



International Household Survey Network DDI Reviewers' Feedback Form

Country:	Language:
Dataset name:	
Dataset ID:	
Submitted by:	Date submitted:
Format provided: <input type="checkbox"/> DDI in XML <input type="checkbox"/> Nesstar file <input type="checkbox"/> Toolkit CD-ROM DDI file size: _____ Mb	
Data provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	External resources provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reviewed by:	Review date (yyyy/mm/dd): ____ / ____ / ____
IHSN Study template used? <input type="checkbox"/> Yes <input type="checkbox"/> No	IHSN External Resource template used? <input type="checkbox"/> Yes <input type="checkbox"/> No
Has a new DDI been produced by the reviewer? <input type="checkbox"/> Yes (<i>name:</i> _____) <input type="checkbox"/> No	

Version 1.0 (May 2007) - Form available at www.surveynetwork.org

DOCUMENT DESCRIPTION

Document Description				
DDI Element	Expected	Status	Reviewer's comments	Action
Study Title	Proper noun format, years separated by hyphen	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Metadata producer	Name of the person and affiliation.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Date of production	Date in ISO format.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
DDI Document Version	Version number based on a standard naming convention.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
DDI Document ID Number	Number coherent with the Study Description ID Number.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION

STUDY DESCRIPTION - Identification				
DDI Element	Expected	Status	Reviewer's comments	Action
Title	Full name of the survey, including the reference year. Proper noun format, years (if more than one) separated by hyphen. Example: <i>Household Budget Survey 2006-2007</i>	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Sub-title	In most cases, there will be no subtitle. If there is one, it should provide additional information related to the title.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Abbreviation	All capitalized; includes the reference year. Example: <i>DHS 2004</i>	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Study type	Preferably taken from a controlled vocabulary.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Series information	Clear description of the series (objectives, ownership, scope and coverage, period) and indication on how many rounds/surveys belong to the series.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Translated title	Optional (will be empty in most cases). Make sure special characters are readable.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
ID Number	Clear and consistent (based on a standard convention). Should include country abbreviation and year. Example: <i>UGA-UBOS-DHS-2004</i>	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION – Version				
DDI Element	Expected	Status	Reviewer's comments	Action
Description	Version number based on naming convention; should include a "label". Examples: <i>V0 – Raw data, unedited</i> <i>V1.1 – Edited non anonymized data</i> <i>V2.2 – Public use dataset, 2nd release (Nov. 2007)</i>	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Production date	Date in ISO format (at least month and year)	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Notes	More information on what distinguishes this version from any other.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Overview				
DDI Element	Expected	Status	Reviewer's comments	Action
Abstract	Clear and concise abstract providing summary information of survey objectives, scope and coverage; and where applicable key findings of the survey.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Kind of data	Taken from the IHSN controlled vocabulary.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Unit of analysis	Usually stated as person, household, enterprise etc. (could be several units)	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Scope				
DDI Element	Expected	Status	Reviewer's comments	Action
Description of scope	Typically, list of questionnaire modules.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Keywords	In the future: list of keywords based on an international multilingual thesaurus	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Topics classification	In the future: list of topics based on an international multilingual thesaurus	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Coverage				
DDI Element	Expected	Status	Reviewer's comments	Action
Country	Country name in full	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix
Geographic coverage	Clear and concise statement of geographic coverage. Examples: - <i>National, except province of ...</i> - <i>Rural only</i>	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Universe	Population covered by the survey. This should almost never be "All population". A census for example does not cover diplomats. A household survey typically does not cover community households, homeless, and nomads.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Producers and Sponsors

DDI Element	Expected	Status	Reviewer's comments	Action
Primary investigator	Full name of the agency that coordinated the data collection activities.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Other producers	Agencies that were not in charge, but participated in the implementation of the study as co-producer.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Funding	List of donors (national and international; having provided cash or in-kind contributions); national government should not be forgotten.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Other acknowledgment	Optional: acknowledgments of technical experts or others (persons or agencies) who contributed to the success of the operation.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix

STUDY DESCRIPTION – Sampling

DDI Element	Expected	Status	Reviewer's comments	Action
Sampling procedure	Sample size, stratification, information on sample frame, replacement policy. Identification of the variables that represent for stratum, psu in the data files. For a census, this will be N.A. Reference to more detailed information in external resource. Verify that the sample size corresponds to what is found in the data files.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Deviation from sample design	Information on discrepancies between planned and actual sample. This may be inaccessibility of regions at the time of survey (insecurity or climatic issues), budget problems, etc. For a census, this will be N.A.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

Response rates	Response rates by stratum and stated as a percentage of the design. For a census, this will be N.A.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Weighting	Information on the weight variables available in the data files. If self-weighted, this must be explicitly stated here.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Data Collection				
DDI Element	Expected	Status	Reviewer's comments	Action
Dates of data collection	Dates in ISO format: YYYY-MM-DD. At least month and year.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Time periods	In most cases, this will be empty.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Mode of data collection	Taken from IHSN controlled vocabulary.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Notes on data collection	Information on number and profile of interviewers and supervisors; on their training; observations on particular issues during data collection.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Questionnaires	List of questionnaire(s) and their content.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Data collectors	Optional. We do not expect a list of interviewers here.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix

Supervision	Clear description of field supervisory structure including: team size, control mechanisms etc.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
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STUDY DESCRIPTION - Data Processing

DDI Element	Expected	Status	Reviewer's comments	Action
Data editing	Statement on method and software used. Ideally, provide a reference to external resources (documents/programs).	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Other processing	Statement on method and software used for data entry, tabulation and analysis (e.g., data entry in the field or at HQ; manual or by scanning; percentage of double entry). Ideally, provide a reference to external resources.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Data Appraisal

DDI Element	Expected	Status	Reviewer's comments	Action
Estimates of sampling errors	Summary statement on the reliability of the data is clearly stated with reference to the tests that have been run to check the variance. A link to an external resource that documents the procedure and software used is recommended when this has been done.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Other forms of data appraisal	Statement is clear and comprehensive.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Data Access				
DDI Element	Expected	Status	Reviewer's comments	Action
Access authority	Full name of the agency (or person) which (who) has authority to grant access to the data.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Confidentiality	Standard statement that serves for all surveys. Can use a customized version of the IHSN recommended statement.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Access conditions	One of the three standard statements to be adopted by the country (public use file / licensed file / confidential file). Can use a customized version of the IHSN recommended statement.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Citation requirements	Citation based on a standard format. Must include the following components: name of the dataset, version if available, producer, country, reference year(s).	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Disclaimer and Copyright				
DDI Element	Expected	Status	Reviewer's comments	Action
Disclaimer	Standard statement that serves for all surveys. Can use a customized version of the IHSN disclaimer statement.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Copyright	Standard format (Year, copyright statement).	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

STUDY DESCRIPTION - Contacts				
DDI Element	Expected	Status	Reviewer's comments	Action
Contact persons	Name and/or title of the person(s) who can provide more information on the survey. Preferably, do not use names (use title and agency).	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided <input type="checkbox"/> N.A.	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

DATA FILES

DATA FILES - File checks				
Item	Expected	Status	Reviewer's comments	Action
Order of appearance	Data files are listed in a logical order.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Fix
Relationships validated	All files have numeric key variables that provide a unique ID, and the variables are validated in Toolkit (or in statistical package)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A.		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix
Completeness	Data are available for all sections of all questionnaires; derived files are available as well.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Fix <input type="checkbox"/> Check
Re-sequence data	Position and length of all variables is available (required for ASCII export).	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Add

DATA FILES - File Description				
DDI Element	Expected	Status	Reviewer's comments	Action
Name	File name should not be changed. No action to be taken. Reviewer can however formulate recommendation if file naming convention is not appropriate.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None

Content	Short but clear description of the file content. Ideally, should establish the link with questionnaire sections. Example: <i>Section 3A of the Household questionnaire: Education.</i>	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Producer	In most cases, the producer of the file is the producer of the survey.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Version	In most cases, there will be no versioning of individual file (as we have a version of the dataset).	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Processing Checks	Optional. In most cases, information on data editing will be contained at the Study Level.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Missing data	Optional. The variable description provides fields to describe missing values used for each variable.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Notes	Optional.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

VARIABLES

VARIABLES - Variable checks				
DDI Element	Expected	Status	Reviewer's comments	Action
Variable Names	Variable names should not be changed. No action is expected. Reviewers can however comment if variable naming does not follow good practice.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None

Variable Labels	All variables should have a unique, clear label. Use the "Validate Variable" tool in the Toolkit to check.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Categories	All nominal variables have value labels. Use the "Validate Variable" tool in the Toolkit to check. If data are available, view the "Data Entry" page in the Toolkit. Entries in blue fonts are problems.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Statistics Options	Options should be properly set; frequencies should not be produced for variables such as household ID or similar (large-size DDI files often indicates such error).	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Weights	The application of weights is optional, but good to have when applicable. The appropriate weight must be applied to each variable.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None <input type="checkbox"/> N.A.		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Data type	Most variables should be numeric. String variables should be recoded, encoded, or de-string when possible.			<input type="checkbox"/> None <input type="checkbox"/> Fix <input type="checkbox"/> Check
Measure	Importing data from some formats in the Toolkit will not automatically impute the most appropriate measure.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Is Time variable	Rarely used.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Min	If data is available, check that no data are out of range by viewing the "Data entry" page in the Toolkit. Out of range values will appear in red.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Max	If data is available, check that no data are out of range by viewing the "Data entry" page in the Toolkit. Out of range values will appear in red.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

Decimals		<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Implicit decimals	Needed when the files were imported from ASCII.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Missing data	By default, missing data are indicated by *. If values have been used to indicate missing (e.g., 9999) this must be specified here. Missing values should NOT be declared in the Categories.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

VARIABLES - Description				
DDI Element	Expected	Status	Reviewer's comments	Action
Definition	Will be empty in most cases. For household surveys, make sure that we have a definition of "Household" attached to the hhid variable.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Universe	Ideally, universe should be indicated for each variable. It can be in words (e.g. " <i>Household members aged 15 and over</i> ", or in logical terms based on variables (e.g.: <i>A05> 15 and A07=1</i>)	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Source of information	Empty in most cases.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Concepts	Empty in most cases, except ones defined in the enumerator's or controller's manuals.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

VARIABLES - Question				
DDI Element	Expected	Status	Reviewer's comments	Action
Pre-question text	Pre-question text are instructions to interviewers provided <u>in the questionnaire</u> , prior to asking the question.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Literal question	All questions in the questionnaires attached to the corresponding variables.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Post-question text	Pre-question text are instructions to interviewers provided <u>in the questionnaire</u> , after the question is asked. Can include instructions on skips.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Interviewer Instructions	All instructions available in the interviewer's manual should be provided here.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

VARIABLES - Imputation and derivation				
DDI Element	Expected	Status	Reviewer's comments	Action
Imputation	Empty in most cases.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Recoding and derivation	Information should be provided for all calculated variables.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

VARIABLES - Others				
DDI Element	Expected	Status	Reviewer's comments	Action
Security	Empty in most cases. If available, should indicate a level of confidentiality.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Notes	Optional. Will be empty in most cases.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

VARIABLES - Variable groups				
Item	Expected	Status	Reviewer's comments	Action
Variable groups	Optional. If groups are provided, they should cover all variables in the file.	<input type="checkbox"/> Provided <input type="checkbox"/> Not provided		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

EXTERNAL RESOURCES

EXTERNAL RESOURCES - External resources checks				
Item	Expected	Status	Reviewer's comments	Action
Questionnaire	All questionnaires must be provided in PDF format (and in original format as well, if possible)	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Resource (links)	All links to external resources should be valid (no broken links). Links should be relative addresses (no absolute paths).	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

PDF documentation	Technical document generated using the IHSN Toolkit PDF Generator is provided and documented in the external resources	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Programs	Data entry, editing, tabulation and analysis programs should be preserved and provided.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Report	All survey reports and analytical output must be provided in PDF (and in original format if available).	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Label	All external resources should have a short but explicit label.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

EXTERNAL RESOURCES - Identification

DDI Element	Expected	Status	Reviewer's comments	Action
Type	All documents must have a "Type" indicated, taken from the IHSN controlled vocabulary. Make sure we have at least one "Questionnaire" and one "Report".	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Title	For documents, title as it appears on the cover page. For programs/photos/maps etc, a short title describing the content should be provided.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Subtitle	Optional. For documents only. Should correspond to what is displayed on the cover page.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Author(s)	All resources should have an author (person or agency).	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

Date	At least month and year.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Country	Country to which the resource is related.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Language	For documents only.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix
Format	Based on the IHSN controlled vocabulary.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
ID Number	Optional	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

EXTERNAL RESOURCES - Contributors and rights				
DDI Element	Expected	Status	Reviewer's comments	Action
Contributor(s)	Optional	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Publisher(s)	Optional	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Rights	Optional but recommended.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

EXTERNAL RESOURCES - Content				
DDI Element	Expected	Status	Reviewer's comments	Action
Description	Short description of the resource. Very important for computer programs (must describe the purpose, software needed to run it).	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Abstract	For documents only; optional.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Table of Contents	Optional. No need to include page numbers.	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Subjects	Optional (should be based on an international multilingual thesaurus)	<input type="checkbox"/> All <input type="checkbox"/> Some <input type="checkbox"/> None	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check

CD-ROM / Website (only in cases where Toolkit-generated CD-ROM or Website is provided)

CD-ROM / Website Check				
Item	Expected	Status	Reviewer's comments	Action
CD-ROM name	Should be the abbreviation of the survey including year.			<input type="checkbox"/> None <input type="checkbox"/> Fix
Branding	An agency-specific branding is used, with at least the name of the agency and country if relevant	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Fix
Home page	Informative message on home page	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix

Autorun	For CD-ROM only: check that the autorun is available and works.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix <input type="checkbox"/> Check
Empty pages	CD-ROM/website should not include any empty page. Check in particular photos and maps.	<input type="checkbox"/> Some <input type="checkbox"/> None		<input type="checkbox"/> None <input type="checkbox"/> Fix
Static pages	Text in static pages should be informative.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Typos/spelling errors detected	<input type="checkbox"/> None <input type="checkbox"/> Add <input type="checkbox"/> Fix
Links	All links in the CD-ROM/website checked.	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> Fix <input type="checkbox"/> Check

Other comments