Kiribati - Kiribati Household and Income Survey 2006

Kiribati National Statistical Office - Government

Report generated on: August 19, 2013

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Overview

Identification

ID NUMBER
KIR-HIES-2006

Version

VERSION DESCRIPTION
v0.1 Unedit data from CSPRO

PRODUCTION DATE
2008-12-02

Overview

ABSTRACT
The purpose of the HIES survey is to obtain information on the income, consumption pattern, incidence of poverty, and saving propensities for different groups of people in Kiribati. This information will be used to guide policy makers in framing socio-economic developmental policies and in initiating financial measures for improving economic conditions of the people.

Some more specific outputs from the survey are listed below:

a) To obtain expenditure weights and other useful data for the revision of the consumer price index;

b) To supplement the data available for use in compiling official estimates of household accounts in the systems of national accounts;

c) To supply basic data needed for policy making in connection with social and economic planning;

d) To provide data for assessing the impact on household living conditions of existing or proposed economic and social measures, particularly changes in the structure of household expenditures and in household consumption;

e) To gather information on poverty lines and incidence of poverty throughout Kiribati.

KIND OF DATA
Sample survey data [ssd]

UNITS OF ANALYSIS
persons, households, expenditure items

Scope

NOTES
PERSONS: income and employment of individuals, including wage and salaries, self-employment, business activities

HOUSEHOLDS: dwelling characteristics, housing expenditure, household operations, clothing and footwear, education and health expenditure, and food expenditure.

EXPENDITURE ITEMS: total annual expenditure on commodity and utility items, type of expenditure and type of item.

TOPICS

Topic	Vocabulary	URI
Income		

Topic	Vocabulary	URI
Expenditure		

KEYWORDS
income, expenditure

Coverage

GEOGRAPHIC COVERAGE
National Coverage and Regional Island Groups (Northern Gilberts, South Tarawa, Central Giberts, Southern Gilberts, Linix)

There are five main populations of interest for which estimates are required for the 2006 Kiribati

HIES: South Tarawa, Northern, Central and Southern Gilbert Islands, and the Line Islands. For

this reason, the analysis focused on households from each of the five sub-populations (or strata).

Based on the 1995 census, 37% of the households are in South Tarawa (which is considered to

be the urban area of Kiribati), 21% are in the Northern Gilberts, 11% in Central Gilberts, 21% in

the Southern Gilberts, and 10% in the Line Islands.

UNIVERSE
The survey covered all persons resident in private households. It excluded persons living in schools, prisons or other institutions. Income data were collected from persons aged 15 years and over and expenditure data from obtained from all household members at a household leve

The population estimates produced by thesurvey represented almost all of the islands of Kiribati with the exception of Banaba and Kanton, which due to their remoteness and small population, were considered out of scope for

the survey (they only contribute 0.5% to the total household population of Kiribati).

The survey coverage included only persons living in private households during the month of

October 2006. Persons living in institutions, such as school dormitories, hospital wards, hostels,

prisons, as well as those households which had temporarily vacated their dwellings to attend

cultural events were excluded from the survey. Also excluded from the survey were ex-patriot

temporary residents and permanent residents who were not residing (and intending to reside) in

Kiribati for at least 12 months.

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Producers and Sponsors

PRIMARY INVESTIGATOR(S)

Name	Affiliation
Kiribati National Statistical Office	Government

OTHER PRODUCER(S)

Name	Affiliation	Role
Secretariat of the Pacific Community	Regional Organisation	TA provider

FUNDING

Name	Abbreviation	Role
Kiribati Ministry Of Finance	Mof	Staffing costs
Asian Development Bank	ADB	Survey Costs

Metadata Production

METADATA PRODUCED BY

Name	Abbreviation	Affiliation	Role
Secretariat of the Pacific Community	SPC	Regional Organisation	Survey Technical Assistance

DATE OF METADATA PRODUCTION
2008-12-02

DDI DOCUMENT VERSION
Version 1

DDI DOCUMENT ID
DDI-KIR-KIRNSO-HIES-2006-v1

Sampling

Sampling Procedure

Documentation for Kiribati HIES Sample Selection

Sample Size

In determining an appropriate sample size for a survey of this nature, numerous factors come into the equation. These include:

a) The degree of accuracy required for key estimates
b) The population size of the country
c) The manner in which the sample is selected
d) Cost or staffing constraints which may exist
e) Whether or not estimates are required for sub-populations
f) The level of variability in the data being collected

Each of these factors have different magnitudes of importance, but the major priority should always be on selecting a sample big enough to produce results of suitable accuracy. Many of these issues are generally known as well - for instance:

A user group may pre-specify what level of accuracy they may wish to achieve for the survey
The population of a country can normally be estimated to a reasonable level of accuracy
The sample selection technique adopted is known
Cost and staff constraints are generally known, and
A user group can once again provide information on whether estimates for sub-populations are required.

The one thing that normally isn't known is the degree of variability in the data being collected - this information comes after the survey. This factor is important because if there is not much variability in the data for key estimates, then the sample size does not need to be as large, and vice versa.

Without this sort of information, determining the appropriate sample size for a survey can often involve a bit of guess work. For that reason, based on previous survey experience in other Pacific Island countries, a sample of 10 per cent was considered more than sufficient for Kiribati. An additional 10 per cent of sample was selected to allow for sample loss.

As a result, a sample size of 1,555 households (10 per cent of 13,999, with a 10 per cent top-up) was considered suitable for the survey.

Allocation to "Target Areas"

For the Kiribati HIES, five target areas were identified as sub-populations for which estimates would be desirable. These five areas were:

1) South Tarawa
2) Northern Gilbert
3) Central Gilbert
4) Southern Gilbert
5) Line/Phoenix Islands

Once the sample size of 1,555 had been determined, the next step was determining how the sample should be allocated to each of these target areas in order to produce the required level of accuracy for each area. In order to achieve this, the sample was allocated in such a manner that the expected level of accuracy for each stratum would be similar. The resulting sample allocation can be found in the table below.

Stratification

To achieve better representation within each target group, each target group was further stratified by grouping "like" islands. The plan from there was to select an island from each stratum to represent it. As a result, 11 strata were formed, with each of the 23 populated island/atolls of Kiribati allocated to one of these strata. The resulting strata, and islands which make them up, can be found in the following table.

The allocation of the sample to stratum within each target group was achieved by simply allocating the sample proportional to the population for that stratum. For example, for the target group Northern Gilbert, an overall sample size of 323 was desirable. To determine how much of that sample would be allocated to the first stratum which consisted of Makin and Butaritari, the following formula was applied:

n (Makin & Butaritari) = 323 * (889)/(889+1290+867)
= 94

Excluded Areas

Although it would be desirable to cover all of Kiribati for this survey, due to cost and time constraints a couple of areas were excluded from the frame before the selections were made. The two areas removed from scope were:

Banaba
Kanton

The impact on final estimates is considered to be very small given the small populations on these two islands; 61 households on Banaba, and 9 households on Kanton. This accounts for about 0.5 per cent of the population of Kiribati.

Sample selection technique

Selection of Islands
For the stratum with more than one island, an island had to be selected in order to represent that stratum. The process used for this stage of selection was probability proportional to size (pps) sampling, where the size measure was the number of households on the island.

An example of how this process worked can be found below for the Central Gilbert - Group 2. For this stratum, a random number was selected between 0 and 1,005. Given the random number (254), fell within the cumulative number of households for Abemama, then that island was selected.

Selection of Households
To minimize the travel requirements of interviewers, and thus travel costs, a two stage process was adopted to selected households.

The first stage of the process involved selecting EAs using probability proportional to size (pps) sampling. The required number of EAs to select from each island was simply determined by dividing the number of households to sample on that island by roughly 15, where 15 was the cluster size chosen from each selected EA.

Having selected the EAs in sample, a systematic skip was run through the list of households for each EA to determine which households would be selected in sample. These selections were performed in the NSO, and the lists provided to interviewers in the field. The lists used for this stage of selection were based on the 2005 Population Census, and thus would be out-of-date by a year or so, but given the significant gains in simplifying field logistics, this was the preferred option.

Response Rate

The response rate was 85.6% of the total number of households 1,555.

The quality of data obtained through a household survey is subject to both sampling and nonsampling error. Both types of error can be assessed using statistical measures and the level of error reported in a data quality evaluation.

It should be noted that the analysis of the data contained in this report is based on a sample of households and therefore the estimates produced are subject to sampling error. It is anticipated that the relative standard error for the key estimates of total household income and expenditure will be less than five percent, which is the level at which the estimates are considered to reliable. Standard errors for the key estimates will be calculated and included in the final report.

A total of 1161 households out of 1546 selected fully responded to the survey, representing an overall response rate of 75 percent. Of the non-responding households, 8.2% refused to respond to questions, 5.3% were not able to be contacted, 9.1% were vacant dwellings, and 2.3% were out of scope for the survey. Lower responses rates (less than 70%) were obtained from Nonouti, North and South Tarawa than in the other surveyed islands. However, the response rate for each island group (apart from South Tarawa) was above the total response rate of 75%, indicating a very good level of response. Table 1.2 shows the number and percentage of responding households by island.

Weighting

Sample weights were calculated for each stratum and adjusted for non-response. Full details in external resources

Questionnaires

Overview

4.2 Household Control Form

The Household Control Form (HCF) should be filled in during the first visit to the household. Its main objective is to collect basic demographic information about members of the household. Before completing this form however, the interviewer needs to determine if the household is in scope for the survey.

Only those households which have been residing in Kiribati for more than 1 year, or those households who intend to reside in Kiribati for a total of 12 months or more, should complete this form and partake in the survey. These households can be identified by going through section (e) in the field book for interviewers. If the household does not meet these criteria, then the survey is over. In assessing the eligibility of a household to be in the survey, use some common sense - there will be many occasions when it will be clear that the household has always lived in Kiribati, so don't bother asking these questions.

Once this issue has been addressed, the HCF can be filled in for the household. The HCF form is to record names of all the usual members of the household. Information on relationship to head of household, sex, date of birth and ethnicity are asked of all members in the household. For persons aged 15 and over, questions on marital status, educational attainment, activity status, literacy status and internet usage are also asked. Codes should be used to complete these questions, and they can be found in the interviewer's field book in section (a). You must enter the code for these questions.

4.3 Expenditure questionnaire

The purpose of this questionnaire is to record household expenditure that is not included in the diary. There are some big purchases that the household may only make once or twice a year. Also the household may make regular payments, which may not be done during the survey period, and we would need to know such payments to produce good and complete estimates.

There are 15 sections in the Expenditure Questionnaire which relate to the following:

1. Dwelling characteristics
1. Dwelling tenure
2. Mortgages and loans for purchase of dwellings
3. Insurance policies
4. Construction of new dwellings
5. Major home improvement
6. Household operations
7. Transportation
8. Overseas and domestic travel
9. Education, recreation, sport and culture
10. Loans
11. Contribution to benefit schemes
12. Medical and health services
13. Miscellaneous payments
14. Agricultural assets

Detailed instructions for each section are not provided here as they can be found in the questionnaire itself on the left hand side of the booklet.

4.4 Income questionnaire

This questionnaire is to record the household's total income received or earned in the last 12 months. Information will be collected for all usual members of the household who are 15 years and over. Visitors are not to include their income earned in this section.

There are 7 sections in the Income Questionnaire which relate to the following:

1. Working for wage and/or salary
2. Agriculture, livestock, fishing and other sales
3. Other self employed and business operations
4. Previous jobs held in the last 12 months
5. Services provided to other private households
6. Welfare benefits/allowances
7. Other income, including remittances

Detailed instructions for each section are not provided here as they can be found in the questionnaire itself on the left hand side of the booklet.

4.5 Weekly Diary

For each household observed, there will be two books, one for the first week and one for the second week. This is to keep a record of all daily expenditure for the 14 days. Interviewers have to make sure that these diaries are being kept for each day. Instructions on how to use the diary have been written on the front pages of these diaries.

In normal circumstances, the head of household organises the household activity. In some households this may not be the case - some members of that particular household may not be seeking the authority of the head when some expenditure is encountered. This situation may result in not recording all expenditure in the diary. The interviewer should discuss the matter with the head of the household to ensure that each member's expenditure is recorded in the household diary. If a member of the household does not co-operate with the head of the household he/she may be allocated a separate diary. That member of the household should be explained the full responsibility of recording the diary.

There are 4 main sections making up each weekly diary:

1) Items bought
2) Consumption of home produced commodities
3) Gifts of cash or goods
4) Winnings from gambling

In general, ask the household head to make a note of any problems encountered in filling out this diary. The interviewer can then address these issues upon their next visit.

4.5.1 Items bought

This is the first section for each day's entry, and is used for recording all items bought in a store, street vendor, or any other place. Each household is required to write down everything they bought, whether paid by cash, cheque or on credit. If you have not purchased anything for that day, or consumed any of your own produce, place a tick inside the circle at the top of that day's page to indicate it hasn't been missed.

Special instructions have been included for some items due to the tricky nature of recording their expenditure. These items include meals at restaurants, drinks at a bar, donations to the church, children's pocket money, etc. Encourage the household head to read through these cases before proceeding to fill out the diary each day.

Four pieces of information are required for each entry:

Quantity bought
Weight (if applicable)
Full description of item
Amount paid or charged

4.5.2 Consumption of home produced commodities

This is the second section for each day's entry, and is used for recording all home produced commodities consumed on that day. Once again 4 pieces of information are required for each entry:

Quantity consumed
Weight (if applicable)
Description of item
Cost of buying the same thing at the local shop/market

Make sure only home produced commodities are recorded in this section.

This section is generally the most under-reported section of the survey so it is extremely important to continually check with a household that this area is being filled out correctly each day. This is particularly the case in the rural areas where a large amount of consumption of home produce should be taking place.

4.5.3 Gifts of cash or goods

This section is located at the back of the diary and aims to collect 4 bits of information:

Cash given away
Goods given away
Gifts of cash received
Goods received

Cash given away: Includes monetary gifts given to someone outside the household. Include the day, amount, to whom it was given and where they live.

Goods given away: Includes non-monetary gifts given to someone outside the household. Include the day, quantity, weight, description of good, estimated value, to whom it was given and where they live.

Gifts of cash received: Includes monetary gifts received by a member of the household from someone outside the household. Include the day, amount, from whom it was received and where they live.

Goods received: Includes any non-monetary gift received by a member of the household from someone outside the household. Include the day, quantity, weight, description of good, estimated value, from whom it was received and where they live.

At the time when any of these transactions take place, the entry should be made in the appropriate place at the end of the diary.

4.5.4 Winnings from gambling

This is the final section of the diary and includes money won from any form of gambling. In the table provided, include the day, type of betting and amount won.

Data Collection

Data Collection Dates

Start	End	Cycle
2006-10-01	2006-12-15	N/A

Time Periods

Start	End	Cycle
2005-10-01	2006-12-15	N/A

Data Collection Mode

Personal Interview and Diary Keeping

DATA COLLECTION NOTES

3.3 Field Work

3.3.1 General

The field activities are the most important stage of the survey. The identification of the households and the arrangement of the visiting periods are important to ensure that the objectives of the survey are met and that errors which occur in the field, can be corrected and handled without further cost. Each household will be observed for a period of 2 weeks and questions will be asked of their expenditure and income for the last 12 months.

Interviewing households on Sundays are discouraged and also Saturdays if the household members are Seventh Day Adventists.

A calendar of activity has been included in the two field books.

3.3.2 Identifying selected households

The first task an interviewer needs to undertake for each workload is to familiarise themselves with the households selected in the workload. Quite often the interviewer will know the household in advance, before even visiting the location, so these households will be straight forward. For the remaining households, of which there will be few, the interviewer may be required to ask assistance from people in the area to help assist finding the right household.

It is very important to go to the households that have been selected in the survey for you to enumerate, and thus not change any of these selections. If you are having trouble locating any household, you can always call on the assistance of both your supervisor and the NSO. This should be done as early as possible in the process to give time to the supervisor/NSO to provide the required assistance.

3.3.3 The 3 week cycle

Each interviewer will be responsible for interviewing 24 - 32 households during the 6 week period. This will comprise of 2 workloads of 12 - 16 households each. Addressing each workload will take about 3 weeks in total. The procedure an interviewer should follow during this 3 week period is as follows:

Week 1: Travel around the selected area and identify the location of the households for that workload. Invite the selected households to an information session (providing refreshments), and provide information about what the survey is aiming to achieve. Make sure all households have their first 1-week diary and conduct the Household Control Form for each household if time permits.

Week 2-3: Visit every selected household each day if possible and assist with filling out the diary. Conduct the expenditure and income questionnaires for each selected household at any stage throughout the 2 week period - the earlier the better.

The day after the 3rd week, the interviewer should make sure all information is accounted for and returned to the supervisor.

This 3 week cycle should occur 2 times over the 6 week period.

3.3.4 The information sessions

The information sessions for each household are an extremely important part of the survey fieldwork. It will be during these sessions that households will be explained the importance of the survey, and encouraged to participate fully in the survey. If these information sessions don't work effectively, they could have major implications on the response rates for the survey, and hence the final results.

It will be the responsibility of the interviewer to visit each selected household in the first day or two of week 1, and advise them about the information session - when it will be held, and where. The household head should be encouraged to attend the session, but if they are not available, another responsible adult can take their place. The interviewer, with assistance from the supervisor, will be responsible for identifying suitable venues, and providing refreshments.

Every effort must be made to explain the importance of the survey to the households during these sessions. The sort of basic information which should be provided includes:

What the survey objectives are
The strict confidentiality aspects of the survey
The importance of each household's co-operation to the success of the survey

Time should also be allocated to answer any questions the households may have about the survey.

During these sessions, the first 1-week diary can be handed out to the households. If for some reason, a member of a selected household can not attend the session then the interviewer must make sure they visit that household before the start of the second week and drop off the first week diary.

3.3.5 Visits during weeks 2 and 3

During the middle 2 weeks of the 3 week cycle, households are required to fill in the two 1-week diaries they are provided with. It is also during this period that each of the main questionnaires needs to be filled in:

i) Expenditure questionnaire
ii) Income questionnaire

These are quite long questionnaires, so don't leave this work until the end of this two week period, as it won't get completed on time. Also during the two week period, the interviewer must visit each selected household as many times as possible to check on the progress of the diary.

3.3.6 The final visit

The day after the 3rd week is finished, the interviewer must make their final visit to the household to collect the last diary and any other survey material still with the household. It is during this visit that the interviewer must ensure that all survey material for that household has been completed correctly. This includes:

i) Household Control Form
ii) Expenditure Questionnaire
iii) Income Questionnaire
iv) Diary (x 2)
v) Envelope covers (back and front)

It will be more difficult to go back and visit households after the fieldwork is complete, so it is very important that checking of final materials is done either before or during this final visit to resolve any problems.

Data Collectors

Name	Abbreviation	Affiliation
Kiribati National Statistics Office	NSO	Government

SUPERVISION

2.3 Responsibilities and Functions of the Supervisor

To supervise in accordance with the directions of the Statistics Office staff, the completion of the HIES 2006 for all selections, specifically to:

a) With assistance from the Island Council, undertake the recruitment of interviewers on their respective islands;
b) Ensure that all schedules and materials are distributed to interviewers according to the instructions of the NSO staff;
c) Ensure that the interviewers understand which household he/she is responsible for and that none are left out;
d) With assistance from the interviewer, conduct information sessions for selected households prior to collecting information from those households;
e) Visit interviewers regularly during the collection phase to make sure they are carrying out their responsibilities correctly;
f) Make sure all forms from the interviewers are accounted for at the end of each 3 week period;
g) Do spot checks for completeness of questionnaires and deal with any problems that might arise in the field;
h) Dispatch all completed questionnaires (in sealed envelopes) to the NSO after he/she is fully satisfied that
(i) All the entries of the questionnaires are properly completed

Data Processing

Data Editing

HIES Data Editing

There are five types of checks performed: Structural check, Verification check, Consistency check, Macro Editing check, Data Quality assessment

Edit lists have been produced for health module, income and expenditure questionnaire which need to been checked against the questionnaires.

On the edit list correct the error by crossing out the incorrect or missing value and enter the correct value in red.

Missing amounts that are also missing on the questionnaire will need to be estimated using estimates from questionnaires in the same EA batch.

For the diaries, concatenate the batch files for each province and export to tab delimited files. Import into Excel and calculate unit price for each item using quantities and weights where possible.

Filter records for each item code and check for outlier unit price values (both large and small values as well as missing values). Missing amounts will need to be estimated using average prices from the items within the same EA.

Other Processing

HIES Data Processing Instructions

1. Application Files

The data entry applications have been developed with CSPRO 3.1. There are 3 separate data entry applications corresponding to the different HIES questionnaires:
1. HIES 2006 (HCF + Income +Expenditure)
2. HIES 2006 Diary (Household diary)
3. HIES 2006 HELF (Health, Education, Labour Force)

Each application comprises three modules: a data dictionary, a forms file, and an application file. The data dictionary specifies all records and fields in the data file as well as the value ranges. The forms file specifies the layout and order of the data entry forms. The application file specifies the editing logic, including skips, lookup lists, nil and large values, and consistency checks.

The applications are stored on the data entry PCs in the folder: c:\HIES\Data Entry. The applications are selected via the HIES .pff icon on each PC. Each PC will have a different icon depending on the type of questionnaire being processed.

2. Data Files

Before data entry the default data file is replaced with the filename of the current batch, where each EA is a batch. Use the following filename templates 'QQisea.dat' where QQ = questionnaire type, is = Island code, ea = EA.number.
e.g IE0101.dat Income & Expenditure
DY0101.dat Diaries
HE0101.dat Health, Education, Labour Force

The batch data files are stored on the data server in the folder V:\HIES data files\data. Each questionnaire type is stored in a separate sub-folder: ./IE, ./DY, ./HE. A back up of this folder should be made on a daily basis and the files stored in .\backup\data folder.

3. Coding Operations

The HIES field staff are responsible for the coding of the household diaries which need to be coded according to the item code list. The coding of the diaries need to be completed for each batch before sending to the data entry operators.

For missing amounts for expenditure items listed in the diaries an estimate needs to be made of the costs of item. Refer to other diaries in the batch to estimate the local cost of the item. Enter the estimated cost in red pen.

For large expenditure items listed in the diaries a check should be made to ensure that the items are captured in the expenditure questionnaire. If not they should be added.

As the other questionnaires are mostly pre-coded, the data entry supervisor will code the income and expenditure questionnaires (especially for occupation & industry).

The data entry supervisor separates the batches into the three questionnaire types for data entry, and then returns them to their original envelopes for storage after the structural checks have been performed.

4. Data Entry operations

The data entry supervisor is responsible for ensuring the data is entered into the system according to the instructions in the HIES data entry manual. The data entry operators will be trained by the supervisor to follow the data entry procedures, including the re-checking of entered data. The operators are supervised during data entry operations and issues raised by them dealt with by the supervisor promptly.

As there more than 500 households to be processed over a period of two months, each operator is to complete a minimum of 10 households per day. Each batch should be completed before the operator takes a tea/lunch break or finishes for the day. The supervisor should monitor the work of the operators and take action to ensure the timetable is maintained.

To assess the level of accuracy during data entry, every tenth batch should be verified by re-entering the batch again preferably by a different operator. The batch should be named with a .ver suffix to distinguish it from the original file. The original and verified batches should be compared and a mismatch statistic produced and recorded.

5. Data Verification operations

For each batch, the supervisor performs a structural check by reviewing the file tree to ensure that all questionnaires have been entered and checked off on the household listing. If the numbers of households on the listing disagree with numbers entered, then the differences are resolved by either adding/deleting households from the system or amending the household listing.

If commodity items are not found in the item codes listing then the supervisor adds the code and description to the itemcodes.dat file by accessing the "itemcodes.ent" application on the data entry and master PCs. Any false errors should be reported to the developer for amendment.

6. Data Editing operations

After each batch is completed the supervisor should check that all person details have been entered from the household listing form (HCF) and should review the income and expenditure questionnaires for each batch ensuring that all items have been entered correctly. Any omitted or incorrect items should be entered into the system.

The supervisor is required to perform outlier checks (large or small values) on the batched diary data by calculating unit price (amount/quantity) and comparing prices for each item. This is to be conducted by loading the data into Excel files and sorting data by unit price for each item. Any changes to prices or quantities will be made on the Excel file.

7. Data Auditing operations

A list of all EAs should be maintained by the data entry supervisor and checked off once all households in the EA have been entered. The list should contain information on the number of households entered by EA. Any missing or incomplete questionnaires should be recorded. The number of entered households in each EA should be reconciled with the field listing.

If there are missing questionnaires or incomplete responses an attempt should be made to contact the field supervisor to obtain the questionnaires or responses. Also any problems raised during the data entry operations should be referred to the field supervisor if the responses are considered to be incorrect or invalid.

8. Data Management procedures

Once the batch has been entered, verified and audited, the data file should be stored on the server in the HIES data files folder under the sub-folder './Final Data'. Each batch should be stored in the appropriate sub-folder i.e. IE, DY, HE. This data should also be backed up in the ./backup/final data folder and a copy made on a CD on a weekly basis.

After data entry is completed, check that all batch files have been entered and are present in the /Final Data folder. There should be exactly101 data files in each subfolder that conform to the standard naming convention. If any files are missing or duplicated, resolve the issue by either re-entering the missing batch or deleting the duplicate data file.

Data Appraisal

Estimates of Sampling Error

Sampling errors are available in survey report in external resources

Other forms of Data Appraisal

A data audit was completed - refer external resources