



Unit 1

Data collection responsibilities



By the end of this unit, you will:

- identify the data collection responsibilities for the different team members



Data collection team

The HHFA data collection team consists of 3 core roles:



data collector



team leader



area supervisor



Data collector's responsibilities

HHFA data collector



Responsibility:

- to collect high-quality HHFA data based on training received during the Data Collection Training workshop



Data collector's responsibilities

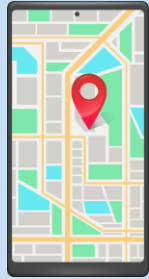
HHFA data collector



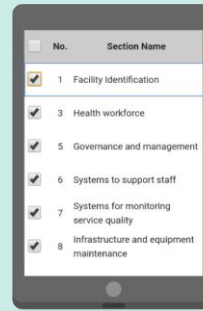
- collect the HHFA data in the designated health facilities
- apply the interviewing skills learned during the data collection training
- use the:
 - mobile data collection device
 - HHFA CSPro application



Data collector's responsibilities



record the GPS
coordinates of each
visited health facility



check that assigned
questionnaire sections are
completed



transfer completed
questionnaire sections to
the team leader

Team leader's responsibilities

HHFA team leader



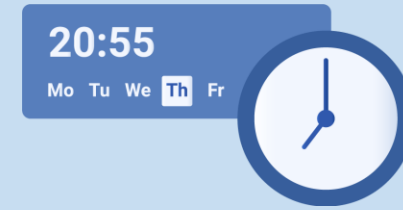
Responsibility:

- leading a team of HHFA data collectors
- ensuring that data are collected according to quality standards
- ensuring synchronization of the data to the server

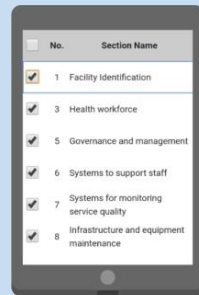
Team leader's responsibilities



prepare a schedule
of facility visits



make an appointment for the
data collection visit



assign sections of the
questionnaire to the data
collection team



introduce the team to the
facility in-charge

Team leader's responsibilities



The team leader should also:

- create a complete facility record
- check that the data for the facility are complete

The team leader should contact the area supervisor concerning any problems encountered during data collection.

Area supervisor's responsibilities

HHFA area supervisor



Responsibility:

- all aspects of data collection in the region
- ensuring the accuracy and consistency of data collection

Area supervisor's responsibilities



The area supervisor should oversee and coordinate the teams of data collectors in the assigned area.

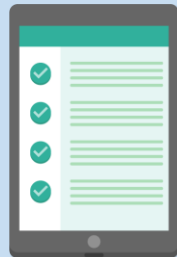
Area supervisor's responsibilities



plan the work of data collectors



facilitate access to health facilities



ensure data collection equipment is available and functioning



ensure that logistic means are effectively deployed

Area supervisor's responsibilities



The area supervisor should also:

- monitor the process of data collection using CSPro
- accompany data collector teams to facilities (rotating among teams)
- troubleshoot problems during data collection
- validate data collection



You have now completed Unit 1.

In the next unit, we will look at fieldwork planning.

First, try the practice exercise.