



Monitoring, Evaluating, and Reporting PEPFAR's Essential Survey Indicators for Orphans and Vulnerable Children Programs

Supervisor Manual Template

March 2018



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Cover: A young girl waits for her parents at a health clinic in Luanda, Angola. Photo: Lisa Marie Albert, MEASURE Evaluation, Palladium

PREFACE

Instructions

MEASURE Evaluation developed this supervisor manual template for organizations collecting Monitoring, Evaluation, and Reporting (MER) Orphans and Vulnerable Children (OVC) Essential Survey Indicators (ESI) of the United States President's Emergency Plan for AIDS Relief (PEPFAR). This supervisor manual includes sections on the data collection team, organizing and supervising interviews, data management, and other procedures for data collection of the nine MER OVC ESI.

This template should be adjusted to meet the needs of the project implementing data collection. Instructions to the user are provided in ***bold italic font***. When general instructions are given in paragraph format, the first line of the paragraph is highlighted in yellow. Template instructions should eventually be deleted from the final supervisor manual document. Any normal font within the template is suggested text and should be updated and adapted to fit your study's specific needs.

This template assumes that the survey will be conducted using electronic tablets with paper questionnaires as backup in case of tablet failure.

Examples of the results of previous PEPFAR OVC MER ESI studies—tools, guidance documents, and frequently asked questions—can be found online at <https://ovcimpact.org>. Feel free to contact us through the website or at ovcimpact@thepalladiumgroup.com with any questions. Likewise, if you are interested in submitting your study documents for us to share on the ovcimpact.org site, please let us know.

Purpose

Supervisors overseeing enumerators who are implementing the PEPFAR OVC MER ESI questionnaire must follow the highest standards during oversight of data collection. To enable this, MEASURE Evaluation has developed a template supervisor manual. This supervisor manual focuses on documenting the fieldwork procedures for data collection of the nine MER OVC ESI. Groups wanting to implement the OVC MER ESI questionnaire may need to adapt this manual and materials to reflect the aims and design of the specific study. However, the structure of the manual for supervisors should be similar, regardless of study objectives or design. This supervisor manual aims to provide as much guidance as possible for prospective supervisors to provide oversight to enumerators who are implementing the questionnaire.

This supervisor manual has three key objectives:

1. To familiarize participants with PEPFAR's expectations around how the OVC MER ESI questionnaire should be implemented
2. To ensure standard and routine application of child protection and research ethics safeguards
3. To reduce the burden on local and international researchers who want to implement the OVC MER ESI questionnaire

We hope that this manual and materials will reduce the level of effort needed to implement the tools and conduct your study.

Audience

This template supervisor manual has been developed for use by local and international investigators collecting the OVC MER ESI. The manual should provide detailed guidance for supervisors who will

provide oversight to enumerators who administer the OVC MER ESI survey tools. With this manual, supervisors should learn about field procedures and their responsibilities for leading an enumerator team. Supervisors are also responsible for mastering the enumerator manual and all questions in the survey tool.

Structure

This template assumes that the survey will be conducted using electronic tablets, with paper questionnaires as backup in case of tablet failure.

Instructions to the user are provided in ***bold italic font***. Except for the preface, any normal font is suggested text and should be updated and altered to fit your study's specific needs.

For each section, we have outlined the information that is required, as well as issues to consider when developing your own supervisor manual. Where possible, we have included illustrative text and examples to improve clarity and further reduce the burden on investigators. Importantly, this document has been developed as a guide. Your own research questions and study design will determine the final outline and content of your study-specific supervisor manual.

Supervisor Manual

Monitoring Outcomes of ***Insert Project Name*** Serving Orphans and Vulnerable Children

Insert name and mailing address of your organization

Principal Investigators:

Insert names of principal investigators



Insert
Your
Logo
Here

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Update the contents and appendices to reflect exactly what is included in your project's final Supervisor Manual.

ABBREVIATIONS

ESI	Essential Survey Indicators
MER	monitoring, evaluation, and reporting
MUAC	mid-upper arm circumference
OVC	orphans and vulnerable children
PEPFAR	United States President's Emergency Plan for AIDS Relief
USAID	United States Agency for International Development

1 INTRODUCTION

Provide a brief introduction for the supervisor manual. A sample description is given below.

This manual serves as the supervisor's supplement to the Enumerator Manual for ***Insert study name***, which is monitoring the Monitoring, Evaluation, and Reporting (MER) Orphans and Vulnerable Children (OVC) Essential Survey Indicators (ESI) of the United States President's Emergency Plan for AIDS Relief (PEPFAR). This manual provides information needed by supervisors to carry out their duties. Supervisors should also study the Enumerator Manual, since it is necessary to thoroughly understand the questionnaire and the procedures for completing it. Individuals selected to serve as field supervisors should continue to refer to these instructions throughout the fieldwork period. It is vital that all supervisors have a complete and in-depth understanding of the questionnaire in both paper and electronic form (i.e., on the tablets).

Supervisors will need to know everything in the Enumerator Manual in addition to the information provided in this manual, which describes:

- The role of the field supervisor
- Organizing and supervising fieldwork
- Data management procedures

In addition, the roles of the trainers and the survey manager are also briefly described, as supervisors will work closely with these individuals.

2 DATA COLLECTION TEAM

Edit the paragraphs below to describe the team that will conduct the survey. Update number of enumerators and number of teams in paragraphs below to match your team makeup. Typically, data collection teams contain one data collection supervisor and four enumerators.

There will be a total of **30** fieldworkers distributed across **six** survey teams, with **five** fieldworkers on each team. The fieldworkers are supervised by the field coordinator (FC).

The supervisor is the senior member of the field team. He/she is responsible for the well-being and safety of team members, as well as completion of assigned work and maintenance of data quality. The supervisor receives his/her assignments from, and reports to, the FC.

Field team composition is as follows:

- **Four** enumerators
- **One** supervisor

Supervisor's Role

Describe the supervisor's role, including specific responsibilities related to managing data uploads from tablets to a secure data repository. An example is provided below. This description should be consistent with the Enumerator Manual.

Generally, the supervisor is both responsible for the proper conduct of the fieldwork and the quality of data collected. The supervisor will work with the field coordination team and community health workers/community volunteers to coordinate household visits.

The supervisor's responsibilities can be grouped into five main points:

1. The organization and facilitation of the work of the team under his/her responsibility
2. Management of tablets and paper questionnaires, tracking progress of the work assigned to his team, and assisting enumerators with troubleshooting tablet issues
3. Verification of data quality including:
 - a. Review of consent forms
 - b. Review of data entered into enumerator tablets to ensure proper data collection and verification of ranges, skip patterns, and neatly recorded responses
 - c. Review and signoff of enumerator control sheets
4. Debriefing the investigative team on the progress of his or her team's work
5. Securing and uploading of data from enumerator tablets to supervisor tablets, and then from supervisor tablet to a secure data repository

3 PREPARING FOR FIELDWORK

Describe the process that the supervisor will follow to prepare for fieldwork, including any funds transferred to supervisors /enumerators specific responsibilities with managing data uploads from tablets to a secure data repository. An example is provided below. This description should be consistent with the Enumerator Manual.

Preparing for fieldwork requires that the supervisor:

- Obtain lists of selected households and villages with base maps for each area where his/her team will be working
- Become familiar with the area where the team will be working and determine the best arrangements for travel and accommodations
- Contact local authorities to inform them of the survey and to gain their support and cooperation

Careful preparation by the supervisor is important for facilitating the work of the team in the field, for maintaining enumerator morale, and for ensuring contact with the survey manager throughout the fieldwork period.

3.1 Collecting Materials for Fieldwork

Describe the materials the supervisor will require for initiating fieldwork. An example is provided below. It is recommended that any fieldwork documents be provided in the appendix of this supervisor manual and be covered during enumerator and supervisor trainings.

Before leaving for the field, the supervisor is responsible for collecting adequate supplies of the materials the team will need in the field. These items are listed below:

Fieldwork documents

- Checklist for supervisors (each should have their own copy)
- Checklist for enumerators (each should have their own copy)
- Maps and household cluster assignment control sheet for all villages in the assigned area
- Letters of introduction
- Paper questionnaires (for use in event of tablet failure)
- Enumerator's control sheets
- Supervisor's control sheets
- Informed consent forms
- Supervisor manual
- Enumerator manual

Supplies

- Team tablet computers
- Micro USB adapter
- Encrypted flash drives
- Wireless hotspot device
- Chargers (including car chargers and car inverters)
- Battery supply packs
- Equipment for charging multiple tablets at one time, including plug adapters, if needed
- Notebooks for taking notes
- Pens, pencils, paper clips, staplers and staples, cello tape, etc.
- Waterproof containers and envelopes to store paperwork and, if appropriate, completed questionnaires
- MUAC measurement tape

Before fieldwork begins, supervisors should thoroughly test charging equipment, including any plug adaptors, with tablets before fieldwork begins to ensure tablets can be charged fully overnight.

3.2 Contacting Local Authorities

Describe the process to be implemented for contacting local officials in order to introduce the study. An example is provided below.

Insert organization name will make official contact using letters of introduction to the regional, district, local, and village officials. It is then the supervisor's responsibility to make a follow-up contact before starting work in an area. Tact and sensitivity in explaining the purpose of the survey will help win the cooperation needed to carry out interviews.

4 ORGANIZING AND SUPERVISING INTERVIEWS

Describe the supervisor's responsibilities for supervising fieldwork and data collection. Any instructions specific to the tablet setup should be included, for example data structure checks, consistency checks, etc. A sample description is provided below.

During data collection, the supervisor's responsibilities in the field include:

- Assigning work to enumerators to ensure that there is an equitable distribution of the workload

- Maintaining fieldwork control sheets and ensuring that assignments are carried out
- Making spot checks in accordance with the procedure described below
- Finalizing, archiving, and regularly transmitting completed data to the secure data server
- Keeping the field coordinator informed of the team's location
- Communicating any problems to the field coordinator
- Trying to develop a positive team spirit
- Monitoring enumerator performance. Close supervision of enumerators and providing quality reviews of completed interviews is essential to ensure that accurate and complete data are collected.

Since the collection of high-quality data is crucial to the success of the survey, it is important that supervisors are mature and responsible and that they execute their duties with care and precision. This is especially important during the initial phases of fieldwork, when it is possible to eliminate enumerator error patterns before they become habitual. Monitoring enumerator performance requires that the supervisor:

- Observe at least one interview a day according to the procedure described below
- Review all field notes made by enumerators and make corrections to the data if necessary
- Run structure checks on all data files at the end of the day to identify missing data.
- For those data files that pass the structure check, run the consistency check on the data file to identify data that may require editing. Editing must be completed prior to leaving the village. (Editing is described further in the section on Data Management.)
- Conduct regular review sessions with enumerators and advise them of any problems found in their questionnaires.

4.1 Assigning Households

Update the number of households per day where enumerators are expected to complete interviews. A sample is provided below.

The survey will start two days after the pilot test. It is expected that **three** households (HHs) will be visited per enumerator per day, and each team will accomplish **12** interviews per day (**4** enumerators x **3** HHs = **12** HHs/day). Therefore, all teams will accomplish approximately **72** household interviews in one day (**12** HHs/day x **6** teams = **72** HHs/day). Data collection then will be expected to last about **seven** working days in order to reach the desired sample size. Depending on the geographical size of each cluster, the number of HHs visited per enumerator may be less than **three**.

Describe the responsibilities of the supervisor in assigning households to enumerators, including any process of using control sheets and data entry into the tablets based on your study and tablet design. Clearly describe the assigned responsibilities of filling out each control sheet, to whom the sheets should be submitted, and how the supervisor should review the control sheets. Describe any other fieldwork documents, such as consent forms, that must be submitted with the control sheets.

4.2 Assigning Work to Enumerators

Describe how the supervisor will use the control sheets your study has designed. A sample description is provided below.

The first step in completing the supervisor's control sheet is to record the date of assignment and the code of the enumerator to whom you are assigning selected households from the village, preferably in the same order in which they are indicated on these forms. Then, for each household assigned to an enumerator, record the codes of the household identifiers and enumerator according to the directions on the enumerator control packet cover page. It will be helpful to assign enumerators in pairs to households in close proximity to each other. These enumerators can then share a MUAC measurement tape and assist each other.

Assigning Work on the Supervisor's Tablet

Describe how supervisors will assign the household interviews to enumerators using the tablet. A sample description is provided below.

In addition to making the assignment of a household on the hardcopy enumerator control packet, you will also make the assignment of the household on your supervisor's tablet. Instructions are provided below:

Provide instructions and tablet screenshots on how the supervisor should use the tablet to assign households to enumerators. Be sure to include any transfer instructions from the supervisor tablet to the enumerator tablets if this needs to be done manually through a flash drive. These instructions should be practiced several times during supervisor training until the process is well understood.

4.3 Tips for Assigning Households

Describe tips that the supervisors should be aware of in assigning households to enumerators. A sample description is provided below.

The following tips may be helpful to the supervisor in assigning work:

- Make daily work assignments. Be sure each enumerator has enough work to do for the day, taking into account the duration of an interview and the area working conditions.
- Assign more interviews than an enumerator can actually do in one day, because some households and/or individual respondents may not be available to interview at the time of the enumerator's visit. In general, assign fewer households at the beginning of fieldwork to allow time for discussion of problems and for close supervision.
- Distribute work fairly among the enumerators. Work should be assigned taking into account the capabilities and strengths of each enumerator, but never consistently assign more difficult workloads to certain enumerators.
- Ensure that each enumerator has all the required information and materials for completing their work.
- Maintain complete records each day using the control sheets. All assignments and work completed by each enumerator should be carefully monitored for completeness and accuracy.
- Be sure that all selected households and eligible respondents for each village have been interviewed before leaving that village. See below for details on how to handle pending interviews.
- Finally, it is the responsibility of the supervisor to make sure that the enumerators fully understand the instructions given to them and that they adhere to the work schedule. The work schedule is prepared in advance by ***Insert organization name***, and adherence to it is crucial to avoid overruns in the total amount of time and money allocated for the fieldwork.

Supervisors should also monitor the work of each enumerator to assess whether s/he is performing according to the standards set by *Insert organization name*.

4.4 Handling Pending Interviews

Describe how supervisors should resolve pending interviews that enumerators have not completed. These procedures may vary depending on geographic distance to the next assignment area, transportation modes available, and the study budget. Update according to your study procedures. A sample description is provided below.

When information has not been collected from a selected household or from an eligible respondent, and the return visits have not been completed, the interview is considered “pending.” Both enumerators and supervisors should keep track of all assignments on their control sheets.

Completing callbacks for pending interviews is time-consuming and should be carefully planned. If a few interviews remain pending as interviewing in a village or cluster nears completion, at least two enumerators should be assigned to remain in the area and complete the interviews, while the rest of the team proceeds to the next assignment area. In this way, the whole team is not kept waiting for one or two enumerators to finish. Clear instructions should be left with the enumerators as to where and when to rejoin the team and what method of transportation should be used.

4.5 Observing Interviews

Describe how supervisors should be observing interviews and providing feedback to enumerators. A sample is provided below. If there are any survey sections added to the MER OVC ESI survey that would require males to not be present, such as violence experienced by females, then provide clear instructions on how male supervisors should excuse themselves from observation before these sections begin. In these cases, enumerator teams should always include at least one female. A sample description is provided below.

The purpose of the observation is to evaluate and improve enumerator performance and to look for errors and misconceptions that cannot be detected through editing. It is common for a completed questionnaire to be technically free of errors but for the enumerator to have asked a number of questions inaccurately. The supervisor should observe each enumerator many times throughout the course of the fieldwork. The first observation should take place during enumerator training when enumerators are piloting the survey tools. The results of these observations may also be used as a screening device in the selection of enumerator candidates. Each enumerator should also be observed during the first two days of the fieldwork so that any errors made consistently are caught immediately. Additional observations of each enumerator’s performance should be made during the rest of the fieldwork.

The supervisor should not intervene during the course of the interview and should try to conduct him/herself in a manner that does not make the enumerator or respondent nervous or uneasy. Only in cases where serious mistakes are being committed by the enumerator should the supervisor intervene during an interview.

After each observation, the supervisor and enumerator should discuss the enumerator’s performance. The questionnaire should be reviewed, and the supervisor should mention the enumerator’s strong points as well as problems and mistakes.

4.6 Monitoring and Evaluating Enumerator Performance

Describe how supervisors should provide continuous monitoring and evaluation of enumerator performance. A sample is provided below.

Controlling the quality of the data collection is the most important function of the supervisor. Throughout fieldwork, he/she will be responsible for observing interviews and carrying out field editing.

The supervisor should expect to spend considerable time evaluating and instructing enumerators at the start of the fieldwork. If they feel that the quality of work is not adequate, the interviewing should stop until errors and problems have been fully resolved. In some cases, an enumerator may fail to improve and will have to be replaced. This applies particularly in the case of enumerators who have been dishonest in recording data (e.g., skipping modules to shorten the interview).

By checking the enumerators' work regularly, the supervisor can ensure that the quality of data collection remains high throughout the survey. It may be necessary to observe the enumerators more frequently at the beginning of the survey and again toward the end. In the beginning, the enumerators may make errors due to lack of experience or lack of familiarity with the questionnaire; these can be corrected with additional training as the survey progresses. Toward the end of the survey, enumerators may become bored or lazy in anticipation of the end of the fieldwork; lack of attention to detail may result in carelessness with the data. To maintain the quality of data, the supervisor should check the performance of enumerators thoroughly at these times.

The supervisor should meet daily with the enumerators to discuss the quality of their work. In most cases, their mistakes can be corrected and their interviewing style improved by pointing out and discussing errors at regular meetings. At team meetings, the supervisor should point out mistakes discovered during observation of interviews or noticed during questionnaire editing. Discuss examples of actual mistakes but be careful not to embarrass individual enumerators. Reread relevant sections from the Enumerator Manual with the team to resolve problems. Also, encourage the enumerators to talk about any situations they encountered in the field that were not covered in training. The group should discuss whether or not the situation was handled properly and how similar situations should be handled in the future. Team members can learn a lot from one another in these meetings and should feel free to discuss their own mistakes without fear of embarrassment. During these discussions, enumerators and supervisors should take care to maintain the confidentiality of data received from households.

4.7 Potential Issues and Spot Checks

Describe key spot checks for supervisors to avoid data collection issues. A sample is provided below. If any revisions or additions have been made to the survey, ensure key spot checks are added for these additions. In particular, if youth under the age of 18 will be interviewed directly, ensure that guardian consent and youth assent signatures are properly recorded. If household members over 18 years of age (who are not the primary caregiver) are interviewed, ensure that consent forms and signatures are also complete for these adults.

The most important function of supervisors is to control the quality of data collection. A few modules worth double-checking include:

- Signatures on the consent form,
- Listing of children in household
- Background information on caregiver
- All children's questions,
 - In particular:
 - Caretaker knowledge of child's HIV test
 - Mid-upper arm circumference (MUAC)

Be sure to spot-check all survey answers *before* "finalizing" the interview and transmitting its data.

4.8 Ensuring Privacy for Sensitive Questions

While privacy should be ensured throughout the interview, if any sensitive sections have been added to the survey tool, such as HIV/AIDS-related knowledge and attitudes, sexual behavior, gender norms, or gender-based violence, then extra care needs to be taken to ensure confidentiality and privacy of the respondent. Be sure to list any such sections here and provide instructions on how the supervisor and enumerator should ensure the respondent's privacy. A sample is provided below.

It is important that the enumerator carries out the following sections in a private room or private location away from other people so that others cannot hear the questions or the respondents' answers. If privacy is compromised during these sections (for example, another family member enters the room), the enumerator should stop asking questions until privacy is re-established.

- ***List sensitive sections and instructions that would require the enumerator to pause the interview if another individual enters the room during the interview.***

4.9 Maintaining Motivation and Morale

Describe how the supervisor can provide motivation and morale to enumerators. A sample description is provided below.

The supervisor plays a vital role in creating and maintaining motivation and morale among the enumerators, two elements that are essential to good quality work. In order to achieve this, it is necessary to make sure enumerators:

- Understand clearly what is expected of them
- Are properly guided and supervised in their work
- Receive recognition for good work
- Are stimulated to improve their work
- Work in tranquil and secure conditions

In working with the enumerators, it may be useful to adhere to the following principles:

- Rather than give direct orders, try to gain voluntary compliance before demanding it.
- Without losing a sense of authority, try to involve enumerators in decision making and, at the same time, see to it that the decision remains firm.
- When pointing out an error, do it with tact, in a friendly manner, and in private. Listen to the enumerator's explanation, show him/her that you are trying to help, and examine the causes of the problem together.
- When enumerators voice complaints, listen with patience and try to resolve them.
- Try to foster team spirit and group work.

- Under no circumstances show preference for one or another of the enumerators.
- Try to develop a friendly and informal atmosphere.

Finally, remember that encouraging words, instructions, and constructive criticism are not worth anything unless the supervisor sets a good example. It is important to demonstrate punctuality, enthusiasm, and dedication in order to demand the same of other team members. Never give the impression that you are working less than other members of the team, or that you are enjoying special privileges; this may produce a lack of faith in the project and cause general discontent. An ill-prepared supervisor will not be able to demand quality work from enumerators and will lose credibility and authority. Enumerator morale and motivation depend on your morale and motivation.

4.10 Before Leaving Any Village or Cluster

Describe general guidance or specific instructions that should be followed upon leaving a village or cluster. A sample description is provided below.

Check to be sure that you have completed the supervisor's enumerator team household cluster assignment control sheet for all the households on the control sheet that were selected for that village. Be sure to write neatly, since these forms will be used to verify response rate calculations.

5 DATA MANAGEMENT

Describe in detail the process that must be followed by the supervisor to ensure proper data management of the survey results. A sample description is provided below. Update according to your tablet design.

Managing the data involves seven separate but related activities at the end of each day, or when an enumerator team has completed all assigned households. For each interview, the supervisor must:

1. Review any field notes from the enumerator and make any data corrections based on them
2. Review the data for completeness and consistency
3. Archive the data on the enumerator's tablet and transfer the data to the supervisor's tablet using the tablet menu
4. Run the structure check to ensure the completeness of the data
5. Run the consistency check to ensure programmatic consistency
6. Finalize the data
7. Transmit the finalized data to the secure data server

These activities are described in detail below.

Note: Each supervisor will receive a wireless hotspot device to enable the tablets to access the Internet (tablets will be configured for access via the hotspot device during training). Prior to sending data, supervisors should take the tablets off of airplane mode and ensure they have Internet access.

5.1 Editing Data and Finalizing Questionnaires on Tablets

Describe the process for editing data and finalizing enumerator questionnaires on the enumerator tablet before backing up the file and transferring it to the supervisor tablet or the secure data server. These instructions will vary depending on study procedures and tablet design, so be sure to update this section accordingly. A sample is provided below.

At the end of the day, or whenever enumerator teams have completed their assignments, the enumerators will provide their tablets to the field supervisor, who will check the data.

To review the data that the enumerator has collected, you will need to enter your supervisor ID into the enumerator code. This action will cause a special menu to appear. You will select the menu item which states “REVIEW QUESTIONNAIRE.” You will then need to enter the household identifiers for the data of the household you wish to review. You will scan through the responses from each and every set of interviews, checking for unusual or unexpected values. Specifically, check the following:

- Pay particular attention to the household identification and location variables on each survey. **These must be correct.**
- Pay attention to the number of “Don’t know” and “Refused” responses. If an enumerator enters a large number of such responses, discuss the issue with the enumerator.
- Check to be sure that the enumerator has collected all required signatures on consent forms from respondents.
- Check that the enumerator has correctly filled out their control sheets.
- Errors and omissions must be corrected by the enumerator prior to the team’s departure from the village or cluster.

After reviewing a household’s data and removing all errors, enter your supervisor ID code into the last field on the questionnaire. At this point, the questionnaire is ready to back up on the enumerator’s tablet and to transfer to your tablet for further checks of the data. Before you make the transfer of data to your tablet, you must review all questionnaire data for all households the enumerator performed that day or upon completion in the village or cluster.

5.2 Data Backup

Describe any specific instructions the supervisor should follow in backing up the tablet data. Be sure to include any tablet screenshots that are applicable to the data backup and transfer. Be sure to update the process and menu names, which are given in all capital letters below, to reflect your tablet menu. A sample description is provided below.

The data will be backed up both on the enumerator’s tablet and to the supervisor’s tablet. Prior to transferring the data, you will need to make sure that you have attached the micro USB adapter to the enumerator tablet and the encrypted flash drive to the USB port at the end of the adapter. Once the adapter with the flash drive is attached, you will need to have the special supervisor’s menu open. You will then tap on the COPY ALL DATA TO THE FLASH option. If this action was successfully accomplished, you will see a message that tells you it is safe to now remove the micro USB adapter.

Once the above step is complete, you will then attach the micro USB adapter to your supervisor tablet. Then you will use the SUPERVISOR TRANSFER menu icon on your tablet. You will enter your supervisor code, the enumerator code of the enumerator to whom you have made an assignment,

and the household identifiers of a household assigned to that enumerator. Once you enter the household number, you will see the following menu:

Attach a screenshot of the menu.

You will then use the COPY ENUMERATOR TABLET DATA FROM FLASH option. You will then see a message telling you whether the action was successful. After you see this message, you can then either further process that enumerator's data or you can select CHANGE ENUMERATOR OR HOUSEHOLD ID to copy another enumerator's data to your tablet.

5.3 Structure Check of the Data

Describe any electronic structure checks that must be completed on the supervisor's tablet. This will vary depending on your tablet design. A sample description is provided below.

Once the data are on your tablet, you will need to run some checks of the data to ensure that all expected questionnaires and sections are complete. This check of the data is called the structure check because you are ensuring that the data structures are intact and complete. You will need to run the following structure checks each evening:

List out structure checks the supervisor must run on the tablet.

When the data successfully pass the structure check, you will record this in the appropriate place on the enumerator's caregiver questionnaire control sheet. The electronic tracking files will also be updated by the tablet software.

If the data do not pass the structure check, this means that there are data that are missing from the questionnaire. You will see a report that will list the missing items. The most likely cause of a failure is that an interview is still pending, or it was started and then stopped to be completed later. You should review any such reports and communicate with the enumerator to make sure that they will follow up on completing these data.

Once the enumerator has captured the missing data, you will need to re-run the structure check until it passes. You are responsible for following up on any cases that fail the structure check and ensuring that all data for all households within a cluster pass the structure check before you leave the cluster.

5.4 Consistency Check of the Data

Describe any electronic consistency checks that must be completed on the supervisor's tablet. This will vary depending on your tablet design. A sample description is provided below.

The final check of the data that you will perform before you finalize the data file is called the consistency check. The consistency check program checks for inconsistencies among answers that may require clarification before the data can be finalized. The program will check for places where error messages occurred during the data capture and will also include some checks of data across the various questionnaires. If inconsistencies are detected, you will see a report that will list the problem areas. Error messages may start with the word "WARNING!"; these are error messages that require your review, and based on that review, you will decide if a correction is needed. Other messages that do not have the word "WARNING!" in the message require a correction to the data.

You will need to review this report and determine whether further follow-up with the respondent(s) is required to clarify and/or resolve the inconsistency. If you need to edit the data to resolve the inconsistency, you should do so using the appropriate menu option from your supervisor menu. Note that if you edit the data, you must re-run the consistency check program to ensure that no unintended errors were committed.

UNDER NO CIRCUMSTANCES SHOULD DATA BE MADE UP TO RESOLVE AN INCONSISTENCY. If you are not able to contact the respondent for clarification and/or you are unsure how to make a correction, the best practice is to NOT correct the data. This is true for any time either you or the enumerators need to make corrections. Any change to the data MUST be supported by other data or by contact with the respondent.

5.5 Finalizing the Data

Describe any extra steps that must be followed after electronic consistency and structure checks have been completed on the supervisor's tablet. This will vary depending on your tablet design. A sample description is provided below.

Once you have run the consistency check program at least once and resolved any inconsistencies, you will be ready to finalize the data. You will select the item FINALIZE QUESTIONNAIRE data from the supervisor's menu. Once you have finalized all data files collected within a household, that household's survey is considered complete.

5.6 Transmitting Data to Secure Data Server

Describe the exact details of how the supervisor will transmit finalized data to the secure data server. A sample description is provided below.

Once the data are finalized, you will need to use file compression software to zip up the folders in your supervisor's directory. You will use the password ***Insert password*** to password-protect the compressed archive. You will then use the Internet hotspot device to transfer the data to the secure data server site.

Insert detailed steps to follow in order to transmit data.

6 CONCLUSION

Provide a general conclusion to the supervisor manual. A sample conclusion is given below.

The role of the supervisor is very important to the study, as it ensures that data collection runs smoothly and that the data collected and uploaded to the study server are of the highest quality possible. In order to ensure this, it is necessary for the supervisor to thoroughly understand the questionnaire and the procedures for completing it. Therefore, supervisors should also study the Enumerator Manual and be prepared to address concerns of the enumerators on their team. Individuals selected to serve as field supervisors should continue to refer to the instructions included in this Supervisor Manual as well as the Enumerator Manual throughout the fieldwork period. It is vital that all supervisors have a complete and in-depth understanding of the questionnaire in both paper and electronic form (i.e., on the tablets), as well as all study forms.

APPENDIX A: Enumerator Control Packet

Include a copy of all documents in the enumerator control packet.

APPENDIX B: Supervisor's Control Sheet

Include a copy of the supervisor's control sheet.

APPENDIX C: Supervisor's Tablet Control Sheet

Include a copy of the supervisor's tablet control sheet.

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