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National Longitudinal Survey of Children and Youth Understanding the Early Years - Field Test

Procedures Manual

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CHAPTER 1

OVERVIEW OF THE SURVEY

1.1 Introduction

The goal of this pilot test is to evaluate the administration of instruments which may be added to the National Longitudinal Survey of Children and Youth (NLSCY) to provide improved data on development and learning for children under the age of six. This is in response to the federal government's increased recognition of the importance of early childhood as a foundation for human development. The federal ***Speech from the Throne*** in September 1997 committed the government to monitor children's readiness to learn over time. These instruments will complement the data from the Peabody Picture Vocabulary Test - Revised (PPVT-R) and data on the child provided by the Person Most Knowledgeable about the selected child (PMK) and the teacher (for children in school).

The NLSCY is a long term survey designed to measure children's development and well-being. The survey is conducted in partnership by Human Resources Department of Canada (HRDC) and Statistics Canada. Statistics Canada is responsible for data collection, while HRDC, the major funding partner, directs and disseminates research. The survey looks at the development in a holistic way. Data is collected on children's physical and emotional health, behaviour, activities, and school achievement. The impact of environmental factors such as family structures, socio-economic status, parenting style and peer interactions are also examined. The survey collections take place every two years. Cycle 1 took place in 1994-95, Cycle 2 in 1996-97, Cycle 3 in 1998-99. Cycle 4 will take place in 2000-01 and will include an additional component to better measure development and learning for children under the age of six.

The NLSCY is the first national longitudinal study of children in Canada. The research using the survey data will expand our understanding of the developmental pathways that Canadian children follow as they grow to adulthood, including the impact of their life experiences. The longitudinal data will allow for the study of factors affecting children's development over time, which will strengthen conclusions for use in policy and programs for children and their families. A series of research papers using Cycle 1 data has been released by HRDC, with plans for a second set of research papers to be done using the Cycle 2 data. Many individuals and organizations, such as governments, researchers, educators and community-based professionals in fields such as health and social services, are beginning to use the data or the research in their work.

Objectives

The NLSCY is being enhanced to collect improved data on the development and learning of children under six.

The NLSCY enhancements will provide data to:

- monitor the level and change in children's readiness to learn;
- improve our ability to examine learning in a multi-dimensional child development context. The focus will be on children's development of language skills, cognitive skills and abilities, and learning processes, such as problem solving. The child's physical and motor development, emotional health and social knowledge and competence are important factors in enhancing our understanding of children's pathways to learning. The child's experiences in his or her family, with peers, and in other settings, such as preschool, are also important;
- improve our understanding of what encourages, and what hinders children's development and learning; and to
- study the aspects of "learning outcomes" (such as cognition and learning processes) that may lead to a person's future success in learning, in work and in their private life.

The direct assessment measures, which are being evaluated in this test, will provide objective data on children's development and learning, which are not available in the survey at the present time.

1.2 Objectives of the Field Test

- To assess the administration of five direct assessments of children's development and abilities and to determine the feasibility of using each of them in the NLSCY. As well, to determine the time for administration of each assessment.
- To evaluate the training procedures and materials.
- To obtain feedback from parents and interviewers regarding the administration of assessments.
- To produce reliability data for a shortened, translated version of the McArthur Communicative Development Inventory which is found in the McArthur Questionnaire.

- To assess the appropriateness of a mail-out Ages and Stages Questionnaire for parents.
- To assess respondent relations materials such as introductory letters, brochure, poster, etc.

1.3 Collection Period

From **September 10 to October 6, 1999** (17 regular collection days*).

** regular collection days do not include Sundays, statutory holidays and LFS week.*

1.4 Sample

A total of 636 households have been selected to participate in the Understanding the Early Years Component. Children aged 8 to 16 months have been selected from provincial birth registry files. The remaining sample of older children was chosen from Labour Force Survey rotates out. The distribution of households is presented in the following table:

Sample Distribution by Regional Office

<i>Regional Office</i>	<i>Total households selected</i>
<i>Montréal</i>	323
<i>Vancouver</i>	313
<i>TOTAL</i>	636

Only one child per household has been selected.

1.5 Collection Methodology

Each selected household will receive an introductory package two weeks prior to the beginning of data collection. Packages will include an introductory letter, a brochure, and in certain cases, an Ages and Stages Questionnaire.

All the components of the survey will be completed on paper. Initial contact will be made by telephone and at this time household membership will be confirmed by a knowledgeable household member. The interviewer will then schedule an appointment with the Person Most Knowledgeable about the selected child to complete the interview.

Given that most assessments must be administered directly to the selected child aged 3 to 5 years, it is important that appointments be scheduled for a time when the child is most likely to concentrate. For example, appointments should not be scheduled during usual feeding, nap times, or too late in the evening.

Once in the household, the interviewer will first complete a questionnaire with the parent (**Parent Questionnaire - Booklet 7**). This questionnaire includes questions on the child's health, activities, child care, and other subjects.

If the respondent has a selected child between the ages of 3 and 5 years, the interviewer will administer 2 or 3 (pre-selected) of the 5 direct assessments. Which of the 3 assessments to administer will be indicated on the interviewer's Control Form. **Interviewers must always administer each booklet in the order shown on the Control Form.**

Parents will be asked to give verbal consent before the interviewer administers any direct measures to the child. The interviewer must also check a box on the **Parent Questionnaire** confirming that verbal permission has been granted.

Direct assessments for children aged 3 to 5 years old include :

- **Who Am I Questionnaire (Booklet 1)**
- **Number Knowledge Questionnaire (Booklet 2)**
- **WPPSI-R Block Design Questionnaire (Booklet 3)**
- **Early Screening Inventory Questionnaire (Booklet 4)**
- **Raven's Questionnaire (Booklet 5)**

After the administration of the direct assessment questionnaires, the interviewer will then complete the debriefing questions which are part of the Parent Questionnaire. Once the interview is completed, as soon as the interviewer leaves the household, the **Interviewer's Observation Questionnaire - Booklet 10** which is an evaluation of the direct assessments (Booklets 1 to 5), must be completed by the interviewer. For most of the assessments, the materials used will have to be disinfected (disinfection procedures will be included in the Interviewer's Manual).

If the respondent has received with the Introductory Package, the **Ages and Stages Questionnaire - Booklet 8**, after having completed the Parent Questionnaire, the interviewer will then pick up the completed Ages and Stages Questionnaire. This questionnaire is sent to the respondent two weeks prior to data collection and must be self-completed by the Person Most Knowledgeable about the selected child, before the interview in the household. If the respondent has not completed the Ages and Stages Questionnaire, the interviewer will administer this questionnaire as well. If the respondent has a selected child aged 30 months or less, the **McArthur Questionnaire - Booklet 9** is to be **self-completed** by the Person Most Knowledgeable about the selected child, during the time of the interview.

The interview in the household is expected to last no more than **1 hour 15 minutes** each.

1.6 Parliamentary Acts

Statistics Act

The National Longitudinal Survey of Children and Youth is subject to the **confidentiality** provisions of the Statistics Act.

To obtain honest and accurate data, you must stress to respondents that the information collected is strictly confidential. For respondents, confidentiality means that no one will identify them or their family.

The NLSCY is conducted under the **voluntary** provisions of the Statistics Act.

Official Languages Act

Remember that as a representative of Statistics Canada you have specific responsibilities under the provisions of the Official Languages Act.

Respondents have the right to be interviewed in the official language of their choice and this right must always be respected.

If a respondent prefers to be interviewed in an official language not spoken by the interviewer the case will be coded accordingly. The interviewer will contact their Senior Interviewer who will reassign the case to another Interviewer who can conduct an interview in the requested language.

1.7 Project Code

The project code for the Understanding the Early Years Component is **8088-8**.

1.8 Handling problems

In the event of a problem related to operations, missing supplies, procedures or content, respondent complaints, the project supervisor should attempt to resolve the problem using regular means of communication at the regional level (i.e.: referring to the *Interviewer's Manual*, the *Procedures Manual*, memos, etc.) or contact :

Julie St-Arnaud

Telephone : (613) 951-2082

Fax : (613) 951-0582

E-mail : starjul@statcan.ca



CHAPTER 2

ASSIGNMENT PLANNING

2.1 Assignment Planning File

The Assignment Planning File is used to allocate assignment numbers to cases. This activity is done a few weeks prior to data collection.

Head Office will e-mail each Regional Office an EXCEL 5.0 spreadsheet containing all cases to be assigned for that collection period.

An assignment number must be recorded in Column B for each case in the EXCEL spreadsheet. The record layout is as follows:

Column	Identifier	Definition
A	Sample ID	unique household identifier
B	Assignment ID	blank - to be filled in during assignment planning process
C	Street	respondent street address
D	Apartment	respondent apartment #
E	City	respondent's city of residence
F	Postal Code	respondent's postal code
G	Province	respondent's province of residence

2.2 Responsibilities of Regional Offices

Regional Offices are responsible for:

1. assigning an assignment number to each case in the EXCEL spreadsheet in Column B;
2. not deleting any information from the EXCEL spreadsheet;
3. saving the updated EXCEL spreadsheet;
4. sending via e-mail the EXCEL spreadsheet by **August 4, 1999** to Julie St-Arnaud (starjul@statcan.ca); and
5. sending an assignment number (preferably by the PM's) by e-mail for Head Office to use in case of error or if a case is not assigned (missed during assignment planning).

2.3 Sorting with EXCEL 5.0

When sorting an EXCEL file such as your assignment planning file, Microsoft EXCEL rearranges rows according to the contents of one or more columns.

When sorting a file during assignment planning remember to sort the **entire file**.

To sort your assignment planning file :

1. Select all cells in the file. You do this by clicking, with your mouse, on the **Select All** button which is the grey rectangle in the upper left corner of a worksheet, at the intersection of the row and column headings.
2. Choose the sort command from the **Data menu**.
3. In the "**Sort By**" field select the column which to sort the file by (example: city). If you are sorting on only one field ensure that the "then by" options are at "none".
4. Select **Ascending** or **Descending** depending on the type of sort which you want to perform.
5. Press **OK**

If you wish to undo the sort immediately after it is done select "**undo sort**" from the Edit Menu.

Remember to always select all cells within a file before you sort.

You can sort up to three columns at a time.

2.4 Assignment Size & Requirements

The recommended assignment size is no more than **15 cases per interviewer**. Assignments surpassing this amount may compromise an interviewer's ability to achieve a good response rate.

Because supplies are limited for this field test we ask that Regional Offices assign **NO MORE THAN 25 INTERVIEWERS**.

It is strongly recommended that interviewers selected to participate in this field test be **experienced NLSCY interviewers**. The training developed for this survey will concentrate mostly on the administration of the direct measures and will only have a condensed section on the background and objectives of the NLSCY.

If you expect to hire new interviewers for this field test, it is expected that all interviewers assigned to this field test be trained and **experienced in interviewing techniques, respondent relations and refusal conversion**.

2.5 Control Forms

Following the reception of the Assignment Planning File which contains the assignment of all cases to the interviewers, Head Office will generate Control Forms. Each interviewer will have their own specific Control Form (see Appendix B). The Control Form contains a description of all of the cases assigned to each interviewer. The following information is included on the form:

1. Office ID
2. Interviewer's ID
3. Total number of questionnaires/booklets (by type) needed for the interviewer.
4. Description of each case: Person ID, Parent's Name, Address, Phone Number, Selected Child's Name, Date of birth for the Selected Child and Age in months of the Selected Child.
5. Booklets to administer for each case, as well as their sequence of administration.
6. Status and Comments sections for each case.

The Control Form will be used by the interviewers for the management and the control of their cases, as well, for the administration sequence of each assessment for each case/interview. Also, Control Forms will be used by Regional Offices in order to give the correct number of each type of questionnaires/booklets to each interviewer.



CHAPTER 3
SCHEDULE OF ACTIVITIES

ACTIVITIES	DATES
<i>Head Office will send the Procedures Manual to the Regional Offices.</i>	July 23, 1999
<i>Head Office will send the Assignment Planning File to the Regional Offices.</i>	July 29, 1999
<i>The Regional Offices will return the Assignment Planning File to Head Office.</i>	August 4, 1999

Regional Offices will prepare and ship **Introductory Packages** to respondents.

Head Office will supply:

- electronic copies of two different introductory letters ("withAgesQuest" and "noAgesQuest")
- 2 introductory packages label files ("noQuest" and "withQuest")
- bilingual brochures
- Ages and Stages Questionnaires - Booklet 8

August 16, 1999

Preparation of Introductory Packages:

August 18-20, 1999

1. Print both introductory letters.
2. Have regional directors sign introductory letters.
3. Print both labels (2" x 4")
4. **TYPE "A"**
"noQuest" label file (for introductory packages **WITHOUT** Ages and Stages Questionnaires)
 - insert letter (from **"noAgesQuest" file**) and a bilingual brochure in envelopes (9" ½ x 4 1/8").
5. **TYPE "B"**
"withQuest" label file (for introductory packages **WITH** Ages and Stages Questionnaires)
 - * This label will show on the top right hand corner **"XXWITH"**, this indicates that an Ages & Stages Questionnaire is required in the envelope.
 - Insert a letter (from **"withAgesQuest" file**) and a bilingual brochure in envelope (9" ½ x 12").
 - Transcribe selected child's name from the list provided by Head Office to the front cover of an Ages & Stages Questionnaire and insert this questionnaire into the type B envelope.

Ensure that the name of the selected child you have transcribed onto the front cover of the questionnaire matches the name on the list provided by Head Office and that the label address also matches the list.
6. **Mail packages to respondents.**

August 23, 1999

Head Office will ship the Interviewer's Supplies to the Regional Offices.	August 23, 1999
Regional Offices will prepare packages for Interviewers and Senior Interviewers. See Chapter 4 for information on how to prepare the packages.	August 25, 1999
Regional Offices will ship packages to Interviewers and Senior Interviewers.	August 26, 1999
Interviewers and Senior Interviewers will read the Interviewer's Manual (5 hours).	before training
Two classroom training sessions will be held for this field test. The training sessions will be three days in length. Divide evenly between the training sessions the interviewers who will be assigned to this field test.	September 7, 8 & 9, 1999 September 13, 14 & 15, 1999

Data Collection**Target Response Rate : 85%****September 10
to October 6,
1999****Interviewer Completion Targets**

<u>Date</u>	<u>Montréal</u>		<u>Vancouver</u>		<u>Total Cases</u>	
	<u># Cases</u>	<u>%</u>	<u># Cases</u>	<u>%</u>	<u># Cases</u>	<u>%</u>
Sept. 13	16	5.0	15	4.8	31	4.9
Sept. 14	32	9.9	30	9.6	62	9.7
Sept. 15	48	14.9	45	14.4	93	14.6
Sept. 16	64	19.8	60	19.2	124	19.5
Sept. 17	80	24.8	75	24.0	155	24.4
Sept. 18	96	29.7	90	28.8	186	29.2
Sept. 20	112	34.7	105	33.5	217	34.1
Sept. 21	128	39.6	120	38.3	248	39.0
Sept. 22	144	44.6	135	43.1	279	43.9
Sept. 23	160	49.5	150	47.9	310	48.7
Sept. 24	176	54.5	165	52.7	341	53.6
Sept. 25	192	59.4	180	57.5	372	58.5
Sept. 27	208	64.4	195	62.3	403	63.4
Sept. 28	224	69.3	210	67.1	434	68.2
Sept. 29	240	74.3	225	71.9	465	73.1
Sept. 30	256	79.3	240	76.7	496	78.0
Oct. 1	272	84.2	255	81.5	527	82.9
Oct. 2	288	89.2	270	86.3	558	87.7
Oct. 4	304	94.1	285	91.1	589	92.6
Oct. 5	320	99.1	300	95.8	620	97.5
Oct. 6	323	100	313	100	636	100

Daily Progress Reports must be submitted via fax or e-mail to **Julie St-Arnaud** on a daily basis (see Appendix A for copy of Daily Progress Report).

**September 10
to October 6,
1999**

All interviewers will be asked to participate to a **debriefing session**.

**Week of
October 4, 1999**

Interviewers return **ALL survey supplies** to Regional Office.

October 7, 1999

Regional Offices return survey supplies to Head Office (see Chapter 7 for instructions on return of materials to Head Office).

**October 12,
1999**

CHAPTER 4

SUPPLIES

4.1 Supplies Provided by Head Office

Provided via e-mail on August 16, 1999 :

- Electronic files of two different kinds of introductory letters
- Electronic files of two different kinds of labels

Provided via priority post on August 16, 1999:

Supplies	Montréal	Vancouver
Ages and Stages Questionnaires (Booklet 8)	440	440
Bilingual brochures	1050	1050

Provided via priority post on August 23, 1999:

Supplies	Montréal	Vancouver
Interviewer's Manuals (English version)	10	32
Interviewer's Manuals (French version)	32	5
Polaroids	26	26
Films	80	80
Posters	850	850
Notice of visit pad	30	30
Scotch Tape	30	30
Assessment Supplies Box containing the following (see Appendix D for contents of each kit): -Miscellaneous kit -Raven's CPM-P test booklet -WPPSI-R Block Design kit -Number Knowledge kit -Early Screening Inventory kit -Disinfection kit	28	28
Control Forms :	Number to be determined by Head Office after the arrival of the Assignment Planning File.	

Supplies	Montréal	Vancouver
<i>Who Am I Questionnaire (Booklet 1)</i> FRENCH VERSION	260	110
<i>Who Am I Questionnaire (Booklet 1)</i> ENGLISH VERSION	165	260
<i>Number Knowledge Questionnaire (Booklet 2)</i>	260	260
<i>WPPSI-R Block Design Questionnaire (Booklet 3)</i>	260	260
<i>Early Screening Inventory Questionnaire (Booklet 4)</i>	260	260
<i>Raven's Questionnaire (Booklet 5)</i>	145	145
<i>Parent Questionnaire (Booklet 7)</i>	545	535
<i>McArthur Questionnaire (Booklet 9)</i>	340	330
<i>Interviewer's Observation Questionnaire (Booklet 10)</i>	350	350

WHEN YOU RECEIVE YOUR SUPPLIES FROM HEAD OFFICE, YOUR REGIONAL OFFICE IS RESPONSIBLE FOR VERIFYING THE QUANTITIES, AS WELL AS THE CONDITION OF THE MATERIALS.

Note: Booklets 2, 3, 4, 5, 7, 8, 9 and 10 contain English on one side and French on the other.

4.2 Supplies Provided by the Regional Offices

Supplies used for Introductory Packages	Montréal	Vancouver
<i>labels (4" x 2")</i>	330	320
<i>Envelopes (9 " ½ x 4" 1/8)</i>	260	250
<i>Envelopes (9" ½ x 12")</i>	100	100

4.3 Preparation of Packages for Interviewers

1. Group together each type of questionnaire in piles. There will be 9 piles in total for each of the following questionnaires: Who Am I-Booklet 1 (English version), Who Am I-Booklet 1 (French version), Number Knowledge-Booklet 2, WPPSI-R Block Design-Booklet 3, Early Screening Inventory-Booklet 4, Raven's-Booklet 5, Parent Questionnaire-Booklet 7, McArthur-Booklet 9, and Interviewer's Observation-Booklet 10.

2. Look at the **top right section of each interviewer's Control Forms** in order to know how many questionnaires/booklets each interviewer should receive. Group together the booklets required for each particular interviewer in their package. For these quantities, the English version of the Who I Am Questionnaire should be included in Vancouver and the French version in Montréal.

Example (refer to Appendix B)

In this case, the number of booklets to include would be the following:

- **Booklet 1:** 4 English version of the Who Am I (Office ID: 18 -Vancouver)
- **Booklet 2:** 3 Number Knowledge Questionnaires
- **Booklet 3:** 4 WPPSI-R Block Design Questionnaires
- **Booklet 4:** 5 Early Screening Inventory Questionnaire
- **Booklet 5:** 3 Raven's Questionnaires
- *Booklet 6: This Booklet is inexistent.*
- **Booklet 7:** 14 Parent Questionnaires
- *Booklet 8: No Ages and Stages Questionnaires are included at this step. Remember that this questionnaire was mailed out to respondents with the Introductory Packages.*
- **Booklet 9:** 5 McArthur Questionnaires
- **Booklet 10:** 9 Interviewer's Observation Questionnaires

3. For each package, in addition to the number of questionnaires given according to the totals indicated on each interviewer's Control Form, add an **additional 5 copies** for each of the following questionnaires/booklets:

Who Am I Questionnaire - French version (**Booklet 1**)
For Vancouver only, include 3 extra copies instead of 5.

Who Am I Questionnaire - English version (**Booklet 1**)

Number Knowledge Questionnaire (**Booklet 2**)

WPPSI-R Block Design Questionnaire (**Booklet 3**)

Early Screening Inventory Questionnaire (**Booklet 4**)

Parent Questionnaire (**Booklet 7**)

McArthur Questionnaire (**Booklet 9**)

Interviewer's Observation Questionnaire (**Booklet 10**)

4. For each Interviewer's Package, include **3 additional copies** of the Raven's Questionnaire (**Booklet 5**).
5. For each Interviewer's Package include **10 additional copies** of the **Ages and Stages Questionnaire (Booklet 8)**.

6. For each interviewer, include their specific set of **Control Forms** in their respective package.
7. Group together each type of the remaining supplies in piles and add the following to each interviewer's package:
 - **1 Interviewer's Manual**
 - **1 Assessment Supplies Box containing the following kits** (see Appendix D for contents of each kit) :
 - Miscellaneous kit
 - Raven's CPM-P test booklet
 - WPPSI-R Block Design kit
 - Number Knowledge kit
 - Early Screening Inventory kit
 - Disinfection kit
 - **1 Notice of visit pad**
 - **1 polaroid camera**
 - **3 polaroid films**
 - **25 posters**
 - **1 roll of scotch tape**
 - **20 bilingual brochures**
 - **20 copies of each kind of introductory letters**

4.3 Preparation of Packages for Senior Interviewers

Each Senior Interviewer should receive the following supplies :

- **1 Interviewer's Manual**
- **Copies of Control Forms** assigned specifically to their interviewers
- **5 extra copies for each of the above mentioned questionnaires/booklets (*Booklets 1, 2, 3, 4, 5, 7, 9 and 10*).**
- **10 extra copies of the Ages and Stages Questionnaires (*Booklet 8*)**
- **1 Assessment Supplies Box containing the following kits** (see Appendix D for contents of each kit) :
 - Miscellaneous kit
 - Raven's CPM-P test booklet
 - WPPSI-R Block Design kit
 - Number Knowledge kit
 - Early Screening Inventory kit
 - Disinfection kit
- **1 Notice of visit pad**
- **1 Polaroid camera**
- **3 Polaroid films**
- **25 Posters**

- **1 Roll of scotch tape**
- **20 Bilingual brochures**
- **20 Copies of each kind of introductory letters**



CHAPTER 5

TRAINING

Because it is not possible to accomodate more than 20 interviewers in one training session, there will be two identical training sessions held. One session will be held on **September 7,8 and 9th, 1999** and the other on will be held on **September 13, 14 & 15, 1999**. The number of interviewers will be divided evenly between the two training sessions. Interviewers are asked to bring the following materials to their designated training session:

- ✓ **INTERVIEWER'S MANUAL**
- ✓ **ASSESSMENT SUPPLIES BOX** containing the following (see Appendix D for contents of each kit) :
 - Miscellaneous kit
 - Raven's CPM-P test booklet
 - WPPSI-R Block Design kit
 - Number Knowledge kit
 - Early Screening Inventory kit
 - Disinfection kit
- ✓ **POLAROID**
- ✓ **1 FILM**

Regional Offices should ensure that a **room** is booked for the training dates and that a **flip chart** and an **overhead projector** is available.

PREPARATION FOR CLASSROOM TRAINING

It is very **important** that interviewers and senior interviewers read the **Interviewer's Manual**, especially because this survey has many requirements that differ greatly from norm.



CHAPTER 6

SURVEY EVALUATION

*All the interviewers will be asked to participate in a **debriefing session** which will take place during the **week of October 4, 1999**.*



CHAPTER 7

RETURNING COLLECTION MATERIALS

All SURVEY SUPPLIES from the interviewers are to be returned by the Regional Offices to Head Office by **October 12, 1999**. Each type of supplies should be grouped together before being returned to Head Office.

Send the materials to:

Survey Operations Division
Institutional and Social Surveys Sections
6-C6 Jean Talon Bldg.
Tunney's Pasture
Ottawa, Ontario
K1A 0T6

Attention: Julie St-Arnaud

BATCHING PROCEDURE:

1. Group together the following questionnaires/booklets, in their respective piles :
 - Who Am I Questionnaire - English version (**Booklet 1**)
 - Who Am I Questionnaire - French version (**Booklet 1**)
 - Number Knowledge Questionnaire (**Booklet 2**)
 - WPPSI-R Block Design Questionnaire (**Booklet 3**)
 - Early Screening Inventory Questionnaire (**Booklet 4**)
 - Raven's Questionnaire (**Booklet 5**)
 - Parent Questionnaire (**Booklet 7**)
 - Ages and Stages Questionnaire (**Booklet 8**)
 - McArthur Questionnaire (**Booklet 9**)
 - Interviewer's Observation Questionnaire (**Booklet 10**)
2. For each batch of booklets, write in the number of questionnaires/booklets on the Batch Form (see Appendix C).
3. Record the total number of documents on the Batch Form under the heading "Form Count".
4. Record the date when the questionnaires/booklets were batched on the Batch Form.
5. Send the batches to the Head office (Attention : Julie St-Arnaud) along with Batch Form.

Note: All questionnaire/booklets should be double wrapped and marked "Protected".



Daily Progress Report

[illegible]



National Longitudinal Survey of Children and Youth
Enquête Longitudinale Nationale sur les enfants et les jeunes
Understanding early years/Comprendre la petite enfance

Office ID/Bureau Régional: 18
Interviewer: 12345
Page: 5/ 6

Booklet/	1: 4	Booklet/	6: 0
Livret	2: 3	Livret	7: 14
	3: 4		8: 6
	4: 5		9: 5
	5: 3		10: 9

PERSONID: U8188-4-1-4-01	Block/bloc: 10	Booklet Order/ Ordre des livrets 7,5,4,10,8	Comments/Commentaires
Parent:			
Selected child/Enfant choisi:		Status Code État 000 O Comp. 001 O Part. 030 O Ref. 034 O No/pas de contact 010 O Void 000 O Other/autre NR	
DOB (dd/mm/yyyy)/Date de naissance(jj/mm/aaaa):			
Age in months/Âge en mois:			
PERSONID: U8212-4-1-4-01	Block/bloc: 10	Booklet Order/ Ordre des livrets 7,5,4,10	Comments/Commentaires
Parent:			
Selected child/Enfant choisi:		Status Code État 000 O Comp. 001 O Part. 030 O Ref. 034 O No/pas de contact 010 O Void 000 O Other/autre NR	
DOB (dd/mm/yyyy)/Date de naissance(jj/mm/aaaa):			
Age in months/Âge en mois:			
PERSONID: U8222-4-1-4-01	Block/bloc: 10	Booklet Order/ Ordre des livrets 7,5,4,10	Comments/Commentaires
Parent:			
Selected child/Enfant choisi:		Status Code État 000 O Comp. 001 O Part. 030 O Ref. 034 O No/pas de contact 010 O Void 000 O Other/autre NR	
DOB (dd/mm/yyyy)/Date de naissance(jj/mm/aaaa):			
Age in months/Âge en mois:			
PERSONID: U8223-4-1-4-01	Block/bloc: 9	Booklet Order/ Ordre des livrets 7,1,2,3,10	Comments/Commentaires
Parent:			
Selected child/Enfant choisi:		Status Code État 000 O Comp. 001 O Part. 030 O Ref. 034 O No/pas de contact 010 O Void 000 O Other/autre NR	
DOB (dd/mm/yyyy)/Date de naissance(jj/mm/aaaa):			
Age in months/Âge en mois:			



Date : _____

Office ID : _____

The National Longitudinal Survey of Children and Youth
Understanding the Early Years

Document Type	Number of Questionnaires
Who Am I Questionnaire - English version (Booklet 1)	
Who Am I Questionnaire - French version (Booklet 1)	
Number Knowledge Questionnaire (Booklet 2)	
WPPSI-R Block Design Questionnaire (Booklet 3)	
ESI-R Questionnaire (Booklet 4)	
Raven's Questionnaire (Booklet 5)	
Parent Questionnaire (Booklet 7)	
Ages and Stages Questionnaire (Booklet 8)	
McArthur Questionnaire (Booklet 9)	
Interviewer's Observation Questionnaire (Booklet 10)	



APPENDIX D

The Assessment Supplies Box includes :

- ✓ **Miscellaneous Kit**
 - 1 panel (file folder)
 - 1 Reference Card (for Parent Questionnaire)
 - 1 pencil sharpener
 - 2 erasers
 - 6 pencils without eraser

- ✓ **1 Raven's CPM-P test booklet**

- ✓ **1 WPPSI-R Block Design Kit**
 - 6 flat blocks, red on one side and white on the other
 - 8 flat blocks, red on one side and half red and half white on the other
 - Stimulus Booklet
 - Stopwatch

- ✓ **1 Number Knowledge Kit**
 - 25 white chips
 - 4 blue chips
 - 3 red chips
 - 7 triangles
 - 8 circles
 - 1 numbered equilateral triangle with numbers 5, 6 and 2
 - 1 numbered equilateral triangle with numbers 7, 4 and 9
 - 1 visual array with the numbers 4, 9, 2 and 7
 - 1 visual array with the numbers 8, 5, 2 and 6
 - 1 numbered equilateral triangle 21, 25 and 18
 - 1 numbered equilateral triangle 28, 31, 24
 - 1 card with the numbers 12 and 54
 - 1 card with the numbers 47 and 21

- ✓ **1 Early Screening Inventory Kit**
 - 10 one-inch wooden cubes
 - 2 pieces of laminated 8 1/2" X 11" construction paper (for building surface)
 - 60 pieces of plain white 8 1/2" X 11" paper without lines
 - 2 3"X5" cards showing each of 2 figures (circle, t)
 - 6 picture cards, numbered on the back, 2 each of a duck, a cup, and a house
 - 6 foot long, 1-inch wide tape (secured to the floor)

- ✓ **1 Disinfection kit**
 - 1 bottle of disinfectant (Pinosan)
 - 1 empty bottle with cap
 - 1 empty bottle with mister
 - measuring device
 - dish towels

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