**Coordination with field**

At the last field meeting, you told CICs to send data to the main office by July 1. Today is July 2, and only 3 out of the 10 clinics have sent data. You are trying to think about what to do or say at the next field meeting to increase on time data return. What is your plan?

*Note: This question is rather subjective in assessing thoroughness/quality of thought and ability to come up with a plan. This, along with the other coordination problem, should be assessed holistically concerning whether it is a plan that 1) makes sense or could make a difference and 2) is feasible to be actually implemented. Potential items could include: Develop timeline, reminder system, talk with CICs to check whether this works, explore whether there are other communications channels, do they understand importance of data, data report back to CICs at next meeting, how to coordinate with stakeholders (village leaders, armed groups, etc.)*

**Score:** *0 =Doesn’t know/comes up with ideas that are unrelated to the issue and unrealistic  
1 = Has some ideas that make sense but are unrealistic  
2 = Has suggested some ideas that make sense with realistic or feasible implementation  
3 =Gives a thorough outline of a plan with realistic implementation plans*

**Routine coordination with program staff or other units**

***Program staff scenario:*** You have just come back from conducting a refresher training. During this training, it became more clear that the paper form is somewhat confusing for field staff, so you and the field staff together came up with some ideas for revisions. When you get back to the office, what are your next plans, and when will you do them?

*Potential items could include: Meet with data staff about problems and discuss solutions/form design edits. Check whether indicators can still be calculated as expected. Bring along assistant coordinator so they learn. Discuss/agree on timelines for updates, checking database for updates, and other implications of form changes. Discuss how to update data entry for past data. Document in programmatic guidelines. Disseminate training report/updated programmatic guidelines.*

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***Data team scenario:*** You have just completed data entry, cleaning, and analysis for a program and submitted indicators to the program coordinator. What are the next steps or plans, and when will you do them?

*Potential items could include: Debrief with program coord – probably discussed ongoing issues in data entry, but generalizing and identifying trends. Identifying issues in data return in general, quality/understanding of indicators, timeliness. Helping in identifying outcome trends and interpreting. What to do next time, planning for next time, getting feedback.*

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