101), then a description is used (for example, first floor left, second floor rear).

**CALLBACK**

A return visit to an address to get survey information.

**CANVASING**

Systematically traveling all streets, roads, paths, etc., of each block in an assignment area to identify the places selected for enumeration.

**ENUMERATION MONTH**

The reference date for collection of Survey data, April 1, 2019.

**SURVEY MAP**

Any map produced by the Household Income and Expenditures Survey staff for field operations or other purposes. The HIES maps were produced by the Guam Power Authority.

**CONFIDENTIALITY**

A guarantee that the information individuals provide to the sworn enumerators and the Household Income and Expenditures Survey staff will not be revealed to others.

**CONTINUATION QUESTIONNAIRE**

A questionnaire used to supplement the original questionnaire for a household that has more than six persons.

**DIRECT ACCESS**

An entrance to a living quarters directly from the outside of the building or through a common hall (as in an apartment building or condominium).

**ENUMERATION**

Interviewing persons to get survey information and recording the information on survey forms.

**ENUMERATOR IDENTIFICATION NUMBER**

The enumerator's two-digit code that serves to identify the enumerator's work assignments and pay records in the Household Income and Expenditures Survey .

**GEOGRAPHY SECTION**

The section on the front cover that identifies the location of a living quarters. The Geography box identifies the Island, the Village, enumerator number, sample, and housing number for the household.

**GROUP QUARTERS**

A type of living quarters found at special places, such as hospital wards, wards at jails, college, university or high school dormitories, and large rooming and/or boarding houses. These are not enumerated in the Household Income and Expenditures Survey.

**HOUSEHOLD**

All persons who occupy a housing unit and prepare their food together (see all the definitions of a housing unit and eating separate).

**HOUSEHOLDER**

The member of a household who owns or rents the living quarters. If there is no such person, any household member who is at least 15 years of age.

**HOUSING UNIT**

A house, apartment, group of rooms, or single room that is occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. (See Separate Living Quarters.)

**IDENTIFICATION NUMBER (ID NUMBER)**

A unique number assigned to each living quarters and special place. The ID consists of the Region, Village, and Map Spot.

**INDIVIDUAL SURVEY RECORD (ISR)**

A survey questionnaire used to record information for visitors or temporary residents staying at an occupied housing unit, or for any household member for whom the respondent cannot give complete information. ISRs also are used to enumerate people in group quarters.

**INTERVIEWER ASSIGNMENT AREA**

A geographic area established by the Household Income and Expenditures Survey for data collection purposes, usually consisting of several neighboring survey blocks.

**LAST RESORT**

Minimum information required for a questionnaire or Individual Survey Report (ISR) to be considered acceptable after all other efforts have failed.

**LEGAL RESIDENCE**

A village where a person is registered to vote. Legal residence under eighteen (18) is determined by the parents.

**LIVING QUARTERS**

Any place where people live or could live. There are two major types of living quarters: Housing units, and special places. Also frequently, special places contain group quarters, another type of living quarters. (See Group Quarters, Housing Unit, Separate Living Quarters and Special Places.)

**LOCATION DESCRIPTION**

A description of the physical location of a “living quarters” that tells anyone unfamiliar with the assignment area how to find a “living quarters”. The location description is usually the street address.

**MAIN ENTRANCE**

The entrance for which the address of the building is given. If the building has no address, the main entrance is the entrance most frequently used by visitors and persons other than trades persons and servants.

**MAP CIRCLE**

The circle around the housing unit AFTER the enumerator has enumerated the household when paper maps are used.

**MULTI-UNIT BUILDING**

A building that contains more than one housing unit, as an apartment/building.

**PRIVACY ACT NOTICE**

A form that explains respondents' rights and responsibilities concerning the survey.

**QUESTIONNAIRE REFERENCE BOOK, (QRB)**

A manual containing detailed instructions for completing each question on the population, housing, and expenditures questionnaire and giving the purpose and use of each question. The Question Reference Book also contains answers to the most frequently asked questions about the survey, a table of residence rules, the provisions of the enabling legislation.

**QUESTIONNAIRES**

The forms in which respondents' answers to survey questions are recorded. The questionnaires contain population, housing, and expenditures questions.

**RESPONDENT**

The person supplying survey information about a living quarters and/or its occupants.

**SEPARATE LIVING QUARTERS**

Separate living quarters are those in which:

a Occupants live and eat separately from other persons in the building, **and**

b Occupants have direct access from the outside of the building or through a common hall (as in an apartment building or condominium).

**UNUSUAL LIVING QUARTERS**

Any unusual place in which people live.

**USUAL RESIDENCE (HOME)**

Places persons regard as their home; that place where they usually sleep. Most individuals will know what to consider as their usual home. However, if a person states that he/she uses two homes, the person's usual home is that home where he/she spends the majority of the year (that is, at least six months plus one day).

**USUAL HOME ELSEWHERE (UHE)**

The phrase which describes a person or family residing, during the Enumeration Month, somewhere other than at their usual place of residence. For example, a person on vacation and staying at a motel.

**VACANT HOUSING UNIT**

Any housing unit that is not occupied at the time of enumeration. A unit from which the occupants are only temporarily absent is not considered vacant.

# Appendix F Conducting an Interview at a Housing Unit

**Hello, I'm** (Your name, if unknown to respondent) **from the 2019 Household Income and Expenditures Survey .**

**Here's my Identification.** (Show ID)

**We're taking the 2019 Household Income and Expenditures Survey. Before I ask you some questions, here's some information about the purpose of my visit.** (Give respondent a Notice of Confidentiality and allow time for respondent to read it.)

**Now, I need to complete a Questionnaire for this household.**

* Conduct the interview using the Guam questionnaire
* Complete the questionnaire cover.
* Thank the respondent and end the interview.
* Circle the household on the Map.