**ICF Verification Tool**

**Context**

* This tool will be used by archivists using tablets at the headquarters (HQs)
* The main goal is to facilitate the ICF review process
* The idea is to develop it for Census but, if successful, implement it for all work packages
* It has been requested by Mozambique due to the huge amount of work that checking ICF has entailed for mini census, causing delays and a lot of burden on the team
* It will be developed and piloted by the Mozambican team, led by Patricia and then if suitable, implemented in Tanzania
* If possible, we would have a login system so the archivists log in with their credentials and we can register that information (i.e.; name of archivist, date of verification process)

**Section 1: “ICF First verification”:** ICFs arrive from the field to HQs to be reviewed by archivists, after having been reviewed in the field by supervisors.

1. Date of visit (dd/mm/yyyy): archivists will select from a dropdown or list of dates when the forms were carried out, so the day of the visit (note: not the date in which the forms were uploaded). This date will therefore match the date written down on the ICF.
2. Hh ID: after a specific date is selected, a list of all the hh visited on that date will display. The list will show the Hh ID.
3. Hh resident members: after a specific hh is selected, the list of hh resident members will display (everyone who has done an Individual questionnaire and therefore, should have signed an ICF).
4. Hh member and Ext\_ID: when a household member is selected, the following information would appear (this information will be fed from the data collected in the questionnaire):
   1. **Date of visit** (should match with the ICF signature’s date). Same as #1
   2. **Fieldworker ID**
   3. **Fieldworker name** (should match with the ICF fieldworker signature’s name). FW name is not registered on the questionnaire but DBrew has the roster of FW IDs-FW names.
   4. **Hamlet**
   5. **Hamlet code** (eg: ABC)
   6. **Hh ID**. Same as #2
   7. **Ext ID:** should match with the participant number that appears in every page of the ICF and should not differ across pages. NOTE: create a warning message when the Ext\_ID of a participant that has moved houses has been retrieved (Q23a(i) of the form), and therefore, the Ext\_ID does not march the Hh ID: “This person has moved from a different household so his/her Ext\_ID doesn’t have to match the Hh ID”
   8. **Name**
   9. **Age**
   10. **Type of ICF:** one of the following categories
       1. Head of Household/Head of Household Substitute ICF: if hh member was selected in Q29 (“29. Who has signed the informed consent? *(the boxes for both Household participation and Household head/Household head substitute participation must be ticked)”)*
       2. Adult ICF: if hh member is over 18 years old and Q4 of Ind quest (“4. [If 18 or over 18 years old] Has this participant signed the informed consent?”) was marked as “Yes”
       3. Assent for children between 12 and below 18 years old: if hh member is between 12 and below 18 years old and Q5 of Ind quest (“5. [If between 12 and below 18] Has this participant signed the assent form?”) was marked as “Yes”
       4. Parent/legal guardian ICF for children under 18 years old: if hh member is below 18 years old and Q5a (“5a. [If between 12 and below 18] Has the legal guardian/parent signed the consent form?”) or Q6 of Ind quest (“6. [If below 12] Has the legal guardian/parent signed the consent form?”) was marked as “Yes”
5. Presence of ICF: after the above information is displayed for each household member, a question will display: “Is the ICF present? Yes/No”.
   1. If the archivist indicates “No” the review process can’t continue and data about that hh member’s ICF will be submitted to **List 1: Missing ICFs:** a-j plus archivist data and date archivist attempted the verification
   2. If the archivist indicates “Yes” the review process could continue to #6.
6. Transcription of errors detected in the field: in the next screen the archivist should transcribe the errors detected by the supervisor in the field. The archivist has received this information from the supervisors in the shape of a list (i.e.; “Verification list for supervisors”).

“Check the “Verification list for supervisors”, did the ICF present any of the following errors detected by the supervisor in the field?” A list of the errors will appear and the archivist will check all that apply.

* + 1. Participant didn't sign
    2. Participant didn't date
    3. Witness didn't sign
    4. Witness didn't date
    5. Fieldworker didn't sign
    6. Fieldworker didn't date
    7. Dates don't match
    8. Fieldworker wrote participant name
    9. Fieldworker wrote participant date
    10. Fieldworker wrote witness name
    11. Fieldworker wrote witness date
    12. Unclear thumbprint
    13. No errors

For every error selected, the question: “Check the ICF, has the error been corrected in the field by the field worker?” will display and the archivist should indicate, “Yes” or “No” based on what she sees on the ICF.

1. Errors detected by archivist: in the next screen, the question: “Does the ICF present any of the following errors?” will display.A list of the errors will appear and the archivist will check all that apply.
2. Participant didn't sign
3. Participant didn't date
4. Witness didn't sign
5. Witness didn't date
6. Fieldworker didn't sign
7. Fieldworker didn't date
8. Dates don't match
9. Fieldworker wrote participant name
10. Fieldworker wrote participant date
11. Fieldworker wrote witness name
12. Fieldworker wrote witness date
13. Unclear thumbprint
14. Questions and/or answers not written in correct place
15. Questions were not recorded/not documented that there were no questions
16. Answers not recorded
17. Answers incorrect/misleading
18. Participant ID not on each page
19. Participant ID differs across pages
20. Participant name is different to participant signature
21. Witness name is different to witness signature
22. Handwriting illegible
23. Incorrect Participant ID
24. Overwriting and/or obliteration
25. Other (specify)
26. No errors
27. The ICF can be filed only if it does not present any error, so only if the answer to the question on #7 is: “25) No errors”. In this case, the correct ICFs will feed **List 2: Correct ICFs** (just to keep a record in the server, but this will not be downloaded)and the message: “Congratulations! You can file this ICF” will display. List 2 includes: a-j plus archivist data and verification date.
    1. If in #6 the answer to any error being corrected is “No” and in #7 the answer is “25) No errors”, there should be a warning that does not allow you to continue and says: “You have marked errors not corrected in the field by field worker in #6 but have marked no errors in #7, please review” (note: the number 6 and 7 won’t apply to the tool, just replace but any way of referring to those sections)

If any error was marked on #7 the information about each error will feed **List 3: ICFs to be corrected** and be submitted to the server. The server will allow downloading List 3 in order to have a detailed file with the errors on the ICFs. Every row will correspond to one error from the ICF. In this list the following information will appear: a-j, plus archivist data and date of verification plus:

* **ICF error** (one per row):type of error according to categories above (e.g.; 7) Dates don’t match)

For example, if the ICF presents 4 errors all this information will appear 4 times and the only difference will be the column of the ICF error to be corrected.

**Section 2: “ICF Return verification”:** ICFs that were identified with errors and are back to HQs for another review by the archivists.

1. Date of hh visit (dd/mm/yyyy): archivists will select from a dropdown or list of dates when the forms were carried out, so the day of the visit (note: not the date in which the forms were uploaded). This date will therefore match the date written down on the ICF.
2. HhID: after a specific date is selected, a list of all the hh visited on that date will display. The list will show the Hh ID.
3. Hh resident members: after a specific hh is selected, the list of hh resident members which had an ICF to be corrected will display
4. Hh member and Ext\_ID: the archivist will select the household member whose ICF needed to be corrected. A list of the errors marked in #7 will appear and for each error the question: “Has the error been corrected?” will display. The archivist should indicate, “Yes” or “No”.
5. The ICF can be filed only if it does not present any error, so only if the answer is “Yes” to all errors identified having been corrected. In this case, the correct ICFs will feed **List 4: Corrected ICFs** (just to keep a record in the server, but this will not be downloaded)and the message: “Congratulations! You can file this ICF” will display. List 4 includes: a-j plus archivist data and date of second verification, plus ICF error corrected. If possible, merge with List 2 (note: list 2 didn’t have ICF error, is that a problem if we want to merge List 2 and 4?)
6. If there are ICFs with remaining errors (the answer above is “No” for any error), **List 5: ICFs to be corrected (more than one attempt)**: a-j plus archivist data and date of verification plus**:**
   * **ICF error** (one per row):type of error according to categories above (e.g.; 7) Dates don’t match)
   * **Correction attempt:** indicate if it’s the second, third, fourth, etc. attempt to correct a specific error of the ICF