

NATIONAL STATISTICAL INSTITUTE

INSTRUCTIONS

**ON THE 2011 LFS AD HOC MODULE “EMPLOYMENT OF DISABLED
PEOPLE”**

2010

I. GENERAL REMARKS

Ad hoc module “Employment disabled people” is included in the 2011 LFC (all quarters) according to the Regulation № 317/2010 of the European Commission. The purpose is to gather information on the situation of disabled people at the labour market and the following topics are included:

- Availability of health problems and difficulties in performing basic activities (difficulties in seeing, hearing, walking, etc.);
- Availability of limitations in work caused by health problems/difficulties in basic activities;
- Necessity or use of special assistance by people with health problems/difficulties in basic activities;
- Availability of limitations in work due to other reasons (family/care responsibilities, lack of qualification/experience, lack of transport, etc.)

Subject of survey are persons born in 1946 or later, members of the households included into the sample for the third time. In 2011 these are the following households:

- 9 and 11 for the first quarter;
- 13 and 15 for the second quarter;
- 17 and 19 for the third quarter;
- 21 and 23 for the fourth quarter.

The questionnaire “Employment of disabled people” is to be filled after filling in of Version 1 of the core LFS questionnaire. In case the person is not interviewed with the core questionnaire he/she should not be interviewed with the ad hoc module also.

Filter question M0 is included at the end of the core questionnaire – Version 1. Based on this question, the persons who have to answer to the ad hoc module “Employment of disabled people” are determined.

In case the person is born in 1946 or later, answer 1 is pointed and question M of the ad hoc module is asked next.

In case the person is born in 1945 or earlier, answer 2 is pointed and the interview finishes, i.e. ad hoc module “Employment of disabled people” is not filled in for these people.

Information on the ad hoc module is gathered from the persons themselves or from another household member who is in position to present it.

In case the person is interviewed with the core LFS questionnaire, but cannot be interviewed with the ad hoc module “Employment of disabled people”, the respective reason should be written in question №M14.

Questions marked with ☺ concern the interviewer. These questions should not be read to the interviewed persons, but filled in by the interviewer according to the respective instructions.

II. FILLING IN THE AD HOC MODULE “EMPLOYMENT OF DISABLED PEOPLE”

The identification part of the “Employment of disabled people” module questionnaire – district, number of cluster within the district, number of household within the cluster should fully correspond to the identification part of the household questionnaire.

A possibility is provided, 4 household members to be included in one questionnaire.

Question M. Serial number of the person within the household is pointed.

The number should be the same as in the Questionnaire for persons – Version 1. Answers to the questions from the ad hoc module should be recorded in the same column as in the core questionnaire.

Question M1. The question purpose is to define whether the interviewed person has long-standing (chronic) health conditions or diseases and their type.

Long-standing (chronic) health conditions or diseases are considered health conditions or diseases that have lasted or are expected to last 6 months and more, not necessarily diagnosed by a physician. These are permanent and may be expected to require a long period of supervision, observation or care.

Listed health conditions or diseases (№ 01 to 17) have to be read to the interviewed person and the respective code to be marked for each of them - 1 or 2.

Amputated limbs and variations of limbs by birth are included into *Problems with arms and hands (01) or Problems with legs or feet (02)* depending on whether arms or legs are concerned.

Skin conditions, including allergic reactions and severe disfigurement (05) include for example include major scars resulting from accidents, burns or frost-bites, birthmarks and diseases of the skin, including skin related allergies. Tattooing and body piercing are excluded.

Learning difficulties connected to reading, writing and summing (12) include such determined as diseases (dyslexia, dysgraphia and dyscalculia).

Dyslexia means difficulties with the words or language; *inability to read and understand the written text.*

Dysgraphia means disturbance of abilities for writing. The condition is also known as “problem of visual-motor integration”.

Dyscalculia means availability of problems in work with numbers – defining of quantities, difficulties with arithmetic, solving of text problems.

Other mental, nervous or emotional problems (15) include severe mental problems: psychosis (e.g. schizophrenia), affective disorders and clinically recognised less severe disorders (panic, phobias, anorexia, etc.).

Other longstanding (chronic) health problems (17) include all other health conditions that are not included above: for example deafness, blindness, cataract, glaucoma, obesity, alcohol and drug dependency, hayfever, etc.

One and the same health condition cannot correspond to more than one of the possible answers listed in q.M1 i.e. in case the respondent suffers from liver cancer – the health condition/disease under code 04 only has to be used “Cancer”. The organ concerned (liver) is not to be used.

In case a person suffers from a terminal illness or the length of illness depends on the outcome of treatment (e.g. cytoxin or radiation therapy), the corresponding code of the health condition or disease should be used.

In case a person has/had a longstanding disease that does not/did not bother him/her or it is/was kept under control with medication, he/she should consider it. For example, medication of a person suffering from mental problems can keep that person fully able to function and a diabetic can feel healthy on account of regular insulin treatment. These persons are, however, considered as having longstanding health problem as they would not manage without medication. The same is true for persons suffering from high blood pressure.

Some conditions (e.g. back pain) are recurrent, i.e. there are acute periods followed by remission. Other conditions are episodic in nature (e.g. epilepsy, migraine). Both situations should be considered as longstanding health problems, as they are continual or continuous problems.

Health conditions or diseases connected to pregnancy that might exist even after the birth (e.g. high blood pressure) should be considered as longstanding health conditions/diseases also if they continue/have continued more than 6 months.

Injury caused by an accident could be longstanding only in case the consequences last at least 6 months. For example: person with a severe and complicated femur shaft fracture due to traffic accident where the time of treatment was 5 month and time of rehabilitation was 3 month could be considered as person with longstanding health problem or without longstanding health problem depending on the situation:

1st situation: The treatment and rehabilitation was at the time of survey. Because the time of treatment plus rehabilitation has been longer than 6 months, the person should be considered as having a longstanding health problem.

2nd situation: The treatment and rehabilitation were finished at the time of survey, but the person has a permanent side-effect. The person should be considered as having a longstanding health problem.

3rd situation: The treatment and rehabilitation was finished at the time of survey and person has not suffered a side-effect. The person should be considered without a longstanding health problem.

If the respondent does not know how long his/her health problem is going to last, the interviewer should encourage the respondent to estimate how long does he/she think the problem will last taking into account any information given by doctors or other health professionals. For example:

- Person had a medical check-up 3 months ago and the doctor diagnosed him/her as having diabetes. No matter that the disease exists the last 2 months only it is highly probable the health problem to continue more than 6 months. Answer “Yes” – code 1 of health problem 09 is recorded in such case.

- Person had a medical check-up 1 month ago and the doctor diagnosed him/her as having asthma. No matter that the problem exists since 1 month, it is obvious that it will continue more than 6 months. Answer “Yes” – code 1 of health problem 07 is recorded in such case.

Acute (temporary) health problems, such as a sprained ankle, broken leg, appendicitis or a respiratory tract infection are not referred to question M1.

In case that more **than one answer “Yes”(code 1)** is pointed by the respondent, question M2 is asked next.

In case that **only one answer “Yes”(code 1)** is pointed by the respondent, question M3 is asked next.

In case all the answers are “No” (code 2), question M4 is asked next.

Question M2. The question is to be answered by the persons who have pointed more than one health condition or disease in question M1. The purpose is to define the most serious health problem or disease according to the respondent. Only two problems/diseases should be pointed, starting with the most serious.

The most serious should be considered the health problem/disease that influences the respondent’s life most seriously.

The numbers of the respective most serious health problems/diseases (01 to 17) listed in question M1 are recorded in the column “Code” and question M3 is asked next.

In case the respondent cannot rank his/her health problems/diseases, those having the lower code are recorded.

Question M3. The question is to be answered by the persons who have pointed at least one health condition or disease. The purpose is to define whether the pointed in question

M2 main health conditions/diseases limit (entirely or partially) the type of work that the respondent can or could do. Limitations in number of working hours, type of work and difficulties in getting to/from work are meant, as well as the frequency (all the time, daily, weekly or monthly) and the severity of the impact.

The **paid work** only is considered. Domestic work, gardening, etc. are excluded.

The respective code - 1 or 2 - should be marked for the types of limitations (1 to 3) listed in the question.

1) Limitation in the number of working hours

The purpose is to assess the respondent's capacity in respect the amount of work.

The limitation should be assessed in respect the capacity to undertake the task (he/she can work) rather than performance (he/she does).

2) Limitation in the type of work

Limited in type of work is a person who, for example: have problems with carrying heavy loads, is not able to work outdoors or indoors, is not able to sit down for a long time, as well as not has the appropriate skills and training due to his/her health problem/disease. It should be noted that the limitation is measured in terms of capacity to do specific kind of work.

Examples:

- A person cannot work in "public relations" division due to the severe scar that he/she has on his/her face;
- A person using the wheelchair works at a reception desk, but would like to do something else;
- A person suffering form the chronic back pain, but working successfully in the office (without limitations). However, due to the mentioned health problem, he/she definitely would not be able to perform the physical work in the construction.

3) Limitation in getting to/from work - the interest is in the journey to and from work.

For instance, the person might have problems with the access to buildings, the availability of transport, difficulty getting on and off transport, or nobody is available to accompany him/her).

The assistance and adaptation of the working place are not taken into account.

Persons who do not work during the reference period have to answer to question M3 (1-3) also, because the purpose is to define whether these persons could work if the appropriate conditions are available. Hypothetic (presumable) work is meant for these persons.

Question M4. The purpose is to identify the everyday activities causing difficulties or limitations in the person life. The longstanding difficulties/problems only should be taken into account i.e. lasting at least six months.

All listed activities have to be read (from 1 to 10) and the respective code 1 ("Yes") or 2 ("No") to be marked for each activity.

Problems in seeing or hearing (activities 01 and 02) should be marked if they exist and even the respondent uses any technical devise, glasses, contact lenses or hearing device respectively. For instance, if the person uses suitable glasses by means of which does not has

difficulties with seeing, answer 2 should be marked for activity 01. Usage of technical devices **should not be** considered in answering the rest questions.

Activity 06 refers to problems in using or understanding the mother language (but not a foreign language). The ability to accept or present oral or written information during the communication is meant. Communication problems might be result of stammering or another speech impediment.

Difficulties in communication due to other physical problems, difficulties in hearing for instance, should not be pointed.

Health problem or disease, pointed as a longstanding health condition/disease in question M1 might result in consequence that makes it difficult for the person to performs his/her everyday activities – such a consequence should be recorded in question M4. Person having difficulties with breathing for instance could report difficulties in walking, climbing stairs.

Depending on the activities pointed in question M4 (from 01 to 10), the filling in of the questionnaire continue as follows:

- If there is **more than one** answer “Yes” – code 1, question M5 is asked next.
- If there is **only one** answer “Yes” – code 1, question M6 is asked next.
- If all the answers are “No” – code 2, question M7 is asked next (interviewer check).

Question M5. Two of the activities should be marked (pointed as most difficult in question M4) influencing the person everyday life. The numbers of the activities in question M5 (01, 02...) should be recorded in column code, starting with the activity causing greatest difficulty. For example: the person has pointed in question M4 that has difficulties in hearing, in walking and in bending, i.e. code 1 (“Yes”) is pointed for the activities 02, 03 and 09. In case the most serious problem is connected to the walking, followed by difficulty in hearing than activities 03 and 02 are recorded in question M5.

Question M6. The question purpose is to define to what extent the longstanding difficulties faced by the person in everyday activities pointed in question M5 influence the work that can be done. “Work” means any work done for payment in cash or in kind or other income (according to the instructions for filling in the core LFS questionnaire). The unpaid domestic work is excluded. Limitations might have different frequency (all the time, daily, weekly or monthly) and the severity of the impact.

The question is similar to question M3. The effect of difficulty in the everyday activities is examined in 3 aspects, arranged as separate sub-questions:

In point 1 is included the duration of work (number of working hours), which the person can or could work (i.e. amount of work) on principle. Code 1 (“Yes”) is recorded in case the existing limitations in everyday activities, pointed in question M5. For instance, the person cannot work full time or each day (i.e. can work less than 8 hours, less than 40 hours per week). Code 2 is recorded in case the difficulties in the everyday activities pointed in question M5 do not impede the full time working.

In point 2 is included the type of work that the person can or could do on principle. For instance, due to the character of longstanding difficulty in performing the basic activities, the person might be not in condition to perform a work that requires carrying of heavy loads, walking for long, standing for long, etc.

In point 3 is included the getting to/from work. Code 1 is recorded in case the difficulties in any of the activities pointed in question M5, cause or might cause limitations connected to getting to/from work. For instance, difficulties with the access to buildings, lack of appropriate transport, difficulties in getting on and off transport, lack of accompanying person and others.

The possibility to perform a given activity is meant, but not the performing itself (i.e. in case the person works 4 hours a day, but can work 8 hours, no matter the limitations, answer “No” should be recorded in question M6.1. Question M6 (1-3) has to be answered by respondents also, who do not work during the reference period. The purpose is to define whether some of them could work if the appropriate conditions exist. Hypothetic (presumable) work is meant. For instance, the person does not work during the reference period, but can work sitting only, no matter the duration of work. In such case, answer “Yes” to question the M 6.2 has to be recorded.

After answering questions M6.1, M6.2 and M6.3, no matter the answers, go to question M8 – **interviewer instructions**; the filter question M7 is skipped.

Question M7. Filter question (interviewer check). In order to define the sequence of next questions, the interviewer should check the answers to question M1 and to record:

- Code 1, in case the person has at least one health problem or disease, i.e. answer “Yes” – code 1 is recorded for at least one of the health problems/diseases from 01 to 17 pointed in **question M1**.
- Code 2, in case the person does not have any health problem or disease, i.e. answer “No” – code 2 is recorded for all health problems/diseases from 01 to 17 in **question M1**.

In case code 1 is recorded to question M7, question M8 should be asked next, containing instruction for the interviewer. In case code 2 is recorded, question M11.A should be asked next.

Question M8. Instruction for the interviewer. The purpose is to distinguish the persons who work (have a work) during the reference period from the persons who do not work (have no work), because the questions M9 and M10 are analogical, but are differently asked to employed and non-employed people. Code 1 is recorded for persons who work and question M9 is asked next. Code 2 is recorded for persons who do not work (have no work) and question M10 is asked next. Working are the persons for who at least one of the answers to questions 2, 3.A, 3.B, 4 or 5 in the core LFS questionnaire is “Yes” – code 1. Non-working are the persons for who code 2 – “No” is recorded to the same questions.

Question M9 concerns employed persons with long-standing health problem (at least one answer “Yes” to question M1) or having long-standing difficulties in performing everyday activities (at least one answer “Yes” to question M4). The question purpose is to

define whether due to the health problem or difficulty, in order to work the **employed persons**:

- 1) use the assistance of relatives, friends, colleagues or other (personal or social assistants, accompanying persons, instructors, etc.);
- 2) use special equipment at their working place or the working place is adapted to their specific necessities for work;
- 3) have special working conditions created.

No matter the answers to question M9, question M11 is asked next.

Question M10 is analogical to question M9, but concerns non-employed persons with long-standing health problem (at least one answer “Yes” to question M1) or having long-standing difficulties in performing everyday activities (at least one answer “Yes” to question M4).

The question purpose is to define whether due to the health problem or difficulty in everyday activities **the non-employed persons** would work in case:

- 1) receive help from relatives, friends, colleagues or other people;
- 2) special equipment or appropriate tools are ensured at their working place;
- 3) special working conditions are created at their working place.

For the non-employed persons, the usage of personal or technical assistance is considered as a way to overcome the limitations for work.

The **paid** work only is considered in questions M9 and M10, i.e. the definition applied for work in the ad hoc module is the same used in regular LFS. Unpaid domestic work in the household, as well as gardening is not considered work.

As regard the persons on long-term leave (maternity leave for instance), questions concern the situation before the leave.

Sub-questions to question M9 (M10 respectively) have to be read to the respondent and the respective code to be recorded - 1 (answer “Yes”) or 2 (answer “No”).

The **special equipment** includes wide range of adapted technical tools (appliances/apparatuses) or products which assists the persons in their work/create a possibility for them to work. For example:

- telephone apparatus adapted to the person necessities;
- PC adapted to the person necessities;
- applications ensuring access of blind persons to PC – modules screen reader and synthesiser (the synthesiser is the programme that converts the text into speech and the screen reader sends the text that has to be read (said) to the synthesiser);
- usage of applications synthesizing human speech;
- usage of scanners and OCR applications by blind persons;
- usage of larger characters in text writing;
- usage of Braille alphabet.

Adaptations at the working place are connected for instance to:

- adaptations of the entrance to the building facilitating the persons with health problems
- appropriate parking area
- ramps and handrails
- accessible toilets
- accessible lifts
- modified workstations.

Special work arrangements refer to all kinds of special arrangements and measures that can be thought of as supporting the work of persons with health conditions or difficulties in basic activities. They can be, for example:

- arrangements in relation to the type of work: possibility to do lighter work (work that does not require carrying heavy loads), less intensive work, sedentary work, indoor work, etc.;
- time schedule adapted to the respondent needs - less working hours per day/week, flexible working hours, alternative ways of distribution of working hours;
- the time schedule of his/her work colleagues has been modified in order to be adapted to respondent's needs.
- Tele-working - arrangement of work based on the new information technologies, where the working place is transferred to the respondent home, in another settlement or in another state even, Such arrangements are used for accountants, brokers, translators, editors, journalists, computer specialists, data entry personnel, typewriters.

Question M11. The question concerns all persons (employed and non-employed) with a **longstanding health problem** (at least one answer “Yes” is given to question M1) or having difficulties in everyday activities (at least one answer “Yes” is given to question M4). The question purpose is to define whether there are reasons different from the pointed health problems that limit the respondent to work/ to work the desired work. The reasons could be personal or not, for instance lack of transport infrastructure. The limitations might refer to the number of hours, type of work, possibility to get to/from work. The particular reason which limits the respondent in his/her work should be pointed in question M12.

Persons who have pointed another reason (additional to the health problem) which limits them to work the desired work are asked question M13 and the respective reason is recorded. For the rest (who have answered “No”) the interview is terminated.

Question M11.A. The question is analogical to question M11, but concerns all persons (employed and non-employed) **without longstanding health problem** (all answers to question M1 are “No”) and **without difficulties in everyday activities** (all answers to question M4 are “No”).

Question M12. The **main reason** restricting the respondent in the work he/she could do has to be recorded. In case the limitations are due to several reasons, the main one

according to the respondent has to be recorded. If it is impossible, the reason with the lowest code has to be recorded.

Answer 1 is pointed in case the respondent has not the qualification, education or experience necessary for the respective position.

Answer 2 is pointed in case the jobs offered do not correspond to the respondent requirements concerning: the possibility to work in a chosen sphere, the possibility to apply knowledge and experience gained, the perspectives for professional development, the possibilities for promotion and education, the size of remuneration and possibilities for receiving supplementary remuneration, social benefits, etc. Lack of possibilities for professional realization in small towns and villages is also included here.

Answer 3 is pointed in case of lack of public transport or inconvenient transport to/from the possible work.

Answer 4 is pointed in case of lack of flexibility of the working time (starting and finishing hours, duration) – for instance, possibility to work less hours, shift work, changeable working hours, etc. This code has to be recorded also in case of lack of flexibility at the working place – for instance, lack of possibility for teleworking, working at home, etc.

Answer 5 is pointed in case the person receives or expects to receive benefit and this circumstance restricts him/her in respect the work he/she could do – for instance, the respondent is registered at the Employment agency and receives unemployment benefit, i.e. he/she does not intend to start work until the benefit is paid, even if such possibility exists.

Answer 6 is pointed in the following case: the respondent works part time due to care for child or ill/adult family member and due to this cannot start to work full time even if such a possibility exists; the respondent is not employed but cares for child or ill/adult family member and due to this cannot start to work even if such a possibility exists.

Answer 8 is pointed in case there is another reason (out of the pointed above) that limits the respondent in respect the desired work - for instance, price of transport services, negative attitude of the employers to disabled persons – the policy followed not to create working places for disabled people, refusal to engage disabled people.

Question M13. The interviewer records the duration of interview on the ad hoc module **“Employment of disabled people” only.**

Question M14. In case for some of the household members **the core questionnaire is filled in, but information on the ad hoc module “Employment of disabled people” cannot be received** due to absence of the respective person and refusal of the relatives to answer instead, the interviewer records the respective reason in question M14.