

# Producing Vital Statistics

1st Training Workshop

Project to strengthen national capacity in producing and disseminating vital statistics from civil registration records in Asia and the Pacific

Bangkok, Thailand, 9-13 January 2017

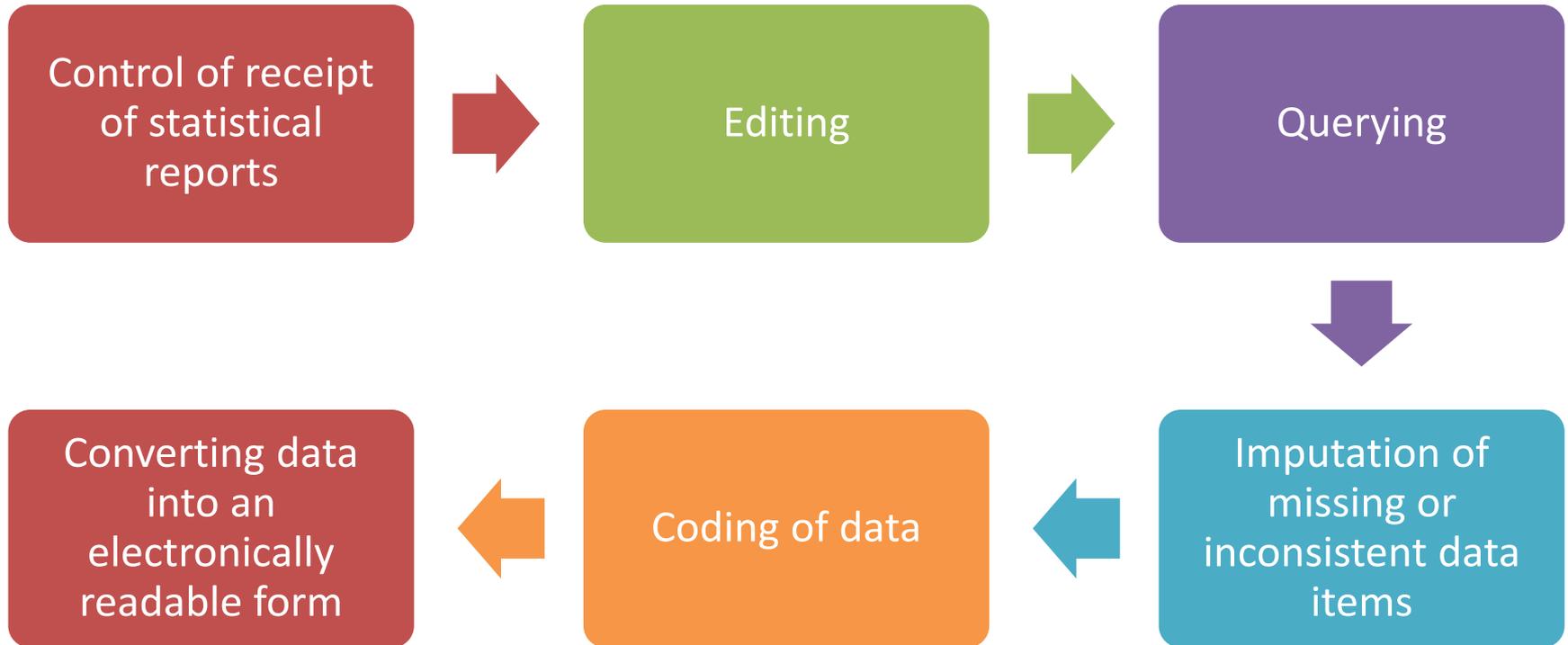
# Goals of a Statistical Processing Plan

1. Collection of information needed by major data users
2. Determine user priorities on tabulations and attempt to satisfy those deemed most important
3. Prepare a long-range program for the conduct of the statistical processing programme ; usually made a few years in advance; three- or four-year

# National centralized compilation from individual statistical reports

- uniform for the country
- common definitions, classifications, coding, querying, data entry and editing procedures
- Predetermined tabulations plans
- Flexible and adaptable to meet national and international requirements
- Compilation from individual reports, either paper-based or electronic, be undertaken centrally
- If decentralized, detailed written guidelines, dealing with such procedures as coding, editing, querying and data entry, must be issued by the central national authority

# Steps involved in processing



# Steps involved in processing

## Control of receipt of statistical reports

- Reporting schedule. (manual and electronic systems)
- control the receipt of reports diligently addressing issues of promptness and completeness of reporting
- ascertain whether or not reports are received on time, as well as whether returns are received from every geographical reporting area
- control method must reveal whether the reporting frequencies are consistent with those of the preceding period

# Steps involved in processing

## Editing

- electronic checking
- visual checking for completeness and accuracy and errors have been minimized
- missing, inconsistent or obscure should be detected and corrections should be made.

# Steps involved in processing

## Querying

- missing, inconsistent or inappropriate responses should be questioned or “queried” by referring the item to the data-collection agency for clarification
- contact the local or regional office and request that it contact the appropriate source
- corrected data must be transmitted to the central office (or, in the case of decentralization, to the subnational office), either manually or electronically

# Steps involved in processing

Imputation of missing  
or inconsistent data  
items

- assigning a probable value to an item whose true value is unknown
- aid of last resort in the attempt to supply missing or obviously incorrect data
- be employed only if the querying process described above has failed to produce the information sought

# Steps involved in processing

## Coding of data

- translation of items of information into numerical values to facilitate data processing
- age or birth weight, are reported as numerical values and need no translation
- unit of measurement ie hours, days, months or years in the case of age or kilograms, grams, in the case of weight, should be coded in addition to the numerical value. For some other items, such as sex, marital status or literacy

# Steps involved in processing

Coding of data

- interpretation is not required. It is also essential to establish codes to be used in situations
- where the answer is “unknown” or “not stated”.

# Steps involved in processing

Converting data  
into an  
electronically  
readable form

- may be possible to carry out some of the editing, coding and imputation of missing or inconsistent data as an automated process concurrent with the data-capture function
- edit entries for “out-of-range” values, such as an unlikely or impossible age or birth weight, and it can impute missing values based on a priori rules

# Exercise

## Flowchart of VS Production Process

- Produce a flow chart for your country

*What are the weaknesses or issues on the process?*

*How can the process be improved?*

20 minutes