

APPENDIX 1

SURVEY MANAGER:

Give a copy of this appendix to every interviewer. Translate this appendix into the interviewers' local language if necessary. Ensure that the information in this appendix is appropriate to your survey. Some countries may need to give slightly different instructions.

Instructions for Interviewers

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INTRODUCTION

The principal aim of this survey is to monitor the progress of health programmes. This will be done by asking mothers or other caretakers of young children about the health of the children they care for. Detailed information will also be collected on the household and on the mothers' own immunizations and knowledge of health matters.

Your supervisor will have given you a list of households to visit, or will tell you how to find the households. You must visit all these households. In each household you should interview all the mothers or principal adult caretakers of children under age 15 years. If you visit a household with no children under age 15, you must still ask questions about the household. You may ask these questions of any adult who is present.

If no one is at home when you go to interview the household, ask the neighbours whether the house is inhabited. If it is occupied, ask the neighbours when the household members will return. Arrange with your supervisor to go back to the dwelling when it will be occupied, or at the end of the day. Note those plans on your cluster control form and note the time you are to call back on the household listing page of the questionnaire. Do not substitute another household.

If no adult is at home, arrange to come back at another time. Do not interview a temporary caretaker of the children, such as a baby-sitter.

If nobody is at home again when you make the return visit, then mark this household on your form as "missing." Your supervisor may instruct you to revisit these households, or to visit another household which has been chosen at random.

In areas where separate households are difficult to identify, such as multi-household dwellings, treat the entire dwelling as one household, and interview all the women and children within that dwelling.

EXAMPLE:

If the house or dwelling chosen is an apartment house and contains several households, all the households should be interviewed.

Ask your supervisor if you are in doubt about what to do when you cannot locate a household, or you cannot complete an interview. Always keep a record on the cluster control sheet of the households you visited where nobody was at home.

HOW TO HANDLE AN INTERVIEW

- Conduct yourself in a relaxed informal way, but be thorough. Use the questionnaire carefully.
- Ensure that you understand the exact purpose of each question. This will help you to know if the responses you are receiving are adequate.

- Ask the questions exactly as they are written. Even small changes in wording can alter the meaning of the question.
- Ask the questions in the same order as they are given on the questionnaire.
- Ask all the questions, even if the respondent answers two questions at once. You can explain that you must ask each question individually, or say "Just so that I am sure . . ." or "Just to refresh my memory . . .," and then ask the question.
- Help your respondents to feel comfortable, but make sure you do not suggest answers to your questions. For example, do not "help" a woman to remember the age of her child.
- Do not leave a question blank unless you have been instructed to skip the question. Questions left blank are difficult to deal with later. In the office it may look as though you forgot to ask the question. Always write in 0 when a zero answer is given. Write in the code number (usually 9 or 99) for responses such as "not applicable" or "don't know," when necessary to indicate that you asked the question but were not given a proper answer.
- Record answers immediately. Write down any pertinent remarks made by other people present, and mention who the other people are. Check the whole questionnaire before you leave the household to be sure it is completed correctly.
- Thank the respondent for her cooperation. Remember the survey schedule and do not stay and talk for too long.

GENERAL POINTS

Dress neatly.

Your appearance gives the respondent's first impression of you. The way you dress will affect whether your interviewing is successful or not. Dress neatly and simply.

Gain rapport with the respondent.

Try not to arrive at the respondent's house at an inconvenient time of day, such as a meal time. Try to arrive when the respondent will not be too busy to answer questions.

Introduce yourself by name and show your identification.

Explain the study and why you want to interview the women in the household, exactly as your introduction tells you to.

Be prepared to explain what is meant by confidentiality and to convince respondents to participate if they are reluctant.

If the respondent refuses to be interviewed, note the reasons on the questionnaire, if possible.

Remain calm and polite at all times.

Probe for adequate responses.

Pause and wait if the respondent is trying to remember difficult items.

Ask the respondent to clarify her answer if necessary. You may be misunderstanding the respondent.

Check for consistency between answers a mother gives. For example, if she tells you that her child received only breast milk yesterday, she should not answer "yes" to the question "Since yesterday, has she been given anything to drink from a bottle with a nipple or teat?"

HOW TO FILL IN THE QUESTIONNAIRE

The following instructions refer to the questionnaires that appear in the Model Questionnaire Modules at the end of chapter 3. Translate these instructions into the language of the interviewer.

HOUSEHOLD MODULE

The Household Module, which appears on page Q1 of the Model Questionnaire (at the end of chapter 3 in this manual), has two parts: (1) a Household Information Panel (replicated below) for recording household-specific information and (2) a Mother and Child Listing Form for listing mothers and their children or caretakers and the children for whom they are responsible. Fill out the Household Information Panel first.

Household Information Panel

- (a) Enter the cluster number as instructed by your supervisor.
- (b) Enter the household number as instructed by your supervisor.
- (c) Enter the date of the interview: day/month/year.
- (d) Enter your own name or identifying number.
- (e) Enter the name of the head of household (HH).
- (f) If household is unoccupied, enter time to re-visit, as instructed by your supervisor.
- (g) Enter the number of persons who usually live in the household—that is, the total number of persons who usually live and eat together.
- (h) Enter the correct code for the material of the dwelling floor. You will be able to observe the correct answer in most cases, but if in doubt, ask. If there is more than one kind of material making up the floor, record the main flooring material.
- (i) Ask and enter the number of rooms in the dwelling.
- (j) The data entry clerk should fill in this cell at the time of data entry.
- (k) Enter codes for region and area of residence—that is, urban (1) or rural (2)—here, as instructed by your supervisor.
- (l) Fill this section in once you have completed all the modules. If all household modules have been completed, all mothers of under-fives have been interviewed, and questionnaires for each child under age 5, and the education module for all over-fives, has been completed, note that the interview is complete here.
- (m) If you are unable to complete the interview, enter the reason.

Household Information Panel

(a) Cluster number:	(b) Household number:	(c) Date of interview (day/month/year): __ / __ / __
(d) Interviewer no.:	(e) Name of head of household:	(f) Call-back needed? Yes / No Time: __ A.M./P.M.
(g) No. persons in HH usually resident:	(h) Material of dwelling floor: 1 wood/tile 2 planks/concrete 3 dirt/straw 4 other	(i) Number of rooms in dwelling:
(j) Data entry clerk no.:	(l) All forms completed? 1 Yes 0 No	(k) Region 1 2 3 4
	(m) If not, why not? 1 Refusal 2 Not at home 3 HH not found/destroyed 4 other	(k) Urban 1 Rural 2

Mother and Child Listing Form

Next, fill in the Mother and Child Listing Form (bottom of page Q1 in the Model Questionnaire). The form provides questions to obtain the names and ages of mothers in each household, and to obtain the name, age, birth date and sex of each child who is usually resident in the household. It will also provide a record of your visits and the forms you complete for each household.

Ask to speak to the mothers or others who care for the children in the household. If a mother is not at home, direct the questions to the person caring for her children. In the last column on the listing form, indicate if the respondent is the mother (3) or caretaker (4). If no mother or adult caretaker is at home, tell your supervisor, and decide what to do about re-visiting the household.

Line no.: Fill in the line number 1-0 (the first line in the Child Listing Form) to refer to the first mother interviewed in the household. Fill in line numbers for each child of that mother, starting with 1-1.

Question 1. Name: List the name of the first mother or caretaker in Line 1-0. List the names of each of the children she cares for, starting with the youngest in Line 1-1.

Question 2. Male/Female: Circle 1 if the person listed on that line number (caretaker or the child) is male, 2 if female.

Question 3. Date of birth: Ask for the child's date of birth. Use a 0 in any spaces if the month or day does not contain 2 digits—for example, the month of March is coded as "03." For children under age 5, it is important to record the child's month and year of birth accurately, especially if the Anthropometry Module is included in the survey. For children age 5 and over, the age in completed years is all you need to record. You do not need to enter the mother/caretaker's date of birth.

If the mother can give a year of birth, but not the month, probe to try to estimate the month. You will have

to convert month to a number, as you have been instructed. If the mother cannot give a year and month of birth, ask to see the child's birth certificate or vaccination card, and write the date given on the card. Check this date with the mother to be sure she thinks this date is accurate. If you cannot estimate the child's month of birth from this information, you may need to find out in which season he/she was born. You may need to go on to question 4 in order to estimate a year and, if possible, a month of birth, and then to enter it here. If it is still not possible to estimate the child's month of birth, write "99" in the space for MONTH. If you cannot ascertain the DAY of birth, write "99" in the space provided for DAY. You must record a YEAR of birth. Do not leave these columns blank.

If the mother cannot give a year of birth, you may need to use a calendar of important events to estimate the child's year of birth. If there is no other way to estimate the year of birth, relate the child's birth to another child in the household, for whom the date is known. You will need to use your judgement to estimate a year of birth for each child.

Question 4. Age: Ask for the age of the mother/caretaker and enter in the row with his/her name.

Ask for the age of each child. Enter the response in completed years. If a child has not yet reached his/her first birthday, write "00"—for example, a child who is 9 months old is coded as "00."

You may be instructed to compute the child's age in months or years from the date given (or the birth certificate or immunization card), using the conversion chart you were given in training. (See example of conversion chart found at the end of this appendix.) You will be given instructions about how to do this during your training. You will then be asked to check that the age you compute from the date given corresponds to the mother's report. If the two ages match, enter the child's age in completed years here. If they do not match, you will have to probe further to estimate the child's correct age.

Remember, ages must be at last birthday; that is, the child (or mother/caretaker) must have already passed or celebrated his/her birthday.

If the mother does not know the date of birth or current age of her child, try asking "How many years ago was [name] born?" You can help her by relating the child's age to that of other children or to some important event or to the season of birth, by asking, for example, "How many wet seasons ago was [name] born?"

You must record an age for each child. Do not leave this column blank for any child.

Stop listing when the woman reaches a child who is over the age of 15 years.

Question 5. Category of respondent: Circle "1" if the child is 5 years or older; circle "2" if the child is under age 5. Circle 3 if the respondent is the mother and 4 if she/he is a caretaker. You will use this information to decide which modules to administer to children in the household.

When you have finished with the first mother, go on to list the next mother/caretaker in line no. 2-0. Then, list her children, starting with the youngest in line no. 2-1.

Then ask "Are there any other children who live here, even if they are not at home now?" Continue listing children in the household, adding a continuation page if necessary. Tick the space provided on the first listing sheet if a continuation page is attached.

WATER AND SANITATION MODULE

Question 1. The purpose of this question is to find out how safe the household water used for drinking is. If several sources are mentioned, probe to determine the most usual source. Enter the code for the most usual source.

Question 2. This question is used to find out how convenient the source of drinking water is to the dwelling. Enter the code for the answer.

Question 3. This question also aims to find out how convenient the water source is. Fill in the estimated time (in minutes, converting from hours, if necessary) it takes by the usual mode of transport to get to the water source, wait to get water, and get back to the dwelling. If the water source is on the dwelling premises, record "on premises" by entering 888. Enter "999" for the response "don't know."

Question 4. The purpose of this question is to obtain a measure of the cleanliness of the sanitary facility used by the household members. If the respondent answers that the household members use the bush or field, enter "9"—No facilities. If "No facilities" is the answer, skip question 5 and go to next module.

Question 5. The purpose of this question is to assess the convenience of the sanitary facilities used by the household. Enter the code number for the response given.

SALT IODIZATION MODULE

Question 1. This item is used to record the type of salt used to prepare the family's main meal the day before the questionnaire is administered, and the outcome of the test for salt iodization. Follow the instructions given in training to test the salt, and record "1" (iodized) if the test is positive (>20 ppm); "2" if the test is negative. Circle "3" if no salt is found in the home and "9" if the salt was present, but not tested for any reason.

Question 2. Record the type of salt found in the home.

EDUCATION MODULE

The questions about school attendance are asked to determine attendance at primary school. These questions are asked about all children age 5 or over (or over the usual age at school entry).

List names and line numbers of all children 5 years and older at the top of this page. See Column 6 on the Child Listing Form on the first page of the questionnaires, and list all children for whom a "1" is circled on this page (that is, "Yes" to Question 5, "Age 5 or over?").

If the survey is collecting data between the end of one school year and the start of the next, Question 2 should apply to the year just finished.

Question 1. For all children age 5 or over (or usual school entry age), ask "Has [name] ever attended school?" Circle 1 if the answer is "Yes" and 0 if the answer is "No." If the respondent does not know the answer, circle "9." If 0 or 9 are circled, skip to the next child. If no other children over age 5 live in the household, skip to the next module.

Question 2. If the answer to Question 1 is "Yes," ask: "Is he/she currently at school this year?" and circle the code for the response given. If the answer is 0 or 9, skip to question 4.

Question 3. Fill in the child's current grade and code number for the level of school attended.

Question 4. If the child attended school last year, circle "1" and go on to question 5. If not, circle 0. If the respondent does not know, circle 9, "Don't know." Go on to next child if 0 or 9 is circled. If no other children over 5 reside in the household, go on to next module.

Question 5. If the child attended school last year, fill in the child's grade and code for the level of school attended last year.

MODULES FOR MOTHERS

The Modules for Mothers (beginning on page Q4 in the Model Questionnaire) consist of the Tetanus Toxoid Module and the Care of Acute Respiratory Infection (CARI) Module for mothers of children under 5 years old.

TETANUS TOXOID (TT) MODULE

Fill in column headings with line number and name of each mother of a child under 5 listed in the Household Module. Do not administer this module to caretakers—only to the biological mother of the child.

These questions are directed to mothers of under-fives, and aim to obtain information about whether a child was protected against tetanus at his or her birth.

Question 1. First, ask whether the mother has a vaccination card or other documentary evidence of vaccination. Ask to see this evidence and record that you have seen it.

If no card is available, you must try to find out how long ago the last TT dose was received, and the total number of TT doses the mother has received in her lifetime. Use the probing questions, and fill in her answers in the boxes provided.

Question 2. Ask if she received any tetanus toxoid injection during her last pregnancy. Record 1 for a "Yes" response and 0 for a "No" response to question 2.

Question 3. Enter the number of doses the mother reports in the space provided. If the mother reports two doses during the last pregnancy, stop here.

Questions 4 and 5. If she reports fewer than two doses, continue to probe for earlier doses of TT. Ask about doses received during or before the next-to-last pregnancy or between pregnancies. Enter her responses in the spaces provided, as in questions 2 and 3 above.

Question 6. If the mother received no dose during her last pregnancy, but had received earlier doses of TT, ask her to estimate how long ago the last dose was received, and enter her response (number of years ago or month and year of last dose) in the box for question 6.

Question 7. Then total up the number of doses the mother reports (add doses in boxes 3 and 5) and enter the total in the box next to question 7 (total doses received in lifetime).

CARE OF ACUTE RESPIRATORY INFECTION MODULE (OPTIONAL)

This question aims to find out if the mother knows when to take a child with a cough or cold to a medical provider. Fill in column headings with the line number and name of each mother of a child under 5 listed in the Household Module. Ask the question once for each mother/caretaker of children under 5 years in the household.

Do NOT suggest answers to the mother. DO NOT PROMPT. If the mother gives a response that does not appear on the list, write it in the space provided (1G). When all mothers of young children (under-fives) in the household have been questioned, go on to next module.

MODULES FOR CHILDREN UNDER FIVE YEARS OF AGE

Go to the Mother and Child Listing Form on page Q1, and, starting with the youngest child, fill out a separate child health questionnaire for each child under age 5 years, recording the name and line number of each child. Be sure to fill in the child's identifying information at the top of each page of the Modules for Children Under Five Years of Age.

DIARRHOEA MODULE

These questions aim to find out if the child has recently had diarrhoea and, if so, what treatments, drinks and foods the child took during the episode. A diarrhoea episode is defined as three or more loose or watery stools per day, and/or blood in the stool on any day, or as defined by the mother.

Question 1. Record the mother's answer. If a respondent is not sure what is meant by diarrhoea, tell her it

means "more than three loose or watery stools per day or blood in the stool." Make sure the respondent understands what is meant by "in the last two weeks."

If the child has had diarrhoea in the last two weeks, enter 1 ("Yes") and go on to question 2. If the child has not had a recent episode of diarrhoea (within the last two weeks) enter 0 ("No") or 9 ("Don't know"), skip the rest of the questions in this module and go on to the next module.

Question 2. We want to know what the child took to drink during the last episode of diarrhoea. Ask each question separately: Was [name] given breast milk? Was he/she given cereal-based gruels? and so forth. Circle the correct code for each answer: 1 = Yes, 2 = No, 9 = Don't Know. You will be given a list of "locally defined acceptable home fluids," like sugar-salt solution, yogurt drink, and so on. If the respondent answers "Water," ask if this was the only drink offered, or if it was accompanied by other feeding. Ask about other fluids considered "unacceptable" by the local Programme (you will be given a list of these). If the child took nothing to drink (2I), skip to question 4.

Question 3. If dehydrated, a child may take more fluids than usual. We want to know if the pattern of fluid consumption changed during the episode. Ask the question just as it is worded here. Read out the entire question, and enter the code for the mother's response in the box at the right.

Question 4. A child may change the amount usually eaten during a diarrhoea episode. Ask the question just as it is worded on the questionnaire. Make sure that the mother understands that this includes breast milk, if the child is still being breastfed. If the mother's answer is "less than usual," probe to try to find out if she thinks the amount was "somewhat less" or "much less" than usual. Record the code for her response in the box.

VITAMIN A MODULE

Some questions are asked about the child's household, and are asked only once of each mother. Only the relevant sets of questions (Module A, B and/or C) will appear in the questionnaire.

Question A1. This question asks if the child has received a supplement. Show the sample capsule or dispenser you were given to help the mother remember. (You may be instructed to show several different capsules, asking the mother to identify the correct one.) Record the code for her answer. If the child has not received a vitamin A supplement, or the mother/caretaker does not know if he or she has received one, skip to next module.

Question A2. If the answer to question A1 is "yes," record the number of months ago the last dose was given to the child.

Question B1. This question asks if the fortified food product is used in the household. Show the sample packet (if given). If the answer is "yes," ask to see the household's packet, recording "2" if seen. If the answer is "no," record 0 and go on to next module.

Question B2. This question asks if the child has received the fortified food *during the last week*. Substitute the day of the week; that is, if the day you are interviewing is Thursday, ask: "Since last *Thursday*, has *Fatima* been given *fortified sugar* to eat?" Enter the code for the answer. Prompt if necessary.

Question C1. This question asks if the mother has heard the educational programme messages about vitamin A-rich foods. Record her answer in the space provided. If the answer is "no" or "don't know," SKIP TO NEXT MODULE.

Question C2. If the answer to question C1 is "Yes," this question asks the mother to list the foods she has heard of. Enter "1" if she mentions any of the correct [*country/region/season-specific*] vitamin A-rich foods promoted by the programme listed on the questionnaire in question C2a and Question C2b. Enter "0" if she does not mention the food listed. If she gives any other response, enter 1 for question C2c. A mother's answer is coded as correct if at least one "1" response is entered.

Question C3. This question asks if the child ate the specified foods during the past week.

Substitute the day of the week; that is, if the day you are interviewing is Thursday, ask: "Since last *Thursday*, has *Fatima* been given [*vitamin A-rich food*] to eat?" For each eligible child, record the mother's answer.

BREASTFEEDING MODULE (OPTIONAL)

Question 1. This question asks if the child has ever been breastfed. It includes any breastfeeding experience of the child—not necessarily by the mother. If the answer is "Yes," enter "1" and go on Question 2. If the answer is "No" or "Don't Know," enter the correct number and Go on to the next module (or optional question 4).

Question 2. Enter code for mother's response; if the child is no longer breastfed, go on to the next module or to optional Question 4 and/or Question 5.

The next questions ask about what the child was fed in the preceding 24 hours.

Question 3. The purpose of this question is to determine what other liquids or foods the child was given in addition to breast milk. Ask each possible answer in turn—for example, "Did [name] receive vitamin or mineral supplements or medicine? Did he/she receive plain water?" etc. Circle the appropriate code for each answer: 1 = yes, 2 = no, 9 = don't know. If a mother mentions another liquid or food which does not fit into one of these categories, write it in the space provided in 3F and circle "1."

Question 4 (optional). This questions asks if, in the last 24 hours, the child was bottle-fed.

Question 5 (optional). This question asks when breastfeeding for this child ended. It is used only in countries with very short breastfeeding durations. Record the age in months when breastfeeding stopped. Record "99" if the mother does not know or cannot provide an answer.

IMMUNIZATION MODULE

This module is used to obtain the numbers of children between 12 and 23 months of age who received BCG, DPT3, OPV3 and measles immunization before age 1. Here, the information is obtained for all under-fives in the household. First ask if the child has a vaccination card, and record the correct code in the box at the right. If yes, ask to see the card. Copy dates of all relevant vaccinations to the space provided. If not date for vaccination is recorded, or if no card is available, use the probing questions to ask the mother whether the child has received each vaccine. Enter a "1" if she answers "Yes," and a "0" if she answers "No" and "9" for "Don't know" in the box provided to the right of each vaccine dose. Do not ask the mother to supply dates from memory. Enter a date ONLY if the card is available and lists a date for the immunization dose.

Question 1. Record whether the child's vaccination card is present.

Question 2. Record date of BCG vaccination in the spaces provided, or if card is not available, record mother's response to the probing question in box at the right.

Questions 3–5. Record date from card in space provided, or code for mother's response to the relevant probing question in box at the right of each vaccine dose.

Question 6. If the BCG scar check is placed here, check the child's arm as you have been instructed, and record the result here.

ALTERNATIVE IMMUNIZATION MODULE

Questions 1–4: If the child has a vaccination card, write the number of doses of each vaccine recorded on the card in the first column (headed "Card"). If no card is available, ask each question in turn, recording the number of doses the mother reports in the second column (headed "Mother's Report"). If the mother does not know whether the child received the vaccine, put a dash (—) in the space for questions 2, 3 and 4.

Question 5: Record result of BCG scar check here.

ANTHROPOMETRY MODULE¹

Each child is weighed, and the result recorded on his/her questionnaire. Be sure the weight for each child is recorded on the correct questionnaire, checking the child's name and line number at the top of the page.

¹For more details on anthropometry techniques, see *Assessing the Nutritional Status of Young Children*, DP/UN/INT-88-X01/8E (New York: UN National Household Survey Capability Programme, 1990); *Demographic and Health Surveys Interviewer's Manual*, DHS-II Basic Documentation-4 (Colombia, Md.: Institute for Resource Development, 1990); and *How to Weigh and Measure Children*, DP/UN/INT-81-041-6E (New York: UN National Household Survey Capability Programme, 1986), a summary of which is included in Appendix 2 of this manual.

Follow instructions for weighing as you were trained; see Appendix 2, Anthropometric Techniques.

The mother may assist you, if necessary, when you weigh the child. Weighing (and measuring) should be done only when you have completed health questionnaires for all children in the household. That will allow you to become familiar with the household members. If there is more than one eligible child in a household, complete all weighing and measuring for that child before going on to the next child. If there is more than one mother of eligible children, weigh and measure all her children before proceeding to the next mother's children.

When you weigh and measure, you must control the child. Be firm but gentle with the child. Stay calm. The mother and the child will feel your confidence. Never leave a child alone with a piece of equipment.

Explain the weighing procedure to the mother, and to the child, to help reduce fear. Sometimes, young children are very uncooperative. You must decide if the process is causing undue stress and must be stopped. Do not weigh or measure a child if the mother refuses, or if the child is too sick or distressed.

Question 1. If the BCG scar record is placed here, examine the child and record here.

Question 2. The child should then be weighed according to the instructions given during training. Record the result to the nearest 10 grams here. Place the kilograms to the left of the decimal point and grams to the right of the decimal point.

Question 3. If the child is measured, record the result to the nearest tenth of a centimeter here. Also record whether the measurement was made Lying (1) or Standing (2).

Question 4. Record the measurer's code number.

Question 5. Record whether the measurement was made, or the reason it was not made.

Before you leave the household, check to ensure that the entire questionnaire is completed and that there are no blanks left. Be sure to distinguish between true zero answers and missing data or "don't know" answers.

When you have completed all the modules for each eligible child in the household, record that the questionnaire is complete for that household in the Household Form of the Household Module (page Q1).

Make sure to fill in the cluster and household number at the top of each form used for this household before leaving the dwelling. Clip the pages together as instructed and give them to your supervisor.

Thank the respondent(s) for her (their) time and cooperation.

MORTALITY MODULE²

Use the alternative Household Module found in the Mortality Module section of the Model Questionnaire (page Q12).

First, fill out the Household Information Panel (page Q1), as before.

Second, fill out the supplementary form used to record women's birth histories (Mother Listing Form, page Q12).

List all women in the household, and their ages. Ask each woman the following questions:

1. How many children (born alive—that is, who lived and breathed or cried, even if they lived only a short time) have you given birth to who are living with you?
2. How many children (born alive—that is, who lived and breathed or cried, even if they lived only a short time) have you given birth to who are living elsewhere? (This includes grown-up children and those who have left home.)
3. How many of your children have died?
4. To check, total the responses to these three questions and ask, "Altogether, you have had ____ total children, is that right?" If the mother answers "yes," go on to the next page; if she answers "no," go back and check the three questions again.

Third, when the Mother Listing Form is complete, for each woman who has had at least one child, fill in a Pregnancy History Form (page Q13). Ask what the outcome of each pregnancy was. Record 1 if the outcome was a live birth, 2 if the birth was a stillbirth, and 3 if the pregnancy resulted in a miscarriage or abortion.

For each pregnancy that resulted in a live birth, ask each mother for the date of birth, sex, age and survival of her last, next-to-last and second-last live births, beginning the questioning with her last live birth. This procedure is used to make sure that recent-born children who died are not omitted, especially those who died shortly after birth. For children who died, record the age at death in completed months.

Finally, fill in the Child Listing Form for each mother and any other principal caretaker of children who live in this household. (The instructions are the same as for the original listing page, found on page Q1 in the Model Questionnaire.) Ensure that all children in the household whom she cares for are listed here, even if they are not her own biological children, and even if they are not at home. Stop listing when you reach a child over age 15 years.

²Detailed instructions for administering the mortality questionnaire are found in *Measuring Childhood Mortality: A Guide for Simple Surveys* (Amman: UNICEF Middle East and North Africa Regional Office, 1990).

FILLING IN THE CLUSTER CONTROL SHEET³

This section is written for the supervisors and interviewers.

Select households to be included in the clusters as you have been instructed by the survey coordinator.

Instructions for filling in the cluster control sheet:

1. Record the number of eligible mothers and children in the household from the Child Listing Form in the Household Module (page Q1).
2. Record the number of completed interviews (household modules). Note on the control sheet times for re-visits to empty households, and times to interview mothers who could not be interviewed on the first visit. Keep a record of where these households are located by drawing a sketch map on the back of the page, if necessary.
3. Supervisors: Begin to check the completed questionnaires, inserting numerical codes where necessary. Look for incomplete identifications, or gaps where there should be a number. Send back questionnaires which are clearly in error.
4. When all the interviews have been completed, check that the questionnaires and the control sheet have been filled in correctly and as many mothers as possible have been interviewed. Add up the number of eligible women and children and the number of completed interviews on the control sheet. Add any comments in the "Notes" section (problems encountered, etc.).
5. Check that you have the number of questionnaires as indicated by the total completed interviews in (4) above.
6. Ensure that all the forms carry complete identification of the cluster, households, mothers and children.
7. Note any problems and discuss them with interviewers, if possible, before leaving the community.
8. Collect all completed questionnaires for one cluster together, folded in the Control Sheet.

³This section is adapted from "A Manual for Measurement of Childhood Mortality with Simple Surveys," developed for WHO in conjunction with UNICEF, by the Centre for Population Studies, London School of Hygiene and Tropical Medicine, June, 1990.

CLUSTER CONTROL SHEET**District [name]:****Date:** / /**Interviewer number:** ____**Cluster number:** ____**Notes:**

Household code no.	Name of head of house- hold	Number of eligible		Interviews completed	Notes
		mothers	children		
Total:					

Table A1.1 Illustrative table for converting children's dates of birth to ages**(N.B.: Must be recomputed according to actual dates of survey.)**

Month and year of survey:													
[7/90] [8/90] [9/90][10/90] [11/90][12/90][1/91][2/91][3/91][4/91][5/91][6/91][7/91]													
Date of birth (month and year):													
AGE (months) ▼													
00	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	3/91	4/91	5/91	6/91	7/91
01	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	3/91	4/91	5/91	6/91
02	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	3/91	4/91	5/91
03	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	3/91	4/91
04	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91	3/91
05	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91	2/91
06	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90	1/91
07	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90	12/90
08	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90	11/90
09	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90	10/90
10	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90	9/90
11	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90	8/90
1yr	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90	7/90
13	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90	6/90
14	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90	5/90
15	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90	4/90
16	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90	3/90
17	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90	2/90
1yr½	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89	1/90
19	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89	12/89
20	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89	11/89
21	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89	10/89
22	9/88	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89	9/89
23	8/88	9/88	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89	8/89
2yr	7/88	8/88	9/88	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89	7/89
25	6/88	7/88	8/88	9/88	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89	6/89
26	5/88	6/88	7/88	8/88	9/88	10/88	11/88	12/88	1/89	2/89	3/89	4/89	5/89

(Conversion Table, continued)

27	4/88	5/88	6/88	7/88	8/88	9/88	10/88	11/88	12/ 88	1/89	2/89	3/89	4/89
28	3/88	4/88	5/88	6/88	7/88	8/88	9/88	10/88	11/88	12/ 88	1/89	2/89	3/89
29	2/88	3/88	4/88	5/88	6/88	7/88	8/88	9/88	10/88	11/88	12/ 88	1/89	2/89
2yr½	1/88	2/88	3/88	4/88	5/88	6/88	7/88	8/88	9/88	10/88	11/88	12/ 88	1/89
31	12/ 87	11/88	10/88	9/88	8/88	7/88	8/88	7/88	6/88	5/88	4/88	3/88	2/ 88
32	11/87	10/ 87	9/88	8/88	7/88	6/88	5/88	4/88	3/88	2/88	1/88	12/88	11/88
33	10/87	9/87	8/ 87	7/88	6/88	5/88	4/88	3/88	2/88	1/88	12/88	11/88	10/88
34	9/87	8/87	7/87	6/ 87	5/88	4/88	3/88	2/88	1/88	12/88	11/88	10/88	1/88
35	8/87	7/87	6/87	5/87	4/ 87	3/88	2/88	1/88	12/88	11/88	10/88	9/88	8/88
3 yr	7/87	6/87	5/87	4/87	3/87	2/ 87	1/88	12/88	11/88	10/88	9/88	8/88	7/88
37	6/87	5/87	4/87	3/87	2/87	1/87	12/ 87	11/88	10/88	9/88	8/88	7/88	6/88
38	5/87	4/87	3/87	2/87	1/87	12/87	11/87	10/ 87	9/88	8/88	7/88	6/88	5/88
39	4/87	3/87	2/87	1/87	12/87	11/87	10/87	9/87	8/ 87	7/88	6/88	5/88	4/88
40	3/87	2/87	1/87	12/87	11/87	10/87	9/87	8/87	7/87	6/ 87	5/88	4/88	3/88
41	2/87	1/87	12/87	11/87	10/87	9/87	8/87	7/87	6/87	5/87	4/ 87	3/88	2/88
3yr½	1/87	12/87	11/87	10/87	9/87	8/87	7/87	6/87	5/87	4/87	3/87	2/ 87	1/88
43	12/ 86	11/87	10/87	9/87	8/87	7/87	6/87	5/87	4/87	3/87	2/87	1/87	12/87
44	11/86	10/ 86	9/87	8/87	7/87	6/87	5/87	4/87	3/87	2/87	1/87	12/87	11/87
45	10/86	9/86	8/ 86	7/87	6/87	5/87	4/87	3/87	2/87	1/87	12/87	11/87	10/87
46	9/86	8/86	7/86	6/ 86	5/87	4/87	3/87	2/87	1/87	12/87	11/87	10/87	9/87
47	8/86	7/86	6/86	5/86	4/ 86	3/87	2/87	1/87	12/87	11/87	10/87	9/87	8/87
4 yr	7/86	6/86	5/86	4/86	3/86	2/ 86	1/87	12/87	11/87	10/87	9/87	8/87	7/87
49	6/86	5/86	4/86	3/86	2/86	1/86	12/ 86	11/87	10/87	9/87	8/87	7/87	6/87
50	5/86	4/86	3/86	2/86	1/86	12/86	11/86	10/ 86	9/87	8/87	7/87	6/87	5/87
51	4/86	3/86	2/86	1/86	12/86	11/86	10/86	9/86	8/ 86	7/87	6/87	5/87	4/87
52	3/86	2/86	1/86	12/86	11/86	10/86	9/86	8/86	7/86	6/ 86	5/87	4/87	3/87
53	2/86	1/86	12/86	11/86	10/86	9/86	8/86	7/86	6/86	5/86	4/ 86	3/87	2/87
4yr½	1/86	12/86	11/86	10/86	9/86	8/86	7/86	6/86	5/86	4/86	3/86	2/ 86	1/87
55	12/ 85	11/86	10/86	9/86	8/86	7/86	6/86	5/86	4/86	3/86	2/86	1/86	12/ 86
56	11/85	10/ 85	9/86	8/86	7/86	6/86	5/86	4/86	3/86	2/86	1/86	12/86	11/86
57	10/85	9/85	8/ 85	7/86	6/86	5/86	4/86	3/86	2/86	1/86	12/86	11/86	10/86
58	9/85	8/85	7/85	6/ 85	5/86	4/86	3/86	2/86	1/86	12/86	11/86	10/86	9/86
59*	8/85	7/85	6/85	5/85	4/ 85	3/86	2/86	1/86	12/86	11/86	10/86	9/86	8/86