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The U.S. Government's Global Hunger & Food Security Initiative

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In-Country Data Manager
Central Office Data Processing Training

FTF CAPI System

- Computer-assisted personal interview (CAPI)

- A system to help interviewers, supervisors, quality control teams, and the Central Office collect, supervise, and monitor the fieldwork operation

- Written in CSPro language

- Four systems in CAPI operations:
  - Preparation: field teams, clusters, households
  - Interviewers: data collection
  - Supervisor: track fieldwork progress
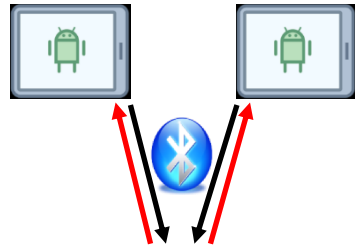 - Central Office/Quality Control & Support Teams: monitor fieldwork quality

Interviewer System Components

- Menu application
- Household interview
- Identify required modules
- Module sharing
- Module interviews
- Enter anthropometry data
- Identify eligible women, children
- Backup to flash memory devices
- Transfer data to supervisors/share data with the team
- Get updates from supervisor

Backup memory cards

Data/update transfer
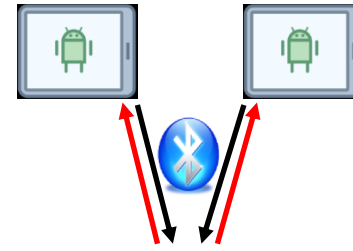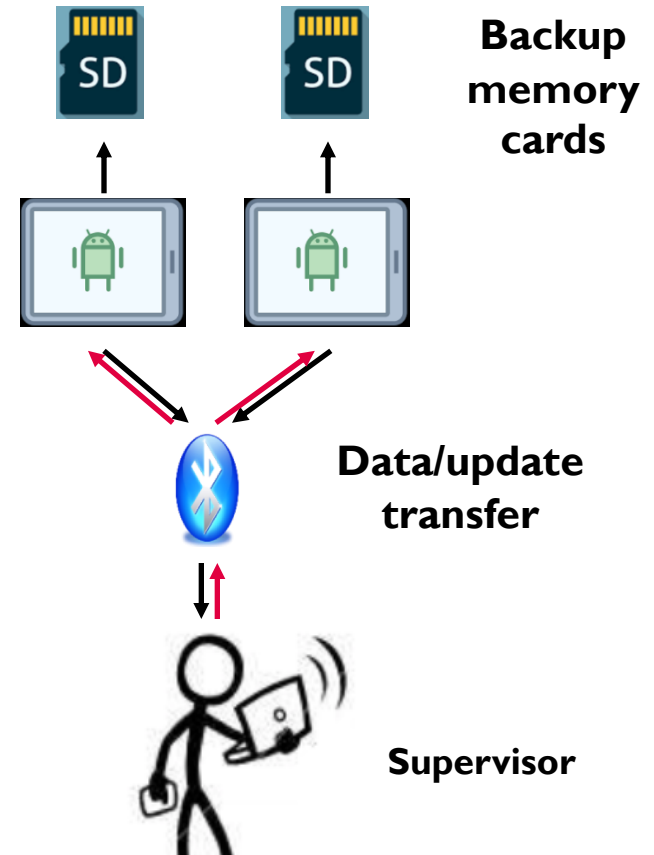
Supervisor

Supervisor System Components

Data/update transfer

Supervisor

Backup

Central Office (ICDM)
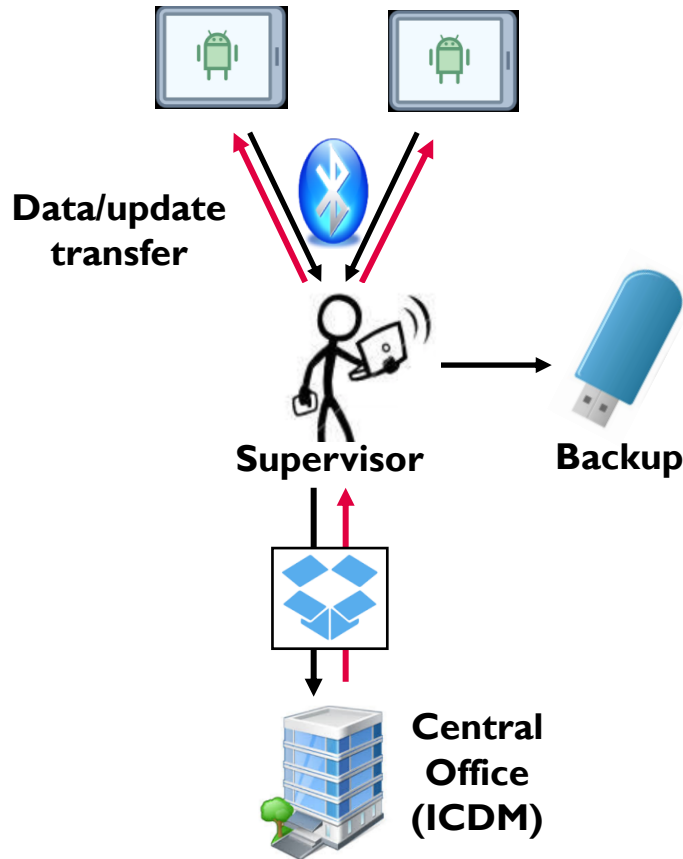
- Menu application
- Assign households to interviewers
- Receive data from interviewers daily
- Keep track of status for every household
- Check data structure
- Report overall summaries for the cluster
- Send to Central Office using Dropbox
- Receive and distribute system updates
- Backup data to flash memory devices

Central Office System Components

- Menu application
- Receive clusters from supervisors via Dropbox
- Reports and structure checking by cluster
- Run secondary editing programs by cluster and modify errors
- Run field check tables
- Monitor fieldwork operation by cluster or team
- Review interviewer notes
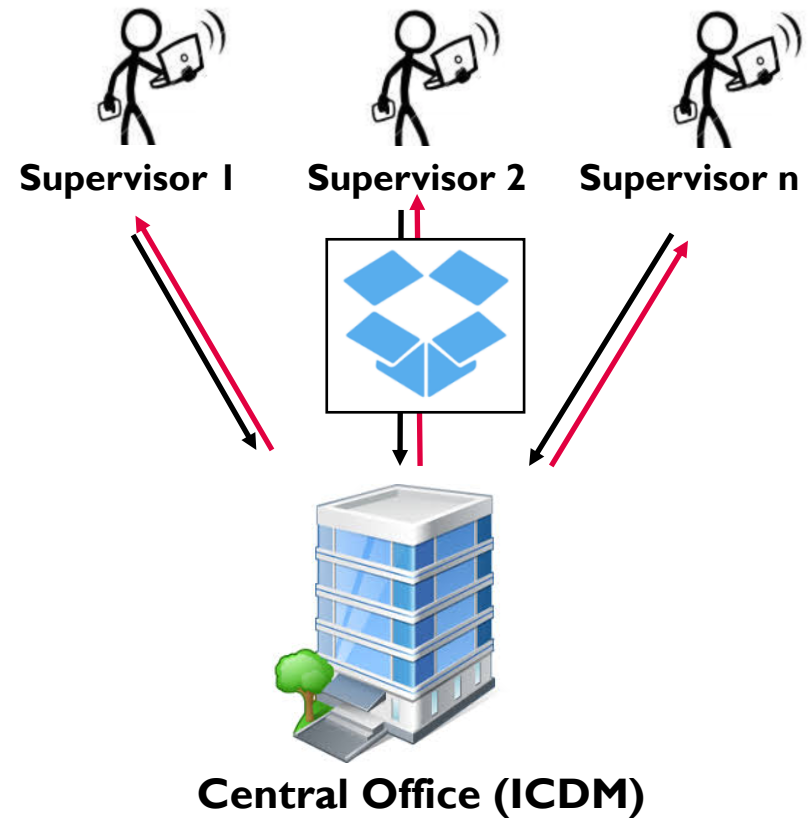
Supervisor 1   Supervisor 2   Supervisor n
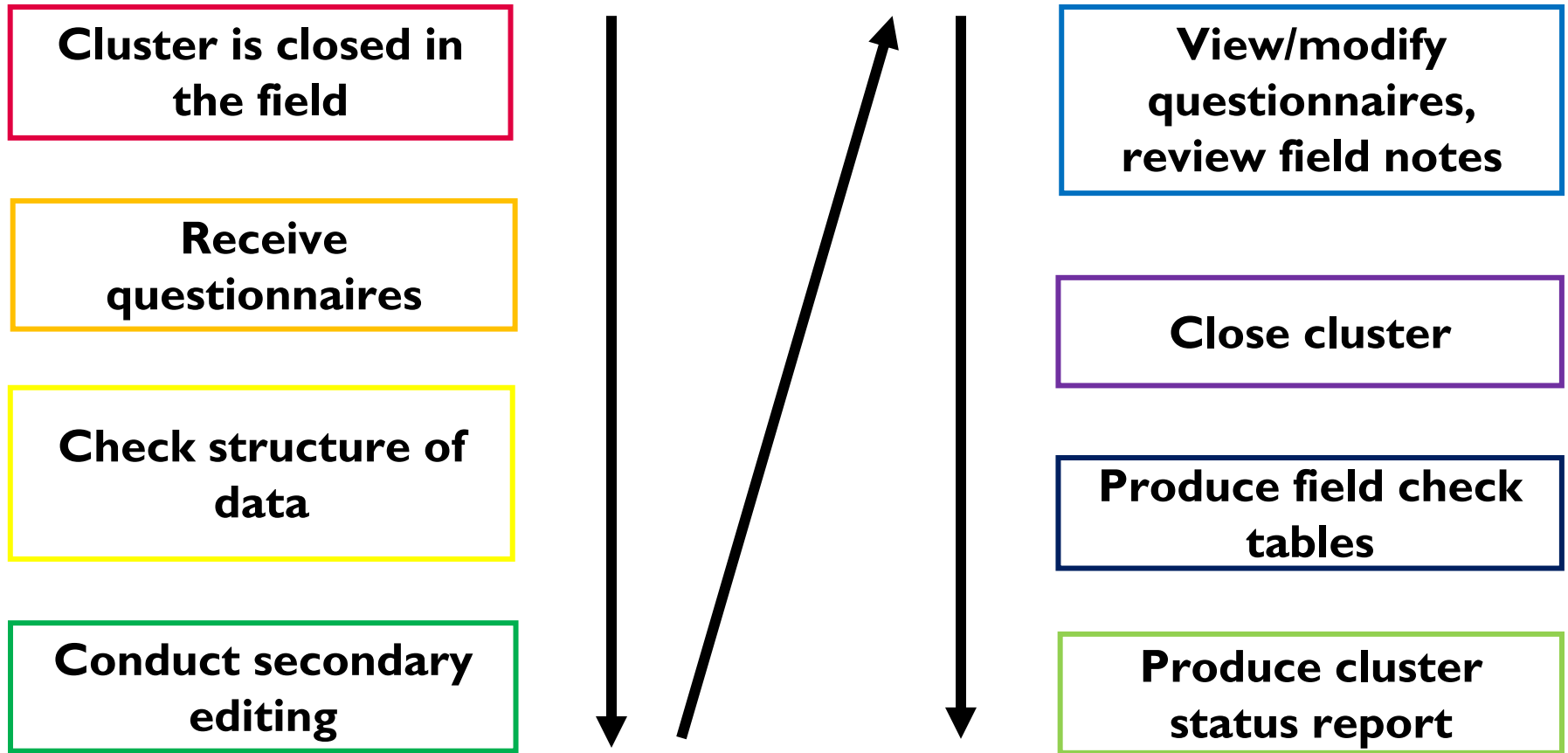
Central Office (ICDM)

Central Office Menu

Central Office Menu, Cluster: 001

1. Receive questionnaires
2. Household structure check
3. Secondary editing
4. View/modify questionnaires
5. Field check tables
6. Cluster status report
7. Close cluster
8. View notes
9. Change cluster
10. Back up data
11. EXIT

Overall Data Processing Flow
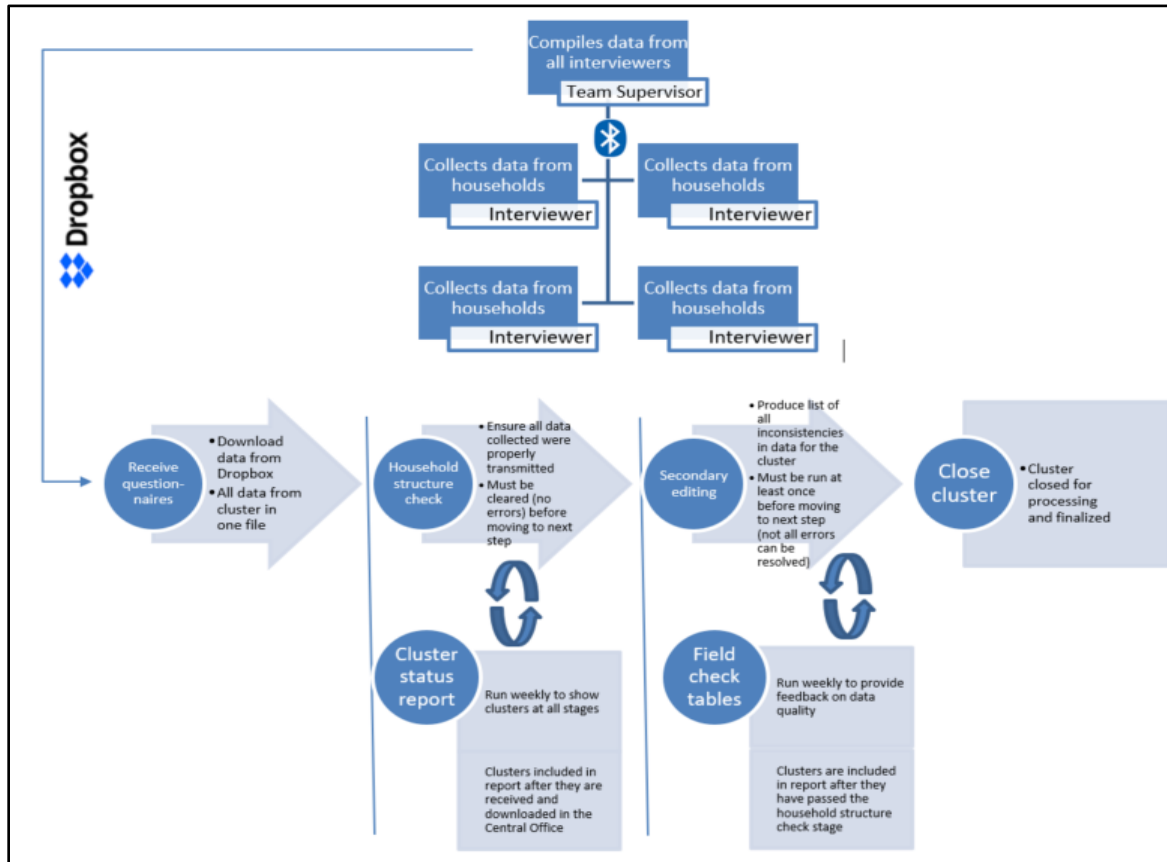
Receive Questionnaires

Cluster is closed in the field

Receive questionnaires

Central Office Menu, Cluster: 001

```
1.  Receive questionnaires
2.  Household structure check
3.  Secondary editing
4.  View/modify questionnaires
5.  Field check tables
6.  Cluster status report
7.  Close cluster
8.  View notes
9.  Change cluster
10. Back up data
11. EXIT
```
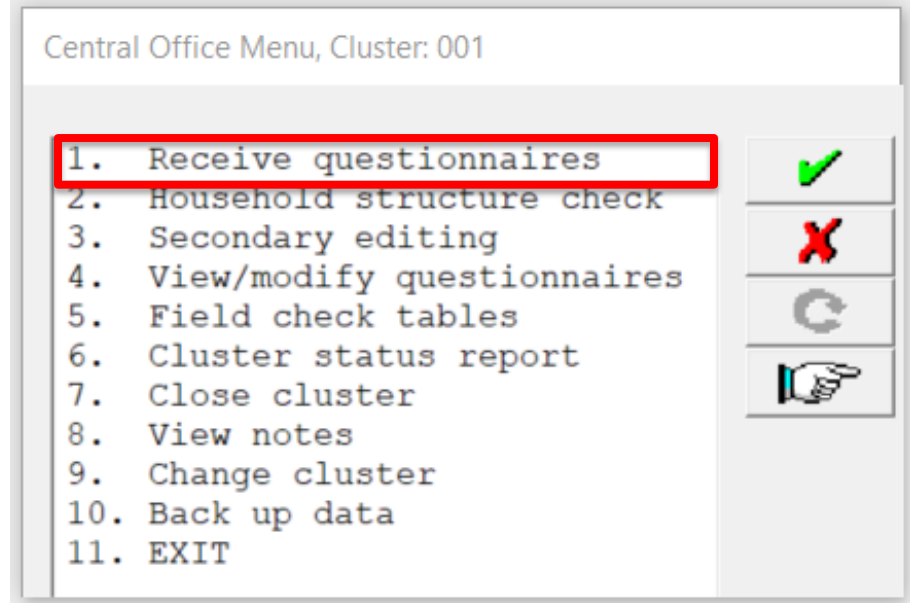
- As clusters are closed in the field, ICDM will be alerted to new clusters to download from Dropbox when opening the menu.
- Option 1 downloads the data automatically from Dropbox.

Household Structure Check

Check structure of data

- Ensure that all applicable survey modules were completed in all households and that all were properly transferred.
- Option 2 runs a structure check report at the cluster level.

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- If there are any issues, immediately contact field teams!
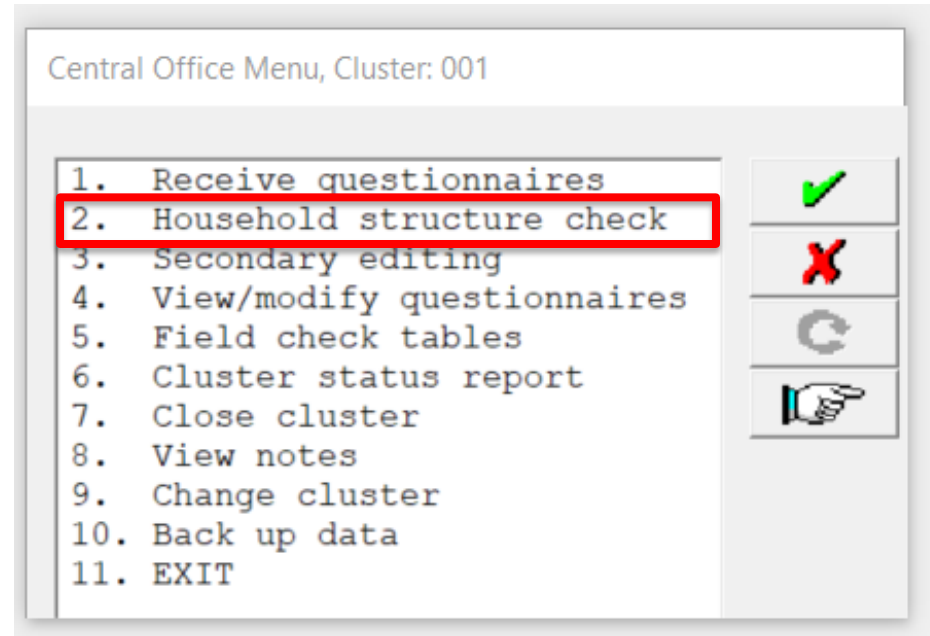
Household Structure Check

```
SUMMARY OF OUTSTANDING ISSUES IDENTIFIED IN CLUSTER 001
================================================================================

011 Household=001 is an incomplete household (result=2), however there are records that shouldn't exist
011 Household=002 is an incomplete household (result=2), however there are records that shouldn't exist
005 Household=046 household members in household schedule (01) inconsistent with total number of members (00)
005 Household=046 household members in household schedule (01) inconsistent with total number of members (00)
007 Household=046 children eligible in household schedule (00) inconsistent with total number of eligible children (10)
008 Household=046 record with data for: Module 3: Food Security, is missing
010 Household=046 records for anthropometry for women (00) inconsistent with individuals eligible for anthropometry (01)
010 Household=046 records for anthropometry for women (00) inconsistent with individuals eligible for anthropometry (01)
015 Review Households found (03) with initial households (  ) and those registered in control file (20)
```

While rare, all outstanding issues MUST be resolved.

(See guidance in the ICDM manual.)

Household Structure Check

```
Cluster  HH/Module     AGE (flag)    INTERV  RESULT           H/W (flag)
_____

 001     001                         010     2-Incomplete
         2-Dwelling                  011       10-Other Inc.
         3-FIES                                  -
         4-Women                                 -
          02-GENEVIEVE (30yr.-flag)              1-Measured    120.3cm/87.5kg
         5-Children                              -
          04-CAOIMHE   (30mo.)                   1-Measured    120.3cm/37.6kg  (flag)
         6F-WEAI                                 -
         6M-WEAI                                 -
         7.1-VCC1                                -
         7.2-VCC2                                -
         7.3-VCC3                                -
         8-Consumption                           -
 001     002                         012     2-Incomplete
         2-Dwelling                  012       4-Postponed
         3-FIES                                1-Complete
         4-Women                                 -
         5-Children                              -
         6F-WEAI                                 -
         6M-WEAI                                 -
         7.1-VCC1                                -
         7.2-VCC2                                -
         7.3-VCC3                                -
         8-Consumption                           -
 001     046                         011     1-Complete
         2-Dwelling                  011       1-Complete
         3-FIES                                  -
         4-Women                                 -
         5-Children                              -
         6F-WEAI                                 -
         6M-WEAI                                 -
         7.1-VCC1                                -
         7.2-VCC2                                -
         7.3-VCC3                                -
         8-Consumption                           -

Cluster    HHs    Complete Incomp. Indiv complete Incomp.
_____
 001        3        1        2       0      0        0
```
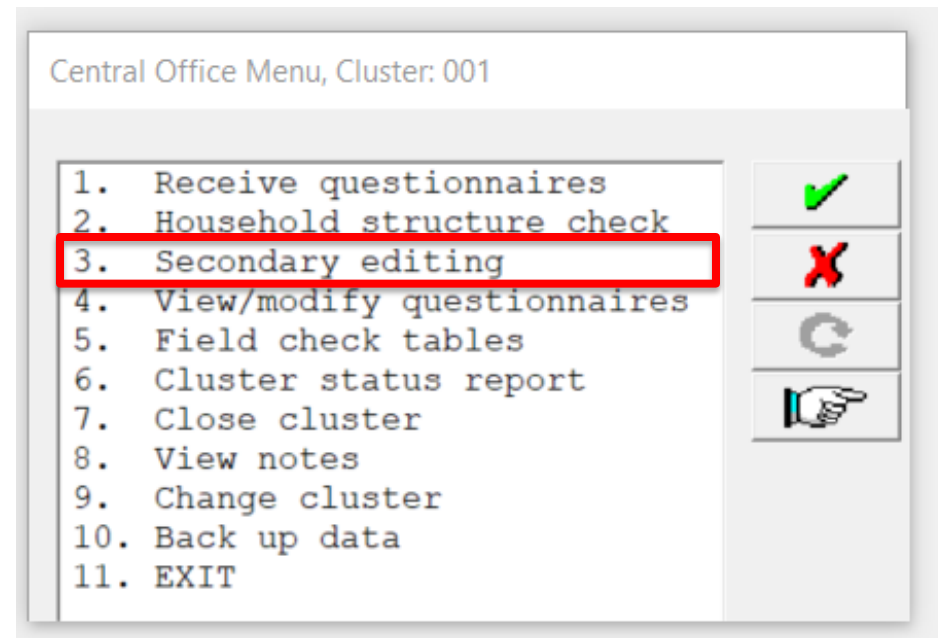
If clean, a list of households and modules will appear.

Secondary Editing

Conduct secondary editing

- Secondary editing is the most time-consuming activity for ICDM.

- Option 3 produces a listing of *potential* inconsistencies or errors in household data that could not easily be checked or resolved in the field.

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11. EXIT

Secondary Editing

- Use secondary editing manual to determine whether data should be edited or whether the message should be marked "ok."

- Must run listing at least once, and not all errors require an edit to the data!

View/Modify Questionnaires, Notes

View/modify questionnaires, review field notes

- Option 4 enters the questionnaires for review and modification from secondary editing reports.

- Option 8 displays all notes recorded by field teams during data collection—must be reviewed.

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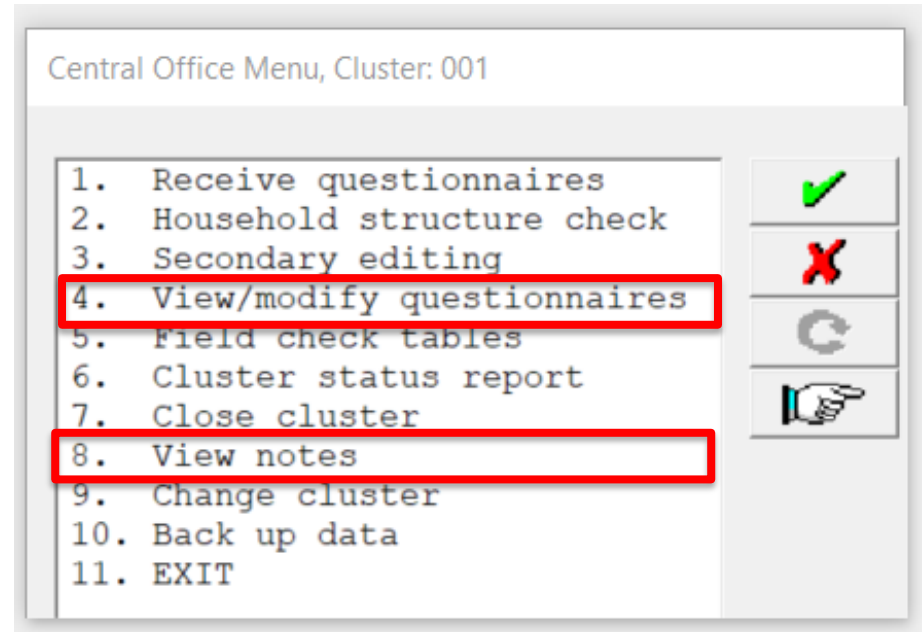
Close Cluster

Close cluster

- After all secondary editing messages have been reviewed and edits made only where necessary, the cluster must be closed.

- Option 7 closes the cluster, indicating that all data processing is complete.

Central Office Menu, Cluster: 001

```
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4.   View/modify questionnaires
5.   Field check tables
6.   Cluster status report
7.   Close cluster
8.   View notes
9.   Change cluster
10.  Back up data
11.  EXIT
```
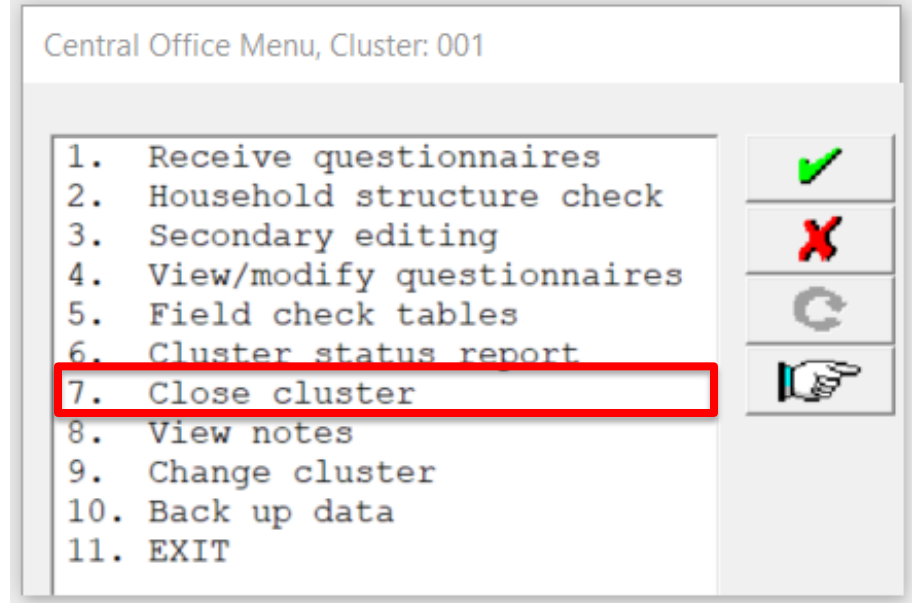
Field Check Tables

Produce field check tables

- Option 5 produces a set of field check tables for all clusters that have passed the household structure check.

Central Office Menu, Cluster: 001

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9. Change cluster
10. Back up data
11. EXIT

- Must be run and reviewed at least once a week and sent to survey management and the [CONTRACTOR] Data Manager.
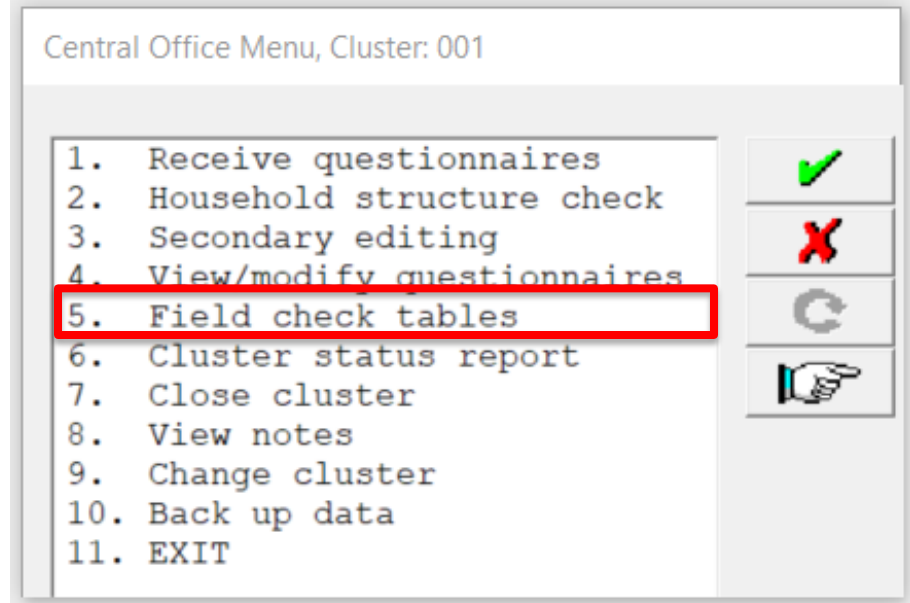
Cluster Status Report

Produce cluster status report

- The report tracks the status of clusters through Central Office data processing and finalization.

Central Office Menu, Cluster: 001

```
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3.  Secondary editing
4.  View/modify questionnaires
5.  Field check tables
6.  Cluster status report
7.  Close cluster
8.  View notes
9.  Change cluster
10. Back up data
11. EXIT
```

- Must be run and sent to the [CONTRACTOR] Data Manager at least once a week.
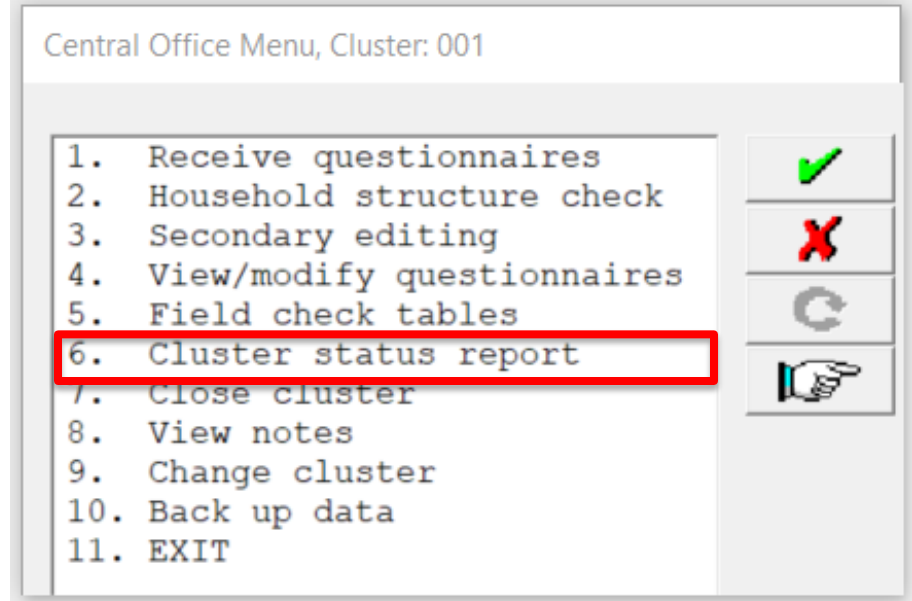
Cluster Status Report

```
        FEED THE FUTURE - ZOI SURVEYS - COUNTRY YYYY-YY - Data Processing Progress Report

        Received                              Accepted    Sec. Edit   Households    Closed
Cluster (yymmdd)      Supervisor              (yymmdd)      (n)          (n)       (yymmdd)
========================================================================================================
   1    180224    SUPERVISOR TEAM 01          180228        2           30         180228
   2    180223    SUPERVISOR TEAM 01          180226        2           29            0
   3       0                                     0          0            0            0
   4       0                                     0          0            0            0
   5       0                                     0          0            0            0
   6       0                                     0          0            0            0
   7       0                                     0          0            0            0
   8    180225    SUPERVISOR TEAM 03          180226        3           30         180301
   9       0                                     0          0            0            0
  10       0                                     0          0            0            0
  11       0                                     0          0            0            0
  12       0                                     0          0            0            0
  13       0                                     0          0            0            0
  14       0                                     0          0            0            0
  15       0                                     0          0            0            0
  16    180221    SUPERVISOR TEAM 03          180222        1           30            0
  17    180221    SUPERVISOR TEAM 03             0          0           28            0
  18       0                                     0          0            0            0
  19       0                                     0          0            0            0
  20       0                                     0          0            0            0
  21       0                                     0          0            0            0
  22       0                                     0          0            0            0
  23    180219    SUPERVISOR TEAM 03          180220        3           30         180301
  24       0                                     0          0            0            0
  25       0                                     0          0            0            0
  26       0                                     0          0            0            0
  27       0                                     0          0            0            0
  28       0                                     0          0            0            0
  29       0                                     0          0            0            0
  30    180225    SUPERVISOR TEAM 05             0          0           30            0
========================================================================================================
  30       7                                     5          5          207            3
 100%     23%                                   17%        17%                       10%
```
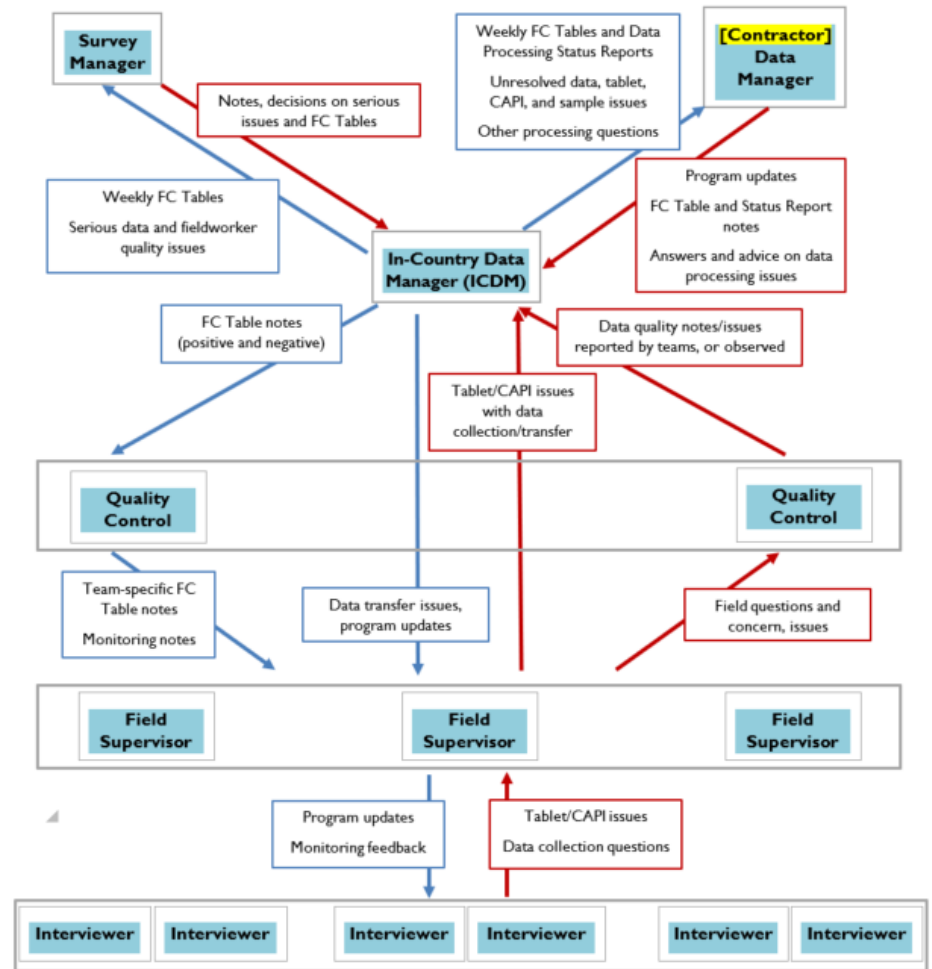
Communication

- Do not hesitate to reach out to the [CONTRACTOR] Data Manager with any questions.

- See the ICDM manual for further detail.

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Disclaimer:

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