Interviewer’s Manual

Since their inceptions, the Mexican Migration Project (MMP) and the Latin American Migration Project (LAMP) have used the Ethnosurvey as the principal instrument for obtaining basic demographic information about households in communities with migrant populations in both Latin America and the United States. The purpose of this manual is to serve as a reference guide for interviewers associated with the MMP and the LAMP while administering the Ethnosurvey in the field. While this is not an exhaustive manual, it contains a collection of definitions, conventions, and suggestions that we have developed over time. The object is to attain the highest possible level of standardization in the collection of our data.

Given the particularities and idiosyncrasies of the various Latin American populations that we study, it is up to the decision of the fieldwork coordinator whether or not to include or modify certain concepts and conventions. Therefore, this manual should be used under the supervision of the fieldwork coordinator.

I. CONVENTIONS

Types of Cells:

There are four types of cells we use depending upon the type of information we are trying to get:

1. Shaded cell: No response needed.
2. Cell with the word CODE: Requires a numerical response from a list of predetermined codes located at the bottom of the corresponding table.
3. Cell with options: Circle the appropriate response.
4. Open cell: Write the response in either letters or numbers, which ever is appropriate.

Common Responses:

The following conventions apply to the cases described below:

1. Unknown response: Write “UNK”
2. Irrelevant question: Write “N/A” or “---” (not applicable)

Duration Responses:

1. Current: Write: “TP” which stands for “to the present”
2. All other duration responses follow the format “yy.mm” where “yy” stands for years and “mm” for months. For example, “1.06” means one year and six months, “0.11” means eleven months, “12.00” means twelve years, “1.00” means one year. In the case of whole years, it is not necessary to write the zeros, so that one or twelve years maybe simply written “1” or “12.” It is important to maintain this format. If someone writes “0.1”, it means ten months and not one month as any interviewer would understand it; thus, it is better to write it as “0.10”. For cases that have less than ten months, it is important to insert a zero before: “0.05” to mean five months and not “0.5”.

Other
1. There is no difference between permanent jobs and seasonal jobs. The important issue is to capture labor activities. For example, some agricultural jobs are seasonal, but that is due to the nature of those jobs.

2. The ethnosurvey is designed to interview “family” as a unit. Thus, if the household has only one person or the family that lives there is only integrated by siblings, friends, cousins, but it does not have a household head such as a father or a mother, that household does not get interviewed. If there is a household in which the household head lives alone and has had children but none of them is member of the household, this household does not get interviewed either since this does not have a family unit. As for the interviews done in the U.S., it is all right to interview a person who lives alone, since it is more difficult to find families there.

3. Households which currently live in the U.S. will be interviewed only if the household is living in the community at the time of the survey and if the whole family or the household head is present at the time of the survey.

4. If at the time of the survey there are people visiting from the U.S. (i.e. nephews, nieces, aunts, uncles, etc.) who do not belong to the direct family (such as head, spouse, and children), those persons should not be included in the survey because they are not part of the “family” unit which is being interviewed.

II. ETHNOSURVEY

TABLE A

Table A seeks to identify and collect basic information about household members and all of the children of the household head, even when some may have died or are no longer living in the household.

Definition of the Head

Begin by identifying the head of the household. The interviewer determines who is the household head according to the following rules:

1. In the case of a couple, the head is the man unless he is incapable of responding (for example, he has Alzheimer’s disease).

2. If a woman says she is married or in a union, but she does not live with her partner, then the head is chosen according to the following rules:

   • The husband is the head if the wife knows enough about the life of her husband to answer the questions in Tables L, M and N.
• The wife is the household head when her husband is migrating and she does not know enough to reconstruct his labor and migration histories. In these cases, the husband appears in Table A (SPOUSE), but in the column HOUSEHOLD MEMBER fill in “no”.

• In the case of consensual unions, the woman is considered the head when she does not know enough about the life of her partner to answer the questions in Tables L, M and N.

3. Elderly heads: If we can help it, we do not want very old people to be household heads, unless they have migration experience and can remember it enough to reconstruct their labor and migration histories. Often times, the interviewer finds an 80-year-old woman living with one or more of her children. In this case, the interviewer decides which of the children to make the head. Between a son and a daughter, the male is preferred. However, between a migrant child and a non-migrant child, the migrant is preferred regardless of sex.

Note: The head should be a native of the country under study. Also, in the case of interviews conducted in the United States, the head should be a native of the specified community in the country under study. In the case of interviews conducted in the “community of origin” in Latin American countries, the head should be a national of the country but not necessarily a native of the place where the survey is taking place.

People to include in Table A

People to include in Table A are all of the household members plus children that have died and other children of the head that do not live in the household. These people should be listed in order: number 1 is always the head, next is the spouse, then the children from oldest to youngest (including ones that have died), and finally other people that live in the house (in any order).

The respondent does not always name her/his children in order from oldest to youngest, in which case the interviewer should change the older of the numbers at the left of each cell, and make a note in the margin that will be clearly visible to the data entry specialist.

Name

Given that at the beginning of the interview, the interviewer explained that the information the respondent provides is confidential, it is preferable to avoid asking for people’s names. In the case of the head and the spouse, you can just refer to them as the “head” and the “spouse.” When there are only one or two children, they can be identified as the “older” and the “younger” or “son” and “daughter.” But in the case of more children, it is easier to write down the name of each one to avoid confusion later. It is good to emphasize to the respondent that the names are only being written down to avoid confusion during the interview.

Sex

Should be coded: “M” (Male), “F” (Female).
This relationship is always specified with respect to the head. For example, “spouse,” “son,” “daughter-in-law,” etc. Regarding the children, it is necessary to differentiate between biological children of the head and spouse together, adopted children, and those that are solely the biological children of the wife using the following terms: “son/daughter,” “adopted son/daughter,” and “stepson/stepdaughter,” respectively.

**Household member**

It is very important to note whether or not the person lives in the household being surveyed. Note that only children of the head may not be household members, and in exceptional cases, the husband of a female head (see above, DEFINITION OF THE HEAD).

NOTE: When a single son or single daughter is in the U.S., that person is considered member of the household; the same way is done in the case of internal migration.

**Year of birth**

Sometimes it is more effective to ask the people’s ages, especially for younger ones, and then calculate the years of birth. Elderly people tend to report their ages and the ages of others incorrectly. Elderly people are especially prone to be inconsistent. To facilitate the collection of these data it is important to help the respondent to relate dates to other events in her/his life or historical dates. This is a rule that should be taken into account in other parts of the questionnaire where we also ask for dates.

**Year of death**

This cell tries to identify deaths of children, both infant mortality or the death of adults that may have had a migration history. This cell is always “n/a” for the head since the title “household head” may only be assigned to a person that is alive at the time of the survey.

It is important to document dates particularly in order to identify cases of infant mortality. Given the nature of the subject, it is important to be discrete when asking this question. It is preferable to ask the question in a positive way, by asking if all of the children are alive and leaving the respondent to answer “no” if a child has died.

If a person has died, the cells corresponding to her/his marital status, years of education, and principal economic activity are N/A.

**Place of birth (Municipality and State/Province)**

In the case of rural areas and towns it is very important to identify the municipality and the state or province that it belongs to since it is often difficult to find these communities on the map when it comes to coding the data. In the case of urban neighborhoods, it is important to specify which city they belong to be able to locate them retrospectively.

This part should not be interpreted textually. For this variable, it is important to capture the place where people grew up. For example, in a family where the spouse was born in Arandas, but when
she was three years old her whole family moved to Guadalajara, then her place of birth will be Guadalajara. This criteria will always be used except when a person was born in the U.S. Even though a person lived a year or less in the U.S., but was born there, he/she has the U.S. citizenship by birth, which is an important datum for the survey.

NOTE: For all those persons who have died, it is important to collect this information: place and state of birth.

**Marital Status**

Note the corresponding code following these conventions:

1. **Single**: A single person is someone who has never been married. Occasionally respondents identify themselves as single again after a divorce, separation, or the death of their partner. In these cases, even when the respondent identifies herself/himself as single, we write “divorced,” “separated,” or “widowed,” as appropriate.

2. **Married**: A married person is someone who has been formally united by a religious or civil marriage ceremony. In the case of women who say they are married but do not live with their husbands, the respondent should be asked to confirm: “If your husband doesn’t live here, are you married or separated?” If the woman responds that she is not separated, we leave her initial response (married).

For a marriage of convenience (to obtain immigration documents), we identify the person to be: “married” if s/he has not filed for legal divorce and lives with her/his legal spouse; “separated” if s/he lives alone, and “divorced” if s/he has been granted a divorce.

Cases in which the person is in a marriage of convenience and lives with a different person (her/his romantic partner) are identified as “consensual unions.” In Table B *(Union history)* we note on one line the marriage of convenience with “separation” as the reason for dissolution and we use a new line to document the “consensual union.”

3. **Consensual Union**: A person lives in a consensual union when this person and her/his partner have set up a common household and have not been formally married in a civil or religious ceremony.

4. **Widowed**: A widow/widower is a person who has lost her/his partner and has not begun another relationship since the death of the partner.

5. **Divorced**: A divorced person is someone who has been granted a legal divorce and has not begun a new relationship since then.

6. **Separated**: A separated person is someone who has physically separated from her/his spouse without being granted a legal divorce and has not begun a new relationship.

**Years of education**
Write in the number of years of formal education completed. For current students, be sure to write year of schooling completed and not the current matriculating year. The list of codes provided at the bottom of the table is only a guide to facilitate the interviewer’s task.
Important: If the person went to adult school, mark three years of education, even though the person has obtained any certificate.

**Current principal economic activity**

In the column for **OCCUPATION** you should write down what kind of work that the person does currently. If someone considers himself to be a carpenter by profession but currently works as a beer distributor, fill in “beer distributor.”

The description should indicate the level of specialization required to perform the job (qualification). For example, if a person works in an industrial factory, instead of just writing “factory employee,” distinguish whether the person is a packer, machine operator, majordomo, supervisor, etc.

Information about the type of industry or sector can be included in the column **SPECIFICATION** for greater clarity.

For the specification of the occupation, it is important to keep in mind the following:
1. Distinguish between “owner” and “worker” (even in rural jobs).
2. According to the occupation, it is important to distinguish between:
   a. Helper
   b. Equipment operators
   c. Skilled workers (carpenters, builder, plumber)
   d. Supervisor

**NOTE:** We are not interested in the name of the company that a person works for but rather the type of work that s/he does. In some cases, it will be necessary to add the sector in which the person works in order to identify perfectly his/her occupation. For example, “production worker” only tells us that the person works producing “something”, but that is not specific enough to distinguish if that production is food, vehicles, furniture, textiles, etc.

This section cannot be left blank except in the case of children under the age of fifteen. If a woman does not work because stays home to take care of the household, her occupation is “homemaker.” If an elderly person does not work any more, fill in “retired,” and use the term “pensioner” only if s/he receives a pension. Therefore, it is important in the case of elderly people to ask whether or not they receive a pension. For disabled people, fill in “disabled,” or if they receive some money every month because of their disability, write “pension for disability.”

**Informant’s Number**

Remember to write down the number of the principal informant, or if there are more than one, write down the numbers of all household members who participate in the survey.

**TABLE B**
Union History of the household head

This table documents the union history of the household head. Each relationship occupies a line. The current union should contain “N/A”, “-“, or “TP” in the cells corresponding to “year ended” and “reason ended.”

For unions that began as consensual unions and ended in marriage, use two lines. The first line is for the consensual union whose ending year is the year of the marriage, and the reason for ending is “4” (“got married”). The second line is for the formal marriage, beginning in the year of the marriage ceremony; it does not matter that both years coincide: for example, if the couple was in a consensual union in 1980 and five months later they got married through civil union, both unions will have 1980 as the starting year.

For marriages of convenience, where the head is simultaneously in a consensual union or maintains two families with two types of unions: a marriage and a consensual union, both should be written down in separate lines. In this case, it does not matter that the years overlap.

TABLE C

Internal migration experience (in the country of origin)

This table contains information about internal migration. It begins by documenting the total number of trips taken by each person listed in table A and then focuses on obtaining general information about the first and last trips. In order to obtain this information, it is necessary to define what is a “trip.”

Definition of internal migration trip

An internal migration trip is when someone changes her/his place of permanent residence; at the same time this change implies a change in municipality and state or province. The following clarifications are pertinent:

1. Internal migration trips are counted from the time of birth onward. The place of birth of the respondent is always the mother’s place of residence at the time of birth except when she travels to some other place just to have her child. So if the mother lived on a ranch, traveled to a city to give birth, and returned to her ranch, the first place of residence of the child is the ranch. In this case, we do NOT consider this trip to the city to be internal migration.

2. Return trips are not counted as internal migration. For example, if someone went from Tapalpa (A) to Guadalajara (B) and one year later returned to Tapalpa, we consider this to be one trip. Therefore if the same person moved from Tapalpa to Guadalajara, and later decided to move to a third city, for example, to Puerto Vallarta (C), in the end, this person has completed two internal migration trips, the first to Guadalajara, and the second to Puerto Vallarta. Similarly, if this person after living in Puerto Vallarta for three years, decided to return to Guadalajara or Tapalpa, this new move does NOT count.
as an internal migration trip, rather it is a return trip (it does not matter that the place of return is not the place of birth, or that it was a change of job).

3. For seasonal migration trips: If someone goes every summer to work for three months in Puerto Vallarta, every year s/he makes one trip (the return does not count).

4. When asking about internal migration trips, trips to the United States are ignored. So if someone traveled from Tapalpa to the U.S. and five years later returned to Tapalpa, no internal migration took place. If the return, on the other hand, is to another city in Mexico, the arrival to this city is registered as an internal trip. The dates of this trip are the year of arrival to this city and the year of departure to the U.S.

5. Short trips do not imply a change of residence, and if they do not include employment, they should be ignored. Seasonal trips that are not motivated by work (for example, vacation) should also be ignored. Students are considered internal migrants.

Name and Number in A

In Table C, all of the people from Table A who have at least one internal migration experience should be listed. Even though it is not necessary to write down the name of each person, it is critical to write down the identification number of each person according to what was assigned in Table A.
If no one from Table A has an internal migration experience, Table C can be completely crossed out (N/A).

**Total number of trips, first and last trip**

First, determine the total number of trips for each person and write it down in the corresponding cell. After this step, collect information about the first and last trip for each person.

NOTE: In those cases that there only one internal migration trip, this will be recorded on the second cell as the last trip.

**Destination (municipality and state)**

We only consider the principal place to which the person traveled. Fill in the municipality and state or province that identify this place. (For greater clarification, see the notes for Table A regarding place of birth.)

**Year of arrival**

This refers to the year in which the person began to live (or work, in the case of seasonal migration) in the place specified under DESTINATION. For someone who lived in the United States and returned to Mexico to a place different from where s/he lived before migrating, the year that s/he arrived at her/his new place of residence should be the same as the year that s/he left the United States. It should not be the year that s/he left the place where s/he lived in Mexico before. For example, if a person lived in Tapalpa since s/he was born until s/he went to the U.S. in 1987 and then returned from the U.S. in 1993 to Guadalajara, the year specified in Table C, corresponding to DESTINATION Guadalajara, should be 1993.

**Length of stay?**

Write down the amount of time that the person stayed at the DESTINATION specified for the trip. See CONVENTIONS, at the beginning of this document regarding the notation used for duration. If the person is still living in the specified place, the duration is TP (“To the present.”)

**Important:** Take the question literally. The questions asks, “how long the person stayed” in the place in question since s/he arrived and until s/he left. Suppose a person arrived in Guadalajara in 1970, left in 1980 for the U.S., and returned to Guadalajara in 1990. The duration of the internal migration trip corresponding to her/his arrival in Guadalajara in 1970 is 10 years, regardless of the fact that after returning from the U.S. s/he continued to live in Guadalajara. The arrival in Guadalajara in 1990 does not count as an internal migration trip since it is a return from the U.S. to the same place where the person was living before s/he left the country (see DEFINITION OF AN INTERNAL MIGRATION TRIP.)

**Principal Economic Activity**

In the column OCCUPATION we want to find out about the work that the person did during the majority of the time that s/he spent in the specified place. In this table, we prefer to write down paid jobs rather than periods outside of the work force. So, if a woman was a homemaker for ten years,
and for one year she worked as a nurse, write “nurse.” Similarly, between “pensioner” and a job that the person held before receiving a pension (always occurring in the specified place), we opt to write down the job.

Like in Table A, the description should indicate the level of specialization required to perform the job (qualification). For example, if a person works in an industrial factory, instead of just writing “factory employee,” distinguish whether the person is a packer, machine operator, majordomo, supervisor, etc. Information about the type of industry or sector can be included in the column SPECIFICATION for greater clarity.

**Salary (in pesos)**

Ask for the salary received and the frequency of payment (hourly, weekly, biweekly, monthly, etc.) We are only interested in finding out the last salary that the person received during the last trip. This salary should coincide with the occupation specified in the cell PRINCIPAL ECONOMIC ACTIVITY. It refers to the most recent or current salary (in the case that the person holds the same job at the time of the survey) or the last salary that the person had when s/he retired or stopped working. For pensioners, we do not want to know the total sum of the pension, but rather what they were earning when they were working. For businesspeople or people without a fixed salary, ask them to estimate approximately how much they earn, for example, in a month’s time (if they insist that they cannot estimate, fill in “UNK.”)

**TABLE D**

Table D collects information about migration to the U.S. for all people listed in Table A, except for those born in the U.S. Only if the person born in the U.S. lived in the survey country (i.e. Mexico) as a child, then returned to the U.S. as a teenager, then this information will be collected in table D; otherwise, no information of U.S. born persons will be on this table. As in Table C, the first thing to do is to count the total number of trips for each person and identify the first and last trips.

**Definition of a trip to the United States**

All visits to the U.S. are considered trips if they involve work, an active job search, or a reasonably stable residency (for example, a woman who traveled with her husband and, although she did not work, lived in the U.S. for a significant period of time). Short visits to family or friends living in the U.S. and vacations to the U.S. are not considered “trips.”

Once a person is living in the U.S., return trips from short visits to the country of origin (i.e. Mexico, Dominican Republic, etc.) are not counted as new trips to the U.S. We can consider a “short” visits one which lasts 3 months or less.

In the case of people that spend eight or nine months every year in the U.S. and return to the country of origin for three or four months, each new entry to the U.S. is considered a trip only in the following cases:

1. When the trip implies or coincides with a job change in the U.S.;
2. When the return migrant works in the country of origin during the visit;
3. When the trip implies a change of residence in the U.S.

If none of these cases apply, meaning that the person returns to the same location in the U.S., keeps the same job, and does not work during her/his visit to the country of origin, then these trips are ignored. We consider this person to have only taken one trip to the U.S.

In order to count two trips, the person would have to be in his/her country of origin three or more months, even when the person has returned to his/her country of origin or changed residence places or jobs in the U.S.

People in Table D: Name and Number in A

Table D should list all of the people from table A that have visited the United States at some point in time. As we explained for Table C, we are not really interested in names, but it is necessary to write down the identification number corresponding to each person (assigned in Table A). If no one from Table A has traveled to the U.S., the entire table may be crossed out (N/A).

Total number of trips, first and last trip

Again, begin by determining the total number of trips taken by each person. Once this step is complete, gather information about the first and last trips.

Destination (city and state)

In this table, write down the city and state corresponding to the place in the U.S. where the respondent spent the majority of the trip. For example, if the respondent arrived first in Miami, Florida, and after two weeks moved to New York City where s/he found a job, write down New York, NY, as the destination. Neighborhood or other subdivision names smaller than city or town names are not acceptable.

Year of arrival

This refers to the year in which the person arrived in the U.S. for the given trip.

Married at time of trip?

The answer is “yes” only if the person was formally married at the time of the trip, and “no” for those who report living in a consensual union. This refers to the marital status of the person at the start of the trip, regardless of whether the status changed during the migrant’s stay in the U.S.

Length of stay?

Specify the amount of time (yy.mm) that the person spent in the U.S. for the given trip. See CONVENTIONS, at the beginning of this document regarding the notation used for duration. If a person is still living in the United States, the duration is TP (“To the present.”)
Documentation

This question refers to the type of documentation that the person had during the trip. Respondents may change their documentation status during their stay, but in this table we are interested in documenting the type of documentation that the person had when they began working at their principal occupation specified for the trip.

If the person also changed documentation status while working at this occupation, we suggest the following rule:

1. For the first trip: Write down the person’s documentation status at the beginning of this job experience.
2. For the last trip: Write down the person’s documentation status upon terminating the job experience, or in the case of present occupations, write down the current documentation status.

This table is filled out based on the codes listed at the bottom of the page.

Principal Economic Activity

As in the case of internal migration, this question refers to the occupation held during the majority of the time spent in the destination. Like Table C, we always prefer to document paid work rather than periods outside of the labor force (see the sub-paragraph about the PRINCIPAL ECONOMIC ACTIVITY in the notes on Table C).

In the case of people with only one trip to the U.S. who have had more than one occupation, we record different occupations in the cells corresponding to the first and last “trip”. This depends upon the duration and importance of each occupation and is left to the judgement of the interviewer. For example, if the person worked for 10 years as a waiter and for one year as an electrician, it makes sense to designate his occupation as “waiter” for both trips. If, however, he worked 6 years as a waiter and 4 as an electrician, it is natural to write “waiter” as the first occupation and “electrician” as the last occupation. In this case, the place, documentation status, and salary of the first trip correspond to the occupation of “waiter”; and in the case of the last visit, they correspond to the occupation of “electrician”. If you follow the general rule of “first trip, first occupation, and last trip, last occupation,” for example, the salary as a waiter would be the first salary obtained in such occupation, while the salary as an electrician would be the last salary obtained, and the same would follow regarding documentation status.

Salary (US$)

This cell refers to the salary received by the person from working at the job specified in the cell PRINCIPAL ECONOMIC ACTIVITY, and should be written in dollars. Salary should be noted according to the following rules:

1. For the first trip: Write down the initial salary that the person received when s/he began to work at the specified job, in essence, her/his first salary.
2. For the last trip: Write down the final salary that the person received when s/he stopped working at the specified job. Or write down the current salary if the person is still working at the same job.

Note: When a person has only taken one trip to the U.S., it should be recorded as both the first and last trip. In this case, the only cells where the information may vary are DESTINATION, DOCUMENTATION, OCCUPATION, and SALARY. The year of arrival, marital status at the time of the trip, and the duration of the trip should be the same for first and last trip. Also, the total number of trips should be “1.”

TABLE D2

This table contains information about filing papers for legal residence and/or citizenship in the United States for all of the people listed in table A. People born in the U.S. should be excluded. For people who have died, also write down their information if they ever applied for legal residence or citizenship.

Important: Even if a person has not yet received her/his legal residence or citizenship, or has been denied such status, document the year of application and write "N/A" in the cell YEAR RECEIVED.

NOTE: U.S. citizenship cannot be requested before the green card, unless the person does not live in the U.S. at the time of application for residency.

TABLE E

This table lists all of the businesses that the head (or the spouse) has owned in her/his lifetime, whether they are located in the country of origin or the United States.

Definition of a Business

A business is any kind of activity that implies the sale of goods or services and involves some type of capital investment, even if it is only a small amount. A little stand that sells anything is considered a business. If someone makes her/his own car a taxi, then this is also a business. Babysitting or caring for the elderly is not a business (these activities do not involve capital investment.) Businesses are ordered from the oldest one to the most recent one.

Type of Business: Description and Coding

Write a description of the business that provides enough information for it to be coded according to the list of categories given at the bottom of the table. It is the interviewer’s responsibility to assign the appropriate code to each business. Therefore, if a person sells candy, the interviewer should ask if s/he is an ambulatory vendor, has a shop, or buys/sells candy, in order to assign the most appropriate code.
Code 10 (Agriculture) does not apply to agricultural activities that are recorded on tables O and P. It only applies for greenhouse per se.

**Year established (or began)**

This refers to the year that the head (or the spouse) bought or set up the business (or the year the s/he bought a part of the business.) If the business is a family inheritance, fill in the year that it was inherited, or the year s/he became the owner. If it is a family business that has not yet been formally inherited but the head actually runs it, write down the year that s/he assumed full responsibility for the business.

**Year sold**

This refers to the year that the head (or the spouse) ended the business or her/his relationship with it by selling it or her/his part of it, even if the business continued to exist or was purchased by other relatives.

**Used migradollars to set up?**

Migradollars are “monies earned in the U.S.” (This includes money sent from the U.S. by other family members that was not necessarily earned by the head or the spouse.) If any of the financing consisted of migradollars, even if it was only a small part, the answer to this question is “yes.”

**Number of employees: family members and other employees**

For current businesses, fill in the number of permanent employees at the time of the survey. For previously owned businesses, fill in the number of permanent employees that were kept the majority of the time. Often people own agricultural businesses, construction businesses, or other types of businesses that double or triple their seasonal work force. In these cases, write down the number of permanent employees plus a reasonable fraction of additional employees in order to obtain a monthly average of the number of employees.

**Located in the United States?**

Answer simply “yes” or “no.”

**How was it set up?**

Use the options given in the codes at the bottom of the table. Inheritances may also occur while the person is still alive.

**TABLES Fa and Fb**
These tables document, year by year, the labor histories of the head and the spouse and some other basic data related to the jobs they have held. These tables should document the labor history from its beginning up until the time of the survey (By the MMP/LAMP decision, labor histories start to count from 13 years of age). Table Fa corresponds to the head, and Fb corresponds to the spouse. Table Fb should be crossed out when there is not a spouse. In case the spouse has not worked throughout her life, then her life history should start when the spouse got married or in a consensual union with the term “housewife.” The term “helps around the house” should be included only if the wife, before marrying, did help in the house, then had a period of inactivity, and then got married. That period of inactivity should be coded as “helps around the house” or “unemployed”. In order to consider her “unemployed” the wife should have been looking for a job.

Suggestion: It is recommended to fill out Table F before Tables C and D. The reason for this is that in order to fill out Table F, the respondent must reconstruct her/his entire life while for C and D s/he only needs to think about a couple of periods. It is easier to think about these periods once the respondent has been forced to go over her/his entire history rather than asking the respondent to try to think of small pieces of her/his history, and then start over from scratch and reconstruct everything.

**Year and age**

Begin this table by writing down the first job that the respondent ever held. So the first year and age listed should correspond to the respondent’s first job. After this initial year, write down the main jobs held by the head or spouse during every year onward.

Years may not be repeated which means that there cannot be two lines in the table referring to the same period of time.

If the person held multiple jobs simultaneously, they should be listed in the same line. For example, if someone was a teacher from 1976 to 1990 and from 1987 to 1990 was also a radio dispatcher, then write in “teacher” from 1976 with a duration of 11, and “teacher and radio dispatcher” from 1987 with a duration of 3. Do not write “teacher” from 1976 with a duration of 14 and “radio dispatcher” from 1987 with a duration of 3, because this produces an overlap of the years from 1987 to 1990.

<table>
<thead>
<tr>
<th>Year</th>
<th>Age</th>
<th>Place</th>
<th>Economic activity</th>
<th>Duration (yy.mm)</th>
<th>Social security/retirement</th>
<th>Documents (in US)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(Municipality/City and State)</td>
<td>Occupation</td>
<td>Specification</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1976</td>
<td>37</td>
<td>Teacher</td>
<td></td>
<td>11</td>
<td>Yes No DES Code</td>
<td></td>
</tr>
<tr>
<td>1987</td>
<td>48</td>
<td>Teacher and radio dispatcher</td>
<td></td>
<td>3</td>
<td>Yes No DES Code</td>
<td></td>
</tr>
<tr>
<td>1990</td>
<td>51</td>
<td>Retired</td>
<td></td>
<td>HH</td>
<td>Yes No DES Code</td>
<td></td>
</tr>
</tbody>
</table>

Ages are calculated under the assumption that the head or spouse was born on the first of January of her/his year of birth. For example, if someone who was born in July of 1960 says the he began to
work as a bricklayer at the beginning of 1980, we write that he was 20 years old when he began this job even though in reality he began at the age of 19.

<table>
<thead>
<tr>
<th>Año</th>
<th>Edad</th>
<th>Lugar</th>
<th>Actividad económica</th>
<th>Duración (aa.mm)</th>
<th>Seguro social / jubilación</th>
<th>Documentos (en EEUU)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1980</td>
<td>20</td>
<td>Bricklayer</td>
<td>0.08</td>
<td>Sí</td>
<td>No</td>
<td>DES Cód.</td>
</tr>
<tr>
<td>1981</td>
<td>21</td>
<td>Carpenter’s helper</td>
<td>HH</td>
<td>Sí</td>
<td>No</td>
<td>DES Cód.</td>
</tr>
</tbody>
</table>

Suggestion: When beginning to reconstruct the work history of the respondent, it is helpful to memorize her/his year of birth (that was noted down in table A), or write it down in the margin to aid in making calculations. The main idea here is to help the respondent to reconstruct her/his work history and not wear her/him out while trying to remember everything. Constantly play with the years and ages or use one to confirm the other. If the respondent chooses to talk in terms of years, use age to verify the information (“so when you stopped working at the shoe store, you were about 34 years old…”) or vice versa. It may be easier for the respondent to speak in terms of age (“I stopped working when I had the accident when I was 62 years old;” “ah, and this was, let’s see, in 1989…right?”) Agility and speed with calculations -- or a small calculator -- are helpful for completing this table.

**Place**

When referring to a job held in the country of origin, write down the corresponding municipality and state or province. Sometimes, there is the option to include the locality within the municipality. For the U.S. write down the corresponding city and state.

**Principal Economic Activity**

Each line corresponds to a different occupation indicating the principal economic activity during each year. It is not necessary to create another line when the respondent simply changes jobs but remains within the same occupation, unless something else has changed (place, formal/informal status, or documentation status if in the U.S.) For example, if the respondent sold auto parts in a workshop and then changed jobs to doing the same thing in another workshop, just add the durations spent in each job and write it in a single line.

Undocumented periods of time in the labor history must be avoided even when the person has been outside of the labor force for some period of time. In this case, write “inactive” and specify the cause in case it is due to an accident or physical or mental incapacity. If years are left unaccounted for in the labor history, the computer will automatically assign these periods to “outside of the labor market.” Therefore if a person has always worked but there are periods of time in which we cannot specify what kind of work s/he was doing, then for these periods write “unknown occupation.” If the person cares for the home, write “homemaker.”

As in Table A, if someone is a pensioner, specify this with the word “pensioner,” leaving the word “retired” for those who no longer work and do not receive a pension. For pensioners, clearly we need to know the year in which the person began to receive a pension so it should be noted in Tables Fa and Fb.
If a person has a pension and also works, it is preferable to identify this person as just a pensioner, and fill in the salary of the last job held before receiving the pension in the corresponding cell.

**Duration in years**

Write down the duration according to the conventions specified above (yy.mm). Always document the work history from the first job held by the head or the spouse up until the time of the survey. The last occupation should always have a duration of “TP” (To the Present).

**Social security/retirement**

This cell indicates whether or not the job specified offered social security or a pension plan (this includes any kind of social security or medical plan – perhaps even private). The objective is to obtain an indicator that will allow us to understand the level of formality of the job. We consider a formal job to be one that offers a retirement plan.

If someone does not change jobs but does change status to formal or informal employee, write this down in two separate lines. The year that the job became formal (or informal) is the year that separates the two lines. If the person’s job has continuously fluctuated back and forth from formal to informal, write in “irregular” (includes when the person is a housewife and is registered by the social security from her husband). If the occupation of a person has changed continuously from formal to informal, then give priority to the one in which the person has been the longest.

When the person has been undocumented in the U.S., choose the option “No”, even though the person had a social security number through which he/she worked. Since that social security number is not legal, then truly the person did not have any social security benefit. Choose “Yes” whenever that person got legal papers.

**Documents (in US)**

Use the codes located at the bottom of the page. Like job formality, a change in documentation status implies a new line in the work history even though nothing else changes.

**Salary of last job in the country of origin**

Write down the last salary or wage earned for the last job listed in the person’s country of origin. For people who are currently working in the country of origin, it should be the current salary. For pensioners, do not write the amount received for the pension, but rather the last earned salary.

If a person receives a pension and also works, write in the last salary earned before receiving the pension. Do not write in just the amount received for the pension nor the sum of the job and the pension. In the line BY, specify the frequency of wage payment: By “month,” “week,” etc. For people who have never worked in the country of origin, the last salary is N/A.

**NOTE:** There may be cases of recurring migration – most commonly international migration, but it is also true in the internal migration – when there might be a distortion in the years. When adding the duration of the jobs and rounding the years, the year in which the person started the next job may
not be the one that the interviewee gave us originally; in these cases, the datum which is true is the number of trips.

**TABLE G**

Table G contains information about U.S. migration experience of relatives of the head. We are interested in getting information about relatives that have lived or worked in the U.S. even if they have since died or were born in the U.S. We are not interested in taking account of people who have only been to the U.S. for a brief visit. If neither parent and none of the head’s siblings have ever lived or worked in the U.S., the entire table can be crossed out and marked not applicable (N/A).

It is very important to get the relevant information regarding the years of the first trip and of receipt of the “green card” for all relatives that have migration experience, including those who have since died.

For relatives born in the United States, even though they are not actually migrants, they are treated as if they are. The year of the first trip for people born in the U.S. is the year that they were born and the question about year of green card receipt should be answered by circling the option “cit” which stands for “citizen.” For people born in Mexico who have received their legal residence (green card) and citizenship, circle the option “yes” for the question that asks about year of “green card” receipt only.

**TABLE H**

Table H documents personal contacts in the U.S. that the head can rely on for help in life. We are interested in knowing how many people the head considers to be part of her/his social network in the U.S. Here we only consider some relatives and close friends. But in the case of nieces, nephews, siblings-in-law, and children-in-law, relatives of the spouse are also included. We are not interested in finding out about the immediate family because that information has already been obtained in other sections of the survey. We only want to know the approximate number of people that pertain to each cell. We are not concerned with their year of arrival to the U.S., legal documentation status, or if they were born in the U.S.

Often it is very difficult for the respondent to specify precisely how many relatives s/he has in the U.S. Try to help respondents by reminding them that we are only interested in an approximate number. When the respondent answers “Ufff! A ton!” we can narrow this down by asking the question again in terms of numbers (“Like how many? …Ten? …Twenty?”)

**How many currently live in the U.S.?**

Here we include relatives and friends who are living in the U.S. at the time of the survey, including those born in the U.S.
How many others have been to the U.S.?

Note that the second column asks for people different from those specified in the first column. This column refers to migrants that have returned to Mexico. If someone is in Mexico just visiting at the time of the survey but continues to maintain residence in the U.S., then this person should be recorded in the first column corresponding to those who are currently living in the U.S.

Addresses of relatives in the U.S.

It is very important to collect names and addresses of relatives living in the United States in order to conduct the U.S. based surveys. In this table, write down information that can help in contacting these people in the U.S. Given the type of survey we are conducting, it is important to reiterate that the information we are collecting is completely confidential and that we only ask for it with the intention of conducting more interviews with relatives of the respondent that are living in the United States.

Important information to be noted: name and/or nickname of the relative, telephone number, city or region of residence, name of the informant and her/his relationship to the person for whom we are obtaining the information. The last piece of information is very important since the relatives often want to know who recommended them or sent us to them. The more information we have, the easier it will be to get an interview in the U.S.

TABLE I

Table I contains information about the house where the respondent lives and the history of other properties, past and present, owned by the head and the spouse. Each line refers to a different property, with the first line belonging to the house in which the survey is being conducted. The majority of the cells have a set of options listed at the bottom of the table. The data collected in this table serve as socio-economic indicators of the standard of living of the household being surveyed.

Note that this is not a history of the places that the head has lived, rather it is a history of the properties owned, except in the case of the house occupied at the time of the survey which may be rented or borrowed.

Type of Property

Fill in the corresponding code. The code for the first line is always 1 (place of residence), since it refers to the place where the respondent is living at the time of the survey, whether it be a house or apartment that is owned, rented, or borrowed. Codes 2 through 6 are for other properties that may be owned by the head or the spouse in addition to the place of residence. So the code 2 (owned house) and the code 6 (owned apartment) are only used when the head or the spouse are owner of another house or apartment in addition to the place where they live.

In those cases in which the property is borrowed or rented, the cells of “financed with migradollars?”, “located in the U.S.?”, and “how was it acquired?” will be coded as N/A.
Building Materials

Fill in the corresponding code. The list of materials included is not exhaustive. Rather, it is a list of materials most commonly used for building houses in western Mexico and suggests certain socio-economic levels. The list is ordered so that each code is associated with a particular socio-economic status. Code 1 (adobe and tin) refers to unstable structures constructed with simple materials. The majority of the time, the materials listed correspond to the actual materials used to construct houses. When this is not the case, the interviewer should use her/his judgement to determine the most appropriate category, taking into consideration that this will serve as an indicator of the household’s socio-economic status.

Type of Floor

Fill in the corresponding code. Again, the types of floors listed suggest certain socio-economic levels. The code 1 (dirt) refers to the simplest type of house where the earth itself serves as the floor. The code 2 (cement) is the second level in which the building material is very basic. The code 3 (finished) means that other materials were used to cover and finish the floor of the house.

Number of rooms

A room is any space in the house that is bound by four walls where some specific activity takes place. The following are counted as rooms: bedroom, living room, dining room, kitchen, study, etc. The following spaces are excluded: bathroom, hallway, and any exterior space. If the kitchen and the dining room are one and the same then this space counts as one room.

Tenancy

Fill in the corresponding code. This question refers only to the family’s current place of residence. If the house belongs to someone other than the head, for example her/his mother that also lives there, fill in “4” (another relative). If it belongs to someone else who does not live there, and the family does not pay any rent, write “1” (borrowed). If the house is not formally regulated by someone or is illegally inhabited, write “5” (squatter).

Year purchased or beginning of residency

Fill in the year the property or structure was purchased, if the construction was paid for by the head herself/himself. If the property was inherited, fill in the year of death of the previous owner (here, the term that applies is year of purchase).

Exception: For the current place of residence only, if the house is not owned (it is rented, borrowed, or owned by another relative), then fill in the year that the head began living there (here, the term that applies is year of residency).

Financed with migradollars

As in all other cases, including partially financed with migradollars, fill in “yes.”
How purchased?

This question only applies to owned homes, not rented or borrowed from a family member of without papers (unless the property has been obtained through inheritance); in these cases, the answer will be N/A. Fill in the corresponding code. It is acceptable to have more than one answer. If a property has been inherited and the house was built with savings, then codes 1 and 5 apply.

TABLES J1, J2 and J3

Tables J1 and J2 gather information about the family’s access to and use of some goods and services. Table J3 identifies whether or not money earned in the U.S. is part of the household’s economy.

Table J1 does not capture how often the services are provided, but if the household has such services; when asking about electricity, we are not interested if they have regular service of the household steals the service; regarding sewage, we are not asking if the service is available on the community, but if the household has sewage itself. There may be cases in which the community was sewage, but the household does not have that service yet and still uses “septic pit.”

In Table J1, the distinction between a radio and a stereo depends on the complexity of the machine. If a household owns a small machine that just picks up a few radio stations, choose “yes” they have a radio, and “no” they do not have a stereo. If the household has a machine that contains a radio as well as a tape player, etc., then choose “yes” they have a radio, and “yes” they have a stereo. Note: Even though a family may only have one machine that contains a radio plus other features, choose “yes” for both radio and stereo.

Note: If a family has a stereo that has radio, then record “yes” for both radio and stereo. If the TV is connected to cable or satellite, then record that the household has cable or satellite. In addition, if someone in the household has a cell phone, then record “yes” for cell phone. If someone has a (working) computer but not connected to the internet, then record “yes” for personal computer only. If the household has internet connection, then record “yes” for internet. Having a computer at home does not always mean that the household is connected to the internet since both are different bills.

TABLE K

Table K contains information about undocumented crossings and intended crossings over the life course of the household head. A crossing or intended crossing is considered to be undocumented when the head tried to cross the border without taking proper legal migration documents that give her/him permission to enter the United States. It is very important to be sure that the head has already reconstructed her/his migration and work histories (Tables D and Fa) before trying to fill out this table. The information collected in those tables can serve to guide the interviewer.

Note: The design of this table varies greatly depending on the country of origin. Therefore, consult with the fieldwork supervisor to become familiar with the intricacies of Table K before conducting a survey. The following conventions for Table K apply to the case of heads from Mexico.
Crossing and Year

Each line refers to a crossing or a series of attempts to cross during a particular year. It is very important that years coincide with the trips reported in the head’s migration and work histories.

Place of crossing

For the MMP surveys, fill in the city and state in Mexico where the person tried to cross the border. If the person tried multiple times to cross in one city and was not able to, s/he may have then decided to try to cross again in another city. This new set of intended crossings should occupy a separate line even though both sets of intended crossings took place during the same year.

It is important to become familiar with a map of the U.S.-Mexico border in order to be able to verify that the crossing point mentioned by the migrant is actually located on the Mexican side of the border. Places in the U.S. are unacceptable.

Crossed with whom?

Fill in the corresponding code. If someone tried to cross only with the coyote, use the code 1 (alone). If someone tried to cross with people that s/he only met when arranging to cross the border, use the code 5 (with strangers). In case that the person crossed with friends or family and strangers, then use the coding for family or friends (2, 3, or 4) according to the case.

Coyote

These cells do not require much explanation, except in the case of who paid. Many times, especially for the first crossing or intended crossing, the migrant does not have enough money to cover the expense of the coyote so a relative or friend pays for the migrant. When this happens, usually the migrant pays back the debt later when s/he is able to get together the money. Even though the respondent may say that her/his brother paid the coyote but then s/he paid him back, write down that the family paid since we are interested in knowing who paid at the actual time of the crossing.

The dollar amount should be the total spent for each person to cross the border.

Number of Deportations

In this cell, fill in the total number of deportations for each series of intended border crossings. A deportation is when a person gets caught by the border patrol and is returned to Mexico, regardless of whether or not the violation is actually documented. The majority of the time, given the number of apprehensions at the border, the police just make the accused sign a form and then s/he is sent back to Mexico without being imprisoned or taken to court.

Successful crossing?

For each series of intended crossings, if the head was ultimately able to cross the border successfully, write “yes,” regardless of any earlier deportations or returns due to unfavorable crossing conditions.
NOTE: Sometimes when asked if the household head has worked in the U.S., people may answer no, even though that the household head was in the U.S. for a month. It is important to ask if the household head crossed or tried crossing to the U.S. even though the head was in the U.S. for a couple of days. This information is not useful for tables D and Fa, but it certainly applies for table K.

**TABLE L**

Table L contains information about a variety of the head’s experiences in the United States. All questions should be answered using the codes listed at the bottom of the table. The table is divided into four sections that basically cover four different topics. Only the first section refers to the head’s first trip to the United States. The last three sections refer to her/his experience overall.

**TABLE M**

Table M contains information about financial affairs of the head and the spouse during the last trip to the United States. The table is divided into two sections. The first section contains information about the last job of the head and the spouse in the United States. The second section refers to household expenses, savings and monetary remittances to the country of origin. When the question does not require a monetary response, use the list of codes located at the bottom of the table.

**Note:** The spouse referred to in Table M should be the same as the one specified in Table A, therefore, do not write down any information about a previous spouse in the case that the head was in a different union while living in the United States.

**Regarding the most recent job of the head and spouse**

We are interested in knowing the most recent salary, or if the person no longer works, the last salary earned before retiring or receiving a pension.

When calculating the number of months worked during the year, in addition to the actual number of months worked, also include periods of paid vacation.

In U.S. normally when people get paid by check, taxes are deducted from the paycheck. This does not always occur when people are paid with cash; sometimes taxes are deducted some other times are not.

For the questions about race and ethnicity of the owner and majordomo or supervisor, use the code 8 (company) only when the respondent says that s/he does not know what group they belong to. If the owner or supervisor is the respondent herself/himself, write “N/A.”

**Regarding expenses, savings, and remittances**
In this section we are interested in obtaining information about the most recent migration experience. Often, respondents say that their expenses varied. It is acceptable to write down approximate amounts. The interviewer can help the respondent to answer these questions by listing the most common expenses. For housing costs, include the monthly rent or mortgage and utilities such as electricity, gas and telephone. For savings and remittances to the country of origin, many people say that they saved or sent money only when they were able. It is important to determine some quantity even when the respondent says that the frequency of these activities varied. In these cases, write down the figure and frequency stated by the respondent.

Some migrants return to their home country with consumer goods purchased in the United States instead of money. For these people, estimate the amount of money spent on these goods in the United States and treat this amount as money brought back to the country of origin.

**TABLE N**

In this table we are interested in knowing if the head received any public benefits or services during any of her/his visits to the United States. Given the negative connotation associated with receiving help from the government of the United States, it is normal for the respondent to feel somewhat uncomfortable in answering these questions. It is very important, therefore, to treat this subject in a tactful manner. Ask the respondent if s/he ever received assistance from the government during an emergency or especially difficult time, instead of simply asking directly if s/he ever received food stamps. Once approaching the topic, mention the list of benefits, and then allow the respondent to identify whether or not s/he ever received any of them.

**Ever received unemployment compensation?**

Document whether or not the head or spouse ever received unemployment compensation even if it was only for a short period of time. In the United States, unemployment compensation is granted to some people when they have lost their job and only until they find another one. Sometimes when people only work seasonally in the United States they may also receive unemployment compensation to cover the periods of time when they are not working.

**Ever received food stamps?**

Food stamps are vouchers that people can get from the government to subsidize their food costs and to be able to purchase certain products. Only people who can show that they are living on a monthly salary that is lower than the poverty level in the United States are eligible to receive food stamps. It is not necessary to have legal documents in the United States in order to have access to this subsidy.

**Ever received government welfare?**

Welfare is a form of government assistance in the United States in which people receive, in the majority of cases, a check from the government for basic sustenance. To qualify, usually a family
just needs to prove that its income is very low and that it is not enough to support the family’s basic needs. There are several types of Welfare:

- **AFDC (Aid for Families with Dependent Children):** Aid program for families with young children.

  This benefit is granted to people who have dependent children. Usually a woman states that she does not have a husband and is a single mother so she can qualify for the program. The amount of money a person receives depends on the number of children. For each child, the person or family receives an additional amount. It is not necessary to have legal documents to receive AFDC as long as the children were born in the United States. In 1998, the program was revamped under the name “Nutritional Assistance.”

- **WIC (Women Infants Children Program):** Aid program for pregnant women and new mothers.

  This benefit is granted to pregnant women and women who have children under the age of five. These women must prove that they have a low income in order to qualify for the vouchers that may only be exchanged for certain products at the grocery store (certain types of cereals, milk, eggs and cheese). They receive these vouchers every month and must also attend lectures about nutrition. This program requires the recipients to have legal documents.

- **SSI (Supplemental Security Income Program):** Aid program for poor elderly and people with disabilities.

  This program grants money to people whose income level is very low and who meet at least one of the following conditions:

  - At least 65 years old,
  - Blind,
  - Serious physical disability that prevents the person from working

  To receive SSI it is necessary to be a **citizen** of the United States.

- **General Assistance:** Assistance program administered by individual states, not the federal government.

  This assistance is almost always granted in the case of natural disasters when people are left homeless due to conditions beyond their control.

**NOTE:** All types of welfare are granted while living in the U.S. except one. In order to receive SSI, one does not necessarily needs to live in the U.S. Thus, we have to be careful with those cases when migrants worked for many years in the U.S. or for those who were injured in an accident.

**TABLE O**

This table contains information about current and former agricultural properties. The first part refers to current properties and the second part to the history of other agricultural properties. The size of the land should be recorded in hectares. If the person provides this information in terms of some other measurement, ask for the equivalent in hectares. The year of acquisition for borrowed or rented land should be the year in which the head began to work the land.

**TABLE P**

This table contains information about the current use of agricultural properties and ownership of livestock; this should include all non-domestic animals that bring some income to the household. Even when the head does not have any current properties, record the information regarding animals if s/he has any.

Regarding the number of family members and non-family members who work, it is important to capture those who work seasonally.

NOTE: Dog, cat or any other domestic animal breeders is not considered of economic income for some families. However, if any household gets economic income by breeding domestic animals, this kind of information does not get recorded in this table, but in table E of business.