**Facilitator guidelines**

**Module 7: Duplicate Cases, Data Repair and Fixing Household Result codes**

**Preparations:**

Review PowerPoint slides.

**Pre-work:**

* CAPI Interviewer Manual – Pages 74-76
* CAPI Supervisor Manual – Pages 31-32

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Time** | **Presenter** | **Materials/Notes** |
| Warm up | 5 minutes | Facilitator |  |
| Overview of session | 5 minutes | Facilitator | PPT slides – overview of the session |
| Presentation on Duplicate cases and data repair tool | 30 minutes |  | Give presentation using Powerpoint 7.1 |
| Presentation on fixing household result status tool | 20 minutes | Facilitator | Give presentation using Powerpoint 7.2 |
| Video demonstration of ID repair |  |  |  |
| Exercise | 30 minutes |  | 1. Supervisors select one interviewer in their team to deliberately create a duplicate case. 2. This should be done by using the option “Start household” -> “Assigned to someone else”. Make sure that the household selected has been created by another interviewer. 3. To create the duplicate case it is just necessary to go into the first line of the household schedule and then do a partial save. 4. Once the case is saved the interviewer with the duplicated case should send their data back to the supervisor. The supervisor should see the duplicate case report. 5. On the tablet that has the duplicate case, the interviewer should use the data repair tool to delete the duplicated household case. 6. The interviewer should resend their data back to the supervisor who should then verify that the duplicate case report does not appear. |
| Review of session/Q&A | 10 minutes |  | Discussion on the exercise |