

## 8. COMMUNITY ARRIVAL AND RESPONDENT TRACKING

### 8.1 COMMUNITY ARRIVAL

#### 8.1.1 Community leader introduction

Upon entering the EA, the arrival team should first visit the Community Leader to introduce themselves, the data collection team, and the study (showing appropriate permission letters) as well as describe the planned activities over the next several days. The team should try to speak with the Village Chief, however if s/he is not available, they may also contact the local Assemblyman. If there is more than one Village Chief, the person with authority over the greatest number of households within the boundary of the EA should be interviewed for intake procedures, however **ALL village chiefs within a sampled EA should be interviewed** in such cases. Record the Community Leader's information in Enumeration Area Arrival Form Section I, fields A and B.

#### Enumeration Area Arrival Form: Section I

##### I. COMMUNITY LEADER INFORMATION

ID	A. Name, location address, and telephone	Visit attempt log (S=scheduled date/time; A=actual attempt – required)			Notes for data collection team:	Fill in after interview is complete or all revisits are complete
		C1. Date of first visit (DD/MM)	D1. Date of second visit (DD/MM)	E1. Date of third visit (DD/MM)		
		S: ___/___/___ A: ___/___/___	S: ___/___/___ A: ___/___/___	S: ___/___/___ A: ___/___/___		F. Community leader interview completed? <input type="checkbox"/> Yes <input type="checkbox"/> No → G
	B. Title / position  <input type="checkbox"/> Village Chief for: _____ <input type="checkbox"/> Assemblyman for: _____ <input type="checkbox"/> Other: _____	C2. Time of first visit (HH:MM)	D2. Time of second visit (HH:MM)	E2. Time of third visit (HH:MM)		G. Reason Community Leader interview was not completed: <input type="checkbox"/> Not found <input type="checkbox"/> No eligible respondent <input type="checkbox"/> Privacy concerns (refused) <input type="checkbox"/> Availability/time (refused) <input type="checkbox"/> Language barrier <input type="checkbox"/> Other: _____
		S: ____:____ A: ____:____	S: ____:____ A: ____:____	S: ____:____ A: ____:____		

#### Landmark information

To support the child interviews, ask the Community Leader to share the distances between key landmarks within the community that would be recognizable to a child. Examples include distance from Community Leader's house to market, market to church, school to church, community to the next town, farm A to farm B, etc. Ideally you will capture a distance for 1 kilometer (0.62 miles) and 3 kilometers (1.86 miles). Record landmarks and distances in Enumeration Area Arrival Form Section II.

#### Community events

To help fill in the 7-day reference period worksheet for child interviews, ask the Community Leader to share any notable events that occurred in the community over the past 7 days that would be known to children. This can include things like market days as well as non-routine events like festivals, weddings, funerals, special school events, etc. Record any such events in Enumeration Area Arrival Form Section II.

#### Enumeration Area Arrival Form: Section II

##### II. LANDMARK AND COMMUNITY EVENT INFORMATION

LANDMARKS				COMMUNITY EVENTS	
Landmark/point A	Landmark/point B	Distance	Units	Date/day of the week	Event
			<input type="checkbox"/> Kilometers <input type="checkbox"/> Miles		
			<input type="checkbox"/> Kilometers <input type="checkbox"/> Miles		
			<input type="checkbox"/> Kilometers <input type="checkbox"/> Miles		
			<input type="checkbox"/> Kilometers <input type="checkbox"/> Miles		

### School information

Show the Community Leader the EA map and ask for the names, locations, and key contacts (where available) for all schools within the boundary of the EA. This includes registered public schools and private schools that have any classes from KG to SHS. Record school information in Enumeration Area Arrival Form Section III, fields A and B. If there are no schools within the boundary of the EA, list the primary school (1) that serves the largest number of children within the EA.

### Enumeration Area Arrival form Section III

#### III. SCHOOL INFORMATION

		Visit attempt log (S=scheduled date/time; A=actual attempt – required)			Notes for data collection team:	Fill in after interview is complete or all revisits are complete
ID	A. School name, location address, respondent name, and telephone	C1. Date of first visit (DD/MM)	D1. Date of second visit (DD/MM)	E1. Date of third visit (DD/MM)		
		S: ___/___/___ A: ___/___/___	S: ___/___/___ A: ___/___/___	S: ___/___/___ A: ___/___/___		F. School interview completed? <input type="checkbox"/> Yes <input type="checkbox"/> No → G
	B. Title / position of respondent	C2. Time of first visit (HH:MM)	D2. Time of second visit (HH:MM)	E2. Time of third visit (HH:MM)		G. Reason school interview was not completed: <input type="checkbox"/> School is closed <input type="checkbox"/> No eligible respondent <input type="checkbox"/> Privacy concerns (refused) <input type="checkbox"/> Availability/time (refused) <input type="checkbox"/> Other: _____
	<input type="checkbox"/> Head Teacher <input type="checkbox"/> Deputy Head Teacher <input type="checkbox"/> Other: _____	S: ____:____ A: ____:____	S: ____:____ A: ____:____	S: ____:____ A: ____:____		

### Cocoa Shed information

Show the Community Leader the EA map and ask for him/her to tell you the names, locations, and key contacts (where available) for all cocoa sheds within the boundary of the EA. This includes cocoa sheds operated by licensed buyers, cooperatives, and independent agents. Record cocoa shed information in Enumeration Area Arrival Form Section IV, field A. If there is no shed within the EA boundaries, list the cocoa shed (1) that serves the largest number of farms/households within the EA.

### Enumeration Area Arrival form Section IV

#### IV. COCOA SHED INFORMATION

		Visit attempt log (S=scheduled date/time; A=actual attempt – required)			Notes for data collection team:	Fill in after interview is complete or all revisits are complete
ID	A. Cocoa shed name, location address, manager name, and telephone	C1. Date of first visit (DD/MM)	D1. Date of second visit (DD/MM)	E1. Date of third visit (DD/MM)		
		S: ___/___/___ A: ___/___/___	S: ___/___/___ A: ___/___/___	S: ___/___/___ A: ___/___/___		F. Cocoa shed interview completed? <input type="checkbox"/> Yes <input type="checkbox"/> No → G
		C2. Time of first visit (HH:MM)	D2. Time of second visit (HH:MM)	E2. Time of third visit (HH:MM)		G. Reason cocoa shed interview was not completed: <input type="checkbox"/> Not found <input type="checkbox"/> Privacy concerns (refused) <input type="checkbox"/> Availability/time (refused) <input type="checkbox"/> Language barrier <input type="checkbox"/> Other: _____
		S: ____:____ A: ____:____	S: ____:____ A: ____:____	S: ____:____ A: ____:____		

### 8.1.2 Scheduling community interviews

While with the Community Leader, schedule a time to complete the Community Leader interview in boxes C1 and C2 of Enumeration Area Arrival Form Section I. The community interviewer should also visit each of the listed schools and cocoa sheds to introduce the study and schedule times for interviews (or conduct the interviews if respondents are immediately available).

**The Enumeration Area Arrival Form will serve as a tracking sheet for all community-level respondents**, but also contains important information on landmarks and community events which will be useful to the household team. The arrival team must debrief the supervisor on all EA arrival procedures and share any information that the household team will need to successfully complete their interviews.

## 8.2 HOUSEHOLD SCREENING AND TRACKING

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### 8.2.1 Key concepts and definitions

*Household* is defined as a person or group of related or unrelated persons, who live together in the same dwelling, who acknowledge one adult male or female as the head of the household, who share the same housekeeping arrangements, and are considered as one unit. Members of a household are not necessarily related by blood or marriage. It is important to note that a member of a household need not be a relative of the main family. For example, a boarder or a domestic servant who sleeps in the same house most nights of the week and shares meals with the family is a member of the household (provided he/she meets the household member criteria).

*Household member* is defined as any person that has lived or will live with the household for 3 consecutive months or longer. If a person is temporarily staying with the household, he/she should be considered a household member only if the total duration of stay is 3 months or longer. Similarly, a person that is temporarily away will still be considered a member of the household if the total duration away is less than 3 months.

*Head of household.* Every household must have a head. In a one-person household, that person is the head. The person recognized as the head of household by other members of the household should be accepted as the head. The head of household is generally the person who has economic and social responsibility for the household.

*Current place of residence* refers to the place where the respondent is staying (i.e., sleeping and eating) at the time the roster is completed.

*Child aged 5 to 17 years.* A child aged 5 years is one who has completed 5 years in age and is in his sixth year. A child 17 years is one who has completed 17 years, but has yet to complete his eighteenth year.

*Adult knowledgeable about the household's farming and labor activities* is someone who is able to answer the majority of the questions in the household head survey. This includes household income from agriculture, use and costs of agricultural inputs (e.g., labor, fertilizer, pesticides), and household borrowing.

*Parent or guardian* is a person(s) entrusted to care for the child, most often his/her birth parent(s) or step parent(s). If a child is living away from home or his/her parents are away from home or deceased, he/she may be under the care of a relative or other person recognized by customary law as the child's guardian who is able to provide consent in loco parentis.

### 8.2.2 Household approach and secondary screening

#### *Approaching households*

A member of the arrival team (the runner) will visit each sampled household in person. If no one is found, the runner should call the respondent and ask for a good time to stop by. The eligibility information below may also be verified with neighbors provided they have complete information. Note that runner visits do NOT count as "attempts" and should not be recorded as such in any tracking sheet.

#### *Secondary screening of sampled households*

The following questions should be asked to the household to re-assess eligibility:

- **Does at least one household member (child or adult) engage in agricultural work?**  
Work in agriculture involves work on the household's plot or any other farm, food garden, or help in growing farm produce or in looking after animals for the household, where the product from such activities is intended to be bartered or sold.

For the sake of household eligibility screening, this does *not* include home-based agricultural activities where the product of such activities is intended primarily for own consumption.

- **Does the household have at least one household member aged 5-17?**  
Household member is defined as any person that has lived with the household for 3 consecutive months or longer. If a person is temporarily staying with the household, s/he should be considered a household member only if the total duration of stay is 3 months or longer. Similarly, a person that is temporarily away will still be considered a member of the household if the total duration away is less than 3 months.

For households to be eligible, it is not necessary that 5-17 year old household members be physically present during data collection, only that the household has at least 1 child that can be defined as household member.

The runner should record whether the screened household meets the eligibility criteria in B1 and B2 of the *Household Tracking Sheet*. If a household is not eligible, the replacement procedures in section 8.3 should be followed. If the household is eligible, the runner should proceed to complete the household roster, screen/list eligible respondents in the *Household Case Management Sheet*, and schedule appointments.

B1. HH engaged in agricultural work?
<input type="checkbox"/> Yes
<input type="checkbox"/> No → do not proceed (go to F)
B2. At least one HH member aged 5-17?
<input type="checkbox"/> Yes
<input type="checkbox"/> No → do not proceed (go to F)

### The sampled household is gone, and a new household has moved in. What should I do?

If the original sampled household is no longer residing in the dwelling, but a new household is present, it is OK to enumerate the new household as long as the eligibility criteria above are met. If 2 or more *new* eligible households are found in the dwelling, you will need to randomly re-sample ONE of the new households using folded chits of paper.

## 8.2.3 Household roster and case management sheet

### *Household roster*

Once the household has been confirmed as eligible, the runner should complete the *Household Roster* with the household head or other **household member knowledgeable about the labour activities of all household members**, provided s/he is over the age of 18. The household roster is designed to capture key information about all household members as well as determine which children are to be tracked by the household team.

### *Household case management sheet and listing of eligible children*

**A new *Household Roster* should be completed in tandem with a new household case management sheet.** Each child determined to be eligible through the roster screening should be added to a new record in the *Household Case Management Sheet* (complete boxes A, B1, and B2 for each eligible child – roster ID, child name, and name of any parents/guardians who can give parental consent).

Runner should complete sections A – C for each record		
A. Roster ID	B1. Child name	C. Expected times that child AND guardian will be available
_ _ _		Check all that apply: <input type="checkbox"/> Day 1 <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3
	B2. Parent name(s) and contact	Circle one for each checked day: Morning Afternoon Evening Morning Afternoon Evening Morning Afternoon Evening

Once you have recorded eligible children in the *Household Case Management Sheet*, note the expected days and times that the child and parent/guardian will be available during the household team’s visit to the EA in section C. **Day 1, 2, and 3 correspond to the first, second, and third day that the household team will visit the EA.** For each ticked day (i.e., each day on which the child and guardian will be available), indicate times of day they will be home by circling all relevant categories (morning, afternoon, and/or evening). Note that the purpose of section C is to provide **general information** to the household team on when respondents will be home during the 3-day EA visit. Appointments should be recorded in the attempt log.

*Listing of eligible respondents for household head survey*

After recording information on all eligible children, list up to 3 eligible respondents for the household head survey. Any listed respondent **must be knowledgeable about the following: household income from agriculture, use and costs of agricultural inputs (e.g., labor, fertilizer, pesticides), and household borrowing.**

If necessary, you may interview more than one respondent for the household head survey, however informed consent procedures must be completed for all persons interviewed.

Runner should complete sections A – C for each record		
A. Roster ID	B. Respondent name and contact info	C. Expected days/times that respondent will be home/available
_ _ _		Check all that apply: <input type="checkbox"/> Day 1 <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3
		Circle one for each checked day: Morning Afternoon Evening Morning Afternoon Evening Morning Afternoon Evening

*Household appointment scheduling*

Runners should use the information recorded on respondent availability (i.e., the “C” box for each household member record in the *Household Case Management Sheet*) to identify the **earliest possible date/time** that the household team can return to complete interviews. Confirm this time with the household and record the scheduled appointment in the attempt log in both the *Household Tracking Sheet* and the *Household Case Management Sheet*.

**If you cannot confirm an appointment time, don’t record anything in the attempt log.** The household team can use the general availability information to determine the timing of their first visit. Runners should also avoid scheduling a first appointment on the last day of the household team’s EA visit.

Attempt log (S=scheduled visit date/time; A=actual attempt)		
C1. Date of first visit (DD/MM)	D1. Date of second visit (DD/MM)	E1. Date of third visit (DD/MM)
S: ___ / ___	S: ___ / ___	S: ___ / ___
A: ___ / ___	A: ___ / ___	A: ___ / ___
C2. Time of first visit (HH:MM)	D2. Time of second visit (DD/MM)	E2. Time of third visit (DD/MM)
S: ___ : ___	S: ___ : ___	S: ___ : ___
A: ___ : ___	A: ___ : ___	A: ___ : ___

Household enumerators are required to log the date and time of all household visits. “Actual” visit dates/times should be recorded next to the field labeled “A.” “Scheduled” visits—which can be scheduled by the runner or the household enumerator—

should be recorded next to the field labeled “S”. Be sure to record dates using the DD/MM format and record times using a 24-hour clock.

### *Notes*

Use the “notes” field on the *Household Case Management Sheet* to record any important information that is not captured elsewhere.

### *Respondent and household disposition codes*

Once tracking is finished for a given household—i.e., the household has either been fully enumerated or all 3 visit attempts have been completed—enumerators should record disposition codes for each listed respondent in the *Household Case Management Sheet*. A household-level disposition code must also be recorded in the *Household Tracking Sheet*.

## **8.3 HOUSEHOLD REPLACEMENT**

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A total of 18 sampled households will be listed in the *Household Tracking Sheet*. In addition, the runner/supervisor will be given a list of 10 replacement households. Replacements are to be mainly managed by the supervisor. The runner will only replace a household if (a) the household is determined to be ineligible following the secondary screening, (b) the household outright refuses to participate in the study, or (c) it is established for certain that the household members will be away for the entire duration of the household team’s EA visit. If there is any uncertainty about whether they will be returning, the household should continue to be tracked by the household team once they arrive.

Replacing a household requires two steps:

1. **For the household being replaced**, complete all relevant fields in the *Household Tracking Sheet*, particularly the disposition code field.
2. **Select a new household from the replacement list**—in the order in which they are listed—and add a new record to the end of the *Household Tracking Sheet*.

Any household which is sampled—whether one of the original 18 households or a replacement—**MUST** be recorded in the *Household Tracking Sheet*.

**We are required to have a disposition code for each and every sampled household!**