1. Capturing the data

* Paper monitoring form filled out during visits

1. Developing the data entry form

* Open google account
* Click on “documents” tab
* Under “Create” menu on left, choose “Form”
* Enter questions and question types
* Choose to publish form and send to others you’d like to access it

1. Accessing the data entry form

* The “owner” or creator can access the published form by clicking on the name of the form in their google docs list, and selecting “Go to live form” from the “Forms” menu
* An “owner” of a form can also edit the form by choosing “edit form” from the same menu
* People other than the owner can access the form by clicking the link in their email. If they have more than one form to fill out, they can click on “fill out another survey” once the first is complete

1. Entering data into the form

* The questions on the form correspond to the questions on the monitoring form, organised by section.
* The fieldworker or PSFA staff should enter the questions in the same order as on the monitoring form and answer all required fields

1. Reading data from form

* The data from the surveys is stored in an online spreadsheet with a timestamp recorded at time of entry
* “Owner of the data can view the spreadsheet by clicking on the name of the survey in their documents list
* If they would like share the spreadsheet or save it, they can click on “Download as” in the “File menu”, and choose the file format. Choosing to save as .xls (Excel) is recommended

1. Analysing data from spreadsheet

* Periodically data from the spreadsheet will need to be analysed to create summary reports or score cards
* Scoring system for four main performance domains
  + Delivery of school meal
    - 1 point= D1 (YES=1), D3 (YES=1), D4 (YES=1), D5 (YES=1), D6 (NO=1)
    - 1 point= D7a is before 10h30
    - 1 point if D7b-D7b <30 min
    - 2 point= if D8, D9, D10, D11, D12, D13 are all within +/- 10% of correct range. 1 point if >3 are in correct range, 0 points if 3 or less.

**Calculation:**

* **Menu type determined by variable for cooking or non-cooking (B6) and school type (primary or secondary, from separate file)**
* **Number of kids fed (B4) x Amount per student (from menu)= Amount needed for school**
* **# of items x weight of unit= Amount actually served**
* **3 points if all products amount served-amount for school/amount for school <10%, 1 point if 3 or more products, 0 points if 3 or less.** 
  + Safety and Hygiene
    - 1 point= E2-E5, with all YES=1
    - 1 point if E5=NO, but E6=1
    - 0.5 points= E10-E11
  + Handling of stock
    - 1 point= C1-C4, C9, with all YES=1
    - .5 points= C5-8,C10-11 with all YES=.5
    - 2 points= if C12-C38 if all stock will last until next delivery, 1 point if only one will not last staples (rice, samp, lentils) will last, and 0 points if any staples will not last

**Calculation**

**Will last until next delivery if number of days left before delivery/5 X number of times per week on menu is less than the number of days left for given food.**

* + Staff commitments
    - 1 point= F1, F3, F4, F5, F6, all YES=1
    - 0.5 points= F7, F8
    - For scale questions (G1-G4) award
      * 1 point if 5 and above
      * 0.5 points if 3-5
      * 0 points if 1-2

1. Using data in spreadsheet
   1. Score card area 1
      1. School name= School name direct from A1
      2. Date= Date direct from A5
      3. “Based on assessments your school has ranked xx (same as “rank this visit”) this visit and xx (same as “average rank this year) overall this year
      4. Score for your school= Percentage of total 40 points achieved across all four performance areas for this current visit
      5. Average score for other schools= Average percentage for all other schools in the sample for all visits
      6. Rank this visit= Percentile rank expressed out of 100 schools for this visit
      7. Average rank this year= percentile rank expressed out 100 schools for all visits
   2. Score card area 2
      1. Scores for each domain (calculation described above) out of 10 compared with average score (for this visit) of all schools
      2. Smiley face indicates level of deviation from average for this visit
         1. Red frown= score is in bottom 1/3 of distribution
         2. Orange straight face= score is in middle 1/3 of distribution
         3. Green happy face= score in top 1/3 of distribution
   3. Score card area 3
      1. This lists the four indicators where the score that deviates the most from the average
         1. For instance, a school gets a “0” for “Is all equipment used by learners clean”, but the average for the sample is 0.96, this indicator will be reported
         2. Text of indicator is as given below:

|  |  |  |
| --- | --- | --- |
| Form code | **Service delivery** | Point value |
| C1 | Adhere to the menu guidelines | 1 |
| C3 | Make additional contributions to the set menu | 1 |
| C4 | Follow the preparation instructions provided by PSFA | 1 |
| C5 | Use correct serving and eating utensils | 1 |
| C6 | Reduce the amount of food waste | 1 |
| C7 | Serve meal at the correct time | 1 |
| C7 | Serve meal efficiently so not to waste class time | 1 |
| C8 | Serve correct amounts of menu items | 3 |
| Form code | **Safety and hygiene** | Point value |
| D3 | Ensure that surface used to prepare food is clean | 1 |
| D4 | Ensure that floor in kitchen is clean | 1 |
| D5 | Ensure that cleaning materials are available | 1 |
| D6 | Encourage volunteers to contribute to cleaning supplies | 1 |
| D7 | Have soap always available for hand washing | 1 |
| D8 | Keep a serviced fire extinguisher nearby | 1 |
| D9 | Store gas cylinders in an appropriate way | 1 |
| D10 | Have all volunteers cover their hair | .5 |
| D11 | Encourage volunteers to practice appropriate personal hygiene | .5 |
| D10 | Clean all kitchen equipment thoroughly | 1 |
| D11 | Clean all equipment used by learners thoroughly | 1 |
| Form code | **Handling of stock** | Point value |
| E1 | Provide appropriate facilities for food storage | 1 |
| E2 | Keep the store room well organised | 1 |
| E3 | Keep all food off the ground in the storage area | 1 |
| E4 | Keep the storage room well secured | 1 |
| E5-E8 | Keep all the food stuffs in good condition | 2 (4 x .5) |
| E9 | Rotate the stock to avoid wastage | 1 |
| E10 | Notify PSFA in a timely manner when gas is needed | .5 |
| E11 | Notify PSFA in timely manner if there is a shortage of food | .5 |
| E12 | Ration your supplies appropriately | 2 |
| Form code | **Staff commitments** | Point value |
| F1 | Limit days when volunteers are absent | 1 |
| F3 | Monitor stock control on daily basis | 1 |
| F4 | Keep volunteer honorarium up to date | 1 |
| F5 | Display NSNP posters so visible to volunteers | 1 |
| F6 | Encourage all volunteers to participate | 1 |
| F7, F8 | Improve communication with school coordinator | 1 (.5x2) |
| G1 | Try to better motivate school feeding volunteers | 1 |
| G2 | Encourage involvement of school coordinator | 1 |
| G3 | Encourage involvement of principal | 1 |
| G4 | Improve interaction between volunteers and students | 1 |