



USAID
FROM THE AMERICAN PEOPLE

USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR MEXICO

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DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

This document is intended to guide users on the proper use of the USAID Poverty Assessment Tool (PAT) for Mexico. A copy should be given to each interviewer during the training, and it should be reviewed thoroughly by all those involved in the interviewing process, including those who will be doing the quality control and data processing.

This PAT survey is divided into 4 sections with *Interviewer Instructions* spread throughout. The sections are:

- *Client Information* (page 3)
- *Quality Control Checks Box* (page 5)
- *Household Roster* (page 6)
- *Household Questionnaire* (page 7)

The next page outlines each of these sections on the Mexico PAT. The remainder of the guide contains detailed information on each section including information on asking questions, recording answers, beginning and concluding the interview, and general interviewing procedures and techniques.

Data from the 2008 Mexico National Household Survey of Income and Expenditures (*Encuesta Nacional de Ingresos y Gastos de los Hogares 2008*) was used to develop this PAT, which closely replicates the poverty results of the 2008 Mexico ENIGH using a smaller number of carefully chosen, statistically significant indicators.

For more information on, or to download, the PAT Surveys, Data Entry Templates, or other implementation materials, see www.povertytools.org.

Client Assessment Survey - Mexico

Interviewer: Text in bold should be read aloud. Text in *italics* are instructions and should not be read aloud.

You should use probing questions if necessary to elicit responses to all questions. If, however, a response is still not forthcoming, the following codes should be used: 99 - not applicable; 98 - no response given.

Fill out the information below before the survey begins. Do not ask the respondent for this information.

Date of Interview (dd-mm-yyyy)			Quality Control Checks	
Interviewer (code)			Field Supervisor	Initials _____
Branch (code)			Date	Initials _____
Region			Headquarters	Initials _____
1 <input type="checkbox"/> Aguascalientes	12 <input type="checkbox"/> Guerrero	23 <input type="checkbox"/> Quintana Roo	Date	Initials _____
2 <input type="checkbox"/> Baja California	13 <input type="checkbox"/> Hidalgo	24 <input type="checkbox"/> San Luis Potosí	Date Processor	Initials _____
3 <input type="checkbox"/> Baja California Sur	14 <input type="checkbox"/> Jalisco	25 <input type="checkbox"/> Sinaloa	Date	Initials _____
4 <input type="checkbox"/> Campeche	15 <input type="checkbox"/> México	26 <input type="checkbox"/> Sonora	Date	Initials _____
5 <input type="checkbox"/> Coahuila de Zaragoza	16 <input type="checkbox"/> Michoacán de Ocampo	27 <input type="checkbox"/> Tabasco		
6 <input type="checkbox"/> Colima	17 <input type="checkbox"/> Morelos	28 <input type="checkbox"/> Tamaulipas		
7 <input type="checkbox"/> Chiapas	18 <input type="checkbox"/> Nayarit	29 <input type="checkbox"/> Tlaxcala		
8 <input type="checkbox"/> Chihuahua	19 <input type="checkbox"/> Nuevo León	30 <input type="checkbox"/> Veracruz de Ignacio de la Llave		
9 <input type="checkbox"/> Distrito Federal	20 <input type="checkbox"/> Oaxaca	31 <input type="checkbox"/> Yucatán		
10 <input type="checkbox"/> Durango	21 <input type="checkbox"/> Puebla	32 <input type="checkbox"/> Zacatecas		
11 <input type="checkbox"/> Guanajuato	22 <input type="checkbox"/> Querétaro			
Client Location	1 <input type="checkbox"/> Rural			
0 <input type="checkbox"/> Urban				
Months in Program				
Client or ID #				

Client Information

Interviewer Instructions –
These are throughout the survey. Some are to be read to the person being interviewed, others are notes just for the interviewer. Some are indicated by “Interviewer.”

Quality Control Check Box

Hello, My name is _____, I work for the organization _____. We are conducting a survey to learn a little bit more about the clients we work with. My records indicate that [name] is the main point of contact between [organization] and your household. May I please speak to [name]?

If person is desired respondent, read only the instructions marked 2.

If person is NOT desired respondent, read both 1 and 2 when desired respondent is located.

1. Hello, My name is _____, I work for the organization _____. We are conducting a survey to learn a little bit more about the clients we work with. My records indicate that you are the point of contact between [organization] and your household.

2. The interview should only take about 20 minutes and your answers will be put together with answers from other households. All of your answers are completely confidential and your name will not be given with your answers. Are you willing to answer these questions today?

After he/she agrees, proceed with the text below.

First, I would like to ask you about your household. Let me tell you what we mean by ‘household.’ A household is a unit consisting of one or more persons who usually reside in the same house and support themselves from a common fund, especially for food, and can be related or not. Do you have any questions?

Answer any questions the respondent has before proceeding.

Now I would like you to identify each person in your household and answer some basic questions about each person. Let's start with the names of each person in your household. Shall I identify you as [name]?

If the respondent is reluctant to provide his or her name or those of others in the household, record relationships instead (ex: Respondent, Husband, etc).

Use row 1 for respondent.

Are you the head of the household or is someone else?

If not the respondent, record the Head of Household's name next, then continue filling in column A with each household member before asking questions in the remaining columns.

A. Household Member's Name	B. Is [NAME] female or male?	C. What is the relationship of [NAME] to [HOUSEHOLD HEAD]?	D. How old is [NAME]?
1)		Head 1 Spouse or partner 2 Child 3 Parent 4 Sibling 5 Son/Daughter-in-law 6 Grandchild 7 Mother/Father-in-law 8 Other relative 9 Non-relative 10	(complete years)
2)			
3)			
4)			
5)			

Household Roster

Household Questionnaire –
This consists of all of the remaining questions on the survey.

Next, I would like to ask you a few questions about your home.

2. How many total rooms does this dwelling have, including the kitchen? enter number
(Do not include hallways or bathrooms.)

3. From what material is the majority of the floor of this dwelling made?
 1 Earth
 2 Cement or slab
 3 Linoleum, conglomerate, or vinyl
 4 Laminated
 5 Mosaic, marble, or tile
 6 Wood, plank or parquet

4. In this dwelling, what is done to water for drinking?
 1 Consumed as is (no treatment)
 2 Boil it
 3 Chlorine or drops are added
 4 Filter or purify it by another method
 5 Buy in jug or bottle

5. How does the household dispose of garbage?
(Read the response options and indicate the chosen response.)
 1 Thrown into a container, picked up by a trash truck or trash cart
 2 Burned
 3 Buried
 4 Thrown in a public garbage dump
 5 Thrown into a vacant lot or a street
 6 Thrown into a river, lake, ocean, or ravine

Next, I would like to ask you about a few items that members of your household may own.

	No	Yes
6. A DVD (Video Disk Player)?	<input type="checkbox"/>	<input type="checkbox"/>
7. A microwave oven?	<input type="checkbox"/>	<input type="checkbox"/>
8. A refrigerator?	<input type="checkbox"/>	<input type="checkbox"/>
9. A washing machine?	<input type="checkbox"/>	<input type="checkbox"/>
10. A vacuum cleaner?	<input type="checkbox"/>	<input type="checkbox"/>
11. A computer?	<input type="checkbox"/>	<input type="checkbox"/>
12. A car?	<input type="checkbox"/>	<input type="checkbox"/>
13. Any kind of small truck that is closed or with a cabin (van or minivan)?	<input type="checkbox"/>	<input type="checkbox"/>
14. A pick up?	<input type="checkbox"/>	<input type="checkbox"/>
15. A television?	<input type="checkbox"/>	<input type="checkbox"/>
16. An electric toaster?	<input type="checkbox"/>	<input type="checkbox"/>

Look over the survey to see if you have missed any questions. Then end the interview.

General Instructions

Except where noted, **all** the information on the survey form must be completed and entered into the data processing software, or that record/interview will not be included in the poverty calculation. Thus, it is extremely important that all interviewers are sufficiently trained, have an opportunity to practice applying the questionnaire, and will ensure that each survey is complete and legible before leaving the interview.

For the purpose of this guide, we will provide additional information and Interviewer Instructions as they appear throughout the survey.

Interviewer Instructions – *You should use probing questions if necessary to elicit responses to all questions. If, however, a response is still not forthcoming, the following codes should be used: 99 = not applicable; 98 = no response given.*

The code ‘99’ should be used when a particular question is not applicable. This only occurs in cases where age or some other condition makes the question irrelevant (e.g.: *Ask only of household members over age 5*). The code ‘98’ should be used when the respondent cannot or will not answer a question, even after asking several follow-up or probing questions. If this occurs, it may be helpful to write down a note as to why the question could not be answered and share the information with a field supervisor. It is important to keep in mind that ALL survey questions must be answered in order for a survey to be usable in data analysis. However, no respondent should be forced into giving a response if he or she does not feel comfortable providing an answer.

Client Information

Complete the top section of the questionnaire with the appropriate information before beginning the interview. Most of the information in this section can usually be taken from the program records (MIS), and should be filled out prior to the interview, whenever possible.

Parts of the survey that include large boxes should be written out in the box.

Region	1 <input type="checkbox"/> Central
	2 <input type="checkbox"/> Eastern
	3 <input type="checkbox"/> Western
	4 <input type="checkbox"/> Northern
Client Location	
0 <input type="checkbox"/> Urban	1 <input type="checkbox"/> Rural

Date of Interview	<input type="text"/>	dd-mm-yyyy
Interviewer	<input type="text"/>	code

For portions of the survey that assign numerical codes to answer choices with a small box in the middle, an X should be marked in the box between the numerical code and the answer option.

“Survey Number” – Each questionnaire **must** have a **unique** survey number that is written on each page of the survey (in case pages become separated) before the interviewer goes into the field. It is essential for each survey to have its own, unique number, with no repetitions, in order for the data cleaning and analysis to function properly. Sequential numbering (001, 002, 003...) is recommended and additional coding can be included, if desired, to help identify when

and where an interview took place. For example, the first 2 digits of a survey number could represent the year in which the interview was done, the second 2 digits could represent the branch number, and the final 3 digits could be the sequential numbering system. With such a design, survey number “0711001” would indicate that it was administered in the year 2007 to a client of Branch 11 and that the respondent was number 1 (001) on the list.

“Date of Interview” – (optional) Record the date of the interview. This is useful for tracking the survey process, including having the option of comparing results from different time periods.

“Interviewer (code)” – (optional) A unique numerical code should be assigned to each interviewer before the interviewing process begins. During the quality control process, it is helpful to know which interviewers are making mistakes so that it can be brought to their attention, and additional training can be provided, as needed.

“Branch (code)” – (optional) This number identifies the branch to which the respondent belongs. This can be useful for tracking the forms and also allows for comparison of branches if one is doing additional data analysis.

“Region” – Indicate the major region of the country in which the respondent lives. For efficiency and accuracy, it is recommended to create a master list of all municipalities or branch offices where your clients are located, along with the regional codes corresponding to each of the municipalities or branches.

“Client Location” – The determination of the respondent’s status as either urban or rural should match the definition used by your country’s national statistics office for classifying the population.

“Months in Program” – (optional) This is the amount of time in months, not years, the respondent has been involved in the program according to your records. If the information is not available, the respondent may be asked. If the response is given in years, then translate that into months. Do not include periods of time when the respondent was not a client (if they left the program and came back). This field can be used when doing additional analysis, for example, comparing client attributes by amount of time in the program.

“Client or ID #” – (optional) Use the same client identification number that you use in your client records (MIS). Some organizations create unique ID numbers, while others use the client’s national ID number. This can be used to help verify that the correct respondent is interviewed. The Client ID number is used instead of the respondent’s name in order to maintain confidentiality. However, to ensure complete confidentiality, the ID number can be crossed out (made illegible) once the Sampling and Survey Tracking Coordinator has confirmed that the proper respondent was interviewed.

Quality Control Checks Box

This is to be completed as follows:

- The Field Supervisor signs and dates it while still in the field, after he/she has reviewed the survey for missing, illegible or inconsistent answers.
- The Project Manager or Sampling and Survey Tracking Coordinator signs and dates it at headquarters after confirming that the survey is properly completed and that it is consistent with the sampling plan.
- The Data Processor signs and dates it to confirm that he/she was able to enter the data into the database accurately and completely. If doing double data entry to minimize data entry errors, then both data processors should sign and date the survey form once they have finished entering the data.

Interviewer Instructions – Introduce the survey. The introduction printed on the original PAT survey is recommended. However, your team should customize the introduction for your location and cultural appropriateness. The introduction should include the following components:

1. Introduction of yourself (the interviewer)
2. Request to speak to the client / beneficiary to be interviewed
3. Description of the survey's purpose and how long it will take
4. Request permission to conduct the interview
5. Ask client / beneficiary if they have any questions
6. Description of the definition of household

Parts 1-3: Many PAT implementers have reported that the initial client approach and introduction are the most important parts of the interview so make sure to be clear and courteous and to respect all appropriate cultural norms.

While introducing the survey, be sure to describe the purpose of the survey as agreed upon by the survey team and supervisors. While it is important to be honest and open with respondents about the purpose of the survey, giving too much detail could bias their responses. If respondents think that their answers will have an impact on their program participation (which should NOT happen), they may try to give answers that make them look more or less poor. It is usually sufficient to let respondents know that you are 'trying to learn more about our clients.'

Also understand that the poverty assessment survey uses a limited number of questions to estimate which households are below the extreme poverty line, but it does not try to capture 'all' assets or dimensions of poverty. This is why it may seem as though some questions are not 'good' indicators of poverty or that other questions that seem to be good indicators of poverty do not appear on the survey. It is the specific *combination* of questions that predicts a household's wealth status.

Parts 4 & 5: Asking permission to proceed with the survey and answering any questions are important for building trust with the respondent.

Part 6: Since some people may attribute different meanings to the word “household,” a standardized definition of the term must be used to maintain consistency in the survey. An explanation of this definition will provide the respondent with an understanding of who should and should not be included when listing the members of the household. As the interviewer is recording the names of the household members in the roster list, he or she should remind the respondent of the definition to make sure the list is accurate according to the definition. It is a natural tendency to just list the immediate family members, so it is important to ensure that the respondent is using the definition provided in the survey introduction (and explained below).

In order to be considered part of the household, a person must meet both of the following criteria:

1. Generally speaking, a household member is someone who regularly resides in the home and shares a common household budget for food and other resources. If someone stays in the house but does not share in a common budget (eat from the same pot), then he or she is not a household member.

2. A household member must live in the house regularly and consider it his or her principle residence. It is up to the person who is being interviewed to determine who is the head of household. The head of household must be at least 12 years of age, unless all members of a household are younger than 12. If the respondent does not readily identify one person as the head of household, then other criteria can be used, such as age, income, or decision-making. In general, the head of household is the person who provides the prime source of income and/or makes most decisions for the household.

Household Roster

The purpose of the roster is to learn about each member of the household in such a way so as to build trust with the respondent and minimize any bias. Collecting household information with a roster will facilitate data collection. It is harder for the respondent to remember and answer questions about all the members of the household without listing them and asking specifically about each member. Using a roster helps identify all the members in an organized fashion, making sure nothing is left out, and also provides a rich level of information that can be used for further analysis.

Filling out the Household Roster – First, ask the respondent whether he or she is the head of household. If the respondent is not the head of household, then put the head of household second in the list. Then list all remaining members of the household, reminding the respondent as to who should be included. Record this information in column A, and make sure the list of household members is complete before asking for additional information. Then, one member at a time, ask all the remaining questions in columns B through F. Record all the information pertaining to a household member in the same row, and then move on to the next household member (row).

- A. “Household Member’s Name” – Always list the respondent first, and then the head of household (if the respondent is not the head of household). If the respondent is not comfortable giving you the first names of the other household members, you can write their relationship to the respondent, instead—such as “brother1”, “sister 1”, “sister 2”, etc., to help assure the respondent that the information will be treated confidentially.
- B. “Is [NAME] female or male?” – When the respondent lists the members of the household, the gender will often be easy to guess. However, you should confirm the proper sex of each household member with the respondent.
- C. “What is the relationship of [NAME] to [household head]?” – BE CAREFUL. This is NOT the relation to the respondent! You may need to probe to make sure you are capturing the relation of each family member to the “head of household.” It is for the respondent to decide who they consider to be the head of the household. If they are not sure, do not understand the term “head of household” (which may occur in rural areas), or insist that both the husband and wife share the responsibilities and are both heads of the household, then more specific criteria can be used. These criteria could include who provides the most support or who makes most of the decisions for the family.
- D. “How old is [NAME]?” – Record age in complete years only. Do not include decimals or fractions, or round up to the next number. For newborns, put “0” if they have not reached 1 year of age.

Household Questionnaire

Interviewer Instructions – “Next I would like to ask you a few questions about your home.” These transitional comments are important for letting the respondent know when you are changing to a different topic. The questions in this section refer to the dwelling in which the household currently resides.

- 2. **“How many total rooms does this dwelling have, including the kitchen? (not including hallways or bathrooms)”** – Record the total number of rooms in the dwelling, not including hallways or bathrooms. If the dwelling has any rooms used for a business, such as a store, garage or barn, then only include those rooms if they are also used for sleeping. If a room is separated into two parts by furniture or a curtain, then only count it as one room. The kitchen should be included in the room count ONLY if the kitchen has fixed walls. In cases where the kitchen is an outside area covered by a roof, but without fixed walls, it should not be included in the total number of rooms.
- 3. **“From what material is the majority of the floor of this dwelling made?”** – Ask respondent the question and match the answer to the most similar option on the survey. If respondent’s answer is unclear, probe until you find an adequate answer. If more than one material is used in the floor, then indicate which is the predominant material. If there is no floor, then use option #1 for Earth. If two materials are used in equal proportions, then use the one appearing first in the list of response options. If the response does not match any of the pre-coded response options, then probe and determine which option is most similar to the material used. Since carpet is not a response option, if the respondent states that their floor is covered with a rug or carpet, then probe to determine the predominant material underneath the carpet.

4. **“In this dwelling, what is done to water for drinking?”** – If drinking water is purchased in bottles or jugs, then use response option “5”. If water obtained from other sources is not treated at all (consumed as is), then use response option “1”. If drinking water is treated, then match the type of water treatment with the most appropriate response option. If more than one method is used to treat water, then indicate the method used most often.
5. **“How does the household dispose of garbage?”** – For this question only, tell the respondent to wait until you have read all of the response options before answering the question. Probe if necessary to determine which response option matches the method used for disposing of garbage.

Next I would like to ask you about a few items that members of your household may own.

6. **“Does any member of the household own a DVD (video disk player)?”** – Indicate whether anyone in the household owns a DVD player or video disk player.
7. **“Does any member of the household own a microwave oven?”**
8. **“Does any member of the household own a refrigerator?”**
9. **“Does any member of the household own a washing machine?”**
10. **“Does any member of the household own a vacuum cleaner?”**
11. **“Does any member of the household own a computer?”**
12. **“Does any member of the household own a car?”**
13. **“Does any member of the household own any kind of small truck that is closed or with a cabin (van or minivan)?”**
14. **“Does any member of the household own a pickup?”**
15. **“Does any member of the household own a television?”**
16. **“Does any member of the household own an electric toaster?”**

Interviewer Instructions – “Look over the survey to see if you have missed any questions, then end the interview.”

“Those are all the questions I need to ask you today. Thank you for your time and effort in completing this survey.”