Continuous Labour Force Sample Survey Computer Assissted Personal Interview (CAPI) Manual

Barbados Statistical Service

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Introduction

The Continuous Labour Force Sample Survey (CLFSS) is an ongoing survey conducted by the Barbados Statistical Service. The survey was developed in CSPro to that the survey can be administered using tablets.

General

The following should be kept in mind when using the app

1. When filling out a questionnaire, to go to the next question, do one of the following:
   a. Swipe left
   b. Tap the arrow at the right edge of the screen.
   c. Tap "Next" on the soft keyboard if it is available.
2. Tap "Upload Data" often. Preferably after completing each questionnaire
3. Tap the Question Mark in the question text to get more information about the particular question.

The tablets should be returned to the Information Technology department for maintenance at least once every month.

If there are any issues with the tablets, an email should be sent to bhelpdesk@barstats.gov.bb with a detailed description of the issue and the EduTech number at the back of the tablet.
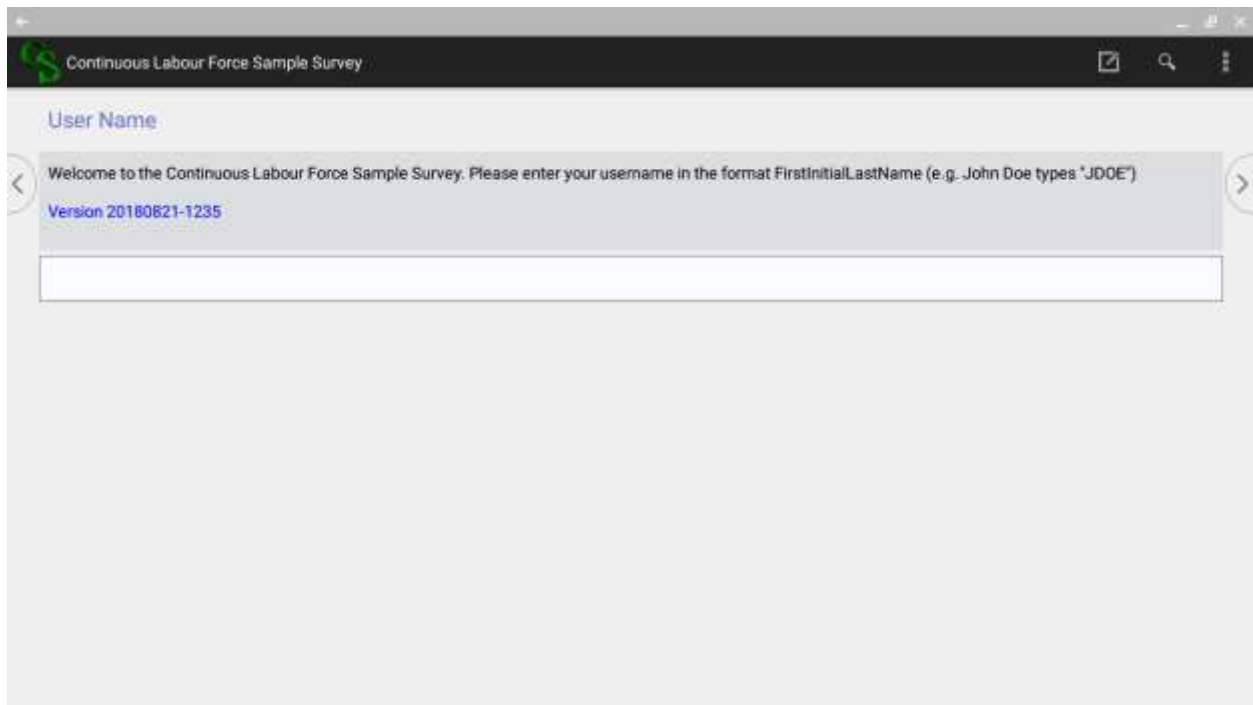
Enumerators

Menu

Figure 1:User Name

When the app is first started, it asks for a username. Enter your first initial and last name. For example, John Doe enters the username "JDOE".
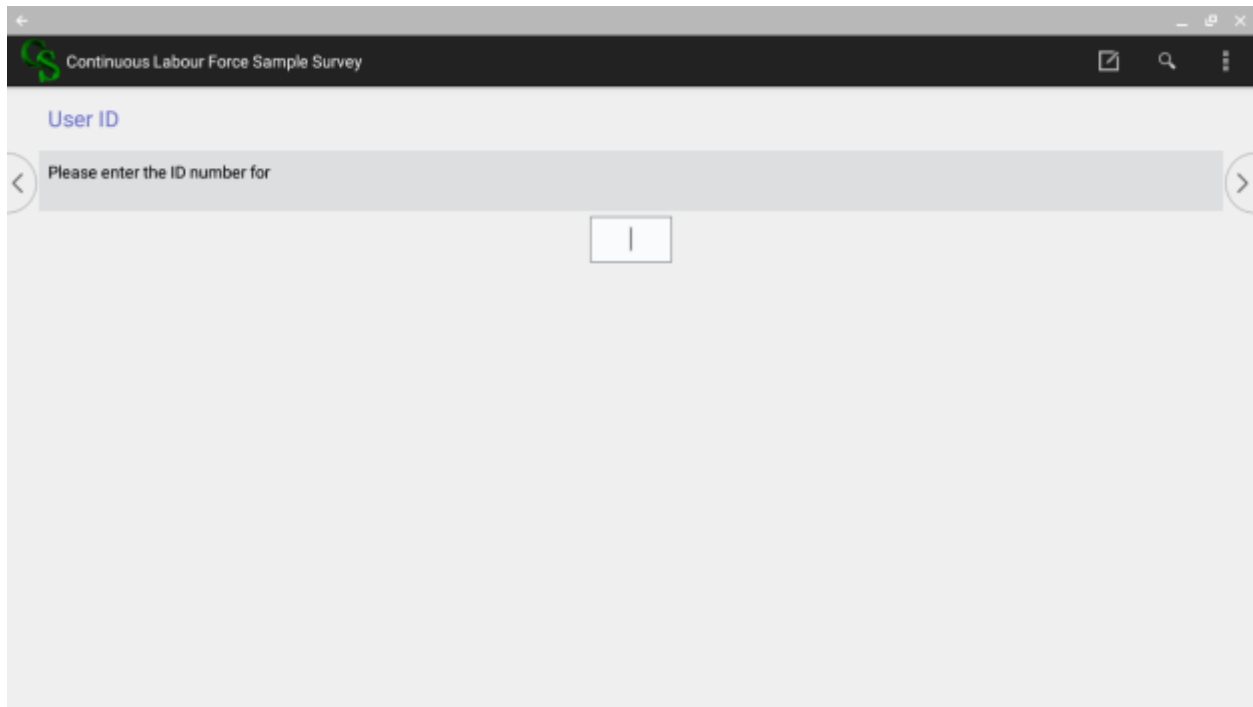
Figure 2: User ID

The User ID is the enumerator's two digit ID number.

If the ID number does not match the username, an error is displayed ("Username and ID don't match! Please try again").
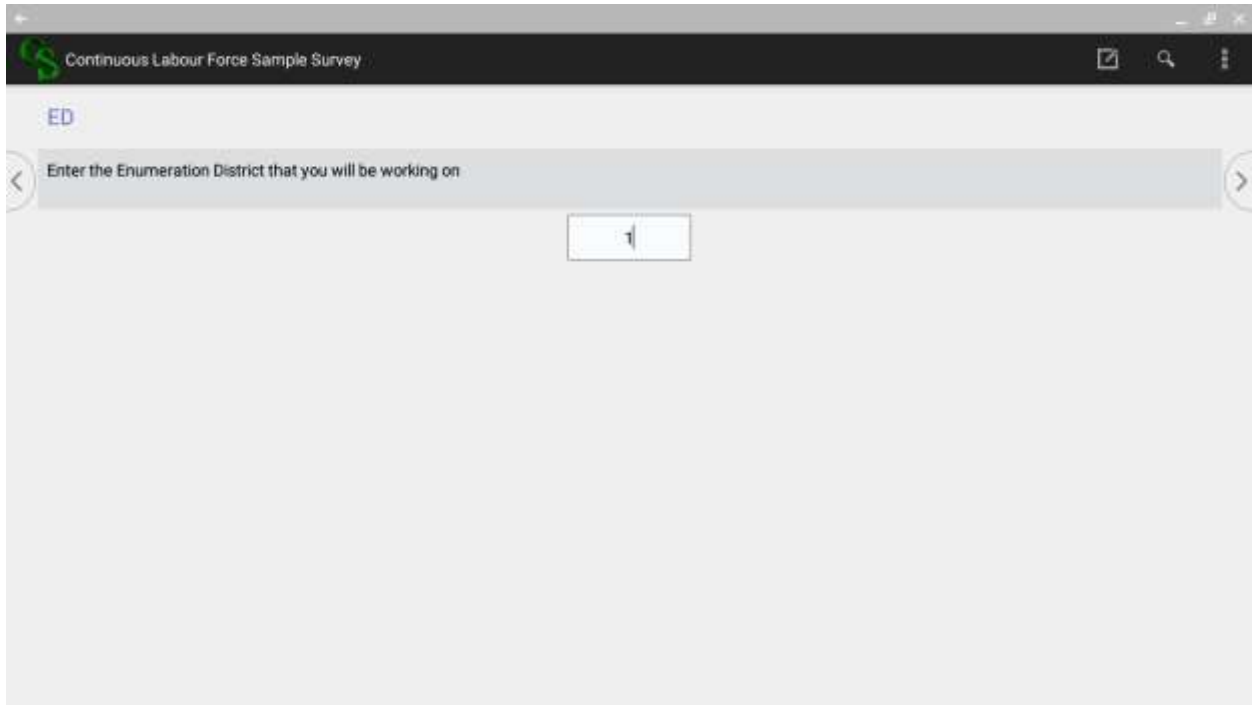
Figure 3: Enumeration District

Enter the Enumeration District (ED) that you will be working on. This limits the number of cases that can be seen/modified at one time to one ED.
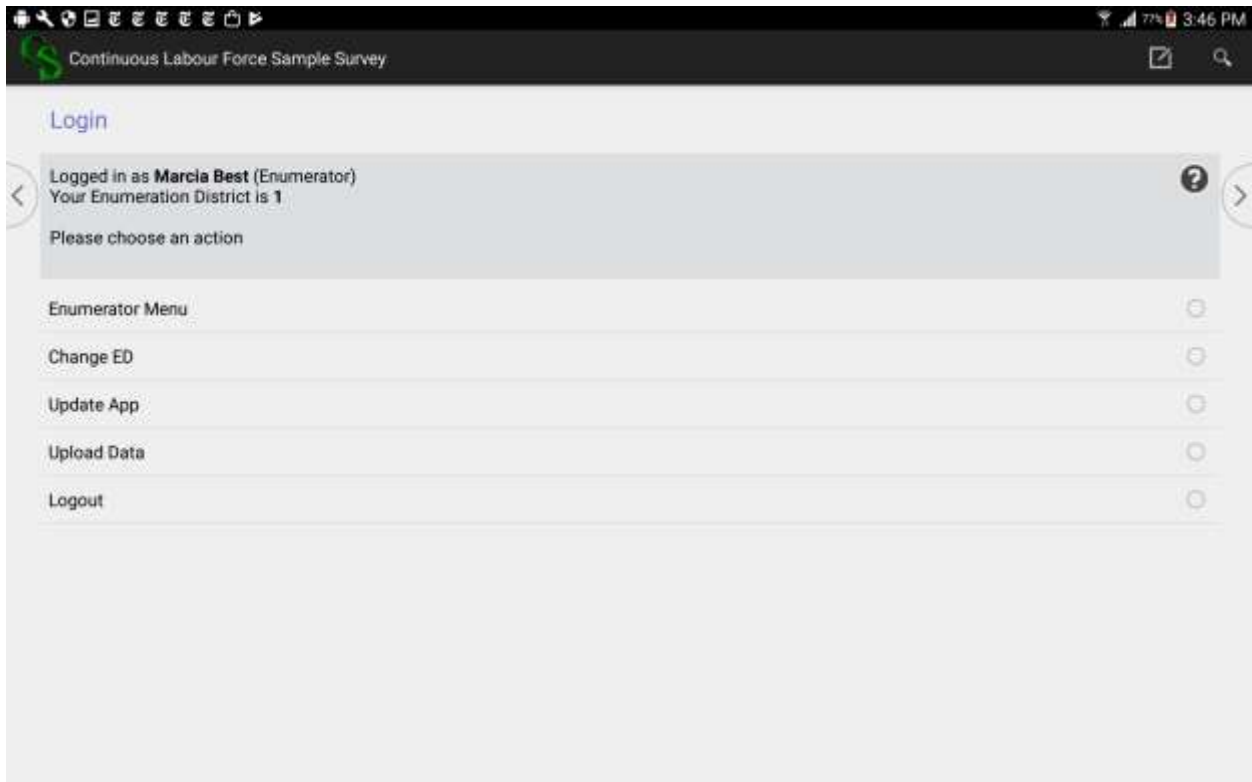

Figure 4: Login Menu

The Main Menu for enumerators allows 5 actions:

1. Enumerator Menu – Access enumerator actions
2. Change ED – Change the Enumeration District
3. Update App – Update the app to the latest version. Do this often
4. Upload Data – Upload all data stored on the tablet to BSS servers
5. Logout – Makes the app forget your login information and exit.
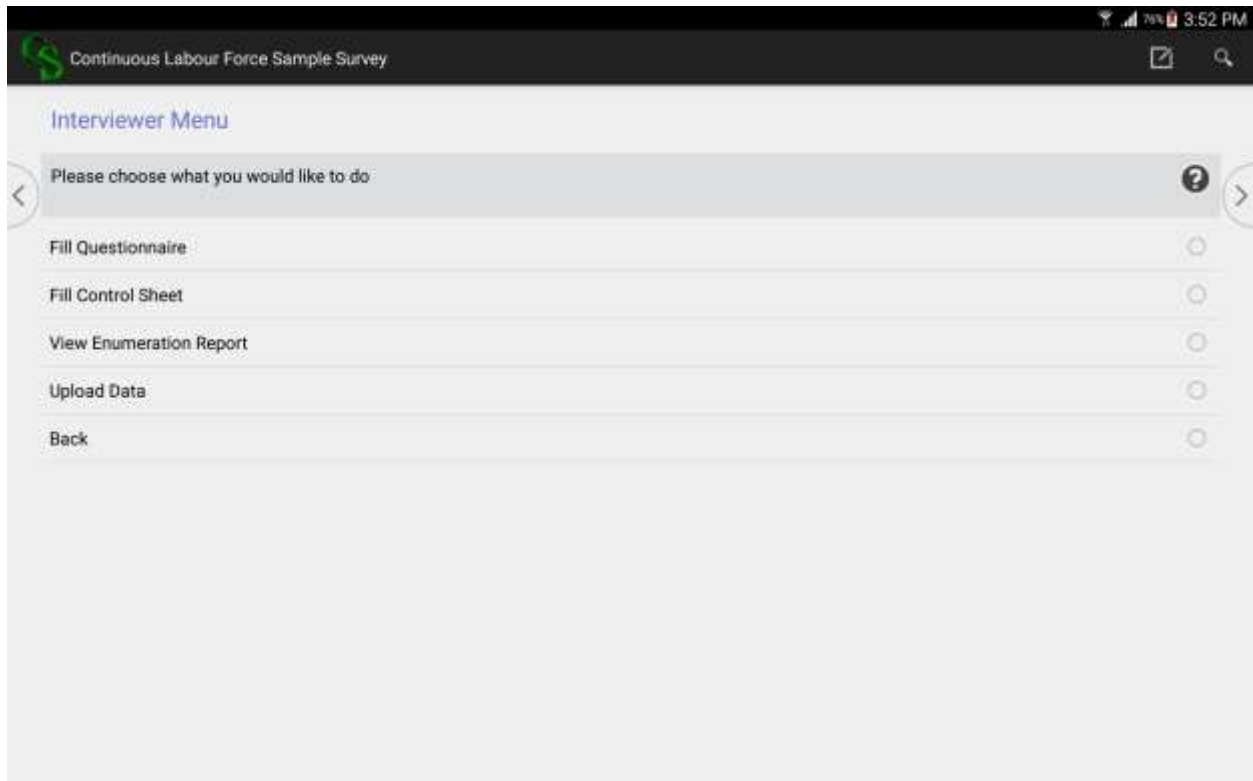

Figure 5: Interviewer Menu

Interviewer Menu allows 5 actions:

1. Fill Questionnaire – Fill out a questionnaire
2. Fill Control Sheet – Fill out the control sheet
3. View Enumeration Report – View a summary of households completed
4. Upload Data – Upload all data stored on the tablet to BSS servers
5. Back – Go back to the Login Menu
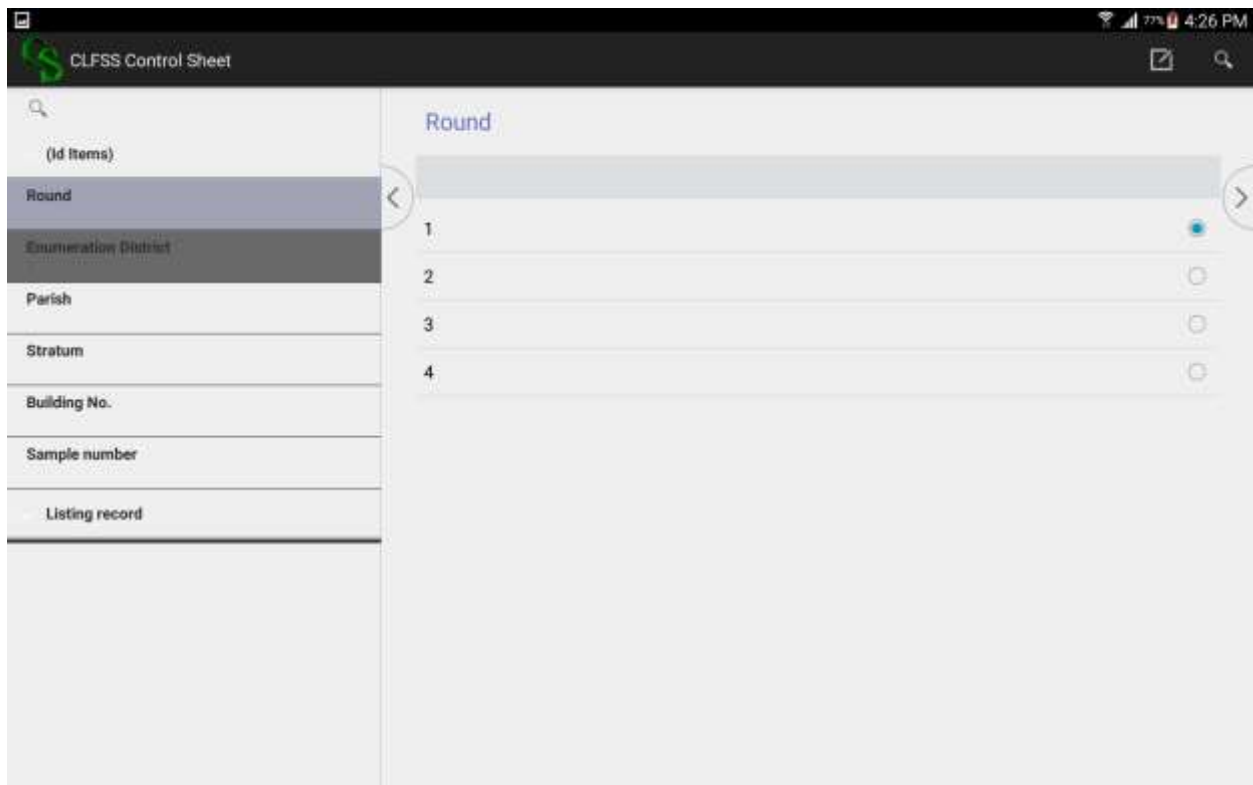
Control Sheet

Figure 6: Control sheet

The Control Sheet allows the enumerator to record a listing of the households to be sampled. Some fields are entered automatically such as Parish and Stratum. The start date and finish date are also entered automatically based on when the questionnaire was started and finished. The control sheet MUST have an entry for a household before a questionnaire for that household can be started.

The area to the left (called the Case Tree) allows the enumerator to navigate around the control sheet and re-enter data if needed.

At the end of each entry, it will prompt you to accept the case. Tap Yes.

It will take you back to the Main Menu. To get back to the enumerator menu, press "Enumerator Menu".

Control Sheets on PC

It is possible to fill out the control sheet on the PC. A windows application is provided at the following location:

[\\statserver.gov.bb\censussurveys\CLFSS PC](\\statserver.gov.bb\censussurveys\CLFSS PC)

In order to use this app, CSPro version 7.1 or higher must be installed on the computer. Please have administrator install it using the cspro7.1.2.exe file in the Labourforce directory.

To run the app, copy the CLFSS PC folder to your desktop and doubleclick on the Continuous Labour Force Sample Survey CSPro App shortcut.

1. Use your first initial and last name as your username
2. Use your enumerator ID as your user ID
3. Choose an ED
4. Click on Enumerator Menu
5. Click On Fill Control Sheet.
6. After you are done, Click on Enumerator Menu and click Upload Control Sheets to upload to the server

To download to the tablet, Click on the Enumerator Menu and click Download Control Sheets. You must choose the round number first.
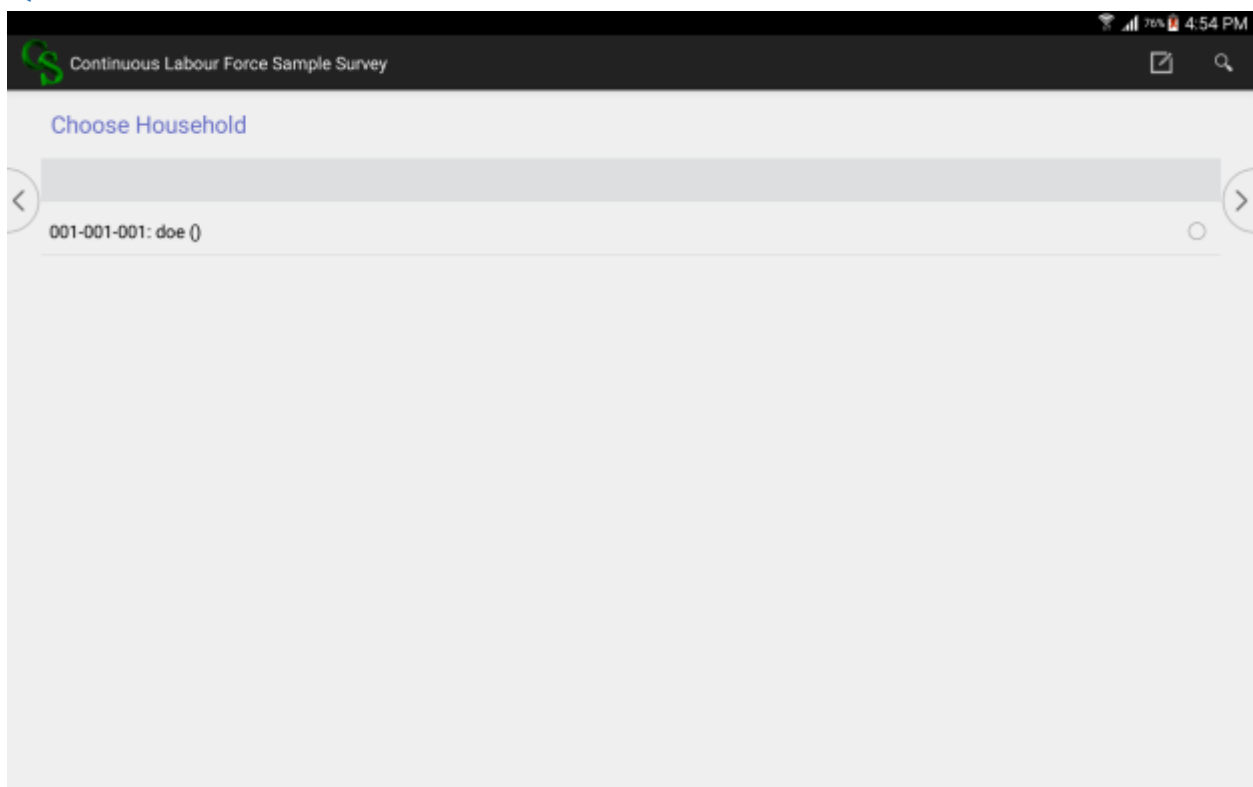
Questionnaire

Figure 7: Choose household to be interviewed

In the Enumerator Menu, tap Fill Questionnaire to fill out a questionnaire. Each entry is of the format:

ED-Building number-Household Number: Last name (completion status).

If the completion status is:

1. Blank – The questionnaire has never been opened.
2. Part responding – The questionnaire is partially complete
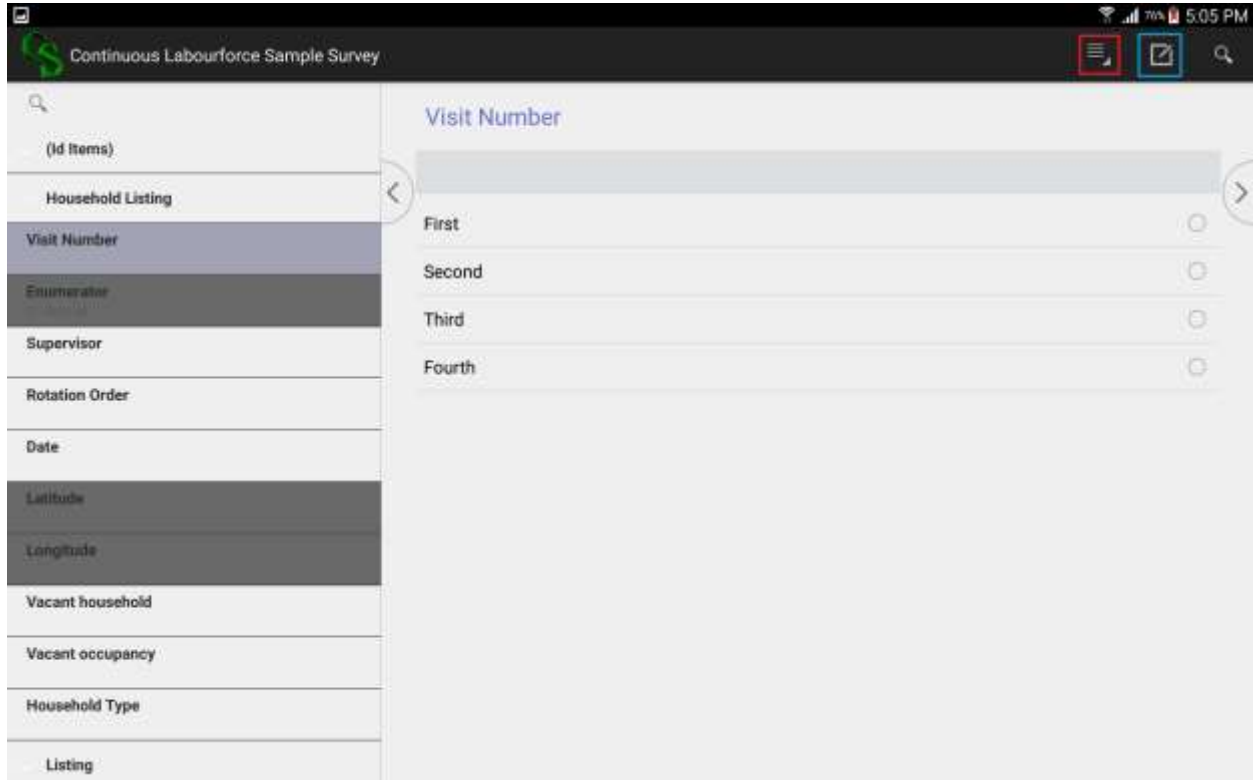3. Complete – the questionnaire has been completed

Figure 8: Questionnaire

The Questionnaire is where the most time is spent during an interview. As with the control sheet, some fields are automatically filled. Fields are also automatically skipped based on previous responses. There are also some basic consistency checks such as:

1. There is one and only one head of household
2. There is either one or no spouses
3. The age matches the date of birth

Some things to note:

1. You can capture the GPS point location by tapping on the user menu (highlighted in red in Figure 8) and tap "Get location". You must be outside to get an accurate reading. The GPS location should be captured before ending the interview.
2. If you don't know the person's date of birth, you can enter 99999999 for the date of birth.
3. The case tree to the left allows you to go back through the questionnaire.
4. You can write notes for each question by tapping the note icon (highlighted in blue in Figure 8). Anyone opening that particular questionnaire can see the notes.

5. To review notes on the questionnaire, click on the tablet's menu button and tap Review All Notes.
6. To get to the latest place where you left off on the questionnaire, click on the tablet's menu button and tap Advance to End.
7. To save all data so far, click the tablet's menu button and tap Partial Save. Whenever you open the questionnaire again, it will ask if you want to go to the last position.
8. When the questionnaire is complete, it will ask for any remarks to add to the enumeration report. It will also ask to accept the case. Tap yes.

Other Features

View enumeration report

Continuous Labour Force Sample Survey Field Officer Enumeration Report

ED No: 308

Parish: 203

Name of field officer	Unit No	Serial No	Week ending	Head of Household Last name	Head of Household First Name	Address of Head of Household	Date Started	Date Completed	Remarks
Mayers R	1	1	2018/9/6	DRAKE	TIM	gotham	2018/9/4	2018/9/4	
Mayers R	1	1	2018/9/4	KENT	CLARKE	Metropolis	2018/9/4	2018/9/4	Complete
Mayers R	2	1	2018/9/4	WAYNE	BRUCE	gotham	2018/9/4	2018/9/4	Batman
Mayers R	2	2	2018/9/6	KENT	CLARKE	Metropolis	/ /	/ /	sup
Mayers R	3	5	2018/9/6	PRINCE	DIANA	Themiscira	2018/10/2	2018/10/2	wonder
Davis W	1	10	2018/9/17	VACANT	VACANT	CENTRAL CITY	/ /	/ /	Green Arrow

Figure 9: Enumeration Report

On the main menu, Tap on "Interviewer", then on "View Enumerator Report". This shows a report that summarizes the households that have been interviewed so far.

Upload data

On the Interviewer Menu, tap on "Upload data" to upload all data on the tablet to the BSS FTP Server. **It is recommended that data be uploaded after every interview**.

Update app

On the Main menu or the Interviewer Menu, tap on "Update App" to update the app to the latest version. The app checks for updates once a day and it is recommended that the interviewer updates the app at least once a day or whenever they are notified that there are updates.

GPS

The app prompts you to record the location at the end of the interview. You can also capture the location by tapping the user menu (highlighted in red in Figure 8) then select "Get Location". You must be outdoors for an accurate reading.