



**USAID**  
FROM THE AMERICAN PEOPLE

# USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR JAMAICA

## **AUGUST 2011**

This publication was produced for review by the United States Agency for International Development. It was prepared by the IRIS Center at the University of Maryland.

## **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 Jamaica. 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 5 sections with *Interviewer Instructions* spread throughout. The sections are:

- *Client Information* (page 3)
- *Quality Control Checks Box* (page 4)
- *Household Roster* (page 6)
- *Black Box* (page 7)
- *Household Questionnaire* (page 7)

The next page outlines where each of these sections are located on the Jamaica 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 2000 Jamaica Survey of Living Conditions was used to develop this PAT, which closely replicates the poverty results of the 200 survey 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](http://www.povertytools.org).

**Client Assessment Survey - Jamaica**

Survey Number \_\_\_\_\_

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.

*Interviewer: 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		
Branch (code)	Date _____	Initials _____	
Location/Region/Parish	Headquarters		
1. Kingston    5. St. Mary    9. Hanover    13. Clarendon	Date _____	Initials _____	
2. St. Andrew    6. St. Ann    10. Westmoreland    14. St. Catherine	Date _____	Initials _____	
3. St. Thomas    7. Trelawny    11. St. Elizabeth	Date _____	Initials _____	
4. Portland    8. St. James    12. Manchester	Date _____	Initials _____	
Client Location	Urban=0, Rural=1		
Time in Program	Months		
Client or ID #			

**Quality Control Checks Box**

**Interviewer Instructions**  
These are throughout the survey, indicated by "Interviewer:"

**Client Information**  
Includes "Survey Number" at top right

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 a little bit about what we mean by "household." For the purpose of this survey, a household is a single person, or a group of people who live under the same roof, combine their incomes and assets, and eat from the same pot. Everyone contributes to and benefits from the household. A household member is someone who has lived in the household for at least 6 months over the past 12 months. Do you have any questions about that?

A. Household Member	B. Sex	C. What is [Name]'s relation to the head of household?	D. How old is [Name]?
1. _____	Female=0; Male=1	Head=1; Spouse/partner=2; Child=3; Spouse of child=4; Grandchild=5; Parent of head/spouse=6; Other=7	In complete years
2. _____			
3. _____			
4. _____			

**Household Roster**

*Interviewer: Skip the following section and return to fill in the answers after the interview. Do not ask the respondent these questions. Fill in the answers from the information in the preceding table.*

**2.** Number of people living in household (record total number of names from Column A in the roster) \_\_\_\_\_

**3.** Age of Household Head (record age from Column D of person identified as household head in Column C) \_\_\_\_\_

**4.** Sex of Household Head (record sex of person identified as household head in the roster) \_\_\_\_\_  
0=female, 1=male

**Black Box**

**Household Questionnaire**  
This consists of all of the remaining questions on the survey

**6.** What is the main source of drinking water for your household?  
 1. Indoor tap/pipe    4. Well    7. Other  
 2. Outdoor private tap/pipe    5. River, lake, spring, pond  
 3. Public standpipe    6. Rainwater (tank)

**7.** What is the source of lighting for this dwelling?  
 1. Electricity    3. Other  
 2. Kerosene    4. None

**8.** What kind of toilet facilities are used by your household?  
 1. W.C. linked to sewer    3. Pit    5. None  
 2. W.C. not linked    4. Other

**9.** Does this household own or lease this dwelling?  
 1. Owned    3. Privately rented    5. Rent free  
 2. Leased    4. Government rented    6. Squatted

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

**10.** Do the members of your household have any cars or other vehicles?  0=no, 1=yes

**11.** Does this household have a telephone?  0=no, 1=yes

**12.** Do the members of your household have any stoves (gas or electric)?  0=no, 1=yes

**13.** Do the members of your household have any TV sets?  0=no, 1=yes

**14.** Do the members of your household have any radio/cassette players?  0=no, 1=yes

**15.** Do the members of your household have any refrigerators or freezers?  0=no, 1=yes

**16.** Do the members of your household have any washing machines?  0=no, 1=yes

Look over the survey to see if you have missed any questions, then end the interview.  
 These are all the questions I need to ask you today. Thank you for your time and effort in completing this survey.

## General Instructions

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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.

**Interviewer Instructions** – In numerous locations throughout the survey, instructions are included for the interviewer. These instructions are in *italics* and are preceded by “Interviewer” in bold letters. The portions of the instructions enclosed in quotation marks are recommended phrases to be read to the respondent. They usually introduce a new section. Other instructions are NOT to be read but are for the interviewer’s information.

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

## Client Information

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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.

**“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) 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.

**“Location/Region/Parish”** – Indicate the parish/region of the country in which the respondent lives. If the response options are not well known by your interviewers, then it is recommended to create a master list of all municipalities or branch offices where your clients are located, along with the regional/parish codes corresponding to each of the municipalities or branches. For the Jamaica PAT, there are 14 pre-coded response options on the survey.

**“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.

**“Time 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**

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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; your team will have customized 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

*Intro Parts 1-3:* Many PAT implementers have reported that the initial client approach and introduction are the most important parts of the interview so be 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 they do NOT), 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 at times that specific questions are not ‘good’ indicators of poverty, or that other questions that seem as though they would 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.

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

*Intro 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 both contributes to and uses the resources (food, materials, and other household items) of the household. If someone stays in the house but does not both contribute to it and take from it, he or she is not a household member. People with limited capacity to contribute to the household (because they are too old, young, or ill) are still considered part of the household.

2. A household member must live in the house the majority of the time. If someone has lived outside the household for more than six out of the last twelve months, he or she is not a household member. Exceptions to this rule are for those who have joined the family recently, such as a newborn, adopted child, or spouse (newlywed) or student who lives at a boarding school and only comes home during holidays. Another exception is that the head of the household is always considered part of the household, even if he or she lives away for most of the year. It is up to the person who is being interviewed to determine who is the head of household. In general, the head of household is the person who provides the prime source of income and/or makes most decisions for the household.

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## Household Roster

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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 to list all the members of the household. 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 D. 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”** – Notice the word “respondent” appears at the top of the roster list. Always fill out information for the respondent first. 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. **“Sex”** – When the respondent lists the members of the household, the sex will often be easy to guess. However, you should confirm the proper sex of each household member with the respondent.
- C. **What is [NAME]’s relation to the head of household?”** – 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.

## Black Box

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The 3 questions that are inside the Black Box after the household roster (#2 - #4) are NOT to be asked of the person being interviewed, but instead filled out by the interviewer *after* the interview has been completed.

**Interviewer Instructions** – “Skip the following section and return to fill in the questions after the interview. Do not ask the respondent these questions; fill in the answers from the information in the preceding table.” It is very important that the interviewer does NOT try to complete this section during the interview, as it will not only break the flow of the interview, but will also greatly increase the chance of errors if the interviewer tries to get it all done at the same time.

After the interview is completed, the interviewer will take the information collected in the roster and calculate the answers to the questions in the Black Box beneath the roster. This is an area with a lot of room for human error, so it is very important to review these responses as part of the quality control process. The proper procedures for interpreting the roster responses and filling out the questions in the black box (#2 - #4) should also be reviewed and practiced extensively during the interviewer training.

2. “**Number of people living in household (record total number of names from Column A in the roster)**” – Record the total number of people listed in Column A of the household roster. When collecting the roster information, be sure to probe to make sure that everyone meeting the definition of “household” is included in the list.
3. “**Age of household head (record age from Column D of person identified as household head in Column C)**” – Identify which household member is listed as the household head in Column C (code = ‘1’), and then record that person’s age from Column D. Be sure to record only the number of complete years, and do not round up.
4. “**Sex of Household Head (record sex from Column B, of person identified as household head in Column C)**” – Identify which household member is listed as the household head in Column C (code = ‘1’), and then record that person’s sex from Column B.

## Household Questionnaire

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**Now, I would like to ask you some questions about your housing conditions. By housing I mean all the rooms and all the separate buildings in which you and your household members live.** These transitional comments are important for letting the respondent know when you are changing to a different topic. These questions refer to the dwelling in which



the family currently resides.

5. **“How many rooms are occupied by this household (excluding verandahs, kitchens, and bathrooms)?** – Make sure that the respondent is not including verandahs, kitchens or bathrooms in the total.

**Interviewer Instructions** – For questions with multiple choice answers, do not read the answers. Ask respondent the question and match the answer to the option most similar on the survey. If respondent’s answer is unclear, probe until you find an adequate answer. Reading out the answer options is a LAST RESORT. If it comes to the point where reading is necessary, say: “I am going to read to you a list of several options. Please do not answer until you have heard all the options.”

6. **“What is the main source of drinking water for your household?”** If more than one source is used for drinking water, then determine which source provides the most drinking water for the household.
7. **“What is the source of lighting for this dwelling?”** – Indicate whether the source of lighting for the dwelling is via electricity, kerosene, some other energy source or if there is no lighting. If there is more than one source, then indicate which source provides the most lighting.
8. **“What kind of toilet facilities are used by your household?”** – Indicate whether the toilet facilities used by the household are a water closet (WC/toilet) that is connected to a sewer, a WC that is not linked, a pit toilet, ‘other’, or if the household does not use toilet facilities.
9. **“Does this household own or lease this dwelling?”** – This question comes directly from the source survey and should be asked as it is written. However, the question itself only includes two response options (own or lease), even though there are seven pre-coded response options available on the survey (including types of rentals and squatting). Thus, if the respondent does not own or lease the dwelling, the interviewer will need to probe to determine whether the dwelling is rented, squatted, etc. Probing questions may include: “Who owns the dwelling where your household resides?” and “Do you pay rent for the dwelling where your household lives?”

**“Next, I would like to ask you about a few items that members of your household may own.”** Do not include any rented items for any of the following questions.

10. **“Do the members of your household have any cars or other vehicles?”** – Do not include any bicycles or motorbikes, but otherwise include all vehicles, regardless of condition.
11. **“Does this household have a telephone?”** – Include all phones, including cellular and landlines, regardless of condition.

12. **“Do the members of your household have any stoves (gas or electric)?”** – All gas or electric stoves should be included, regardless of condition.
13. **“Do the members of your household have any TV sets?”** – All TV sets should be included, regardless of condition.
14. **“Do the members of your household have any radio/cassette players?”** – All radio/cassette players should be included, regardless of condition.
15. **“Do the members of your household have any refrigerators or freezers?”** – All refrigerators and freezers should be included, regardless of condition.
16. **“Do the members of your household have any washing machines?”** – All washing machines should be included, regardless of condition.

**Interviewer Instructions** – Look over the survey to see if you have missed any questions, then end the interview. If you have, please ask those questions of the respondent. If not, the interview is complete. Remember to thank the respondent for his/her time in helping you to answer these questions!

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

Now return to the questions in the Black Box below the roster and fill in the answers. Double check to be sure that all the values were calculated correctly.