

## REPORTING OPTIONS

Data may be submitted in one of four ways:

- a. Individual records using the automated questionnaire provided by Statistics Canada;
- b. Individual records on hard copy in the form of paper questionnaires provided by Statistics Canada;
- c. Individual records on diskettes;
- d. Aggregate data using the aggregate questionnaire provided by Statistics Canada.

The definitions set out in the data element description should be followed for all options.

Those choosing reporting option "a" (automated questionnaire) should use the instructions provided in the "Help" menu of the questionnaire.

Those choosing reporting option "b" (paper questionnaire) may report either by using the codes given in these elements or by providing the data required, in an uncoded form, for coding by Statistics Canada.

Those institutions choosing reporting option "c" (diskette) should, if at all possible, use the codes provided in this manual. If other codes are used, please provide a decoding list. The record layout used for this survey is included in the mailout package.

An aggregate level questionnaire (option "d") was developed for those institutions that are not able to provide individual record data.