

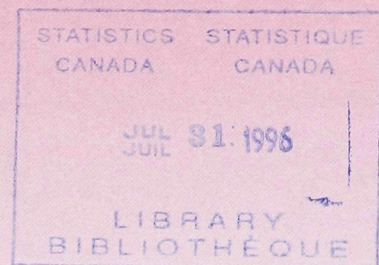
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c.2

MBI-2

Place of Residence 1 Year and 5 Years ago Inside Canada

Training Guide



Automated Coding

Place of Residence 1 Year and 5 Years Ago

Inside Canada

Training Guide

Prepared by: Census Operations Division
Social, Institutions and Labour
Statistics Field

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I. Introduction

This training guide is intended to help you understand the coding procedures in the “Place of Residence 1 Year and 5 Years Ago – Inside Canada” procedures manual (Form MBI-1).

As an aid to learning, this guide contains exercises in coding procedures. The purpose of the exercises is not to determine whether you have memorized the procedures but to give you an opportunity to apply them. As you work through the exercises, you may refer to the procedures manual at any time.

When you have finished the exercises, you will review the questions and the answers with your supervisor.

II. Introductory Exercises for the Variable “Place of Residence 1 Year and 5 Years Ago – Inside Canada”

Read Chapter I, Introduction to the Coding Procedures for the “Place of Residence 1 Year and 5 Years Ago – Inside Canada” variable, in your procedures manual. Then, return to this guide and complete the exercises below.

Exercise 1

Answer the following question:

When a Form 2B respondent marks circle 03 in Question 22 and circle 09 in Question 23, what is he supposed to specify?

Exercise 2

Answer the next question by filling in the blanks.

This manual describes the _____ procedures for responses with place of residence _____, i.e. the _____ in each question.

Exercise 3

Indicate whether each statement is true (T) or false (F).

- (a) Questions 22 and 23 are identical. _____
- (b) Question 23 asks about place of residence one year ago. _____
- (c) The responses for inside Canada and outside Canada are treated as two different variables. _____
- (d) Questions 22 and 23 tell us where people living in Canada are moving to and from within Canada, and from outside Canada. _____

III. Exercises in Standard Coding Procedures

Read Chapter II, Standard Coding Procedures, in your procedures manual. Then, return to this guide and complete the exercises below.

Exercise 1

Fill in the blank.

As a general coder, you are responsible for assigning a _____ to each response according to the instructions you are given.

Exercise 2

Name the three categories of responses for the variable "Place of Residence 1 Year and 5 Years Ago – Inside Canada".

- (1) _____;
- (2) _____;
- (3) _____.

Exercise 3

Name the coding difficulties.

- (1) _____;
- (2) _____;
- (3) _____.

Exercise 4

Mark the right answer – ✓

When the system shows you a response, the first thing to do is:

- () Check whether the ACTR system has returned a phrase or phrases.
- () Check whether the response is in the MCB.
- () Identify under which category it is found.

Exercise 5

Mark the right answer – ✓

When the system shows you a response and the ACTR system returns a phrase or phrases, you should:

- () check the response in the MCB.
- () code the response.
- () select a phrase for coding.

A. The Codes

Exercise 1

The two types of codes used to code this variable are:

- (1) _____;
- (2) _____.

Exercise 2

In the following statements, circle the correct answer.

- (1) SGCs consist of (3, 8, 10, 7) digits.
- (2) The first two digits of an SGC represent the (city, province, country) and the next two digits represent the (region, province, CD).
- (3) The last three digits of an SGC represent the (CSD, province, country).

Exercise 3

Using the MCB, find the SGCs for the following responses:

QUEBEC CITY, QUEBEC: _____

CANMORE, ALBERTA: _____

SUDBURY, ONTARIO: _____

ALEXANDRIA, ONTARIO: _____

SHEDIAC CAPE, NB: _____

Exercise 4

There are two types of temporary codes (TCs); name them.

(1) _____;

(2) _____.

Exercise 5

National TCs are used to identify places with the same name in different provinces. Assign a national TC to the following responses.

(a)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|-------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| ABERDEEN | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| ABERDEEN | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| T026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

National TC: _____

(b)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|---------------------------------------------------------------------------------|---------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MMAUUAL1 | | |
| Write-in to be coded | Type | Code |
| SUMMERFIELD | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | Persnr: | 1 |
| Check-boxes and Write-ins | | |
| SUMMERFIELD | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| T026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

National TC: _____

(c)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|---------------------------------------------------------------------------------|---------|------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MMAUUAL1 | | |
| Write-in to be coded | Type | Code |
| GASPEREAU | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | Persnr: | 1 |
| Check-boxes and Write-ins | | |
| GASPEREAU | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| T026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

National TC: _____

Exercise 6

Provincial TCs are used to identify places with the same name in the same province. Assign a provincial TC to the following responses:

(a)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|-----------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| LITTLE RIVER N.S. | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | Persnr: 1 | |
| Check-boxes and Write-ins | | |
| LITTLE RIVER N.S. | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Provincial TC: _____

(b)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|-----------|------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| UNION ONT | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | Persnr: 1 | |
| Check-boxes and Write-ins | | |
| UNION ONT | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Provincial TC: _____

(c)

| RECENSEMENT DE LA POPULATION DE 1996 / CODAGE AUTOMATISÉ | | 17/01/96 |
|-----------------------------------------------------------------------------------|-------|------------|
| MMANUAL3 CODAGE INTERACTIF - MOBILITÉ 1 AN AU CAN. | | 13:20:11.6 |
| Réponse écrite à coder | Type | Code |
| LONG BEACH NS | | ----- |
| Phrases retournées par CART | Codes | (S)élect. |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Données pour la même question de chaque membre du ménage | | Persnr: 1 |
| Cases cochées et Réponses écrites | | |
| LONG BEACH NS | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| AIDE HAUT BAS <<<< >>>> PLUS +HAUT +BAS REFER UALID COMET FIN | | |
| I026 LE CODEUR EST AUTORISÉ À INSCRIRE UN CODE VALIDE. | | |

Provincial TC: _____

(d)

| RECENSEMENT DE LA POPULATION DE 1996 / CODAGE AUTOMATISÉ | | 17/01/96 |
|-----------------------------------------------------------------------------------|-------|------------|
| MMANUAL3 CODAGE INTERACTIF - MOBILITÉ 5 ANS AU CAN. | | 13:28:04.9 |
| Réponse écrite à coder | Type | Code |
| LAC LONG QC | | ----- |
| Phrases retournées par CART | Codes | (S)élect. |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Données pour la même question de chaque membre du ménage | | Persnr: 1 |
| Cases cochées et Réponses écrites | | |
| LAC LONG QC | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| AIDE HAUT BAS <<<< >>>> PLUS +HAUT +BAS REFER UALID COMET FIN | | |
| I026 LE CODEUR EST AUTORISÉ À INSCRIRE UN CODE VALIDE. | | |

Provincial TC: _____

B. Code Match

Code match is the phase where a code is assigned to each response displayed by the system.

Exercise 1

On the basis of the procedures in the code match table in Chapter II of the procedures manual, connect each condition on the left to the appropriate action on the right using an arrow.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| (a) IF the message "valid code - refer to valid code list" is displayed at the bottom of the screen, THEN | (1) refer the response to the next level of coding. |
| (b) IF the message "enter a code - code entered is not valid" is <u>still</u> displayed at the bottom of the screen, THEN | (2) verify whether the code corresponds to the appropriate Census subdivision as it appears on the Valid Codes List . |
| (c) IF the message "enter a code - code entered is not valid" is displayed at the bottom of the screen, THEN | (3) verify whether the code was input correctly. If an error has been made, correct the code and repeat STEPS 1 and 2 . |

Exercise 2

Fill in the blanks, consulting the MCB or selecting one of the numbered code match steps.

- (a) The system shows the response "OTTAWA ONTARIO". You look it up in the MCB and the code is _____. The next two steps you must carry out are ____, _____. Following these steps, the system displays the following message "valid code - refer to valid code list" at the bottom of the screen. You will then _____. If the code correspond you _____.
- (b) The system shows the response "RED DEER ALBERTA" You look it up in the MCB and the code is _____. The next two steps you perform are ____, _____. Following these steps, the system displays at the bottom of the screen the message "enter a code - code entered is not valid"; what do you do? _____. Following this step the message "enter a code - code entered is not valid" still appears at the bottom of the screen; what do you do? _____.
- (1) Validate the code.
- (2) Verify whether the valid code corresponds to the appropriate census subdivision found in the Valid Codes List.
- (3) Type the code.

- (4) The message “valid code - refer to valid code list” is displayed at the bottom of the screen.
- (5) Refer the response to the next level of coding.
- (6) Commit the code.
- (7) Verify whether the code was input correctly. If an error has been made, correct the code and repeat steps 1 and 2.

IV. Exercises in Processing the Three Categories of Responses

A. Processing responses containing both the place name and the province

Read Chapter III-A, Processing responses containing both the place name and the province, in your procedures manual. Then, return to this guide and complete the exercises below.

The system shows you a response consisting of a place name and a province. Use this response for exercises 1, 2 and 3.

| | | | | | |
|-----------------------------------------------------------------------------------|--|-----------------------------------------------|-----------------|------------|--|
| MMANUAL1 | | 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 | |
| | | INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 | |
| Write-in to be coded | | | Type Code | | |
| FREDERICTON NOUVEAU-BRUNSWICK | | | ----- | | |
| Phrases returned by ACTR | | | Codes (\$)elect | | |
| ID: 61001060 129 1 10 | | | | | |
| ===== | | | | | |
| Data for same question from each household member | | | | Persnr: 1 | |
| Check-boxes and Write-ins | | | | | |
| FREDERICTON NOUVEAU-BRUNSWICK | | | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT | | | | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE | | | | | |

Exercise 1

Circle the correct answer. You have identified the response as a place name and a province. What is your next step?

- (a) examine the response
- (b) consult the MCB
- (c) consult the phrases returned by the ACTR system
- (d) none of the above

Exercise 2

Circle the correct answer.

What exactly are you looking for when you consult the MCB?

- (a) the response "FREDERICTON NEW BRUNSWICK" only
- (b) a code for the response "FREDERICTON NEW BRUNSWICK"
- (c) neither of the above

Exercise 3

What code did you find in the MCB for the response “FREDERICTON NEW BRUNSWICK”? _____

Exercise 4

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter III-A of the procedures manual to code the following sample responses.

(a)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|-------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MMAUAL1 | | |
| Write-in to be coded | Type | Code |
| OKOTOKS ALBERTA | | |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| OKOTOKS ALBERTA | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| T026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Code: _____

(b)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|-------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MMAUAL1 | | |
| Write-in to be coded | Type | Code |
| EGYPT ONTARIO | | |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| EGYPT ONTARIO | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| T026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Code: _____

(c)

| | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------|------------|
| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
| MMANUAL1 | INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | 13:26:51.3 |
| Write-in to be coded | Type | Code |
| EDMUNSTON NOUVEAU-BRUNSWICK | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | Persnr: 1 | |
| Check-boxes and Write-ins | | |
| EDMUNSTON NOUVEAU-BRUNSWICK | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE | | |

Code: _____

(d)

| | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------|------------|
| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
| MMANUAL1 | INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | 13:26:51.3 |
| Write-in to be coded | Type | Code |
| ELVAMB | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | Persnr: 1 | |
| Check-boxes and Write-ins | | |
| ELVAMB | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE | | |

Code: _____

B. Processing responses containing the place name only

Read Chapter III-B, Processing responses containing the place name only, in the procedures manual. Then, return to this guide and complete the exercises below.

The system sends you a response consisting of the place name only. Use this response to complete exercises 1 and 2.

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|--|----------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MMANUAL1 | | |
| Write-in to be coded | | Type Code |
| LA RONGE | | ----- |
| Phrases returned by ACTR | | Codes (S)elect |
| ID: 61001053 069 1 4 | | |
| ----- | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| LA RONGE | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT | | |
| T026 CODER IS AUTHORIZED TO KEY A VALID CODE | | |

Exercise 1

Circle the correct answer.

The code for the response “LA RONGE” is:

- (a) 4718041
- (b) 4178041
- (c) 4818041
- (d) none of the above

Exercise 2

When you have found the code for the response “LA RONGE”, the next stage is code match. Put the following steps in order:

- (a) validate the code _____
- (b) type the code _____
- (c) commit the code _____
- (d) verify whether the valid code corresponds to the
appropriate census subdivision found in the
Valid Codes List _____

Exercise 3

Use the standard-coding-procedures flowchart or the situation/conditions/action table in Chapter III-B of the procedures manual to code the following sample responses.

(a)

```

MMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.      13:26:51.3

Write-in to be coded                                     Type Code
IQALUITT                                              -----
Phrases returned by ACTR                                Codes   (S)elect

ID: 61001060 129 1    10
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
IQALUITT

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP UP   DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT
I026 CODER IS AUTHORIZED TO KEY A VALID CODE

```

Code: _____

(b)

```

MMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.      13:26:51.3

Write-in to be coded                                     Type Code
TORONTO                                              -----
Phrases returned by ACTR                                Codes   (S)elect

ID: 61001060 129 1    10
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
TORONTO

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP UP   DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT
I026 CODER IS AUTHORIZED TO KEY A VALID CODE

```

Code: _____

(c)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|---------------------------------------------------------------------------------|-----------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MMANUAL1 | | |
| Write-in to be coded | Type | Code |
| RIMOUSKI | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | Persnr: 1 | |
| Check-boxes and Write-ins | | |
| RIMOUSKI | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Code: _____

(d)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|---------------------------------------------------------------------------------|-----------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MMANUAL1 | | |
| Write-in to be coded | Type | Code |
| RED DEER | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | Persnr: 1 | |
| Check-boxes and Write-ins | | |
| RED DEER | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Code: _____

C. Processing responses containing the name of the province only

Read Chapter III-C, Processing responses containing the name of the province only, in the procedures manual. Then, return to this guide and complete the exercises below.

The system shows you a write-in response containing the name of the province only. Use this response to complete exercises 1 and 2 below.

| | | |
|-----------------------------------------------------------------------------------|----------------------------------------------|----------------|
| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
| MMAUUAL1 | INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | 13:18:54.3 |
| Write-in to be coded | | Type Code |
| NOUVEAU-BRUNSWICK | | ----- |
| Phrases returned by ACTR | | Codes (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| NOUVEAU-BRUNSWICK | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| 1026 CODER IS AUTHORIZED TO KEY A UALID CODE | | |

Exercise 1

Indicate whether the following statements are true (T) or false (F).

- (a) The response "NEW BRUNSWICK" is in the MCB and the code is 1300000. _____
- (b) The response "NEW BRUNSWICK" should be referred to the next level of coding. _____
- (c) The response "NEW BRUNSWICK" is in the MCB and the code is 9913000. _____

Exercise 2

Answer the following question. When you have found the code for a province, what is the next step?

_____.

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter III C of the procedures manual to code the following sample responses.

(a)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|---------|------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| TERRITOIRES DU NORD-OUEST | | ----- |
| Phrases returned by ACTR | Codes | (\$)elect |
| ID: 61001060 129 1 10 | | |
| ----- | | |
| Data for same question from each household member | Persnr: | 1 |
| Check-boxes and Write-ins | | |
| TERRITOIRES DU NORD-OUEST | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE | | |

Code: _____

(b)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|---------|------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| ONTARIO | | ----- |
| Phrases returned by ACTR | Codes | (\$)elect |
| ID: 61001060 129 1 10 | | |
| ----- | | |
| Data for same question from each household member | Persnr: | 1 |
| Check-boxes and Write-ins | | |
| ONTARIO | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE | | |

Code: _____

(c)

```

1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
MMANUAL1      INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.  13:26:51.3

Write-in to be coded                                Type Code
MANITOBA                                           -----

Phrases returned by ACTR                          Codes   ($)elect

ID: 61001060 129 1      10
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
MANITOBA

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP    DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT
1026 CODER IS AUTHORIZED TO KEY A VALID CODE

```

Code: _____

(d)

```

1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
MMANUAL1      INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN.  13:18:54.3

Write-in to be coded                                Type Code
QUÉBEC                                           -----

Phrases returned by ACTR                          Codes   ($)elect

ID: 61001053 069 1      4
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
QUÉBEC

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP    DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT
1026 CODER IS AUTHORIZED TO KEY A VALID CODE

```

Code: _____

V. Exercises in Processing Responses Containing Difficulties

A. Processing misspelled responses

Read Chapter IV-A, Processing misspelled responses, in the procedures manual. Then return to this guide and complete the exercises below.

The system shows you a misspelled response. Use this response to complete exercises 1 and 2.

| | | | |
|-----------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------|------------------------|
| MManual1 | | 1996 CENSUS OF POPULATION / AUTOMATED CODING INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | 17/01/96 13:26:51.3 |
| Write-in to be coded BLACK FOOT ALBERTA | | Type | Code |
| Phrases returned by ACTR | | Codes | (S)elect |
| ID: 61001060 129 1 10 | | | |
| Data for same question from each household member | | Persnr: 1 | |
| Check-boxes and Write-ins BLACK FOOT ALBERTA | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | | |
| 1026 CODER IS AUTHORIZED TO KEY A UALID CODE. | | | |

Exercise 1

Circle the correct answer.

The correct spelling is:

- (a) BLACKFOOT ALBERTA
- (b) BLACKFEET ALBERTA
- (c) BLACK FEET ALBERTA
- (d) BLOCK FOOT ALBERTA

Exercise 2

Circle the correct answer. Under which category of response does "BLACK FOOT ALBERTA" fall, when correctly spelled?

- (a) Place name only
- (b) Name of province only
- (c) Place name and province
- (d) Other type of response
- (e) Misspelled response

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-A of the procedures manual to code the following sample responses.

(a)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|---------|------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| MISSISAGUA ONTARIO | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | Persnr: | 1 |
| Check-boxes and Write-ins | | |
| MISSISAGUA ONTARIO | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE. | | |

Code: _____

(b)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|-----------------------------------------------------------------------------------|---------|------------|
| INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| MManual1 | | |
| Write-in to be coded | Type | Code |
| ST.FOY | | ----- |
| Phrases returned by ACTR | Codes | (S)elect |
| ID: 61001053 069 1 4 | | |
| ===== | | |
| Data for same question from each household member | Persnr: | 1 |
| Check-boxes and Write-ins | | |
| ST.FOY | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE. | | |

Code: _____

(c)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|---------------------------------------------------------------------------------|--|-----------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MManual1 | | |
| Write-in to be coded | | Type Code |
| OTTOWA | | ----- |
| Phrases returned by ACTR | | Codes (\$)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| OTTOWA | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE. | | |

Code: _____

(d)

| 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
|---------------------------------------------------------------------------------|--|-----------------|
| INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN. | | 13:26:51.3 |
| MManual1 | | |
| Write-in to be coded | | Type Code |
| 22 BLA BLA DAUPHIN TOWM MANITOBA | | ----- |
| Phrases returned by ACTR | | Codes (\$)elect |
| ID: 61001060 129 1 10 | | |
| ===== | | |
| Data for same question from each household member | | Persnr: 1 |
| Check-boxes and Write-ins | | |
| 22 BLA BLA DAUPHIN TOWN MANITOBA | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT | | |
| I026 CODER IS AUTHORIZED TO KEY A VALID CODE. | | |

Code: _____

B. Processing multiple responses

Read Chapter IV-B, Processing multiple responses, in the procedures manual. Then, return to this workbook and complete the exercises below.

The system shows you a multiple response. Use this response to complete exercises 1 and 2.

| | | | | |
|-----------------------------------------------------------------------------------|--|----------------------------------------------|----------|------------|
| MMAUAL1 | | 1996 CENSUS OF POPULATION / AUTOMATED CODING | | 17/01/96 |
| | | INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | | 13:18:54.3 |
| Write-in to be coded | | Type | Code | |
| EDMONTON TORONTO | | | ----- | |
| Phrases returned by ACTR | | Codes | (S)elect | |
| ID: 61001053 069 1 4 | | | | |
| ----- | | | | |
| Data for same question from each household member | | | | Persnr: 1 |
| Check-boxes and Write-ins | | | | |
| EDMONTON TORONTO | | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | | | |
| T026 CODER IS AUTHORIZED TO KEY A VALID CODE | | | | |

Exercise 1

Circle the correct answer.

When you encounter a multiple response, you:

- (a) refer it to the next level of coding
- (b) take only the first response into account
- (c) code all responses
- (d) take the best response

Exercise 2

What category of response is "EDMONTON"?

- (a) Place name only
- (b) Name of province only
- (c) Place name and province
- (d) Other type of response
- (e) Misspelled response

Exercise 3

Use the standard-coding-procedures flowchart or the situation/condition/action table in Chapter IV-B of the procedures manual to code the following sample responses.

(a)

| | | | |
|-----------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------|------------------------|
| MMAUAL1 | | 1996 CENSUS OF POPULATION / AUTOMATED CODING INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | 17/01/96 13:18:54.3 |
| Write-in to be coded CHICOUTIMI WINNIPEG | | Type | Code |
| Phrases returned by ACTR | | Codes | (S)elect |
| ID: 61001053 069 1 4 | | | |
| ===== | | | |
| Data for same question from each household member | | | Persnr: 1 |
| Check-boxes and Write-ins CHICOUTIMI WINNIPEG | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | | |
| I026 CODER IS AUTHORIZED TO KEY A UALID CODE | | | |

Code: _____

(b)

| | | | |
|-----------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------|------------------------|
| MMAUAL1 | | 1996 CENSUS OF POPULATION / AUTOMATED CODING INTERACTIVE CODING - MOBILITY 1 YEAR IN CAN. | 17/01/96 13:18:54.3 |
| Write-in to be coded WORKING VANCOUVER | | Type | Code |
| Phrases returned by ACTR | | Codes | (S)elect |
| ID: 61001053 069 1 4 | | | |
| ===== | | | |
| Data for same question from each household member | | | Persnr: 1 |
| Check-boxes and Write-ins WORKING VANCOUVER | | | |
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- | | | |
| HELP UP DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT | | | |
| I026 CODER IS AUTHORIZED TO KEY A UALID CODE | | | |

Code: _____

C. Processing other responses

Read Chapter IV-C, Processing other responses, in the procedures manual. Then, return to this workbook and complete the exercises below.

Exercise 1

The system sends you the following abbreviated response. What do you do? _____

```

MMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.      13:26:51.3

Write-in to be coded                                     Type Code
S'SIDE                                                  -----

Phrases returned by ACTR                                Codes   (S)elect

ID: 61001060 129 1    10
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
S'SIDE

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP UP   DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT
I026 CODER IS AUTHORIZED TO KEY A VALID CODE
    
```

Exercise 2

The system sends you a “same”, “same as Person 1”, “même”, “même que la Personne 1” response. What do you do? _____

```

MMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.      13:26:51.3

Write-in to be coded                                     Type Code
SAME                                                  -----

Phrases returned by ACTR                                Codes   (S)elect

ID: 61001060 129 1    10
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
SAME

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP UP   DOWN <<<< >>>> MORE +UP +DOWN REFER VALID COMIT QUIT
I026 CODER IS AUTHORIZED TO KEY A VALID CODE
    
```

Exercise 3

The system shows you the following incomprehensible response. What do you do? _____

```

MMANUAL1      1996 CENSUS OF POPULATION / AUTOMATED CODING      17/01/96
                INTERACTIVE CODING - MOBILITY 5 YEARS IN CAN.    13:26:51.3

Write-in to be coded
FORGET IT

Phrases returned by ACTR

ID: 61001060 129 1 10
=====
Data for same question from each household member      Persnr: 1
Check-boxes and Write-ins
FORGET IT

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      HELP  UP   DOWN <<<< >>>> MORE +UP +DOWN REFER UALID COMIT QUIT
1026 CODER IS AUTHORIZED TO KEY A VALID CODE.
    
```


VI. Review Exercises

The following set of responses covers all the points studied. In each case, determine the response category and assign a code.

| Response | Category | Code |
|---------------------------------|----------|------|
| (a) MOUNTAIN VIEW | | |
| (b) ALEXANDRIA STORMONT ONTARIO | | |
| (c) NEW GLASGON NS | | |
| (d) MARS | | |
| (e) TOGO MANITOBA | | |
| (f) YUK | | |
| (g) DRUMHELLER EDMONTON ALBERTA | | |
| (h) MOOSEJAW SK | | |
| (I) MÊME | | |
| (j) CFB SHILO | | |
| (k) TRAVELLING ARIZONA | | |

| Response | Category | Code |
|------------------------------|----------|------|
| (l) DARMOUTH NOVA SCOTIA | | |
| (m) ISLE VERTE SAINTE FOY PQ | | |
| (n) ILE DU P.EDWARD | | |
| (o) HALIFAX OTTAWA ONTARIO | | |
| (p) PHOENIX BC | | |
| (q) EDMUNSTON NB | | |
| (r) RAPIDE CITY TORONTO ON | | |
| (s) KAMSAEK SASKATCHEWAN | | |
| (t) D D ORMEAUX PQ | | |
| (u) POND INLET | | |
| (v) EGYPT ONT WINNIPEG MB | | |
| (w) KANATA | | |

| Response | Category | Code |
|-------------------------------------|----------|------|
| (x) CHILLOWACK COLOMBIE-BRITANNIQUE | | |
| (y) HULL OTTAWA | | |
| (z) VARIOUS | | |

VII. Conclusion

Now that you have read the procedures manual and completed the exercises in this training guide, you are ready to use the ACTR system.

If you have any questions, ask your supervisor for help.

The answers to the exercises in this guide are given in the supervisor's manual.



70174
c. 2

[illegible]

