

# 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 **high-frequency checks** that we recommended for ensuring high quality data, 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 for each interview
  - 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 performance checks

Tracking **enumerator performance** 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 of the interview, for each enumerator
  - Average duration per module, 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) for each enumerator
  - Average number of outliers for each enumerator
- **Inconsistency in responses** - These include checks/summary stats for:
  - Total number of inconsistent responses for each enumerator
  - Average number of inconsistent responses per day, for each enumerator
- **Flagged errors** - These include checks/summary stats for:
  - Total flagged errors for each enumerator
  - Average number of flagged errors per day, for each enumerator