DIME Analytics
Peer Code Review - High-Frequency Checks Checklist
v2.0

Reviewer:

Coder:

NOTE: Make sure that fill out this checklist **ONLY IF** your partner's submission includes request to review **high-frequency checks**.

High-frequency checks

This checklist lists important factors to consider while reviewing your code review partner's **high-frequency checks**. Please fill this checklist, and submit it as an attachment when you submit this detailed form.

Note: We are piloting this checklist as part of improving the code review process. The questions in this checklist are therefore **not required**, and we welcome your feedback on the points listed below.

General

The data shared does not contain any personally-identifying information (PII).

The code creates a tracking sheet (or dashboard) to track progress of the survey.

The following sections cover various aspects of the **contents of the high-frequency checks** included in the package, but not all may apply to the high-frequency checks you are reviewing.

Survey progress

Tracking **survey progress** involves checks for the following:

- **Response rates -** These include checks/summary stats for:

    Number/share of surveys attempted, completed, and declined.

    Number/share of surveys attempted, completed, and declined - for each day

    Total surveys attempted, completed, and declined - on aggregate, and/or over last **X** days

Reasons for declining (categorical)

- **Duration -** These include checks/summary stats for:

    Average duration for each day

    Duration by each module/section

Survey quality

Tracking **survey quality** involves checks for the following:

- **Duplicates -** These include checks/summary stats for:

    Duplicate entries in ID variables

    Information to be used to resolve duplicates, such as listing non-ID variables for which duplicates has different values

- **Distribution of key variables:** These include checks/summary stats for:

    Missing values and outliers for all key variables

    Errors in the data that need to be shared with the field team for corrections

    Distribution of **continuous variables**

    Number of extended missing responses (like `Do not know`, `Refuse to answer`) by question type

    Number of outliers by question type

- **Inconsistency in responses -** These include checks/summary stats for:

    Inconsistent responses with questions and their values that needs to be shared with the field team for corrections. For example, inconsistencies across variables for the same respondent, or for the same variables across different time periods.

- **Form version used -** These include summary stats for:

    Number of responses by form-version and date

Enumerator productivity

Tracking **enumerator productivity** involves checks for the following:

- **Response rates -** These include checks/summary stats for:

    Number/share of surveys attempted, completed, and declined - for each enumerator

    Number of attempts made to contact each interviewee - for each enumerator

    Total surveys attempted, completed, and declined - for each enumerator

- **Duration -** These include checks/summary stats for:

     Average duration over each enumerator

     Duration for each module over each enumerator

Enumerator performance

Tracking **enumerator performance** involves checks for the following:

- **Duration of consent section -** These include summary stats for

     Average duration per day for each enumerator

     Average duration for each enumerator

- **Missing data -** These include checks/summary stats for:

     Overall missing rate by question type, for each enumerator

     Average missing rate for key variables (that might result in skipping an entire section) by each enumerator

- **Distribution/outliers -** These include checks/summary stats for:

     Distribution for each key variable including outliers

     Average number of outliers by each enumerator

- **Inconsistency in responses -** These include checks/summary stats for:

     Inconsistent values and variables for each enumerator

     Number of inconsistent responses for each enumerator

     Average number of inconsistent responses by each enumerator

- **Total flagged errors -** These include checks/summary stats for:

     Number of total flagged errors, and number of times a certain question/response is flagged by each enumerator

     Total flagged errors by each enumerator (overall and recently)