**Facilitator guidelines**

**Module 2 CAPI Menus, Household Assignment, Transfer to Interviewers**

**Preparations:**

* Review PowerPoint slides.

**Pre-work:**

* Read CAPI Interviewer Manual – Pages 23-32
* Read CAPI Supervisor Manual – Pages 8-10

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| **Activity** | **Time** | **Presenter** | **Materials/Notes** |
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| Warm up | 5 minutes | Facilitator |  |
| Overview of session | 5 minutes | Facilitator | PPT slides – overview of the session |
| Presentation on Tablet Basics | 30 minutes |  | Give presentation using Powerpoint 2.1 |
| Presentation on CAPI Menus | 30 minutes | Facilitator | Give presentation using Powerpoint 2.2 |
| Exercise – opening menus and entering identifying information | 15 minutes |  | 1. Have participants launch interviewer menu, select supervisor, interviewer, cluster number. All should be able to see interviewer main menu 2. Have volunteer from each team do the same for the supervisor menu, all teams should be able to see the supervisor main menu. |
| Break |  |  |  |
| Group quiz on tablet basics and menus | 10 minutes |  |  |
| Presentation on Household Assignment | 15 minutes | Facilitator | Give presentation using Powerpoint 2.3 |
| Play video demonstrating household assignment | 5 minutes | Facilitator |  |
| Play video on Bluetooth transfer of assignments to team members | 10 minutes |  | Play video until 6.00 minute mark.  When the video has ended, facilitate a discussion on the video. Questions to discuss can include:   1. Why is transfer/assignment necessary ? 2. Why is co-ordination important between team members and supervisors during the transfer 3. What can we do if the transfer doesn’t work ? |
| Group Exercise : Household assignment and bluetooth transfer | 30 minutes |  | 1. Supervisors assign households to interviewers 2. Supervisors send assignments to team via Bluetoot |
| Presentation on starting the household interview | 20 minutes |  | Give presentation using Powerpoint 2.4 |
| Exercise : Entering Household questionnaire | 30 minutes |  | Group exercise: all participants open a household assigned to them and follow the mock interview. |
| Review of session/Q&A |  |  |  |