



# FEED THE FUTURE

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

[www.feedthefuture.gov](http://www.feedthefuture.gov)



**USAID**  
FROM THE AMERICAN PEOPLE



**KANSAS STATE**  
UNIVERSITY  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services



# FEED THE FUTURE

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

# In-Country Data Manager

## Central Office Data Processing Training



**USAID**  
FROM THE AMERICAN PEOPLE



**KANSAS STATE**  
UNIVERSITY  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services

## 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 CPro 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



**USAID**  
FROM THE AMERICAN PEOPLE



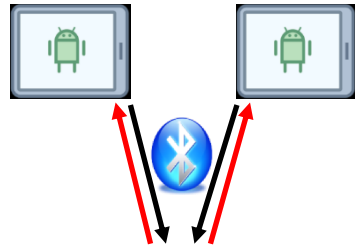
**KANSAS STATE**  
UNIVERSITY  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services

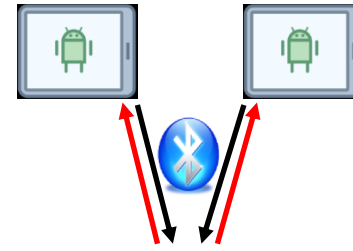


# FEED THE FUTURE

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



Updates, module sharing,  
transfer data to supervisor



Interviewer System



Supervisor

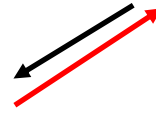


Supervisor

Supervisor System



Central Office  
(ICDM)



Reports

Central Office  
Systems



**USAID**  
FROM THE AMERICAN PEOPLE



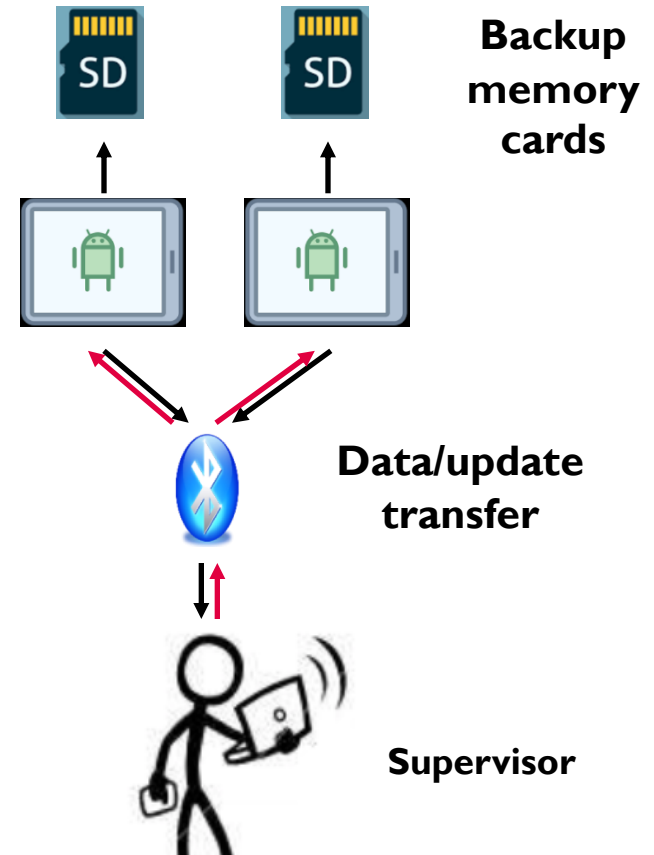
**KANSAS STATE UNIVERSITY**  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services



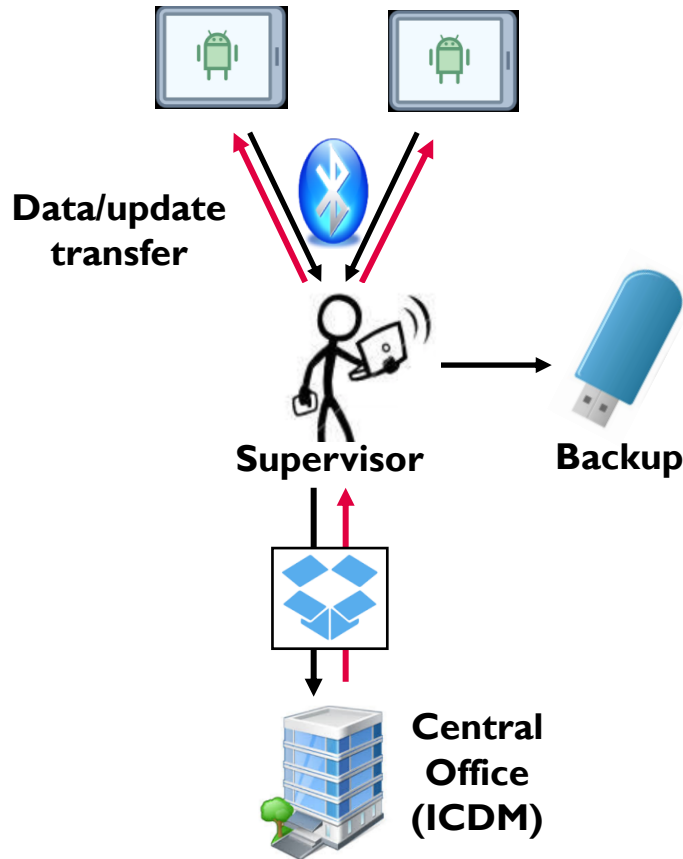
# Interviewer System Components

- 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





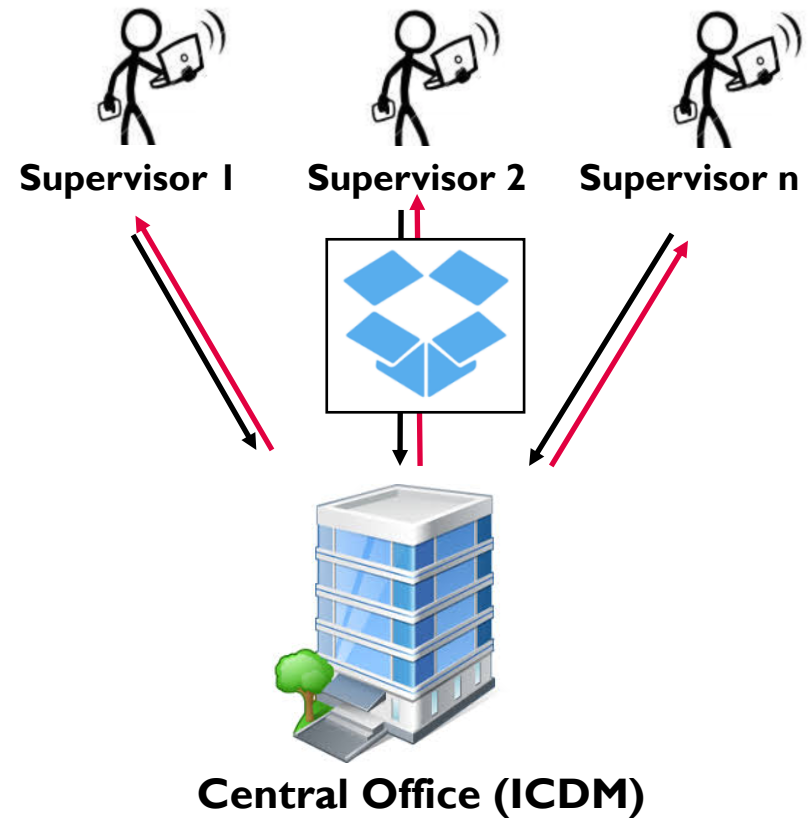
## Supervisor System Components



- 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

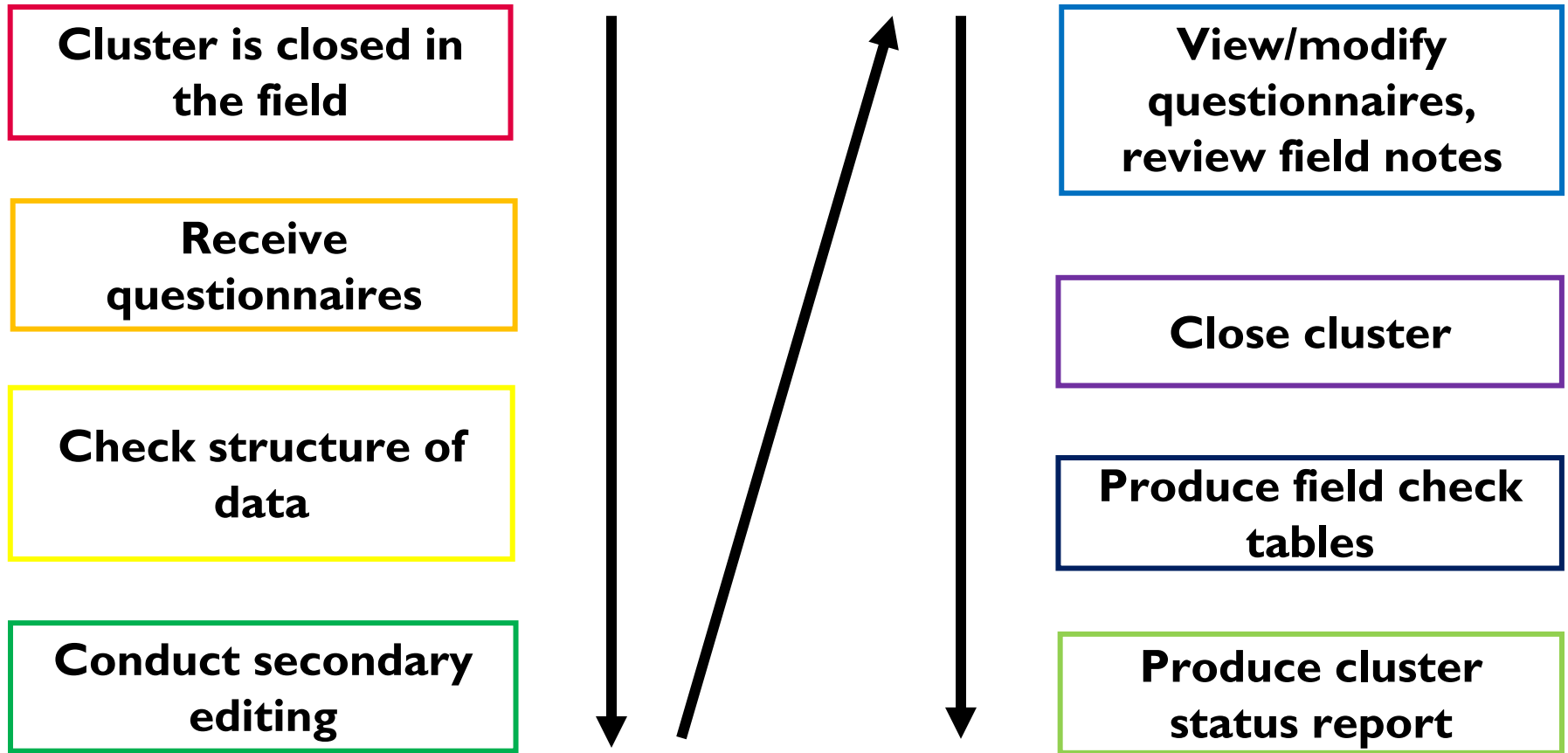




# FEED THE FUTURE

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

## Central Office Flow



**USAID**  
FROM THE AMERICAN PEOPLE



**KANSAS STATE UNIVERSITY**  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services



## 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	

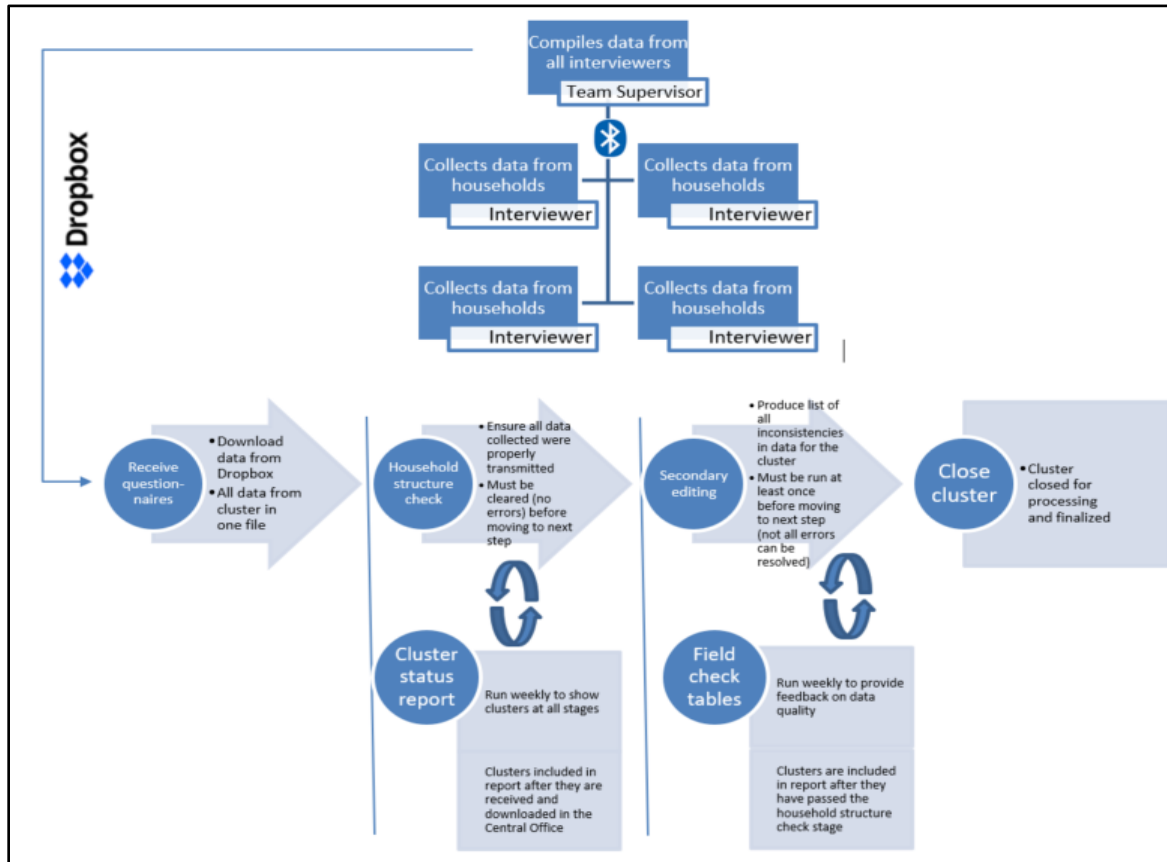




# FEED THE FUTURE

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

## Overall Data Processing Flow



**USAID**  
FROM THE AMERICAN PEOPLE



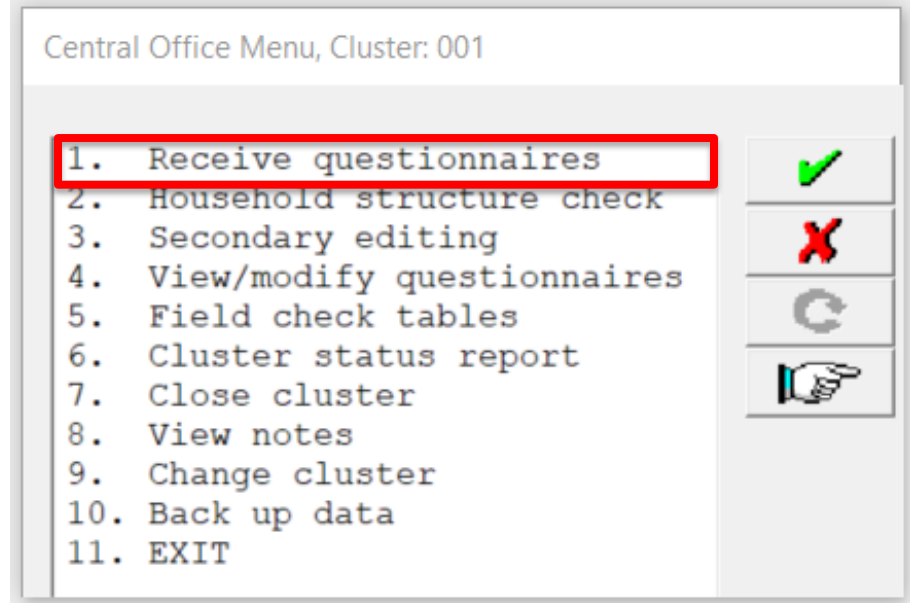
**KANSAS STATE UNIVERSITY**  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services

# Receive Questionnaires

**Cluster is closed in  
the field**

**Receive  
questionnaires**

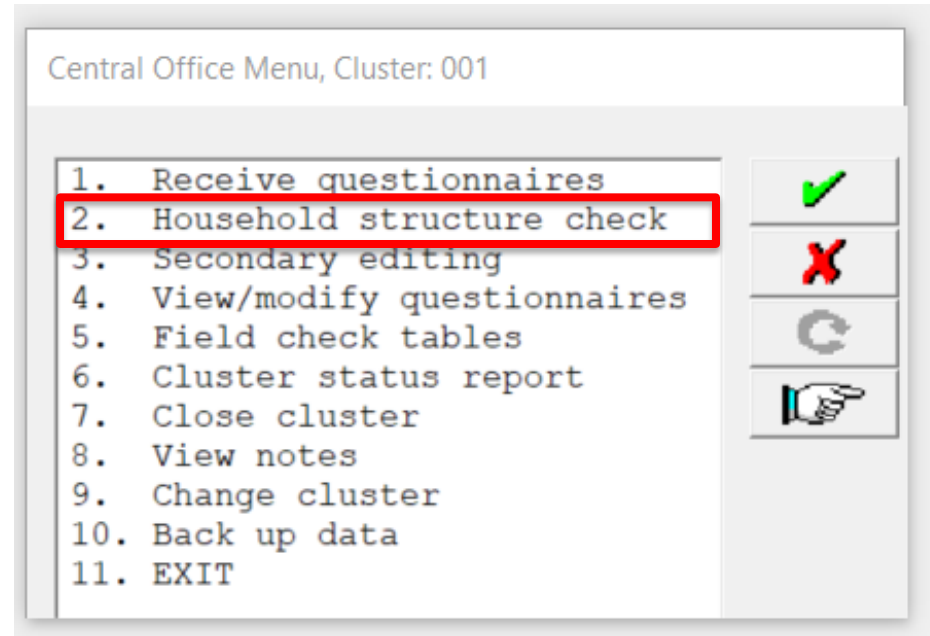


- As clusters are closed in the field, ICDM will be alerted to new clusters to download from Dropbox when opening the menu.
- Option 1 downloads the data automatically from Dropbox.

# 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.
- 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				-		
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.

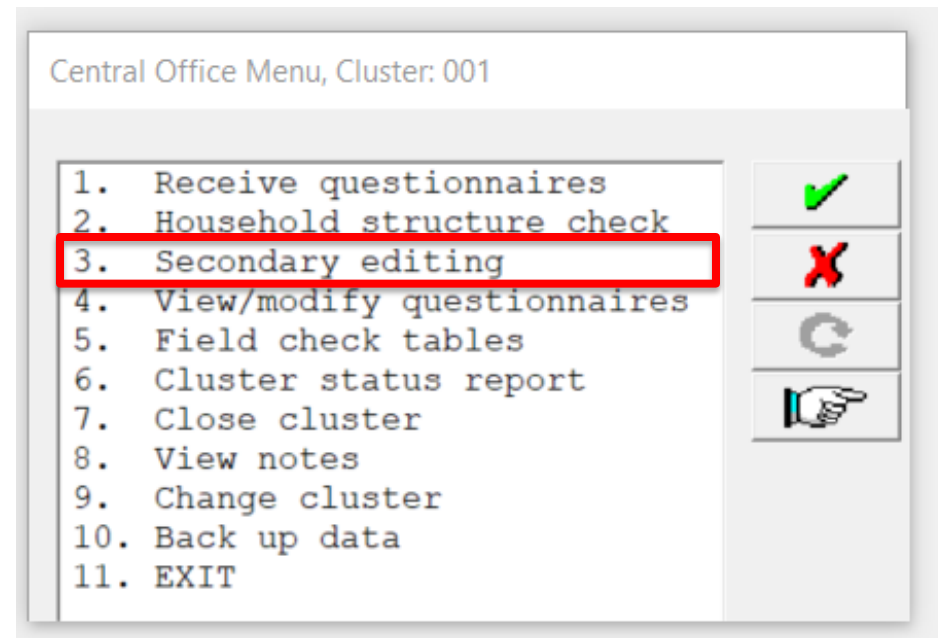




## Secondary Editing

### 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.





## Secondary Editing

```

Application C:\PEEL\CENTRAL\SecondaryEditing.bch
Type BATCH
Input Data C:\PEEL\DATA\ACCEPTED\A001.dat
External (CONTROL): C:\PEEL\LOOKUP\control.DAT
External (WEIGHTS): C:\PEEL\LOOKUP\weights.DAT

Date Feb 1, 2018
Start Time 15:23:33
End Time 15:23:34

CSFRO Process Summary
-----+-----+-----+-----+
| 28 Records Read ( 100% of input file) |
| 0 Ignored ( 0 unknown, 0 erased) |
| 28 Messages ( 19 U, 9 W, 0 E) |
-----+-----+-----+-----+
| Level | Input Case | Bad Struct | Level Post |
-----+-----+-----+-----+
| 1 | 3 | 0 | 3 |
-----+-----+-----+-----+

Process Messages

*** Case [001001] has 24 messages (0 E / 9 W / 15U)
U 51 W HH=>Line 01: The head of the household (AH03=01) should be usual resident of the household (AH05=0)
U 150 E HH=>Line 01: Eligibility of member incorrect: Sex (AH04)=1, Age (AH07)=29, Elig (V107)=05
U 150 E HH=>Line 02: Eligibility of member incorrect: Sex (AH04)=2, Age (AH07)=30, Elig (V107)=05
U 123 W HH=>Line 02: Child has different mother in household reported in AH13 (00) vs expected (03) according to
relationship codes
U 50 E HH=>Line 03: Member neither usual resident (AH05=0) nor slept previous night in HH (AH06=2)
U 150 E HH=>Line 03: Eligibility of member incorrect: Sex (AH04)=2, Age (AH07)=30, Elig (V107)=05
U 150 E HH=>Line 04: Eligibility of member incorrect: Sex (AH04)=2, Age (AH07)=01, Elig (V108)=05
U 61 E HH=>Line 04: Son/daughter of head of household (AH03=3), but head (line=1) not father of member (AH15=00)
U 123 W HH=>Line 04: Child has different mother in household reported in AH13 (00) vs expected (02) according to
relationship codes
U 123 W HH=>Line 04: Child has different father in household reported in AH15 (00) vs expected (01) according to
relationship codes
U 61 E HH=>Line 05: Son/daughter of head of household (AH03=3), but head (line=1) not father of member (AH15=00)
U 123 W HH=>Line 05: Child has different mother in household reported in AH13 (00) vs expected (02) according to
relationship codes
U 123 W HH=>Line 05: Child has different father in household reported in AH15 (00) vs expected (01) according to
relationship codes
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
U 441 W HH=>Column 1 Line 4 second decimal for weight (AB105=DEFAULT) different from 0,5
W 1007 No occurrence: V102(6) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN516(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
W 1008 Invalid subscript: AN518(0) -- Group MOD_5_EDT PostProc
U 441 W HH=>Column 2 Line 6 second decimal for weight (AB105=DEFAULT) different from 0,5

*** Case [001002] has 2 messages (0 E / 0 W / 2U)
U 51 W HH=>Line 01: The head of the household (AH03=01) should be usual resident of the household (AH05=0)
U 150 E HH=>Line 02: Eligibility of member incorrect: Sex (AH04)=2, Age (AH07)=30, Elig (V107)=03

*** Case [001046] has 1 messages (0 E / 0 W / 1U)
U 51 W HH=>Line 01: The head of the household (AH03=01) should be usual resident of the household (AH05=0)

*** LEVEL 0 POSTPROC has 1 messages (0 E / 0 W / 1U)
U 8 E Count of questionnaires for cluster 001 (03:01:02) does not match CONTROL file (00:00:00)

System messages:

```

- 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!

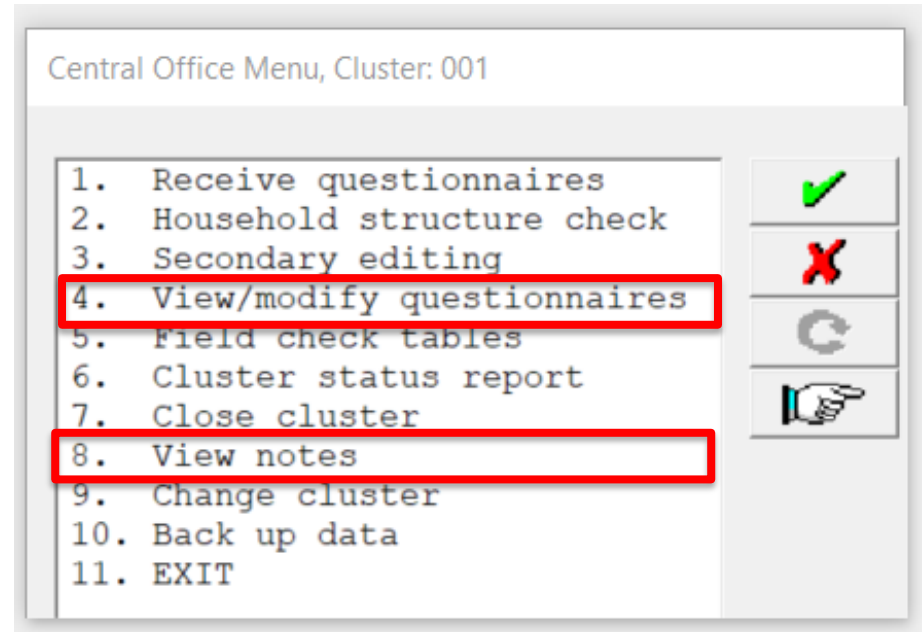




## View/Modify Questionnaires, Notes

**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.

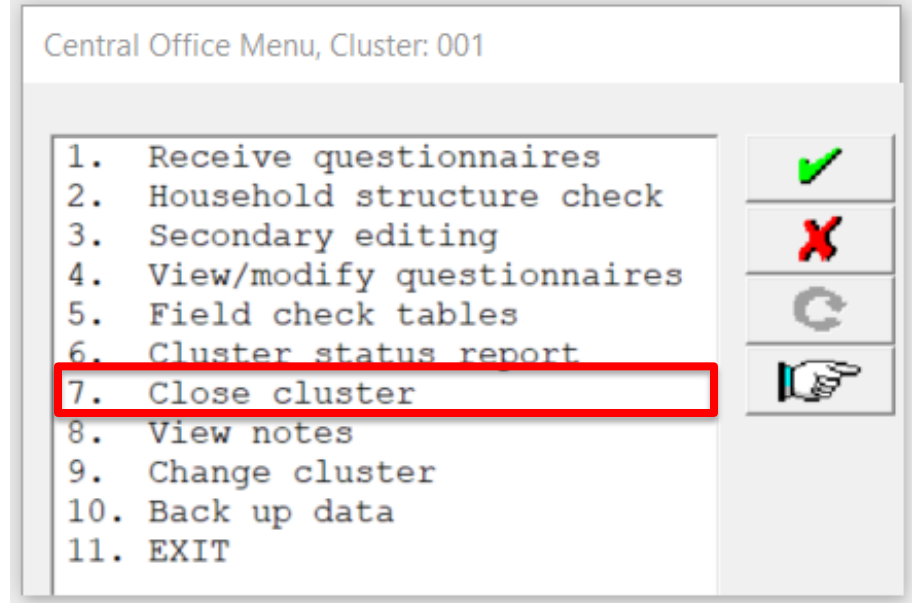




## Close Cluster

### 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.

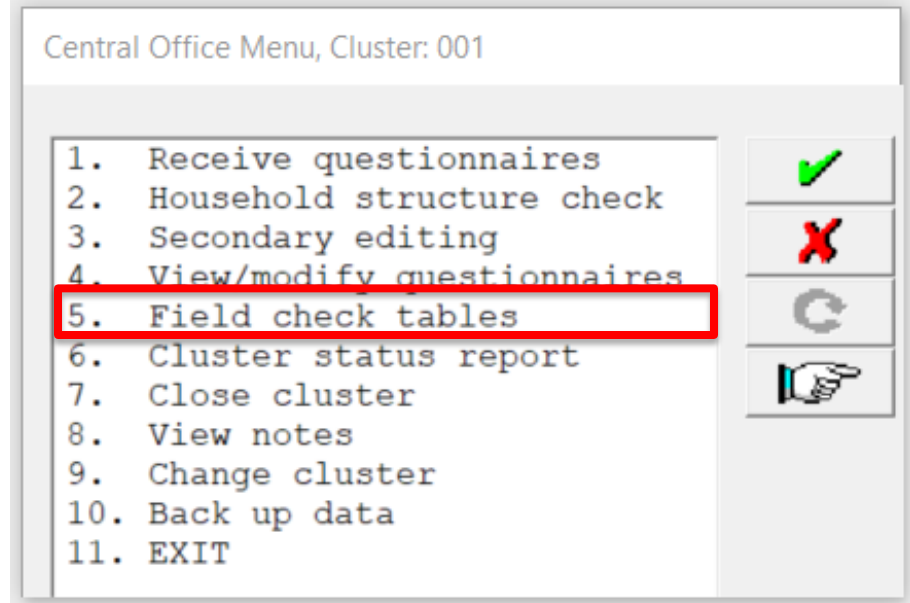




## Field Check Tables

### Produce field check tables

- Option 5 produces a set of field check tables for all clusters that have passed the household structure check.
- Must be run and reviewed at least once a week and sent to survey management and the [CONTRACTOR] Data Manager.



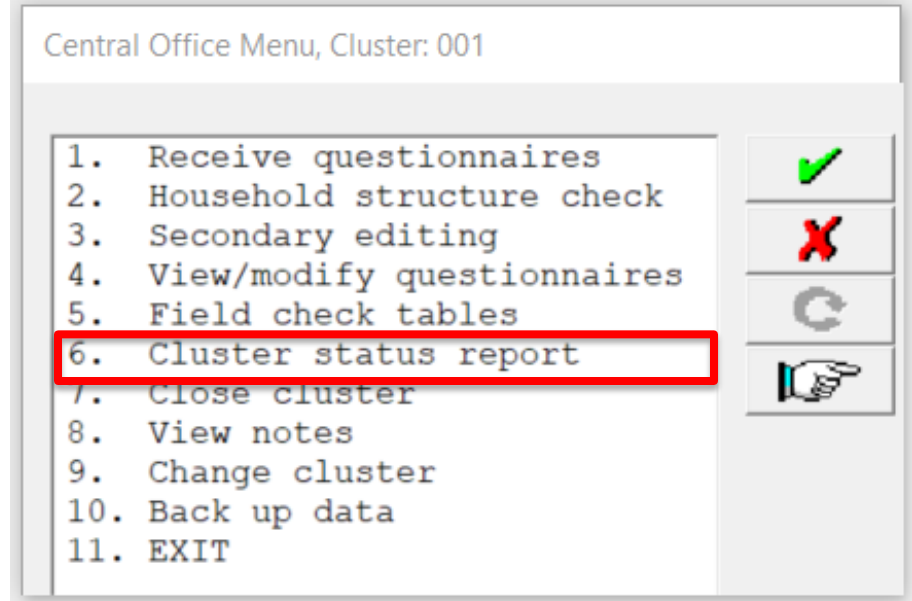




## Cluster Status Report

### Produce cluster status report

- The report tracks the status of clusters through Central Office data processing and finalization.
- Must be run and sent to the [CONTRACTOR] Data Manager at least once a week.







# FEED THE FUTURE

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

## Cluster Status Report

FEED THE FUTURE - ZOI SURVEYS - COUNTRY YYYY-YY - Data Processing Progress Report						
Cluster	Received (yymmdd)	Supervisor	Accepted (yymmdd)	Sec. Edit (n)	Households (n)	Closed (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%



**USAID**  
FROM THE AMERICAN PEOPLE



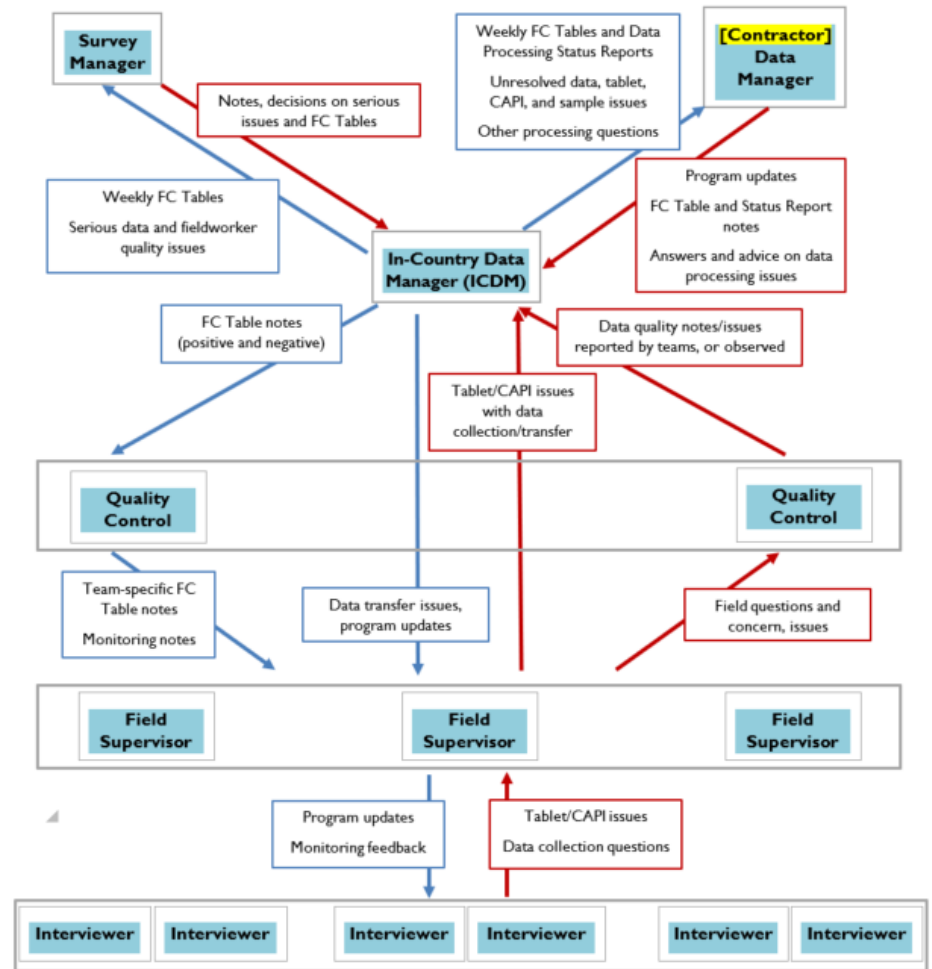
**KANSAS STATE UNIVERSITY**  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services



## Communication

- Do not hesitate to reach out to the [CONTRACTOR] Data Manager with any questions.
- See the ICDM manual for further detail.





# FEED THE FUTURE

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

## **Disclaimer:**

This publication was prepared for review by the United States Agency for International Development. It was prepared for the Bureau for Food Security, United States Agency for International Development, USAID Contract Number GS-23F-8144H/AID-OAA-M-12-00006.

The authors' views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States government.

## **Recommended Citation:**

Dupuis, Genevieve. 2018. Feed the Future Survey Methods Guidance: In-Country Data Manager - Central Office Data Processing Training Slides. Washington, DC: Bureau for Food Security, U.S. Agency for International Development.

## **Contact Information:**

Feed the Future

1300 Pennsylvania Ave, NW

Washington, DC 20004

[www.feedthefuture.gov](http://www.feedthefuture.gov)



**USAID**  
FROM THE AMERICAN PEOPLE



**KANSAS STATE**  
UNIVERSITY  
Department of Agricultural Economics

**METSS**  
Monitoring, Evaluation and Technical Support Services