INSTRUCTIONS
for filling in Annex 4 of 1-LFS
“Employment of disabled people”

MODULE SUBSTANTIATION

TARGET POPULATION
Target population is everybody aged 15 to 64.

LOCATION OF THE MODULE QUESTIONS
Electronic questionnaire
Module questions will open after the Section 2 of the Labour Force Survey.

Paper questionnaire
If due to technical or other problems electronic version of the questionnaire will not be used, the module questions should be asked after the Section 2 of the Labour Force Survey.

EXPLANATION OF SELECTED MODULE QUESTIONS
Do not read out the answers “DON’T KNOW”, “REFUSE TO ANSWER”!

Q1. Do you suffer from any of these longstanding health conditions or diseases lasting or expected to last for 6 months or longer?
Longstanding health condition or disease is a health problem or illness lasting or expected to last for 6 months or longer. Longstanding health condition may be diagnosed by the doctor or unspecified by the doctor. Longstanding health condition is characterised by its permanence and long-term treatment, rehabilitation or care period. To explain the term “longstanding health condition” a word “chronic” may be used instead of “longstanding”.
Acute, sudden or temporary health problems lasting or expected to last for less than 6 months, e.g., broken leg, cold, appendicitis or sprained ankle are not included.
Several health conditions or chronic diseases are characteristic with acute periods interchanging with remission, several illnesses are characteristic with sudden attacks, e.g., epilepsy, migraine etc. Such health conditions also are considered to longstanding. If the disease depends on the treatment result (e.g., radiation therapy or chemotherapy) it should be regarded as longstanding health condition.
If respondent does not know or can not estimate the length of some health condition, the interviewer should not estimate the time span instead of the respondent. Respondent should estimate the length of the health condition by himself/herself, basing on information received from the medical professional or doctor. Even if the health condition is not burden to the respondent or disease is controlled with the help of medicine, some of longstanding health conditions should be indicated.
There may be situations when some of longstanding health conditions have consequences causing limitation of working capacity of the respondent. E.g., for persons having asthma or breathing problems it is difficult to walk or climb the ladder. In such situation some of longstanding health conditions or diseases (in question Q1) should be indicated, as well as activity difficulty (in question Q3).

05. “Skin conditions (including allergic reactions, severe disfigurement)” – include severe skin lesions, scars resulting from accidents, burns, frostbite, birthmarks, skin diseases and allergic reactions in the form of skin lesions. This answer excludes tattoos and body piercings.

06. “Heart, blood pressure or circulation problems” – strokes included also.
12. “Learning difficulties (reading, spelling or math disability)” – mental disabilities and specific learning skills disorders, e.g., dyslexia, dyscalculia also are included.

*Dyslexia* is a syndrome characteristic with the reading and/or writing skills at level lower than expected from the intellectual level of the person. Dyslexia is attributed to persons which reading problems cannot be explained with the lack of intelligence, sensory problems or incomplete training. Dyslexia manifests itself as difficulties to recognize words fluently, to spell them and understand the meaning of the read, as well as in a form of spelling problems.

*Dyscalculia* is a form of learning disorder influencing person’s ability to understand and/or manipulate with numbers (specific difficulties with mathematics, time, and units of measurement).

15. “Other mental or emotional problems” – include mental illnesses, e.g., psychosis, schizophrenia, behavioural disorders, as well as less severe diseases or health conditions, e.g., panic attacks, various phobias, anorexia, problems related with falling asleep or sleep quality etc.

17. “Other longstanding health problems” – includes obesity, alcohol and drug addiction etc.

Q1a. **Could you specify other longstanding health conditions you suffer from?**

If respondent suffers from other longstanding health conditions or diseases not indicated in answers 0 – 16 of the question Q1, they should be written in.

Q2. **Which of the mentioned longstanding health conditions or diseases you consider as being the most severe? Please indicate 2, starting with the most severe one!**

The most important longstanding health condition or disease should be indicated considering the influence of this condition on general life quality of the respondent.

Q3. **Do you have permanent/longstanding difficulties with any of the following basic activities?**

Permanent/longstanding difficulties with basic activities are difficulties lasting or expected to last for 6 months or longer.

The answer should include difficulties with certain activity, not considering other functional limitations, e.g., sightless person moving with attendant or with the help of the walking stick should not indicate walking problems.

The question should be asked regardless respondent is recumbent, sightless or deaf!

If respondent mentions difficulties with some other activities not indicated (in answers 01 – 10), they should not be specified.

01. “Seeing, even if wearing glasses” – seeing problems should not be indicated in cases when glasses or contact lens are effective enough.

02. “Hearing, even if using a hearing aid” – hearing problems should not be indicated in cases when person can hear sufficiently with the hearing aid. If hearing problems remain even if using a hearing aid or if respondent suffers from hearing difficulties, but is not using the hearing aid, the answer “Yes” should be indicated.

04. “Sitting or standing” – includes problems faced when changing body position, e.g., standing up, laying down or sitting down.

06. “Communicating, understanding or being understood” – exclude difficulties arising due to the lack of foreign language knowledge. The question regards communication in mother language.

08. “Lifting and carrying” – include lifting objects with hands or palms, putting them down or swapping around.

09. “Bending” – includes bending the upper body forward or sideways, e.g., when making a bow or leaning towards an object.
10. “Holding, gripping or turning” – include operations requiring precise palm movement, e.g., lifting the coin from the table, dialling the phone number, turning the handle, taking a pencil, needle or other small objects, as well as coordinated movements of palm or hand, e.g., throwing or catching.

When answering the question (except in answers 01 and 02) it should be considered that respondent has to perform these operations without the help of technical aid or other persons.

Q4. Which of the mentioned permanent/longstanding activity difficulties you consider as being the most severe? Please indicate 2, starting with the most severe one!

The most important difficulty should be indicated considering the influence of it on the general life quality of the respondent.

In questions Q5s, Q6s, Q7s, Q8s, Q9s and Q10s answers should be given only about the work done for reward. Non-work limitations should not be taken into account, e.g., leisure activities, work in the kitchen garden or household duties. Limitations caused by the health conditions should be considered regardless their severity and frequency with which they cause limitations in the persons daily life.

In questions Q5n, Q6n, Q7n, Q8n, Q9n and Q10n the answers should be given on ability to perform the work for reward, if person has such work. Non-work limitations should not be taken into account, e.g., leisure activities, work in the kitchen garden or household duties. Limitations caused by the health conditions should be considered regardless their severity and frequency with which they cause limitations in the persons daily life.

Q11s, Q11n. Because of the longstanding health condition(s) or disease(s) or permanent/longstanding activity difficulty(ies) cause(s) do you:

1. “Use personal assistance to enable you to work/need personal assistance to enable you to work?” – regular assistance received from family members, relatives, friends, colleagues or other persons. This answer should be marked also in situations when assistance is provided when getting to and from work.

2. “Use special equipment or have workplace adaptations to enable you to work/need special equipment or workplace adaptations to enable you to work?”

   Special equipment – technical assistance or technical aid, e.g., screen reader, adapted telephone or computer, speech synthesiser or large font, Braille etc.

   Workplace adaptations – adapted parking places, building entrances, e.g., ramps and handrails, modified and easy accessible toilets, elevators, adapted workplace etc.

3. “Have special working arrangements to enable you to work/need special working arrangements to enable you to work (such as, sedentary jobs, teleworking, flexible hours or less strenuous work)?”

   Teleworking covers work from a distance with the use of the information and telecommunication technologies, e.g., computer, Internet or telephone substituting necessity for getting to and from work.

Q12. Is there any reason for limitation in work you can/could do?

1. “Yes” – should be marked when the work that person can/could do is limited by other external reasons not related to health condition of the respondent.

   Limitations in work should be understood as the number of hours person can work and type of work that person can do, as well as limitations in the transport necessary for getting to and from work.
Q12a. Is there any reason for limitation in work you can/ could do?

1. “Yes” – should be marked when the work that person can/ could do is limited by other external reasons not related to health condition of the respondent.

   Limitations in work should be understood as the number of hours person can work and type of work that person can do, as well as limitations in the transport necessary for getting to and from work.

Q13. What is the main reason for limitation in work you can/ could do?

2. “Lack of appropriate job opportunities” – includes situations when employed persons currently are working in less qualified job because in the area they are residing there is no work suitable for their educational attainment, skills and knowledge; currently unemployed persons can not find work suitable for their educational attainment, skills and knowledge; or employed/unemployed person would like to work, but in the offered workplace there is no special equipment or workplace adaptations necessary for people with longstanding health conditions or disability;

3. “Lack or poor transportation to and from workplace” – excludes transportation costs.

4. “Employers’ lack of flexibility” – includes cases when employer is not offering flexible working hours, teleworking etc.

5. “Affects receipt of benefits” – includes cases when respondent would like to work, but in compliance with the legislation person may lose his/ her eligibility for social benefits or services.

8. “Other” – includes financial problems as well as employers’ negative attitude towards employees (due to age, nationality, educational attainment or social class, including due to longstanding health conditions or disability etc.).

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