

EXPLANATION AS TO HOW TO FILL OUT THE EMPLOYMENT OF DISABLED PEOPLE STATISTICAL SURVEY QUESTIONNAIRE IST-01

The statistical survey on the employment of disabled people will be conducted in April–June 2011 (II quarter) in the same households as the Labour Force Survey. The questionnaire IST-01 has to be filled out for all **persons aged 15–64** who have answered the II quarter Labour Force Survey questionnaire GU-01.

Objective of the survey – to estimate the participation of the people with longstanding health conditions or basic activity difficulties in the labour market, i.e. to estimate the impact of longstanding health conditions, diseases or activity difficulties on the number of hours worked and on the nature of work; to identify the need of personal assistance or special equipment in order to participate in the labour market.

The main topics analysed in the survey are the following:

- long-term health problems and difficulties in basic activities (disease, difficulties with vision, motion, etc.);
- the effect of such disorders on person's participation in labour market (limitations on the duration and nature of work, difficulties in getting to and from a workplace);
- personal assistance or special equipment which are used or are required by disabled people;
- other reasons limiting one's ability to work (family / caring responsibilities, lack of qualification / experience, etc.).

FILLING OUT THE QUESTIONNAIRE IST-01

Before the interview, a **respondent should be informed** that the aim of the following questions is to identify the nature of longstanding health conditions or basic activity difficulties and the impact thereof on one's participation in the labour market.

Respondent **ought to answer** a survey questionnaire IST-01 by himself; other members of the household can answer the questionnaire only if there is no possibility to interview the respondent.

Question 1. Do you have any of the following types of longstanding health conditions or diseases?

The list of longstanding health conditions and diseases should be read out to the respondent since it is supposed to help him/her remember different kinds of physical, mental and emotional health problems or diseases. Those diseases do not necessarily need to be diagnosed by a physician since it does not have to be related with official disability or reduced working capacity recognition.

Longstanding health condition or disease has lasted or is likely to last for at least 6 months. A longstanding condition or disease are mainly characterised by a requirement of a long-term treatment or supervision.

Temporary health problems or diseases (e.g. cold, muscle strain or operation of appendicitis) are not included. If the respondent does not know how long his problem is going to last, the respondent should be encouraged to estimate how long he thinks his problem will last by taking into account the information given by doctors or other health professionals.

Please indicate answer 1 if:

- a person has a recurrent health problem (e.g. back pain, epilepsy, migraine);
- a person has a longstanding disease that doesn't bother him or it is/was successfully treated with medication. For example, medication treatments for mental problems can keep a person autonomous and capable of work, and a diabetic can feel well on account of regular insulin treatment.

Examples of some longstanding health conditions or diseases (answer 1 is to be marked):

- a person was diagnosed diabetes 2 months ago. It is highly probable that his/her health problem is longstanding and will last for more than 6 months;
- a person was diagnosed asthma 1 month ago. It is evident that the condition will last longer than 6 months;
- an injury caused by an accident can also be regarded as a longstanding health condition if its consequences last for at least 6 months.

Remarks in relation to some longstanding conditions and diseases:

- *Skin diseases, including allergic reactions and severe disfigurement* (code 5): severe disfigurements include major scars resulting from accidents, burns or frost-bites, birth-marks and diseases of the skin, including skin allergies; tattooing and body piercing are excluded;
- *Heart, blood pressure or circulation problems* (code 6), e.g. heart attack, stroke;
- *Problems related with the lungs and airways, including asthma and bronchitis* (code 7), including hay fever and pollen allergy;
- *Learning difficulties* (code 12) are also known as impairment of intellectual or cognitive functions or mental retardation. For example, dyslexia (impaired ability to read), dysgraphia (impaired ability to write), and dyscalculia (impaired ability to calculate);
- *Other mental, nervous or emotional problems* (code 15) – psychosis (e.g. schizophrenia), attention deficit hyperactivity disorder (ADHD), Asperger's Disorder, panic, various phobias (pathological fear), anorexia, etc.;
- *Other longstanding health problems* (code 17). For example, rhinitis, gastroenteritis, obesity, sleep disorders, alcohol and drug dependency.

Please indicate answer 2, if:

- a person has any temporary health problem, such as a sprained ankle, broken leg, appendicitis or a respiratory tract infection;
- a person has not any longstanding health problem or disease.

Question 2. Which of the longstanding health conditions or diseases that you have do you consider as being the most severe?

Maximum 2 longstanding health problems or diseases which have the biggest influence to the respondent's everyday life should be indicated. Starting with the most severe one, the code of a longstanding health problem or disease is entered from Question 1.

A single longstanding health problem or disease cannot correspond to more than one code. For example, if a respondent has a stomach cancer, only the code 4 "cancer" is to be marked, not the code 8 ("stomach, liver, kidney or digestive problems").

Question 3. Do you have difficulties with any of the following basic activities?

The question refers to difficulties with any of the following basic activities which make everyday life difficult for a respondent. An activity is defined as the performance of a task, while activity difficulties are defined as the difficulties the individual experiences in performing an activity. Those difficulties can be inborn or result from any disease or injury.

The list of difficulties with any of the basic activities should be read out to the respondent since it is supposed to help him/her remember different kinds of physical, emotional or mental health problems. Only long-term difficulties which have lasted or are expected to last for 6 months or more should be indicated.

When answering the questions, the respondent should think about activities which he/she performs without supporting devices (excluding glasses and hearing aid). For example, if on ascending upstairs the respondent has to grasp a handrail for support, or if he needs a bag with wheels for carrying purchases from a shop, it is concluded that he/she has difficulties with these activities (3 and 8 disorders' codes respectively).

Note:

- eyesight problems should not be assigned to difficulties with basic activities if a person sees good enough with glasses or contact lenses;
- difficulties with hearing should not be assigned if a person uses a hearing aid hear well;
- a blind person using a walking stick or a guide dog should not be viewed as persons who have difficulties with walking or climbing steps; rather, it is a long-term vision problem (code 1).

If a respondent answering the Labour Force Survey questionnaire GU-01 marked "illness or disability" to at least one of questions 39, 69 or 91, then a longstanding health problem should be indicated in IST-01 questionnaire's questions 2 and/or 4. If the respondent does not report any longstanding health problem or disease (from the list of longstanding health problems or diseases) or long-term difficulties with any basic activities, the interviewer should remind the respondent of his/her previous answer to the GU-01 questionnaire and inquire whether the disease or disability indicated is not long-term.

Question 4. With which activities do you have the most difficulty?

No more than 2 basic activities should be indicated, starting with the one which mostly impedes the respondent's everyday life. The code of the long-term difficulties with the basic activities from Question 3 is used.

Question 5. Do(es) / would your longstanding health condition / disease or difficulty in activity limit the number of hours that you can work in a week?

It is asked about the respondent's longstanding health problems / diseases or difficulties with activities which (would) influence the number of working hours per week.

Question 6. Is this limitation in the number of hours that you can work in a week caused by:

A respondent should indicate what restricts / would restrict the number of work hours that he can / would be able to work per week.

If a respondent states that the number of his work hours is limited only by health problems / diseases or difficulties with basic activities, answer 3 is to be marked.

Question 7. Do(es) / would your longstanding health condition / disease or difficulty in activity limit the type of work that you can do (for instance, having problems in carrying heavy loads, working outdoors or sitting for a long time)?

It is asked about the longstanding health conditions / diseases or difficulties with basic activities which (would) limit the person as to the type of work. For instance, a person has problems in carrying heavy

loads, working outdoors, sitting for a long time, or performing any other work because of his/her condition although he/she has the necessary qualification.

Examples of longstanding health problems / diseases or difficulties with basic activities which limit the type of work (one answer is to be marked):

- a respondent cannot work in public relations because of the severe scar on his face;
- a respondent using the wheelchair works at a reception desk but he would like to do something else;
- a respondent suffers from the chronic back pain, but he successfully works in the office (without limitations). However, due to the above mentioned health problem, he would not be able to perform physical work, e.g. in construction.

Question 8. Is this limitation in the type of work that you can do caused by:

The respondent should indicate what limits (would limit) the type of work he/she is (would be) able to do. If the respondent indicated that his/her work type is limited both by health problems /diseases and difficulties with basic activities, answer 3 is to be marked.

Question 9. Do(es) / would your longstanding health condition / disease or difficulty in activity limit you in getting to and coming back from work?

Due to longstanding health conditions / diseases or difficulties with basic activities it may prove difficult for a person to get to and from work.

Examples of longstanding health conditions / diseases or difficulties with basic activities limiting one's getting to and from work (one answer is to be marked):

- a respondent might have problems with the access to buildings (because of steep stairs, tight doors or too narrow doors);
- a respondent faces difficulties using transport (difficult to get in the public transport, it either goes too seldom or does not function at all);
- a respondent faces difficulties in getting to work alone and there is a need for an accompanying person (due to lack of physical help from other persons or because of eyesight, hearing, orientation disorders).

Question 10. Is this limitation in getting to and coming back from work caused by:

The respondent indicates what limits him/her in getting to and coming back from work. If the respondent indicated that getting to and coming back from work is limited both by health conditions / diseases and difficulties with basic activities, answer 3 is to be marked.

Questions 11 and 12. Because of your longstanding health condition / disease or difficulty in activity would you need / do you use any personal assistance to enable you to work?

Both questions are about other person's help for the respondent at work; however, Question 11 applies to those who are currently unemployed (the purpose is to identify if the respondent would need other person's help at work), while Question 12 applies to currently employed persons (the purpose is to identify if a person having longstanding health problems uses other person's help).

Another person's assistance – special personal assistance (for example, assistance from a gestural language interpreter, instructor), or assistance from family members, friends or colleagues (accompanying or driving to work or home, wheelchair assistance, handing things necessary for

working), i.e. an activity which helps a person with longstanding health problems in carrying out work activities.

Questions 13 and 14. Because of your longstanding health condition / disease or difficulty in activity would you need / do you use special equipment or workplace adaptations to enable you to work?

Both questions are about the use of special equipment at work or workplace adaptation; however, Question 13 applies to those who are currently unemployed (the purpose is to identify if the respondent would need special equipment or workplace adaptation), while Question 14 applies to currently employed persons (the purpose is to identify if a person who has longstanding health problems uses the special equipment or the adapted workplace).

Special equipment includes a wide range of items, devices, pieces of equipment enabling the person with longstanding health problems to work. For example, a screen reader, an adapted telephone (with enlarged digits or voice command features), an adapted computer, a voice synthesiser, large characters, Braille characters, etc.

Adaptation of the workplace includes the inner and outer building's arrangement to provide possibility for persons with a long-term disability to work: adaptation of the entrance to the building, appropriate parking place, handrails and footlights, adapted toilets, accessible lifts, modified workplace, etc.

Questions 15 and 16. Because of your long-standing health condition / disease or difficulty with an activity would you need / do you have any special working arrangements (such as, sedentary jobs, teleworking, flexible hours or less strenuous work) to enable you to work?

Both questions are about special working arrangements; however, Question 15 applies to those who are currently unemployed (the purpose is to identify if the respondent would need any special working arrangement to enable him/her to work), while Question 16 applies to currently employed persons (the purpose is to identify if there are special working arrangements provided for a person who has longstanding health problems).

Special work arrangements refer to all kinds of special arrangements and measures that support the work of persons with longstanding health conditions. These can be the following:

- arrangements in relation to the type of work (possibility to do less demanding work, sedentary work, work indoors, etc.);
- time schedule has been adapted to person's needs (fewer working hours, alternative ways of distribution of his working hours, additional time-out);
- the time schedule of person's colleagues has been modified in order to be adapted to respondent's needs;
- providing a possibility to do remote work (for example, a person with leg paralysis can work at home due to an adapted computer).

Question 17. Is there any other reason due to which you do not work or work shorter, or in a different position than you are able to work?

Reasons limiting the respondent's ability to work or the nature of work may other than those related to longstanding health problems. The purpose of this question is to identify if there are such reasons.

It is necessary to read out all the variants of answers, as this will help the respondent to remember other possible reasons causing limitations at work.

Lack of qualification or experience, lack of appropriate job opportunities (codes 1 and 2). These answers are mostly chosen by respondents who have a job that does not satisfy them (they would like to do a more advanced work, to have a better paid job, or change their occupation) or are unemployed (do not have necessary qualification, or do not find work matching their qualification).

Lack of or poor transportation to and from the workplace (code 3) means that the current workplace or possible workplace is far from home and it is difficult or impossible to get to work by transport (the public transport's schedule is unsuitable or there is no public transport at all, and the respondent does not have / use private transport).

Lack of the employer's flexibility (code 4) defines the situation when the respondent wishes the employer to allow him / her to work under nonstandard work conditions (for example, to work part-time (part of a day or several days per week), to choose a convenient work schedule, to do some other work in the same organisation, to adjust work and home functions, etc.), but attempts to fix these work conditions with the employer fail (or a non-employed respondent believes he/she would fail to do that).

Impact on the receipt of benefits (code 5) means that the respondent avoids to be employed or to have a better paid job because, in case of the respondent's income increase, he/she would lose their benefits in whole or in part (for example, unemployment benefit, social allowance, child's allowance, compensation for communal and utility services, etc.).

Family / caring responsibilities (code 6) should be selected if it is impossible or difficult for the respondent to work because he/she needs to take care of a child or elderly persons or nurse a sick person, or it is not possible for him / her to share these duties with other family members.

Personal reasons (code 7) can be various, for example, the respondent does not want to work because he is wealthy enough, does not know what work he/she would like to do and therefore he/she is content with present situation.

Other reason (code 8). This answer can be selected if the respondent does not work, works little or does other work than he/she could because of reasons not mentioned above, for example, because he/she studies, is on child care leave, is not satisfied with the salary, it is too expensive for him/her to get to work, etc.

Question 18. Please indicate the main reason restricting you in the work you can do:

The code indicated by the respondent in Question 17 is to be indicated.