

STATISTICAL INSTITUTE OF BELIZE

INTERVIEWERS' CAPI MANUAL

MICS5



unicef 
unite for children

Table of Contents

What is CAPI?	2
Overview of the tablet	3
General Handle and care tips for your tablet	4
MICS5 CAPI System	6
CAPI Menu CSPro Application	11
Option 2: Start a household interview	16
The household questionnaire	16
Structure of the Questionnaire	17
Filling out the questionnaire	18
End of household questionnaire	20
Change Language	22
Options 3 & 4: Revisit, Modify household questionnaire	23
Navigating the questionnaires	24
Option 5: List eligible men, women, and children	26
Option 9: Menu for eligible men, women and children	27
Individual Menu	27
Option 10: List questionnaires for the cluster	28
Option 11: Data exchange/other utilities	29
Transfer cluster data to supervisor	30
.....	30
Change IDs/delete individuals	31
Receive assigned households from supervisor	33
Final options	34
Responsibilities	35

What is CAPI?

The Computer Assisted Personal Interview (CAPI) is an interviewing technique in which the respondent or interviewer uses a computer to answer the survey questions. For MICS5 we will be using a CAPI application developed in a software called CPro. CAPI offers several advantages (and disadvantages) to the traditional paper questionnaires used by the MICS4 field interviewers to collect data:

Pros:

- Improved data quality, checking of data in real time during interview
- Eliminates missing information
- Shortens interviews
- Data ready almost immediately, shortened data processing
- Survey indicators monitored early in fieldwork

Cons:

- Cost of equipment
- Increased technical cost
- Logistics much more complicated
- Data loss risks: Lost/stolen tablets, hardware failure, viruses, user errors

Overview of the tablet



General Handle and care tips for your tablet

CAPI Equipment

Each interviewer will receive a kit for the CAPI. The kit contains the following items:

- One Lenovo Thinkpad 10 tablet, running Windows 8, with touch screen and CSPro data entry software
- One 10 inch leather case
- One screen protector
- One stylus pen
- One wall charger, with USB cable

Handling your tablet

- The tablet that you'll receive is a very valuable and delicate instrument. Please handle it gently.
- Do not ever drop the tablet, get it wet or leave it outdoors.
- If the USB charging cable does not slide in easily when you plug it in, STOP! Make sure it is positioned correctly and try again.
- Do not leave the tablet charging overnight. When it is fully charged, please unplug it.
- Food and drinks make your tablet dirty and can cause serious damage to the device. Keep all food and drinks away from your tablet, and make sure to clean your hands before handling the device if you have been eating.
- When you are moving between households **please do not** shut down your tablet. **Do not press the power button** to put tablet in standby mode, simply close the case. To resume use press the windows button

Storing your tablet

- Know where your tablet is at all times.
- Treat the tablet like you would your wallet or your purse. Do not leave it lying around.

- Avoid leaving the tablet exposed to extreme temperatures, hot or cold.
- Do not leave your tablet on the floor.
- When not in use, keep your tablet closed in its protective leather case, as this will protect it from rain and water

Recharge

- Recharge your tablet every night. You must start each and every day with your tablet fully charged
- Remember to disconnect the charger when your tablet battery is fully charged
- You can also charge your battery using the back-up power supply provided while you are travelling.
- Unplug the tablet if there is an electrical storm.
- Please DO NOT start a new interview if your tablet battery power is low, connect the USB power backup and continue.

Other Important Considerations

- You are not allowed to remove the micro SD card from the tablet
- No USB or other storage device other than the supervisor's flash drive should be connected to the tablet. These devices could have viruses or other malware software.
- You are not allowed to connect your tablet to any Wi-Fi or cable network.
- You are not allowed to change any of the Windows 8 configurations like the screen protector, desktop background, sounds, fonts, etc.

MICS5 CAPI System

The MICS5 CAPI System consists of three systems:

Interviewers - data collection – Tablet

In CAPI the interviewer uses a tablet to enter responses as they occur. The entry application determines the question order, and also performs editing of responses.

Supervisors – data monitoring and control – Tablet

Many of the tasks of monitoring and supervising the fieldwork of the team are also monitored with the use of the tablets. The supervisor will manage the fieldwork; assigning households, check/review questionnaires and conduct spot checks, all using the tablet.

Central Office - centralized data and monitor fieldwork – PC

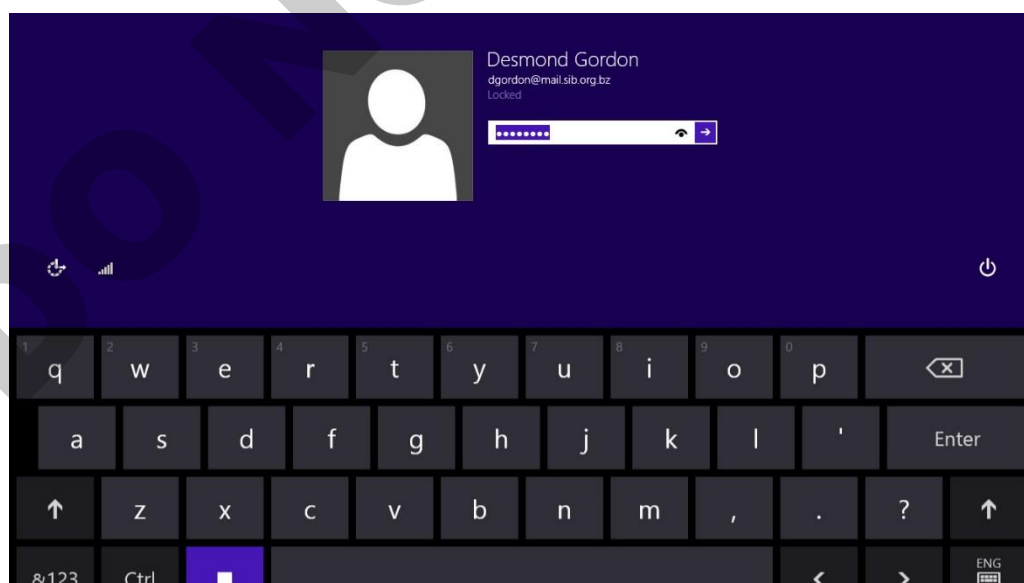
At the central office level the monitoring of field work data and quality checks continue. Field check tables are implemented and a set of quality check tables are produced during field work. The data also goes through secondary editing, where complex inconsistencies are investigated and resolved, before finally being stored and backed up for analyses.

Getting Started

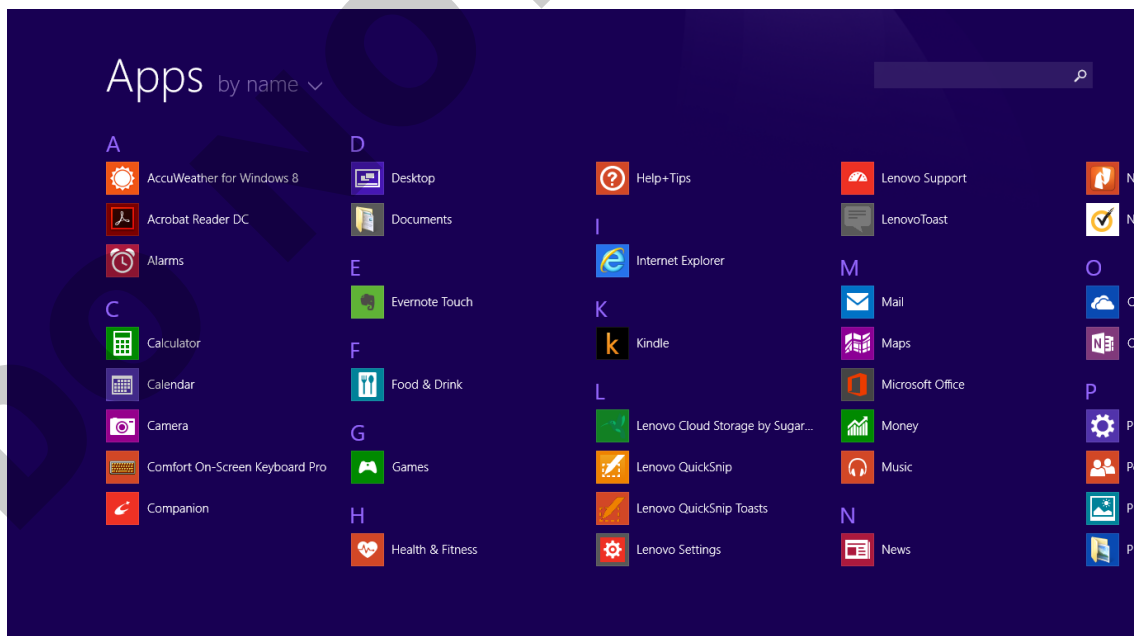
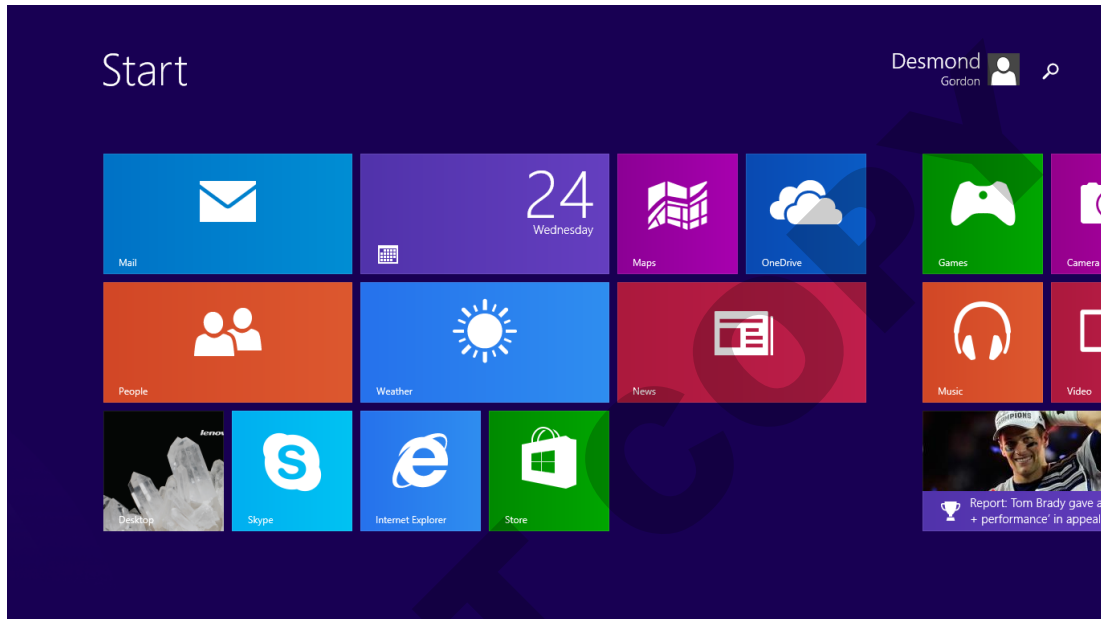
1. Turn on the tablet by pressing the power button.
2. Tap on the lock screen wallpaper to open the windows user account login screen



3. Type in your username and password.



4. Press the desktop tile or the windows button on the tablet to access the desktop or slide screen up to access Apps or programs that are installed on the tablet. You can use the search box at the top right corner to find a specific program you want to open or simply scroll left to go through the list manually.



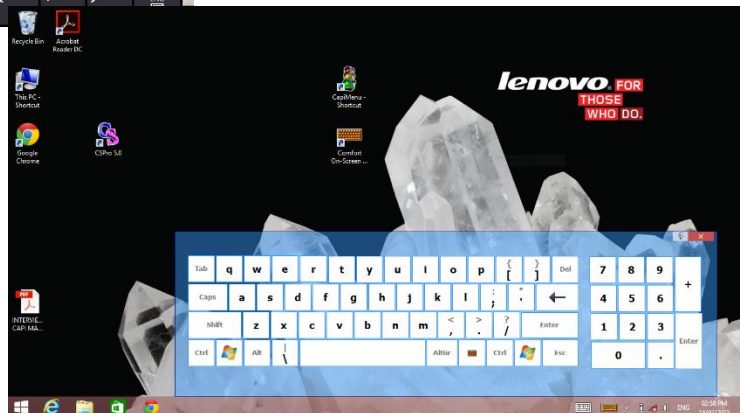
5. Once on the desktop you can search for any file or program by pulling out the desktop shortcut menu. By clicking the search button you can then enter the name of what you are looking for.



Using the On Screen keyboard

There are 2 onscreen keyboards, one is the standard onscreen keyboard for Windows 8 and the other is a special user customizable onscreen keyboard program called “Comfort On-Screen Keyboard”.

To open any of the onscreen keyboards click on the icon on the Windows 8 taskbar as shown below. To close the keyboard click on the “X” at the top right hand corner



CAPI Menu CPro Application

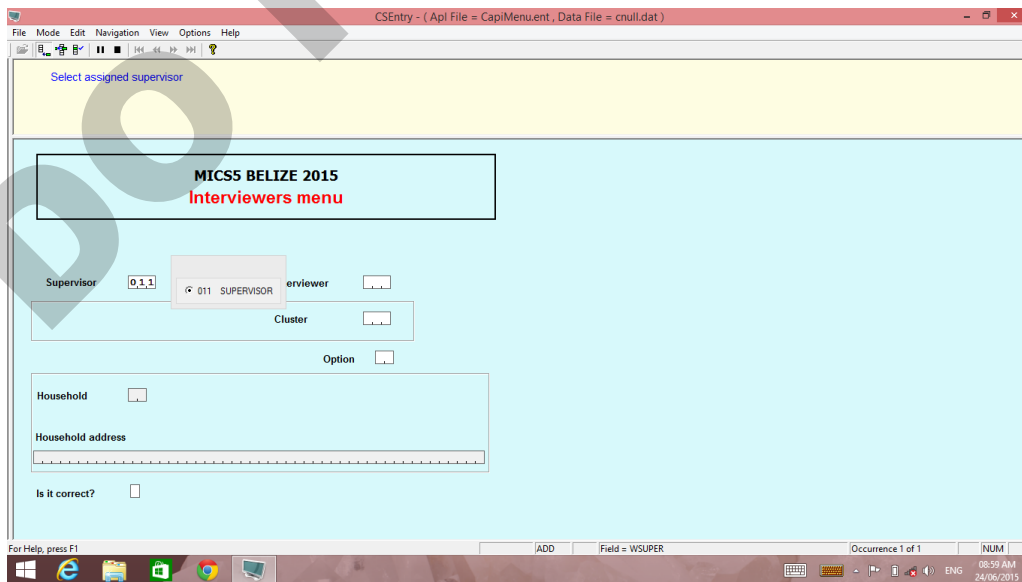
To open the CAPI application double click on the CAPIMenu .pff file on the desktop as shown below.



Main Interviewer's Menu

This is the home page of the interviewer menu application. It navigates the interviewer to the various options to conduct data collection.

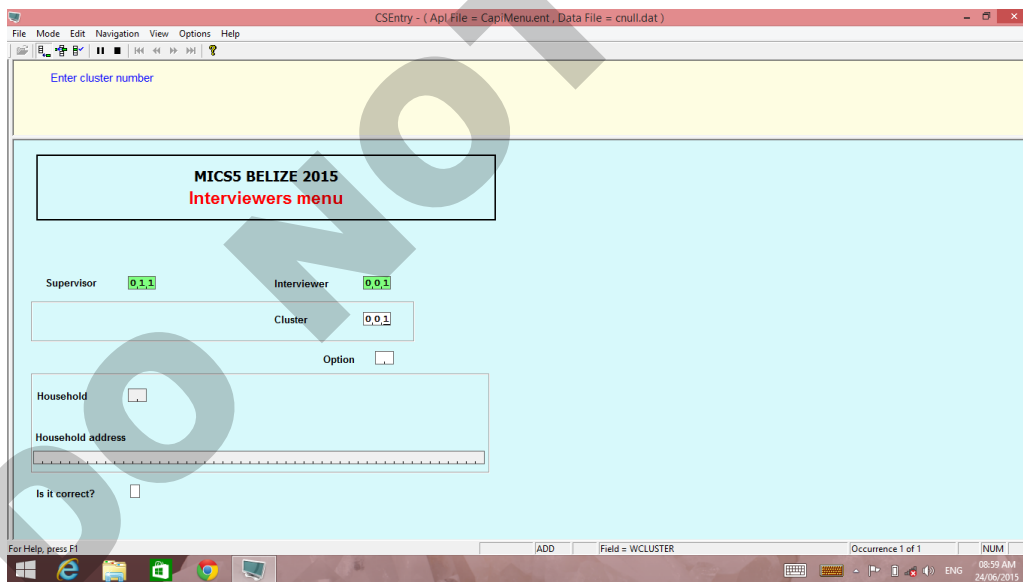
1. Select your supervisor's number from the list.



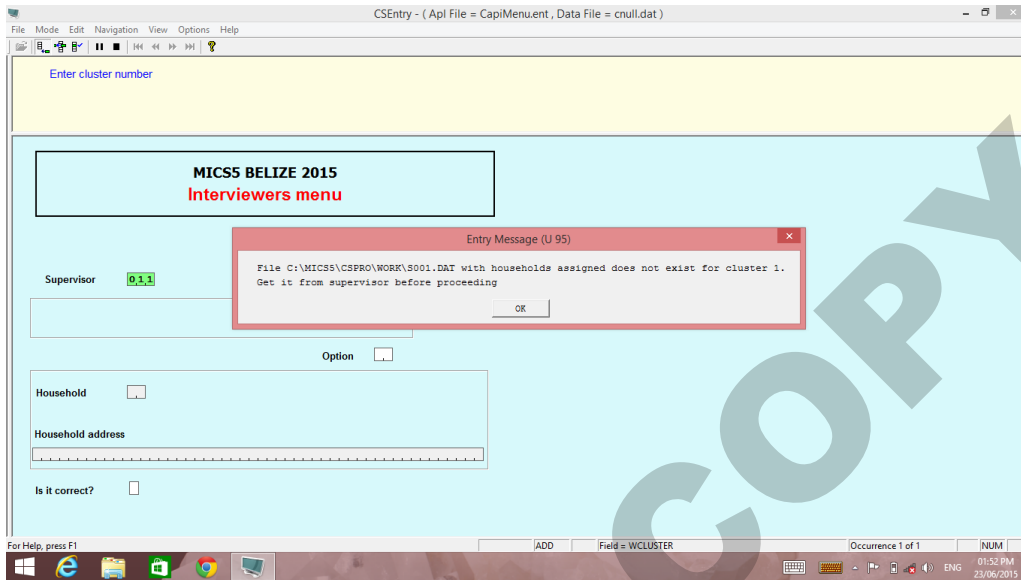
2. Select your interviewer number from the list.



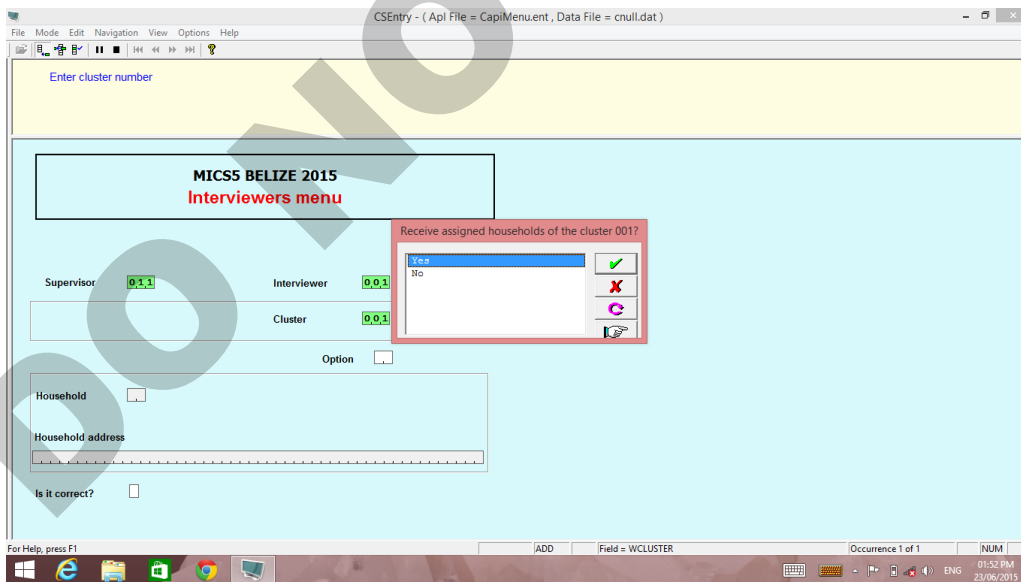
3. Type in the number of the cluster you want to work in.



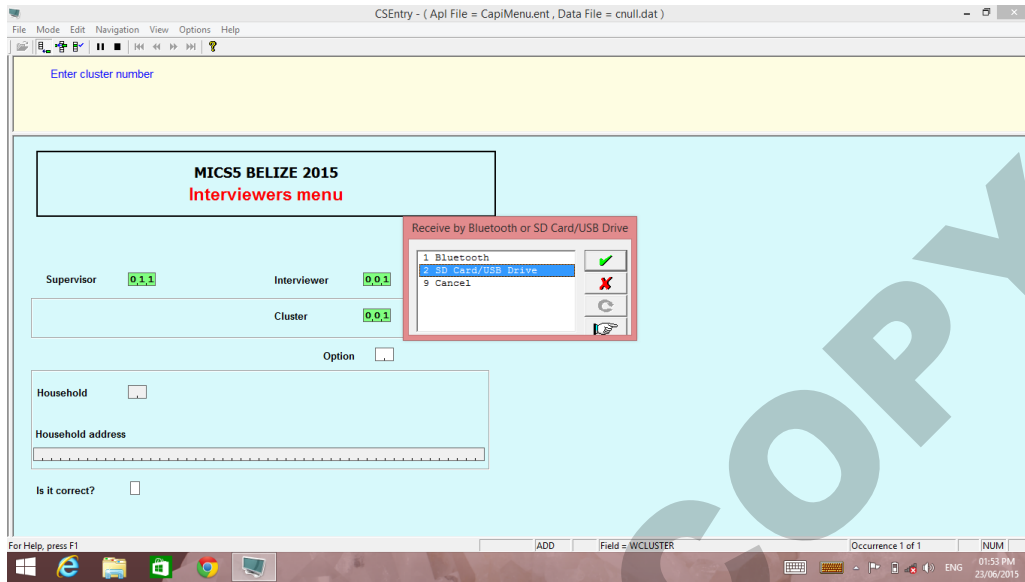
4. If it is the first time you are opening the application, to access the options menu you will have to receive your assigned households file from your supervisor. The message below will appear for which you should click ok.



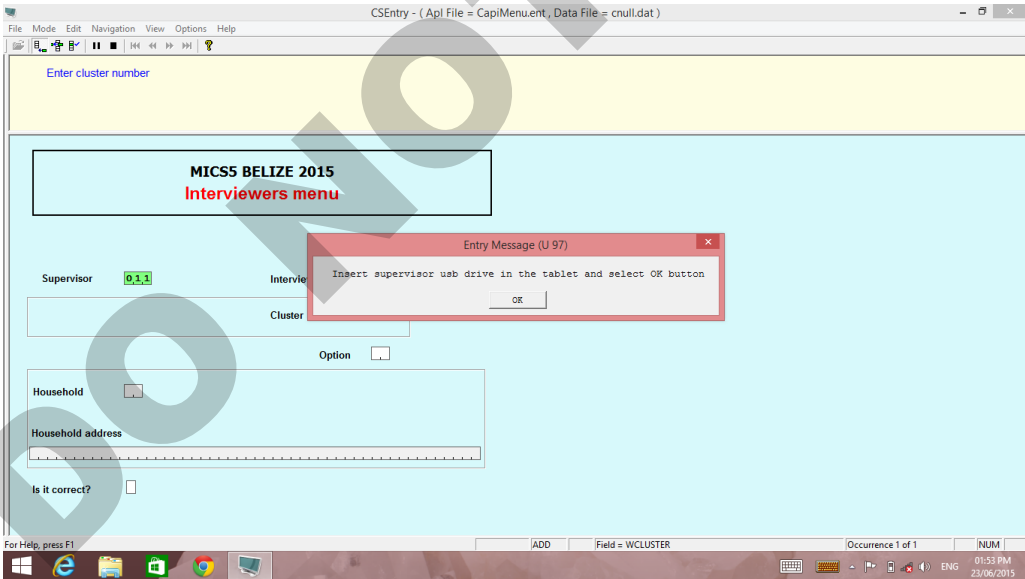
5. Next, click Yes as shown in the illustration to receive your assigned households



- To receive the assigned households from your supervisor's USB drive choose option 2 "SD card/USB Drive" and click the green check mark button.



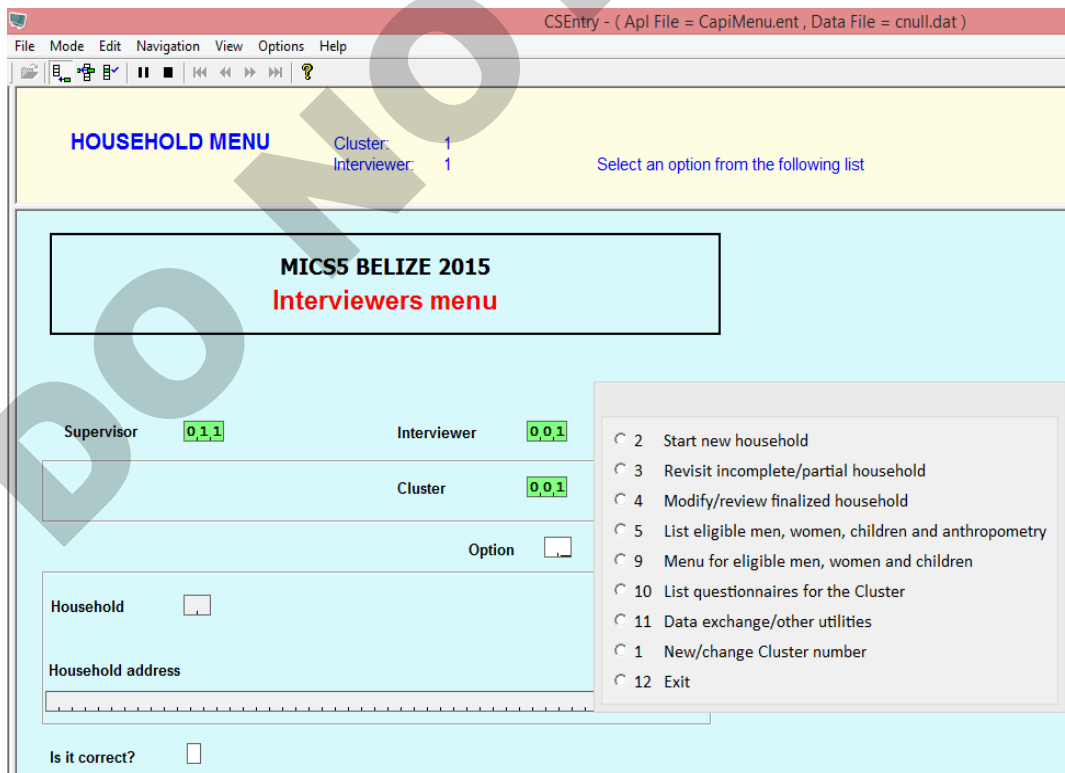
- Next, you will be prompted to insert your supervisors USB drive after which, click OK



8. If you have completed the previous steps correctly, you will see the below message that lets you know that the file has been copied to your tablet. Click OK to open the options menu



Household Option Menu

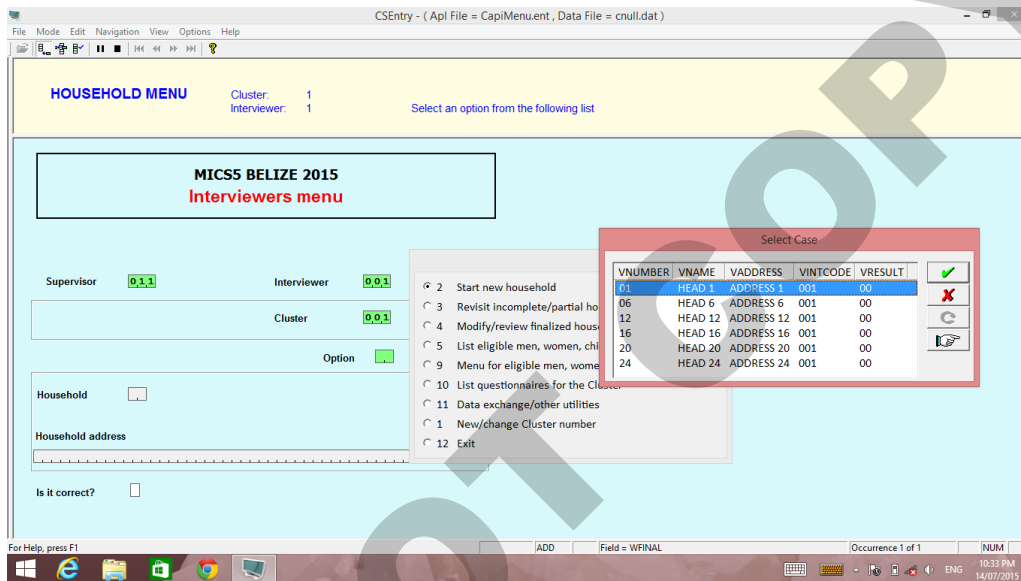


Option 2: Start a household interview

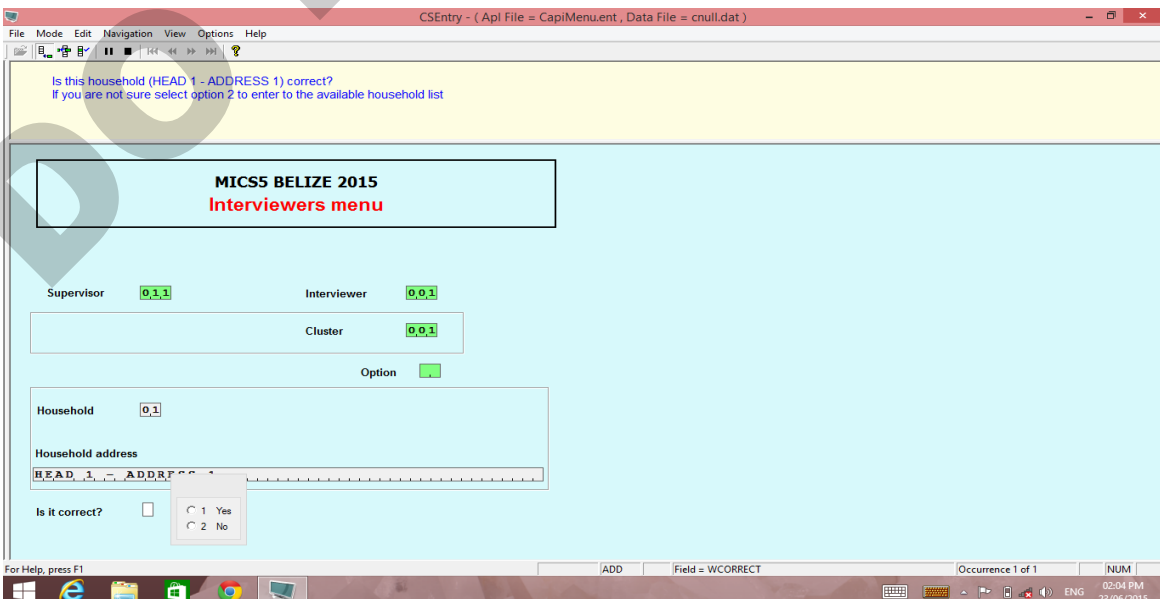
The household questionnaire

Opening the Household Questionnaire

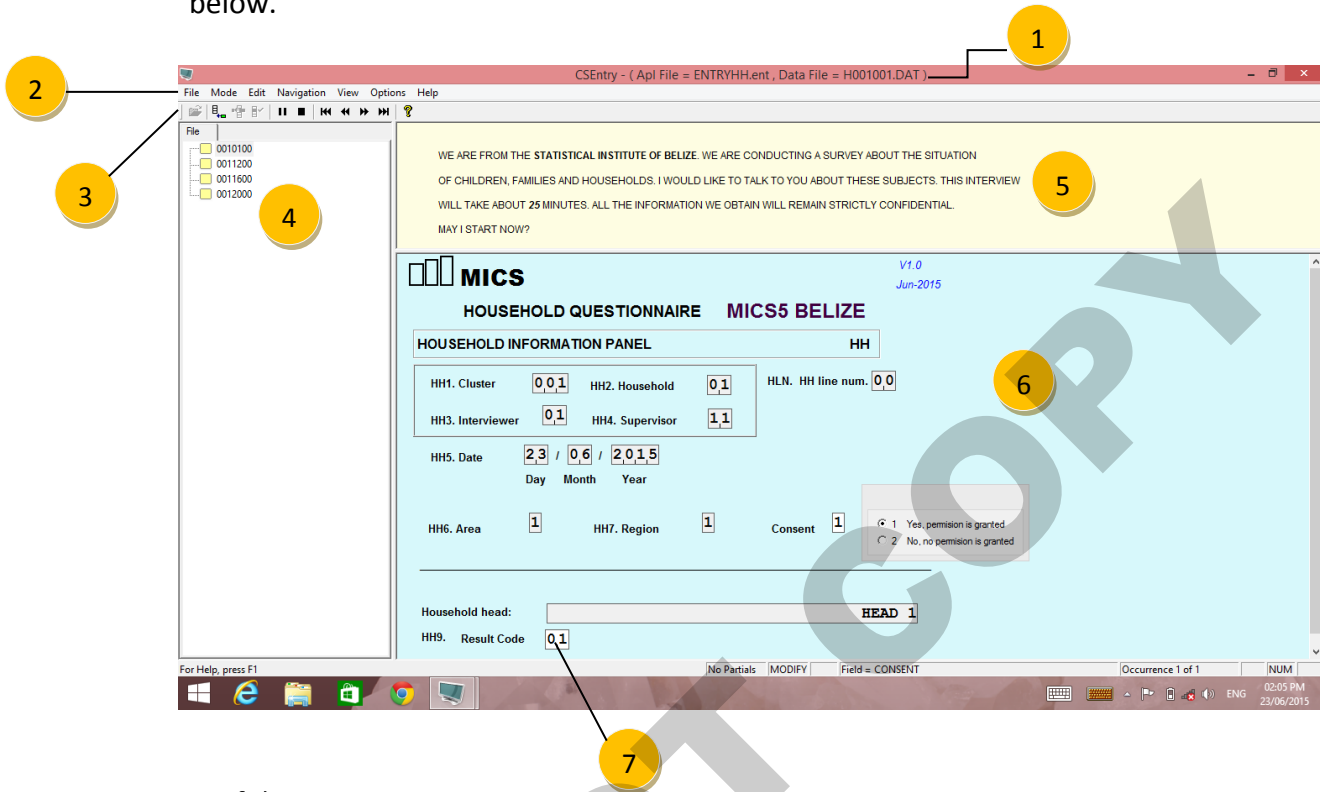
1. Choose option 2 "Start new household". A drop list of available households will appear. Select the household you want and then click the green check mark button.



2. You will then be asked if your choice is correct. To open the questionnaire for the household, click Yes. If you want to change your choice click No to go back to the options menu.



3. If you chose Yes, the cover page of the Household Questionnaire will open as shown below.



Structure of the Questionnaire

1. CPro Title bar
2. CPro Menu toolbar
3. CPro Shortcut toolbar
4. Case tree
5. CAPI question text
6. Form
7. Fields

Filling out the questionnaire

Recording Responses/Field Capture Types

1. Radio buttons – List of items from which one is chosen by clicking the button for that item

The screenshot shows the 'HOUSEHOLD LISTING FORM' in the CSEnter application. The window title is 'CSEnter - (Apl File = ENTRYHH.ent , Data File = H001001.DAT)'. The main question is 'WHAT IS THE RELATIONSHIP OF HEAD 1 TO THE HEAD OF HOUSEHOLD?'. Below this, there are fields for 'HH18. Start' (09:59) and 'Intro HH list'. The form contains a table with columns: HL1. Line #, HL2. Name, and HL3. A dropdown menu is open over the HL3 column, showing a list of relationship types with radio buttons next to them:

- 1 Head
- 2 Wife / Husband/Partner
- 3 Son / Daughter
- 4 Son-in-Law / Daughter-in-Law
- 5 Grandchild
- 6 Parent
- 7 Parent-in-Law
- 8 Brother / Sister
- 9 Brother-in-Law / Sister-in-Law
- 10 Uncle / Aunt
- 11 Niece / Nephew
- 12 Other relative
- 13 Adopted / Foster / Stepchild
- 14 Household helper / Live-in
- 96 Other (Not related)
- 98 Don't know

The table below shows the current state of the household listing form:

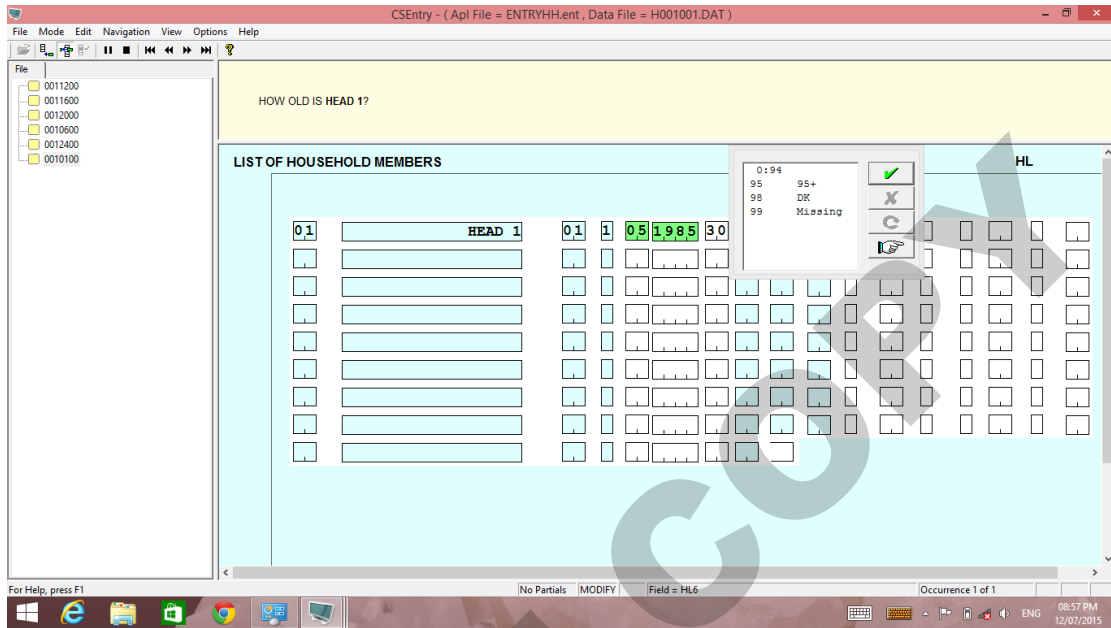
HL1. Line #	HL2. Name	HL3.
1	HEAD 1	01
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

2. Text box – allows you to type in text (like a name) or number.

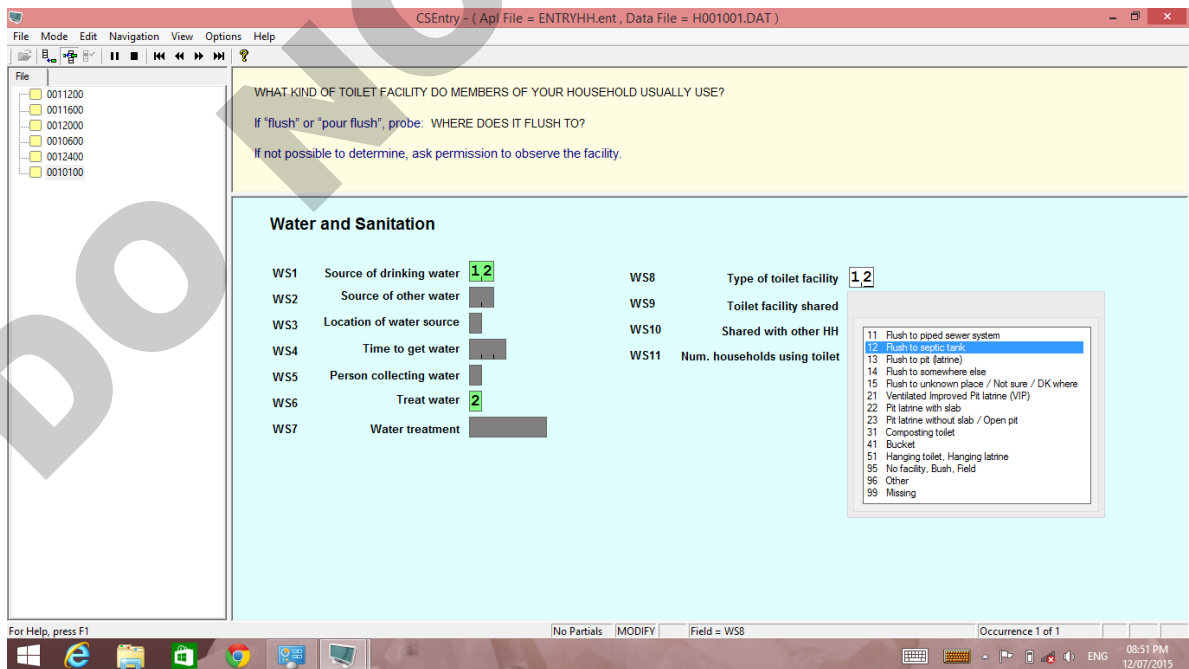
The screenshot shows the 'HOUSEHOLD LISTING FORM' in the CSEnter application. The window title is 'CSEnter - (Apl File = ENTRYHH.ent , Data File = H001001.DAT)'. The main question is 'NAME'. Below this, there is a text box for 'Type the name of household member'. The form contains a table with columns: HL1. Line #, HL2. Name, HL3., HL4. Sex, and Other member. The table below shows the current state of the household listing form:

HL1. Line #	HL2. Name	HL3.	HL4. Sex	Other member
1	HEAD 1	01	1	1
2	WIFE			
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

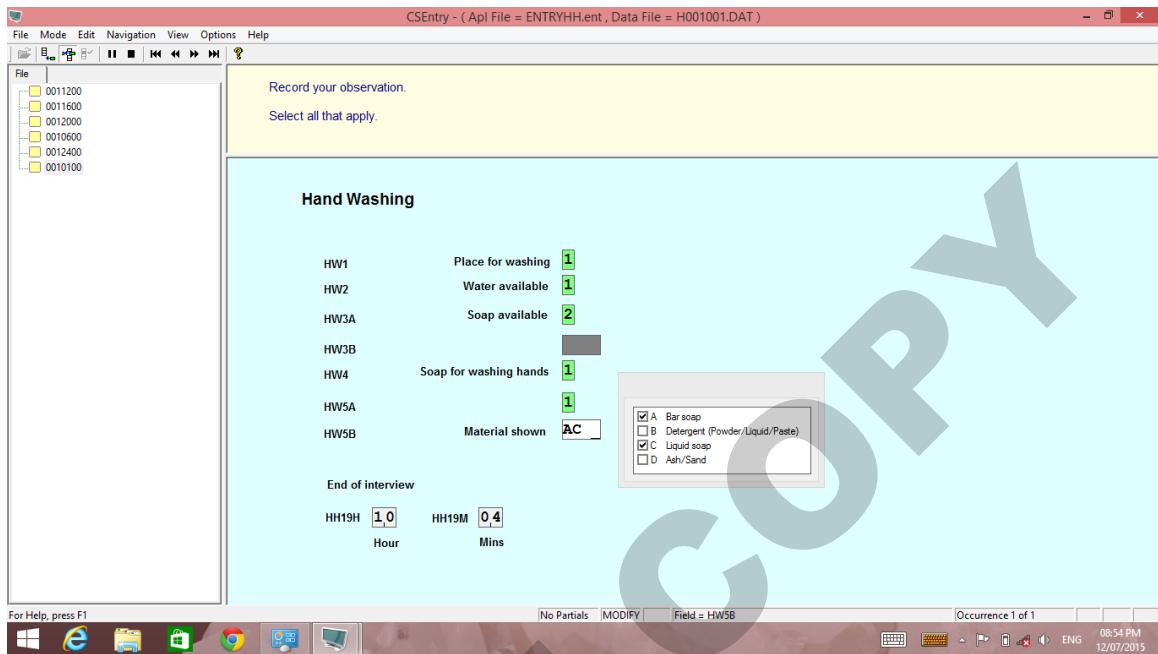
Text boxes that require a numeric response include a message box with a reminder of acceptable ranges. This is only a guide the response is entered using the onscreen keyboard.



- Drop down list – is also a list of items to choose a single response from; however, you can click anywhere on the item to select it.

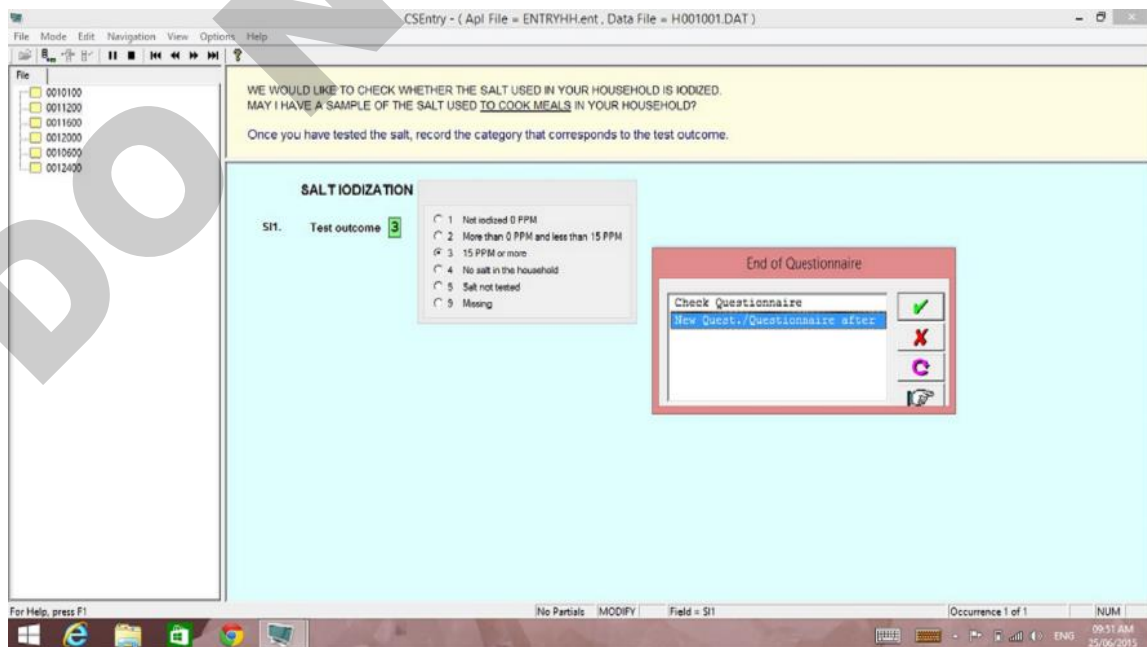


4. Check boxes – are used you to capture multiple responses. They work just like a drop down list but allows for multiple responses to be recorded.

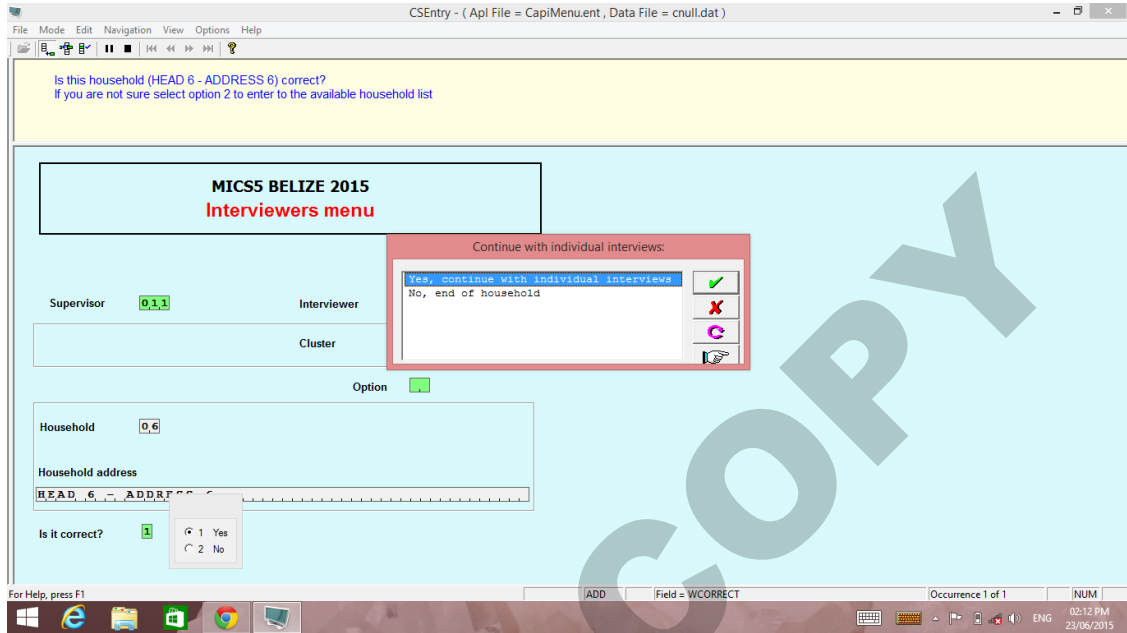


End of household questionnaire

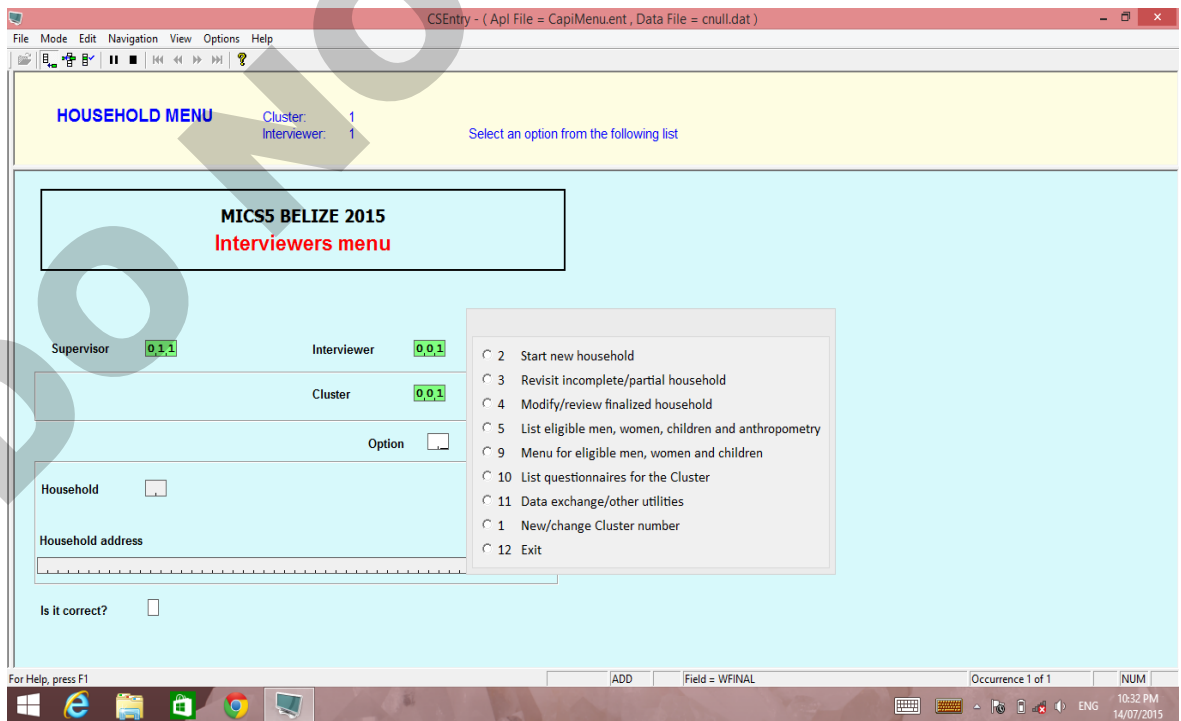
1. After answering the last question in the household questionnaire a message box will pop up asking if you want to review questionnaire or go to the next questionnaire for the household.



2. To save your interview next click accept this household case, you will be taken back to the interviewers menu screen



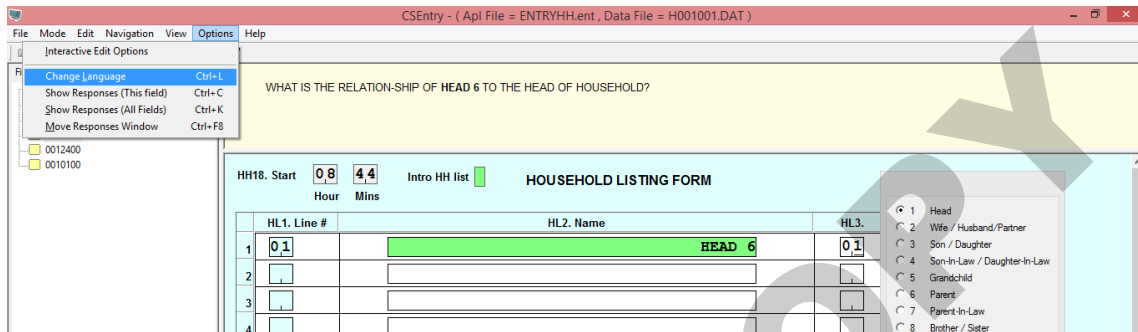
3. A message box will pop up asking if you want to continue with individual interviews. If Yes is chosen, a list of eligible individuals to interview will open. If No is selected you will be taken back to the interviewers options menu



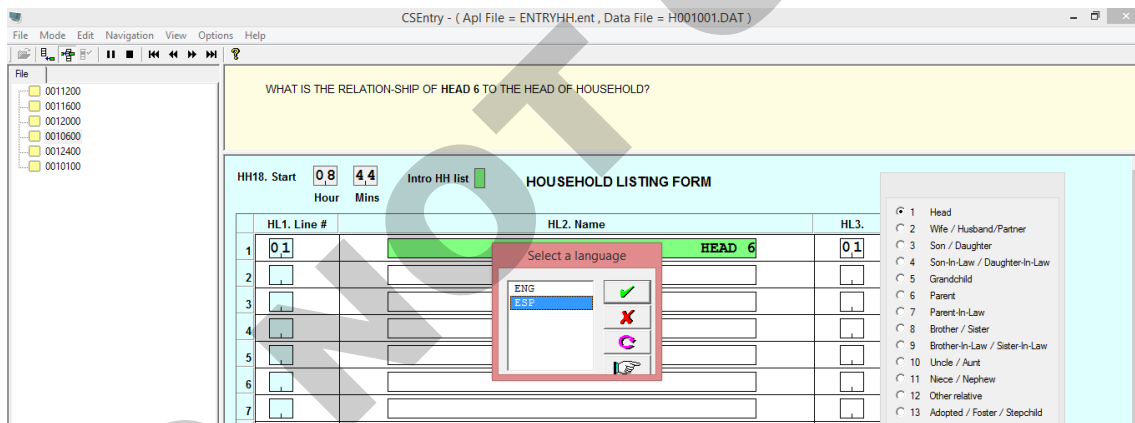
ChangeLanguage

You can change the language of the questions to Spanish by follow these steps

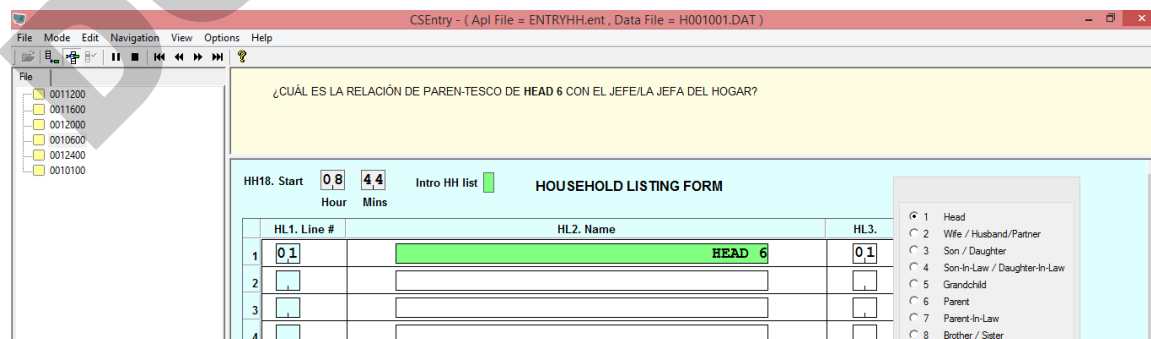
1. Go to options on the CPro menu bar and select “Change Language”



2. Next when prompted select ESP for the Spanish language



3. All the questions from this point forward will be shown in Spanish unless changed

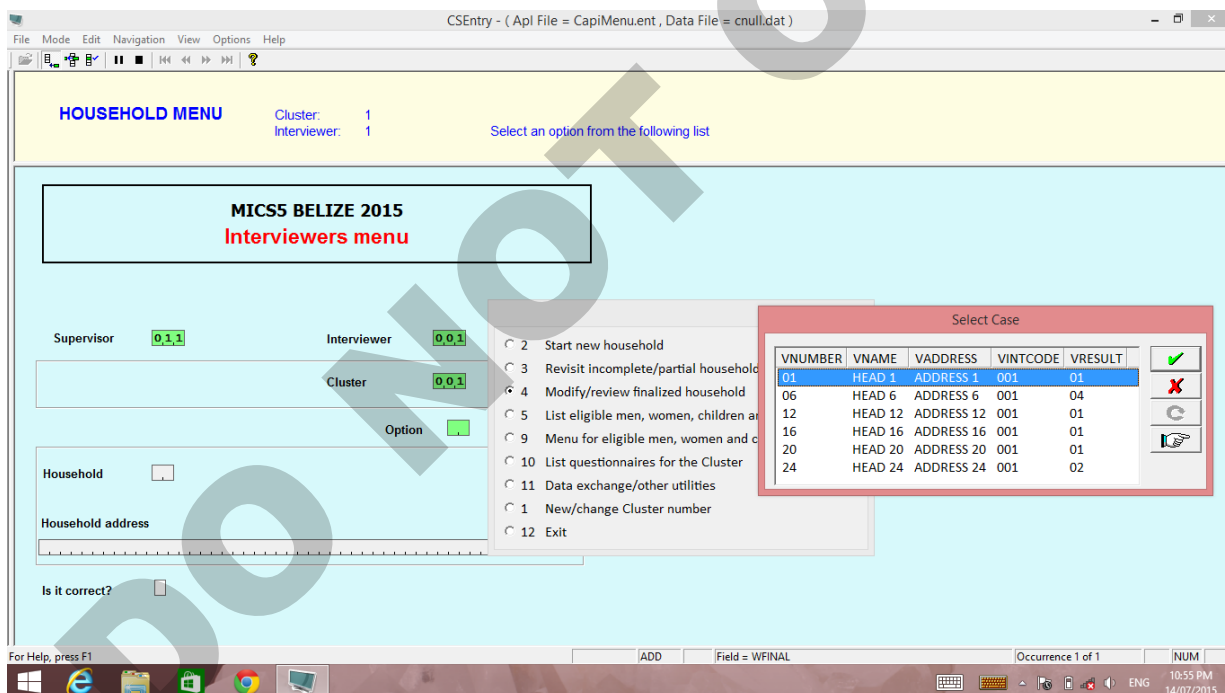


Options 3 &4: Revisit, Modify household questionnaire

Option 3 “Revisit incomplete/partial household”: This option is used when returning to a Household Questionnaire that is not yet finished (i.e. is still incomplete or has only been partially saved).

Option 4 “Modify/review finalized household”: the option is used when reviewing and/or modify a completed Household Questionnaire.

After selecting option 2, 3, 4, or 5 a list of all the households assigned to the interviewer will appear.



Navigating the questionnaires

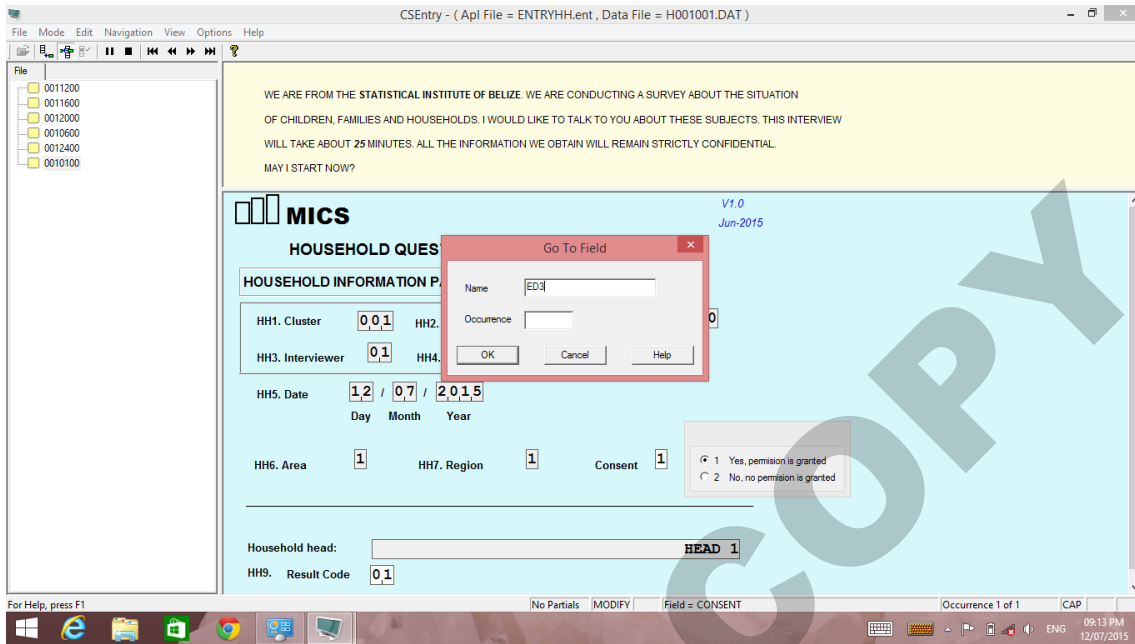
1. Select Navigation from the CSPro Menu Bar



2. Click on "Go to" on the list

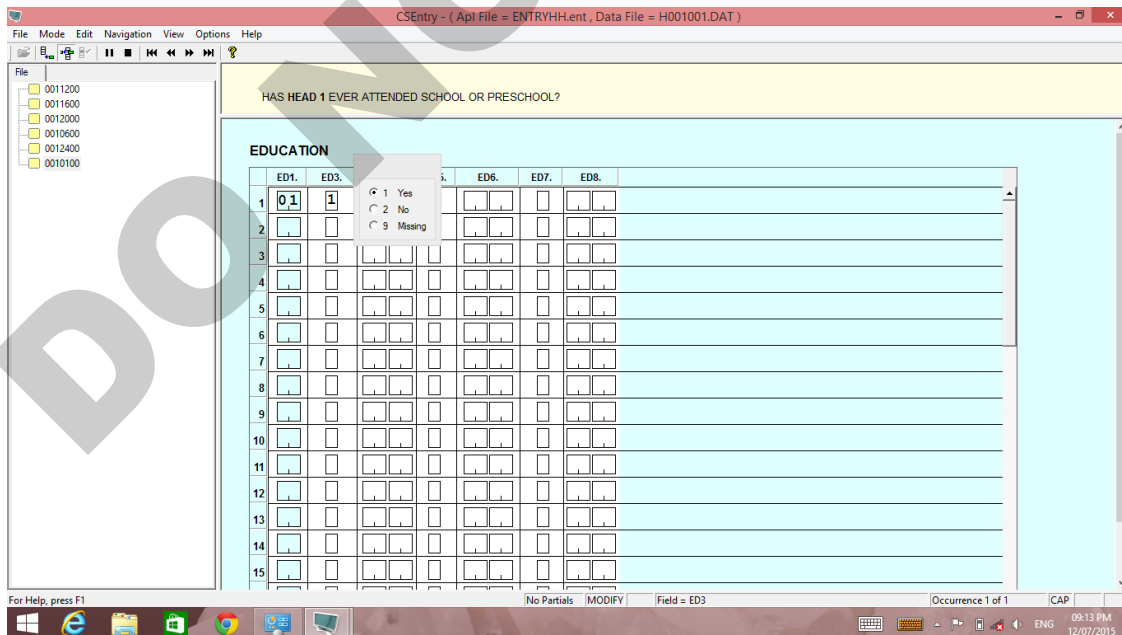


3. Type in the field name (question abbreviation eg: CM1)



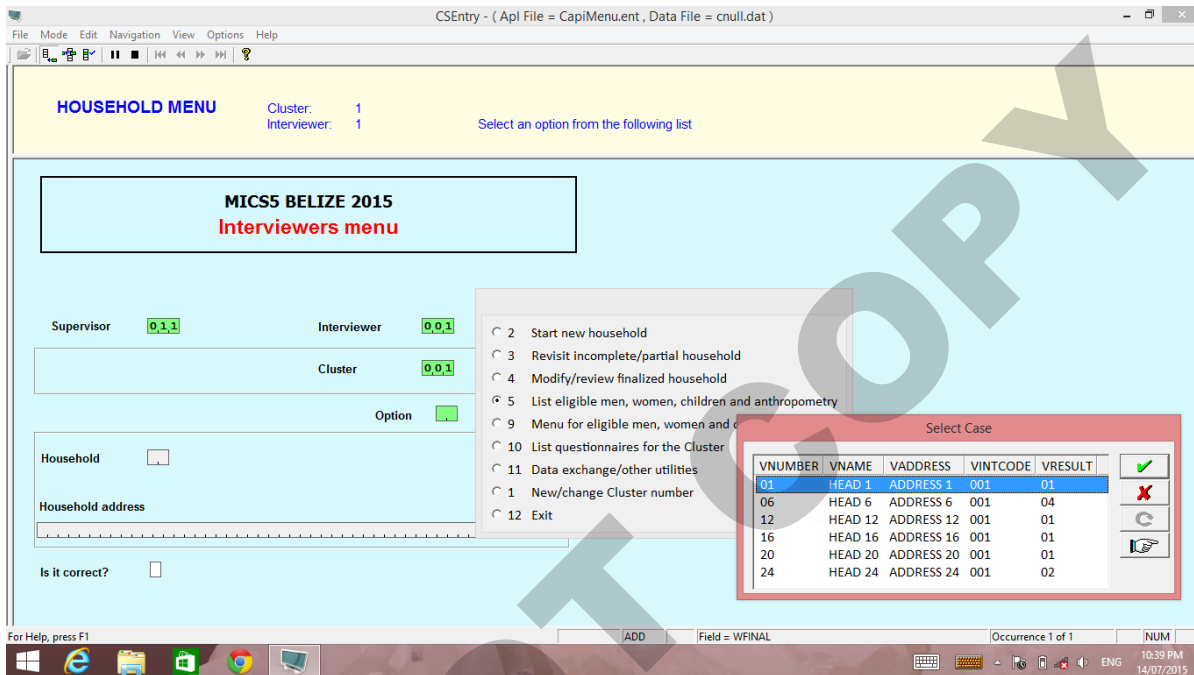
4. Click OK

Note: After checking or making corrections go back to the Navigation Menu and choose “Advance to End” and when prompted click Yes to accept the changes.

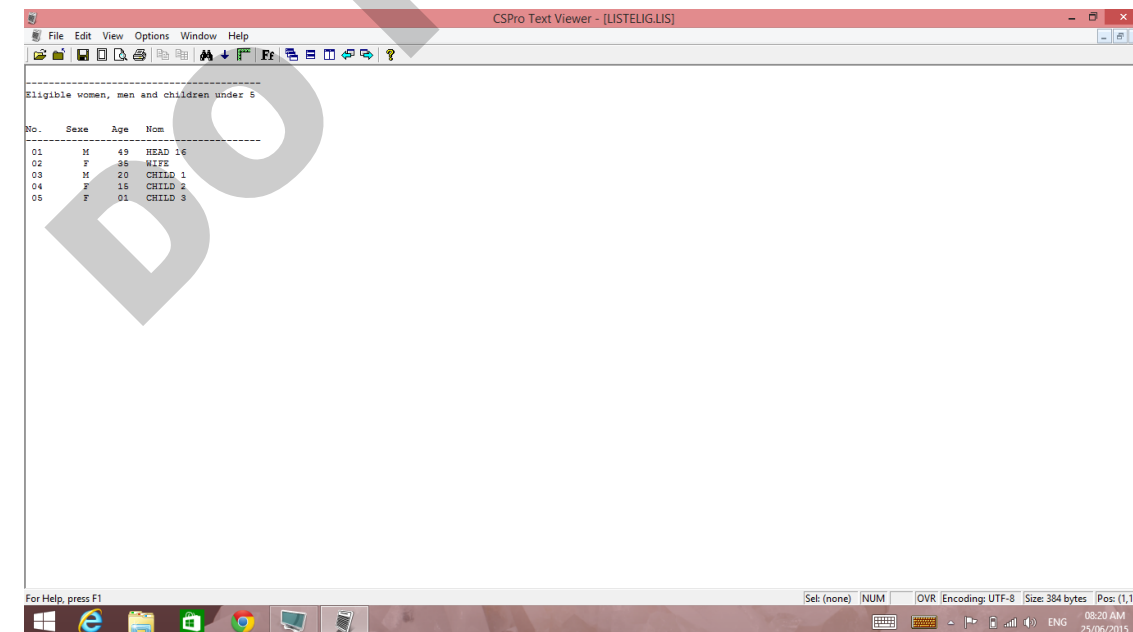


Option 5: List eligible men, women, and children

This option will open another window showing a printed list of all eligible persons in the household. After choosing this option select the household from the list then press the green check mark button.



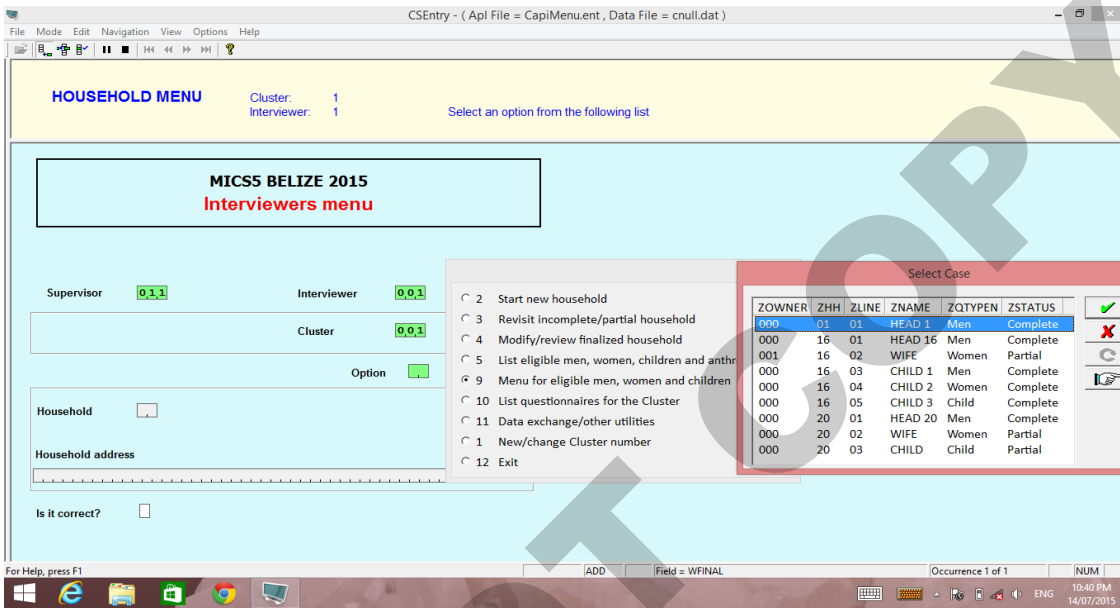
Another box will pop up asking if your choice is correct, click Yes. This will open the window showing the list of all eligible persons in the household. To close this window click on the red "X" in top right corner of the screen, this will return you to the options menu.



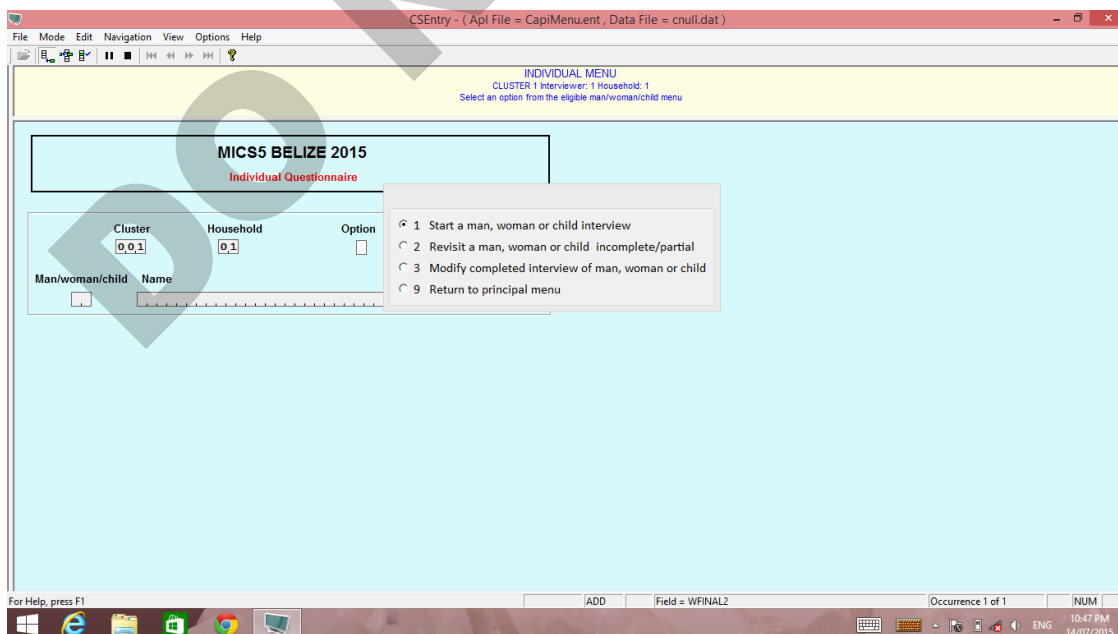
Option 9: Menu for eligible men, women and children

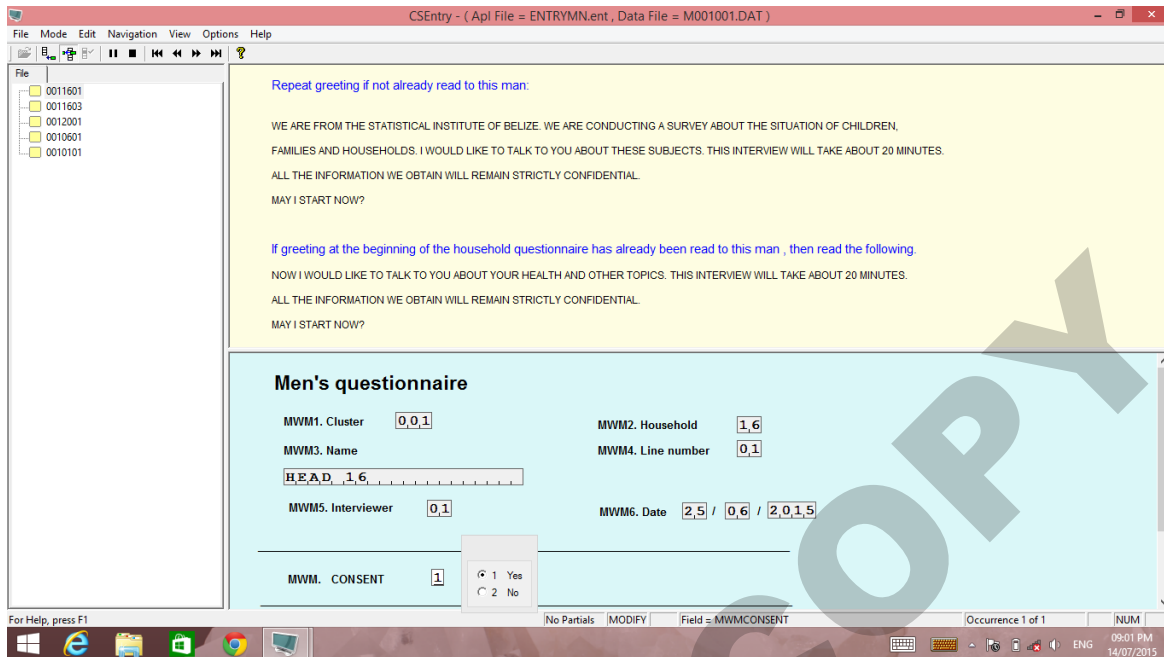
Individual Menu

Clicking this option will open a drop down list of all eligible persons by household. Select the household member you want and click the green check mark button. Next click Yes to confirm your choice.



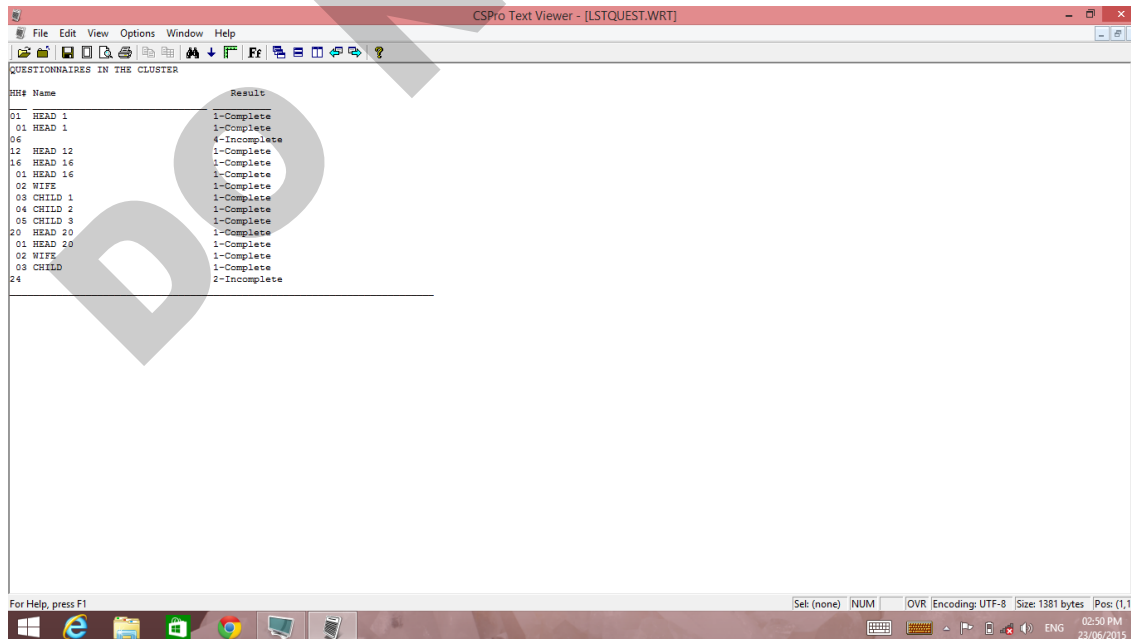
This will open the Individual Menu for that household. Use options 1, 2 and 3 similar to the Household Menu. (To change household or individual choose option 9 to return to the Household Menu and repeat the process)





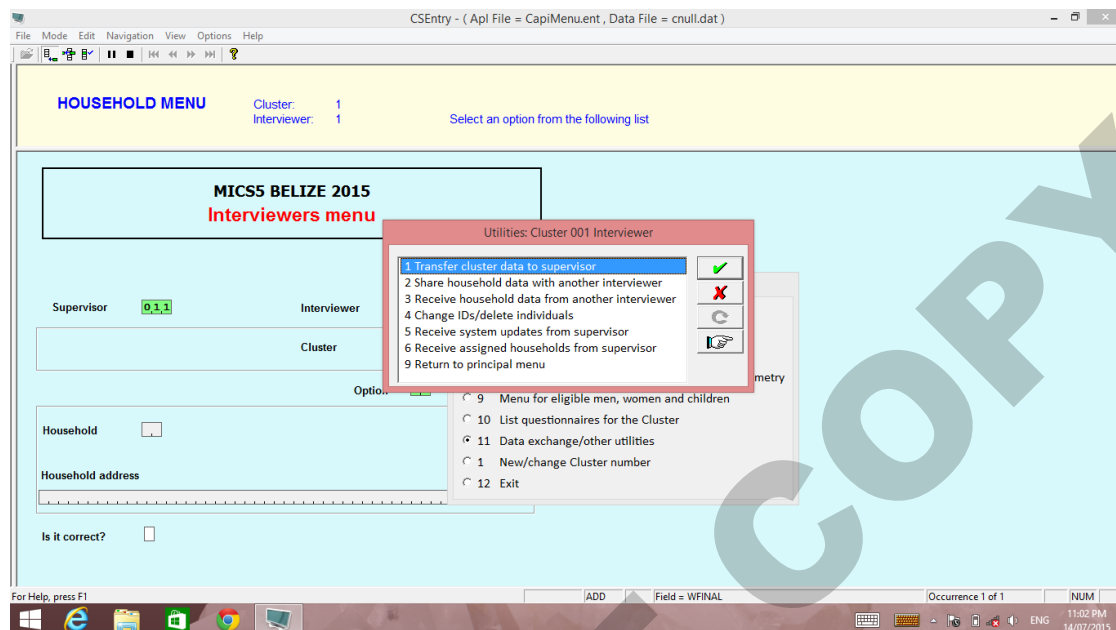
Option 10: List questionnaires for the cluster

Clicking this option will open another window showing a printed list of all questionnaires for the cluster. To close this window click on the red "X" in top right corner of the screen, this will return you to the options menu.



Option 11: Data exchange/other utilities

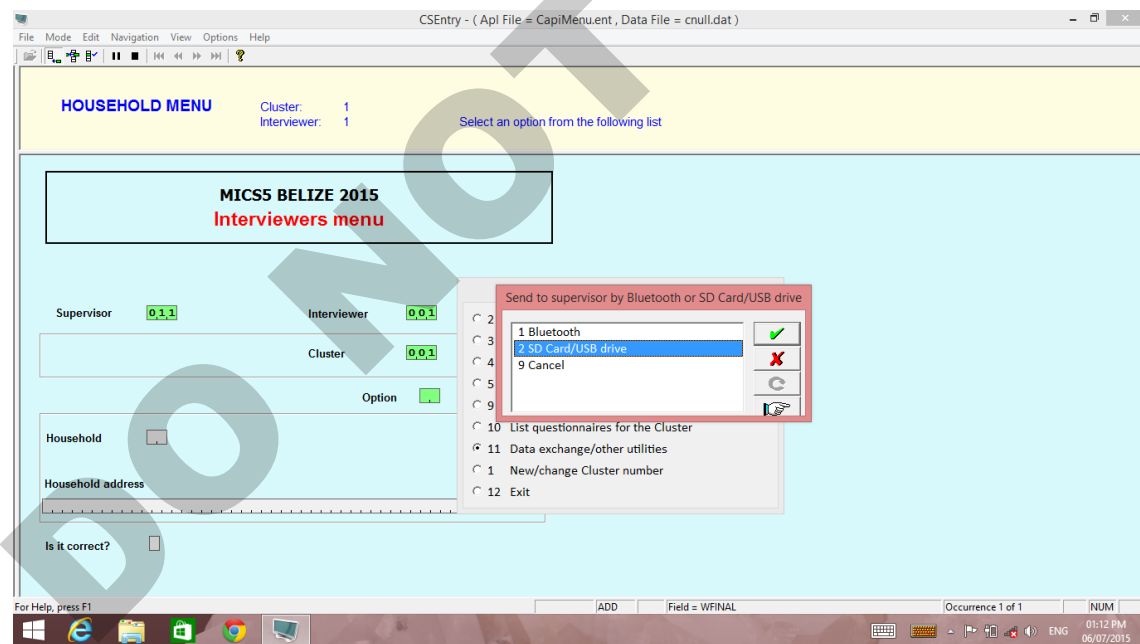
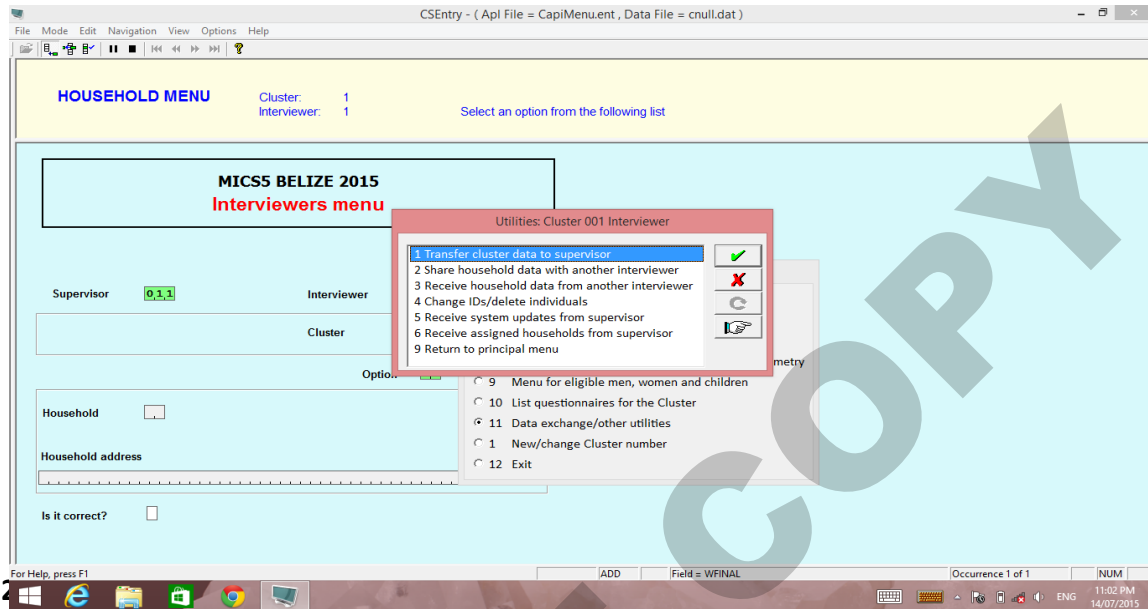
Clicking this options opens the Utilities Menu where you can



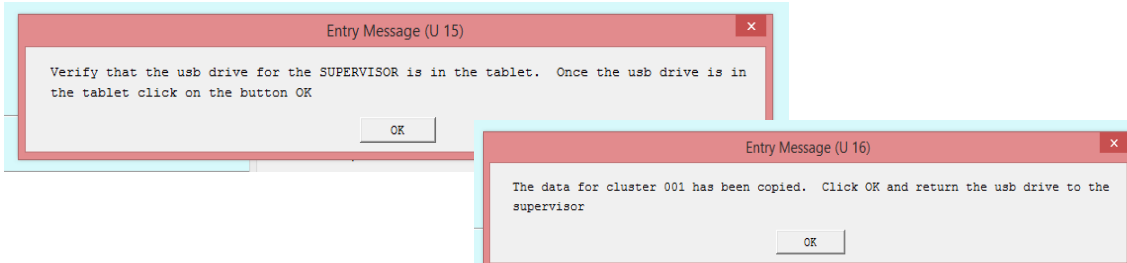
1. Transfer cluster data to supervisor
2. Share household data with another interviewer – this option is used when a different interviewer conducts the individual interview from the person conducting the household interview
3. Receive household data from another interviewers – this option is used by the person receiving the household data before conducting an individual interview
4. Change IDs/delete individuals – this option can be used to correct problems with IDs in data files, for example, when
 - Data was entered in the wrong cluster number.
 - The wrong household number was used.
 - The wrong individual’s line number was used when collecting the individual interview
 - The wrong interviewer code was used when entering the system
5. Receive system updates from supervisor
6. Receive assigned households from supervisor
9. Return to principal menu

Transfer cluster data to supervisor

1. Ensure your supervisor's USB drive is connected to your tablet before choosing this option

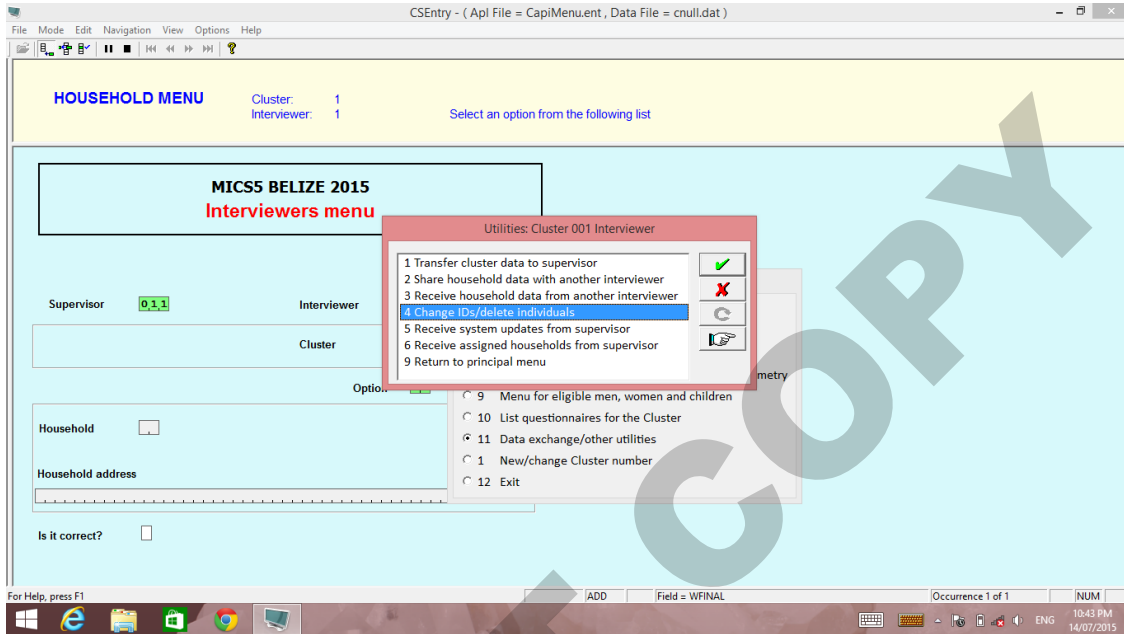


3. These 2 messages will pop up consecutively. Click OK for both.

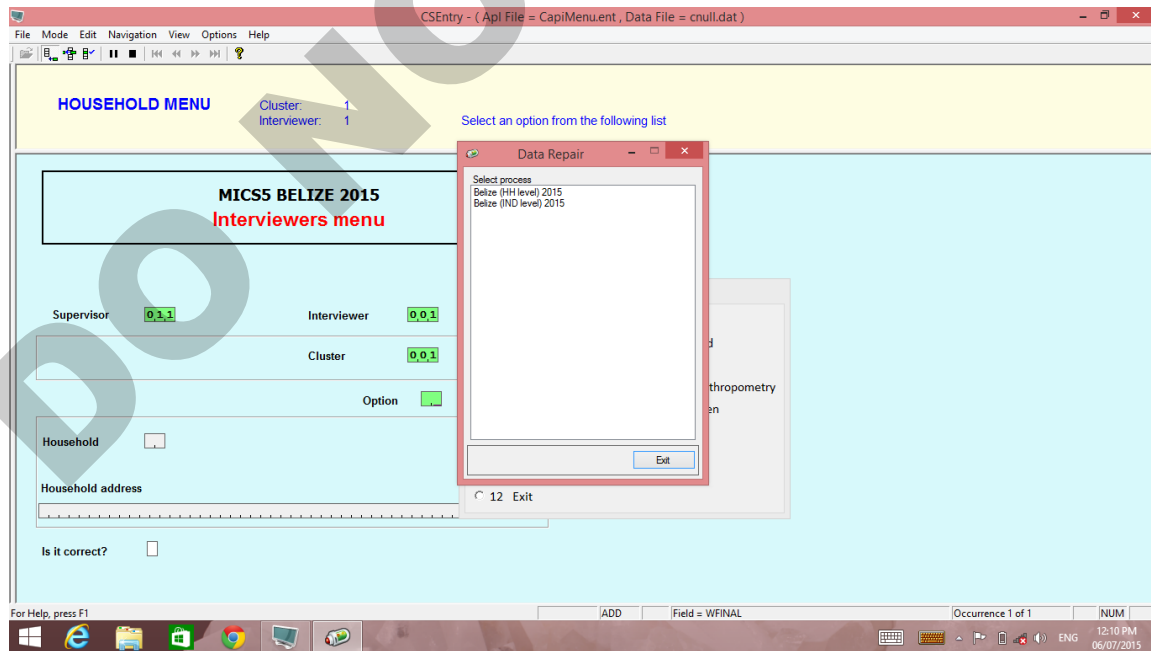


Change IDs/delete individuals

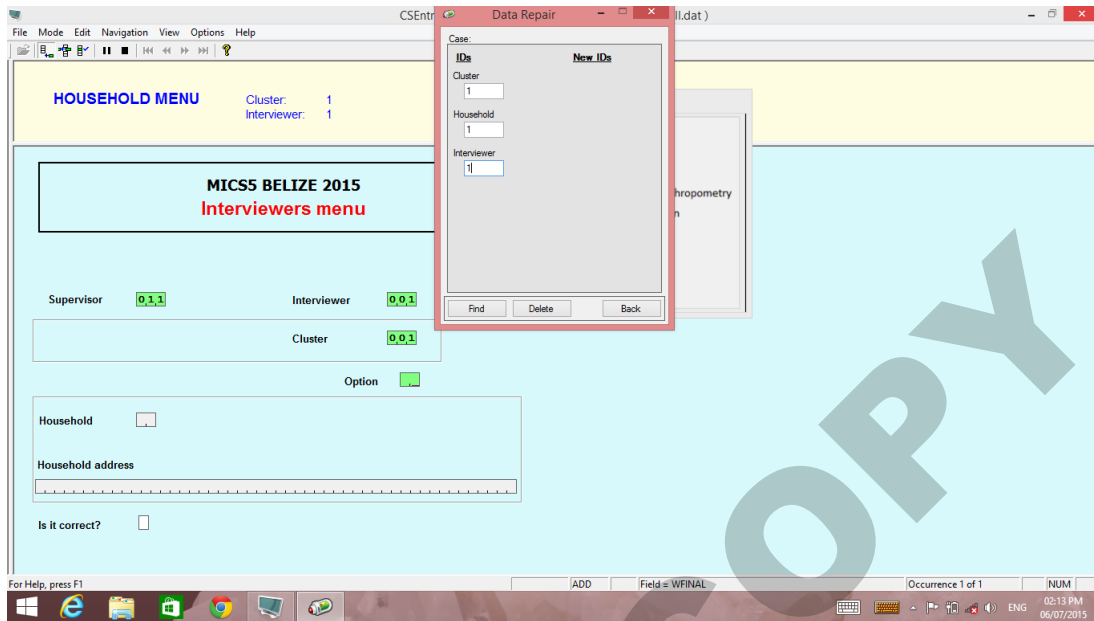
1. Click on 4 “Change IDs/delete individuals” the window below will appear



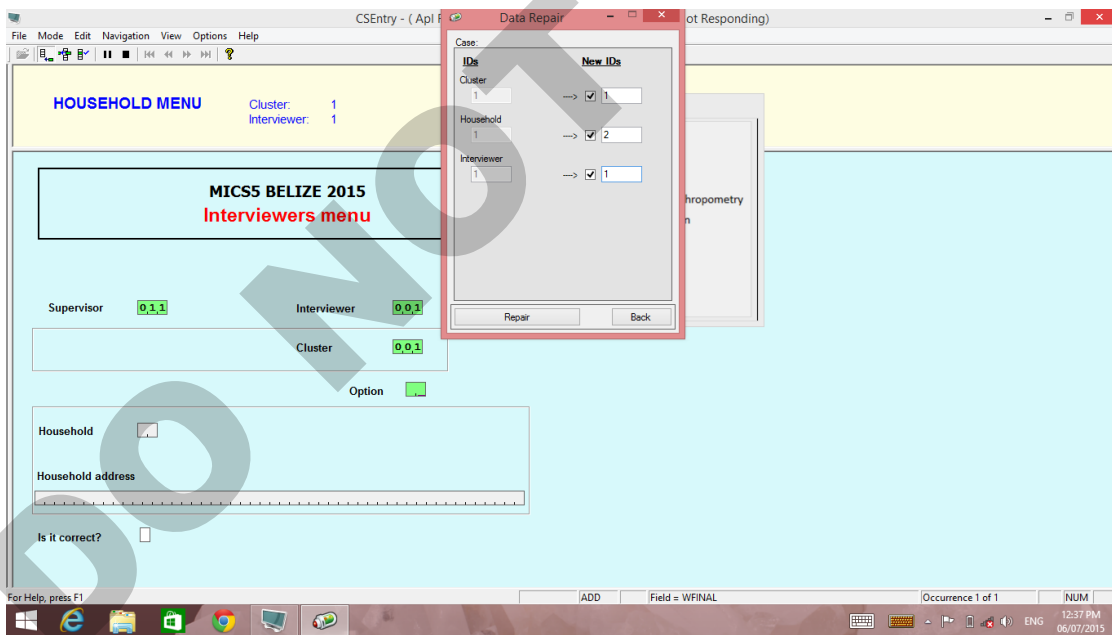
2. To change house ID information click “Belize (HH level) 2015”



3. Type in the Cluster, household and interviewer number and click the Find button



4. Under the new IDs column click on the check box next to the ID you want to change



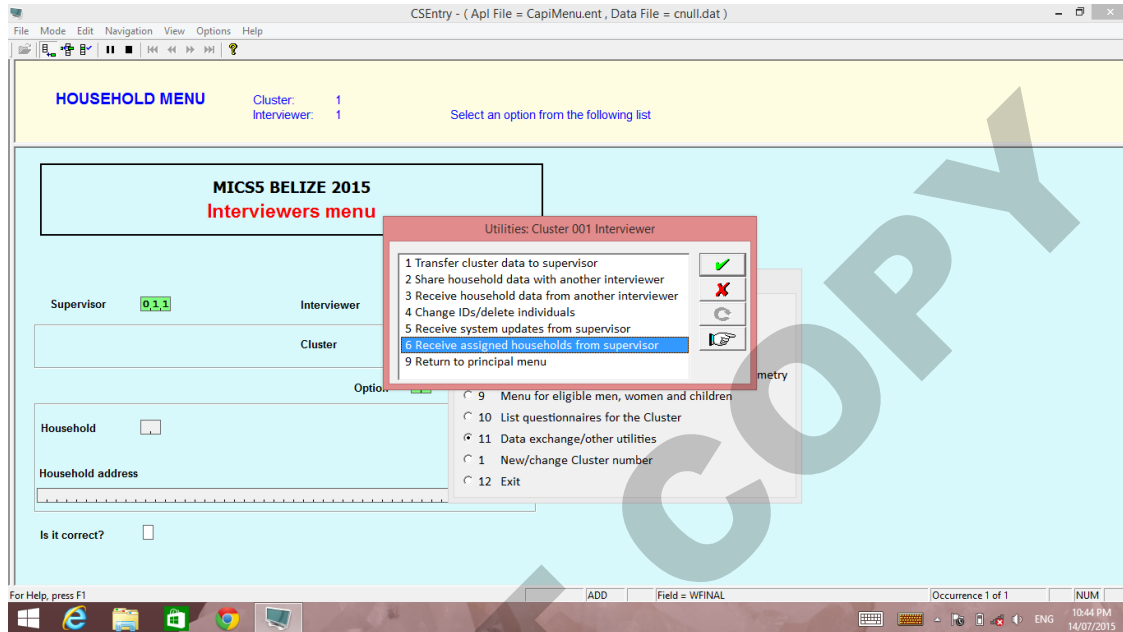
5. Change ID number to the new ID number

6. Click Repair

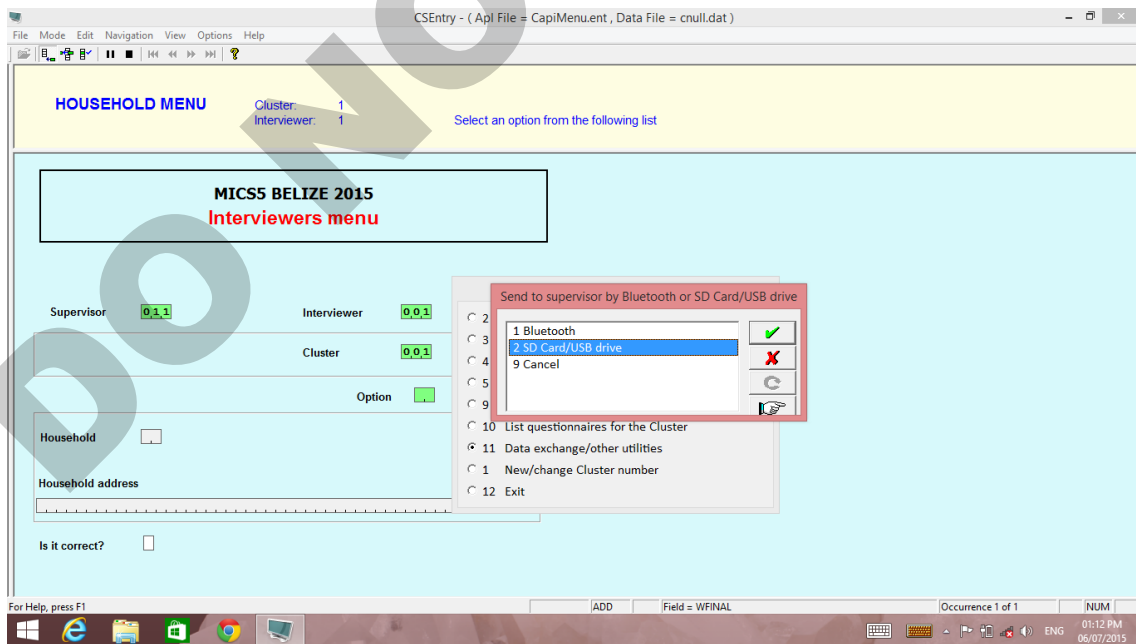
7. To change individual ID information repeat steps 2 to 6 for "Belize (IND level) 2015"

Receive assigned households from supervisor

1. Ensure your supervisor's USB drive is connected to your tablet before choosing this option



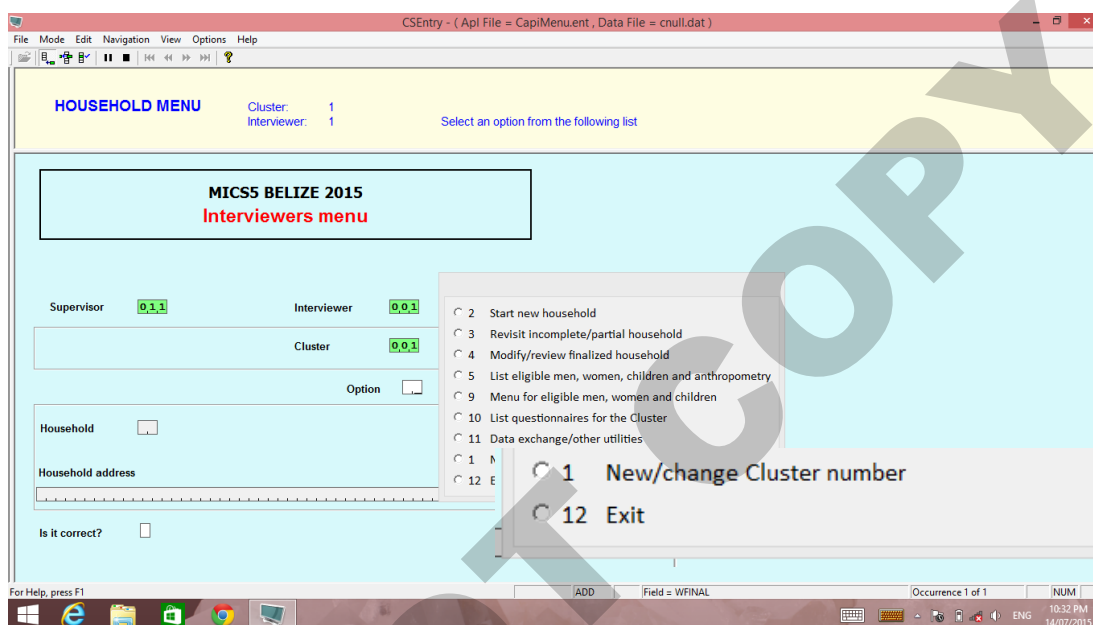
2. Next Choose 2 "SD Card/USB Drive"



Final options

Option 1 “New/change Cluster number”:

This will take you back to the cluster field after which you can change the cluster number.



Option 12 “Exit”:

Choosing this option closes the application.

Responsibilities

- Sign for and manage the tablet for the duration of the survey
- Keep tablet secure at all times adhering to our policies and recommendations
- Conduct interviews using the windows tablet
- Maintain the confidentiality of data collected as outlined by the oath of secrecy
- Report any technical issues with the tablet to the supervisor as they occur
- In situations where the paper questionnaires are used, to enter the information on the tablet
- Fully charge the tablet every night
- Transfer all data collected to the supervisor at the end of each day

DO NOT COPY