

**MICS2**

**Data Editing Guidelines**

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## **Introduction**

Data are edited at four points during the course of a survey: in the field, when the questionnaires are received at the data processing office, during data entry and after data entry is complete. This document describes the last three of these editing activities (field editing is described in fieldwork documents).

Editing when the questionnaires are received at the data processing office is referred to as office editing. Office editing prepares clusters of questionnaires for data entry. Data entry editing checks the data being entered for keying errors and simple inconsistencies between variables. Secondary editing, editing done after data have been entered and verified, checks the data for structural completeness and complex inconsistencies.

This document examines office editing, data entry editing and secondary editing in detail. It is vital that office editors and data entry supervisors read and understand each of the editing processes. Strict and consistent adherence to the steps outlined in this manual will improve data quality and consistency with other MICS2 surveys.

## **Office Editing**

Office editing has two stages. Questionnaires are first edited when they are received from the field. They are edited again prior to data entry. The two stages perform different functions and will be described separately.

### ***Receipt of Questionnaires from Field***

Before the fieldwork begins, a cluster summary sheet should be prepared. Cluster numbers should be listed on the cluster summary sheet in ascending numerical order. As clusters of questionnaires are received, certain information about each cluster should be recorded on the cluster summary sheet. In addition, the questionnaire administrator should check that the following conditions are true.

- All of the questionnaires listed on the Cluster Control Sheet are present
- The household, women's, and children's questionnaires for each household are together
- The household questionnaires are sorted in numerical order according to household number
- Within each household, the women's and children's questionnaires are sorted in order of the line number of the respondent
- The questionnaires are bundled together and labeled with the cluster number

Whenever the questionnaires are removed from their storage location for entry or editing, they should be re-bundled in the same order and returned to the same location. Handling the paper questionnaires in a systematic manner will make the various data processing steps faster and more efficient. When the cluster has been recorded on the cluster summary sheet, it should be passed on to the individual responsible for office editing (usually the questionnaire administrator).

### ***Final Questionnaire Preparation***

To prepare the cluster for data entry, the office editor must perform the following checks.

1. Ensure that all household questionnaires are sorted in ascending order of household number within the cluster.
2. Ensure that all geographic and interview information codes are completed on the cover sheet of the household questionnaire.
3. The eligibility for interview of each member of the household should be checked. To be eligible for the women's modules, a person must be: female and aged 15-49. To be eligible for the child labour module, a person must be aged 5-14 (or a country-specific age range). To be eligible for the child health modules, a person must be under age 5. For each eligible person, the eligibility code should be circled for their line or the line number of the mother or primary caretaker entered. No other member of the household may have their eligibility code recorded.
4. The total number of eligible women and children recorded on the cover page of the household questionnaire must match the number eligible recorded on the household listing.
5. The number of complete women's and child's interviews recorded on the cover page of the household questionnaire must match the existing number of questionnaires for the household.
6. Ensure that all of the women's questionnaires are placed together in ascending order of the line number within the household questionnaire, followed by all of the children's questionnaires.

7. Ensure that the skip pattern is followed correctly. Enter missing values where needed.

When these checks have been completed and all problems have been resolved, the data entry supervisor should assign the cluster to a data entry operator.

## Editing Messages and Guidelines for Correction<sup>1</sup>

There are four types of inconsistencies that are checked during data entry and during secondary editing. These are indicated in the list of messages by the codes:

- D Data entry error requiring correction of data
- W Warning during data entry requiring checking of data entered, with correction only if there is a data entry error
- E Errors found during secondary editing, requiring checking and probably correction
- M Messages found during secondary editing indicating unusual situations in the data that often do not require correction.

### ***Household Information Panel***

Message  
Number            Code    Description

**0001            D        You must complete this field**

The value in this field must be completed. If no value is shown on the questionnaire, fill the field with a missing value and write this value on the questionnaire using a green pen. A missing value consists on 9's followed by a 7. In the case of a one-digit field, this value is 7. For a two-digit field, it is 97, and three-digit, 997, and so on.

**0002            D        You must leave this field blank**

No value should be entered in this field.

**0003            M W     Please check the value entered**

The value for weight at birth is most often a multiple of whole or .5 grams. This message is generated when the value is neither, such as 543.21 grams. Check the value entered for accuracy. If it is correct do not make any changes.

**0004            D E     Special answers inconsistent**

The values entered for the weight at birth must be consistent with the entry for the source of information. The allowable combinations of values are shown in the table below.

Source	Possible Value
DK (9)	DK (9999)
Missing (7)	Missing (9997)
Valid Value	Valid Value

<sup>1</sup> This section is based largely on the Demographic and Health Surveys Editing Guidelines.

**0010            D E    Cluster number not valid**

The cluster number is outside the range specified in the sample design. Quit the data entry program, correct the cluster number and then restart the data entry program. The data entry supervisor should be informed that files with an incorrect cluster number have been created on the diskette.

**0011            D E    Cluster identification is incorrect**

Each data entry operator will enter a complete cluster of questionnaires. Within a cluster all of the geographic identification information for the cluster must be identical. Each of the identification information variables must also be consistent with the cluster number. If any information, such as urban/rural, province, or district, is inconsistent with the cluster number or is different from the previous questionnaire's identification information, then the erroneous information *must* be corrected.

**0012            W      Household number not in increasing order**

Each data entry operator will enter a complete cluster of questionnaires. Within a cluster all of the geographic identification information for the cluster must be identical. Each of the identification information variables must also be consistent with the cluster number. Each household within this cluster should be entered in increasing household number order. If a household is entered out of order, do not make any changes, but make absolutely sure that all households in the cluster are entered, and each is entered only one time.

**0013            D E    More children interviewed than total number of eligible children**

On the household cover sheet, the total number of children interviewed cannot be more than the total number of children under the age of 5. Examine the household listing and count the number of children's questionnaires to determine the correct values. Correct the number of children on the household cover sheet, or enter the data for any children that had been missed earlier.

**0014            D E    More women interviewed than total number of eligible women**

On the household cover sheet, the total number of women interviewed cannot be more than the total number of women age 15 to 49. Examine the household listing and count the number of women's questionnaires to determine the correct values. Correct the number of eligible women on the cover sheet, or enter the data for any women that had been missed earlier.

**0015            D E    More eligible women and children < 5 than household members**

The number of eligible women and children given on the cover page of the household questionnaire must be less than or equal to the number of household members. Check the number of household members and the number of eligible women and children on the cover page with the number in the household listing and correct any erroneous entry.

**0016            D E    Date of interview impossible**

The date of interview must be a complete valid date, earlier than the current date and later than the date of the start of the survey.

Check that the date of interview specified on the questionnaire has been correctly entered and that the date of interview written in the boxes on the questionnaire agrees with the date written for the last visit. Change the date of interview entered to the correct date.

**0017 D E Complete households must have household members**

If there are no household members in the household listing, then the questionnaire is not complete. In that case, change the result to 5, other. If valid data are present in the household questionnaire, then change the result code to 1, complete.

**0020 D Result code and total number of household members inconsistent**

The result code for household questionnaires with any household members should be 1, complete. The result code for household questionnaires with no household members should be a value other than 1 to indicate the questionnaire was not completed.

***Household Listing Form***

Message  
Number Code Description

**0050 M Age of head of household below age 15**

Check the questionnaire and make corrections in data entry if necessary. If no data entry error was made, do not make any changes.

**0069 D E Household header record must exist exactly once**

If a household has more than one header record, remove any extra such records.

**0070 D E Number of household listing records incorrect**

The number of records in the household listing must match the number of household members on the household cover sheet. Check both the cover sheet and the household listing and make corrections as needed.

**0071 D E Number of education module records incorrect**

The number of records in the education module does not match the number of household members who are eligible for this module based on the household listing. Look for any records that should have been entered but were not, and enter them. If no data for an eligible household member is given, enter a record with missing values for all fields.

If extra records are found in the education module, make sure that the module belongs to the correct household, and that all household members were entered into the household listing. If the member is in the correct household and all of the members have been entered into the household listing, try to correct the household member's age in the household listing based on other information in other modules. If this person's age appears to be correct, the education module record for this person must be deleted.

**0072 D E Number of child labour records incorrect**

The number of records in the child labour module does not match the number of household members who are eligible for this module based on the household listing. Look for any records

that should have been entered but were not, and enter them. If data no for an eligible household member is given, enter a record with missing values for all fields.

If extra records are found in this module, make sure that the module belongs to the correct household, and that all household members were entered into the household listing. If the member is in the correct household and all of the members have been entered into the household listing, try to correct the household member's age in the household listing based on other information in other modules. If this person's age appears to be correct, the record for this module and this person must be deleted.

**0073            D E    Number of water and sanitation module records incorrect**

Households with a result code of 1 (complete) must have exactly one water and sanitation module record. Households that are not complete must not have any water and sanitation module records. Check that the household identification for this household and/or module is correct. If necessary, enter a module with all fields set to missing values for complete households. If the result code is not 1, delete this module record.

**0074            D E    Number of salt iodization module records incorrect**

Households with a result code of 1 (complete) must have exactly one salt iodization module record. Households that are not complete must not have any iodization module records. Check that the household identification for this household and/or module is correct. If necessary, enter a module with all fields set to missing values for complete households. If the result code is not 1, delete this module record.

**0080            D        Incorrect line number; please re-enter it**

Women's and children's questionnaires must be entered in order within a household. This error is generated if they are entered out of order or if the line number refers to an ineligible household member in the household listing. It is extremely important to enter the correct line numbers.

Check the questionnaire and the household listing and enter the correct line number. If necessary, correct the value shown on the questionnaire in blue ink.

**0081            D        DATA ENTRY FINISHED FOR THIS HOUSEHOLD. PRESS RETURN THEN F10**

This message indicates that data entry for this household questionnaire is completed based on the number of household members entered in the cover sheet and the household listing. First press Return (Enter), then press the F10 function key to finish data entry for this household.

**0090            D        Level and grade of education inconsistent**

The highest grade completed must be less than or equal to the maximum grade consistent with the highest level of school attended.

If the response exceeds the maximum grade of schooling possible at the highest level reported, check first to see if the error may have occurred in the form in which the answer was recorded. For example, at the secondary level, grade 10 might be recorded rather than the number of years of schooling completed at the level (4 years). If the error is related to the form in which the answer was recorded, correct the response.

If the inconsistency still cannot be resolved, change the number of years of schooling to 96 (inconsistent).

For example, if the level of education is secondary, the response to the highest grade should range between 01 through 06. However, if the response recorded for the grade is 08, this is probably a reference to the secondary education grade 7 through 12, so the error can be explained as a mistake in reporting the grade rather than the number of years of schooling in which case the grade should be changed to 02. If reporting of grades in this manner is not usual the response to the highest grade should be changed to 96.

This edit specification and its rules for correction should be adapted to fit country-specific educational systems.

**0100            D E    Eligibility of woman incorrect**

To be eligible for the women's individual questionnaire a household member must be female and 15 to 49 years of age. If a member is eligible then the code entered for eligibility should be the line number of the member, and otherwise the eligibility code must be 00.

The eligibility of household members is checked at data entry to ensure that all eligible members and only those that are eligible are included in the individual data. Check the sex of the member is female and the age of the member is between 15 and 49. In some surveys, only ever married women are selected for the individual interview and the marital status of the member should also be checked.

If all of these conditions are met then the member is eligible and the eligibility code must be the same as the line number of the member. If any of the conditions is not met then the eligibility code must be 00.

If this error appears during editing then, not only should the household schedule be corrected, but individual women's data may need to be added or deleted from the data file, depending on the source of the error.

**0101            D E    This household member is eligible; enter her line number**

The number to be entered in this column indicates the eligibility for the women's questionnaire for this household member. If the woman is eligible, that is, it is a woman between the ages of 15 and 49, the value entered should be her line number in this household schedule. If this is a male, or if this is a female younger than 15 or older than 49, then the value entered should be 00.

**0102            D E    This household member is ineligible; enter 0**

The number to be entered in this column indicates the eligibility for the women's questionnaire for this household member. If the woman is eligible, that is, it is a woman between the ages of 15 and 49, the value entered should be her line number in this household schedule. If this is a male, or if this is a female younger than 15 or older than 49, then the value entered should be 00.

**0110            D E    Number of eligible women (or children under five) incorrect**

The number of eligible respondents in the household listing must equal the number of eligible respondents stated on the household questionnaire cover.

If they are not in agreement, the household listing should be reviewed. Each member in the household listing should be checked regarding their sex, age and their marital status (if

applicable). Either the total eligible women field and/or the total number of children under 5 field on the cover page should be corrected or the entries in the household listing should be adjusted.

**0120            D E    Eligibility of child for child labour module incorrect**

Only children age 5 through 14 years are eligible for the child labour module. If a child is eligible then the code entered for eligibility should be the line number of the mother or primary caretaker of the child, otherwise the eligibility code must be 00.

If this error appears, the age of the child in the household listing should be checked. If this error appears during editing then, not only should the household schedule be corrected, but individual children's data may need to be added or deleted from the data file, depending on the source of the error.

**0121            D E    This child is eligible; enter caretaker's line number**

All children age 5 to 14 are eligible for the child labour module, and the line number for this child's caretaker should be entered here. If the child's caretaker number is shown on the questionnaire, enter that value. If this number is not shown, look through the other household members in the household listing to find the most likely member in terms of sex, age, and marital status.

**0122            D E    This household member is ineligible; enter 0**

All children age 5 to 14 are eligible for the child labour module. The line number of the caretaker in the household listing should be entered here. All other household members should have a 00 for the line number for his or her caretaker.

**0130            D E    Eligibility of child for child health modules incorrect**

Only children under age 5 are eligible for the child health modules. If a child is eligible then the code entered for eligibility should be the line number of the mother or primary caretaker of the child, otherwise the eligibility code must be 00.

If this error appears, the age of the child in the household listing should be checked. If this error appears during editing, not only should the household schedule be corrected, but individual children's data may also need to be added or deleted from the data file, depending on the source of the error.

**0131            D E    This household member is ineligible; enter 0**

Only children under age 5 are eligible for the child health modules. If a child is eligible then the code entered for eligibility should be the line number of the mother or primary caretaker of the child, otherwise the eligibility code must be 00.

If this error appears, the age of the child in the household listing should be checked. If this error appears during editing, not only should the household schedule be corrected, but individual children's data may also need to be added or deleted from the data file, depending on the source of the error.

**0132            D E    This household member is ineligible; enter 0**

Only children under age 5 are eligible for the child health modules. If a child is eligible then the code entered for eligibility should be the line number of the mother or primary caretaker of the child, otherwise the eligibility code must be 00.

If this error appears, the age of the child in the household listing should be checked. If this error appears during editing, not only should the household schedule be corrected, but individual children's data may also need to be added or deleted from the data file, depending on the source of the error.

**0162            D E        Either sex or age of mother indicated in eligibility of child for child labour module incorrect**

The response for this household member indicates eligibility for the child labour module and that the mother is in the household, but the person on the line number indicated as the caretaker is either not female or is not old enough to be this child's caretaker.

If this value appears to be unlikely (for example, if the caretaker is younger than the child), look through the household listing for the more likely caretaker. If another household member is obviously the caretaker, change this value to that person's line number. Otherwise, if the data entry is correct, do not make any changes.

**0163            D E        Either sex or age of mother indicated in eligibility of child for child health modules incorrect**

The response for this household member indicates eligibility for the child health module and that the mother is in the household, but the person on the line number indicated as the caretaker is either not female or is not old enough to be this child's caretaker.

If this value appears to be unlikely (for example, if the caretaker is younger than the child), look through the household listing for the more likely caretaker. If another household member is obviously the caretaker, change this value to that person's line number. Otherwise, if the data entry is correct, do not make any changes.

**0170            E            WS5 is applicable only if children aged 0-3 live in the household**

If there are no children in the household under 4 years old, question WS5 must be set to 8 (no young children in the household). Similarly, if there are children under 4 years old, question WS5 cannot be 8. If there was no response to WS5 and there are no young children in the household, enter 8. If there are young children in the household and there was no response to WS5, enter missing (7).

**0190            D E        Missing code must be used in all or none of the fields**

Several questions require multiple responses (antenatal care, assistance at delivery, current contraception method, source of advice or care for illness, symptoms to take a child to a health facility, and malaria medication). If any of the questions that make up these multiples are missing they must all be missing. Otherwise, none of them can be missing.

If some but not all of the individual questions are missing and any of them are "yes," then change the missing values to "no." If some but not all of the individual questions are missing and none of them are "yes," then change the all of them to missing.

**0191            D E        Code 0 must be used if and only if no other code is used**

Several questions require multiple responses (antenatal care, assistance at delivery, source of advice or care for illness, and symptoms to take a child to a health facility). If any of the questions that make up these multiples are “yes”, then the part that means “none” cannot also be “yes”. Similarly, if the part that means “none” is “yes”, then none of the other parts can be “yes.”

Correct the part of the multiple that means “none” to be consistent with the other parts of the question.

**0192            D E    All fields cannot be code 0!**

Not all parts of the current contraception method can be “no.” Look at the other questions related to currently or ever used methods to try to determine the correct method. If this is not possible, change all of the parts of this question to missing.

**0193            D E    Code 9 (99) must be used if and only if no other code is used**

Responses to some multiple response questions include “Don’t Know.” This cannot be used if any other part of the multiple response is “yes.” In this case, change the “Don’t Know” part to “No.” Similarly, if all of the other parts of this multiple part question are No, the “Don’t Know” must be “Yes.”

Change the “Don’t Know” part to be consistent with the other parts of the question.

**0201            E        Line number outside of range for household**

The line number for eligible household members must be between 1 and the number of members in the household. Enter the correct number.

**0202            E        Line number already entered**

The line number for this eligible woman was entered earlier. Enter the correct line number on this line or the previously entered line.

**0203            E        Line number not an eligible woman/child**

Data was found based on a woman’s or child’s questionnaire for a household member who is not eligible for interview. Check the household listing and all of the other questionnaires in that household for (1) missing data for questionnaires that should have been entered but were not, and (2) incorrect line numbers. If possible, correct the line number either in the household listing or on the individual questionnaire.

If the correct line number cannot be found, this individual was incorrectly identified during the interview as being eligible for a woman’s or child’s interview. In this case the data for this person must be deleted.

**0204            E        Eligible woman/child not entered**

A questionnaire for an eligible woman or child was not found. Look for the appropriate questionnaire in the cluster of questionnaires. If it is found, enter the data. If it is not found, you must enter the data for this woman or child, with a result code of “other.”

**0205            E        Number of household members found does not agree with number on cover page**

Compare the household listing with the number of women's and children's questionnaires to be sure that the household listing is correct. Correct either the number of household members on the household cover or the household listing, as necessary.

**0206            E            Number of eligible children found does not agree with number on cover page**

Check the eligibility for the children's questionnaire for all of the members in the household listing, and compare that number with the number of children's questionnaires. Also compare the number of eligible children in the household listing with the number of children's questionnaires. Make corrections to the number of children on the cover or the eligibility in the household listing, as needed.

**0207            E            Number of eligible women found does not agree with number on cover page**

Check the eligibility for the women's questionnaire for all of the members in the household listing, and compare that number with the number of women's questionnaires. Also compare the number of eligible women in the household listing with the number of women's questionnaires. Make corrections to the number of women on the cover or the eligibility in the household listing, as needed.

**0208            E            Number of interviewed children found does not agree with number on cover page**

Check the eligibility for the children's questionnaire for all of the members in the household listing, and compare that number with the number of children's questionnaires. Also compare the number of eligible children in the household listing with the number of children's questionnaires. Make corrections to the number of children on the cover or the eligibility in the household listing, as needed.

If a child was interviewed who was not eligible, delete the data for that child. If an eligible child was not interviewed, enter data for that child with a result code of "other."

**0209            E            Number of interviewed women found does not agree with number on cover page**

Check the eligibility for the women's questionnaire for all of the members in the household listing, and compare that number with the number of women's questionnaires. Also compare the number of eligible women in the household listing with the number of women's questionnaires. Make corrections to the number of women on the cover or the eligibility in the household listing, as needed.

If a woman was interviewed who was not eligible, delete the data for that woman. If an eligible woman was not interviewed, enter data for that woman with a result code of "other."

**0210            E            Line number not an eligible child**

Data for a child's questionnaire was found, but this household member was not eligible for interview. Check the information about this child in the household listing to determine if he or she was in fact eligible for interview. If the eligibility in the household listing was entered incorrectly, correct it. If the member is in fact not eligible, check if the line number in the child's questionnaire was entered incorrectly and if so, correct it.

If this household member was in fact not eligible for the children's questionnaire, delete the data for this child.

**0211 E Line number not an eligible woman**

Data for a woman's questionnaire was found, but this household member was not eligible for interview. Check the information about this woman in the household listing to determine if she was in fact eligible for interview. If the eligibility in the household listing was entered incorrectly, correct it. If the member is in fact not eligible, check if the line number in the woman's questionnaire was entered incorrectly and if so, correct it.

If this household member was in fact not eligible for the woman's questionnaire, delete the data for this woman.

**0212 E Child does not exist in household data**

A child's questionnaire was found for a person who was not found in the household listing. Check the household listing to determine if just the line number was entered incorrectly in the child's questionnaire and if so, correct it. If this person was in fact not a member of the household, delete the data for this child's questionnaire.

**0213 E Woman does not exist in household data**

A woman's questionnaire was found for a person who was not found in the household listing. Check the household listing to determine if just the line number was entered incorrectly in the woman's questionnaire and if so, correct it. If this person was in fact not a member of the household, delete the data for this woman's questionnaire.

**0215 E Sections missing**

One or more sections that should have been included were not found in the data. Check all of the sections for this questionnaire and enter any data that were omitted.

**0216 E Further information found for incomplete household interview**

Information after the household cover should not be entered for households with a result code not equal to 1 (complete). Check the household result code. If it should be 1, correct the data. If the result code was entered correctly, delete all information for this household after the cover.

**0217 E Unexpected information found for woman/child interview**

Information after the woman's or child's cover should not be entered for questionnaires with a result code not equal to 1 (complete). Check the questionnaire result code. If it should be 1, correct the data. If the result code was entered correctly, delete all information for this questionnaire after the cover.

**0221 E Eligibility for woman's interview incorrect**

A household member is eligible for the woman's questionnaire if (1) the member is female, and (2) she is between the ages of 15 and 49. If she is eligible, this value should be the member's line number in the listing. If the member is not eligible, this value should be 0.

Check the age and sex information about this member to determine his or her eligibility, and modify this value accordingly.

**0222 E Eligibility for child labor module incorrect**

A household member is eligible for the child labour module if he or she is between the ages of 5 and 14. If he or she is eligible, this value should be the line number of his or her mother or primary caretaker in the listing. If the member is not eligible, this value should be 0.

Check the age information about this member to determine his or her eligibility, and modify this value accordingly.

**0223 E Eligibility for child's interview incorrect**

A household member is eligible for the child health questionnaire if he or she is under the age of 5. If he or she is eligible, this value should be the line number of his or her mother or primary caretaker in the listing. If the member is not eligible, this value should be 0.

Check the age information about this member to determine his or her eligibility, and modify this value accordingly.

**0231 E Line number in child labour module outside of range for household**

The line number for this child does not refer to a line number of any member of this household. Check data entry and correct the value.

**0232 E Line number in child labour module already entered**

Data for this child has already been entered. Check the line number in the household listing and correct this value.

**0233 E Line number in child labour module not an eligible child**

This household member is not eligible for the child labour module based on the information in the household listing. Check the household listing for the correct line number and reenter.

**0234 E Eligible child not entered in child labour module**

The data was not found for a child who is eligible for the child labour module. Check the household listing to see which child's data was not entered. If the eligibility of this child was incorrectly entered, correct it. If the eligibility was correct, find the relevant questionnaire and enter the data. If the child should have been entered but there is no questionnaire for this child, create a module for this child and enter all missing data.

**0241 E Number of interviewed children found does not agree with number on cover page**

Compare (1) the number of eligible children on the cover page, (2) the number of children who are eligible based on the information in the household listing, and (3) the actual number of children's questionnaires found for this household. Correct any data entry errors that are found. If a questionnaire is missing for an eligible child, create a questionnaire with a result code of "other", or in the case of a child labour module, enter all missing values.

**0242 E Number of interviewed women found does not agree with number on cover page**

Compare (1) the number of eligible women on the cover page, (2) the number of women who are eligible based on the information in the household listing, and (3) the actual number of women's questionnaires found for this household. Correct any data entry errors that are found. If a

questionnaire is missing for an eligible woman, create a questionnaire with a result code of "other".

**0260 M Level and grade of previous education inconsistent with most recent level and grade of education**

The highest level and grade of education (column 16) should be at least as high as the level and grade attending this year (column 20) and attended last year (column 22) in the education module. Revise the data only if there is an obvious error in the questionnaire, and check for errors in data entry. Otherwise, do not make any changes to the data as entered.

***Individual Questionnaires for Women or for Children Under 5***

Message  
Number Code Description

**1000 D E Line number of respondent incorrect**

The woman's line number is entered two times on the women's information panel of the women's questionnaire. These two values must be the same, but two different values were entered. Check the household listing for the correct line number and modify either or both of these entries as needed.

**1060 D E Neither date of birth nor age specified**

The age of the respondent is one of the most important pieces of information in the individual data file. It is crucial that the age of the respondent should be known for all women and children under 5. For this reason either the age or the year of birth are required for all respondents.

If no information has been recorded for either of these questions, then check other related pieces of information to see if the age of the respondent can be deduced. Check the age of the respondent in the household schedule. For women, check the age at first birth. For children, check the dates of immunization, especially the dates of BCG and Polio 0.

Unless other information suggests otherwise, use the age of the respondent reported in the household schedule.

**1061 W M Age of respondent and age in household different**

The age of the respondent and the age given for the respondent in the household schedule should be the same, but the household schedule is often reported by a different member of the household.

If the age of the respondent has been recorded differently in the household schedule and the individual questionnaire, but both have been correctly entered then the information should be left as recorded.

If there are two or more eligible women or children in the household, each of the individual questionnaires should be checked to ensure that the correct questionnaire is being entered. Occasionally the wrong line numbers are written on the cover pages of the questionnaires. If this

is the case, the line numbers should be corrected, the questionnaires reordered and the entered according to the correct order.

**1063            E            Date of birth out of range**

The respondents to the Individual Women's Questionnaire must be between 15 and 49 complete years of age. Children covered by the Questionnaire for Children Under Five must be less than 5 complete years of age. Depending on the date of interview, this translates into a minimum and maximum possible date of birth for the respondent. Occasionally a date of birth recorded is outside of this range.

For women, if the date of birth is one month before the minimum date of birth, and the age of the respondent is recorded as 49, then change the month of birth of the respondent to the month following. For children, if the date of birth is one month before the minimum date of birth, and the age of the child is recorded as 4, then increase the month of birth by one month. This will ensure consistency of information, without dropping the respondent from the sample.

If the respondent was clearly born outside of the expected range, then the respondent should be dropped from the sample due to ineligibility. Cross through the front cover of the individual questionnaire and mark it ineligible. Correct the age and eligibility in the household schedule to reflect the correct age of the respondent. Change the Cluster Control Sheet and the Cluster Tracking Form to reflect the correction.

**1070            D E            Number of women's information panel records incorrect**

The women's information panel must be included in each women's questionnaire exactly one time. If this information was not entered, enter it. If this information was entered more than once, delete the additional data.

**1071            D E            Number of child mortality module records incorrect**

The child mortality module must be included in each women's questionnaire exactly one time. If this information was not entered, enter it. If this information was entered more than once, delete the additional data.

**1072            D E            Number of tetanus toxoid module records incorrect**

The tetanus toxoid module must be included in each women's questionnaire exactly one time, for women who have given birth within the year before the survey. If this information was not entered, enter it. If this information was entered more than once, delete the additional data. Questionnaires for women who have not given birth in the last year should not have this module in their data. If it is present, delete it.

**1073            D E            Number of maternal & newborn health module records incorrect**

The maternal and newborn health module must be included in each women's questionnaire exactly one time, for women who have given birth within the year before the survey. If this information was not entered, enter it. If this information was entered more than once, delete the additional data. Questionnaires for women who have not given birth in the last year should not have this module in their data. If it is present, delete it.

**1074 D E Number of contraceptive use module records incorrect**

The contraceptive use module must be included in each women's questionnaire exactly one time. If this information was not entered, enter it. If this information was entered more than once, delete the additional data.

**1075 D E Number of HIV/AIDS module records incorrect**

The HIV/AIDS module must be included in each women's questionnaire exactly one time. If this information was not entered, enter it. If this information was entered more than once, delete the additional data.

**2010 D E Date of birth of first child before age %1d**

This woman gave birth to her first child before the minimum age at first birth, usually defined as 12 years old. During data entry, check for data entry errors, but do not make any changes to the data.

During editing, check the other information about this woman and her child (the child's age in the household listing and the dates recorded for immunizations, if the child is alive) to determine if an error was made during data entry or if you can make an estimate for the date of the birth of her first child. If this is not possible, change the date of the child's birth to the mother's minimum age at first birth.

**2011 D E Date of birth of first child after date of interview**

This woman gave birth to her first child after the date of the interview. Check the data entry for errors, but during data entry do not make any changes to the data.

During editing, check the other information about this woman and her child (the child's age in the household listing and the dates recorded for immunizations, if the child is alive) to determine if an error was made during data entry or if you can make an estimate for the date of the birth of her first child. If this is not possible, change the date of birth to the date of interview. If the woman had more than one birth, make sure that the last birth was before the date of interview, and the date of the first birth allowed at least 9 months between each birth.

**2014 D E Date of birth of last child before age %1d**

This woman gave birth to her last child before the minimum age at first birth, usually defined as 12 years old. Check the data entry for errors, but during data entry do not make any changes to the data.

During editing, check the other information about this woman and her child (the child's age in the household listing and the dates recorded for immunizations, if the child is alive) to determine if an error was made during data entry or if you can make an estimate for the date of the birth of her last child. If this is not possible, change the date of last birth to the mother's minimum age at first birth. If the woman had more than one birth, make sure that the first birth was also after the minimum age at first birth and that there was at least 9 months between the dates of each birth.

**2015 D Date of birth of last child after date of interview**

The date of birth of the child (question 11 in Child Mortality Module) must be prior to or the same as the date of interview.

If the date of birth is later than the date of interview, the error may be in either the response to question 11 or with the interview date. In resolving the problem, look at the child's age in the

household listing and the dates recorded for immunizations (if the child is alive). The interview date should be checked with the dates recorded on the questionnaire cover page for each interview visit. Also ensure that it is consistent with the dates recorded for other interviews in the cluster.

If both the interview date and the date of birth appear to be correct, change the date of last birth to the date of interview.

**2016 D Eligibility of woman for tetanus toxoid module incorrect**

Only women with a live birth in the last year are eligible for the tetanus toxoid module. The date of birth of the last child is compared to the date of interview. If the child's date of birth precedes the date of interview by more than 12 months, the woman is not eligible to answer the questions on tetanus toxoid. Alternatively, the woman may be eligible for the module but the questions may not have been asked. Depending on the error, the data entered for the module should be corrected.

**2017 D Number of lifetime tetanus toxoid injections incorrect**

The total number of lifetime tetanus toxoid injections must be equal to the sum of the numbers reported in questions 3 (number received during last pregnancy) and 5 (number received prior to last pregnancy).

If the total reported in question 7 does not agree with the sum of the number recorded in questions 3 and 5, then correct the total in question 7 to agree with the sum.

**2018 D Eligibility of woman for maternal and newborn health module incorrect**

Only women with a live birth in the last year are eligible for the maternal and newborn health module. The date of birth of the last child is compared to the date of interview. If the child's date of birth precedes the date of interview by more than 12 months, the woman is not eligible to answer the questions on maternal and newborn health. Alternatively, the woman may be eligible for the module but the questions may not have been asked. Depending on the error, the data entered for the module should be corrected.

**2020 E Inconsistency between date of last birth and whether it was within the last year**

Check the date of interview and the child's date of birth for data entry errors. If no error was made, check other data related to the date of interview, dates of vaccinations, and the child's date of birth. If this information does not indicate the correct date of birth, assume that the date of birth was entered correctly, and the information about whether the child was born within the last 11 months is incorrect.

**2030 D E Number of boys and girls must be greater than zero**

The number of boys and girls specified in questions 4, 6, and 8 in the Child Mortality Module must be greater than zero or the response in questions 3, 5, and 7, respectively should be "No" (code 2).

If there are no boys and no girls in a particular category, then the response to the preceding question should be "No". For example, if there are no boys living elsewhere and no girls living elsewhere then the response to question 5 should be corrected to "No" (code 2).

**2031 D Number of boys and girls must be blank**

If the response in question 3, 5, or 7 is "No", then the entry for the related numbers of boys and girls should be blank. Check other information in the questionnaire, and the entries in questions 3 through 8 for consistency and make changes as needed.

**2080 D E Number of children ever born incorrect**

The total number of live births must be equal to the sum of the total number of children reported in questions 4 (number of sons and daughters at home), 6 (number of sons and daughters elsewhere) and 8 (number of boys and girls dead).

If the total reported in question 9 does not agree with the sum of the number recorded in questions 4, 6 and 8, then correct the total in question 9 to agree with the sum.

**2090 W E Date of birth of only child must be the same in CM2 and CM11**

If a woman has given birth only one time, then the dates of birth of her first and last child must be the same. Check the date of interview, the respondent's age, and the child's dates of vaccinations, if any, to help determine the correct date of birth. If this is not possible, do not make any changes to the data.

**2095 W E Date of birth of last child before date of birth of first child**

Check the date of interview, the respondent's age, and the children's dates of vaccinations, if any, to help determine the correct dates of birth. If this is not possible, do not make any changes to the data.

**2171 D E Age of child and date of birth inconsistent**

Check the date of interview, the respondent's age, and the child's dates of vaccinations, if any, to help determine the correct date of birth. If possible, change either the date of birth or the child's age. If this is not possible, do not make any changes to the data.

**3000 D The child and the caretaker must have different line numbers**

Check the questionnaire and other data related to this child and the adults in the household to determine the correct line number for the child's caretaker.

**3010 D E Caretaker's line number does not match the number given in the household listing**

Check the data entry. If the information was entered correctly, determine which is correct, the line number in this questionnaire or the household listing, by viewing the Information in the household listing. Correct the data as needed.

**3020 E Age of child (%02d) different from age in household listing (%02d)**

Check for errors in data entry. Otherwise, do not make any changes.

**3040 E Question BR8 (%1d) only applicable if child is 3 years old or more**

Check data entry for errors. This question should only be asked regarding children who are at least 3 years old. If a valid value is given in this question, check the age of the child in both this questionnaire and in the household listing.

**3070 D E Number of birth registration module records incorrect**

The birth registration module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**3071 D E Number of vitamin A module records incorrect**

The vitamin A module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**3072 D E Number of breastfeeding module records incorrect**

The breastfeeding module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**3073 D E Number of care of illness module records incorrect**

The care of illness module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**3074 D E Number of malaria module records incorrect**

The malaria module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**3075 D E Number of immunization module records incorrect**

The immunization module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**3076 D E Number of anthropometry module records incorrect**

The anthropometry module should be present in the child's questionnaire exactly one time. If it is not present, enter the data. If it is present more than once, determine which is the correct record and delete any others that are found for this child.

**4000 W M Response "Nothing" is inconsistent with other responses**

First check for data entry errors. If the child drank nothing during diarrhoea episode, then none of the other fluids should be included among those the child drank. If the child did drink something during this episode, then the fluid that was consumed should be indicated in this question.

Correct the responses as needed. If any of the fluids were consumed, then "Nothing" would be incorrect. If no fluids were consumed, then "Nothing" would be correct.

**4060 W M Height (length) outside range expected**

Expected limits for children's height and weight are given in the next section, Limits for Length and Weight for Children. Check for data entry errors. If the data were entered correctly do not make any changes.

**4070 W M Children under 2 are usually measured lying down, 2+ standing up**

Check for data entry errors. If the data were entered correctly do not make any changes.

**4080 W M Weight outside range expected**

Expected limits for children's height and weight are given in the next section, Limits for Length and Weight for Children. Check for data entry errors. If the data were entered correctly do not make any changes.

**4090 W M Height and weight are outside range expected**

Expected limits for children's height and weight are given in the next section, Limits for Length and Weight for Children. Check for data entry errors. If the data were entered correctly do not make any changes.

**4100 D E Result of measurement inconsistent with measurement recorded**

If *either* the child's height *or* weight was not measured, then the result code should not be 1, for complete. If both the height and the weight were measured, the result of the measurement should be 1. Change the result code as needed.

**4470 D Date of vaccination out of range**

The date of vaccination given is outside the acceptable range of values. The date must be between five years prior to the date of interview and the date of interview. See instructions for error 4471.

**4471 E Date of vaccination after date of interview**

The date of vaccination recorded is after the date of interview.

Check that the date of vaccination was correctly recorded. Look for recording errors on the questionnaire, such as two vaccinations being recorded on the same day and month, but with a different year. For example, if polio 2 is recorded as January 12th 1999 and DPT 2 as January 12th 2000, then the year of one of these is probably incorrect. If there is an obvious error of this type, then correct the vaccination date.

Also check to see that the day and month of immunization have not been reversed. For example, an immunization given on May 9th 1998 should be coded in the *ddmmyy* form as 090598; however, the day and month may have been reversed and the date recorded as 050998. If reversing the month and day codes will allow the date to be consistent with the birth date (and will not cause an inconsistency between dates of immunization given in a series), reverse the two codes.

In some countries, a date for a return visit for a vaccination may have been recorded on the vaccination card rather than the date of vaccination itself. If this is believed to be the case then the date of vaccination should be deleted.

In efforts to resolve inconsistencies in the dates of immunizations for a child, attention should be paid to dates of immunization recorded for other children in the household since children of different ages may have been immunized on the same date (for example, during a national campaign against polio).

If there is no clear correction for the data, then use code 96 for the month if the year is the same as the year of interview. If the year is after the year of interview, use code 96 for year of vaccination.

**4472 E Date of vaccination is before minimum date of birth of child**

Dates of vaccination must be the same or later than the date of birth of the child.

If the date recorded for an immunization is earlier than the date of birth for the child, look for recording errors on the questionnaire as for message 4471. If this does not solve the inconsistency, use code 96 for the month if the year is the same as the year of birth. If the year is prior to the year of birth, use code 96 for year of vaccination.

**4473 E Date of vaccination is earlier than next vaccine in series**

Dates for immunizations of a particular type (DPT or Polio) that are given in series must be consistent in their order, i.e., the date for the second and third immunizations in a series cannot be earlier than or on the same date as the first immunization, and so forth.

If the dates of immunization are inconsistent look for recording errors on the questionnaire as for message 4471. If these rules will not resolve the inconsistency between the three dates of immunization, change the month or year codes for those that are most inconsistent to 96. For example, if the first and third immunization dates appear consistent, change the codes for the second to 96; if the second and third appear consistent, change the codes of the first to 96.

As an example, the dates of vaccination may be as follows:

BCG	Polio 1	Polio 2	Polio 3	DPT 1	DPT 2	DPT 3	Measles
241297	280198	270398	010597	270398	240498	040698	160998

By examining the dates of vaccination it is clear that the date of the Polio 3 vaccination should have been in 1998 (010598) and not in 1997.

**4474 E Date of vaccinations are different**

In most countries, Polio and DPT vaccinations are given together and the dates of the vaccinations are the same. This message is used to check for typing errors in the data and recording errors on the questionnaire.

Follow the same procedures used in message 4471 to look for typing and transcription errors in the dates of vaccination. If the vaccinations appear to have been given on different dates the data should be left unchanged. Corrections should only be made when there is convincing evidence that a mistake has been made.

For example, the dates of vaccination recorded are as follows:

BCG	Polio 1	Polio 2	Polio 3	DPT 1	DPT 2	DPT 3	Measles
040697	060997	080897	130997	060997	080897	130998	240398

By examining the dates of vaccination it is clear that the date of the DPT 3 vaccination should have been in 1997 (130997) and not in 1998.

**4476 M Vaccination card, but no vaccinations received**

The child is reported as having a vaccination card, however no date is recorded for any vaccination on the card.

Check that there is no data entry error, but otherwise no correction is necessary.

**4480 E Receipt of other vaccinations inconsistent with vaccinations recorded**

If the child's mother indicates that additional vaccinations were given to this child, the dates of those vaccinations should be marked as all 6's. If all vaccinations have valid dates (that is, there are no 6's among the dates of vaccination), then change the value of question 6 to "No." If the mother responded "No" to question 6 but there are 6's among the vaccination date, change question 6 to "Yes."

**4520 M No response given for source of treatment sought for ARI although said sought treatment**

No response was circled for question 10 in Care of Illness Module but the preceding question was coded "Yes" (code 1). If no data entry error was made then leave the responses unchanged.

**9060 W Height (length) outside range expected**

The height or length of the child is outside of the expected range. The range is dependent on the age and sex of the child. The exact limits are given in next section, Limits for Length and Weight of Children.

Carefully check the data entered. If no keying error was made then no correction is necessary.

**9070 W Children under 2 are usually measured lying down, 2+ standing up**

In measuring the height or length of children, the measurers are instructed to measure children aged under 2 years lying down, and children aged 2 years and over standing up. The code entered for this question, does not agree with this rule.

Check the data entered, but make no correction unless a keying error was made.

**9080 W Weight outside range expected**

The weight of the child is outside of the expected range. The range is dependent on the age and sex of the child. The exact limits are given in the next section, Limits for Length and Weight of Children.

Carefully check the data entered. If no keying error was made then no correction is necessary.

**9100 D Result of measurement inconsistent with measurement recorded**

There are two reasons that this message may be produced:

- i) According to question 4 (Anthropometry Module) the child was successfully measured, however there is no measurement for either the height or length of the child or the weight of the child in questions 1 and 2.

ii) Measurements exist for both the height or length of the child in question 2 and the weight of the child in question 1, but the result code for the weighing and measuring is not code 1.

In both cases, correct the result code in question 4 to agree with the data found in questions 1 and 2.

## Limits for Length and Weight of Children

The following table presents the minimum and maximum expected values for the length and weight of children. The ranges depend on the sex and age of the child. Lengths (height) are given in centimeters and weights are given in kilograms.

Age in Months	LENGTH (cm.)				WEIGHT (kg.)			
	Males		Females		Males		Females	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
0-2	36.0	74.0	36.0	72.0	0.5	10.0	0.5	9.0
3-5	45.0	83.0	44.0	80.0	1.0	13.0	1.0	12.0
6-8	51.0	87.0	50.0	86.0	2.0	15.0	2.0	14.0
9-11	56.0	91.0	54.0	90.0	3.0	16.5	2.5	15.5
12-14	59.0	96.0	57.0	95.0	4.0	17.5	3.0	16.5
15-17	62.0	100.0	60.0	99.0	4.0	18.5	3.5	17.5
18-20	64.0	104.0	62.0	102.0	4.0	19.5	3.5	18.5
21-23	65.0	107.0	64.0	106.0	4.5	20.5	4.0	19.5
24-26	67.0	108.0	66.0	107.0	4.5	23.0	4.5	21.5
27-29	68.0	112.0	68.0	111.0	5.0	24.0	5.0	23.0
30-32	70.0	115.0	69.0	114.0	5.0	24.5	5.0	24.5
33-35	71.0	118.0	71.0	117.0	5.0	25.5	5.0	25.5
36-38	73.0	121.0	72.0	120.0	5.0	26.0	5.0	27.0
39-41	74.0	124.0	74.0	122.0	5.0	27.0	5.0	28.0
42-44	75.0	127.0	75.0	124.0	5.0	28.0	5.5	29.0
45-47	77.0	129.9	77.0	126.0	5.0	29.0	5.5	30.0
48-50	78.0	132.0	78.0	129.0	5.0	30.0	5.5	31.0
51-53	79.0	134.0	79.0	131.0	5.0	31.0	5.5	32.0
54-56	80.0	136.0	81.0	133.0	5.5	32.0	6.0	33.0
57-60	82.0	139.0	81.0	136.0	5.5	33.0	6.0	34.5