

MAKERERE UNIVERSITY CENTER FOR HEALTH AND POPULATION RESEARCH
(MUCHAP), IGANGA-MAYUGE HEALTH AND DEMOGRAPHIC SURVEILLANCE SITE-
STANDARD OPERATING PROCEDURES MANUAL

SOP #: S.O.P type: QUALITY ASSURANCE AND QUALITY CONTROL S.O.P	
Effective date: 13TH MARCH 2017	Prepared by: NDYOMUGYENYI DONALD
Revision #: 01	Approved by:  Executive Director

SUBJECT:

PROCEDURE FOR INSTITUTING DATA QUALITY CHECKS BY MUCHAP-IMHDSS STAFF INVOLVED IN THE DATA-FLOW CHAIN DURING ROUTINE SURVEILLANCE.

I. SCOPE

This Standard Operating Procedure (SOP) applies to MUCHAP-IMHDSS Staff involved in data collection, review, storage, entry, cleaning and analysis.

II. DEFINITIONS:

- A. Household Registration Book (HRB): A bound book containing information on 20 – 25 registered households within the Demographic Surveillance Area
- B. Daily performance sheet/meeting: This is a form used to record the number of worked on households (both old and new) per individual and per field team; households that have changed status from being residential to a kitchen, store shop etc., number of households that have refused to be interviewed, not found, not at home, demolished, issues raised in the meeting and signatures of the members present at the meeting.
- C. Quality Control and data flow chart: A chart showing the data generation path-way and the quality control checkpoints that are instituted at different stages in a period of a round.
- D. Data quality checklist: A checklist containing particular fields that are generated from the various questionnaires used during routine surveillance. It is a standard guide for self checks, questionnaire review and evaluation of FAs and FSs quality of work.
- E. Re-interviews: Face- to -face interviews conducted by QA/QC staff in sampled HHs that have already been visited by FAs in a particular round for the purposes of verifying the completeness of registered events by FAs.
- F. Field Spot checks: Purposive field visits conducted by the FM and QA/QC staff with the intention of monitoring field workers' adherence and conformity to field work guidelines.

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- G. Data quality review committee: A committee established with the purpose of reviewing data quality at different levels, resolving particular data quality issues and taking decision concerning data quality.
- H. Query registration form: A form instituted for recording data-related inconsistencies identified during data collection.

III. PURPOSE:

To describe the procedure for instituting quality control checks within the MUCHAP- IMHDSS routine surveillance

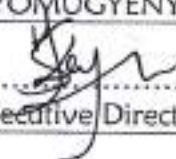
IV. RESPONSIBILITIES:

- A. It is the responsibility of MUCHAP-IMHDSS staff involved in the data- flow chain (QA/QC Assistant, Field Manager, Field Supervisors, Data entry Supervisor, Filing Clerk, Data Entry Clerks, Field Assistants and Data Manager) to comply with the procedure described in this S.O.P
- B. It is the responsibility of the Quality Control Assistant to ensure that this SOP is being implemented accordingly.
- C. It is the responsibility of the Quality Control Assistant to ensure that this S.O.P is up-to-date.

V. PROCEDURE:

- A. During the preparation period for the start of a round, the FM and QC/A should ensure that the following is done:-
- (i) Data collection tools are reviewed to suit the round
 - (ii) Nested study tools are reviewed to suit the local setting
 - (iii) A Training manual is developed
 - (iv) Training materials are available
 - (v) Trainees are selected or evaluated as per last round's performance
 - (vi) A training schedule is prepared
 - (vii) Trainees are informed in time to prepare to attend the refresher training

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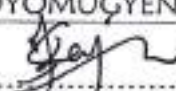
- B. During refresher training, the FM, QC/A should ensure the following
- (i) Trainees attend regularly
 - (ii) Trainees participate during training
 - (iii) A training schedule and manual are adhered to
 - (iv) The training content is exhausted and well understood by the trainees
 - (v) Training tools are availed to the trainees
 - (vi) Role- plays are performed
 - (vii) New tools are piloted in the field
- C. On the last day of refresher training for field data collection, the Team Leader should make sure that he/she obtains the following from the Field Manager:
- a) List of their team members
 - b) List of equipment and tools for their team members
 - c) Work schedule
 - d) Data quality check list for editing
- D. Before data collection begins, the filing clerk should ensure that:-
- (a) Tools are printed
 - (b) A filing entry screen is updated for the current round
 - (c) Documentation of category and number of tools given out to staff is done
 - (d) Filing of all tools and data is properly done
- E. A day before commencement of field data collection, the Team Leader should obtain the field activities "Check List" from the Field Manager.
- F. The Team Leader uses the field activities checklist to assemble questionnaires, village listings, maps, and battery cells from the filing clerk.
- G. The Team Leader instructs/guides his/her field assistants to obtain the following items from the indicated officers:
- (a) Field bags, pens, clip boards, and rain coats from the Administrative Secretary
 - (b) GPS equipment from the Data Manager
- (H) Still on the day before commencement of field data collection, the Team Leader must now assign field assistants in their team, areas of work.

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- (I) On the day of field data collection, Team Leaders report to the HDSS offices by 8.00 am to obtain motor-bikes and fuel from the Administrative Secretary.
- (J) During field work, the FM, oversees the entire data collection process and ensures FSs and FAs conformity to the laid down data collection and field work guidelines and working instructions laid down in the Field work manual.
- (K) The Field manager and the Quality Control Assistant schedule audits and institute quality checks using standard tools (See attachments). They review the process, conduct regular meetings, devise quality improvement strategies and generate periodic feedback at all levels
- (L) During field work, Team Leaders provide on-site supervision that involves the following:
 - (a) Monitoring Field Assistants to make sure they are in their assigned areas of works, visiting assigned HHs and conducting interviews as per the procedure agreed upon during refresher training
 - (b) Occasionally sit-in during household interviews, especially for new Field Assistants, or those noted to be weak during the earlier training.
 - (c) Reviewing completed questionnaires 100% for respective team members using a data quality checklist
- (M) At the end of each working day, Team Leaders meet with respective team members to address any issues pertaining to the day's work. During this meeting the Team Leader completes the "Daily Performance Sheet/Meeting" to summarize the issues arising
- (N) The Team Leader submits the completed "Daily Performance Sheet/Meeting" to the Field Manager, at the end of each working day. Data related queries identified and documented by FAs using a query registration form (Attached) are submitted to the QC/A for follow up and resolution.
- (O) After field work, Team Leaders park the motor-bike in the designated area, and hand in the keys to the Administrative Secretary.
- (P) Upon completion of each village, Team leaders together with the FM- verify the HRBs against the village listing, clearly specifying the status of each HH visited.

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(Q) The FM summaries variables of data collected from the field, including, total birth outcomes, deaths and status of completed HHs per village using an excel spreadsheet.

(R) Completed HRBs and accompanying forms are submitted to the filing clerk who in turn-receives documents and files them.

(S) Prior to data entry, the data entry supervisor prepares and tests the data entry screen.

(T) Refresher training for Data entrants is conducted before entry begins.

(U) Data entry clerks collect HRBs and accompanying forms from the filing office and take them to the data room for entry.

(V) Data entry is conducted in line with data entry guidelines provided in the data management manual.

(W) The data entry supervisor conducts quality control checks using the data entry sampling tool where by a 20% of each data entrant's work is verified against the hard copy records and inconsistencies resolved. Any accruing data- base- queries are resolved on spot by the data entry supervisor.

(X) The data manager oversees the activities of the data entry and management and all activities of data department are done in liaison with the data manager

(Y) The Data manager cleans the data and forwards inconsistent records identified to the respective units like data entry or field for corrective action.

(Z) Data analysis is conducted by the Data manager together with support statisticians in the department

VI. CONCLUSION

This S.O.P is designed to ensure that data collected and entered is accurate and complete; according to the established standards.

VII. REFERENCES

None

VIII. ATTACHMENTS

Attachment 1: Data flow and quality control chart

Attachment 2: Data Quality Checklist

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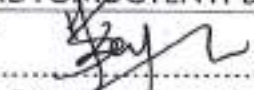
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- Attachment 3: FAs' Daily Performance Sheet/Meetings
- Attachment 4: Sit-in Interview Guide
- Attachment 5: Re-interview guide (Events monitoring form)
- Attachment 6: Query registration form

IX.REVIEW HISTORY

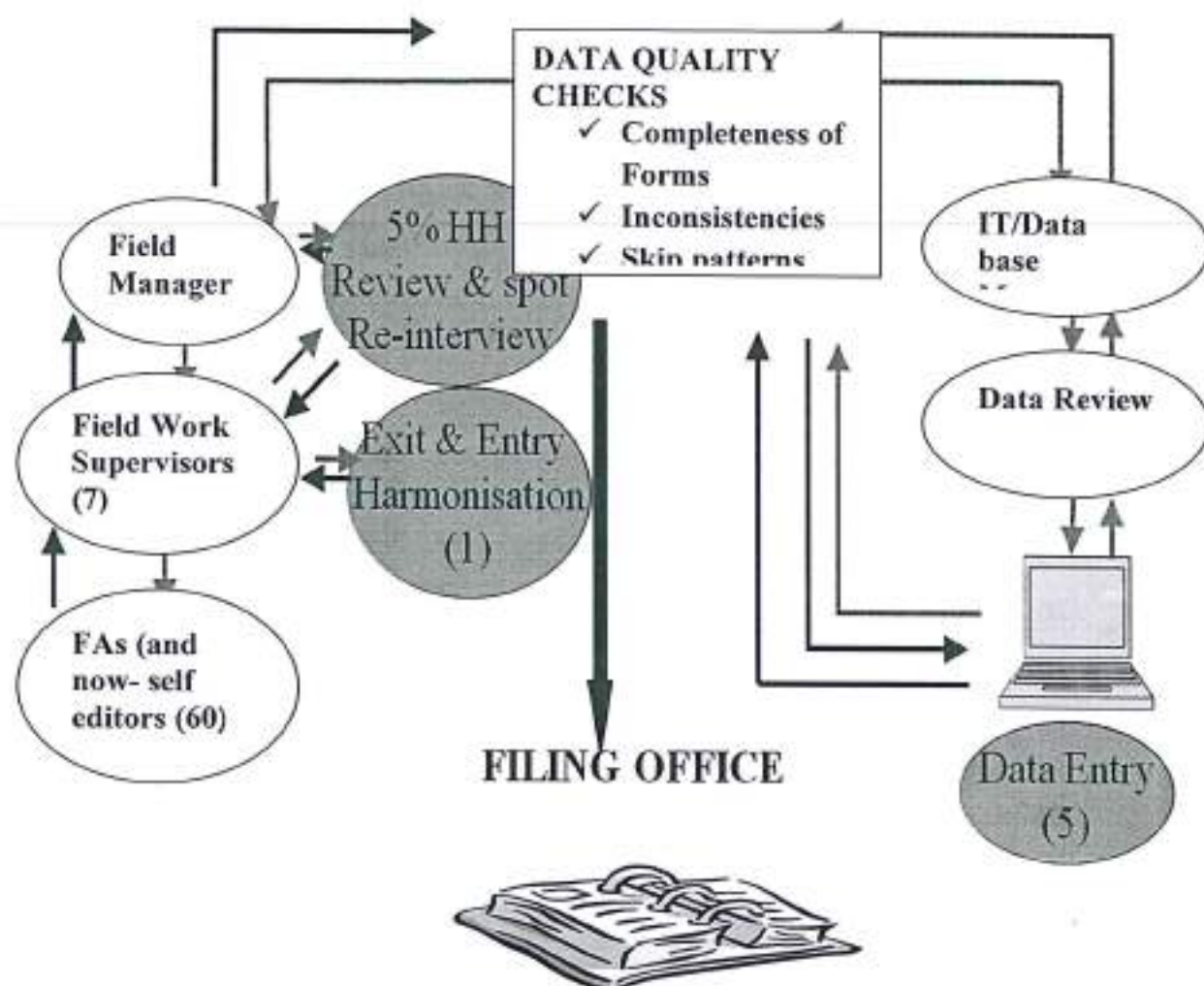
Date Revised (dd/mm/yy)	Revised by: (Print name)	Revision approved by: (Print name)	Signature of officer approving revision

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ATTACHMENTS:-

ATTACHMENT 1: Data flow and quality Control chart



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ATTACHMENT 2: Data quality checklist:

1. Round number
2. FA code
3. Interview date
4. Respondent correctly identified
5. Identifying the HHH on the HRB and other forms filled
6. Having more than one HHH in a household without comment
7. Verification of HH members (Present or absent)
8. Incomplete HH listing (Not recording newborn(s),entrants & in migrants in the HRB
9. Not verifying the relationship of HH members to the HHH
10. Not verifying the parental survivorship of HH members
11. Not collecting data on some resident persons in the HRB
12. Not recoding identifying information in the blank HRBs used to register new HHs
13. Collecting data/ filling event forms for non residents
14. Not recording the event occurrence date in the HRB and other forms
15. Recording differing dates of event occurrence on the HRB and other forms
16. Not recording event codes in the HRB e.g. DTH, LBR, OMG, IMG EXT, ENT
17. Not recording places of origin and destination for IMGs & ENTs, OMGs & EXTs.
18. Filling wrong forms for registered events
19. Respondent being non-resident when adult household member is present
20. Interviewing an under 18 resident/ not verifying the age of the respondent
21. Writing vague comments/ not writing comments when it necessitates
22. Exiting residents otherwise supposed to be out migrants and vice-versa
23. Recording babies born at the exit point as live births at the entry point
24. Not specifying reasons for migration; for different HH members

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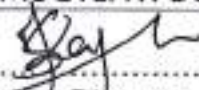
25. Out migrating residents who have not spent at least 120 days consecutively away
26. Copying differing dates of birth for HH members from the HRB to event forms
27. Not filling the amendment form(s) for any change of information on the HRB
28. In-migrating individuals who have not spent at least 120 days consecutively present
29. Confusing concepts: Join, form, relocate, moving with part, alone and as whole HH
30. Varying information about place or date of EXIT/ENTRY behind the HRB and on forms
31. Not filling the individual information form for all residents above 15 years
32. Miscalculation of age in completed years
33. Copying wrong names from the HRB to forms
34. Recording incomplete names of residents on forms
35. Copying an Individual ID of a member and tagging it to a different member
36. Copying wrong IDs from the HRB to other forms
37. Recording a wrong relationship of the respondent to the person associated with event
38. Collecting incomplete data due to omitting and or skipping questions
39. Recording incomplete village names and village codes from the HRB to other forms
40. Not recording behind the HRB; place and date of absence; for absent residents
41. Tagging a wrong sex code to an individual, e.g. Male for Female and vice-versa
42. Recording inconsistent information on forms
43. Not recording information on new households
44. Not distinguishing individuals with the same names on the HRB
45. Recording information in the wrong round number column on the HRB
46. Filling forms for non-eligible persons
47. Recording a wrong field to be changed on the amendment form
48. Recording a wrong village name on forms/ missing to record a village name on forms
49. Circling Present instead of Absent on the HRB and vice-versa

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- 50. Not reconciling Exit and Entry forms for members who moved in the same village
- 51. Not recording information in Capital letters
- 52. Not using the agreed-upon pen color for data collection
- 53. Other (Specify

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ATTACHMENT 3: FAs daily performance sheet/ Meeting

DATE:

FA CODE	HHs WORKED ON			KEY EVENTS/FORMS RECORDED				FAs SIGN
	Old HHs	New HHs	Dem. HHs	PRG	PGO	DTH		
TOTAL								

ISSUES RAISED IN THE MEETING:

START TIME: END TIME:

SECRETARY'S NAME & SIGNATURE.....

TEAMLEADER'S NAME & SIGNATURE.....

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ATTACHMENT 4: Sit-in-interview guide

ROUND NUMBER

PERSON CONDUCTING A SIT-IN INTERVIEW..... DATE.....
 VILLAGE NAME..... VILLAGE CODE:
 NAME OF FIELD ASSISTANT..... FA CODE.....
 HOUSEHOLD HEAD NAME:

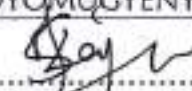
 STRUCTURE/ HH NO:

	INTERVIEWING SKILLS	COMPETENCE		
		POOR	GOOD	COMMENT
i	Interviewer's Introduction			
ii	Reading the informed Consent			
iii	Answering the Respondents questions			
iv	Confidentiality			
v	Eye contact with respondent			
vi	Probing skills			
vii	Interview- flow			
viii	End note			

General Comment (If any).....

Signature of person conducting the Sit-in-interview.....

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ATTACHMENT 5: Re-interview guide (Events monitoring form)

EVENTS MONITORING FORM	
1.1	NAME OF VILLAGE
1.2	VISIT DATE
1.3	MONITOR'S CODE
1.4	FIELD ASSISTANT CODE
1.5	LOCATION ID
1.6	HOUSEHOLD HEAD NAME
2	RESPONDENT'S PARTICULARS
2.1	RESPONDENT'S NAME.....
2.2	ARE YOU A USUAL MEMBER OF THIS HOUSEHOLD? (Stayed 6 months) (1=YES, 2=NO) <input type="checkbox"/>
3	CONFIRMATION OF KEY EVENTS
I would like to find out whether our staff correctly recorded and brought back information you gave him/her recently	
The information will be treated with utmost confidentiality and will be used for research purposes only	
PREGNANCIES	
Now I would like to ask you whether any of the female members of this HH (Even if temporarily away) aged 15 to 49yrs is pregnant	
3.1	Name of pregnant woman <input type="text"/> Months <input type="text"/>
	Name of pregnant woman <input type="text"/> Months <input type="text"/>
BIRTHS	
Now I would like to ask you if any of the female members within your HH (Even if temporarily way) gave births in the last 6 months	
3.2	Mother of live birth <input type="text"/> Name of baby <input type="text"/> D.O.B <input type="text"/>
3.3	Mother of still birth <input type="text"/> Months <input type="text"/>
3.4	Mother of miscarriage <input type="text"/> Months <input type="text"/>
DEATHS	
Now I would like to ask you whether there is any death that occurred in this HH in the last 6 months	
3.5	Name of the dead <input type="text"/> Date of death <input type="text"/>
3.6	Child died few days after births: Yes/ No <input type="checkbox"/> Name <input type="text"/> Date of death <input type="text"/>
MIGRATIONS	
Now I would like to ask you about members who have joined or left this HH in the last 6 months	
3.7	Name of member joining <input type="text"/> Date joined <input type="text"/> From <input type="text"/>
	Name of member joining <input type="text"/> Date joined <input type="text"/> From <input type="text"/>
3.8	Name of member who left <input type="text"/> Date when left <input type="text"/> To <input type="text"/>
	Name of member who left <input type="text"/> Date when left <input type="text"/> To <input type="text"/>

