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| **Guam2019-14**  **Guide for Training Enumerators**  **2019 Household Income and Expenditures Survey**  **Guam Bureau of Statistics and Plans**  **Government of the Guam**  **April 23, 2019** |

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# INSTRUCTIONS TO TRAINER

The key to an effective training session is preparation. If you are prepared in advance, your confidence will be apparent to the trainees. No amount of classroom techniques or showmanship can overcome the handicap of not knowing your subject matter.

A. STUDY THE TRAINING MATERIALS IN ADVANCE OF THE SESSION

Read and study all the training materials well in advance of the session, which includes this training guide and any manuals, workbooks, questionnaires or other materials used in the training session. Don't be concerned about your presentation during this initial reading; concentrate instead on understanding the operation. If you do not understand a particular part, look for additional information in the manual. If necessary, ask your supervisor for assistance. Be certain that you understand every phase of the operation before the training sessions begin.

B. SCAN AND REVIEW THE TRAINING GUIDE

Scan and review the entire training guide several days before the session begins. At this point, begin to concentrate on your presentation and the types of questions the trainees are likely to ask.

C. PREPARE FOR THE SESSION

C1 *Seating Arrangement*

a Arrange the seats and tables so each trainee can easily hear you and see you and any training aids you may use. Provide enough table space so each trainee has room to spread out various training aids if necessary. Also, see that ash trays are provided, if smoking is permitted.

b Organize the room so that you are facing the door. This assures less disruption and distraction if someone comes in or goes out.

C2 *Name Cards*

Prepare name cards for the trainees in advance of the session. Then prepare a seating chart, keeping in mind that those trainees with a sight or hearing problem should be seated toward the front of the room.

C3 *Have Materials Ready*

There is a list of materials needed by both you and your trainees at the back of this chapter. Several days before the training session, make sure you have all the needed materials. Note those places in the training guide which ask you to demonstrate or hand materials to the trainees, then have the materials organized and on hand so you don't interrupt the session by having to search for them.

C4 *Scan and Review Each Day's Training the Night Before*

Scan and review each day's training the night before. By now you should be thoroughly familiar with the materials, and this review will serve as a refresher.

C5 *Final Steps*

a Place the training materials at each trainee's place (see materials needed in section G)

b Verify that the lighting and ventilation are adequate.

c Determine the locations of water fountains, rest rooms, lunch facilities, and smoking areas. Give the trainees this information at the beginning of the session.

D. HOW TO USE A VERBATIM TRAINING GUIDE

D1 *Why We Use Verbatim Training Guides*

The training guides used by the Bureau of the Census, and that we will use here, are called *verbatim* because they are to be read word-for-word to the trainees.

a Verbatim guides ensure uniform training. At the same time you are training your group of trainees, all other crew leaders will be using the same training guide in other sessions.

b Verbatim guides control the cost and time of training. The entire training package suggested schedule is on the inside front cover of this training guide. A specific amount of money is budgeted for the training of each survey operation. Through the use of uniform training, the costs will remain within the budget, and the trainees will receive standardized training to prepare them for their jobs.

c Most supervisors do not have the time or resources to design and prepare a training program. The guide frees the supervisor from the burden of preparing his or her own training program.

D2 *Rules for Using a Verbatim Training Guide*

a Read this guide word for word when training. The text you are to read aloud is typed in lower-case letters and looks like this:

Good morning. I am \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Today I am going to tell you about your job.

b This verbatim guide is being used in modified form in several different places. You may need to adapt your instructions slightly if some other place is used as example. When this happens, put in information about your own Area instead.

c Follow instructions in the guide carefully. A number of symbols are used throughout the guide to tell you what to do, for example:

1) A "Q" always precedes a question you are to ask, and an "A" always precedes the expected answer.

For example:

Q. Can you tell us some of the uses of survey or survey figures, Mr(s). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. They are used to determine eligibility for grants, funding for public works, education, job training, redistricting of a legislature, etc.

You may not always receive the answer exactly as worded in the training guide, but the answer should include the information shown.

2) A line following a question means you should call on a trainee by name to answer the question or to carry out the action that you ask for.

For example:

Q. What introduction do I use, Mr(s). \_\_\_\_\_\_\_\_\_\_\_?

3) Words in parentheses and in upper-case letters are instructions to you. *Do not* read these instructions aloud, just take the action.

For example:

(GIVE EACH TRAINEE A COPY OF THE MANUAL)

4) Pause briefly whenever you come to dashes located within a sentence, the instruction to (PAUSE) is usually located between two sentences or paragraphs.

For example:

Write down these numbers as I read them to you.

(PAUSE)

The numbers are: 001 — 005 — and 006.

5) Boxed items are illustrations of materials trainees are asked to read to themselves. Reading the materials in the guide will prepare you for questions and help you allow proper time for the trainees' reading.

For example:

|  |
| --- |
| Plans for the 2019 Household Income and Expenditures Survey  The 2019 Household Income and Expenditures Survey will be a count of the population and housing units on Guam. All persons in each selected housing unit will be enumerated.  Enumerators will travel every road and path to identify all places where people live or could live, and complete a survey questionnaire for every housing unit. |

E. CLASSROOM TRAINING TECHNIQUES

E1 *Signs to Watch For*

Although the training guide tells you what to say and do throughout the session, merely reading a guide does not ensure an effective training session. Only you, the trainer, can make the session effective. You must watch for signs that reflect how well the trainees are learning and how well you are holding their attention. Signs to watch for include trainees' participation in class, their answers to your questions, and their own questions to you.

E2 *Techniques to Use*

If you follow the training techniques listed below, you should be able to sustain the attention of the class and will guide the trainees to an effective learning experience.

a Study this guide (See page 1)

b Know the other training materials (See list at end of this chapter)

c Stand when you conduct training. In doing so, you will gain in two ways. First, you will have better control of the class because you can see each trainee and the signals of frustration, hearing difficulty, doubt, etc., that his or her face reflects. Second, your voice will carry better without undue effort on your part.

d Maintain eye contact with your trainees. Look up from your reading whenever you see *(pause)* and at the end of a paragraph. If someone looks confused or troubled, stop to ask the person if he or she is having any problem understanding the material. As you gain experience, you will master keeping eye contact while reading. You might find it helpful to use a pen or pencil or your finger on the guide as you read to allow you to look up without losing your place.

e Guard against distracting habits such as jingling coins, twirling a pen or pencil, or tossing chalk. You do not need to remain completely still, but remember that you want your trainees to pay attention to what you are saying.

f Speak clearly and convincingly.

1) Make sure everyone in the room can hear you without difficulty.

2) Read at a normal rate of speed. Reading too fast or too slow will cause the class to lose attention.

g Admit it if you don't know an answer.

1) Do not fumble around for an answer or, still worse, give the wrong one. Never bluff!!

2) Look up the answer with the help of the class.

3) If the subject is not covered in your materials, tell the class you will give them the answer after you speak to your supervisor. Then be sure that you do.

h Read the guide exactly as it is written. Do not omit anything unless you are instructed otherwise.

i Limit discussions. Class participation is a key to effective training, but it must be used wisely. Do not let trainees' eagerness throw the session far off schedule. The following techniques will help you control the class without destroying the trainees' willingness to participate.

1) If a trainee asks a question about a point covered later in the guide, tell him or her to hold the question because you will cover it later. Sometimes, you should ask the trainee to make a note and hold a question even if you do not know if it is covered later in the guide. Most questions anticipate material which will be covered later in the training.

2) If a discussion gets out of hand, interrupt the discussion. Tell the trainees why you must end the discussion, then continue with the guide. If a trainee persists in pursuing a point, ask him or her to see you during a break, at lunch, or after class. Remember, you are working on a schedule, and you must make every effort to complete the training within that time.

j Do not call on the eager trainees all the time. Try to bring your more reserved trainees into discussions.

k Encourage trainees to learn. Be tactful when handling incorrect answers. Do not embarrass the trainee, but try to lead him or her to the correct answer. Acknowledge correct answers by saying, "Good," "that's right," etc.

l Use practice exercises and interviews effectively. This guide contains many practice exercises and interviews. These are the most important parts of the training because they give the trainees opportunities to practice tasks they will do on the job. You must monitor these sections closely to be sure trainees perform correctly. Bad habits learned in training will carry into actual work. Correct errors in class before the trainees begin work. Do the following for each practice exercise or interview:

Read the directions to the class slowly and clearly. Be sure each trainee understands what is expected. Repeat the directions if necessary. See that trainees have the necessary materials.

m Follow time directions for the exercises. Certain class exercises have been designed to occupy specific periods of time. You will see directions in the guide to time these exercises. Write the starting time on the guide page as a reminder. Then stop the exercise promptly even if some trainees are not through. It is important that every trainee makes a conscientious effort to work the exercises, not that each one fills every answer blank in the workbook. Extend the time only if you are running ahead of the suggested schedule.

F *TRAINING MATERIALS*

F1 *Materials for the Instructor*

GU19-1 Population and Housing Questionnaire

GU19-8 Individual Survey Report

Privacy Notice

GU19-8A Envelope for Individual Survey Report

GFT Guide for Training Enumerators (This guide)

D-649 Enumerator Workbook

Training Survey booklet

Name Card (6)

GU19-12 Questionnaire Reference Book

Pencils and Pens

Record of Training

Oath of Office

Daily Pay and Work Schedule

Eraser

Holder Badge, clip-on ID

Marker

Pad

GU19-7 Survey Map Pouch

Materials for Each Enumerator Assignment

F2 *Materials for Trainees*

GU19-8 Individual Survey Report

Privacy Notice

GU19-8A Envelope for Individual Survey Report

D-649 Enumerator Workbook

Training Survey booklet

Enumerator ID Card

GU19-12 Questionnaire Reference Book

Pencils

Sharpener

Holder Badge, clip-on ID

# CHAPTER A. ORIENTATION AND INSTRUCTION

NOTE TO THE TRAINER: INSTRUCT YOUR TRAINEES TO REPORT TO THE TRAINING SITE BETWEEN 8:00 A.M. AND 8:30 A.M. FOR ORIENTATION AND TO COMPLETE THEIR APPROPRIATE FORMS (AS INSTRUCTED BY YOUR SUPERVISOR). ALL TRAINEES SHOULD COMPLETE THE PAPERS BEFORE TRAINING BEGINS.

THE TEXT THAT YOU WILL READ TO YOUR TRAINEES BEGINS ON PAGE A-2. READ THIS MATERIAL ALOUD, WORD FOR WORD (AND FOLLOW THE INSTRUC­TIONS IN PARENTHESES) TO ADMINISTER THE OATH OF OFFICE AND TO TRAIN YOUR GROUP.

IF ANY TRAINEES COME LATE, HAVE THEM COMPLETE THEIR APPROPRIATE FORMS DURING A BREAK OR DURING LUNCH; SWEAR THEM IN AT THAT TIME USING THE VERBATIM TEXT.

A. AS THE TRAINEES ARRIVE

A.1 *Introduce Yourself*

Good morning, welcome to the training session for enumerators for the 2019 Guam Household Income and Expenditures Survey. My name is and I am here to train you to be enumerators. I will be your trainer for this operation, but the Survey Office will supervise your work.

Before we begin, let's take a few minutes to get acquainted. (HAVE TRAINEES INTRODUCE THEMSELVES. AS THEY DO THIS, MARK AN "X" IN COLUMN 7(g) ON FORM D-275-OA, RECORD OF TRAINING. LATER, CONTACT ANYONE WHO DID NOT SHOW UP.)

Let's talk for just a moment about your job. You were hired as enumerators. This means you will be given the responsibility for completing the survey in the area assigned to you. You will go out and canvass, list addresses, map circling, conduct interviews, and com­plete questionnaires. You also will update the map when necessary.

There are two short breaks scheduled each day during the classroom training – one in the morning and one in the afternoon. We also will take approximately one hour for lunch. (TELL THE TRAINEES WHERE REST ROOMS, WATER FOUNTAINS, AND EATING FACILITIES ARE LOCATED. TELL TRAINEES THAT SMOKING IS NOT PERMITTED IN THE CLASSROOM AND TELL THEM WHERE THEY CAN SMOKE.)

(WHEN ALL THE TRAINEES HAVE COMPLETED THEIR APPROPRIATE FORMS, HAVE THEM GIVE YOU ALL THE FORMS. THEN USE THE VERBATIM TEXT BELOW TO ADMINISTER THE OATH OF OFFICE TO THE ENTIRE GROUP.)

Now that you have completed most of your paperwork, we have an important step to take before you officially become employees of the Survey Office. You have to take the oath of office. You must give your solemn promise not to reveal the personal infor­mation you will be handling as survey enumerators.

Each of you have a copy of the oath of office. It looks like this.

(HOLD UP COPY OF OATH)

Please read it and look up when you are finished.

(ALLOW TIME)

I will now administer the official oath of office.

Please stand and raise your right hand and repeat each phrase after me. State your own name immediately after the word "I." (TELL TRAINEES NAME OF EMPLOYER TO INSERT AFTER "AN EMPLOYEE OF.")

(READ OATH CAREFULLY AND SLOWLY, PAUSING WHERE IN­DICATED TO ALLOW TIME FOR TRAINEES TO REPEAT THE PHRASE.)

"I, (state your name), / an employee of the Guam government / assigned to assist in conducting / a survey for Guam, / do solemnly swear (or affirm) / that I will not disclose any information / contained in the forms, questionnaires, or statements / obtained for or prepared by the 2019 Household Income and Expenditures Survey,/to any person or persons.”

Please be seated.

With the oath, you officially became employees of the Survey Office. Now please bring your copy of the oath and sign your name in front of me. I will keep the copy of the oath in your personal folder.

(ALLOW TIME)

An important responsibility of your job is that of protecting the confidentiality of survey information. During your work as an enumerator, you are going to be collecting confidential survey information. You must NOT show any materials you collect to anyone who is not a SWORN SURVEY EMPLOYEE. This includes your husband, wife, or any other members of your family, or friends.

One of the reasons the Bureau of Statistics and Plans is successful in collecting information is that people know that survey workers are sworn to secrecy. This is not only a law, it is a tradition that the Bureau of Statistics and Plans is proud to uphold.

The Government of Guam provides that information given to the Survey can be published only in summary form – never in a way that would identify a specific individual. The same law prohibits the Bureau of Statistics and Plans from passing on information about individuals to any other government agency – U.S. Federal, territorial, or local. Survey information cannot be used for regulation, taxation, or investigation.

Under that law, you can be penalized if you reveal any information about individuals, their households, or their places of residence to any unauthorized person. Do not permit unauthorized persons to accompany you while you work, or to see survey forms or records. Do not discuss who you visit or what you are told in your work. This restriction applies to members of your family and friends. The only "authorized" persons are sworn Survey Office employees.

(PAUSE)

Not only do you have to refrain from discussing information about individuals and prevent people from looking over your shoulder while you work, you have to safeguard your records and materials. Do not leave materials in your car overnight, or lying about the house where family or visitors might pick them up. Take the simple precaution of carrying your materials into your home and putting them away in a drawer or cabinet.

If something should happen, and you lose part of your materials such as a filled-out questionnaire, report that to me right away.

Are there any questions?

(ANSWER QUESTIONS)

Again, my name is . It will be my job to train you, to supervise your work, and to help with any problems you may encounter on the job. The telephone number where I can be reached is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I am reading from a verbatim training guide. This means that everything that I am saying to you is being read word for word. The enumerators on all three islands – Saipan, Tinian, and Rota – will have exactly the same training.

(PAUSE)

We will be involved in collecting survey information about housing, people, their characteristics and their expenditures.

Here is how it works – in general terms. You will travel roads and paths in order to obtain survey information about selected houses and the persons and the housing conditions. Your job is to make sure that an accurate and complete count of the people and housing units in your assignment area is conducted.

(PAUSE)

During your two days of training, take an active part in what happens here.

*You* are responsible for learning your job, and the more you learn here, the easier your job will be in the field. When you are called to take part in class, do not be afraid to make a mistake. If you happen to make a mistake here, we can correct it together before you begin the actual enumeration.

Let me encourage you to ask questions. If something in the training is not clear, raise your hand and ask. If I do not know the answer, we will look for it in the Enumerator Instructions. If we cannot find the answer together, then I will contact someone to get the answer for you.

Because of the time schedule, there will be times when I'll have to cut off discussion on a question or problem. Many times, answers will be covered later in the training.

Now open your training kit and take out your ID card and plastic ID card holder.

(ASSIST IF NECESSARY)

All Survey Office employees must wear an official identifica­tion card when they are working.

As you can see, the Bureau of Statistics and Plans and UOG designed it to be worn as a badge. The expiration date is on the front. Read the card to yourself and sign it. Then put it in the plastic holder and pin (or clip) it on.

(ALLOW TIME)

Remember, you must wear this identification badge at all times when you are working. If you lose it, report the loss to the Survey Office immediately. Are there any questions about the ID badge?

(ANSWER QUESTIONS)

Let's talk now about the main operations of the survey and your part in them. The 2019 Survey is a count – or inventory — of Guam’s the population, housing, and expenditures.

As Guam has grown and developed, the need for basic, statistical information has increased greatly. The government of Guam is no longer the only user of survey statistics.

Accurate survey information can be very important for our Territory and the local community. Our political influence in the Guam Legislature and local government could be affected if our full population is not counted.

Our pocketbooks could be affected, also. The Guam government now spends a considerable amount of money throughout the territory. This distribution is based, in part, on our population. This money makes many local services possible.

In addition, government planners need accurate information in order to create and maintain necessary social and economic programs without wasting money. The goods and services we buy would cost even more if business and industry were handicapped by lack of factual statistics on where people — potential consumers — are located.

(PAUSE)

Counting every person and all of places they live is a tremendous task. Let's take a look at how this job is organized and carried out. Turn to page 2 in your workbook. Read this page now.

(ALLOW TIME)

|  |
| --- |
| Plans for the 2019 Household Income and Expenditures Survey  The 2019 Household Income and Expenditures Survey will be a count of selected housing units on Guam. Each person in the selected housing units will be enumerated. Enumerators will travel every road and path to identify the selected units and complete a survey questionnaire and provide a daily diary to the respondents to fill. The enumerator will check on filling of the diaries and pick them up at the end of a week |

We will assign each of you a specific area in which to work. We call these areas *Address Areas* or AA for short. However, for Guam, we will also be using the term *Enumeration District* or ED for short. The AA and the ED are the same thing. We use them interchangeably.

Open your workbook to page 3. (ALLOW TIME)

In general terms, page 3 lists your main duties as an enumerator. Take a minute to study this page.

|  |
| --- |
| The Enumerator's Job  1. **Canvass**  Systematically travel all streets, roads, paths, etc., in your Address Area (AA). Carry a survey map and a survey booklet with blank listing pages, looking for every place where people live or could live.  2. **List**  List in the survey booklet an address and/or location description for each occupied and vacant living quarters.  3. **Interview**  Complete a questionnaire for each housing unit, whether it is occupied or vacant. Check that all required sections on the questionnaire are complete.  4. **Map circling**  Identify on the map where people live or could live by marking and numbering the location of the living quarters. As you travel in your area, update and correct your survey map. |

# CHAPTER B. CONFIDENTIALITY AND DATA FALSIFICATION

When you took the oath of office, you said that you would uphold the confidentiality of survey information. As a survey taker, you will be working with information that you must *not* show to — or discuss with — anyone other than sworn survey employees. This restriction applies to your friends and to members of your family, including your husband or wife.

The Bureau of Statistics and Plans releases information only in the form of statistics that in no way identify specific individuals, their families, or their homes.

Under the law, the Government can severely penalize you if you reveal any information about individuals, or their households or places of residence, to any unauthorized person.

This law, which protects a respondent's right to confidentiality, also requires people to answer survey questions to the best of their knowledge.

Look in your training kit and take out a Privacy Notice. Read this statement to yourselves now.

(HOLD UP PAD OF NOTICES)

(ALLOW TIME)

(READ THE FOLLOWING PARAGRAPH SLOWLY)

You will give a Privacy Notice to anyone you speak to who will provide information to the Bureau of Statistics and Plans.

Q. What if Revenue and Taxation wanted to know a person's answer to a survey question? Could they find out from the Bureau of Statistics and Plans, Mr(s). and why?

A. No, because of the con­fidentiality of survey information.

Q. Could you let a member of your family or a friend look at any address list or maps, or accompany you while you're working, and why, ?

A. No, because he or she is not a sworn Survey Office employee.

Remember, the Bureau of Statistics and Plans keeps confidential all survey information about an individual, as well as information that someone could use to identify an individual, and his or her family and home.

(CONTINUE THE TRAINING BELOW)

Now we are going to discuss data falsification, or the making up of survey information.

(PAUSE)

The Bureau of Statistics and Plans takes great pride in being The Factfinder for Guam. This title speaks quite highly of the integrity, or soundness, of the statistical data. It also speaks highly of the people who collect and process the *basic information* — people like you.

Of course, the statistics that we help produce will only be as accurate as the basic information that goes into them.

(PAUSE)

The Bureau of Statistics and Plans constantly reviews and verifies the survey information. This review includes entries on the address listing pages and maps as well as on the questionnaires. In addition to clerical and field reviews of the entries, individual households may be re-counted to verify the accuracy of the information.

(PAUSE)

If your work is found to be incorrect or incomplete — either because you do not understand the procedures, or because you are being careless — then someone will discuss the problem with you, and you will be instructed to correct the faulty work. Your supervisors will then look at the same work a second time, to verify that you now understand the procedures and have corrected the problem.

*If the HIES Office finds your work to be incorrect due to data falsification or making up information,* on the other hand, *the Office will release you immediately from your job*. We cannot — and will not — employ persons who knowingly falsify information. In addition, Guam's laws provide for fines, and even imprisonment, for knowingly turning in false information. Making up information may seem easier than conducting interviews but remember this: doing so will cost you your job.

(PAUSE)

Before we continue, do you have any questions about what we mean by "data falsification," or about the consequences of turning in made-up information?

(ANSWER QUESTIONS)

Today we will be concentrating on the use of the questionnaire. At the close of today's training you will be able to conduct an interview and correctly complete a questionnaire.

Are there any questions about what you will be doing today?

# CHAPTER C. INTRODUCTION TO THE CENSUS QUESTIONNAIRE

Now let us learn about the survey questionnaire.

(PAUSE)

Please take out a blank questionnaire from your materials. It looks like this.

(HOLD UP QUESTIONNAIRE. ALLOW TIME TO LOCATE.)

Write "Training" in large letters across the top front of the questionnaire.

(ALLOW TIME)

You are going to fill out the questionnaire. I will collect them and rip them up at the end of this exercise to protect the con­fidentiality of your answers. Be sure to use the *black lead* pen or pencil in your training kit.

(PAUSE)

Fill out the form as if you were being interviewed. Fill the questionnaire for yourself only and your housing unit. Be sure to read the introduction on the cover of the questionnaire. Start on page 1. Are there any questions about what you are to do?

(ANSWER QUESTIONS. REPEAT DIRECTIONS IF NECESSARY. ALLOW 20 MINUTES TO COMPLETE THE FORM. ASSIST TRAINEES AS NECESSARY. WRITE DOWN TIME BEGUN, THEN STOP IN 20 MINUTES.)

This is the way you will fill out the questionnaire in the field. On the average it takes the typical family less than one hour to answer the items on a questionnaire.

The problems you had filling out the questionnaire are the same as you will encounter in the actual enumeration.

(Collect questionnaires. Rip them up.)

Now we are going to discuss the questionnaire in detail to become more familiar with it We will solve some of the problems you may have had. Find another blank questionnaire.

(ALLOW TIME)

Find the "FOR CENSUS USE" section on the front cover. Before the interview, you fill out items in A – the Geographic codes.

After each interview, you must complete the other items on the front cover except the Office Use section and sign and date on the Back Cover.

(POINT OUT THE FOR CENSUS USE SECTION)

Do you have any questions about the cover of the questionnaire?

(ANSWER QUESTIONS)

Look at page 1. Page 1 of the questionnaire contains two questions. Questions 1a and 1b.

(ALLOW TIME)

Question la is a household roster — it asks for the name of each person who lived at the address on February 1, 2019.

(ALLOW TIME)

There are also instructions for answering Question la on that page. There is a list of people who should be included in Question 1a, and there is a list of people who should *not* be included in Question la. Look at question 1b. This question checks for a household that has another home. We call this "usual home elsewhere" or UHE. If *everyone* listed in question la stays at the living quarters only temporarily, print the address of where they usually live in question lb.

(PAUSE)

Do you have any questions about page 1, so far?

(ANSWER QUESTIONS)

Turn to the next page (page 3) you will see questions with the letter "H" in front of the question number. The "H" stands for Housing and these are the Housing questions — that is, they ask something about the place where people live or could live.

(PAUSE)

Take a closer look at questions H1a and H1b. These questions ask about people whom the respondent may have left off the questionnaire, anyone who is away from home or anyone who is visiting, or a person that the respondent should not have included. These questions are designed to remind the respondent about any person who should or should not be listed on the questionnaire.

(PAUSE)

Turn to pages 16 and 17 and you will see *population* questions. These pages are called person pages.

(ALLOW TIME)

Q. Can anyone tell me what member of the household is to be enumerated on pages 16 and 17? (CALL ON VOLUNTEER)

A. The person whose name appears on line 1 in question 1a, on page 1.

If you look at the top left-hand corner of page 16, you will see that you are to print the name of the person from line 1 of question 1a in the blank space provided. All of the questions on pages 16 and 17 are asked about that person.

(PAUSE)

Now turn to pages 18 and 19.

(ALLOW TIME)

These questions on pages 18 and 19 are similar to the questions on pages 16 and 17. You ask these questions about the person whose name appears on line 2 of question 1a.

(PAUSE)

If you continue turning the pages of the questionnaire, you will see that you have 5 sets of these person pages, one for each person.

On page 26, the back cover, there are interviewer instructions to follow before leaving the housing units to make sure the necessary items are complete.

(PAUSE)

Look at the "Vacant Units — For Enumerator Use" box on page 1. This box is used only for vacant housing units. If you come to a house that is clearly vacant, write the code for the type of unit in the box. But you need to come back to the office to get a different unit to enumerate – one with people in it.

(PAUSE)

Does anyone have a question about the arrangement or general content of the questionnaire?

(ALLOW TIME FOR DISCUSSION, BUT NO LONGER THAN 10 MINUTES)

Turn back to page 16 and look at question 16a.

(ALLOW TIME)

Question 15b asks "Does this person speak English at home?"

Q. If you receive a "yes" answer to this question what directions are you to follow, Mr(s). ?

A. Skip to 17.

This is a "skip instruction." You will find skip instructions throughout the questionnaire. These instructions and explanations are supposed to be printed in italics. [However, these particular instructions didn't make it.]

(PAUSE)

Does everyone see the skip instructions in 15 and in other questions?

(IF ANY TRAINEE EXPRESSES DIFFICULTY LOCATING SKIP INSTRUCTIONS, HAVE ANOTHER TRAINEE SITTING CLOSE BY POINT OUT ONE OR TWO EXAMPLES ON THE QUESTIONNAIRE.)

Notice that some of the questions are followed by words in italics. These italicized words are enumerator instructions and should not be read to the respondents. For example, look at question 26 on page 17.

(ALLOW TIME)

Q. Ask this question as you would in an interview Mr(s). ?

A. For whom did ...work?

In this instance the words in italics can be crucial to properly asking the question because it gives instructions on what to do if the respondent is in the Armed Forces.

Another example is Question 20 on page 17. Look at it now.

(ALLOW TIME)

Let's look at another example. Turn to page 2 for the Housing Questions.

Q. Would someone like to ask Question H4 of the housing questions?

(CALL ON VOLUNTEER — SELECT TRAINEE IF NECESSARY)

A. What is the monthly rent?

Often, enumerator instructions will precede the question to be asked. Mr(s). , what are the enumerator instructions before question H4?

A. Ask only if this house is rented for cash rent.

(PAUSE)

Most questions are answered by simply clicking on the circle if you are using a tablet or writing the number of the response on paper that corresponds to the answers given by the respondent. However, a few answers must be printed for paper or coded on the tablet. And some questions require writing a number and a printed answer. If you have a paper copy, carefully *print* your entries.

The Questionnaire Reference Book tells you exactly how to ask each question. Locate your copy in your training materials now.

(HOLD UP THE QUESTIONNAIRE REFERENCE BOOK. ALLOW TIME.)

Your Questionnaire Reference Book — or QRB for short — is designed to help you quickly find the proper wording for any question.

(PAUSE)

Leaf through the first half of the book. Parts I and II show each population question, each housing question, and expenditures items how to ask them, and information concerning them. There are also 5 appendices for your reference.

Everyone: find the page for Question 5, Age.

(ALLOW TIME)

Q. How would you ask me Question 5, the part for age, Mr(s). ?

A. "How old are you?

There are also directions for problems that may occur for each question. If you are not sure when and how a population question is to be asked, this section (Part 1) of the QRB will tell you.

You need to ask the questions according to our instructions.

(PAUSE)

Specific instructions are given for questions that may require more information to enter a correct response. For example, find the page for Question 4, Race or Ethnic Origin.

(ALLOW TIME)

Here you find the guides for entering responses to Question 4. Read these guides now.

(ALLOW TIME)

Q. If a person responds "Chamorro" to Question 4, what entry will you make, Mr(s). ?

A. Key the code for Chamorro on print CHAMORRO for paper in the answer space provided for Question 4.

Q. What entry would you make for a response of Filipino-Chamorro, Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. Filipino-Chamorro.

Let's look now at the housing questions. Housing questions have the letter "H" in front of the number.

(ALLOW TIME)

Q. What do you do if you are asking Question H9 in an interview and the respondent asks if a laundry room should be included?

(ANYONE)

(ALLOW TIME FOR TRAINEES TO LOOK FOR QUESTION)

A. Look for question H9 and rooms in the QRB.

Q. Should laundry rooms be included? (ANYONE)

A. No.

Does everyone see this answer in your QRB? If you are unsure about a question, check your QRB.

(POINT OUT IF NECESSARY)

Another part of the QRB is the Appendixes.

(PAUSE)

The Appendixes have a section on who should or should not be listed in Question 1, a section with guidance on listing acceptable entries for Question 26, Business and Industry, and listing acceptable entries for Questions 27, Occupation.

As you can see, the QRB will be valuable to you on the job. Does anyone have a question about the QRB?

(ANSWER QUESTIONS)

Now we're going to take a short break. I expect you to be back in 15 minutes.

(NOTE TO THE TRAINER: ON YOUR FIRST MORNING BREAK, YOU HAVE TO PREPARE THE APPROPRIATE MATERIALS FOR THE CENSUS OFFICE. YOUR SUPERVISOR WILL EITHER PICK UP THE MATERIALS OR TELL YOU HOW TO TRANSMIT THEM.)

# CHAPTER D. THE INTERVIEW

Turn to page 3 in your workbook.

(HOLD UP WORKBOOK. ALLOW TIME.)

Let us review these four major functions of your job.

Q. Would you read the instructions for number 1, Canvass, and number 2, List, Mr(s). \_\_\_\_\_\_\_\_?

A. Systematically travel all streets, roads, paths, etc., in your Address Area (AA). Carry a survey booklet with listing pages looking for every place on your assignment sheet. List in the Survey booklet, an address and/or location description for each occupied and each vacant living quarters.

Remember that the ED for us is your assignment area or Enumeration District.

Your most important activity in this job is step 3, interviewing — completing a questionnaire for each housing unit and the occupants, if any, who live there.

The fourth step is to circle the housing unit on the map when you have completed the enumeration, the location of each living quarters on your Map. We will discuss canvassing, listing, and map circling in detail later.

(KEEP DISCUSSION TO A MINIMUM ON CANVASSING, LISTING, AND MAP SPOTTING. EACH STEP HAS A COMPLETE CHAPTER LATER IN TRAINING. PAUSE.)

We are going to spend most of today discussing and learning *how* to interview with the questionnaire.

(PAUSE)

In our first exercise, we are going to practice the four steps of your job. I am going to play an enumerator, and one of you will be the respondent.

Q. What is the first of the four steps of your job as an enumerator, Mr(s). \_\_\_\_\_\_\_\_\_\_?

A. Canvassing.

Turn to page 4 in your workbook.

(ALLOW TIME)

We will use this simplified map as our assignment area. Now, many of these exercises are what the Census Bureau uses in the U.S., but we will continue with them anyway, to keep comparability with other censuses and surveys on Guam. We'll see what is useful for Guam, and what isn't.

If this were your Map, you would be responsible for obtaining a complete questionnaire for *each* selected housing unit *and* the occupants who live within the boundaries of the ED.

Find 216-1 Salisbury St on the map.

We’ll call this assignment area 1 – 1 for Region 1, Village 1. If this is your map, the house at 216-1 Salisbury St would be 101. You’ll get a series of numbers for your specific assignment. You will need to learn exactly where on Guam your area is, and to stay within its boundaries as you do your enumeration.

Let us say we are canvassing this map and the next house is what appears to be a detached single-family house. It is this one – 216-1 Salisbury St.

Does everyone see where we are?

Q: What is the house number?

A: House number 216-1.

(PAUSE)

We go up to the door.

The door is answered by a woman.

(PAUSE)

Pull out a questionnaire and read the introduction.

(ALLOW TIME)

Q. Read the introduction that you will use, Mr(s)\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. "Hello, my name is (trainee gives his/her name) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification, and here's some information about the purpose of my visit (give respondent a copy of Privacy Notice). For the average household, this interview should take about two hours.

Your introduction is very important. We have a standard introduction for you to use. If you use this introduction, you should have no trouble getting answers to your questions.

Are there any questions about this introduction?

(ANSWER ANY QUESTIONS)

We are now ready for step 2 of the job.

We need to *list* information in the survey booklet. Please locate the training survey booklet in your materials.

(HOLD UP the TRAINING SURVEY BOOKLET.)

We will use this mock survey booklet for training only. Open the survey booklet to the Address Listing Page. The listing page comes immediately after the front cover. You should have more listing pages than you will need but they are there in case you have to add units by substitution, but you can use the same book if you are assigned another area if you finish your first area.

(SHOW THE TRAINEES THE ADDRESS LISTING PAGE)

Enter the Region number – 1 – in column (1) and circle it because this is the first listing in this block. Enter 1 for the Region, 1 for the village and record 101 for the house we are looking at.

(ALLOW TIME)

To make the necessary entries for this house we need to ask the three questions that are printed across the top of the listing page. They are in bold-faced print at the top of the page.

Does everyone see these questions?

(POINT THEM OUT, IF NECESSARY.)

Q. Will you read the bold-faced question to us, Mr(s). ?

A. What is the full name of the occupant who owns or rents this house?

This information goes in column (5).

(PAUSE 5 SECONDS)

(READ IN ALL AREAS)

Does everyone see where the address or location description is entered?

(PAUSE)

The address or location description is entered in column (6 and 7).

(ANSWER QUESTIONS)

(PAUSE)

Q. What is the third step in your job Mr(s). ?

A. Interviewing.

The next step is the interview. Before you begin, you must first complete certain parts of the box in the upper right-hand corner of the front cover of the questionnaire.

You must complete the following items before the interview:

1. Region.
2. Village.
3. Map Spot

You will get the information to complete these items from the Address Listing Page. Always complete these items **BEFORE** the interview.

(PAUSE)

Q. After conducting the interview, what items are you to complete the box on the front of the questionnaire, Mr(s). ?

A. The remaining items:

G. The enumerator’s name – that is, your name.

H. The address description.

I. The respondent's name.

J. The respondent's telephone number or method of contact.

1. Type of Unit,
2. Substituted house
3. Last Resort Information

Certification — your name and date the questionnaire was completed — these go on the back of the questionnaire

Q. After leaving the household, what final entries should you make in the survey booklet Mr(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. On the Address Listing Page, column (5), in the Comments box, indicate that the unit is done.

Are there any questions?

(ALLOW TIME. SELECT A FEMALE TRAINEE TO BE THE RESPONDENT.)

Okay, let us continue with a practice interview. I will be the enumerator and , will you be the respondent? Everyone: locate a questionnaire and follow along.

GIVE SCRIPT ON PAGES 67 to 80 IN THIS GUIDE TO SELECTED TRAINEE AND ASK THAT SHE READ OVER THE DIRECTIONS AT THE TOP OF FIRST PAGE OF SCRIPT.

2019 Guam HIES

INSTRUCTOR SCRIPT

*(FEMALE TRAINEE WITH SCRIPT)* and I are now going to go through the introduction and the address listing questions from the top.

(KNOCK FOUR TIMES ON TABLE) IN THE FOLLOWING PRACTICE INTERVIEW YOUR QUESTIONS ARE SHOWN WITH AN "E" (ENUMERATOR) IN THE MARGIN. THE TRAINEE'S RESPONSES ARE SHOWN BY THE LETTER "R" (RESPONDENT). QUESTION NUMBERS ARE SHOWN IN THE MARGIN.

E: Hello, my name is (your name) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey of Guam. This is my identification (PAUSE) and here's some information about the purpose of my visit. (Give respondent copy of Privacy Notice). For the average household, this interview should take about two hours. What is the full name of the occupant who owns or rents this house?

R: That's me, Christina Marie Hafa Adai.

Everyone please enter the name Hafa Adai, Christina Marie on the front of the questionnaire.

E: What is the address or location of this house?

R: Well, I don't have an address. My house is the third house from the middle road behind GCC.

Everyone please enter this address in box for “location”.

(ALLOW TIME)

That completes this part of the listing. We are now in step 3 of our job.

Q. What is part three, Mr(s). ?

A. Interviewing.

We need to complete a questionnaire for this housing unit. Find a questionnaire. Write "TRAINING" at the top of the questionnaire.

(ALLOW TIME)

As I conduct the interview with Ms. Hafa Adai, follow along on the questionnaire and make the proper entries just like you will do by yourself on the job. *Be sure* that you understand the way we ask the questions. Look at the cover of the questionnaire. The following items are to be completed *before* the interview.

(ALLOW TIME)

Qla> E: Please give me the name of each person living here on February 1, 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.

R: Just myself.

(ASK THE RESPONDENT TO REPEAT THE NAME AND ALLOW TIME.)

Please enter the name Hafa Adai, Christina M. on line 1 of question 1a.

(ALLOW TIME)

Has everyone completed writing the name in question 1a? Remember the last name is written first and then the first name and middle initial. If Ms. Hafa Adai said that she only lived here temporarily and has a usual home elsewhere, we would complete question 1b.

Q. Where do we go now in the questionnaire? Anyone?

A. Housing questions on page 3.

(ALLOW TIME)

H1a> E: When you told me the names of persons living here on February 1, did you leave anyone out because you were not sure if the person should be listed — for example, someone temporarily away on a business trip or vacation, a newborn baby still in the hospital, or a person who stays here once in a while and has no other home?

R: No.

If the respondent does not remember Question 1, remind him or her by repeating who was listed as household members. In this case, Ms. Hafa Adai lives alone, therefore, repeating the question is unnecessary.

Hlb> E: When you told me the names of persons living here on February 1, did you include anyone even though you were not sure that the person should be listed, for example, a visitor who is staying here temporarily or a person who usually lives somewhere else?

R: No.

Question H2 can be marked from observation — for this practice exercise, mark an "X" in box 1, A one-family house detached from any other house.

H2b> E: Is there a business here?

R: No.

H3> E: Is this house [living quarters] owned by you or someone in this household with a mortgage or loan; owned by you or someone in this household free and clear (without a mortgage); rented for cash rent; or occupied without payment of cash rent?

R: I rent the place for cash rent.

Since Ms. Hafa Adai rents, we must follow the skip pattern. We see that we ask H4 for renters. Question H4 is asked only if rent is paid for this house [living quarters], and Ms. Hafa Adai does rent this house.

H4> E: What is your monthly rent?

R: $ 1200 a month.

H4a> E: If the government is paying part of the rent, how much are they paying?

R: The government doesn’t pay any of my rent.

H4b> E: If a non-government organization is paying part of the rent, how much are they paying each month?

R: No one is paying any part of my rent but me.

H4c> E: If you pay any insurance for your household goods, what is the annual amount?

R: I don’t have insurance on my household goods.

H5> E: About when was this building first built?

R: About 1995.

Write in the appropriate number in the box. Note that in this case that number is 7 for the 1940 to 1969 period.

H6> E: When did you move into this house [living quarters]?

R: May 2016.

Write in the 4 digits of the year in the boxes.

H7> E: What is the main type of material used for the outside walls of this building? Poured concrete, concrete blocks, metal, wood, other, or no walls?

R: It's metal.

H8> E: What is the main type of material used for the roof of this building? Poured concrete, metal, wood, thatch or other.

R: It's metal.

H9> E: How many rooms do you have in this house [living quarters]? Count living rooms, dining rooms, kitchens, and bedrooms, but do *not* count bathrooms, balconies, foyers or halls.

R: There are four rooms.

H10> E: How many bedrooms do you have; that is, how many bedrooms would you list if this house [living quarters] were on the market for sale or rent?

R: There are two bedrooms.

OK, so far?

H11> E: Do you have hot and cold piped water?

R: Yes.

E: Is it in this building?

R: Yes.

H12> E: What type of energy does your water heater use most?

R: It uses electricity.

H13> E: Do you have a bathtub or shower?

R: Yes, and it is in this house.

H14> E: Do you have a flush toilet?

R: Yes, it is also in this house.

If you get a "Yes" response to any of the plumbing questions, except H15, you must find out if the facilities are inside or outside the building or unit. Now let's continue with the interview. Does everyone see where we go next?

H15> E: Which FUEL is used MOST for cooking in this house?

R: I have a hot plate to prepare my meals.

Everyone should have written "1" in the right hand part of the box for question H27 for "inside this building" and a "1" in the box for question H28 since she uses electricity. Ms. Hafa Adai uses a hot plate to cook her meals.

H16> E: Do you have an electric or gas stove?

R: No, I don't.

H16A> E: Do you have a microwave oven?

R: No, I don't.

H17> E: Do you have a refrigerator in this unit?

R: Yes.

E: What type?

R: Electric.

H17A> E: Do you have a stand-alone freezer in this unit?

R: Yes.

H18> E: Do you have a sink with piped water in this unit?

R: Yes.

H19> E: Do you get water from a public system only, a public system and cistern, a cistern, tanks, or drums only, a public standpipe, or some other source such as a spring, river, creek, etc.?

R: I get water only from the public system.

H19a> E: Is public service 24 hours?

R: Yes, usually.

H20> E: Do you purchase drinking water?

R: Yes.

H21> E: Is this building connected to a public sewer?

R: Yes.

If this answer was "No" then you would need to find out what kind of sewage system (septic tank or cesspool) or other means the respondent uses.

H22> E: Do you have air conditioning?

R: No.

H23> E: Do you have a battery-operated radio?

R: Yes, my car radio, if you are counting those.

Enumerator instructions here say to count car radios. Always read these instructions.

H24> E: How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of your household?

R: I have one car.

H25> E: How many boats are kept at home for use by members of your household?

R: I don’t have a boat.

H26> E: Do you have a landline telephone in this unit?

R: Yes.

E: What was the last monthly bill?

R; About $100.

H27> E: Does this house have electric power?

R: Yes.

E: What was the last monthly bill?

R: Electricity is included in the rent.

Note that you check the box for “included in the rent”.

H28> E: Do you have a television set?

R: Yes.

E: Do you have Cable?

R: Yes.

E: How much was the last monthly bill?

R: $127.

H29z> E: Do you have computer at home?

R: No.

H29> E: Do you have internet access in your unit?

R: No

Now, you must skip to H30, since we only ask H29a and H29b if the person has internet access.

H30> E: What is the average monthly cost for gas for this house [living quarters].

R: I don’t use gas.

H31> E: What is the average monthly cost for water for this house [living quarters]?

R: It's included in the rent.

Note that she gives you the information that water is included in the rent, so you don’t have to ask. You also don’t have to ask whether she pays a public utility since she doesn’t pay.

H32> E: What was the last monthly bill for solid waste (trash) collection services?

R: I don't use any of these.

Since she does not own and is not buying her unit, you need to skip H33, H34, H35 and H36. We only ask these questions to people who either own their unit, or are buying it.

Even though it is obvious this unit is not part of a condominium, you should ask:

H37> E: Is this unit part of a condominium?

R: No.

H38> E: Does any member of the household receive assistance from nutritional assistance program?

R: No.

H39> E: Did you receive any natural disaster related assistance in 2018?

R: Yes, about $1,000.

Now we need to ask about construction and repairs. You need to ask about each of these types of construction and repairs. As you ask, if the respondent answers “No”, put a diagonal line through the box under “total spent” so we will know you asked the question. If the respondent replies “No” to all the items on the list, check the box where it says “If none, check this box” in the upper right-hand corner of the section.

E: These questions are on construction, maintenance, alterations, or repairs done on this unit, including those you did yourself and those you paid someone to do. In the last 12 months, how much money did you spend on the following? If any item was charged, provide the monthly repayment.

E: Did you have any dwelling under construction or completed in the last 12 months?

R; No.

E: Did you build an addition like an extra room or a porch?

R; No.

E: Did you remodel or renovate one or more inside rooms?

R; No.

E: Did you remodel or renovate one or more outside rooms?

R; No.

E: Did you repair a roof or gutters?

R; No.

E: Did you do any landscaping and yard maintenance?

R; No.

E: Air conditioning?

R; No.

E: Did you make any outside improvements like on a fence or driveway?

R; No.

E: Did you construct or repair any plumbing or water heater installation?

R; No.

E: Did you do any electrical repairs or improvements?

R; No.

E: Did you install, repair or replace windows or screens?

R; Yes, I replaced my screens.

E: How much was the total price of the screens?

R: About $500.

E: Did you pay cash or are you paying them off?

R; I’m paying $50 a month.

E: What about hurricane shutters?

R; No.

E: Did you make any other improvements?

R; No.

Since the respondent did not reply “No” to all the items on the list, DO NOT check the box where it says “If none, check this box” in the upper right-hand corner of the section.

ALLOW TIME)

Now we go to section 3 …

For Section 3 – consumer durables, furniture, electronic items, and recreation items, read the top section, ask the header question first. Remember, that for each section, you should put a diagonal line through the “new/used” box if the respondent answers “no” so that we’ll know you asked the question. If the respondent answers “no” to all the items, put an x in the box after “If none, check this box”.

E: These questions are about household items you purchased in the last 12 months. Please include anything bought with a credit card or cash. If any item was charged over time, provide the monthly repayment. First I’ll ask about major appliances. Did you purchase a new or used electric stove, range, or oven during the last 12 months?

R: No.

E: A gas stove, range or oven?

R: No.

E: A range hood exhaust fan?

R: No

E: A refrigerator?

R: No

E: A freezer?

R: No

E: A dishwasher?

R: No

E: A garbage disposal?

R: No

E: Vacuum cleaner?

R: No

E: A microwave oven?

R: No

E: A washing machine?

R: No

E: A clothes dryer?

R: No

E: A generator?

R: No

E: A water heater?

R: No

E: An air conditioner?

R: No

E: A sewing machine?

R: No

E: Any other major appliance?

R: No

E: Now I am going to ask you about computers and related electronic devises. Did you buy a desk top computer during the last 12 months?

R: No.

E: A laptop or notebook computer?

R: No

E: A tablet computer or iPad?

R: No

E: An electric reader like a Kindle or Nook ?

R: No

E: A combination printer/fax/copier/scanner?

R: No

E: A copier?

R: No

E: A fax machine?

R: No

E: A printer or photo printer?

R: No

E: A scanner?

R: No

E: A CD or DVD burner?

R: No

E: DVDs or memory sticks or flash drives?

R: No

E: External memory or a hard disk?

R: No

E: Any software or other computer accessories?

R: No

E: A wireless router or printer?

R: No

E: A computer chip, like for finding lost dogs?

R: No

E: Any other computer equipment?

R: No

E: A radar detector?

R: No

E: Now I’m going to ask you about photo equipment. Did you buy a digital camera in the last 12 months?

R: No.

E: What about a non-digital camera?

R: No.

E: Any photo accessories?

R: No.

E: A digital photo frame?

R: No

E: Now I am going to ask you about electronic goods. Did you buy a non-flat screen television during the last 12 months?

R: No.

E: Flat screen TV?

R: No

E: UHD curved screen TV?

R: No

E: Satellite dish?

R: No

E: Amazon fire stick?

R: No

E: Chromecast (streaming video) ?

R: No

E: DVD/VCR recorder/player?

R: No

E: DVD player?

R: No.

E: CD player?

R: No.

E: M3 or Ipod machine?

R: No.

E: Blue tooth or wireless speakers?

R: No.

E: Home stereo system and or entertainment system?

R: No.

E: Speakers or surround sound speakers?

R: No.

E: Video game console, like and X-box?

R: No.

E: Camcorder or video recorder?

R: No.

E: Combination Internet, phone and Cable TV?

R: No.

E: Satellite telephone??

R: No.

E: Buying Satellite internet?

R: No.

E: Buying other internet?

R: No.

E: Portable video games?

R: No.

E: Other audio or video equipment?

R: No.

E: Cell or cellular (non-smart) phones?

R: No.

E: Smart phone?

R: No.

E: Landline telephone?

R: No.

E: Telephone answering machines?

R: No.

E: Car audio equipment or installation?

R: No.

E: Car video equipment or installation?

R: No.

E: GPS (Magellan, Garmin)?

R: No.

E: Remote car starter?

R: No.

E: Car “backup” screens?

R: No.

E: Lo-Jack for finding stolen car?

R: No.

E: All types of radio?

R: No.

E: Karaoke or karaoke microphone?

R: No.

E: Magic Mike (Karaoke)?

R: No.

E: Powerful headphones?

R: No.

E: Calculator?

R: No.

E: Office machine?

R: No.

E: Pager?

R: No.

E: Personal digital assistant – PDA?

R: No.

E: Any other electronic equipment?

R: No.

Now we need to ask about Household Furnishings.

E: Did you buy any bedroom furniture during the last 12 months?

R: No.

E: Living room furniture?

R: No.

E: Dining room furniture?

R: No.

E: Kitchen furniture?

R: No.

E: Other furniture?

R: No.

Now, floor coverings:

E: Any rugs or carpets?

R: No.

E: Linoleum or other hard surface coverings?

R: No.

E: Woven mats or other flooring?

R: No.

The next section is about Consumer Durables – things that last – and has a 12 month recall period, so we need to get what people have purchased in the last 12 months. We start with sports, recreation and exercise equipment. You should read what is in the box to the respondent:

These questions are about sports, recreation, and exercise equipment that you purchased in the last 12 months. Please include anything bought with a credit card or cash. If any item was charged over time, provide the monthly repayment. Include any item purchased by your household and given to someone else or to another household.

E: Did you buy any health and exercise equipment during the last 12 months?

R: No.

E: Camping equipment?

R: No.

E: Hunting or fishing equipment?

R: No.

E: Water sports equipment?

R: No.

E: Automobile custom accessories, like custom wheels?

R: No.

E: Bicycles or tricycles?

R: No.

E: Golf and golfing equipment?

R: No.

E: Tennis rackets and equipment?

R: No.

E: Other sporting goods and equipment?

R: No.

E: Acoustic or electric musical equipment?

R: No.

Now we are going to ask about other consumer durables – small household appliances, tools and household goods and services. These are for a 12 month recall period as well.

E: Did you purchase any small electric kitchen appliances, like a toaster, or a toaster oven?

R: No.

E: Personal care like an electric razor?

R: No.

E: Safety razor?

R: No.

E: Hair dryer?

R: No.

E: Electric tooth brush?

R: No.

E: Water dispenser?

R: No.

E: Electric floor cleaning equipment?

R: No.

E: Rice cooker?

R: No.

E: Other small appliances?

R: No.

These questions are about Tools, Hardware and Supplies. Again, these are for a 12 month recall period as well.

E: Did you purchase a lawn mower during the last 12 months?

R: No.

E: Weed whacker or bush cutter?

R: No.

E: Chain saw?

R: No.

E: Power hand tools, either electric or battery powered?

R: No.

E: Non-power hand tools?

R: No.

E: Kitchen utensils?

R: No.

E: Firearms?

R: No.

E: Outdoor equipment and supplies?

R: No.

E: Other hardware or supplies?

R: No.

Now, we will look at Housekeeping supplies.

E: Did you purchase household cleaning products?

R: Yes, I bought those.

E: All new?

R: Yes.

E: About how much over the year?

R: Maybe $200.

Remember always to record dollars only – no cents – you only record dollars AND cents in the diary items, not in the general and regular expenses.

E: Did you purchase any household paper products?

R: Yes, probably $100 for paper towels and toilet paper over the year.

E: Other housekeeping supplies?

R: No.

E: Miscellaneous housekeeping supplies?

R: No.

And now, household services …

E: Did you pay for any housekeeping services in the last 12 months?

R: No.

E: Cooking services?

R: No.

E: Driving services?

R: No.

E: Moving, storage, or freight services?

R: No.

E: Repair of household items?

R: No.

E: Other household services?

R: No.

Now, we will look at household equipment repairs, service contracts and other repairs …

E: Did you pay for any kitchen appliance repairs?

R: No.

E: Electronic items repair?

R: No.

E: Computer or related items repair?

R: No.

E: Lawn equipment repair?

R: No.

E: Hand or power tool repairs?

R: No.

E: Photographic items repair?

R: No.

E: Sport of recreational equipment repair?

R: No.

E: Termites or pest control services?

R: No.

E: Service contracts for appliances?

R: No.

E: Service contracts on electronic goods?

R: No.

E: Service contracts for computers?

R: No.

E: Furniture repair?

R: No.

E: Other household goods repairs?

R: No.

The next section – Section 5 – is for Consumer non-durable items, and has a 3 month recall period instead of a 12 month recall period. It is important to remember that the non-durable goods are for only three months instead of a whole year. This should help for recalling everything.

E: These questions are about apparel items you purchased in the last 3 months. Please include anything bought with a credit card or cash. If any item was purchased over time, provide the monthly repayment. Include any item purchased by your household and given to someone else or another household.

E: Did you purchase any men’s suits during the last 3 months?

R: No.

E: Men’s dress shirts?

R: No.

E: Men’s casual shirts and T shirts?

R: No.

E: Men’s pants and shorts?

R: No.

E: Men’s accessories like belts, suspender, underwear, and so forth?

R: No.

E: Other men’s apparel?

R: No.

E: Boy’s pants and shorts, including uniforms?

R: No.

E: Other boy’s apparel?

R: No.

E: Women’s outerwear?

R: No.

E: Women’s dresses?

R: Yes, I bought 3 dresses.

E: These were new?

R: Yes.

E: What was the total price?

R: Probably $150.

E: Any monthly payments?

R: Well, yes. I put them on my credit card, and I’m paying about $40 a month on them.

E: Women’s suits and separates?

R: No.

E: Women’s underwear or nightwear?

R: Yes, and, of course they were new … about $75, all cash.

E: Women’s accessories like belts, scarves, and so forth?

R: No.

E: Other women’s apparel?

R: No.

E: Girl’s dresses and other apparel, including uniforms?

R: No.

E: Other girl’s accessories?

R: No.

E: Men’s footwear?

R: No.

E: Boys’ footwear?

R: No.

E: Girls’ footwear?

R: No.

E: Women’s footwear?

R: No.

E: Infants or toddler’s footwear?

R: No.

E: Infant’s coats or jackets?

R: No.

E: Infant’s dresses?

R: No.

E: Infant’s diapers?

R: No.

E: Other infants clothing?

R: No.

E: Watches?

R: No.

E: Jewelry?

R: No.

E: Hairpieces or wigs?

R: No.

E: Sewing materials to make clothes?

R: No.

E: Other sewing materials?

R: No.

E: Clothing services?

R: No.

E: Clothing repair, altering, tailoring?

R: No.

E: Shoe repair?

R: No.

E: Watch or jewelry repair?

R: No.

E: Clothing rental?

R: No.

E: Clothing storage?

R: No.

E: Other clothing items?

R: No.

E: Prescription drugs?

R: No.

E: Non-prescription drugs?

R: No.

E: Bandages, Band-Aids?

R: No.

E: Prescription eyeglasses or contact lens?

R: No.

E: Non-prescription eyeglasses?

R: No.

E: Other medical supplies?

R: No.

E: Contact lens?

R: No.

E: Sunglasses?

R: No.

Next is Transportation. The transportation questions are divided into a number of different parts

The first section -- Section 6A – covers vehicle registration, insurance and safety, and is for a 12 month period.

E: The next section covers different transportation aspects. The questions in the first section concern the number and type of vehicles that are rented, leased or owned by each household member and the expenditures for each.

E: How many vehicles do you own? Please include any vehicle in your household and that you pay fully for in another household. For this section, **vehicles include: cars, vans, trucks, motorbikes, boats or any other motor vehicles**.

R: I own one sedan.

E: What is its make and model?

R: It’s a 2002 Toyota Corolla.

E: Did you purchase it, or do you rent or lease it?

R: I purchased it.

E: What are the annual registration fees for the car?

R: About $300.

E: And what is the annual insurance premium, that is, what do you pay for insurance for the whole year?

R: Well, I pay about $500 each 6 months, so I guess that would be about $1000 for the year.

E: And how much do you pay for your safety inspection each year?

R: The safety inspection is about $20 a year.

E: Do you have any other vehicles?

R: No, I only have the one.

E: Now I’m going to ask you about vehicle maintenance and repairs on the Toyota during all of last year.

Enter the information about the Toyota in the first column of the first line of the questionnaire.

E: Did the car require any repairs during the last year?

R: I had to have the carburetor replaced. That was about $700.

E: What was your average monthly cost for gas during the last year?

R: Well, I probably gassed up twice a month – it costs $20 each time, so I guess that would be about $500 for the year.

E: And, what was the average monthly cost of oil and other liquids for the year?

R: I got the oil changed probably 4 times last year, so that would be about $120 for the year.

E: In the last 12 months have you received any money from an insurance policy for a vehicle that was “written off” or stolen?

R: No, I’ve just had this car during the last year.

Note that you skip the rest of the questions in this section if no car was sold or stolen during the year.

E: Now I am going to ask you about any new vehicles you might have purchased during the last 12 months. Did you purchase a car, van, truck, motorbike, boat or any other motor vehicle during the last 12 months?

R: No, I didn’t buy any new vehicle.

E: And, did you sell any vehicle during the last 12 months?

R: No, I didn’t.

This completes the questions about vehicles. This section also contains a series of questions about off-island travel. Up to 5 trips can be recorded for all members of the household. This series is for vacation travel only – business trips are not recorded unless some part of the trip was for vacation or visiting.

E: Now I am going to ask you questions about off-island travel. In the past 12 months, has any household member had any expenses related to any off-island trips, excluding business trips?

R: I took one trip to Hawaii for a week to visit some relatives there.

Since the travel was her own, you circle the HH for Household member in the box with the HH and the non-HH. If she bought a ticket for someone outside the household, say for someone to come from elsewhere to visit here, then you would circle the non-HH.

E: How much was spent on fares to get there and back, including taxis to and from the airport?

R: I paid about $700 for my ticket.

E: And how much did you pay for accommodations?

R: Well, I stayed with friends, so I didn’t pay anything for housing while I was there.

E: What about other expenses while you were there?

R: I bought a muumuu for $150, and I probably spent $300 for food while I was there. Oh, and maybe $100 for T-shirts.

She said three things, so you need to put the first one – the muumuu – in the first place, and sum the other two, as miscellaneous, for the other one.

E: Any other trips?

R: No, that’s all

The next section is about medical care. We are asking a series of questions about insurance and medical care, both on- and off-island.

E: Are you currently paying for regular or supplemental health insurance?

R: Yes, I have Staywell.

E: How many people does the policy cover?

R: Just me.

E: What was the last payment amount?

R: I pay about $50 every two weeks for health insurance.

Note that she gave you the period – two weeks – when we asked about the amount of the last payment. She gave the information without our asking, so we don’t have to ask. Just record the code for the period. If the period isn’t one of the ones there, write in the amount.

E: Does the government pay any part of the health insurance?

R: No, I pay the whole thing.

E: Do you have any other health insurance?

R: No.

E: Now I am going to ask you about various medical fees. In the last 12 months, have you made any payments to a General Practitioner to a family doctor?

R: Yes, I have a family doctor I go to.

E: Who is the doctor?

R: Dr. Jones. He works out of a clinic nearby home.

E: What type of treatment did you have?

R: I went to him when I had the flu.

E: What was the total charge?

R: I had to pay him $120.

E: That was the total charge?

R: Yes, but I paid $70 and the insurance paid $50 of the total.

Record that she paid $70 in the column for “patient payment or co-payment” and $50 in the column for “part paid by insurance or party”.

E: And this treatment was on island?

R: Yes, it was.

E: Did you have any other doctor’s fees during the last 12 months?

R: No, I didn’t.

E: In the last 12 months, have you made any payments to a health specialist?

R: No, I didn’t have to go to a specialist.

E: And, in the last 12 months, have you made any payments to a hospital, dispensary, or a nursing home, including adult or elderly home care?

R: No.

E: And, in the last 12 months, have you made any payments to any other medical or health practitioner, like opticians, optometrists, repair of glasses, contact lens, dentists, or dental specialists?

R: I had my teeth cleaned.

E: Who was the dentist?

R: Dr. Jane Smith.

E: Did you have more dental work than having your teeth cleaned?

R: No, that was all.

E: What was the total charge?

R: Well, that was like the other doctor. I paid $100 and the insurance paid $30 for the cleaning.

E: And that was on-island?

R: Yes it was.

E: And did you see any other medical or other health practitioners?

R: No, that’s all.

The next section is on loans and credit card charges.

E: Now I am going to ask you about any loans you have. The questions below concern any loans that you have and have not paid back. Are you currently making regular payments for anything on rent-to-own purchase, personal or some other type of loan?

R: No, I don’t have any current loans. I paid off the loan on my car more than a year ago.

E: And, do you have any credit card or charge accounts such as VISA?

R: Yes, I have a VISA card.

E: How many credit cards do you have?

R: I just have that one card.

E: How many purchases were recorded on your last bill?

R: Well, I think only one. I used it to buy groceries at Payless.

E: Did you have a service or credit charge for previous purchases on your last bill?

R: No, I always pay the bill off every month. I don’t like the service charges.

E: Did you have a service or credit for cash advances on your last bill?

R: Yes, actually I did. I was charged $3 for cash advances.

Since she indicates that the charges were separate, you don’t ask column (d).

E: What is the period of the bills?

R: They come once a month.

Now we are going to the section on education.

E: Now I am going to ask you about education expenses. In the past 12 months, have you paid any education fees? Education fees do not include payments made by outside agencies such as Pell Grant, loans, etc. Just tell me about any out-of-pocket expenses you had.

R: I didn’t have any education expenses because I don’t have any children at home or away at school.

Make sure you put a diagonal line across the section so we know that you have asked about it.

The last section of expenditures concerns miscellaneous expenses. We start with remittances.

E: How much remittances did all members of this household give as cash or gifts to other individuals or families inside or outside Guam last year?

R: I sent $500 to my sons in Hawaii.

E: Did you send them anything other than cash?

R: No, just cash.

E: Did you send any other remittances?

R: No, that was all.

E: Now, we’ll cover some other miscellaneous expenses. For water purchases, How much did you spend on water containers of 3 gallons or more?

R: Oh, I buy all of my water at Payless. The water from the tap tastes terrible.

E: How much did you spend for the whole year?

R: I must have spent $300 during the year.

E: How much did you spend on water trucked to your residence?

R: I didn’t spend anything on that.

E: How much did all members of your family spend on all licenses – including driver’s licenses, boat driver’s licenses, hunting, fishing, and so forth?

R: I renewed my driver’s license. I think that cost $30. I don’t remember exactly how much.

E: Now I am going to ask about health and beauty services. How much did you spend on health spa establishments (excluding body and facial massage)?

R: I don’t go in for that. I didn’t spend anything.

E: Body and facial message?

R: Nothing.

E: Salons, including permanents and other hair styling?

R: No, none.

E: Manicures and pedicures?

R: No.

E: Haircuts?

R: Well, I did go to get my hair cut. I probably spent $200 on those over the year.

E: Hair dying and coloring?

R: No, I don’t dye my hair.

E: Hair weaving, extensions, and other?

R: No.

E: Nutrition centers?

R: No. Never.

E: Now, I’m going to ask you about local expenses, and I’ll be asking you to include both cash contributions and purchased food, grown food, and other donations. How much did you spend on all weddings during the year?

R: Oh, probably $200.

E: Christenings?

R: I don’t think I went to any Christenings during the year. No, nothing for that.

E: Funerals?

R: Probably $100.

E: Other traditional feasts and events?

R: Maybe $250 altogether.

E: Other family events?

R: I think I already covered everything.

E: Church activities?

R: I probably gave at least $1,000 to the Church over the year.

E: School fund-raising, charitable organizations, and other donations?

R: Maybe $50 max.

E: Any other local expenses?

R: No.

E: Finally, I am going to ask about some miscellaneous expenses that don’t that much to do with each other. Did you pay anything for legal and accounting fees in the past 12 months?

R: No.

E: Computer and other games?

R: No.

E: Life insurance premiums?

R: No.

E: Dry cleaning services?

R: No.

E: Fitness centers?

R: No.

E: Annual fees for social or sports clubs and credit cards?

R: No.

E: Child support?

R: No.

E: Shuttle bus service or mass transit?

R: No.

E: Mutual funds, stocks, and bonds?

R: No.

E: Alimony?

R: No.

E: Veterinary services?

R: No.

E: Child day care?

R: No.

E: After school programs?

R: No.

E: Home security alarm systems?

R: No.

E: Anything else you can think of?

R: No.

Q. Where do we go now in the questionnaire? Anone?

A. Page 12 (Population Questions).

Write in Christina Marie Hafa Adai's name in the person 1 box at the top of page 12.

Please do this now.

(ALLOW TIME)

Next we must ask the population questions for Ms. Hafa Adai.

Look at question 2 for Ms. Hafa Adai. We know that by observation she is female, so we do not need to ask question 2. Please go ahead and write "2" in the box, for female.

Also, since she is the first person in the house (and, in this case, the only person), we know she must be the Householder, so we write "1" in the box for Q3, Relationship.

(ALLOW TIME)

Continuing the interview.

(Q4) E: What is your race or ethnicity?

R: I'm Chamorro.

(Q5a) E: What is your birth date?

R: January 7, 1978.

(Q5a) E: How old are you?

R: I am 41 years old.

Here you need to enter the complete date of birth and the age.

(ALLOW TIME)

Are there any questions on 5a and 5b?

(ANSWER QUESTIONS)

Continue with the interview.

(Q6) E: Are you now married, separated, widowed, divorced, separated, or have you never been married?

R: I'm divorced.

(Q7) E: Where were you born, Ms. Hafa Adai?

R: In Inarajan.

Follow enumerator instructions — for question 8, mark "1" for born on Guam, then follow skip instructions.

(Q11a) E: Where was your mother born?

R: She was born in Inarajan, too.

(Q11b) E: Where was your father born?

R: Rota.

(Ql2) E: At any time since February 1, 2019, have you attended regular school or college? Include only nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.

R: No.

(Ql3a) E: How much school have you completed?

R: I am a high school graduate.

(Ql3b) E: What was your major after high school?

R: I never went to college.

SKIP the question about college attendance since she never went to college.

(Q14a) E: Did you live in this house five years ago (February 1, 2014)?

R: Yes.

(Q15) E: Can you read and write in any language?

R: Yes, English and Chamorro.

(Q15) E: Do you speak only English at home?

R: No.

(Q16a) E: What language do you speak?

R: Chamorro.

(Q16b) E: Do you speak Chamorro at home more frequently than English, about the same, or English more?

R: I speak Chamorro more than English.

Now we are going to ask a couple of questions about tobacco use.

(Q17a) E: During the past 30 days, on how many days did you smoke cigarettes, cigars, or pipe tobacco?

R: I don’t smoke. Never have.

(Q17b) E: During the past 30 days, on how many days did you chew tobacco?

R: I don’t chew either.

(Q18a) E: How many babies have you ever had, not including stillbirths? Do not count stepchildren or children you have adopted.

R: 4.

(Q18b) E: How many of those children are still alive?

R: All of them.

(Q18c) E: What is the date of birth of your last child?

R: October 10, 2007.

(Q19) E: Have you ever been on active duty military...

R: No, never.

(Q20a) E: Did you work at any time last week, either full time or part time? Work includes part-time work such as delivering papers, or helping without pay in a family business or farm; it also includes active duty in the Armed Forces. Work does *not* include own housework, school work, or volunteer work.

Yes, worked full-time or part-time at a job or business and did subsistence activity; yes...?

R: Yes, I worked full-time and did no subsistence activity.

(Q21) E: How many hours did you work last week at all jobs, excluding subsistence activity? Subtract any time off and add any overtime or extra hours worked.

R: About 48 hours.

(Q22) E: In what village did you usually work last week?

R: I worked in Mangilao.

Be sure to follow the skip instructions.

**WE HAVE ANOTHER SKIP INSTRUCTION. WE ARE TO SKIP TO QUESTION 26-28.**

E: The following questions ask about the job worked last week. If you had more than one job, describe the one you worked the most hours. If you didn't work, the questions refer to the most recent job or business since 2014.

(Q26) E: For whom did you work last week?

R: Gene's Service Station.

(Q27) E: What kind of work were you doing?

R: I'm a bookkeeper.

(Q28) E: Were you an employee of a private company or business or of an individual, for wages, salary or commissions...

R: (INTERRUPT) Yes, it's a private company.

(Q29a) E: Last year (2018), did you work, even for a few days, at a paid job or in a business or farm, excluding subsistence activity?

R: Yes.

(Q29b) E: How many weeks did you work in 2018, excluding subsistence activity? Count paid vacation, paid sick leave, and military service.

R: About 40 weeks, I took off a couple of months.

(Q29c) E: During the weeks worked in 2018, how many hours did you usually work each week?

R: 40 hours.

E: The following questions are about income received during 2018.

(Q30a) E: Did you earn income from wages, salary, commissions, bonuses, or tips? Report amount before deductions for taxes, bonds, dues, or other items.

R: Yes.

E: How much from all jobs?

R: $40,000.

(Q30b) E: Did you receive any income from your own farm or nonfarm business, proprietorship, or partnership? Report net income after business expenses.

R: No.

(Q30c) E: How much did you earn from selling crop or garden products, fish animals, or handicrafts?

R: Nothing.

(Q30d) E: Interest, dividends, net rental income, royalty income, or income from estates and trusts?

R: No.

(Q30e) E: Supplemental Security Income?

R: No.

(Q30f) E: Any public assistance or welfare payments form the state or local welfare office?

R: No.

(Q30g) E: Any other sources of income received regularly, such as Veteran’s payments?

R: No.

(Q30h) E: Did you receive any Social Security or from retirement, survivor, or disability pensions?

R: No.

(Q30i) E: Did you receive any remittances from persons living on Guam?

R: No.

(Q30j) E: Did you receive any remittances from CNMI, Hawaii or the U.S. mainland?

R: No.

(Q30k) E: Did you receive any remittances from any place else?

R: No.

(Q30l) E: Did you receive any income from unemployment compensation, child support, or alimony, or any other regular source of income? Do not include lump-sum payments such as money from an inheritance or the sale of a home.

R: Yes.

E: How much was received?

R: $150 per week for 8 weeks.

**So, for the Other Income category, we had 150 times 8 which equals $1,200. Enter $1,200 in the Annual amount box.**

The enumerator instructions for Q31 are not to ask this question if Q30a — Q30l are complete; therefore, sum the entries of those answers.

(ALLOW TIME)

Your amount for Q31 should be $41,200.

(Q32) E: Did you receive an Early Income Tax Credit in 2018?

R: No.

Q. What items do we complete now in the box on the questionnaire cover?

Mr(s). ?

A. the other items on the front cover.

Write your name where it says Enumerator’s name.

Make sure you have filled the housing location from the assignment sheet information.

Write the respondent's name in item I … and telephone number in item J. You’ll have to ask for the telephone number.

E: What is your telephone number?

R: 555-5555

Q. What will we fill for Item K, Type of unit, Mr(s) ?

A. Occupied first form.

Occupied first form because the housing unit was occupied and we only need one questionnaire. Make the entry now.

Actually, we aren’t doing vacant units, but if one of your assignment houses is a vacant unit, fill in the information in items K, L, and M, and then contact the Survey Office about obtaining a substitute house for your assignment. You are being paid for occupied units, so it is important to get an occupied unit.

If you go to a vacant house and you are going to get a substitute unit, you need to make the box in item N that this unit will be substituted – so you’ll mark 1 in the box. IF you get a new assignment house, that is, a substitute house, you need to indicate this by recording “2” in the item N box.

If you can only obtain Last Resort information – because the respondents won’t answer your questions or are never home, you’ll check the box in item O. We’ll discuss Last Resort information tomorrow.

Finally, turn to the back cover and Sign your name. Then record the date on the back cover as well.

(ALLOW TIME)

Are there any questions on how to complete these sections?

At this point, you will give the respondent a daily diary to fill out for one week. We will discuss how to administer the diary and how to check up that the respondents are actually filling out the diaries tomorrow when we cover the diary. You’ll be checking every few days to make sure the respondents are filling the diaries and will be picking up the diary at the end of the week.

(ANSWER QUESTIONS)

E: Thank you for your cooperation.

R: You're welcome. Good bye.

We now need to complete the remainder of address listing page. This can be done after we leave the household. Look again at the listing line.

Enter today's date in column (5).

(ALLOW TIME)

Enter the number of persons enumerated in column (6) of the front cover.

This concludes the third step of your job.

Thank you Mr(s) for reading the script. Are there any questions about the interview with Ms. Hafa Adai?

(ANSWER QUESTIONS)

Now we are to step four of our job.

Q. What is step four, Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. Map Circling.

Turn back to the Map on page 4 in the workbook.

(ALLOW TIME)

This housing unit is on Salisbury Street. Everyone place a small darkened circle or a box at that place.

(ALLOW TIME)

We also must place a circle for the house with the number on the map. Look at column (2) of the Address Listing Page.

(ALLOW TIME)

Q. What is the map spot number in column (2) for this household?

Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. 101.

(ANSWER QUESTIONS. THEN CONTINUE WITH CHAPTER E)

2019 Guam CENSUS

TRAINEE SCRIPT

(Your role is marked by the letter "R" for respondent. The asterisks (\*\*\*) Mean the trainer will be interrupting the script to give the class explanations. Read in a loud voice. Follow along and mark the questionnaire with the response.)

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

E: Hello, my name is (your name) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification (PAUSE) and here's some information about the purpose of my visit. (Give respondent copy of Privacy Notice). For the average household, this interview should take less than one hour. What is the full name of the occupant who owns or rents this house?

R: That's me, Christina Marie Hafa Adai.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

E: What is the address or location of this house?

R: Well, I don't have an address. My house is the third house from the middle road behind GCC.

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E: Are there any other living quarters, occupied or vacant, in this building or on this property?

R: No, there aren't.

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Qla> E: Please give me the name of each person living here on Saturday, February 1, 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.

R: Just myself.

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H1a> E: When you told me the names of persons living here on February 1, did you leave anyone out because you were not sure if the person should be listed — for example, someone temporarily away on a business trip or vacation, a newborn baby still in the hospital, or a person who stays here once in a while and has no other home?

R: No.

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Hlb> E: When you told me the names of persons living here on February 1, did you include anyone even though you were not sure that the person should be listed, for example, a visitor who is staying here temporarily or a person who usually lives somewhere else?

R: No.

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H4> E: What is your monthly rent?

R: $ 1200 a month.

H4a> E: If the government is paying part of the rent, how much are they paying?

R: The government doesn’t pay any of my rent.

H4b> E: If a non-government organization is paying part of the rent, how much are they paying each month?

R: No one is paying any part of my rent but me.

H4c> E: If you pay any insurance for your household goods, what is the annual amount?

R: No one is paying any part of my rent but me.

H5> E: About when was this building first built?

R: About 1995.

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H6> E: When did you move into this house [living quarters]?

R: May 2016.

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H7> E: What is the main type of material used for the outside walls of this building? Poured concrete, concrete blocks, metal, wood, other, or no walls?

R: It's metal.

H8> E: What is the main type of material used for the roof of this building? Poured concrete, metal, wood, thatch or other.

R: It's metal.

H9> E: How many rooms do you have in this house [living quarters]? Count living rooms, dining rooms, kitchens, and bedrooms, but do *not* count bathrooms, balconies, foyers or halls.

R: There are four rooms.

H10> E: How many bedrooms do you have; that is, how many bedrooms would you list if this house [living quarters] were on the market for sale or rent?

R: There are two bedrooms.

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H11> E: Do you have hot and cold piped water?

R: Yes.

E: Is it in this building?

R: Yes.

H12> E: What type of energy does your water heater use most?

R: It uses electricity.

H13> E: Do you have a bathtub or shower?

R: Yes, and it is in this house.

H14> E: Do you have a flush toilet?

R: Yes, it is also in this house.

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H15> E: Which FUEL is used MOST for cooking in this house?

R: I have a hot plate to prepare my meals.

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H16> E: Do you have an electric or gas stove?

R: No, I don't.

H16A> E: Do you have a microwave oven?

R: No, I don't.

H17> E: Do you have a refrigerator in this unit?

R: Yes.

E: What type?

R: Electric.

H17A> E: Do you have a stand-alone freezer in this unit?

R: Yes.

H18> E: Do you have a sink with piped water in this unit?

R: Yes.

H19> E: Do you get water from a public system only, a public system and cistern, a cistern, tanks, or drums only, a public standpipe, or some other source such as a spring, river, creek, etc.?

R: I get water only from the public system.

H19a> E: Is public service 24 hours?

R: Yes, usually.

H20> E: Do you purchase drinking water?

R: Yes.

H21> E: Is this building connected to a public sewer?

R: Yes.

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H22> E: Do you have air conditioning?

R: No.

H23> E: Do you have a battery-operated radio?

R: Yes my car radio, if you are counting those.

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H24> E: Do you have computer at home?

R: No.

H25> E: How many automobiles, vans, and trucks of one-ton capacity or less are kept at home for use by members of your household?

R: I have one car.

E: What is the current value of that car?

R: About $3000, if I sold it.

H25A> E: How many boats are kept at home for use by members of your household?

R: I don’t have a boat.

H26> E: Do you have a telephone or cell phone in this unit?

R: Yes.

E: What was the last monthly bill?

R; About $100.

H27> E: Does this house have electric power?

R: Yes.

E: What was the last monthly bill?

R: Electricity is included in the rent.

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H28> E: Do you have a television set?

R: Yes.

E: Do you have Cable?

R: Yes.

E: How much was the last monthly bill?

R: $27.

H29> E: Do you have internet access in your unit?

R: No

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H30> E: What is the average monthly cost for gas for this house [living quarters].

R: I don’t use Gas.

H31> E: What is the average monthly cost for water for this house [living quarters]?

R: It's included in the rent.

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H32> E: What was the last monthly bill for solid waste (trash) collection services?

R: I don't use any of these.

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H37> E: Is this unit part of a condominium?

R: No.

H38> E: Does any member of the household receive assistance from nutritional assistance program?

R: No.

H39> E: Did you receive any natural disaster related assistance in 2018?

R: Yes, about $1,000.

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E: These questions are on construction, maintenance, alterations, or repairs done on this unit, including those you did yourself and those you paid someone to do. In the last 12 months, how much money did you spend on the following? If any item was charged, provide the monthly repayment.

E: Did you have any dwelling under construction or completed in the last 12 months?

R; No.

E: Did you build an addition like an extra room or a porch?

R; No.

E: Did you remodel or renovate one or more inside rooms?

R; No.

E: Did you remodel or renovate one or more outside rooms?

R; No.

E: Did you repair a roof or gutters?

R; No.

E: Did you do any landscaping and yard maintenance?

R; No.

E: Air conditioning?

R; No.

E: Did you make any outside improvements like on a fence or driveway?

R; No.

E: Did you construct or repair any plumbing or water heater installation?

R; No.

E: Did you do any electrical repairs or improvements?

R; No.

E: Did you install, repair or replace windows or screens?

R; Yes, I replaced my screens.

E: How much was the total price of the screens?

R: About $500.

E: Did you pay cash or are you paying them off?

R; I’m paying $50 a month.

E: What about hurricane shutters?

R; No.

E: Did you make any other improvements?

R; No.

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E: These questions are about household items you purchased in the last 12 months. Please include anything bought with a credit card or cash. If any item was charged over time, provide the monthly repayment. First I’ll ask about major appliances. Did you purchase a new or used electric stove, range, or oven during the last 12 months?

R: No.

E: A gas stove, range or oven?

R: No.

E: A range hood exhaust fan?

R: No

E: A refrigerator?

R: No

E: A freezer?

R: No

E: A dishwasher?

R: No

E: A garbage disposal?

R: No

E: Vacuum cleaner?

R: No

E: A microwave oven?

R: No

E: A washing machine?

R: No

E: A clothes dryer?

R: No

E: A generator?

R: No

E: A water heater?

R: No

E: An air conditioner?

R: No

E: A sewing machine?

R: No

E: Any other major appliance?

R: No

E: Now I am going to ask you about computers and related electronic devises. Did you buy a desk top computer during the last 12 months?

R: No.

E: A laptop or notebook computer?

R: No

E: A tablet computer or iPad?

R: No

E: An electric reader like a Kindle or Nook ?

R: No

E: A combination printer/fax/copier/scanner?

R: No

E: A copier?

R: No

E: A fax machine?

R: No

E: A printer or photo printer?

R: No

E: A scanner?

R: No

E: A CD or DVD burner?

R: No

E: DVDs or memory sticks or flash drives?

R: No

E: External memory or a hard disk?

R: No

E: Any software or other computer accessories?

R: No

E: A wireless router or printer?

R: No

E: A computer chip, like for finding lost dogs?

R: No

E: Any other computer equipment?

R: No

E: A radar detector?

R: No

E: Now I’m going to ask you about photo equipment. Did you buy a digital camera in the last 12 months?

R: No.

E: What about a non-digital camera?

R: No.

E: Any photo accessories?

R: No.

E: A digital photo frame?

R: No

E: Now I am going to ask you about electronic goods. Did you buy a non-flat screen television during the last 12 months?

R: No.

E: Flat screen TV?

R: No

E: UHD curved screen TV?

R: No

E: Satellite dish?

R: No

E: Amazon fire stick?

R: No

E: Chromecast (streaming video) ?

R: No

E: DVD/VCR recorder/player?

R: No

E: DVD player?

R: No.

E: CD player?

R: No.

E: M3 or Ipod machine?

R: No.

E: Blue tooth or wireless speakers?

R: No.

E: Home stereo system and or entertainment system?

R: No.

E: Speakers or surround sound speakers?

R: No.

E: Video game console, like and X-box?

R: No.

E: Camcorder or video recorder?

R: No.

E: Combination Internet, phone and Cable TV?

R: No.

E: Satellite telephone??

R: No.

E: Buying Satellite internet?

R: No.

E: Buying other internet?

R: No.

E: Portable video games?

R: No.

E: Other audio or video equipment?

R: No.

E: Cell or cellular (non-smart) phones?

R: No.

E: Smart phone?

R: No.

E: Landline telephone?

R: No.

E: Telephone answering machines?

R: No.

E: Car audio equipment or installation?

R: No.

E: Car video equipment or installation?

R: No.

E: GPS (Magellan, Garmin)?

R: No.

E: Remote car starter?

R: No.

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E: Car “backup” screens?

R: No.

E: Lo-Jack for finding stolen car?

R: No.

E: All types of radio?

R: No.

E: Karaoke or karaoke microphone?

R: No.

E: Magic Mike (Karaoke)?

R: No.

E: Powerful headphones?

R: No.

E: Calculator?

R: No.

E: Office machine?

R: No.

E: Pager?

R: No.

E: Personal digital assistant – PDA ?

R: No.

E: Any other electronic equipment?

R: No.

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E: Did you buy any bedroom furniture during the last 12 months?

R: No.

E: Living room furniture?

R: No.

E: Dining room furniture?

R: No.

E: Kitchen furniture?

R: No.

E: Other furniture?

R: No.

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E: Any rugs or carpets?

R: No.

E: Linoleum or other hard surface coverings?

R: No.

E: Woven mats or other flooring?

R: No.

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E: Did you buy any health and exercise equipment during the last 12 months?

R: No.

E: Camping equipment?

R: No.

E: Hunting or fishing equipment?

R: No.

E: Water sports equipment?

R: No.

E: Automobile custom accessories, like custom wheels?

R: No.

E: Bicycles or tricycles?

R: No.

E: Golf and golfing equipment?

R: No.

E: Tennis rackets and equipment?

R: No.

E: Other sporting goods and equipment?

R: No.

E: Acoustic or electric musical equipment?

R: No.

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E: Did you purchase any small electric kitchen appliances, like a toaster, or a toaster oven?

R: No.

E: Personal care like an electric razor?

R: No.

E: Safety razor?

R: No.

E: Hair dryer?

R: No.

E: Electric tooth brush?

R: No.

E: Water dispenser?

R: No.

E: Electric floor cleaning equipment?

R: No.

E: Rice cooker?

R: No.

E: Other small appliances?

R: No.

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E: Did you purchase a lawn mower during the last 12 months?

R: No.

E: Weed whacker or bush cutter?

R: No.

E: Chain saw?

R: No.

E: Power hand tools, either electric or battery powered?

R: No.

E: Non-power hand tools?

R: No.

E: Kitchen utensils?

R: No.

E: Firearms?

R: No.

E: Outdoor equipment and supplies?

R: No.

E: Other hardware or supplies?

R: No.

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E: Did you purchase household cleaning products?

R: Yes, I bought those.

E: All new?

R: Yes.

E: About how much over the year?

R: Maybe $200.

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E: Did you purchase any household paper products?

R: Yes, probably $100 for paper towels and toilet paper over the year.

E: Other housekeeping supplies?

R: No.

E: Miscellaneous housekeeping supplies?

R: No.

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E: Did you pay for any housekeeping services in the last 12 months?

R: No.

E: Cooking services?

R: No.

E: Driving services?

R: No.

E: Moving, storage, or freight services?

R: No.

E: Repair of household items?

R: No.

E: Other household services?

R: No.

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E: Did you pay for any kitchen appliance repairs?

R: No.

E: Electronic items repair?

R: No.

E: Computer or related items repair?

R: No.

E: Lawn equipment repair?

R: No.

E: Hand or power tool repairs?

R: No.

E: Photographic items repair?

R: No.

E: Sport of recreational equipment repair?

R: No.

E: Termites or pest control services?

R: No.

E: Service contracts for appliances?

R: No.

E: Service contracts on electronic goods?

R: No.

E: Service contracts for computers?

R: No.

E: Furniture repair?

R: No.

E: Other household goods repairs?

R: No.

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E: These questions are about apparel items you purchased in the last 3 months. Please include anything bought with a credit card or cash. If any item was purchased over time, provide the monthly repayment. Include any item purchased by your household and given to someone else or another household.

E: Did you purchase any men’s suits during the last 3 months?

R: No.

E: Men’s dress shirts?

R: No.

E: Men’s casual shirts and T shirts?

R: No.

E: Men’s pants and shorts?

R: No.

E: Men’s accessories like belts, suspender, underwear, and so forth?

R: No.

E: Other men’s apparel?

R: No.

E: Boy’s pants and shorts, including uniforms?

R: No.

E: Other boy’s apparel?

R: No.

E: Women’s outerwear?

R: No.

E: Women’s dresses?

R: Yes, I bought 3 dresses.

E: These were new?

R: Yes.

E: What was the total price?

R: Probably $150.

E: Any monthly payments?

R: Well, yes. I put them on my credit card, and I’m paying about $40 a month on them.

E: Women’s suits and separates?

R: No.

E: Women’s underwear or nightwear?

R: Yes, and, of course they were new … about $75, all cash.

E: Women’s accessories like belts, scarves, and so forth?

R: No.

E: Other women’s apparel?

R: No.

E: Girl’s dresses and other apparel, including uniforms?

R: No.

E: Other girl’s accessories?

R: No.

E: Men’s footwear?

R: No.

E: Boys’ footwear?

R: No.

E: Girls’ footwear?

R: No.

E: Women’s footwear?

R: No.

E: Infants or toddler’s footwear?

R: No.

E: Infant’s coats or jackets?

R: No.

E: Infant’s dresses?

R: No.

E: Infant’s diapers?

R: No.

E: Other infants clothing?

R: No.

E: Watches?

R: No.

E: Jewelry?

R: No.

E: Hairpieces or wigs?

R: No.

E: Sewing materials to make clothes?

R: No.

E: Other sewing materials?

R: No.

E: Clothing services?

R: No.

E: Clothing repair, altering, tailoring?

R: No.

E: Shoe repair?

R: No.

E: Watch or jewelry repair?

R: No.

E: Clothing rental?

R: No.

E: Clothing storage?

R: No.

E: Other clothing items?

R: No.

E: Prescription drugs?

R: No.

E: Non-prescription drugs?

R: No.

E: Bandages, Band-Aids?

R: No.

E: Prescription eyeglasses or contact lens?

R: No.

E: Non-prescription eyeglasses?

R: No.

E: Other medical supplies?

R: No.

E: Contact lens?

R: No.

E: Sunglasses?

R: No.

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E: The next section covers different transportation aspects. The questions in the first section concern the number and type of vehicles that are rented, leased or owned by each household member and the expenditures for each.

E: How many vehicles do you own? Please include any vehicle in your household and that you pay fully for in another household. For this section, **vehicles include: cars, vans, trucks, motorbikes, boats or any other motor vehicles**.

R: I own one sedan.

E: What is its make and model?

R: It’s a 2002 Toyota Corolla.

E: Did you purchase it, or do you rent or lease it?

R: I purchased it.

E: What are the annual registration fees for the car?

R: About $300.

E: And what is the annual insurance premium, that is, what do you pay for insurance for the whole year?

R: Well, I pay about $500 each 6 months, so I guess that would be about $1000 for the year.

E: And how much do you pay for your safety inspection each year?

R: The safety inspection is about $20 a year.

E: Do you have any other vehicles?

R: No, I only have the one.

E: Now I’m going to ask you about vehicle maintenance and repairs on the Toyota during all of last year.

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E: Did the car require any repairs during the last year?

R: I had to have the carburetor replaced. That was about $700.

E: What was your average monthly cost for gas during the last year?

R: Well, I probably gassed up twice a month – it costs $20 each time, so I guess that would be about $500 for the year.

E: And, what was the average monthly cost of oil and other liquids for the year?

R: I got the oil changed probably 4 times last year, so that would be about $120 for the year.

E: In the last 12 months have you received any money from an insurance policy for a vehicle that was “written off” or stolen?

R: No, I’ve just had this car during the last year.

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E: Now I am going to ask you about any new vehicles you might have purchased during the last 12 months. Did you purchase a car, van, truck, motorbike, boat or any other motor vehicle during the last 12 months?

R: No, I didn’t buy any new vehicle.

E: And, did you sell any vehicle during the last 12 months?

R: No, I didn’t.

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E: Now I am going to ask you questions about off-island travel. In the past 12 months, has any household member had any expenses related to any off-island trips, excluding business trips?

R: I took one trip to Hawaii for a week to visit some relatives there.

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E: How much was spent on fares to get there and back, including taxis to and from the airport?

R: I paid about $700 for my ticket.

E: And how much did you pay for accommodations?

R: Well, I stayed with friends, so I didn’t pay anything for housing while I was there.

E: What about other expenses while you were there?

R: I bought a muumuu for $150, and I probably spent $300 for food while I was there. Oh, and maybe $100 for T-shirts.

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E: Any other trips?

R: No, that’s all

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E: Are you currently paying for regular or supplemental health insurance?

R: Yes, I have Staywell.

E: How many people does the policy cover?

R: Just me.

E: What was the last payment amount?

R: I pay about $50 every two weeks for health insurance.

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E: Does the government pay any part of the health insurance?

R: No, I pay the whole thing.

E: Do you have any other health insurance?

R: No.

E: Now I am going to ask you about various medical fees. In the last 12 months, have you made any payments to a General Practitioner to a family doctor?

R: Yes, I have a family doctor I go to.

E: Who is the doctor?

R: Dr. Jones. He works out of a clinic nearby home.

E: What type of treatment did you have?

R: I went to him when I had the flu.

E: What was the total charge?

R: I had to pay him $120.

E: That was the total charge?

R: Yes, but I paid $70 and the insurance paid $50 of the total.

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E: And this treatment was on island?

R: Yes, it was.

E: Did you have any other doctor’s fees during the last 12 months?

R: No, I didn’t.

E: In the last 12 months, have you made any payments to a health specialist?

R: No, I didn’t have to go to a specialist.

E: And, in the last 12 months, have you made any payments to a hospital, dispensary, or a nursing home, including adult or elderly home care?

R: No.

E: And, in the last 12 months, have you made any payments to any other medical or health practitioner, like opticians, optometrists, repair of glasses, contact lens, dentists, or dental specialists?

R: I had my teeth cleaned.

E: Who was the dentist?

R: Dr. Jane Smith.

E: Did you have more dental work than having your teeth cleaned?

R: No, that was all.

E: What was the total charge?

R: Well, that was like the other doctor. I paid $100 and the insurance paid $30 for the cleaning.

E: And that was on-island?

R: Yes it was.

E: And did you see any other medical or other health practitioners?

R: No, that’s all.

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E: Now I am going to ask you about any loans you have. The questions below concern any loans that you have and have not paid back. Are you currently making regular payments for anything on rent-to-own purchase, personal or some other type of loan?

R: No, I don’t have any current loans. I paid off the loan on my car more than a year ago.

E: And, do you have any credit card or charge accounts such as VISA?

R: Yes, I have a VISA card.

E: How many credit cards do you have?

R: I just have that one card.

E: How many purchases were recorded on your last bill?

R: Well, I think only one. I used it to buy groceries at Payless.

E: Did you have a service or credit charge for previous purchases on your last bill?

R: No, I always pay the bill off every month. I don’t like the service charges.

E: Did you have a service or credit for cash advances on your last bill?

R: Yes, actually I did. I was charged $3 for cash advances.

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E: What is the period of the bills?

R: They come once a month.

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E: Now I am going to ask you about education expenses. In the past 12 months, have you paid any education fees? Education fees do not include payments made by outside agencies such as Pell Grant, loans, etc. Just tell me about any out-of-pocket expenses you had.

R: I didn’t have any education expenses because I don’t have any children at home or away at school.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

E: How much remittances did all members of this household give as cash or gifts to other individuals or families inside or outside Guam last year?

R: I sent $500 to my sons in Hawaii.

E: Did you send them anything other than cash?

R: No, just cash.

E: Did you send any other remittances?

R: No, that was all.

E: Now, we’ll cover some other miscellaneous expenses. For water purchases, How much did you spend on water containers of 3 gallons or more?

R: Oh, I buy all of my water at Payless. The water from the tap tastes terrible.

E: How much did you spend for the whole year?

R: I must have spent $300 during the year.

E: How much did you spend on water trucked to your residence?

R: I didn’t spend anything on that.

E: How much did all members of your family spend on all licenses – including driver’s licenses, boat driver’s licenses, hunting, fishing, and so forth?

R: I renewed my driver’s license. I think that cost $30. I don’t remember exactly how much.

E: Now I am going to ask about health and beauty services. How much did you spend on health spa establishments (excluding body and facial massage)?

R: I don’t go in for that. I didn’t spend anything.

E: Body and facial message?

R: Nothing.

E: Salons, including permanents and other hair styling?

R: No, none.

E: Manicures and pedicures?

R: No.

E: Haircuts?

R: Well, I did go to get my hair cut. I probably spent $200 on those over the year.

E: Hair dying and coloring?

R: No, I don’t dye my hair.

E: Hair weaving, extensions, and other?

R: No.

E: Nutrition centers?

R: No. Never.

E: Now, I’m going to ask you about local expenses, and I’ll be asking you to include both cash contributions and purchased food, grown food, and other donations. How much did you spend on all weddings during the year?

R: Oh, probably $200.

E: Christenings?

R: I don’t think I went to any Christenings during the year. No, nothing for that.

E: Funerals?

R: Probably $100.

E: Other traditional feasts and events?

R: Maybe $250 altogether.

E: Other family events?

R: I think I already covered everything.

E: Church activities?

R: I probably gave at least $1,000 to the Church over the year.

E: School fund-raising, charitable organizations, and other donations?

R: Maybe $50 max.

E: Any other local expenses?

R: No.

E: Finally, I am going to ask about some miscellaneous expenses that don’t that much to do with each other. Did you pay anything for legal and accounting fees in the past 12 months?

R: No.

E: Computer and other games?

R: No.

E: Life insurance premiums?

R: No.

E: Dry cleaning services?

R: No.

E: Fitness centers?

R: No.

E: Annual fees for social or sports clubs and credit cards?

R: No.

E: Child support?

R: No.

E: Shuttle bus service or mass transit?

R: No.

E: Mutual funds, stocks, and bonds?

R: No.

E: Alimony?

R: No.

E: Veterinary services?

R: No.

E: Child day care?

R: No.

E: After school programs?

R: No.

E: Home security alarm systems?

R: No.

E: Anything else you can think of?

R: No.

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(Q4) E: What is your race or ethnicity?

R: I'm Chamorro.

(Q5a) E: What is your birth date?

R: January 7, 1978.

(Q5a) E: How old are you?

R: I am 41 years old.

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(Q6) E: Are you now married, separated, widowed, divorced, separated, or have you never been married?

R: I'm divorced.

(Q7) E: Where were you born, Ms. Hafa Adai?

R: In Inarajan.

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(Q11a) E: Where was your mother born?

R: She was born in Inarajan, too.

(Q11b) E: Where was your father born?

R: Rota.

(Ql2) E: At any time since February 1, 2019, have you attended regular school or college? Include only nursery school, kindergarten, elementary school, and schooling which leads to a high school diploma or a college degree.

R: No.

(Ql3a) E: How much school have you completed?

R: I am a high school graduate.

(Ql3b) E: What was your major after high school?

R: I never went to college.

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(Q14a) E: Did you live in this house five years ago (February 1, 2014)?

R: Yes.

(Q15) E: Can you read and write in any language?

R: Yes, English and Chamorro.

(Q15) E: Do you speak only English at home?

R: No.

(Q16a) E: What language do you speak?

R: Chamorro.

(Q16b) E: Do you speak Chamorro at home more frequently than English, about the same, or English more?

R: I speak Chamorro more than English.

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(Q17a) E: During the past 30 days, on how many days did you smoke cigarettes, cigars, or pipe tobacco?

R: I don’t smoke. Never have.

(Q17b) E: During the past 30 days, on how many days did you chew tobacco?

R: I don’t chew either.

(Q18a) E: How many babies have you ever had, not including stillbirths? Do not count stepchildren or children you have adopted.

R: 4.

(Q18b) E: How many of those children are still alive?

R: All of them.

(Q18c) E: What is the date of birth of your last child?

R: October 10, 2007.

(Q19) E: Have you ever been on active duty military...

R: No, never.

(Q20a) E: Did you work at any time last week, either full time or part time? Work includes part-time work such as delivering papers, or helping without pay in a family business or farm; it also includes active duty in the Armed Forces. Work does *not* include own housework, school work, or volunteer work.

Yes, worked full-time or part-time at a job or business and did subsistence activity; yes...?

R: Yes, I worked full-time and did no subsistence activity.

(Q21) E: How many hours did you work last week at all jobs, excluding subsistence activity? Subtract any time off and add any overtime or extra hours worked.

R: About 48 hours.

(Q22) E: In what village did you usually work last week?

R: I worked in Mangilao.

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E: The following questions ask about the job worked last week. If you had more than one job, describe the one you worked the most hours. If you didn't work, the questions refer to the most recent job or business since 2014.

(Q26) E: For whom did you work last week?

R: Gene's Service Station.

(Q27) E: What kind of work were you doing?

R: I'm a bookkeeper.

(Q28) E: Were you an employee of a private company or business or of an individual, for wages, salary or commissions?

R: (INTERRUPT) Yes, it's a private company.

(Q29a) E: Last year (2018), did you work, even for a few days, at a paid job or in a business or farm, excluding subsistence activity?

R: Yes.

(Q29b) E: How many weeks did you work in 2018, excluding subsistence activity? Count paid vacation, paid sick leave, and military service.

R: About 40 weeks, I took off a couple of months.

(Q29c) E: During the weeks worked in 2018, how many hours did you usually work each week?

R: 40 hours.

E: The following questions are about income received during 2018.

(Q30a) E: Did you earn income from wages, salary, commissions, bonuses, or tips? Report amount before deductions for taxes, bonds, dues, or other items.

R: Yes.

E: How much from all jobs?

R: $40,000.

(Q30b) E: Did you receive any income from your own farm or nonfarm business, proprietorship, or partnership? Report net income after business expenses.

R: No.

(Q30c) E: How much did you earn from selling crop of Commerce or garden products, fish animals, or handicrafts?

R: Nothing.

(Q30d) E: Interest, dividends, net rental income, royalty income, or income from estates and trusts?

R: No.

(Q30e) E: Supplemental Security Income?

R: No.

(Q30f) E: Any public assistance or welfare payments form the state or local welfare office?

R: No.

(Q30g) E: Any other sources of income received regularly, such as Veteran’s payments?

R: No.

(Q30h) E: Did you receive any Social Security or from retirement, survivor, or disability pensions?

R: No.

(Q30i) E: Did you receive any remittances from persons living on Guam?

R: No.

(Q30j) E: Did you receive any remittances from Hawaii or the U.S. mainland?

R: No.

(Q30k) E: Did you receive any remittances from any place else?

R: No.

(Q28l) E: Did you receive any income from unemployment compensation, child support, or alimony, or any other regular source of income? Do not include lump-sum payments such as money from an inheritance or the sale of a home.

R: Yes.

E: How much was received?

R: $150 per week for 8 weeks.

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(Q32) E: Did you receive an Early Income Tax Credit?

R: No.

E: What is your telephone number?

R: 555-5555

E: Thank you for your cooperation.

R: You're welcome. Good bye.

# CHAPTER E. BASIC INTERVIEWING RULES

Perhaps one of the most challenging and interesting parts of your job is the interview.

One of the best ways to prepare yourself for interviewing is to know why the survey is taken, and why the survey is important to the community.

We have talked about these matters earlier in the training. This discussion and the Questionnaire Reference Book are sources for information about the survey.

You have a right to expect answers to your questions. You must ask the questions as though you expect an answer, and not as though you expect people to be reluctant.

(PAUSE)

On the other hand, when people act grumpy or irritated, they are not reacting to you as a person. You will find that people with problems, or people upset and angry for some other reason, will try to take it out on you simply because you're the first person to knock on the door. Do not let it upset you. If you remain calm, usually the respondent will calm down quickly.

If a respondent is actively hostile and abusive, however, you should immediately end the interview and leave. You can come back the next day and complete the interview.

Enumerators who have done this have reported that a respondent who was very reluctant one day was apologetic and cooperative the next. Such a respondent will sometimes say something like, "Well, I was having a really bad day yesterday. I am sorry I gave you such a hard time."

Just remember that it is not you that the respondent is upset with. The respondent is reacting to something in his or her personal life, or perhaps to some hostile feeling toward the government.

(PAUSE)

What if the person tells you that she or he is too busy to be interviewed?

Well, you can point out that completing the questionnaire only takes an hour or two, which should not disrupt a person's entire day. You can say that the questionnaire is important......that it is your job to get it done.....and that it won't take very long.

Many people will agree to be interviewed if you can make them feel that they are helping you do your job. People who could not care less about the community will respond to you as an individual.

Incidentally, there is nothing wrong with filling out the questionnaire while the respondent is busy. Suppose that you have a respondent who says he is busy painting his house. You can still ask your questions, and he can answer while he continues to paint, if the respondent agrees.

There is no trick to filling out the questionnaire. But, for one reason or another, some people do not like to cooperate. That is where you come in. It is your job to fill out a questionnaire at *every* household on your assignment list.

You will be a successful interviewer if you follow five basic rules and keep the proper attitude.

The FIRST rule is to follow the instructions on the questionnaire and the Questionnaire Reference Book. If you have any problems with the questionnaire, check the QRB.

The SECOND rule of interviewing is to carefully listen to what the respondent says. Let's suppose you ask a respondent Question 4, ethnic origin or race, on page 16, and the person tells you: "Well, my mother is Palauan and my father is Filipino, but I consider myself Chamorro."

Q. What answer would you record on the questionnaire, given the response, Mr(s).\_\_\_\_\_\_\_\_?

A. Chamorro.

You would print "Chamorro", because that is the way the person described himself or herself. Although you asked nothing about the mother or father, the respondent mentioned their ethnicities. You had to listen carefully to extract the needed information from the response.

The THIRD rule of survey interviewing is to gain information by observation, when the QRB tells you to. Observation is defined as being able to determine answers by what you have heard or by what you have seen.

Do *not* rely on observation or previous information. You must ask questions exactly as they are worded on the questionnaire or the QRB. A few questions may be answered by observation, but only if allowed by the QRB.

These are the questions that *may* be answered by observation, but it is best to ask whenever possible.

Locate a questionnaire and follow along.

(ALLOW TIME)

Find population question 2 — for sex — on page 16.

(ALLOW TIME)

The QRB directs the enumerator to mark the appropriate box by observation. It is best to ask, if not obvious.

WALLY

Housing questions H11 and H13, hot and cold piped water and bathtub and shower facilities, must be asked in interviews. But when no one is home, or at vacant housing units, these questions sometimes can be determined by knowledge or observation of similar units in the neighborhood.

You should ask Question H9, number of rooms, at all occupied and vacant housing units. As a last resort, you can determine Question H9 by knowledge or observation of similar units.

Ask Question H2b, commercial establishment or medical offices, at all one-family houses. Sometimes you can determine this question by observation.

Be careful when using observation. If the QRB specifies that a question is to be asked, then ask it. Never make assumptions about your respondents.

(PAUSE)

Does anyone have a question about using observation to answer questionnaire items?

(ANSWER QUESTIONS)

Our FOURTH rule of interviewing is to probe for complete answers. Probing can mean asking a question over, when it appears the respondent does not understand the first time. Be sure you don't lead the respondent by suggesting an answer. Studies show that respondents tend to agree with what they think the enumerator *expects* them to say.

(PAUSE)

Let me give you an example. Suppose that you are asking a person how many hours he or she worked last week. If you say, "You worked 40 hours last week, didn't you?" the respondent is likely to shrug and reply, "Yes, that is right," when he or she actually only worked for 36 hours.

Let's go to the FIFTH rule of interviewing. The fifth rule is to record information neatly and accurately. The accuracy of a questionnaire depends on how well you listen and how well you record what you hear.

For paper enumeration, always print and always use the black lead pen or pencils that are provided in your enumerator kit. People in the survey office will have to read them later.

Does anyone have a question about making entries on the questionnaire?

(ANSWER QUESTIONS)

A final word about the questionnaire is that it must remain clean, unwrinkled, and free of holes and tears. Don't throw away your hard work by damaging the questionnaires. If a questionnaire does get torn, wrinkled, or smudged, check with the Bureau of Statistics and Plans to see if you need to recopy the information. If you do need to recopy, copy the information to another questionnaire before you hand it in; but big “X”s on the original questionnaire to show that it should not be included with the real questionnaires, and turn that in as well.

Your enumerator kit will contain re-sealable plastic bags to carry your questionnaires while you travel door-to-door to conduct interviews. You should use these plastic bags at all times to keep your materials clean and dry.

(PAUSE)

Earlier I mentioned proper attitude. To be a good interviewer you must not only know the rules, but you must maintain certain attitudes.

You need to stay calm.... be patient and pleasant......and be a little persistent, even though your respondent may be irritable, or impatient.

(PAUSE)

Never assume anything and do not influence the respondent in any way. Be neutral in the way you ask questions. Don't express surprise, or disapproval of any situations or answers you encounter.

The key word is confidence — in appearance and attitude. Don't lead, hesitate, or apologize to your respondent. You're a professional with a job to do.

(PAUSE)

Do you have any questions about your attitude?

(ANSWER QUESTIONS)

Perhaps someone here has experience in canvassing, in polling or in door-to-door interviewing or sales work and can suggest other techniques for getting an interview.

(CALL ON VOLUNTEERS. ALLOW 5 MINUTES MAXIMUM FOR DISCUSSION.)

There are five common sense rules of interviewing I would like you to remember:

1. Follow instructions on the questionnaire.

2. Listen carefully to what the respondent says.

3. Gain information by observation when the QRB says you can.

4. Probe for complete answers.

5. Record information accurately and neatly.

Are there any questions?

(ANSWER QUESTIONS)

# CHAPTER F. PAIRING FOR ENUMERATION

Take out a blank questionnaire. Write "Training" across the top as we have done before. Locate your Training Survey booklet and your QRB.

(ALLOW TIME)

After I give you directions, you will pair up with another trainee for an interview. One of you will play the role of enumerator and the other will play respondent. Then, after completing the questionnaire you will reverse roles.

The person who acts as the *enumerator* will fill out the questionnaire and use the QRB when necessary.

(PAUSE)

The person who acts as the *respondent* will monitor the enumerator using the questionnaire and QRB. The respondent will make sure questions are being asked correctly. If there are mistakes or difficulties, the respondent will help out the enumerator. Let the enumerator *know* if she or he has made a mistake in asking a question, and so forth. Remember to ask the questions *exactly* as instructed in the QRB.

When you are playing the respondent, you need *not* give actual information about yourself. Also, there must be one other adult in the household.

Open your workbook to page 6.

(ALLOW TIME)

Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_\_, will you read the respondent directions aloud?

(ALLOW TIME)

|  |
| --- |
| Respondent Instructions  1. The first respondent will use the following address: 113 N Talisay St in Dededo Guam 96950.  2. The second respondent will use the same address.  3. Give information for yourself and one other adult only. You need not give actual information about yourself.  4. GIVE ASSISTANCE AS NEEDED. If the enumerator makes a mistake in the steps of the operation, rephrasing of questions, or assuming answers tell him or her of the mistake.  5. If you need assistance, call the trainer. If the trainer is busy, make a note of the question and the interview. |

Thank you. Are there any questions about what the respondent is to do?

(ANSWER QUESTIONS)

Mr(s) \_\_\_\_\_\_\_\_\_, will you read the enumerator directions 1 and 2?

|  |
| --- |
| Enumerator Instructions  1. **CANVASS** - Imagine you are going down Talisay Ct.  2. **LIST** - Use correct introduction from the questionnaire and ask questions in bold print on the address listing page.  3. **INTERVIEW** - Complete item A on the front cover, before the interview. Conclude the interview. Complete the other items on the front cover, sign your name and date on the back cover, and the Comments column of the Address Listing Page of Survey booklet.  4. **MAP CIRCLING** - Use the map on page 7 in the workbook. Spot the living quarters and circle the map spot number. |

Thank you.

Are there any questions about what the enumerator is to do?

(ANSWER QUESTIONS)

Those of you who play enumerators should check the QRB if you are unsure about the proper way to ask questions. Those of you who play respondents should help out the enumerators as necessary. If the enumerator makes a mistake, let her or him know about it. I will be walking around to give assistance as needed.

(PAUSE)

Be sure to first record the respondent's answers to the address listing page questions. Use your training survey booklet. As soon as I pair you up, you may begin.

(PAIR UP TRAINEES. IF THERE IS AN UNEVEN NUMBER OF TRAINEES, ASSIGN A RESERVE ENUMERATOR TO WORK WITH A PAIR. ASK THAT THEY BREAK UP THE TWO INTERVIEWS SO THAT ALL THREE HAVE A CHANCE TO BE ENUMERATORS. BE SURE TRAINEES SWITCH ROLES WHEN FIRST INTERVIEW IS COMPLETED. *ALLOW NO MORE THAN 40 MINUTES* TOTAL FOR THIS EXERCISE.) CONTINUE BELOW.

The first step of your job was *canvassing*. We made this step of the job easy by pointing out to you the house location on the Map in your workbook. Normally, of course, you would have encountered the house on your own.

The second step of your job was to *list* the respondent's answers to the three questions on the Address Listing Page.

Did anyone have a problem with listing?

(ANSWER QUESTIONS)

Then you needed to fill out a questionnaire for the household. For the third step of the job you completed the questionnaire by conducting the interview; complete the front cover, sign and date the back cover, the "For Enumerator Use" box on page 2 of the questionnaire, if the unit was vacant, and in the Survey booklet, you entered the date the questionnaire was completed in column (5) and number of persons enumerated in column (6).

Are there any questions or problems for which you could not find answers in the QRB?

(ANSWER QUESTIONS)

The fourth step was to *circle the housing unit number* on your Map in the workbook. Did anyone have a problem with *map circling*?

(ANSWER QUESTIONS)

(ANSWER QUESTIONS. KEEP DISCUSSION TO A MINIMUM. HAVE THE CLASS LOOK UP ANSWERS IN QRB. IF YOU ARE UNSURE OF AN ANSWER, WRITE THE QUESTION DOWN AND CHECK FOR AN ANSWER LATER.)

Let us continue with the next chapter.

# CHAPTER G. PAIRED EXERCISE FOR FILLING OUT THE QUESTIONNAIRE

During the next part of the training you will again practice filling out a questionnaire. This time you will pair up with another trainee; one of you being the enumerator and the other the respondent. The respondent will have a *script* for the responses. Then you will reverse roles with a new script.

(PAUSE)

By this time, you should have a feel for how the questions are asked. For the most part, this is simply following directions on the questionnaire and in the QRB.

(PAUSE)

At this point, obviously I don't expect you to go through the interview without any mistakes. It *does* require practice. I *do expect* you to work out any problems you have with the questionnaire and to develop an understanding for asking the interview questions. Turn to page 11 in your workbooks. This page contains the directions for the respondent and enumerator. Everyone tear this page from your workbook.

(ALLOW TIME)

Read the directions now and keep them handy for this exercise.

(ALLOW TIME)

|  |
| --- |
| INTERVIEW  **RESPONDENT INSTRUCTIONS:**  1. The enumerator asks the questions from the questionnaire.  2. You will respond by reading aloud the answers as given on the script.  3. Closely monitor the script and a questionnaire.  4. Give assistance as needed. If the enumerator asks a question not listed or fails to ask a listed question, tell him/her of the mistake. If a question is worded incorrectly, tell her/him of the mistake. The question should be correctly repeated by the enumerator.  5. If you need assistance, call the trainer. If the trainer is busy, make a note of the question and continue the interview.  ENUMERATOR INSTRUCTIONS  1. **CANVASS** - continue to the next house on the enumerator’s assignment sheet.  2. **LIST** - use proper introduction. Use the next listing line on the training Survey booklet.  3. **INTERVIEW**  4. **MAP SPOT** - mark a spot for the approximate location of the household on the AA map on page 10 of the workbook, and write the map spot number.  5. If you need assistance, call the trainer. If the trainer is busy, make a note of the question and continue the interview. |

Again, the person who plays the respondent should monitor the enumerator and help out when necessary.

Are there any questions on the directions?

(ANSWER QUESTIONS)

The enumerator will go through the questionnaire as if it were an actual interview, using the QRB as necessary.

(PAUSE)

At this time I will pair you up with a partner.

(IF THERE IS AN UNEVEN NUMBER OF TRAINEES, HAVE ONE OF THE RESERVE ENUMERATORS JOIN A PAIR, ASK THEM TO SHARE ROLES, ALLOW TIME.)

Are there any questions on the direction?

(ANSWER QUESTIONS)

I will be walking around the class to give assistance. You will have forty-five minutes for the first interview. Write "TRAINING" across the top of the questionnaire.

Decide who will play what role and begin the interview. The respondent(s) script begins on page 12 of your workbooks.

Remember, only the respondent will use the script.

(ALLOW 45 MINUTES MAXIMUM FOR COMPLETION OF THE INTERVIEW. WALK AROUND THE CLASS AND GIVE ASSISTANCE AS NEEDED. MAKE NOTES ON THE TYPES OF PROBLEMS ENCOUNTERED. YOU WILL NEED THESE NOTES FOR A REVIEW SESSION ON SECOND DAY OF TRAINING.)

Now we will switch roles.

Respondents, turn now to page XXX WALLY in your workbooks for the second interview.

(ALLOW TIME)

Review the respondent and enumerator directions again, if necessary. If you have any problems, bring them up.

Are there any questions?

(ANSWER QUESTIONS)

You may begin. Be sure to write "Training" across the top of the questionnaire.

(ALLOW 30 MINUTES MAXIMUM FOR THE SECOND INTERVIEW. NOTE THE TIME NOW. ADD 30 MINUTES AND WRITE THAT TIME BELOW.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

WHEN THE TIME YOU HAVE WRITTEN ARRIVES; TELL YOUR TRAINEES: "YOU HAVE FIVE MINUTES TO FINISH".

IF ALL TRAINEES FINISHED INTERVIEWING BEFORE THE ALLOTTED TIME, RESUME VERBATIM TRAINING.

YOUR JOB DURING THE PRACTICE INTERVIEWING IS TO OBSERVE EACH OF THE PAIRS AT LEAST ONCE. ANSWER QUESTIONS AND GIVE HELP AS NECESSARY.

MAKE NOTES ON THE KINDS OF PROBLEMS TRAINEES RUN INTO. MAKE NOTES ON FAULTY INTERVIEWING, SUCH AS WRONG WORDING OF QUESTIONS OR FAILURE TO MARK THE QUESTIONNAIRE AS AN ANSWER IS GIVEN. YOU WILL NEED THESE NOTES WHEN YOU REVIEW THE PRACTICE INTERVIEWING.

STOP THE INTERVIEWING AFTER THE TRAINEES HAVE HAD 30 MINUTES. READ THE VERBATIM BELOW.)

Please stop your interview now. Even if you have not finished the questionnaire, you should have a good idea of how to interview.

# CHAPTER H. REVIEW OF QUESTIONNAIRE

Let's continue by briefly reviewing the questionnaire together.

1. How many persons did you list in question 1a on page 1?

(ANSWER: 2)

2. Did you complete each required housing question?

(ANSWER: Yes)

3. Did you complete each required population question?

(ANSWER: Yes)

4. What items did you complete in the box on the front cover before the interview?

(ANSWER: Item A.)

5. What items did you complete after the interview?

(ANSWER: The other items on the front cover and sign and date.

USE YOUR NOTES TO INFORM TRAINEES OF TYPES OF ERRORS OR PROBLEMS THAT YOU OBSERVED. *ALLOW NO MORE THAN 5 MINUTES*.

Are there any questions or problems that you would like to discuss?

(ANSWER QUESTIONS. WHEN DISCUSSION IS FINISHED, REMIND THEM OF THE STARTING TIME FOR TOMORROW'S TRAINING SESSION AND DISMISS THEM.)

# CHAPTER I. MAP READING

(TAKE ATTENDANCE. REPORT "NO SHOWS" TO YOUR SUPERVISOR SOMETIME DURING THE DAY.)

Welcome back to training. Before we start, are there any questions about what we already covered.

(ANSWER QUESTIONS)

Today we will be going into more detail on the four steps of the enumerator's job.

Q. What are the four steps of the enumerator's job, Mr(s). \_\_\_\_\_\_\_\_\_\_\_?

A. Canvassing to find the housing units on the assignment sheet, Listing, Interviewing, Map Circling.

Yesterday, we concentrated on interviewing with the questionnaire. Today we'll learn how to read a map and practice the details of canvassing, listing, and map circling.

Are there any questions about this objective?

(ANSWER QUESTIONS)

Our first topic is canvassing. Canvassing means to systematically travel all street, roads, paths etc., in your assignment area, looking for the units on your interviewer assignment form. In order to canvass, we first must know how to read survey maps.

You will receive a map of your assignment area in your survey booklet. The map is labeled the Assignment Locator Map. You use the Assignment Locator Map to find your assignment area. The Maps that show your assignment in detail, may consist of more than one map sheet.

(PAUSE)

Turn to page 4 in your workbook.

(ALLOW TIME)

We are now going to learn about reading Maps. Take a minute to look at the Map. Your map will have the name of the Village and some identified housing units – houses and apartments. Some assignments will fit on one segment, but most will have multiple segments.

(ALLOW TIME)

An important part of your job is to know exactly where your assignment is located on the ground and where you are in your segment. You also must determine that the address and the map spot number agree.

(PAUSE)

The segment boundaries should be shown on the Map. As you can see from your map, segment boundaries can be man-made features such as streets or roads. You need to know where the segment boundaries and block boundaries are located, so you don't go to housing units outside your segment.

(PAUSE)

Boundaries also can be natural features such as rivers, streams, gullies, cliffs, or shorelines. These are usually easy to see. Segment boundaries can also be imaginary lines, such as major roads or district limits, property lines, and short imaginary extensions of streets or roads.

The best way to find the exact location of invisible boundary lines that aren't marked is to *ask*. Most people can tell you which Island they live in, and, if you need help locating a particular house, they can probably help you with that. We are trying to place you in your own village or a nearby village to make it easier for you to do the enumeration

You must know the *exact* location of the boundaries of the Village represented on your map, because your basic job is to enumerate the appropriate living quarters *inside* your ED. If you are not sure of a boundary location, contact the HIES office for assistance. By understanding how to read a map and locate Village boundaries, you'll avoid this.

Do you have any questions about Village boundaries?

(ANSWER QUESTIONS)

You will receive information with your interview assignment to assist you in finding the exact houses the computer selected. The houses should be identified, both by where they are, and their address and their relationship to other houses in the area, distance to adjacent houses and roads and so forth. If you cannot identify your house exactly, check with the staff at the survey office before you might go to the wrong house and waste your time and effort.

The map on page 4 is something like the map you will receive with your interviewer assignment information on it. Note that this is only part of a Village. In each Village, the houses will normally start being numbered with 101, and continue on up to some number, usually more than 500. But they will probably not be in order, as some houses have been destroyed since the initial numbering, and others have been added. So, you will need to check carefully on the map for the correspondence between what you see there, and where you will be going for your enumeration.

Because the computer selected a 5 percent sample on Guam for the survey, usually the houses will be spread apart, but because of the random way the houses were selected, and the particular numbering of houses in a Village, the houses might be next to each other in some cases. This will make your job easier. Just note that this is not a mistake. It is just the way the computer selected the units.

Note that some features will be shown on the map to help you. Some of there will be natural, like streams. Some will be manmade, like the roads. But also, you may find cemeteries, churches, schools, and businesses. Use all of these to make sure that you have found the units you are supposed to enumerate.

Again, if you have any trouble finding your particular selected units, please contact the survey office immediately.

We will now do some exercises using the maps and the interviewer assignment sheets to find the units.

# CHAPTER J. CANVASSING

You recall the definition of canvassing: "Systematically traveling all streets, roads, paths, etc., of each block of an assignment area to identify every place on the interviewer’s assignment sheet."

To canvass your area efficiently, you need to determine the best method of getting to all of your housing units as efficiently as possible. Remember that you will be dropping off diaries as you enumerate, and you must check up on the respondents at those houses – during the week of the diaries – and then pick up the diaries – at the same time you are continuing to enumerate at new housing units. So, it is very important that you plan your activities for the whole period of the enumeration, using your map – at the beginning. And, then, continue to monitor as you work through your assignment area to make sure you can finish the enumeration in a timely fashion.

Now that you know how to read a survey map, we're going to learn how to travel or *canvass* around your assignment area quickly and efficiently (PAUSE), and how to locate the housing units you will visit.

Open your Enumerator Instructions to page 6. Please read Section 2A and Section 2B.

(ALLOW TIME)

As the booklet notes, the 2019 Survey does not cover every household on Guam. Instead, a systematic sample of households has been selected. A random sample was selected. The interviewer maps show the boundaries for the enumeration area and which houses are to be included. The 2019 Household Income and Expenditures Survey office personnel will assist the you in locating each selected household, if necessary. Finding a house should not be difficult as the address of the unit is listed on the Interviewer Contact Sheet.

You will need to visit the households selected for the collection of demographic, social, and economic data any time during the enumeration period – February and March, 2019. The first visit must be before March 15, 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 and the supplementary materials the Bureau of Statistics and Plans supplied. If you are certain that you have the correct housing unit –a house or an apartment – enumerate the household now living there.

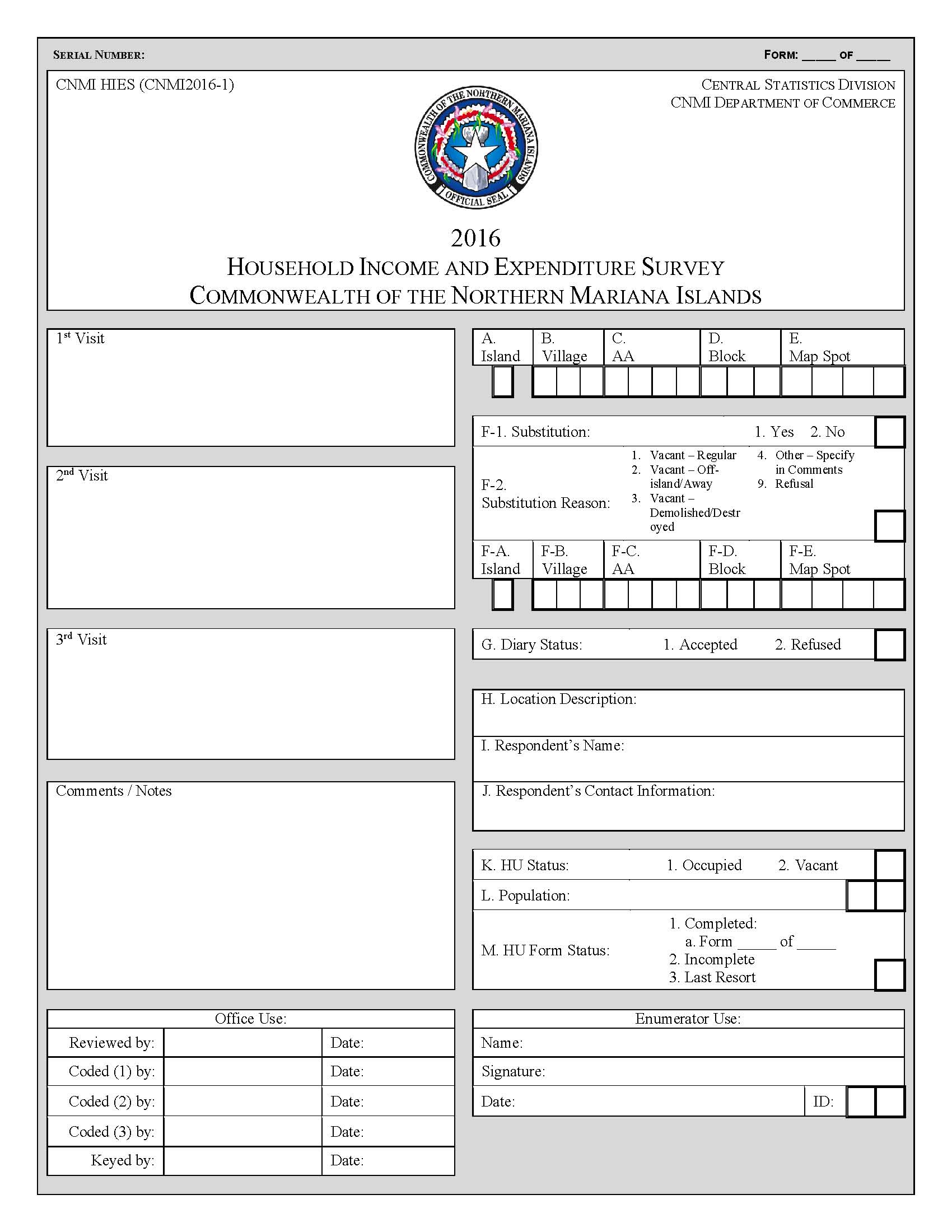
If no one is present in a house when you first call, come back later. If after several attempts to establish contact you still are unsuccessful, inform the 2019 Household Income and Expenditures Survey office. If the 2019 Household Income and Expenditures Survey office decides that it will not be possible 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 2019 Household Income and Expenditures Survey office staff member signs this sheet. Then the Survey Office 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 2019 Household Income and Expenditures Survey office.

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, key or 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.

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 2019 Household Income and Expenditures Survey office to find out what to do.

As you see on page 6, you’ll need to fill in certain items before you start out, and others as you go along.



|  |  |  |
| --- | --- | --- |
| A. | Island | The Island code is preselected. Place this code in A. on the questionnaire. |
| B. | Village | The Village code is preselected. Place this code in B. on the questionnaire. |
| C. | AA | The AA number is preselected. Place this number in C. on the questionnaire. |
| D. | Block | The Block number is preselected. Place this number in D. on the questionnaire. |
| E. | Map Spot | The Map Spot number is preselected. Place this number in E. on the questionnaire. |
|  |  |  |
| F-1. | Substitution | Circle the Substitution status of the Housing Unit. |
| F-2. | Substitution Reason | Circle the reason for Substitution of the Housing Unit. |
| F-A. | Original Island | The Original Island code is preselected. Place the Original Housing Unit (HU) Island code in F-A. on the questionnaire. |
| F-B. | Original Village | The Original Village code is preselected. Place the Original Housing Unit (HU) Village code in F-B. on the questionnaire. |
| F-C. | Original AA | The Original AA number is preselected. Place the Original Housing Unit (HU) AA number in F-C. on the questionnaire. |
| F-D. | Original Block | The Original Block number is preselected. Place the Original Housing Unit (HU) Block number in F-D. on the questionnaire. |
| F-E. | Original Map Spot | The Original Map Spot number is preselected. Place the Original Housing Unit (HU) Map Spot number in F-E. on the questionnaire. |
| **Note: The “F” Section is ONLY completed if the HU has been substituted.** | | |
| G. | Diary Status | Circle and Record Diary Status whether the Housing Unit (HU) have Accepted (1) or Refused (2) the Diary. |
| H. | Location Description | Write the description of the Housing Unit (HU). |
| I. | Respondent's Name | 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 |
| H. | Respondent's Contact Information | Write the contact information of the householder in this space. |
| K. | HU Status | Circle the Housing Unit (HU) Status. |
| L. | Population | Record the total number of household members in the Housing Unit (HU).  **Note: This should match the number of people on the Roster Page.** |
| M. | HU Form Status | Circle the Housing Unit (HU) Form Status. If the Housing Unit (HU) Form Status is completed (1), also indicate the number of forms in a. |
|  |  |  |
| Name | Enumerator Name | Print your name. |
| Signature | Enumerator Signature | Sign with your signature.  **Note: By signing, you certify that the form has been completed.** |
| Date | Completion date of Questionnaire | Record the completion date of the questionnaire. |
| ID | Enumerator Code | Record your Enumerator Code. |

Do you have any questions about this?

WALLY \_\_\_ SEE ABOVE

(ANSWER QUESTIONS)

Let's do a practice exercise with the interviewer’s assignment sheet. Please turn to page 7 of your enumerator’s workbook.

(ALLOW TIME)

Here, we have two housing units identified. Both are on the same Village – all of your units should also be in a single Village.

Q. What is the Region and Village?

A. Dededo so North Region.

Q. Are these units single family units or apartments?

A. These are single-family dwellings.

Single family dwellings will have a map spot, but since only one housing unit will be in the house, the housing unit will always be 101. But apartment buildings will also have a unit 1, so you always have to check.

**WALLY**

**Here, the first unit is in map spot number 5 – you will see a square with a 5 in it on the map – but this will be an apartment building when you actually get to it, and you must enumerate unit 3 in that building – and not some other unit instead.**

**Then, for the other unit shown here, you’ll be in building 17, and unit 1. It could be an apartment, or it could be a single-family dwelling. You’ll find out when you get there.**

The householders are included here – George Washington and Abraham Lincoln – but you will only find out the name of the householder when you go to the housing unit for the interview – or from someone else if the unit is vacant when you go there.

For the outcome, you will need to indicate when you have finished enumeration at the unit – both the initial form as well as the diary.

This completes our discussion on canvassing. Are there any questions?

(ANSWER QUESTIONS)

Let's take a break. Please be back in 15 minutes.

# 

# CHAPTER K. LISTING

Now that you know how to read the Map and how to canvass, let's learn more about *listing*, the second step of your job. Our 2019 Survey is an enumeration of both population and housing. We are counting all the people and all the places where people live or could live. Up to this point in our training, we have found it convenient to assume that everybody lives in the typical, one-family house or apartment. Of course, we know this is not true.

Some people live in a rented room or rooms in the house of another person. Sometimes, two families share a house once intended for one family. A large family may occupy two small apartments originally built as two separate places.

(PAUSE)

So, to repeat, you are to enumerate as a housing unit each place where people live, or could live, based on how people use the place.

(PAUSE)

In the next part of the training, you will learn how to determine if living quarters should be enumerated as only one housing unit or as two or more units. You will learn the definition of a housing unit and how to apply that definition in your work.

Open your Enumerator Instructions to page WALLY 48. I want you to read Appendix B, Housing Unit Definition.

(ALLOW 10 MINUTES)

The housing unit definition is a tool you can use to decide if a place should be enumerated as a single housing unit or as two or more units.

There are two requirements — or criteria — that a room or a group of rooms must meet to qualify as a housing unit.

(PAUSE)

Q. What are these two requirements, Mr(s).\_\_\_\_\_\_\_\_\_?

A. Separateness and direct access.

Notice that certain unusual living quarters are considered housing units if they are occupied and not used for business or for extra sleeping space or vacations on February 15. Boats moored at a dock, or a tent are housing units if someone regularly lives there.

The point is that you can apply the housing unit definition to any arrangement you encounter. Sometimes you will have to decide if a group of people make up one household or two.

People do *not* have to be related to make up a household.

If you are faced with a situation where you have to decide if there are one or two housing units in a single building, you will apply the housing unit definition.

You also apply the housing unit definition to vacant living quarters. Even when no one lives in a place, you can decide if it qualifies as a housing unit based on whether it has separateness and direct access.

(PAUSE)

Usually you can determine the number of housing units simply by asking. But, if the respondent asks, "What do you mean by that?” here are some guidelines.

A person could have complete facilities — living room, bathroom, kitchen, and so forth. But if the person routinely shares part of someone else's living quarters, then the person does not occupy a separate housing unit.

Does anyone have a question about living and eating separately?

(ANSWER QUESTIONS)

Q. Is direct access always from the outside of the building, Mr(s).\_\_\_\_\_\_\_\_\_?

A. No, it can be from a common hall.

Now, I want you to read Guidelines for Applying the Housing Unit Definition found under Appendix B of your Enumerator Instructions.

(ALLOW TIME)

Are there any questions?

(ANSWER QUESTIONS)

One important point to remember. Your instructions are to *ask* about living and eating separately anytime you are dealing with someone other than the immediate family. The immediate family is a person, that person's spouse, and their unmarried children. You ask for all other persons, including married children and brothers and sisters of the person and the spouse.

Q. If it is reported that a person — or group of persons — eats or lives with other people, is it necessary for you to ask about direct access, Mr(s).\_\_\_\_\_\_\_?

A. No, because by definition this is one housing unit.

If it is reported to you that someone lives and eats separately, then you follow up with a question about direct access. You can ask, "Does this person have direct access to her or his living quarters?" If the respondent does not understand what you mean by direct access, then you can ask, "Does this person have to walk through someone else's living quarters to get to his or her quarters?"

Does anyone have a question at this time about the housing unit definition?

(ANSWER QUESTIONS)

There is another exercise for you to complete in your workbook. Turn to page WALLY 13. On page 13 you will find four situations, briefly described. Write the *number* of housing units described in each situation in the space provided at the right. Use page 36 of your Enumerator Instructions – on housing unit definition – to help you. Does anyone have a question about what I want you to do?

(ANSWER QUESTIONS)

You may begin.

(ALLOW ABOUT FIVE MINUTES FOR THE TRAINEES TO COMPLETE THE EXERCISE. THEN CALL ON DIFFERENT PERSONS TO GIVE ANSWERS. REVIEW BY USING THE ANSWER KEY ON THE NEXT PAGE TO DETERMINE IF EVERYONE UNDERSTOOD EACH SITUATION.)

|  |  |  |
| --- | --- | --- |
| HOUSING UNITS  Study each situation described below. Decide how many housing units should be listed. Write the correct number in the box to the right. Use your manual, if necessary. | | |
| Number | Situation | HU's |
| 1 | Joe Black has a room in the Nelson house. Black enters his room through a door from the side porch. He cooks breakfast each morning on a hot plate, and eats lunch and dinner out. Is the Nelson house one housing unit or two? | 2 |
| 2 | John Thompson's rooms in the Denton's home. Thompson has direct access through a side door. They share the same kitchen to cook and eat. | 1 |
| 3 | Carl Thrower has an apartment in an apartment building. He has a complete kitchen and access through a common hall. In the building, there are five other apartments like his apartment, but they are vacant. How many housing units are there in Thrower's building? | 6 |
| 4 | Bob Hill's room is in his landlord's home. Hill has installed a sink, a hot plate and microwave oven, and a refrigerator for his use only. He gets to his room through his landlord's kitchen. | 1 |

(ALLOW TIME)

Are there any questions about the housing unit definition and its use?

(ANSWER QUESTIONS)

As I said earlier, the four main parts of your job are canvassing, listing, interviewing, and circling the map spot. These things are done all at one time. As you canvass your assignment area to find your units, you locate and *list* each place on your assignment sheet, and then you complete a questionnaire for each place and finally you mark the map.

Now that we understand the housing unit definition, we are ready to learn more about how to list. By listing, I mean you write down the address or a location description of each housing unit. You do this listing in the survey booklet.

Let's go over the parts of the survey booklet. Please refer to your training survey booklet.

(ALLOW TIME)

The second page of your register is the Survey Booklet Cover. This page contains information about the area you will work in, and about you and me.

(PAUSE)

This page already lists your addresses or location descriptions and related information. You will go to each housing unit on your list in your assignment area on this page.

(ALLOW TIME)

This page is used to record information concerning each housing unit in your assignment area. During your canvassing, you will obtain most of this information from the housing unit occupants or from neighbors, in order to and fill in a line for each housing unit. You will also be putting information on the front page of the questionnaire.

# WALLY – this is not complete

We must have a 1-digit Region code and a 1-digit Village code on each listing line you use.

Does everyone understand that the Region and Village codes come from your Map?

(EXPLAIN IF NECESSARY)

Look at column (3). This column is headed “Map spot number”. Each line and therefore each housing unit you list will be identified by a three-digit number for the houses identified on your map, by address – and if there are multiple units in the building, a housing unit number as well.

Now look at the question printed in bold type, which appears over columns (5). It begins, "**What is the full name........?"**

(ALLOW TIME)

This question must be asked of the respondent at each of the selected housing units in your assignment area. In column (5), enter the *full* name of the occupant who owns or rents the housing unit, or any responsible person 15 years of age or older.

In Columns (6) and (7), enter the house number, street name, and apartment number, and ZIP Code if appropriate. If the addresses you list do not have house numbers and street names, you must enter a location description in columns (6) and (7). Post Office box numbers and general delivery of mail at a post office are not street addresses. In these cases, you must enter a location description. You will get this location description from the information you’ll be getting later with the interview assignment sheets. Do you have any questions about this?

(ANSWER QUESTIONS)

In column (8), you enter the month and day that you complete the questionnaire is *completed* for the housing unit. Any questions about column (8)?

Column (9) – Non-interview response – is used if you never find anyone at home, or if you cannot get the respondents at the housing unit to help you to obtain the needed information. You’ll mark this box, and then obtain a different housing unit from the survey office, as a substitute unit.

Columns (10) and (11) are to record the time you start and finish the interview, to assist us in determining how long the interviews take, and measure general progress for the whole exercise.

(ANSWER QUESTIONS)

Column (12) will be blank because we are not paying mileage separately for this survey. Your pay includes money for gas and wear and tear on the vehicle.

What is needed for column (13) is the "number of persons" occupying each housing unit. You will obtain this number from the questionnaire, item B, Population. Simply count the number of persons listed in question 1a and enter the total in column (13) of the Address Listing Page. Enter a "C" if you cancel the listing.

(ALLOW TIME)

Q. What would you put in column (13) if the address is vacant?

Mr(s).\_\_\_\_\_\_\_\_\_\_?

A. O (zero).

Are there any questions about column (13) and where to find the information to complete it?

(ANSWER QUESTIONS)

Columns (14) and (15) are for when you drop off and pick up the weekly diaries. Normally, you give the diary to the respondents when you do the initial interview, and then pick them up one week later.

Are there any questions?

(ANSWER QUESTIONS)

The other item we'll discuss on the listing page is down at the bottom of the page. It is labeled 16. The page numbers are in item 16. When you have filled the survey booklet or completed the ED, you go back and count the total number of pages used and put this total on each page.

For example, if your enumeration area requires 4 pages to list, item 16 on the first listing page should read "Page 1 of 4."

The rest of the items along the bottom of the listing page should be disregarded. They are for office use only.

Does anyone have a question about the items at the bottom of the page?

(ANSWER QUESTIONS)

Are there any questions about the listing page?

(ANSWER QUESTIONS)

(PAUSE)

IF you find any special place, make sure you let your supervisor know. You do *not* enumerate Special places. Special places are places like alcohol or drug treatment centers, boarding and rooming houses, College or university or off-campus dormitories, High schools with boarding students, Convents, monasteries, and rectories, Dormitories for workers at construction sites and job training centers, factories, etc., Group homes (For example: contract workers or volunteers living in a unit), Hospitals (all types), Hotels and motels, Jails, holding cells, police lockups, and police stations, Marinas, Military bases (all types), Prisons, Tourist homes, Workers living at construction sites.

If you have a Map spot number in your assignment which turns out to be one of these, do not continue with the enumeration, but stop the interview and then check with the survey office to find out what to do next. However, if you are not sure, you may want to continue with the interview so you won’t have to return later if this is not a special place.

As I said earlier, refer to these if you have any difficulty in classifying a special place found during your canvass.

(PAUSE)

If you have already begun interviewing and find there are 10 or more unrelated people living in the same housing unit, making it a Special Place — finish enumerating it and then list it on the yellow Special Place Listing Page.

Inform us, at our next meeting, that you have found a special place, and we will, jointly, decide what to do.

Are there any questions on this procedure?

(ANSWER QUESTIONS)

In some cases you may find housing units at special places. You should enumerate at these housing units. So, if a dorm mother or dorm father is living in an apartment adjacent to the dormitory, and it is on your assignment list, enumerate the housing unit, since it is part of your assignment.

Are there any questions?

(ANSWER QUESTIONS)

You use the Callback Box on the front cover of the questionnaire to record all callbacks to a housing unit, if no one was home. That's why it's called the "Callback Record."

Are there any questions?

(ANSWER QUESTIONS)

(PAUSE)

Do you have any questions about the types of places to list?

(ANSWER QUESTIONS)

Usually, you will list the housing units as you come to them while canvassing. Listing and enumerating for one-family housing units is relatively simple. Listing for multi-unit buildings, such as apartment houses, is not difficult, but there are certain procedures that you must be learn and follow carefully. You've probably seen apartments numbered or lettered in various ways, and then there are those that are neither numbered nor lettered.

In the first place, you list each apartment from your assignment sheet on a separate line. For those units that *are* numbered, list them in numerical order starting with the lowest and going to the highest number. For the lettered apartments, list in alphabetical order space between-A, B, C, D, and so on. For units using a combination, list in *alpha-numeric order* — A1, A2, B1, B2, etc. Always follow this order, even though their location in the building may not be in order.

(ANSWER QUESTIONS)

For unnumbered or unlettered apartments, describe their locations in column (6) and (7), using the information provided with your interviewer assignment. List the living quarters in the order that is easiest to complete the assignment, as you come to them during the enumeration.

(PAUSE)

While you're doing this, keep in mind that what you want is a location description that can be used by other people to find their way back to the same apartment easily.

Does anyone have a question about listing apartments?

(ANSWER QUESTIONS)

Does anyone have any questions about listing in general?

(ANSWER QUESTIONS)

Now that we all know how to handle the listing page, I want to conduct a short exercise. In this exercise, we'll make three listings. We will not fill out any questionnaires — this is to practice listing only.

Turn to the Address Listing Page in your training survey booklet.

(ALLOW TIME)

For the next few minutes, I am going to pretend that I am some of the people living in your assignment areas. You are going to be the enumerator coming around to list addresses and related information then to and complete questionnaires. I'll call on different members of the group to knock on my door and ask the listing questions.

For this brief exercise; we will *not* spot the addresses on the map.

Now I will call on someone to conduct a listing interview. If you're called on, ask the questions loud enough for the whole group to hear. I'll give the answers a respondent would give. Everyone should make the entries on the first blank line of the listing page. All the listings will be in Region 1, Village 2. Start with the first blank line. Write 1 in the first column and 2 in the second column. We will be working with both single-family houses and apartments. If you want to look at the map on page 8, you can follow along.

(ALLOW TIME)

The units are numbered within each enumeration area. These are three digit numbers. The combination of the Region, the Village and the 3-digit number uniquely identify each unit in the survey. So, record the three digit number for this unit – it is 101.

(ALLOW TIME)

Before we start, do you all know what we're going to do?

(ANSWER QUESTIONS)

Would you be our first enumerator, Mr(s) \_\_\_\_\_\_\_\_\_?

(NOTE: IN THE FOLLOWING PRACTICE, THE QUESTIONS THE TRAINEE SHOULD ASK ARE SHOWN BY THE LETTER "E" FOR ENUMERATOR. YOUR RESPONSES ARE SHOWN BY "R" FOR RESPONDENT.)

E: Hello. My name is (YOUR NAME) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification, and here's some information about the purpose of my visit. (GIVE RESPONDENT COPY OF THE PRIVACY NOTICE). For the average household, this interview should take less than one hour. What is the full name of the occupant who owns or rents this house?

R: That's me, Johnny Wise

E: How do you spell your last name?

R: W.I.S.E.

Notice he did not give a middle name or initial; therefore, Mr(s). you need to ask for a middle initial.

E: What is your middle initial, Mr. Wise?

R: My middle initial is "B" for Beasly.

E: What is the address or location of this house?

R: It is 307 Oak Street, Anytown, Guam, and ZIP CODE 96950.

Everyone should have made these entries:

Column (1) — 1

Column (2) — 2

Column (3) — 101

Column (5) — Wise, Johnny B

Column (6) and (7) — 307 Oak St., Anytown, Guam 96950

Let us talk just a minute about this interview. You can see how simple this part of the job can be.

Often people will give you just a first and last name. You will have to probe — or ask a follow-up question — to get the middle initial.

Also, you should ask people to spell their names, even if you think you are sure of the name. Even a familiar name can be spelled in different ways.

That goes for street and place names also. Until you have established the spelling, ask.

Now you are approaching a white frame house, with a driveway that runs beside the house and back to the rear of the property. You knock on the door but get no answer. You are about to leave when you see a man walking up the driveway from behind the house.

I want everyone to fill the next blank line on the listing page for the exercise. Now we are moving to house 102, which was also selected randomly by the computer and appears on your assignment sheets.

(PAUSE)

If you will be our enumerator, Mr(s).\_\_\_\_\_\_\_, I will play the part of the man, our respondent. You are still standing on the step when I call out, "Hello. I thought I heard someone knocking. Do you need something?"

E: Hello. My name is (YOUR NAME) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification, and here's some information about the purpose of my visit. (GIVE RESPONDENT A COPY OF THE PRIVACY NOTICE). For the average household this interview should take less than one hour. What is the full name of the occupant who owns or rents this house?

R: Survey taker, you say? Well, you will not find anyone there. There is nobody in that house. My name is Frye. I am caretaker for the house, and I live back there behind this place in a converted garage.

(INTERRUPT AND ASK :)

Q. Now what do we do, Mr(s). (*CALL ON VOLUNTEER*)?

A. We record the information we know – where the house is, and then prepare to callback.

We have to determine the status of the large house. Is it vacant? Or, are the occupants simply away on vacation? Let's continue our interview now, Mr(s).\_\_\_\_\_\_.

You should ask Mr. Frye about the status of the house, and list that address. Please continue, Mr(s).\_\_\_\_\_\_\_\_.

E: You said there is nobody in the house. Do you mean the house is vacant? (OR SIMILAR QUESTION)

R: No, not really; they're off in Hawaii.

(PAUSE)

We need to determine when they will return and write the callback date on the Callback Record (pink pages). (TO TRAINEE) Continue with this question.

E: When do you expect them to return?

R: They will be back Saturday. Got an email last night. I am opening the place up tomorrow to make sure everything is all right.

We write this information in column (8) of the callback record and then continue to get information about the unit. Even though no one is at this housing unit, we can enter as much information as we can for the unit on the listing page. In column (1), enter 1 for the Region, in column (2) enter 2 for the village, and enter 102 in column 3 for the map spot. That is, record the map spot number in column 3. Then, try to obtain the information about the householder.

E: What is the full name of the occupant who owns or rents this house?

R: Mrs. Helen P. Jones.

In column (5), enter Jones, Helen P.

(TRAINEE SHOULD ASK FOR SPELLING)

E: What is the address or location of this house?

R: The address is P.O. Box 15, Anytown, Guam 96798

(TRAINEE SHOULD ASK FOR A LOCATION DESCRIPTION IF THERE IS NO HOUSE NUMBER AND STREET NAME. POST OFFICE BOX ADDRESSES ARE NOT ACCEPTABLE AND NEED TO BE RECORDED.)

E: How would you describe the location of this house?

R: It's the brown house opposite of Simi's store, beside the graveyard.

The exact address should be on the map or the Interviewer’s Assignment Sheet, and if it is you should use that.

Enter this information in column (6) and Column (7) – although if the information is on the assignment forms, you should use that description since that is the official description for surveys on Guam.

Thank you for helping, Mr(s).\_\_\_\_\_\_\_\_\_.

Finally, we find the next housing unit we need to go to is number 103 on West O’Brien Drive. We find that this is an apartment building with 20 units. It turns out that the computer has selected two different apartments – numbers 3 and number 17 – so households 103 and 104.

Q: How do we handle this?

A: We record each of them on a separate line.

First, we will list the information for apartment 3. Take a minute to list the geographic information – columns 1 to 3 – for each of these two units. Although we don’t know the names of the people living there, you should still be able to record the location information from the assignment forms you will receive.

(ALLOW TIME)

You should have two listing lines for this apartment. The first one should have columns 1 – 2 - 103 and the other one should have 1 – 2- 104. Did everyone get that? Do have any questions about listing in apartment buildings?

This concludes the listing exercise. Pair up now and compare the entries you have made.

(ALLOW 4 MINUTES MAXIMUM)

Do you have any questions about handling the listing page?

(ANSWER QUESTIONS)

Now we will take a lunch break. Please be back in one hour.

# CHAPTER L. CANVASSING AND LISTING EXERCISES

We are now going to combine all the steps of the job in several exercises. That is, of course, how you will work — you read the Map, canvass your assignment area to find your units, list the addresses or location descriptions and other information, interview at housing units, and map spot addresses on your Map at the same time.

Q. What are the basic steps of your job? (ANYONE)

A. Canvass, list, interview, and map spot.

(PAUSE)

For this part of the training, you will need your workbook, the training survey booklet, and a pen or pencil.

(PAUSE)

We are going to use the Map on page 8 of your workbook. Turn to it now. We forgot to mark the housing units the way they will marked on your Village you will receiving with you Assignment Listing Form. So, please put an X on the following houses along West O’Brien Drive, on the top right part of the map: find house 53 and put an x on that one, then house 48, and finally house 44. So, again, that is house 53, then house 48, then house 44. Every got that?

(ALLOW TIME)

That is Region 1, Village 2. The map will represent the real map you will use on the job, and you are to make the proper entries on it as we go. In our exercises, as we talk about each housing unit, you are to make the proper entries on the listing page. We're going to use the *first* blank line in your Training Survey booklet.

Let us look at this Village in your workbook. Because you are being assigned certain units, we don’t do canvassing in the regular way – the way we do it in a census. In a census you would do the following: You would canvass the blocks one at a time in numerical order, in a clockwise direction, and only to your right as you travel each block, unless otherwise instructed. Now, you can follow these rules, more or less, when you are going to the housing unit in your assignment area. But, for us, the most important thing is that you go to all of your units in a timely fashion, so your government can have the results and use the information for planning.

(PAUSE)

For our exercise, we are going to start with House 44. Let us begin the canvass, listing, interviewing, and map spotting of this ED. Remember to go only to housing units in your assignment area and only to those units unless they are vacant or the respondents refuse to answer your questions. In that case you will receive a substitute house – both the assigned house and the substitute houses will appear on your maps you’ll receive later, but you will only go to your assigned houses unless instructed otherwise.

(PAUSE)

Let us say that it's mid-afternoon; you are ready to leave your home and go to work. You have your portfolio, with your map, a supply of questionnaires and Notices of Confidentiality, your survey booklet, your enumerator instructions, and your Questionnaire Reference Book. You have your survey booklet under your arm.

Q. What other official document will you need, Mr(s).\_\_\_\_\_\_\_\_.?

A. My identification badge.

(REPEAT ABOVE PARAGRAPH)

Now we are at house 44 on the map. Everyone sees this location?

(HAVE A TRAINEE POINT OUT, IF NECESSARY)

I would like to have one of you act as our enumerator and conduct an interview at this house to list the address and complete a questionnaire. I'll be the respondent. As we go through the interview, *all* of you mark your map and your Address Listing Page.

Does everyone know what we are going to do?

(ANSWER QUESTIONS, AS NECESSARY)

You walk up to the door. You knock on the door, and the door is opened. Will you be our enumerator and conduct the interview, Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_\_? I will be the respondent.

("E" INDICATES WHAT THE TRAINEE SHOULD ASK. "R" IS YOUR RESPONSE.)

E: Hello. My name is (YOUR NAME) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification (PAUSE) and here's some information about the purpose of my visit (GIVE RESPONDENT COPY OF PRIVACY NOTICE). For the average household, this interview should take about two hours.

R: Yes, I see.

E: What is the full name of the occupant who owns or rents this house?

R: David L. San Vincente.

Be sure to ask for spelling!

Make this entry now in column (5). Enter the Region, the village, and the map spot in colimns 1 through 3. Leave column 4 blank as always.

(ALLOW TIME TO MAKE ENTRY)

E: What is the address or location of this house?

R: Well, we pick up our mail. The mailing address is Post Office Box 218.

(ALLOW TIME)

We now must ask for and enter a location description of the housing unit in column (6) of the listing page. The appropriate information is on the sheets you will receive with your assignment sheet – the information will describe each house you will be visiting. Copy that information, or at least a part of it, into the box provided.

(ALLOW SUFFICIENT TIME)

Please continue the interview.

E: I need to complete a survey questionnaire for you and your family.

R: Fine.

Before you conduct the interview, you must complete item A in the box in the upper right of the cover of the questionnaire. Turn to page 11 in your workbooks and complete these items for the Hafa Adai household.

(ALLOW TIME)

You would now obtain answers to the questions on the questionnaire. For this exercise, assume we have completed the questionnaire.

Now we have other tasks to do to complete the enumeration of this housing unit and its household.

Q. Who can suggest the tasks we must now complete at the household?

(CALL ON VOLUNTEER, IF NO ONE VOLUNTEERS, REMIND THE TRAINEES OF THE TASKS LISTED BELOW.)

A. Complete the remaining the other items on the front cover of the questionnaire and sign your name and date on the Back Cover.

We do not complete the “vacant” information on page 1 of the questionnaire when a housing unit is occupied, only when it is vacant.

(ALLOW TIME)

We have some columns to complete on the Address Listing Page.

Q. What columns do we need to fill on the listing line, Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_\_?

A. Column (8), date questionnaire completed, interview timing in columns 10 and 11, and column (13), number of persons in this household.

Use today's date for column (8). Enter it now.

(ALLOW TIME)

Remember to record the time the interview started and ended to assist in determining the best way of continuing this type of survey in the future.

To get the number of persons for column (13), you count the number of persons listed in question 1a on page 1 of the questionnaire. Since there are 3 persons in the San Vicente household, make that entry in column (13) now.

(ALLOW TIME)

Do you have any questions about the Address Listing Page?

Finally, circle the house on the map to show that you have completed it.

(ANSWER QUESTIONS)

Are there any questions about the first exercise?

(ANSWER QUESTIONS)

I want you to pair up with someone near you and check the survey booklet, the Map, and the front cover of the questionnaire.

(PAUSE)

If there are differences, try to figure them out and discuss the mistake. I will be available for assistance. Pair up now.

(ALLOW 7 MINUTES MAXIMUM. GIVE ASSISTANCE AS NEEDED.)

(ASK A TRAINEE FOR AN ANSWER FOR EACH ITEM OR NECESSARY ENTRY, AND THEN CORRECT OR DISCUSS AS NECESSARY.)

Are there any questions about the Address Listing Page?

(ALLOW TIME)

Map?

(ALLOW TIME)

The front cover?

(ALLOW TIME)

Everyone please return to your own seats.

(ALLOW TIME)

Open again to the Map on page 8 of your workbook.

Now we will continue walking along West O’Brien until we get to house 48. We see a white house on the right. This place has all the appearance of an occupied housing unit, but no one answers your knocks on the front door. You walk behind the house, but see no one, and no one answers your knocks at the back door.

Q. What notation are you to make on the callback record the first time you find no one home at a place, Mr(s) \_\_\_\_\_\_\_\_\_\_?

A. A date and time for a callback.

Let us plan a callback at this unit for 6 p.m. today. We have been using today's date for the date, so print in "callback, 6 pm" in columns (8) and (9) of the Callback Record.

Q. Is it possible for us to list an *address* for this housing unit, without asking anyone, Mr(s) \_\_\_\_\_\_\_\_?

A. Yes. There could be a house number.

If there is no house number, write a description of the location of the housing unit. You can always list by observation, but you need to double-check and ask the question again on your callback.

Besides noting that you are going to make a callback, you should also leave a “Sorry I missed you” note for the respondents, in the hopes that they will call the survey office when they return from wherever they are. If they do call the office, this could simplify your job so you would be able to make an appointment and be sure to find them at home when you are looking for them.

You have an example of a Sorry I missed you form in your kit. Please remove it now and look at it.

(ALLOW TIME)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GU19-11  **Survey Appointment Record**    2019  Guam  Household 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 | | | | | |
|  | I: | V: | | A: | B: | M: |
| Guam 2019 HIES office | Comments about the survey should be directed to Justin Andrew, Bureau of Statistics and Plans, at 644-4035. | | | | | | |

Note that you need to fill in the Region, Village, and Map Spot on the “sorry I missed you” form before you leave it, or you and the office may not be able to find the house again when you want to do the interview.

Note that you should also fill in your name, and the best time to call. At the moment, the survey office number is in the box for phone number, but if you want the respondents to call you directly, cross out that number, and put in your own number.

Then leave the form in a prominent place for the respondents to find it when they come home. However, do not put the form in the mailbox, if they have one, because that is probably illegal.

Do you have any questions about the “Sorry I missed you” form?

Our last address was a post office box and location description. If you are working in an area with house numbers and street names, and other housing units get mail by house numbers and street name, you usually can use that information. If you know you're on a rural route, and the route number and box number are shown on a mailbox, then you can use that and a location description.

Do you have any questions about listing by observation?

(ANSWER QUESTIONS)

Let us say that we can see that house 48 has a mailbox that says 12 West O’Brien on it. You should now make a partial listing and spot this housing unit on your map.

Remember that if you go to the house three times and cannot ever find anyone at home, that you will need to get a substitute house for your assignment. You’ll need to contact the office about this, if it happens.

Do you have any questions about completing a questionnaire for vacant units?

(ANSWER QUESTIONS)

Now we will move on to house 53.

Q. Will we need to list this housing unit?

A. Yes.

(PAUSE)

You have reached the door of the house. You soon receive an answer to your knock. If you will play the part of the enumerator, Mr(s).\_\_\_\_\_\_\_\_, I will assume the role of the respondent.

E: Hello, my name is (YOUR NAME) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification (PAUSE) and here's some information about the purpose of my visit (GIVE RESPONDENT COPY OF PRIVACY NOTICE). For the average household, this interview should take less than one hour. What is the full name of the occupant who owns or rents this house?

R: Well, that is me; I am alone here, and I own the house, I am Sam H. Howdy.

E: How do you spell you last name?

R: H. O. W. D. Y.

E: What is the address or location of this house?

R: 1204 Westoe Road, Anytown, Guam.

(POINT OUT, IF NECESSARY)

E: Now I need to complete a survey questionnaire for you.

R: Fine, I have the time now.

Before the interview, complete item A on the front cover. You then obtain answers to all the population and housing questions. After the interview, complete the other items on the front cover, and sign your name and date on the Back Cover. On the listing page, enter the date in column (5), when the interview started and stopped in columns (10) and (11), and the number of persons enumerated in column (13).

And, then circle the house on the map.

Thank Mr. Howdy for his cooperation and continue on your canvass of the block.

This completes the canvassing and listing exercises. This exercise was intended to show you how the various parts of the job fit together.

You have to read the map, canvass, list, fill out the questionnaire, and circle the units on the map as you travel through your ED.

(ALLOW TIME)

Any questions on canvassing or listing?

(ANSWER QUESTIONS)

*THIRD DAY OF TRAINING*

(TAKE ATTENDANCE AND REPORT ABSENTEES TO YOUR SUPERVISOR BY THE END OF THE SESSION TODAY.)

# 

# CHAPTER M. COVERAGE AND USE OF THE ISR

Welcome back to the final session of training. Are there any questions about what we covered in yesterday's training?

(ANSWER QUESTIONS)

We are now going to take a closer look at Questions H1a and H1b on page 2 [3]. Please find a questionnaire.

(ALLOW TIME)

Every person and every housing unit in your assignment area on the Interviewer Assignment Sheet must be counted. These questions help to ensure that we have a complete count of people and housing units.

(ALLOW TIME)

Read these questions to yourself.

(ALLOW TIME)

|  |
| --- |
| H1a **When you told me the names of persons living here on February 1, did you leave anyone out because you were not sure if the person should be listed — for example, someone temporarily away on a business trip or vacation, a newborn baby still in the hospital, or a person who stays here once in a while and has no other home?**  1. Yes Determine if you should add the person(s) based on the instructions for Question 1a.  2. No |
| H1b **When you told me the names of persons living here on February 1, did you include anyone even though you were not sure that the person should be listed — for example, a visitor who is staying here temporarily or a person who usually lives somewhere else?**  1. Yes Determine if you should delete the person(s) based on the instructions for Question 1a.  2. No |

You will usually get a "No" response to Question H1a. If you are using paper, then you mark an "X" in the "No" box on the questionnaire and continue with Question H1b. If you are using a tablet, click the entry for No. If you get a "Yes" response to either of the two questions, determine if you should add or delete any person based on the instructions for question 1a on page 1.

Let me review this reading with you. Housing Questions H1a and H1b are designed to remind the respondent of the other people in the household who should be listed on the questionnaire.

The purpose of H1a is to find the names of anyone the respondent did not give when asked question 1a. The same principles apply to Question H1b. It is designed to determine if the respondent has included someone who is only visiting temporarily and who usually lives somewhere else, and therefore should be deleted.

Q. What answer can you usually expect to get from Questions H1a and H1b, Mr(s).\_\_\_\_\_\_\_\_?

A. No.

If the person is *not* a household member AND has someone at the usual home to report him/her, do *not* enumerate him/her on this household questionnaire. If the person does not have someone at home to report him/her, then you will need to complete a questionnaire for the usual household members and complete an ISR for the visitor.

Are there any questions on completing question 1b?

(ANSWER QUESTIONS)

Are there any questions about how to handle Questions H1a and H1b?

(ALLOW 5 MINUTES FOR DISCUSSION)

Locate the 2019 Individual Survey Report (ISR) and the Individual Survey Report Envelope in your materials. They look like this.

(HOLD UP ISR and ISR ENVELOPE)

We use the ISR to enumerate people with a usual home elsewhere and who have no one at home to report them, such as visitors, temporary residents, or lodgers. When we speak of "usual home," we mean the place that a person regards as his or her home that is the place where he or she usually sleeps. This is the home where the person spends the majority of the year — at least six months plus one day.

(PAUSE)

Any visitors or temporary residents with a usual home elsewhere in this territory and other territories, Islands, the United States, etc., have to be enumerated on the ISR — *if* there is no one at home to report them.

Take a few seconds to look over the ISR and Envelope.

(ALLOW TIME)

Population Questions 2 through 31 on the ISR are very similar to population Questions 2 through 31 on the questionnaire. The questions ask the same information.

Turn now to page 38 in your Enumerator Instructions. Read sections 7F and 7G.

|  |
| --- |
| **7F Visitors Are Present in a Housing Unit**  Enumerate a visitor who is staying at a housing unit at the time of your visit, **if and only if** he/she had not been enumerated elsewhere and has no one at home to report him/her.  1 Complete the questionnaire for the usual household members and the housing unit.  2 Complete an ISR for a visitor who has not been enumerated elsewhere and has no one at home to report him/her.  **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 the person. You must get answers to at least question 10 for an acceptable ISR.  **e** Enter the ED, 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 your crew leader when you turn in the questionnaire. |

|  |
| --- |
| **7G Respondent Is Unable to Give Complete Information About a Household Member**  If the respondent cannot give you at least LAST RESORT information about a person who usually resides within the housing unit:  1 Leave the ISR for this person.  2 Complete the front cover (page 1) of the ICQ.  a Print the person's name in Question 1.  b Print an X in box (1) in Question 2a.  c Enter the ED, and block numbers from the first line in the "COMPLETE BEFORE THE INTERVIEW" box on the questionnaire cover (Items A, B, and C) onto the COMPLETE BEFORE THE INTERVIEW on the bottom of the ICQ.  3 Prepare and ISR envelope (Form D-40 FSM). 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 ICQ(s). Allow no more than 2 days.)  7 Do not open the ISR questionnaire when you pick it up. Wait until you get home.  8 When you get home, 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 ICQ. Give the ISR to your crew leader with the questionnaire for the household.  10 If you are unable to get LAST RESORT information or an ISR for a person, tell your crew leader. |

(ALLOW TIME)

This gives the procedures for enumerating visitors and when a respondent is unable to give complete information about a household member. Read it now.

(ALLOW TIME)

If the visitor or temporary resident is at the household, you will interview him or her and record the information on the ISR, if he or she does not have someone at home to report him or her.

Complete the questions indicated in the instructions and give the ISR to me along with the questionnaire for the usual household members.

We also use the ISR for any household member for whom the respondent cannot give you at least last resort information. For example, a household may have a lodger about whom the respondent cannot answer questions. In such situations, leave an ISR. You will follow the procedures that you have just read in section 7G.

Q. Mr(s).\_\_\_\_\_\_\_\_\_\_\_, if you are interviewing at a household where there is a lodger for whom the respondent cannot give you at least last resort information, what steps must you take to get information on the lodger?

A. 1. Leave an ISR for the person.

2. Complete the front cover of the ISR.

3. Prepare the ISR envelope GU19-8A.

4. Place the ISR inside the envelope but do not seal it. Give it to the respondent.

5. Make arrangements to pick up the ISR within 2 days. Enter the date and time in the Remarks column (8) of the Address Listing Page.

6. Keep the questionnaire for the household until you pick up the ISR.

Q. According to the instructions, what action do you take when you pick up the ISR, Mr(s).\_\_\_\_\_\_\_?

A. Do not open the ISR until I get home. Then when I get home, copy the information from the ISR to the questionnaire for that household. Mark a large "X" across the front cover of the ISR and give it to the crew leader with the questionnaire for the household, Do not throw away the transcribed ISR. If I am unable to get last resort information or an ISR for a person, tell my crew leader.

Are there any questions about the use of the ISR?

(ANSWER QUESTIONS)

When you run across an ISR situation, you can refer to your Enumerator's Instructions, sections 7F and 7G, to remind you of the correct procedures. This concludes our discussion on coverage and using the ISR.

Are there any questions?

(ANSWER QUESTIONS)

# CHAPTER N. USING THE ENUMERATOR INSTRUCTIONS

We have read some passages in your Enumerator Instructions. It contains the procedures for everything you will do.

These instructions are one of the most important tools you will use in your job. Turn to the first page of these instructions now.

(HOLD UP AN ENUMERATOR'S INSTRUCTIONS)

Most of the unexpected problems enumerators face become "what if" questions. "What if the respondents speak a language I can't understand?" "What if no one is ever home to answer my knock on the door?" "What if this person has another home someplace else?" These are typical questions you may find yourself asking. Your instructions will have the answers.

When you are working on the job, there will be times when you are unsure of what step to take next. Use the Enumerator Instructions to look up answers as the questions occur. Your instructions have a Table of Contents to look up specific topics.

(PAUSE)

Each section has a title describing the topic discussed along with subtopics discussed. Each subtopic is identified by the section number followed by a capital letter.

Q. What topic is covered in section 5A, Mr(s) \_\_\_\_\_\_\_\_?

A. Completing Selected Items on the Front Cover Before the Interview.

If you are unsure about the proper way to enter information on the questionnaire, you can scan the Table of Contents until you locate the topic. Then you turn to the page and read your instructions.

At this time, open your workbooks to page 9.

(ALLOW TIME)

There is a short exercise on using the instructions.

In this exercise, you have to locate the instructions reference and write out the procedure. Read the directions to yourself now.

(ALLOW TIME)

Are there any questions?

(ANSWER QUESTIONS)

Now everyone begin the exercise.

(ALLOW 10 MINUTES)

Let us review the answers for this exercise.

(TRAINEES MAY HAVE MORE THAN ONE REFERENCE)

Q. Would you read Problem 1 and give us your answer, Mr(s).\_\_\_\_?

A. You are interviewing a household of 7 persons. You must use a continuation questionnaire. Whose name goes in person column 1 of the continuation questionnaire? This information is found in Section 5, subsection 5E, in the Enumerator Instructions.

Does anyone have a question on problem 1?

(ANSWER QUESTIONS)

Q. Would you read problem 2 and give you answer, Mr(s).\_\_\_\_\_\_\_\_?

A. What do you do if all of the people in the household speak only Tagalog? This information is found in Section \_\_7\_\_, subsection \_\_7B\_\_, on page \_24\_\_\_ of the Enumerator Instructions.

“If the person speaks another language and you do not speak that language, you must try to find someone else in the household who speaks English or a language you understand, to answer or interpret. You should notify the 2019 HIES office if you are unable to solve the problem …”

Are there any questions on problem 2?

(ANSWER QUESTIONS)

(ALLOW TIME)

Are there any questions?

(ANSWER QUESTIONS)

The purpose of this exercise has been to acquaint you further with the use of the enumerator instructions. There are procedures and details we will not have time to cover in training.

The important thing to remember is that problems can usually be resolved with use of the Enumerator Instructions.

Does everyone understand how to use the Enumerator Instructions?

(ANSWER QUESTIONS)

Using the reference material is as much a part of your job as conducting an interview. If you cannot find the correct procedures for a situation — or a solution to a problem — in your Enumerator Instructions or Questionnaire Reference Book, then you can ask me about it. I am here to help you. But I will expect you to look for your own answers before coming to me.

Are there any questions?

(ANSWER QUESTIONS)

# CHAPTER O. WORK PROCEDURES FOR SPECIAL SITUATIONS

In the next part of our training, we are going to discuss more work procedures for special situations. To begin, let's consider a question that you may have thought of already....

*What will I do* if a respondent won't cooperate? You will find that most people do cooperate — some will even go out of their way to help you do your job.

(PAUSE)

But a small percentage of people are reluctant to be interviewed. Most of these reluctant respondents can be convinced to cooperate if you adhere to some fundamental practices and attitudes.

(PAUSE)

Let's look at some basic tips that will help you convince these reluctant respondents to cooperate. In a sense, you need to use the technique of a salesman. You need to know your product — the Survey — and be prepared to sell it. It starts with the introduction.

Memorize your introduction. Not only does this help avoid confusion with salespeople or door-to-door solicitors, but it helps to give *you* the edge on the respondent.

(PAUSE)

Above all else, maintain a positive *attitude*. You have a legal right to ask the questions and you should expect answers.

Let's see what the Enumerator Instructions tell us about gaining cooperation. Turn to page 30 of your instructions now. I want you to read section 7J-Person Refuses to be Interviewed.

(ALLOW TIME FOR TRAINEES TO READ THE SECTION)

|  |
| --- |
| **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 Give the person a Privacy Notice. 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. Give a Privacy Notice to each person who answers questions.  b The minimum requirements for a completed questionnaire are listed in Section 7I. If you cannot get at least LAST RESORT information, print REFUSED in the space provided for the notes on the questionnaire cover.  3 Map spot the living quarters on your survey map.  4 Enter as much information as you can. Print "Refused" in column (8) on the white listing page.  5 Complete a Form D-376 FSM, Refused Record, only if you have less than last resort information for the housing unit and its occupants. See illustration 7-4.  6 Give the questionnaire and Refusal Record to your crew leader. |

Q. What is the best way to *prepare yourself* to convince a reluctant respondent to cooperate, Mr(s) \_\_\_\_\_\_\_\_\_?

A. Give the person a Privacy Notice. Know why the survey is being taken, and why the survey is important to the community.

We have talked about these matters throughout the training. This discussion, and the Questionnaire Reference Book and your Enumerator Instructions, are all sources of information about the survey.

Some people claim our questions are too personal when they have not even heard them. One way to deal with objections to the questionnaire is to persuade the respondent to let you start asking questions, with a promise to skip any he or she finds offensive. You can say "Well, just let me begin, and if there are particular questions you object to, tell me and we'll go on to the next one." Sometimes you can work your way completely through the questionnaire before the respondent protests. They may find nothing objectionable when they actually hear the question.

(PAUSE)

What if a person tells you that she or he is too *busy* or not feeling well enough to be interviewed? Well, you can point out that completing the questionnaire takes about two hours. Normally that won't disrupt a person's entire day. You can say that the questionnaire is important......that it's your job to get it done......and that it won't take very long.......that it costs money each time an enumerator has to make return visits. You can tell reluctant respondents that many programs are based — at least in part — on survey population figures. A full and accurate count means improved planning and use of their tax dollars. People can be persuaded to cooperate when they see that the survey is essential for fair distribution of government funds and is helpful on the local level.

(PAUSE)

Q. Can anyone suggest tactics for getting inside apartment buildings where the entrance is locked?

(CALL ON VOLUNTEERS TO OFFER SUGGESTIONS. ACCEPT ANY OF THOSE LISTED BELOW.)

A. Wait until someone comes out or goes in and then follow that person through the door. Look for a rental office or resident agent who can let you in. Knock on the door until you attract the attention of someone inside, then persuade that person to let you in. Inquire at nearby apartment building if there is a resident agent or superintendent. Often, two or more small apartment buildings will have one superintendent.

Find out from storekeepers, delivery workers or other people familiar with the neighborhood when residents are most likely to be going in and out. Usually this is when people are going to and from work.

Of course, any time you knock on a door, you should stand where the person inside can see you before opening. You should stand so the person inside can see your identification badge.

There are other tactics to use when a respondent won't open the door. One technique is to ask a friendly neighbor to speak to the respondent. If the respondent hears a familiar voice — or can look out and see the neighbor — the respondent knows he or she will not be faced with dealing with a stranger alone.

However, do not conduct the actual interview in the presence of the neighbor. This would infringe upon the respondents right of confidentiality. Also the respondent may be reluctant to answer certain questions in front of another person.

Q. Can anyone think of other ways you could ask a cooperative neighbor to help with a reluctant respondent?

(CALL ON VOLUNTEER)

(THERE ARE NO "RIGHT" ANSWERS TO THE QUESTION. THREE ARE SUGGESTED BELOW. IF YOUR TRAINEES OFFER NO RESPONSES, SUGGEST ONE OF THE ANSWERS SHOWN AND TRY TO PROMPT THEIR THINKING.)

A. Ask the neighbor to knock on the door with you.

Ask the neighbor to supply the person's telephone number and let you use the telephone.

If such tactics fail, ask the neighbor to talk to the reluctant respondent when you leave and persuade the person to permit an interview later.

Are there any questions so far?

(ANSWER QUESTIONS)

Again most people will be cooperative, but what if you have difficulty finding people at home?

There are instructions for return visits. Turn to page 8 of the Enumerator Instructions. I want you to read all of Section 2D-No One is Home (Callback Procedure). You may begin.

(ALLOW TIME FOR THE TRAINEES TO COMPLETE THE READING)

Q. What should you try to get from a knowledgeable respondent? Mr(s).\_\_\_\_\_\_\_\_\_\_\_\_?

A. The occupant's name, telephone number, and the best time to call.

Q. How many times do you attempt to contact the household by telephone before visiting again, Mr(s). ?

A. Three times within a two-day period.

Q. Where do you record each callback attempt?

A. On Form Guam05-4, Callback Record.

If you cannot contact an occupant over the telephone, make a second personal visit. You are required to visit an occupied housing unit, if it is not a "refusal", three times before getting last resort information — the initial visit and two callbacks. However, in inaccessible areas, you will not be required to make callbacks. I will tell you if you are not required to make callbacks in your area.

(WHEN HANDING OUT ASSIGNMENTS, TELL TRAINEES WHICH AREAS TO *NOT* MAKE CALLBACKS.)

(PAUSE)

Turn to page 30 of your instructions.

(ALLOW TIME)

Read section 7I, Last Resort Information.

(ALLOW TIME)

|  |
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| **7I LAST RESORT INFORMATION**  **INSTRUCTIONS**    Use one of the checklists below to get LAST RESORT information for an occupied or a vacant unit. Remember, LAST RESORT questions are questions that must be answered for the questionnaire to be acceptable. Always try to get more questions answered. If you cannot get all the LAST RESORT information, ask your crew leader to help you.  **1 Occupied Housing Units**  You must make 3 personal visits at different times of day, on different days, before getting LAST RESORT information for an occupied housing unit where no one is home. If a person refuses to be interviewed, get LAST RESORT information immediately.  a Complete the listing page (see section 3)  b Get the name of each person plus at least three of the following four questions for each person: Q2, relationship; Q3, sex; Q5, marital status; Q6, Ethnic origin.    c Complete housing questions: H1, unit in structure and H21, tenure.  d Complete items A through I and J through G in the BEFORE & AFTER THE INTERVIEW section.  e Print "LAST RESORT-OCCUPIED" in space provide for notes on page 3 of the questionnaire.  f Item N, mark (X) "LR", Last Resort. |

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| **2 Vacant Housing Units**  a Complete the listing page. (See section 3).  b Complete housing question H1, units in structure.  c Complete items A through I on the questionnaire cover.  d Print "LAST RESORT-VACANT" on the space provide for notes on page 3 of the questionnaire.  e In the FOR VACANT UNITS box (on page 4 of the questionnaire) complete items C1 and C2, and C3. (See illustration 5-5).  f In the COMPLETE BEFORE THE INTERVIEW section, mark (X) the "LR" box in item N.  **NOTE**: If you are unable to get at least LAST RESORT information after 3 personal visits, you **must** complete a Refusal Record, Form D-376, for that unit. See section 7I.    **3 Getting LAST RESORT Information From Persons Outside the Household**  If you cannot get information for the address because no one is home, the persons are temporarily away and will not return before the operation is complete, the person refuses to answer questions, or because the unit is vacant:  a Ask a neighbor, building manager, or other knowledgeable person.  b Give the person a Form D-31, Privacy Notice, before you ask any questions.  c Try to get at least LAST RESORT information. |

This section lists the questions that must be answered at an occupied unit where no one is ever home or the household refuses to be interviewed.

If a respondent refuses any information or a housing unit is vacant, you must try to obtain at least the last resort information.

Are there any questions about last resort information?

(ANSWER QUESTIONS)

You may come across households that have more than five people. In this situation, you must use an additional questionnaire.

Turn to page 20 in your instructions. Read all of section 5C, Completing Continuation Forms.

(ALLOW TIME)

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| **5C Completing Continuation Forms**  1 Use a continuation form when there are more than ten persons in a household.  2 Copy information from items A through I in the GEOGRAPHIC CODE section of the first questionnaire to the continuation questionnaire.  3 Start with the person questions.  4 Enter the persons  4 Enter the person number from Question 1a  5 Complete the housing questions on the first form **only**. Do **not** complete housing questions on the continuation form.  6 On the last (or only) continuation form, complete item L "Population" of the COMPLETE AFTER THE INTERVIEW box with the total number of persons on all forms.  7 Review the questionnaire to make sure all required population questions are answered and answers are legible.  8 Complete items J, K, L, M, N, O, P and Q in the COMPLETE AFTER THE INTERVIEW section. See section 5F.  a In item L, Population, enter the total number of persons in the household on the last continuation form.  b In item M, Type of Unit, mark (X) the "Occupied-" box (number 1) on the last continuation form.  c In item O, enter total number of households living within the housing units.    d In item N, mark (X) the "LR" box if you were unable to meet **only** LAST RESORT requirements for an acceptable questionnaire; otherwise, indicate number of visits made.  9 Certify the questionnaire.  a Sign the questionnaire in item Q of the COMPLETE AFTER THE INTERVIEW box.  b Enter the date below your signature.  10 Indicate the Booklet Number by filling up the box provided immediately after the list of members in Q1a. For example: If two sets of questionnaire are used, enter Booklet "1" of "2" for the first booklet, and Booklet "2" of "2" for the second.  11 Attach the continuation questionnaire(s) to the first questionnaire. |

When you use an additional questionnaire, be sure to copy item A to the continuation form in the box in the upper right corner of the front cover of the questionnaire and follow these instructions.

Are there any questions on using a continuation questionnaire?

(ANSWER QUESTIONS)

Many respondents will want to know *why* we ask the questions we do.

Q. What is a good reference for you when respondents ask questions about the survey questionnaire, Mr(s).\_\_\_\_\_\_\_\_\_\_\_?

A. The Questionnaire Reference Book.

Nobody expects you to memorize the QRB, but you should take it with you in your portfolio. If a respondent asks you why a certain question is on the questionnaire, you can refer to the QRB.

We're now going to conduct a review exercise in which everyone will have an opportunity to practice dealing with a reluctant respondent. I will be the respondent. I will remain unconvinced as long as I can.

Everybody in the class must be the enumerator. I want you to volunteer arguments or statements or information that will help change my mind. Just speak up as a useful strategy occurs to you. If you don't volunteer, I'm going to call someone by name.

In this exercise, you may use any of the arguments we have heard earlier. You may refer to your QRB, or your instructions. If you like, read aloud to me out of these booklets.

Are there any questions about what I expect of you?

(ANSWER QUESTIONS)

I'll ask Mr(s). \_\_\_\_\_\_\_\_\_\_\_\_\_ to open the exercise with the introduction on the questionnaire cover. Then I want each of you to think of some way to persuade me to be interviewed. Remember, you may use your instructions, ideas from our discussion or the Questionnaire Reference Book.

Does everyone understand what we are going to do now?

(ANSWER QUESTIONS)

You may begin, Mr(s). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

INTRODUCTION

E: Hello, my name is (Trainee's own name) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification (PAUSE) and here's some information about the purpose of my visit (Give respondent copy of Privacy Notice). For the average household, this interview should take less than one hour.

(INTERRUPT)

Remember to give each respondent a Privacy Notice and allow them time to read it.

Let's continue with the review, Mr. (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Remember, you must ask the questions on the Address Listing Page first.

E: What is the full name....?

(INTERRUPT)

R: I'm busy. Now the government is following me home. I do not want to talk to you.

I'm tired of spending all my time dealing with government forms. The government doesn't help me run my business. Why should I help the Survey?

(WAIT FOR RESPONSE)

I'm really not against you personally, but I don't want to deal with your questions now. I'll give you a call next month.

(FROM THIS POINT ON ALLOW DIFFERENT TRAINEES TO OFFER ATTEMPTS TO PERSUADE YOU TO COOPERATE. *IF NECESSARY, CALL ON SOMEONE TO SPEAK*. USE SOME OF THE REPLIES BELOW TO RESPOND. ALLOW THIS EXERCISE TO RUN TEN MINUTES MAXIMUM, OR UNTIL EVERYONE HAS HAD A CHANCE TO TAKE PART.)

R: The government has no business snooping into my personal life.

(WAIT FOR A TRAINEE TO RESPOND)

I'm not going to give you confidential information. I don't want people to know how much money I'm making.

(WAIT FOR A TRAINEE TO RESPOND)

I don't see why you need this information anyway. I never heard of anyone using survey information around here.

(WAIT FOR A TRAINEE TO RESPOND)

Am I required by law to answer your questions?

(WAIT FOR A TRAINEE TO RESPOND)

Don't I have some right to privacy in this matter?

(WAIT FOR A TRAINEE TO RESPOND)

I'm sure that there are questions on that questionnaire that I would find personally objectionable.

(WAIT FOR A TRAINEE TO RESPOND)

I probably don't have the information you need here at home. Let me give you my lawyer's name. My lawyer can handle the whole thing.

(THIS SHOULD PROMPT A TRAINEE TO POINT OUT THAT CENSUS QUESTIONS ARE SIMPLE AND ROUTINE.)

R: I don't see why the government had to start a survey anyway. This area has been getting along fine up to now without a survey. Leave the questionnaire. If you'll go away, I promise I'll fill it out and return it to you next week.

It seems that this respondent wants nothing to do with the survey. You may never run into a person who cannot be convinced. In case you do, however, contact me.

(PAUSE)

At this time, does anyone have a question about dealing with reluctant respondents, last resort information, or continuation questionnaires?

If a person – or a whole household – absolutely refuses to answer the questions, you’ll need to fill in a refusal form. You should have an example in your kit. Please locate it now.

For the refusal form, you need to write in the five pieces of information from the Interviewer’s Assignment form – the Grid number, the Census Tract number, the country number, the village number, and the map spot number – in part 1. If you can get the occupant’s name, include that as well, and the address information from the Interviewer Assignment forms. If you can get a telephone number, supply that as well.

Then, in part 2, note whether you had a total refusal, or a partial refusal – that is, you got some of the information, but not all of it. Then in part 3, note whether the refusal was for the regular questionnaire, or the Individual Survey Form – the ISR.

Next, record in section 4 the reasons the person gave for refusing to answer the questions for the survey. Supply your own information in section 5. Then, turn in the form and any questionnaires for the housing unit to the survey office. Someone in the office will do follow-up. If they can’t get the respondents in the selected housing unit to answer the questions either, then you will be assigned a new housing unit – that is, a substitute unit.

Does everyone understand how to handle refusal forms?

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GU19-10  REFUSAL RECORD  2019 Guam HOUSEHOLD INCOME AND EXPENDITURES SURVEY    *Central Statistics Division* | | | | | | | | | |
| 1. REFUSAL IDENTIFICATION | | | | | | | 2. REFUSAL TYPE | | |
| a. Grid: | Census tract: | County: | | Village: | | Map spot: | 1 Total refusal  2 Partial - less than last resort information | | |
| b. Occupants name: | | | | | | |  | | |
|  | | | | | | | 3. FORM TYPE | | |
| c. Address: | | | | |  | | 1 Regular questionnaire  2 Individual census 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 | | | | | | | | | |
|  | | | | | | | | | |

(ANSWER QUESTIONS)

Turn now to page 14 in the Workbook.

(ALLOW TIME)

This is the final exercise for today....."What Will I Do If...." Read the directions and sample problem now.

(ALLOW TIME)

Are there any questions?

(ANSWER QUESTIONS)

Do not spend too much time on any one question. You will have fifteen minutes for this exercise, please begin.

(ALLOW FIFTEEN MINUTES)

We are now going to review the answers.

(FOR EACH PROBLEM, HAVE A TRAINEE READ THE PROBLEM THEN THE ANSWER. USE THE ANSWER KEY WHICH FOLLOWS.

DIRECTIONS: Read the problem, then use your instructions to find the correct procedure. Write the instructions reference and procedure in the space provided.

SAMPLE PROBLEM:

You discover that a housing unit you have listed is not in your ED. How will you cancel this listing?

Enumerator Instructions Reference: Section 4-4A.

Procedure: (briefly, in your own word):

Cancel by drawing a wavy line through columns (1) to (4), enter a "C" for canceled in column (6), and enter the reason for canceling in column (8).

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

*Problem one*

You are an enumerator working in your assigned ED. Your visit finds no one at home. Neighbors tell you that the young couple occupying the house both work. You return the next day. Still no one is home. The following evening you return again, with no results. You have made three visits to the address and no one is ever home. The Enumerator Instructions tell you to obtain "last resort" information for that household. What is last resort information?

Enumerator's Instructions Reference: Section 7-7I.

Procedure: (briefly, in your own words):

Last Resort information are questions that must be answered for the questionnaire to be acceptable. Complete the Address Listing Page, get the name of each person plus at least three of the four Last Resort questions.

*Problem Two*

Marvin and Edna Taft supplement their retirement income by renting a furnished room to a college student. Since the student does not have direct access to the room, he does not occupy a separate housing unit. He is a member of the Taft household and his population information belongs on the Taft questionnaire. However, all that the Tafts can tell you about him is his name and the fact that he sometimes pays his rent late. Should you wait several hours until the student returns, or is there a procedure for getting his information?

Enumerator Instructions Reference: 7-7G

Procedure: (briefly, in your own words):

1. Leave an ISR for the student. Complete the front cover of the ISR.

2. Print the person's name in Question 1.

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

4. Prepare ISR envelope. Place the ISR inside the envelope but do not seal, give it to the respondent.

5. Keep the questionnaire for the household until you pick up the ISR for the student (allow no more than 2 days).

6. Pick up the ISR within a 2-day period. Enter the date and time in the remarks column of the listing page.

7. Open the ISR when you get home and check it for completeness. Copy the information from the ISR to the questionnaire for that household.

8. Draw an "X" across the transcribed ISR, give it to your crew leader with the other completed work. Copy the information from the ISR to the questionnaire for that household.

9. If you are unable to get Last Resort information or an ISR for the student, tell your crew leader.

# CHAPTER P. DAILY DIARIES

Now we are going to talk about how to administer and fill the daily diaries. Although we have not talked very much about the daily diaries yet, they are a very important part of the whole 2019 Guam Household Income and Expenditures operation. The information from the diaries provides the majority of the data needed to develop the market basket of items that go together to help develop and maintain the Consumer Price Index or the CPI. The CPI helps the government and the private sector in determining inflation and in measuring how some things are costing more than others. The information helps in planning goods and services for Guam’s population.

Please take out a diary from your packet and look through it.

(ALLOW TIME)

First, look at the INSTRUCTIONS FOR COMPLETING FORMS on the first page. Please follow along as I read the Introduction. The Introduction should sound familiar because we already went over this earlier in the training … but it is worth repeating here:

**Introduction**

The aims of the Diary Expenditures part of the Government 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 purposes, 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 families.

And, let’s talk about confidentiality again. I’m going to read this section, and want you to follow along:

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

Those trained enumerators are YOU, and you are the ones responsible for making sure that the diary is filled daily, and completely. Sometimes this will be very challenging, either because respondents don’t want to be bothered to fill the diary at all, or because they don’t want to fill it completely. But you can do this task, too, we have faith in you. Without a full accounting of what people spend their money on, we can’t develop the best market basket for Guam.

Some of the definitions we use in the diary are going to be unfamiliar to you, so I am going to go over some of them now. As the diary booklet notes, before beginning the diary, you should read and understand all the instructions and definitions. Let’s look at some of them:

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 made on a later date. Record such purchases the day the transaction takes place, not for 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 VCR for $250 with a $50 down payment and four monthly installment payments of $50 each. Your record of the transaction will be as follows: under the ITEM DESCRIPTION column, write "Time payment - installment on VCR set;" under the NUMBER column, write "1;" under the UNIT column, write "$250;" under the CASH column, write "$50;" and under the CREDIT column, write "$200."

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

*Home-produced* items are those produced at home and can be anything produced in the home. For example, in the case of food such items might include root crop, 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 crop, 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.

Now we need to talk about the parts of the diary itself.

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 Government of Guam for the coding and processing.

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.

If you can’t fit all of the items on the page provided for a particular day, you’ll need to use an 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. If you need more space, you’ll need to use a continuation form, that is, another diary booklet to record the rest of the information. Usually, this won’t be necessary, and do check with the survey if it looks like you are going to have problems with this.

We also have a section for *Gifts Given*. This page 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.

Since we have gifts given, we also have *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.

And, then, if you didn’t have enough forms already, we also have a form called *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.

Now, we are going to talk about the actual Instructions for Completing Diary. Please remind the respondents to READ ALL OF THE INSTRUCTIONS BEFORE STARTING THE DIARY. Remind them that in the booklet, they must record *everything* that each member of the household spends. Also, include details of any food any members of the 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 they run out of space, they use the extra form provided after the form for Sunday. They need to list everything the household buys each day—recording the information as they make the purchase and *no later* than the end of the day of the purchase.

They need to write down everything anyone in the household buys each day. If they purchase something, they need to record it in the space provided on the day they bought it. If the 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 they do not use your own money. For instance, if they use *household money*—that is, money belonging to the whole household—record the information just as they would for their own money. Similarly, record the information consistently whether they 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 they 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 they can. Each time they 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 they grew any of their own food, please record how much of each item they used that day; also, record how much they think they would pay if they bought the item in a local store. If someone else in their household grew food consumed by the household, please write down how much of each item their household used that day; once again, record how much they think they would have paid if they bought the item locally. Home production also includes fish and similar foods; if they or members of their household caught fish and ate them themselves, 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 Used  2 Sold  3 Given  4 Received | Est.Local  Retail  Value  $XX.XX | Office Use |
|  | Number | Unit |  |  |  |
| Fresh tuna fish | 3 | fish | 1 | $ 15 |  |
| Taro | 5 | pounds | 1 | $ 5 |  |
| .  . |  |  |  |  |  |

After they write down everything they or the other members of their 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 they discover that no one recorded items purchased on a given day, write them down while they are checking over that day's work.

If they own a business, please include all items they take from stock for their 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. They need not write down what items the children buy with their pocket money, but they can if they wish. However, if they send their child to the store to buy something for them or their 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 |  |  |
| Children’s' allowances |  |  | $15.00 |  |  |
| .  . |  |  |  |  |  |

If on any day included in the Daily Expenditures Diary they pay an installment or part payment on goods they are buying by *time payments*, write down what the item is and how much they paid—for example, "time payment—installment on radio set." If they 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 they paid on that day—for example "radio set by time payment costing $33" or "time payment—first payment on radio set $14."

If they purchase any *used items* during the seven days covered by the Daily Expenditures Diary, write "used" before the item when they 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 they purchase more separate items in a day than they have room to record the purchases, use the OVERFLOW form provided after the daily forms. For example, if they 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 | | | | | | |
| Day  of  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 they do not have enough space for one day for HOME PRODUCED ITEMS, use the space below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| OVERFLOW FOR HOME PRODUCED ITEMS | | | | | | |
| Day  of  Week | Item Description (Brand or Type) | Quantity | | 1 Used  2 Sold  3 Given  4 Received | Est.Local  Retail  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 they *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 they or members of their household *gave gifts of cash or goods* to people outside their 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 on Guam, record the information below, and the amount of the gift OR approximate value of the purchased item. | | | | | |
| Day  of  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 they or members of their household *received gifts of cash or goods* from people outside their 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 RECEIVED  On any day that any member of your household RECEIVES Cash or Purchased goods from other households on Guam,  record the information below, and the amount of the gift OR approximate value of the purchased item. | | | | | |
| Day  of  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 they are not leaving anything out.

Also, on the last page, they will find a box for any special events, such as weddings, funerals, etc., which made the expenses they recorded in their 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 they have an event like this, that they 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 they have any questions about filling these diaries, call the Government of Guam at (671) 472-4201/2/3

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

|  |  |  |  |
| --- | --- | --- | --- |
| DAILY EXPENDITURES DIARY | | | |
| Grid: | Census Tract: | | County and village: |
| Household Number: | | | Enumerators Number: |
| Name of Interviewer: | | | |
| ONE WEEK DIARY | | | |
| Week Starting: | | Ending: | |
| CONFIDENTIAL  The information you provide in this book is confidential; it will not be revealed to anyone except the interviewer and the people who are working for the Guam. The results of the completed will be printed in the form of totals only and no information about individual households will be disclosed. | | | |
| Government of Guam | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **2019 Guam Household Income and Expenditures Survey**  **Daily Expenditures 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 |
|  |  | |  |  |  |  |
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|  |  | |  |  |  |  |
| HOME PRODUCED CONSUMPTION (vegetables, bananas, breadfruit, eggs, fish, chicken, meat, etc.) | | | | | | |
| Item Description | Quantity | | | 1.Used  2.Sold  3.Given  4.Received | Est. Local Retail Value $XX.XX | Office Use |
| Number | Unit | |
|  |  | |  |  |  |  |
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| 2019 Guam HOUSEHOLD INCOME AND EXPENDITURES SURVEY  DAILY EXPENDITURES DIARY | | | | | | |
| OVERFLOW FOR HOME PRODUCED ITEMS | | | | | | |
| Day  of  Week | Item Description (Brand or Type) | Quantity  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Number Unit | | 1 Used  2 Sold  3 Given  4 Received | Est.Local  Retail  Value  $XX.XX | Office Use |
|  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| 2019 Guam HOUSEHOLD INCOME AND EXPENDITURES SURVEY  DAILY EXPENDITURES DIARY | | | | | | |
| OVERFLOW FOR ITEMS BOUGHT | | | | | | |
| Day  of  Week | Item Description (Brand or Type) | Quantity | | Cash | Credit | Office Use |
|  |  | Number | Unit | $XX.XX | $XX.XX |  |
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| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2019 Guam HOUSEHOLD INCOME AND EXPENDITURES SURVEY  DAILY EXPENDITURES DIARY | | | | | |
| GIFTS GIVEN  On any day that any member of your household GIVES Cash or Purchased goods to other households in , record the information below, and the amount of the gift OR approximate value of the purchased item. | | | | | |
| Day  of  Week | Item Description (Brand or Type) | Quantity | | Estimated Local  Retail Value  $XX.XX | Office Use |
|  |  | Number | Unit |  |  |
|  | CASH | X | X |  |  |
|  | CASH | X | X |  |  |
|  | CASH | X | X |  |  |
|  |  |  |  |  |  |
|  | PURCHASED GOODS: |  |  |  |  |
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| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2019 Guam HOUSEHOLD INCOME AND EXPENDITURES SURVEY  DAILY EXPENDITURES DIARY | | | | | |
| GIFTS RECEIVED  On any day that any member of your household RECEIVES Cash or Purchased goods from other households on Guam, record the information below, and the amount of the gift OR approximate value of the purchased item. | | | | | |
| Day  of  Week | Item Description (Brand or Type) | Quantity | | Estimated Local  Retail Value  $XX.XX | Office Use |
|  |  | Number | Unit |  |  |
|  | CASH | X | X |  |  |
|  | CASH | X | X |  |  |
|  | CASH | X | X |  |  |
|  |  |  |  |  |  |
|  | PURCHASED GOODS: |  |  |  |  |
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| NOTE: For Days, use 1=Monday, 2=Tuesday, 3=Wednesday, 4=Thursday, 5=Friday, 6=Saturday, 7=Sunday. | | | | | |

A FINAL REMINDER

Have you made sure you have included *all* the expenses incurred by *all* members of the household?

Have you remembered to include those *easy to forget* items? For example:

Beer consumed at a bar

Meals away from home

Ice cream and candy for kids

Taxi and boat fares

Newspapers and magazines

Video rentals

Playing on poker machines and video arcade machines

(expense minus [-] winnings)

When you are satisfied that the diary is complete, please hold it until the interviewer calls.

He/she expects to come by on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Were there any special events, such as weddings, funerals, etc., which made the expenses you recorded in your diaries exceptional?

If yes, please describe briefly:

|  |
| --- |
| Date: |
| Event: |
|  |
|  |
|  |

The Government of Guam is very grateful for your help in this survey. The information you have provided is confidential, but will be of great value to us in our planning for the economic development of the territory. Our warmest thanks to all members of your household.

# CHAPTER Q. PAY AND SAFETY

At this time we're going to talk about how you will get paid for the work you do.

You will be paid $35 for each regular form completed – that is, the housing, population, and regular and annual expenditures. You will also receive $20 for each completed diary.

If a form is not complete when you turn it in, it will be returned to you so that you can complete it, and then you will be credited for it, and paid. You are entitled to be paid for each form you complete, so make sure you turn them in as you complete them, so you will be credited and paid for them.

WALLY – EXPLAIN HOW TABLET FORMS WILL BE TRANSFERRED

Do not hold the forms back because they may get soiled or lost. As you complete the forms, turn them in, so you will get credited and paid.

Remember to record the number of completed forms on your Survey booklet Cover. Your supervisor will be checking your work as you go along. You need to work every day or almost every day so that you will complete your assignment in a timely manner, and you won't forget some parts of the assignment that you learned in this training.

If it turns out that your production is too low and your assignments are seldom completed on time, you may need to be re-trained. As a last resort, you may be dismissed. So if you feel you're having problems keeping up, don't hesitate to tell us about them. Don't wait until it's too late to try to resolve problems.

(PAUSE)

The hours you work each day do not have to be consecutive. You might decide to work for a few hours in the morning, return to your home for a while, and then work again either in the afternoon or evening. This is acceptable. You need to determine the most productive hours in the day to work and then work those hours. Your most productive hours are when people are home and are able to answer your questions.

The average questionnaire should take about two hours. Your job is the most important one in the whole survey. If you don't provide us with good data, there is no way we in the office, or the computer can make it better.

(PAUSE)

Remember to record your completed forms each day on your Survey booklet.

Does anyone have any questions concerning any payroll matters? Any comments?

(ANSWER QUESTIONS)

Now, I want to say something about safety. Enumeration is not hazardous work, but there are common sense precautions you take in any job.

When driving, always obey speed limits and traffic signals. If you have to consult a map or look for an address in your register, don't try to do that while driving. Stop and pull off the road, out of traffic.

When approaching houses, be alert for dogs or "Beware of the Dog" signs. If there's a dog in the yard, try calling to someone or blowing your car horn to attract attention. Don't take chances with animals you don't know, even if the dog appears peaceful.

When walking, watch for moving vehicles, watch for broken places in sidewalks and for broken or rickety stairs. If there is a handrail on stairs, use it. Watch for loose objects on sidewalks, stairs, or steps to houses, such as children's toys that can trip you.

If you do have an accident, get first aid or medical attention right away, then report the matter to me.

(PAUSE)

Of course, no one wants to get hurt. It's never pleasant to suffer an injury on the job.

# CHAPTER R. PROGRESS AND COST REPORTING

We are ready to learn the Progress and Cost Reporting procedures. WALLY – TO DO

(PAUSE)

We will review your work as much as we can. We will look to see that all entries in the survey booklet and on the questionnaire are legible and correct. We will make sure that the survey booklet entries are consistent with those on the questionnaires and that you have map spotted correctly. If your work doesn't pass these reviews, you will have to redo the work.

Therefore, work as efficiently as you can in order to avoid these problems.

Continuing on, look at section 6 on page 21.

(ALLOW TIME)

This section covers reviews of your work.

This section tells you of the type of reviews we will be doing to review your work. We will not take time to read it now. Follow these instructions when you are preparing your completed work. If you have any questions contact me.

Are there any questions?

(ANSWER QUESTIONS. LIMIT DISCUSSION ON TURNING IN COMPLETED WORK. HANDLE THESE SITUATIONS AS THEY COME UP).

# CHAPTER S. SUMMARY AND TEST

We're now going to have a brief review of your job as an enumerator.

If you have any questions during the review, please ask them.

Q. What are the four major parts of the enumerator's job, Mr(s.)\_\_\_\_\_\_\_\_\_?

A. Canvassing, listing, interviewing, and map spotting.

Q. What is the best time of the day to do the job, Mr(s).\_\_\_\_\_\_?

A. Late afternoon, early evening.

Q. What is your basic reference for information about the questionnaire, Mr(s).\_\_\_\_\_\_\_\_?

A. Questionnaire Reference Book.

Q. What is your basic reference for job procedures and problems, Mr(s).\_\_\_\_\_\_\_\_\_\_\_?

A. The Enumerator Instructions.

Q. Would you please give the standard introduction you will use, Mr(s).\_\_\_\_\_\_\_\_\_\_\_?

A. Hello. My name is (YOUR NAME) and I'm an official survey taker for the 2019 Guam Household Income and Expenditures Survey. This is my identification (PAUSE) and here's some information about the purpose of my visit (GIVE RESPONDENT COPY OF PRIVACY NOTICE). For the average household, this interview should take less than one hour.

Q. What questions must be asked after you have made the introduction Mr(s).\_\_\_\_\_\_\_\_\_?

A. The questions in BOLD print on the address listing page.

Enter the grid number, the Census Tract number, the county, the village, and the map spot numbers on the Address Listing Page. Then you will complete a survey questionnaire.

Q. What items in the "For Survey Use" section of the questionnaire on the front cover are to be completed before the interview, Mr(s).\_\_\_\_\_\_\_\_\_?

A. Item A.

Q. After a questionnaire is filled out, what do you need to do before leaving the household? (ANYONE)

A. 1. Check the questionnaire for completeness.

2. Complete the other items on the front cover of the questionnaire, and sign and date on the back cover.

3. Complete the "For Enumerator Use" box on page 2 of the questionnaire if the unit is vacant.

After leaving the household, you must complete columns (5) and (6) on the Address Listing Page.

Then map spot your Map.

Does anyone have any questions about the job?

(ANSWER QUESTIONS)

Turn to page 30 in your workbooks to the Final Review exercise.

(ALLOW TIME)

You may use the workbook and the green pages of your training survey booklet (Enumerators Instructions).

(PAUSE)

You will have 45 minutes to complete this exercise. Does anyone have any questions before we begin?

(ANSWER QUESTIONS)

FINAL REVIEW EXERCISE

|  |
| --- |
| Instructions:  Pick the best answer to each of the following questions. Circle your answers.  You will have 45 minutes to complete this exercise.  You may use your Enumerator Instructions. |

1. How does the Bureau of Statistics and Plans define a housing unit?

a. It must have direct access (separate entrance from the outside or from a common hallway).

b. People living there must live and eat separately from others.

c. The place must be occupied-people must live there

d. a & b

e. a, b, & c

2. Indicate by circling "yes" or "no" which of the following types of places you would list in your survey booklet (include both housing units and special places):

a. An occupied mobile home or trailer yes no

b. A vacant mobile home or trailer yes no

c. An occupied houseboat yes no

d. A vacant house yes no

e. A building used to store tools and equipment yes no

f. A church with no living quarters yes no

g. A public elementary school with no living quarters yes no

h. A business like a hardware store or dress shop with no

living quarters yes no

i. A motel yes no

j. A hospital yes no

k. A prison yes no

l. A campground yes no

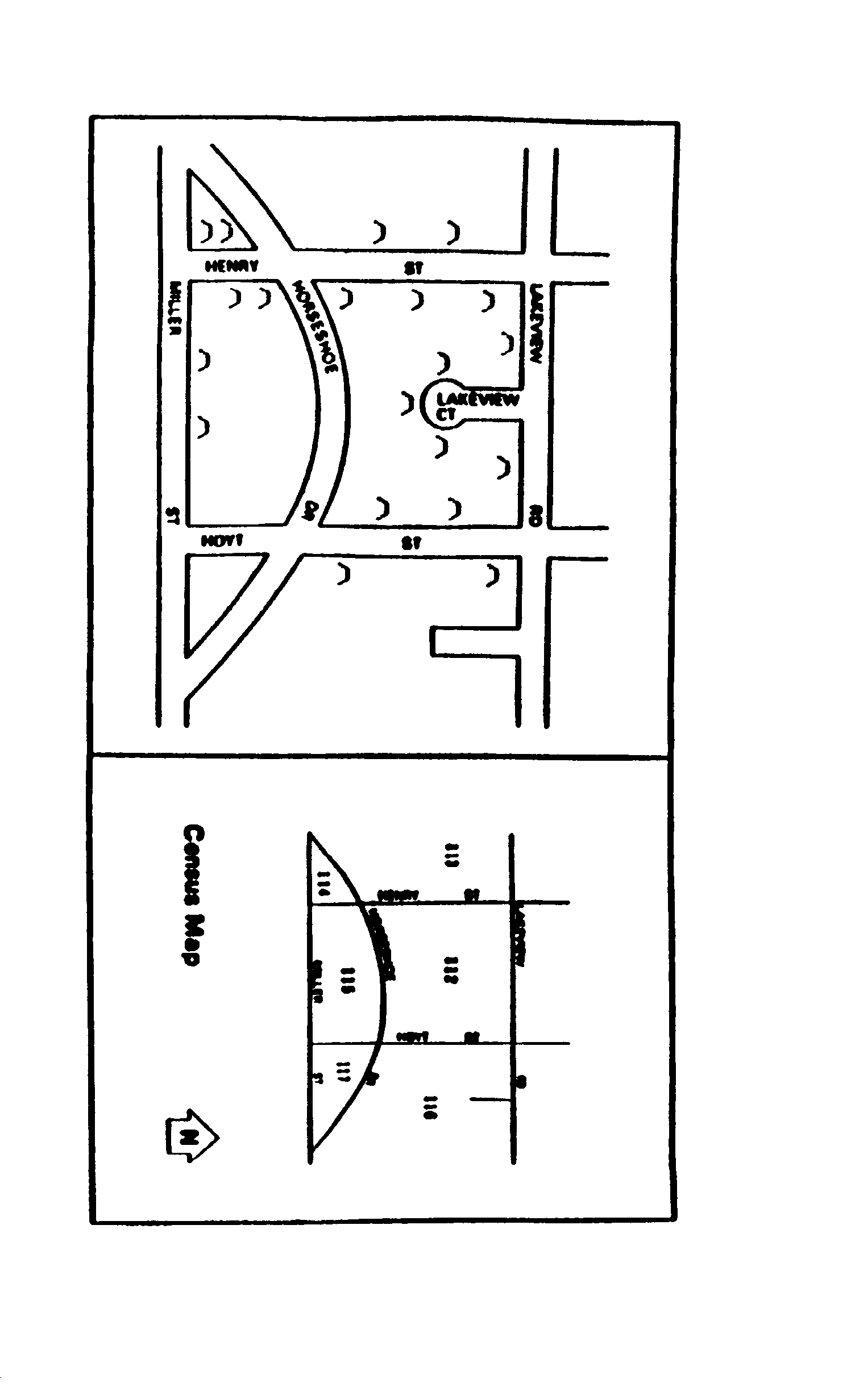
m. A day school for children whose parents work yes no

n. A house under construction with final doors and windows

in place yes no

o. A vacant house with a condemned sign yes no

ILLUSTRATION A



1

Questions 3 to 9 refer to Illustration A above. This illustration shows part of your assignment area and the corresponding survey map.

3. If you were traveling south on Hoyt St. between Lakeview Road and Horseshoe Drive, which block would be on your right?

a. 112

b. 115

c. 116

d. 117

4. If you started canvassing block 115 at the corner of Miller Street and Henry Street, which addresses would you list in block 115?

a. 24 & 26 Henry Street

b. 34, 36 & 38 Henry Street

c. 23, 24, 25 & 26 Henry Street

d. 24 and 26 Henry Street, and 18 and 20 Miller Street

5. After you finish canvassing block 115, which block would you canvass next?

a. 112

b. 114

c. 116

d. 117

6. The interior road shown in block 116 does not have a name, and it's the first unnamed road in this ED; what would you do on your survey map?

a. Cross it out

b. Give it a name

c. Label it "UN RD A" (for Unnamed Road A)

d. Leave it as it is

7. If you canvass block 112 correctly, you will travel \_\_\_\_\_\_\_\_ on Henry Street and \_\_\_\_\_\_\_\_\_\_\_on Lakeview.

a. North, East

b. South, East

c. North, West

d. South, West

8. If the portion of Hoyt Street in block 115 between Horseshoe Drive and Miller Street did not have any living quarters on it, what entry would you make on your survey map?

a. Nothing, leave it blank

b. Print "NO LQ" for “No Living Quarters" inside block 115 along the Village of Hoyt Street.

c. Put a box around the block number

d. Enter a map spot with a zero

9. Notice that Lakeview Ct. exists in the assignment area but is not shown on your survey map. What would you do?

a. Add the road to the map

b. Map spot the living quarters on Lakeview Ct.

c. Both a & b.

10. If there were no living quarters in an entire block, what would you do?

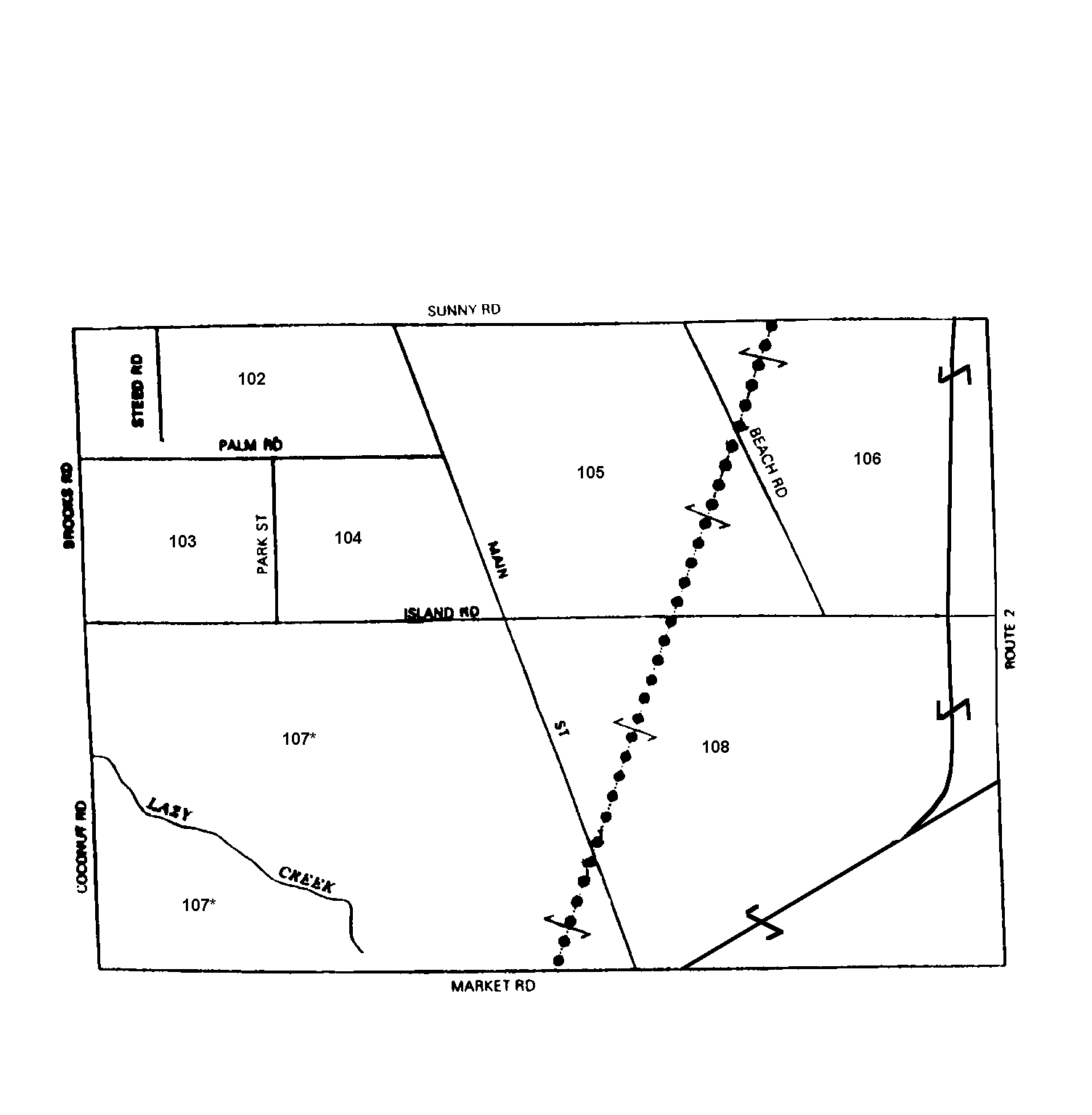
a. Cross out the block on the survey map

b. Draw a circle around the block number on the survey map and the block listing, and enter "No LQ" along all street and other features

c. Enter the block number on a line of the listing page with the entry "NO LQ" in column 11

d. None of the above

**Illustration of Portion of an ED**



2

Questions 11 through 15 refer to the illustration of a portion of the Map above.

11. The distance along Eagle Rd., from Davis St. to Main St. is about:

a. 1/2 mile

b. 1 mile

c. 1 and 1/2 miles

d. 2 miles

12. An asterisk (\*) is used in block 107 because:

a. The block has special places within it.

b. The block is an unusual block with many problems that you need to be aware of.

c. The block number is printed more than once.

d. The block is big.

13. The block boundaries of block 104 are:

a. Main St., an unnamed road, Oak St., Dike Rd.

b. Knight Rd., Eagle Rd., Oak St., Main St.

c. Brooks Rd., Eagle Rd., Route 522, Davis St.

d. Dike Rd., Main St., Knight Rd., Oak St.

14. If while canvassing block 103 you discover that Oak Street does not exist, what would you do?

a. Correct the map by crossing out Oak Street

b. Do nothing-leave the map as is

c. Tell my crew leader

d. None of the above

15. The fishhook across some features:

a. Block 108 has special places within it.

b. The block number is printed more than once.

c. The area on both sides of the railroad tracks belong to the same block.

d. The block is an unusual shape.

16. When you finish canvassing a block, what do you do?

a. Circle the ED number

b. Circle the block number on the block listing page

c. Circle the block number on the block listing page, the Map, and D-114 behind the Special Notice Page in the Survey booklet

d. None of the above

17. What are some ways to determine the location of an invisible boundary on your survey map?

a. Use your car odometer to estimate the distance from a visible feature on the map; for example, an intersection or a river

b. Look for signs on the road

c. Ask residents where the boundary is on the ground

d. All of the above

18. Where do you keep track of the hours you spend working?

a. On the survey booklet cover

b. On scrap piece of paper

c. On Form D-308 OA, Daily Pay and Work Record

19. If you find a special place not listed on Form D-104B OA, you would:

a. Do nothing

b. Add the special place to the yellow page, Form D-104B OA, and tell your crew leader

c. Add the special place to the white page, Form D-104A OA, and tell your crew leader

d. b & c

20. What should you do if a person refuses to be interviewed and you can't get Last Resort information elsewhere?

a. Complete a Form D-376 OA, Refusal Record

b. Print above the address label a brief description of the person and a brief explanation of why he/she would not cooperate

c. Enter as much information as you can, and Print "Refused" in column (14) on the white listing pages

d. a and c

e. All of the above

21. Which questions on the questionnaire must be filled for a vacant housing unit?

a. All the population questions

b. Only the housing questions

c. Only the double-underlined housing questions

d. Both the population and housing questions

AFTER 45 MINUTES (OR WHEN ALL TRAINEES ARE FINISHED, WHICH EVER COMES FIRST), COLLECT THE FINAL REVIEW EXERCISES.

I'm going to score your final review exercises now. Turn to page 3 of your Enumerator Instructions and check to see if you have the supplies you will need until we finish.

(SCORE THE FINAL REVIEW EXERCISES. AFTER YOU'VE FINISHED CORRECTING THE EXERCISE, ENTER THE SCORES ON FORM D-275 OA, RECORD OF TRAINING. RETURN THE EXERCISES TO TRAINEES, AND GO OVER THEM IF TIME PERMITS.)

We are ready to hand out assignments now. When you receive your assignment, you should examine your materials to make sure you know the area, or areas, where you will be working. Look at the Map, which you will find in the map pouch. If you are unsure of the location or the general area in which you will be working, discuss the assignment with me.

This concludes the training for enumerators. From this point on, it is up to you to get the job done, to get it done according to procedures, and to get it done on time. You will run into some problems. But if you were not capable of handling the problems, you would not be here.

If you are unsure how to proceed, think about what was done and said in training. Look for the answer in your Enumerator Instructions. If you don't know how to deal with the situation, contact me. If I don't know the answer, I'll get you the answer.

I need everyone to complete a Daily Pay and Work Record for the two days of training. If you missed a day of training, do not complete a form for that day. Are there any questions?

(ANSWER QUESTIONS AND PASS OUT ASSIGNMENTS. ARRANGE MEETING PLACES WITH ALL ENUMERATORS TO TURN IN PAYROLL FORMS AND COMPLETED WORK.)