

Transcription

Module 4 – Unit 2: Deleting and adding HHFA questions

{00:00 – 00:18}

Welcome to Unit 2 of Module 4: Deleting and adding questions.

By the end of this unit, you will:

- explain how to delete a question; and
- explain how to add a question to the HHFA questionnaire.

{00:19 – 01:46}

We'll start by looking at the process of deleting a question.

Some HHFA questions, or even entire sections of the questionnaire, may not be considered priorities in some countries.

Furthermore, some questions may not be appropriate for the country context. For example, certain neglected tropical diseases (NTDs) may not be prevalent in the country.

In such cases, questions can be deleted from the paper questionnaire.

There are some important points to remember when deleting a question.

Firstly, the entire row containing the question must be deleted (in Track Changes).

In this example, the country has decided to delete Question 929 "Does this facility charge user fees for any inpatient services?" because they don't need to collect data on user fees for inpatient services through the HHFA.

Another important point to remember is to check if the question immediately following a deleted question should also be deleted.

In this example, if Question 929 has been deleted, it does not make sense to ask Question 930 about whether the user fees for inpatient services are posted in the facility, so it should also be deleted.

{01:47 – 03:08}

Right after deleting a set of questions, it is important to always check the skip patterns and adapt where needed.

In this example, 2 of the response options for Question 927 skip to Question 929.

However, as 929 and 930 have been deleted, the skips on 927 must now be changed to 931.

Do not re-use the deleted question number or re-number the subsequent questions.

In our example, the numbering after Question 928 continues with Question 931, even though 929 and 930 have been deleted.

Each question number and its question are linked to specific indicators in the data analysis platform, so if the question number is changed, the platform won't work properly.

We'll now look at the process of adding a question to the HHFA questionnaire.

While a country may need to add some questions to meet their information needs, it is important to remember that there are implications to adding questions.

{03:09 – 05:14}

If a lot of questions are added, the length of the questionnaire will increase, leading to increased time needed for training of data collectors and for data collection. This may in turn result in increased survey costs.

The HHFA questionnaire is long and a further increase in length risks data collector and respondent fatigue, with potential risks to data quality.

Furthermore, the addition of many questions may lead to an overwhelming amount of data to analyse and interpret.

There are a number of points to remember before adding a question.

Check to see if a similar question already exists elsewhere in the questionnaire:

- use CONTROL-F to search for a relevant term in the questionnaire;
- look for a related indicator in the indicator inventory platform.

Ask: is it essential to collect this information through the HHFA, or could it be obtained from an existing data source? (For example, could information on staff numbers be obtained from a health workforce registry or other administrative documentation?).

Define the indicator. Questions should only be added if their indicators have been defined. This helps to clarify that the question will provide the needed information and minimizes the risk of collecting data that will not be analyzed.

A question is added by inserting a new row into the paper questionnaire (always in Track Changes, as shown in the example).

The question we have added is: “Does this facility have a Disability Medical Assessment and Categorization team?”

In this example, the indicator for the new question will be: Percentage of facilities with a Disability Medical Assessment and Categorization team. The denominator is all facilities.

{05:15 – 06:31}

When a new question is added, a country-specific question number is assigned.
The number should always start with the country ISO 2 code.

The country ISO 2 code is a unique 2 letter code defined by the International Organization for Standardization.

For example, the ISO 2 code of Ghana is GH and that of Kenya is KE.

Country-specific numbering starts with “underscore zero one” for the first new question and continues consecutively throughout the questionnaire, independently of the standard HHFA question numbers.

For example, XY underscore zero one; XY underscore zero two, etc.

When a new main question will contain sub-questions under it, the main question is numbered with the ISO 2 code, followed by the country specific number.

The sub-questions under the new main questions have _01, _02, etc., added to the main number, as show in these examples.

{06:32 – 08:15}

This example shows a new country-specific main question numbered XY_17, and its sub-questions numbered XY_17_01, XY_17_02 and XY_17_03.

However, when adding a new country-specific sub-question to an existing HHFA main question, you need to continue with the country-specific consecutive numbering for the subquestion.

For example, if you had previously inserted a new question numbered XY_26, the new sub-question number under HHFA question 1408 will be XY_27.

When adding the response options for a new question, you need to decide if the question requires only a single answer, or if multiple answers are possible.

When a single answer must be selected, the response options are presented as a list.

When there are multiple possible answers, the response options must be presented as a table which allows more than one answer to be selected.

In this example, country XY added a question about the types of the malaria services offered by community health workers and presented the response options as a list.

However, as there is more than one possible answer to the question, a list cannot be used.

{08:16 – 10:37}

In this case, the response options should be presented in a table with a main question and sub-questions, enabling either YES or NO to be selected for each sub-question.

After inserting a new question, always check to see if a skip may need to be added or removed.

In this example, we have added question XY_35 on the specific malaria services offered by CHWs. The previous question, 1402, asked whether the health facility had formal systems to link with community health workers for malaria services.

If the answer to question 1402 is NO, there is no need to ask question XY_35.

So, a skip must be inserted on NO, pointing to question 1403.

A final point: Avoid adding a new question after the last question of a section, as this has implications for the way the CSPro tool works.

In this example, Question 2330 is the last question in Section 23.

So, a new question should not be added after Question 2230.

In summary:

- to delete a question, delete the entire row in Track Changes;
- do not re-use the number of the deleted question or re-number the subsequent questions;
- to add a question, insert a new row in Track Changes;
- for new questions, always use the country-specific numbering system with the ISO 2 code;
- for new response options, use a list when only one response is possible;
- use a table when multiple responses are possible;
- after deleting or adding a question, check the skip patterns.

You have now completed Unit 2.

In the next unit, we will look at how to modify HHFA questions.

First, try the practice exercise.