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International  
Labour  
Organization

**LFS add-on module on functional  
difficulties and barriers to employment**  
**National adaptation guide (v1)**  
for PAPI and CAPI

July 2020

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## INTRODUCTION

This set of questions is designed to capture different aspects related to the labour market integration of persons with disabilities. The analysis of data captured in this module in combination with the data regarding disabilities covered in household roster and labour force status covered in LFS core module, can help identify gaps in labour market outcomes and explore the barriers person with disabilities face in the labour market and prevent them from participation on equal basis with others.

The module questions are organised into five sections:

- Section (ELG): Eligibility
- Section (EBR): Barriers
- Section (WPA): Workplace accommodations
- Section (ATT): Attitudes
- Section (SPR): Social protection.

The module is restricted to persons of working age, as set in the national context (e.g. 15+). Inclusion of this module in the survey however does not guarantee that estimates of all key indicators can be produced with sufficient level of precision. Assessment of the survey sample design and size is needed prior to implementing the module. Additional questions can be added to the module to obtain information on the cause of the functional difficulties, as well as the onset of difficulties.

The module was endorsed by the Washington Group on Disability Statistics in 2019.

As this module is to be used periodically (e.g. once every three-five years), it is recommended that, in years when it is implemented, the functional difficulties questions are moved from the household roster to the beginning of this module. The data should be collected through personal interviews.

## GENERAL CONVENTIONS

### Conventions used in the LFS module questionnaire

- Regular text: Indicates text to be read by the interviewer
- *Italics*: Indicates interviewer instructions or aids, not to be read out loud
- CAPS: INDICATES RESPONSE CATEGORIES AND FILTERS NOT TO BE READ OUT LOUD  
(Parenthesis): Indicates that a choice or a substitution must be made
- [Blue text]: Indicates content that must be adapted as per national circumstances
- [Red text]: Indicates text that must be adapted as per national circumstances
- **Bold text**: Indicates question numbers, section headings, skips, and other structural items

## SECTION ELG: ELIGIBILITY

The purpose of section (ELG) is to establish whether or not the household member is eligible for this module, to introduce the module and to facilitate routing of respondents within the module in PAPI surveys.

QUESTION ID	DESCRIPTION AND GUIDELINES
ELG_DIF	<p><b>PERSON WITH/WITHOUT DIFFICULTIES</b></p> <p>Person with or without difficulties</p> <p><b>Response categories</b></p> <p>01 Yes</p> <p>02 No</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To identify persons who fulfil eligibility criteria for this module.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>Not to be read out loud</li> <li>To be completed by the interviewer for all household members of working age (<math>\geq 15</math>) as per answers provided in module DIF (Functional difficulties).</li> <li>Code 01 includes all persons reporting “A lot of difficulty” or “Cannot do it at all” to at least one of questions DIF_1-DIF_6 (or “Daily” to question DIF_7 or DIF_8).</li> <li>Code 02 includes all other persons.</li> <li>The questions in this module should be addressed only to persons coded with “01”.</li> </ul>
BARRERS INTRO	<p><b>Introductory text</b></p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To inform the respondent that the next set of questions focus on barriers that he or she may face in the labour market because of their functional difficulties.</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>Interviewers should be trained to read aloud this statement. Skipping the introductory statement may impact the interpretation of the questions and thus the quality of data compiled.</li> <li>Care should be taken when translating the introductory statement to national languages. In particular, it is important that the introductory statement does not include the term “disability” or similar terms as these can be sensitive (may carry shame or stigma) and may be easily misinterpreted.</li> <li>The phrase “because of functional difficulties you have in doing certain activities” is instrumental in setting the right context for the interpretation of the question in</li> </ul>

the module, else respondents might associate their answers with issues related to, for example, lack of education or ageing.

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**ELG\_EMP PERSON EMPLOYED**

Person identified as employed in the core LFS questionnaire

**Response categories**

01 Yes

02 No

**Purpose**

- To facilitate routing of respondents within the module in PAPI surveys.

**National adaptation and implementation**

- Not to be read out loud.
  - To be completed by the interviewer as per answers provided in the core LFS questionnaire.
  - Code 01 includes all persons identified as employed (i.e. who answered the modules on main job characteristics).
  - Code 02 includes all other persons.
  - Persons coded 01 should be respond to questions in sections WPA, ATT and SPR.
  - Persons coded 02 should be respond to questions in sections EBR, ATT and SPR.
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## SECTION EBR: BARRIERS

The purpose of section (EBR) is to identify environmental and social barriers persons with disabilities, that are not employed, face in the labour market and factors that may hinder or facilitate their participation in the labour market. The analysis will contribute to a deeper understanding of barriers that prevent persons with disability to participate in the labour market.

Questions are to be addressed only to household members of working age ( $\geq 15$ ) with disabilities that are not employed (i.e. unemployed or outside the labour force). (ELG\_DIF=1 and ELG\_EMP=2)

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### EBR\_1

#### Facilitators

Factors facilitating integration/participation in the labour market

Eight sub-categories of factors are surveyed:

- a. Getting higher qualifications, training, skills, experience
- b. Availability of suitable transportation to and from workplace
- c. Help in locating appropriate jobs
- d. More positive attitudes towards persons with disabilities
- e. Availability of special equipment or assistive devices
- f. Availability of more flexible work schedules or work tasks arrangements
- g. Availability of a more accommodating workplace
- h. Other factors (Specify): \_\_\_\_\_

#### Response categories

01 Yes

02 No

#### Purpose

To identify environmental barriers persons with disabilities not employed are facing in the labour market and the most important factor that would make it easier for them to seek and/or find a job.

#### National adaptation and implementation

- The question is addressed to all household members with disabilities that are not employed, whether they reported seeking a job or not. There is no need to make distinction and between those outside the labour force and those unemployed, and adapt the language, because all response categories may be relevant to both categories. However, interviewers should be trained to determine in advance whether respondent is employed or not, depending on the respondent's previous answer to the question on labour force status included in the core LFS.
  - The question has eight sub- categories that capture a wide spectrum of facilitators to employment. Interviewer should read all sub-categories. The respondent answer with Yes or No to each sub-category.
    - a. Refers to the need for upgrading the skills, qualifications, and work experience.
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- b. Refers to availability of suitable transportation to and from work. Due to the difficulty in basic activities, a person may be limited in getting to and from a workplace (for instance, this person might have problems getting on and off transport. The need for any personal assistance or help that can facilitate the use of transportation should not be taken into account when formulating a YES answer here but under EBR\_1h. Cost of transportation should not be taken into account in EBR\_1b that is an accessibility related item but reported under EBR\_1h.
- c. Refers to availability of assistance in locating appropriate jobs.
- d. Refers to more positive attitudes from employers and workers.
- e. Refers to the availability of special equipment or assistive devices such as a wheel chair, or special technology.
- f. Refers to the availability of jobs with more flexible (work schedules or work tasks arrangements (e.g. less working hours, alternative ways of distribution of working hours, flexible hours, teleworking, possibility to do lighter work, sedentary work, indoor work, etc.)
- g. Refers to the availability of jobs in more accommodative work environment such as accessible build environment (e.g. buildings, offices, parking, washrooms, elevators, etc.) as well a provision of special equipment and/or assistive devices (e.g. speech processor, adapted telephone, adapted computer for blind or deaf, screen reader, braille, etc.).
- h. Should be used for any other factors not covered in sub-categories above.

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## EBR\_2

### Family support

Whether family is supportive

#### Response categories

01 Very supportive

02 Somewhat supportive

03 Not supportive

97 DON'T KNOW

98 REFUSED

#### Purpose

- To collect respondent's assessment about the degree of support family members would provide to his/her decision to work.
- To determine the extent to which family support affect a person with disability decision to work.

#### National adaptation and implementation

- The question is asked to all household members with disabilities that are not employed, whether they reported seeking a job or not.
  - Interviewer should read the response categories.
  - Proxy respondents may be omitted from this question.
  - The respondent should select one option, based on his/her own assessment.
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## SECTION WPA: WORKPLACE ACCOMODATION

The purpose of section (WPA) is to determine the extent to which special working arrangements are made in order to accommodate the needs of persons with disabilities that are employed.

Questions are to be addressed only to household members of working age ( $\geq 18$ ) with disabilities that are employed in reference week. (ELG\_DIF=1 and ELG\_EMP=1)

QUESTION ID	DESCRIPTION AND GUIDELINES
<b>WPA_1</b>	<p><b>Work schedule and/or work tasks arrangements</b> Whether work schedule and/or work tasks adapted</p> <p><b>Response categories</b> 01 Yes, fully 02 Yes, partially 03 Not at all 04 I do not have difficulties that require special arrangements 97 DON'T KNOW</p> <p><b>Purpose</b> To identify the extent to which work schedule and/or work arrangements are adapted to account for difficulties persons may have in doing certain activities.</p> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"><li>• The question is asked only to household members with disabilities that are employed.</li><li>• Work schedule and work tasks arrangements refer to modifications to suit the needs of persons with disabilities. They can be, for example:<ul style="list-style-type: none"><li>- Respondent's time schedule has been adapted to his/her needs (less working hours, alternative ways of distribution of his/her working hours, flexible hours);</li><li>- Time schedule of his/her work colleagues has been modified in order to be adapted to respondent's needs;</li><li>- Teleworking;</li><li>- Arrangements in relation to the type of work: possibility to do lighter work, sedentary work, indoor work, etc.</li></ul></li><li>• Interviewer should read the response categories.</li><li>• The respondent should select one option.</li><li>• Code 4 "No" corresponds to the situation when the activity difficulty(ies) that the respondent has does not/do not require special arrangements.</li></ul>
<b>WPA_2</b>	<p><b>Workplace adaptations</b> Whether workplace modified</p>



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**Response categories**

- 01 Yes, fully
- 02 Yes, partially
- 03 Not at all
- 04 I do not have difficulties that require special accommodation
- 97 DON'T KNOW

**Purpose**

To identify the extent to which special modifications are made to workplace in order to account for difficulties persons may have in doing certain activities.

**National adaptation and implementation**

- The question is asked only to household members with disabilities that are employed.
  - Workplace accommodation refers to
    - adaptations /modifications to space and work environment (e.g. adaptation of the entrance to the building, appropriate parking, ramps and handrails, accessible toilets, accessible lifts, modified workstation),
    - provisions of special equipment and/or assistive devices (e.g. speech processor, adapted telephone, adapted computer for blind or deaf, screen reader, braille, etc.),in order to increase, maintain or improve functioning of persons with disabilities.
  - Interviewer should read the response categories.
  - The respondent should select one option.
  - Code 4 "No" corresponds to the situation when the activity difficulty(ies) that the respondent has does not/do not require special accommodation.
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## SECTION ATT: ATTITUDES

The purpose of this section is to capture the attitudes from employers and workers vis-à-vis persons with disabilities, as perceived by persons with disabilities. The negative attitudes of employers and workers towards persons with disabilities may hinder their participation in labour market.

Questions are to be addressed to all household members of working age ( $\geq 15$ ) with disabilities, regardless of their labour force status (employed, unemployed or outside the labour force). (ELG\_DIF=1 and ELG\_EMP=1 or 2)

QUESTION ID	DESCRIPTION AND GUIDELINES
<b>ATT_1</b>	<p><b>Employers' attitudes</b></p> <p>Whether employers are willing to hire persons with disabilities</p> <p><b>Response options</b></p> <p>01 Very willing 02 Somewhat willing 03 Unwilling 97 DON'T KNOW</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"><li>• To collect respondent's assessment about the degree of willingness of employers to hire persons with disabilities.</li><li>• To determine the extent to which employers' attitudes affect persons with disability decision to work or seek work.</li></ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"><li>• The question is asked only to household members with disabilities.</li><li>• Interviewer should read the response categories.</li><li>• The respondent should select one option, based on his/her own assessment.</li></ul>
<b>ATT_2</b>	<p><b>Workers' attitudes</b></p> <p>Whether workers are willing to work alongside persons with disabilities</p> <p><b>Response options</b></p> <p>01 Very willing 02 Somewhat willing 03 Unwilling 97 DON'T KNOW</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"><li>• To collect respondent's assessment about the degree of willingness of workers to work alongside persons with disabilities.</li></ul>

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- To determine the extent to which workers' attitudes affect persons with disability decision to work or seek work.

**National adaptation and implementation**

- The question is asked only to household members with disabilities.
  - Interviewer should read the response categories.
  - The respondent should select one option, based on his/her own assessment.
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## SECTION SPR: SOCIAL PROTECTION

The purpose of Section (SPR) is to identify persons whose difficulties were officially recognized (certified) as disabilities and whether they received any social protection benefits linked to their disabilities.

Questions are to be addressed to all household members of working age ( $\geq 15$ ) with disabilities, regardless of their labour force status (employed, unemployed or outside the labour force). (ELG\_DIF=1 and ELG\_EMP=1 or 2)

QUESTION ID	DESCRIPTION AND GUIDELINES
SPR_1	<p><b>Disability certified</b></p> <p>Whether difficulties were officially recognised (certified) as disability</p> <p><b>Response categories</b></p> <p>01 YES</p> <p>02 NO</p> <p><b>Purpose</b></p> <ul style="list-style-type: none"> <li>To identify persons whose functional difficulties were officially recognised (certified) as disabilities.</li> <li>To serve as background information for analysis purpose (e.g. to explain the differences in prevalence rates estimated from survey data and administrative data).</li> </ul> <p><b>National adaptation and implementation</b></p> <ul style="list-style-type: none"> <li>Code 01 includes persons whose functional difficulties were officially recognised (certified) as disabilities.</li> <li>Disability certificate is a document that a person with functional difficulties can obtain in order to avail any facilities, benefits or concessions under the available schemes. It can take a form of document or disability card.</li> <li>The disability certificate is usually issued by appropriate certifying authority in the country. Depending on the national context, certification can be done by a medical authority or relevant government agency.</li> <li>In case more than one authority is responsible for issuing disability certificates/ cards, examples should be provided to refer to national certification systems.</li> </ul>
SPR_2	<p><b>Cash benefits</b></p> <p>Whether any cash benefits received</p> <p><b>Response categories</b></p> <p>01 YES</p> <p>02 NO</p>

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**Purpose**

To identify persons with disabilities that receive from the government cash benefits linked to their disability.

**National adaptation and implementation**

- Question is to be addressed only to members whose functional difficulties were officially recognised (certified) as disabilities (responded with YES to questions SPR\_1).
- In order to get better replies, examples of various disability related cash benefits that exist in a country should be given to the respondent.
- Cash benefits received from non-government sources and/or programmes should not be reported.

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**SPR\_3****In-kind benefits**

Whether any goods or services received

**Response categories**

01 YES

02 NO

**Purpose**

To identify persons with disabilities that receive from the government in-kind benefits linked to their disability.

**National adaptation and implementation**

- Question is to be addressed only to members whose functional difficulties were officially recognised (certified) as disabilities (responded with YES to questions SPR\_1).
  - In order to get better replies, examples of various disability related in-kind benefits that exist in a country should be given to the respondent. In-kind benefits may include provision of assistive devices, medical equipment and medical services not already covered, therapy, housing assistance, personal assistance, work and employment assistance, etc.
  - In-kind benefits received from non-government sources and/or programmes should not be reported.
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