COMMUNITY AND FACILITY SURVEY 1993
OVERVIEW

Study Guide

Household Survey will collect information on aspect of family life from about 7,000 households that is chosen as sample from the whole household in Indonesia. This questionnaire will collect the name of schools and health facilities used by household member. From these list, using a sample method, we choose a number of facilities to be surveyed directly.

We will also interview head of village where the sample of household located. Information on development of the village, occupation, availability of electricity, transportation will be collected through Komfas Survey.

There are two teams, household and Komfas teams will work on these two surveys. Household team will collect data on household and Komfas team will collect data on head of village, health facilities, and educational facilities.

Household team will work in the enumeration area by interviewing the sample household members. After finishing the interview, the team will move to the next enumeration area and leave a list of health and school facilities to be used for Komfas team. This list is part of household questionnaire. This information will be processed by Komfas team to choose the sample of health and educational facilities.

This survey will be held in 13 provinces in Indonesia:

Province North Sumatra
Province West Sumatra
Province South Sumatra
Province Lampung
Province DKI Jakarta
Province West Java
Province Central Java
Province DI Yogyakarta
Province East Java
Province Bali
Province West Nusa Tenggara
Province South Kalimantan
Province South Sulawesi

Purpose of the study

Community and Facility Survey is part of Household Survey. This survey is designed to collect information on:

1. Condition of village where sample household located,
2. Condition of educational facility used by sample household member,
3. Condition of health facility used by sample household member.

The mechanism of survey

The main steps of the survey is:
1. Plan the research plan and design questionnaire
2. Collect information from society
3. Input data in the computer
4. Analyze data, write report for policy analysis and decision making.

In this case, interviewers involve in the second stage. The role of interviewers is very important for the whole process.

The organization of the study

This study was funded by NICHD, USAID, Ford Foundation and WHO. The counterpart for data collection is Demographic Institute, Faculty of Economy, University of Indonesia. LDUI is responsible for recruiting the trainers, training, field coordinators, supervisor and interviewer. RAND is responsible for the technical assistance.

The project director for LDUI is Dr. M. Djuhari Wirakartakusumah and the main coordinator is Dr. Sulistinah Achmad. For Komfas survey, coordinator I is Prof. Agung and coordinator II is Dr. Tati.

Respondent
Population is the total number of respondents in the survey. In this survey, the population is health providers, educators and head of villages. The description is:

Module	Population	Respondent
Village	Village	Head of Village, PKK mothers
School	Primary School Junior Secondary School Senior Secondary School	School Principal and teacher
Health	Puskesmas Posyandu Private practice Traditional practice	Head of Puskesmas and staff Posyandu coordinator or cadre Practical doctor, midwives, or nurse.

Questionnaire

Komfas questionnaire consists of:
1. Questionnaire for Village Head
2. Questionnaire for Puskesmas/Puskesmas Pembantu
3. Questionnaire for Private Doctor/Clinic
4. Questionnaire for Nurse/Midwife/Paramedic
5. Questionnaire for Traditional Practice
6. Questionnaire for Primary School
7. Questionnaire for Junior Secondary School
8. Questionnaire for Senior Secondary School

Interviewer Responsibility

- Work on sampling process based on household information
- Search location using sample list
- Coordinate interview in each unit of facility
- Revisit facilities if it's necessary
- Check questionnaire
- Send questionnaire to the local supervisor

Interview Organization

- One team has 3 interviewers and 1 local supervisor
- The team will go to the location together and stay in the post to prepare interview and manage questionnaire
- Each team will spent 3.5 to 4 days in each enumeration area
- Each interviewer will interview 2 to 3 respondents per day
- Interviewer has to edit questionnaire before he give it to the local supervisor
- He also has to edit other interviewer's questionnaire
- After finishing the work, the team will move to the next EA
- The questionnaire will be sent to Jakarta for editing and data entry

Interview Guide

Approach to Respondent

- Create a formal or professional relationship with local officer and respondent by having permission to work in the area.
- Show a friendly attitude and responsibilities
- Introduce yourself by mentioning your name and institution, describe the study briefly and mention how important is the role of respondent.
- Answer and refuse question
- Confidentiality
- Interview respondent alone
- Neutral attitude

Asking Questions

- Read questionnaire exactly the same with the written question
- Do not change the chronology of questions
- Read the whole question before respondent give responses
- Notice the specific instruction and jumping instruction
- Do not pass a question, even though you have the answer
- If a question has [...], fill out using appropriate words
- Mention Mr./Mrs./Ms. appropriately
- Read two words per second

Answering Notes

- Use pencil, instead of pen
- Write the answer clearly
- Write number seven clearly
- Check that only one space is filled out, if there is no explanation
- Write the numeric answer between two lines
- Write special note for “do not know”
- If there is a correction in the answer, do not erase
- Write (P) for investigation
- Write notes on the available space, if there is additional information
- Check your work, before leaving the location

Field Procedure

1. Transportation

There is a big difference regarding the distance in the city and village. In the city, the distance between unit of facility is close. In the village, the distance between housing is far. Based on characteristics and area differences, the policy for transportation is rather different. Funding for public transportation will be given for the team, while in the village team can rent motorcycle to reach difficult location. Jakarta Supervisor will coordinate transportation and funding. Personal trip is mainly interviewer responsibility.

2. Arrive in location

The interview schedule describes the use of timing in the location. The number of facility is from 28 to 30. Team will stay in the location until interview finish. Before moving to the new location, courier goes to the next location and check if household team has finished the job. If they already finished the job, courier will receive NCR attachment from Household local supervisor and sign that material. Courier is supposed to stay in this location until Komfas team arrives. In the case, household team hasn’t finish the job, courier has to come back and report to Komfas local supervisor.

Local Supervisor responsible for getting a permission from local village officer, managing food, housing and writing report. Together with interviewer, Local supervisor design sample for facility and identify the location of facility.

3. Materials

Before working on interview, each interviewer has to check all materials provided for interview, such as:

a. List for duty and a map from Supervisor
b. Questionnaire
    Village Head, consists of Book I and Book II
    Puskesmas/Puskesmas pembantu
    Nurse/Midwife/Paramedic
    Private Doctor/Clinic
    Traditional Practice
    Posyandu/PPKBD
    Primary School
    Junior Secondary School
    Senior Secondary School

c. Calendar
d. A board for writing
e. Pencil and eraser
f. A watch
g. Transportation money
h. List of Supervisor location
i. Letter of duty, permission and identity card

Job Editing

- Editing is done before leaving the location
- Editing post interview is done in the location post together with all members of team
- Do not postpone the editing post interview
- Check the completeness of questionnaire, such as each unit of facility has its books and fill out completely. Notes of visit in the controlling page, starting and ending time and code of disposition.
- Solving problems, such as revisit respondent
- Follow all rules in the questionnaire
- Do not erase the mistake, write a cross sign to revise it
- Use notes for editing as a control to monitor the number and quality of interview.