Module 6. Practice:

Assign the different data collection responsibilities to data collectors, team leaders and area supervisors by checking the relevant cells (some responsibilities may apply to more than one staff category):

|  |  |  |  |
| --- | --- | --- | --- |
| Responsibilities | Data Collectors | Team Leaders | Area supervisors |
| Collect the HHFA data in the designated health facilities, according to the questionnaire sections assigned to him/her |  |  |  |
| Record the GPS coordinates of each visited health facility |  |  |  |
| Check that all the questionnaire sections assigned to him/her are completed and fill any gaps before leaving the health facility |  |  |  |
| Transfer the completed questionnaire sections to the team leader |  |  |  |
| Prepare a schedule of facility visits for the data collection team and share it with the team members and area supervisor |  |  |  |
| Fix an appointment with the assigned health facilities for the data collection visit |  |  |  |
| For each facility, assign all the required sections of the questionnaire to the data collection team |  |  |  |
| Introduce the team to the facility in-charge and explain the purpose of the visit |  |  |  |
| Create a complete facility record by combining the data files from all the data collectors on completion of the data collection for each facility |  |  |  |
| Check that the data for the facility are complete and ensure the synchronization of the data to the server |  |  |  |
| Oversee and coordinate the teams of data collectors in the assigned area |  |  |  |
| Plan the work of data collectors, assigning them to the health facilities, and preparing a schedule of their deployment |  |  |  |
| Facilitate access to health facilities to be assessed |  |  |  |
| Ensure that the equipment for data collection is available and functioning |  |  |  |
| Ensure that logistic means are effectively deployed to transport data collectors to assigned health facilities |  |  |  |
| Accompany data collector teams to facilities on a rotational basis to ensure that required processes are followed |  |  |  |
| Troubleshoot when problems arise during data collection |  |  |  |