



UGANDA BUREAU OF STATISTICS



THE REPUBLIC OF UGANDA

UGANDA NATIONAL PANEL SURVEY 2013/14

Interviewer's Manual of Instructions

COMMUNITY MODULE

UGANDA BUREAU OF STATISTICS

P. O. BOX 7186

KAMPALA UGANDA

INSTRUCTIONS TO COMPLETE THE COMMUNITY QUESTIONNAIRE

OBJECTIVE OF THE COMMUNITY QUESTIONNAIRE

The community survey aims at collecting information relating to communities residing in the sampled EAs. The information will be combined with information of other modules of the UNPS to ensure more in-depth analysis.

In an EA with one LC1, the community survey will be done in that LC1. In EAs with more than one LC1, the community survey will be carried out only in one LC1, selected on the basis of simple random sampling. Hence, all the questions with respect to the community refer to the administrative unit (LC1). The community survey is to be done using key formants in the subject in which information is required.

Community members and heads of selected facilities shall complete the questionnaire

SECTION 1: IDENTIFICATION PARTICULARS

SECTION 1A

Section 1A relates to the identification particulars of the EA as well response status for the different sections

Items 1 to 5 in the identification particulars are to be copied from the relevant household-listing questionnaire.

Complete the response status sector with the titles of the officer's answering the sectors and the status of the sections completed. E.g. 1 when the whole section is completed and 2 for partially completed.

SECTION 1B

Discusses staff details and time of interview is discusses in Section 1B

This section will require you to complete you're details that is; name and code, the start and end time of the interview, response code for the interview (whether it was completed, partially done or not done) as well as the GPS coordinates of the facility

A provision has been put in place for you to complete these details for each of the subsequent 4 sections separately. Do ensure that details for each section are recoded separately

SECTION 2: AVAILABILITY OF SERVICES IN THE COMMUNITY

The purpose of this section is to obtain general information on the social infrastructure nearest to the community .Information is to be collected from community leaders of the LC1. These social facilities for information is to be collected include schools/other education facilities, banks, markets, agricultural

and fisheries services, police and army facilities, various types of health facilities as well as community water and sanitation facilities .

SECTION 2A:

Section 2a provides a list of social facilities on which information is required in col 2. Col 3 requires you to find out if the members of the community have access to the facilities in col 2. Circle the codes as appropriate

The distance from the village centre to the service (col 5) should be completed in km. In case the interviewer can only provide this distance in miles, use the conversion: 1mile=1.6kmt to adjust.

The time taken to arrive at the village centre in (col 7) should be recorded in minutes. Information provided in hours should be adjusted to minutes

Definitions

A trunk road is a major **road** usually connecting two or more **cities**. It is usually tarmac

Feeder roads are major roads joining trunk roads and are maintained by district authorities (local governments).

Agricultural Extension services provide assistance to farmers to help them identify and analyse their production problems and become aware of the opportunities for improvement. The same definition applies to fisheries extension services

The rest of the section is generally direct.

SECTION 2B

In section 2B, information on client satisfaction with the health services in facilities discussed in 2A will be obtained. In cols 9 and 10 you shall record the most commonly used type of facility and whether patients get good reception.

Col 11A Seeks to find out if patients are received by someone at the front desk of the facility.

In Col 11B we would like to find out if patients can easily be given information they need and whether they are easily directed on how to go about services at the facility

Col 11C relates to how easy it is for the patients to go from one department/medical official to another. The rest of the questions are self explanatory

SECTION 2C

This section discusses the water and sanitation facilities in the community

The questions are direct and below are some of the terminologies to guide you in this section;

Deterioration (Col 15) means that availability of safe water is worse than it was two years ago. Catchment areas in column 16 refer to the extent of land where water from precipitation/rainfall drains into a body of water and in col 17, a wetland refers to a low area where the land is saturated with water

In **col 23** a VIP latrine is a ventilated improved pit latrine while an Ecosan toilet refers to waterless **toilet** system for home or outdoor dry **toilet** requirements. Flush toilet refers to a toilet system in which water is used for drainage and shared in this context refers to a facility used by more than one household.

SECTION 3: EDUCATION (PRIMARY EDUCATION)

Information for this section must be provided by a knowledgeable school official preferably the headmaster or someone nominated by him/her.

In this section, information is to be collected on both the most popular and the nearest primary schools. This school may not necessarily be in the LC1.

Section 3.0

General information on the interview i.e. name and function of respondent, day of interview, name and management of the school is recoded in this section. In question 1 and 2, you shall record the name of the school for which the information is to be recorded and respondent providing the information to this section. This interview should be carried out during a school day. If it is no way possible to carry out the interview during a school day, complete the corresponding code for the day/period of interview in col 6.

SECTION 3A

This section will discuss the availability of facilities at the school as well as payment of these services **Col 8** provides a list of facilities discussed in **cols 9** to 19. A laboratory is a room or place with appropriate equipment for teaching science or doing scientific work while workshop is a place where manual work is done, especially manufacturing or repairing. The rest of the facilities are self explanatory.

In **cols 9 and 10** you will find out the availability of the facilities at the school and their adequacy. The condition of the types of building the school has for these facilities will be completed in **col 11**.

Permanent structures are buildings that will last forever or for a very long time, especially without undergoing significant change while temporary structures are buildings designed to last for a limited time. Semi permanent structures are designed to last a longer time than temporary structures but a shorter one than permanent structures

SECTION 3B

Cols 14 to 18 require you find out information on latrine/toilet facilities at the school. A physically impaired child in **col 18** refers to one with something physical absent or lessened, either temporarily or permanently. Ask if the toilet facilities are adapted to allow the physically impaired children to use them

Ensure that the first aid facilities in **col 19** are at the school premises and not in the neighbourhood.

SECTION 3C

Cols 21 to 24 discuss the water facilities at the school. Ensure that all distances to the important water sources is recorded in KM, convert all distances in meters or otherwise into KM (1KM=1000M, 1KM=100,000CM) .Recode 0 if source is within the premise or is rainfall.

SECTION 3D

Cols 25 to 29 seek to find out if scholastic material listed is provided by the school, whether it charges for this material as well as the rate and frequency for payment for the items it provides as well as the amount charged. You will also find out if the development/building fees are charged, the rate and frequency of payment if parents have to pay for it. A list of the items on which information is required is listed in this section.

SECTION 3E

This section is only completed if P7 class is available at the school.Total number of students examined for both girls and boys will be recorded as well as the numbers of students who passed in grades one, two and three.

SECTION 3F

In **cols 34 to 36** of this section, we seek to track the number of students who leave primary school before completing P7. You will complete the number of pupils who left school before completing P7 in **2010, 2011 and 2012**. Number of pupils who didn't complete will be recorded separately for both boy and girls.

SECTION 3G

This section discusses meetings conducted at the school. The different types of meetings we seek information on are listed in **col 37**. If the particular type of meeting is conducted, you will recode the month and year in which the last meeting was held in **col 39** and whether minutes for these meetings were kept in **col 40**. In **col 40**, the periodicity at which the minutes are held is recoded.

SECTION 3H

Section 3H relates to the find whether the school meeting the government ceiling for the different levels of teaching staff listed in **col 42**.

SECTION 3I

Periodicity of supervision of the school is discussed in this section. Provision for two specifications has been provided in the event that the options of supervisors provided are not applicable and there is more than one supervisor

SECTION 3J

Section 3J discusses the problems faced by the school. Do not read out the list of problems provided in **col 48** but simply rank the interviewees responses in **col 49** in order of most serious constraint. Delayed remittance of funds in **col 48** refers to delayed transfer/payment/ release of funds. The rest of the constraints listed are direct.

SECTION 3K

Information in cols 51 to 56 of this section are to be reported by the respondent. The rest of the information is completed based on your observation of the class

The codes you will use for this section are provided below the table in 3K.

SECTION 3L

This section collects information on accountability of funds used by the school. Information in cols 1 to 5 of this section are to be reported by the respondent.

SECTION 3M

This section collects information on the methods used to curb absenteeism in schools.

SECTION 4: HEALTH SERVICES

In this section, information is to be collected on the most commonly used public and private health facilities. The section is to be answered by an authorized and knowledgeable health official at the facility preferably the head of the facility.

The health facility will be a place that in addition to selling medicines has qualified doctors/nurses/medical attendants for treating patients including dressing and emergency attention facilities. Individual doctors etc. for consultation only with very limited supply of medicines will be excluded. Doctors with moderate treatment and medical attention facilities will, however, have to be included.

Complete in 4.0 the general details of the health facility as well the respondent giving information on this section

SECTION 4A

This section seeks to investigate whether the respondent works during the night. Ensure that the respondent's length of work (**col11**) is converted into hours should he/ give you a different period.

SECTION 4B

This section discusses the availability of equipment at this facility. Inpatient as discussed in this in **cols 15 and 16** of this section refer to patients who are admitted in the hospital overnight. Grid electricity in **col 17** is the usual hydro electricity used in Uganda. Ensure that the generator reported about in **col 19** is a functioning one. Solar panels discussed in **col 20** are devices that collect energy from the sun

Col 21 relates to facilities that own ambulances but have access to ambulances elsewhere. Distances provided in **cols 23, 26, 27 and 28** should be recorded in kilometers / Convert all other forms provided appropriately (1mile=1.6km, 1km=1000Meters)

The items discussed about in **cols 29 to 36** should be functioning. A CD 4 machine is one measure the viral load for HIV while a microscope is an **instrument** for viewing objects that are too small to be seen by the naked or unaided **eye**. Items in cols **37 to 44** should be in functioning form.

Section 4C

This section discusses the medical facilities provided at the facility. The list of facilities you will ask about are listed in **col 45**. Outpatients are those whose seek treatment at the facility but do not spend the night at this facility.

Ensure that the comparison of the service (in col 48) provided at the facility is with 2008

Section 4D seeks the establish frequency of the diseases listed at the facility while

Section 4E seeks to find out whether the medicine listed get out of stock at the facility and rate of this occurrence.

Section 4F seeks to measure the ability of the facility to provide the listed items. Do not recode items brought by patient at their own will but only those they have to bring along because the facility does not provide them.

Section 4G discusses delivery services provided at the centre and is only completed if the facility provides this service.

Section 4H relates to the Health Information Management System at the facility. This section is completed from the records at the facility.

Section 4I intends to measure the reporting of epidemics at the facility. **Cols 87 to 89** establish whether epidemics at the facility are reported and how long it takes for the facility to report these occurrences. An epidemic occurs when new cases of a certain disease, in a given population, and during a given period, substantially exceeds what is "expected," based on recent experience

Section 4J discusses the running of the facility in terms of its hours of operation and presence of staff and in **Section 4K** you will inquire on the sanitary facilities of this health facility.

Section 4L relates to the major problems faced by the health facility. . You shall ask for the three greatest challenges and rank them in order of seriousness. Do not read these problems out to the respondent .Simply use the options provided to categorize the respondent's suggestions.

In **Section 4M**, supervision of the facility is discussed, N/A in **col 108** means that no supervisor from that level is supposed to monitor the facility. Ensure that the periodicity of supervision recoded is during the span of a year.

Section 4O discusses the existence of groups of people in the neighborhood of facility that are trained in basic health care and make rounds in these villages. These are what are referred to as Village Health Teams.. Functionality of the teams discussed in **col 114** means that these teams report regularly to the health facility.

In **Section 4P**. The List of medical staff at the facility and the positions that are vacant is the discussion held.

Section 4R. This section collects information on accountability of funds allocated to the health centre. Information in **cols 2 to 6** of this section is to be reported by the respondent.

Section 4Q: This section collects information on the methods used to curb absenteeism in health centres

SECTION 5: WORKS AND TRANSPORT

This section is to be completed by the sub-country chief.

Recode the name of respondent, his function and the period he has held this position in section 5.0

Section 5A: This section discusses the availability of the infrastructure listed in col 4 at the facility. Do not proceed with the section until you have completed col 5.

For bridges and culverts, recode the number in the sub county while for the roads the length on Kilometers should be recoded. Convert all other measurements provided to Kilometers.

Col 7 is completed from your observation of where the respondent is getting the information from. Whether he/she was merely estimating or he used recodes to provide the information. Definitions of the roads listed are provided for in Section 2A of the community manual.

Section 5B

This section seeks to establish who repairs and maintains the roads in the sub county

Mechanized in col 14 refers to the repairs being done by machine while manual refers to these repairs being done by people with elementary equipment

Section 5C

This section relates to the funding for the maintenance discussed in 5B above. The financial year (Cols 18 & 20) runs from June in one year to June in the next year. You also inquire on how much was requested for in the last financial year and how much was actually released in these cols 19&20.

Section 5D

Col 5D relates to the constraints faced in maintaining and repairs of the roads. Do not read out the problems listed in the section. Simply ask the respondent for the three most pressing problems and their order of seriousness and rank them accordingly

SECTION 5E: This section collects information on accountability of funds used at subcounty level. Information in cols 1 to 6 of this section are to be reported by the respondent.

SECTION 6: COMMUNITY CHARACTERISTICS

Section 6A: This section collects information regarding community characteristics such as the total number of households in the community and how land is used in the community.

Section 6B: This section collects information on community groups. Information such as which of the listed groups exists in the community, when it was started, how often the group meets and how many members each group is comprised of.

Section 6C: This section captures information on NGO's work in the community.

Section 6D: This section collects information on community needs and achievements within the past 5 years

Section 6E: This section captures information communal resource management and how the community excludes outsiders from any such resources.

Section 6F: This section captures information on accountability in the sub-county and rating of overall performance of the sub-county administration