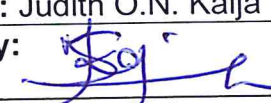


**IGANGA- MAYUGE HEALTH AND DEMOGRAPHIC SURVEILLANCE
SITE STANDARD OPERATING PROCEDURE MANUAL**

SOP #: MIGRATION TRACKING Effective date: 09 th March, 2017	Supersedes version dated: None Prepared by: Judith O.N. Kaija
Revision #: 0	Approved by:  <hr/> DR. Dan Kajungu Executive Director

SUBJECT: MIGRATION TRACKING BY MIGRATION FIELD ASSISTANT

1. SCOPE

This Standard Operating Procedure (SOP) applies to Migration tracking Field Assistant (MTFA) and all Field Assistants (FAs) who carry out data collection in the Iganga –Mayuge Health and Demographic Surveillance Site (IMHDSS).

11. DEFINITIONS:

A. **Demographic Surveillance Area (DSA):** This is the area of operation for the HDSS data collection

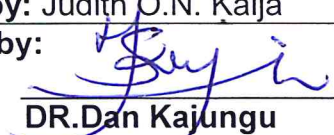
B. **Household Registration Book (HRB):** A bound book containing information of between 20 – 25 registered members from the Demographic Surveillance Area

111. PURPOSE

To describe the process/steps to be taken during reconciliation of migration forms which are collected during the IMHDSS routine round Surveillance.

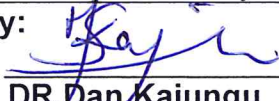
1V. RESPONSIBILITIES

- A. It is the responsibility of the Migration tracking Field Assistant to comply and follow the steps described in this SOP, when carrying out reconciliation of migration forms.
- B. It is the responsibility of Field Manager to ensure that this SOP is up- to- date and is being implemented.

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V. Procedure:

- A- On each day of work, the MTFA should report to Office at 8:00 AM to present his schedule of work to the FM and either remain at the office doing paper reconciliation or go to the field for verification of various issues. He will have one hour break for lunch between 1.00 to 2.00 pm and leave at 5.00 pm or after.
- B- **On the day of field verification and reconciliation, MTFA reports to the HDSS offices to obtain a motor-bike and fuel from the Administrative Secretary and should be well conversant with the entire Demographic Surveillance Area.**
- C- AS soon as the routine round begins, the migration tracking FA liaises with the Field Team leaders to have all the migration forms (EXT and ENT forms) plucked out of the edited Household Registration Books (HRB).
- D- Obtains file folders from the Office Assistant, sorts and files the EXT and ENT forms in different files according to their respective villages
- E- Starting with internal migration within the same village MTFA begins to reconcile ENTs that have EXT forms, register the number and files them in a separate folder ready for data entry.
- F- MTFA proceeds to reconcile ENTs from other villages and at the same time focuses on forms that did not reconcile from the previous rounds.
- G- Throughout the reconciliation exercise, MTFA identifies forms that have failed to reconcile and those that have inconsistencies as to follow them up in the field.
- H- MTFA rides to the field to verify the inconsistencies and together with the entrants establish their EXT points and update the information or fill the missing forms to complete the reconciliation.

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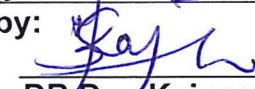
- I- All ENTs and EXT forms that fail to reconcile even after field verification by the MTFA, are filed in different files per village, awaiting further verification or reconciliation by FAS in the next routine round.
- J- Forms of visitors from outside DSA that were entered as entrants yet should have been in-migrants, are brought to the attention of the Team Leaders for further verification during the next routine round and necessary forms filled.
- K- MTFA consults the HRB to establish the status of all forms that fail to reconcile due to similar structure and household numbers on both the EXT and ENT forms
- L- For persons whose exit points can't be found but have ENT forms, FAs have to verify with the entrants during the routine round visit, to find out which places the entrant could have moved to as to confirm whether the person was on transit or a resident in the DSA. In case the exit point is within DSA, a proper EXT form should be filled with the assistance of the entrant.
- M- Both ENT and EXT forms that are forwarded to the migration section without names of the former household heads and those having names of the landlords instead of the former household heads are always sent back to the field through the Team leaders to ascertain the actual household heads' name.
- N- After each day's work, MTFA should quantify the forms worked on and submit his/her daily output to the Field manager.

VI. CONCLUSION

This SOP is to ensure that migration forms are reconciled according to the established standards

VII. REFERENCES

None

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VIII. ATTACHMENTS

None

IX. REVIEW HISTORY

Date Revised (dd/mm/yy)	Revised by: (Print name)	Revision approved by: (Print name)	Signature of officer approving revision