

Ghana 2014

Iodine Survey – Supervisors' Manual

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Introduction

This Supervisors' Manual accompanies the Training Manual and details the tasks that should be carried out specifically by the Field Supervisors and/or by the teams preparing the mobile devices for use in the field. It includes details about installing the relevant software on the phones, essential checks that need to be carried out at the start and end of each day, including backing up and uploading data from the interviewers' phones.

Supervisors' Tasks

Before the start of fieldwork the supervisor must:

- Ensure the mobile devices are ready for use and have the correct software applications installed, the training team will provide assistance with the initial set up – see section on *Preparing the Android Devices for use*;
- Ensure the mobile devices have the most up to date version of the ODK survey form – see sections on *Preparing ODK Collect* and *Adding Forms to the Device* - if and when updates are released the supervisor will be informed and should ensure the latest version is downloaded to all devices being used by his/her team;
- Ensure that all interviewers know their unique ID;
- Ensure that all phones have been given an appropriate device name (e.g. team code and interviewer code, or interviewer name, etc.) and that all interviewer phones have been "paired" with the supervisor's phone for Bluetooth backups – see section on *Backups through Bluetooth*;

At the start of each day of fieldwork the supervisor should:

- Ensure that all interviewers in their team know which households they have been allocated and have been given the correct barcode labels;
- Ensure that all interviewers have switched off Wi-Fi, Bluetooth and data connections on their phones, but that GPS remains on.

At the end of each day the supervisor should:

- Collect the phones from all team members;
- Carry out checks on all finalised questionnaires – see the section *Checks on the Questionnaire*;
- Use Bluetooth to take backups of all questionnaires (finalised or just saved) from all phones – see the section *Backups through Bluetooth*;
- If a data network is available upload all finalised and checked questionnaires to the aggregate server – see section on *Uploading finalised and checked forms to the server*;
- Once backups and uploads are complete, hide buttons on the menu for each interviewer phone (see instructions in *Hiding buttons on the main menu*);
- Ensure that all phones are set to fully charge by the morning;
- Complete relevant sections of paper-based *Household Checklist*, then complete the phone based Supervisor form and send with an image of the Household Checklist, as instructed.

Preparing the Android Devices for use

Before being distributed for training and fieldwork, each device must be prepared. The initial set up will be done prior to the training. However, it is important that field supervisors understand the process and can complete this in the field as needed. Therefore this will be included in the training and reviewed with supervisors again at the end of the training, immediately prior to the start of fieldwork, to check that all devices are prepared with the relevant software and settings.

Instructions are included here also, in case of problems in the field resulting in the need to reinstall software or revisit settings.

Each device should be tested to ensure:

- GPS functions (can locate user on a map);
- Wi-Fi works (can connect to a known Wi-Fi network);
- The device charges okay and holds charge (fully charge device and leave it unplugged overnight to test this);
- The SIM is installed correctly and data network functions;
- An SD card is installed and formatted such that it is recognised by the File Manager.

Required Applications

There are 2 applications that must be installed on each device to be used for data collection:

- ODK Collect
- Barcode Scanner

It may also be useful to have a PDF Reader (for instance “Adobe PDF Reader”) Installed on the devices, with key reference documents saved to the device’s SD card.

Installing Application on the Android Device

Installing applications on an Android device can be done in two ways.

1. Installing from an Application Package File (.apk)
2. Installing from Play Store

APK files are Application Package Files that have been created for the Android operating system. Files with the .apk extension store all the files needed to run a single Android application on an Android mobile device. Using these files you can install an application without having to link to the Play Store.

We recommend using the .apk files provided to install the key applications.

Prior to or during the training copies of the relevant .apk files will be stored on each phone and the relevant software installed. These instructions here are provided in case a reinstallation is needed while in the field.

Installing Applications from .apk files

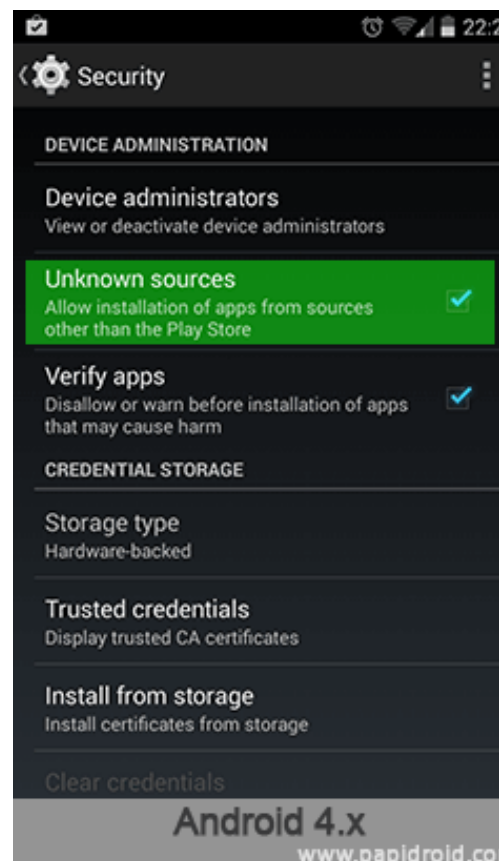
1. Allow application installs from “unknown sources”

To allow installations from .apk files, you need to modify the device’s security settings:

Android 4.x: Go to Settings > Security > tick “Unknown sources”

If present, you can also tick “Verify apps” for Android to check whether the app you’re trying to install might be dangerous.

Remember – an Android device is a computer, so be careful when installing applications from unknown sources. While viruses for Android devices are generally less common than for Windows devices, it is still possible



to accidentally get viruses, Trojans, malware and other malicious software on your device. Only install .apk files from trustworthy sources!

2. Copying the .apk files to the Android device

You can copy the apk files from a PC by connecting your Android device via a USB cable. For Android 4.x, the device will appear in the “My Computer” list of devices on your Windows PC when you connect the device. You may need to unlock the device before connecting.

3. Install applications from the .apk files.

The files you need for the required applications are:

- ODK Collect v1.4.4 rev 1045.apk
- BarcodeScanner-4.7.0-2.apk

Once the .apk files are copied to your Android device, find them in the file manager and tap to open them. You will be prompted to confirm that you wish to install the software. If a different version of the application is already installed, it will ask if you wish to replace it with this version. Usually you will not want to; unless you know you are installing a newer version.

Installing ODK Collect (and other applications) from the Play Store

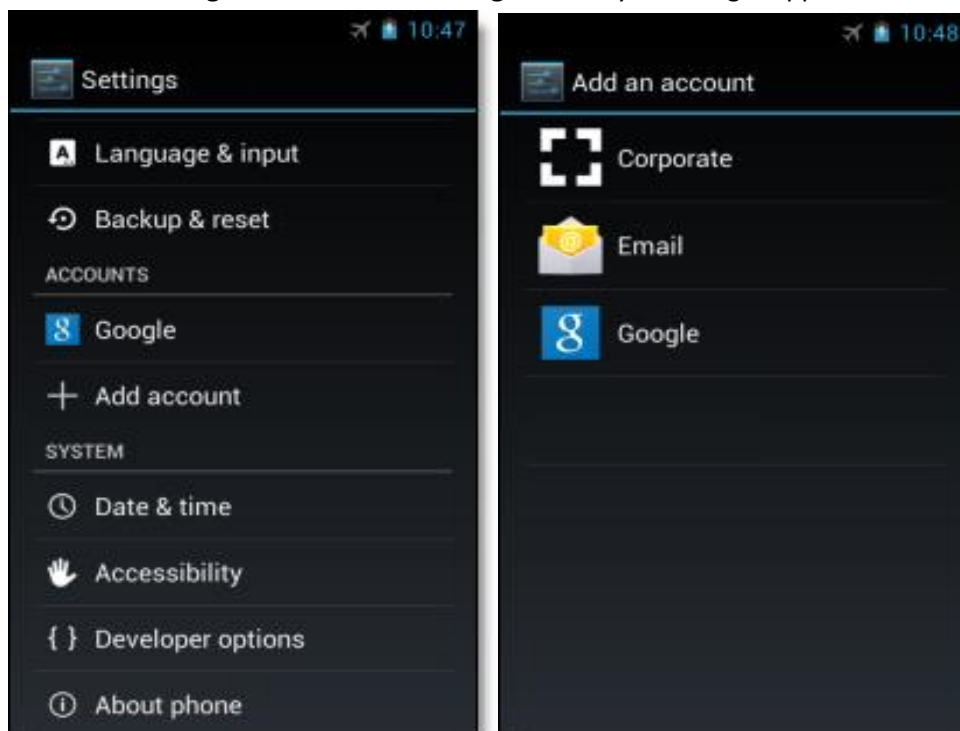
We strongly advise you to use the .apk files to install the software you need for the survey, but the following instructions are provided just in case that doesn't work. Please only use the following method if really necessary.

Before you can download applications from the Play Store, you need to add a valid Google Account to your Android device. The following information is taken from the Google support article at:

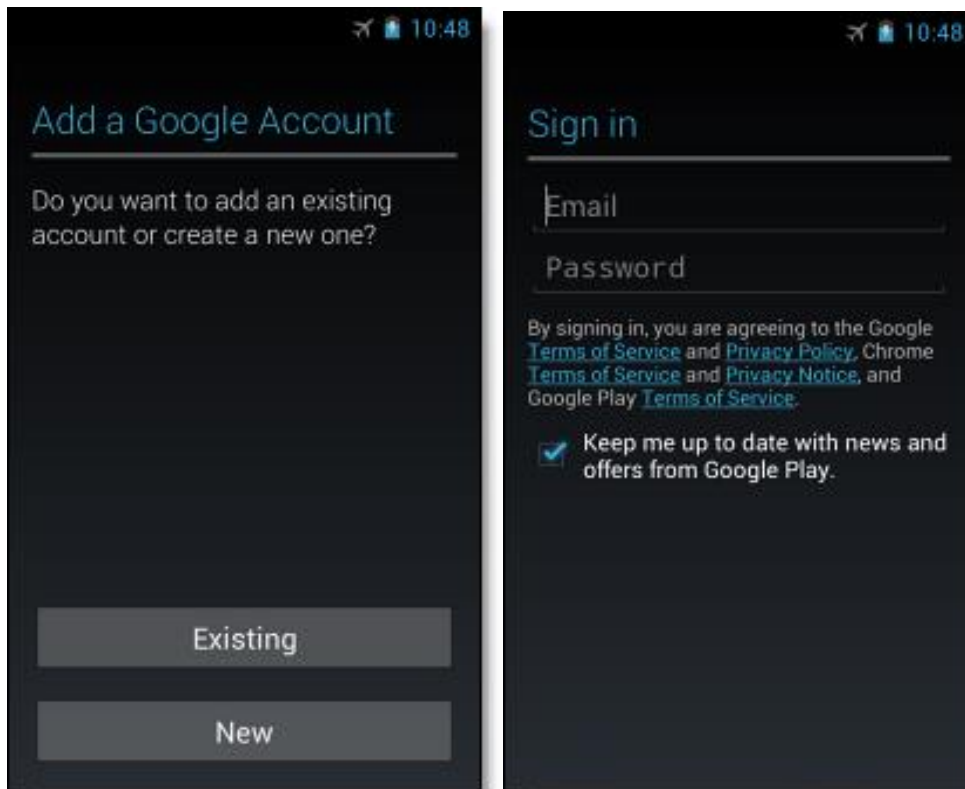
<https://support.google.com/a/users/answer/1738362?hl=en>

“To use the native Google Apps mail, contacts, and calendar apps on your Android, you need to sign in to your Google Apps account. Instructions below are for users with a Nexus or Google Play edition device running Android 4.2 or higher. If you're using a different device, your setup instructions may vary. You only have to do this once:

1. Touch the **Settings > Add account > Google** to add your Google Apps account.



2. Select **Existing** and enter your full Google Apps email address as your username and enter your password.



3. Set up Google Account on Android SSO, step 3
4. Touch OK to agree to the Terms of Service. The device will sign in to your domain. This process may take a few minutes.

Additional steps for 2-step verification users:

1. You may be presented with additional steps giving you the option to join Google+, opt in to Google Play communications, or set up a credit card to purchase Google Play media. You can choose to set these up or touch **Not now**.

After completing these steps, you should see Account sign-in successful. You can choose which services you want to sync to the device.

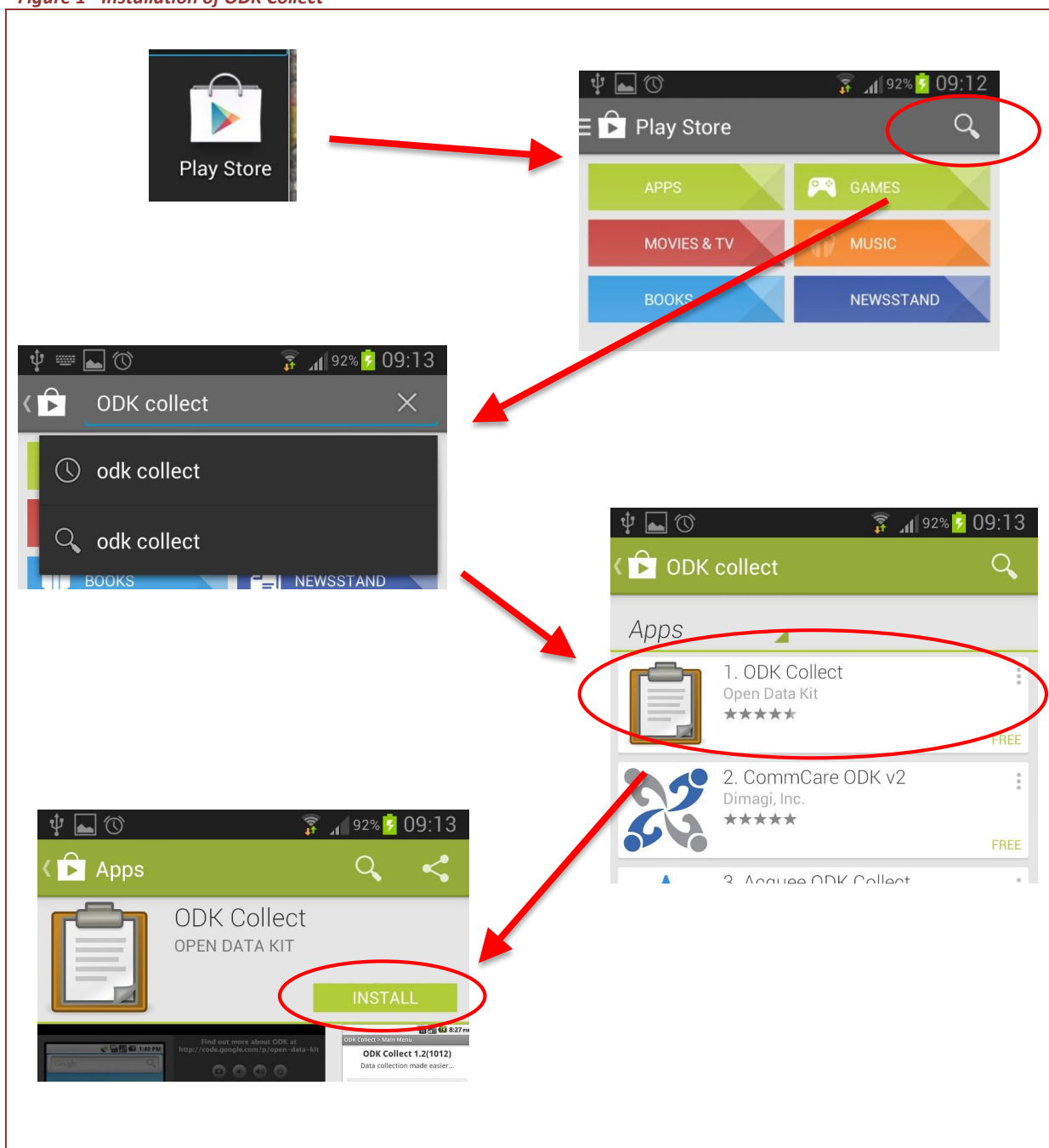
That's it! You can now use Google Apps from your Android. Just launch Gmail, Google Calendar, or whichever app you want to use.

And going forward, you can change which services can sync with Google Apps on your device at any time by going to Settings > Google > touch your account. If a service you've selected isn't syncing, check with your administrator to make sure that that service has been enabled for your domain."

Installing ODK Collect from the Play Store

To install ODK Collect, go to the Google Play Store and search for "ODK Collect" as shown below in **Error! Reference source not found..**

Figure 1 - Installation of ODK Collect



Preparing ODK Collect (before fieldwork)

To facilitate smooth running of the fieldwork, there are a number of steps to complete within ODK Collect before the interviewers are given the mobile devices. These steps should be completed by the field supervisors to ensure they have a clear understanding of the process and that phones are set and ready to be used by interviewers without them needing to go through these steps.

Adding Forms to the Device

There are 2 ways to add an ODK form to the device. The simplest method is by connecting to the Form Hub server where your project data will be stored:

1. Open ODK Collect and press your device's **Settings** Button.
2. Choose General Settings then Configure Platform Settings
3. Set the **URL** to the url of the survey server which is:

31.193.2.209.srvlist.ukfast.net/gainghana

- a. A **Username** and **Password** are not needed to download forms from our server.
4. Return to the General Settings and ensure that the **Platform** is set to **ODK Aggregate**
5. Return to the main ODK Collect menu and choose **Get Blank Form**
 - a. If you receive an error, or do not see any forms here, then check your internet connection.
 - b. If you are connected, check the URL you entered in the settings. Our URL is currently not user friendly, and it is easy to make an error when typing it.
6. Tap the form you wish to download and then choose **Get Selected**. The form for the survey is called **Ghana_IDD_Survey**. There may be several versions and each version will include a date as part of the name. The date is in the format YYYYMMDD – e.g. 20140925 for 25th September 2014. Please select the version with the most recent date.
7. For the supervisor's phone you will also need to download the **supervisor_form** (again select the one with the most recent date extension).
8. You should receive a 'success' alert. Once this happens, return to the main menu and choose **Fill Blank Form**. You should see the form(s) you have just downloaded.

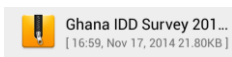
The blank forms are now available on the device, ready for completion. You do not need an internet connection to complete forms.

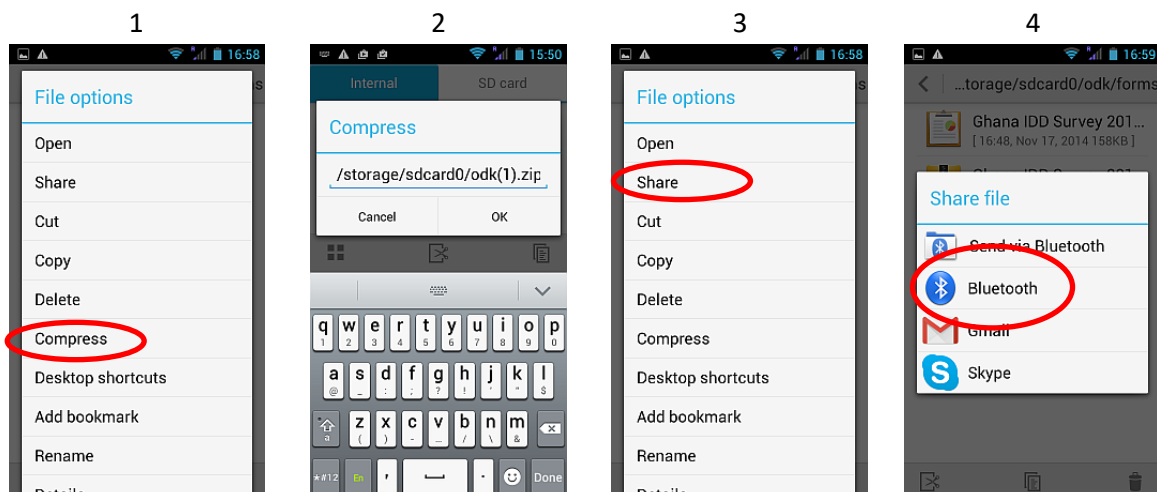
Adding Forms without an Internet Connection

If you are working without a network connection, you can manually add forms to your Android device either by copying via Bluetooth from another device with the up to date forms or else by connecting the device to a Windows PC.

To add a blank form via Bluetooth connection from another Android device.

First make sure the devices are visible and paired (see section on *Setting up Bluetooth connections*, below). On the device with the required forms:

1. Go to File Manager, then the **odk folder**, then open the **forms folder**. Since there are often problems sending a form via Bluetooth in this format it is best to compress the form file and send as a zipped file.
2. Find the form to transfer and hold your finger on the file until a pop up menu appears. Select **Compress** (screenshot 1) then **OK** on the compressed file folder path option (screenshot 2).
3. You will then see the zipped form in the folder .
4. Hold your finger on this zipped folder until you obtain the same pop up menu as previously. This time choose **Share** (3) followed by **Bluetooth** (4) to share the file via Bluetooth.



5. Select the device name of the destination phone from the list of visible devices. You should receive a notification on the source phone telling you that you are sending a file.
6. On the destination phone you should receive a message to say a file is waiting to be transferred and you will need to accept the transfer.
7. The file will be copied to the folder called **Bluetooth** on the destination phone. Extract the folder, open it and copy the ODK form from there to the folder **odk/forms**.
8. Delete the transferred zip folder and extracted folder from the **Bluetooth** folder.

See instructions in the section below: Copying via Bluetooth, for additional information on setting up and functioning of Bluetooth copying if needed.

To add a blank form by connecting the device to a Windows PC

The blank forms are .xml files. To add a blank form to the Android device, copy it from your PC into the **<root>/odk/forms/** folder. If there are any images or other media associated with the form, it will be in a folder called "<formname>-media; for example **"Ghana_IDD_Survey-media"**. This folder should also be copied to the **odk/forms** folder on your device.

Form management in ODK Collect

Each time you start a new blank form, ODK collect creates a new instance of that form. Forms are kept organised by a small, internal database, which tags instances with one of the following tags:

- **Saved (not finalized):** A saved form can be edited by choosing “edit saved form” on the main menu.
- **Finalized:** At the end of the form, you have the option of marking a form as finalized. This indicates that it is ready to be sent to the server. When you mark a form as finalized and attempt to exit, ODK runs the validation for the whole form. If there are required fields left blank, or if a response does not fulfil the pre-programmed constraints, you will not be allowed to exit. The form will not be marked as finalized and you will be taken to the first validation error ODK has found. This prevents any incomplete form from being uploaded.

A finalized form can be edited in the same way as a saved, not-finalized form.

- **Sent:** A form that has been sent to the server no longer appears on the “edit saved form” or “send finalized form” menu. The actual file remains on the phone, but cannot be accessed directly within ODK Collect. This prevents multiple submissions of the same instance.
- **Sending failed:** Each time a form is sent, ODK collect attempts to communicate with the server to ensure the upload was successful. If the upload fails, it registers the attempt and marks the form instance as not-sent. Sending can then be tried again at a later time.

A form should be **Saved** by the *interviewer* if the interview is not yet complete – e.g. the respondent has asked him/her to return at a later time.

A form should be **Finalized** by the *interviewer* if the interview is complete; this ensures built in checks are carried out on the data. The options in ODK should be set so that forms are automatically finalized once the interviewer reaches the end of the form.

Forms should be Sent by the supervisor at the end of the day (assuming there is a data connection available) and **only after further checks and backups** have been carried out.

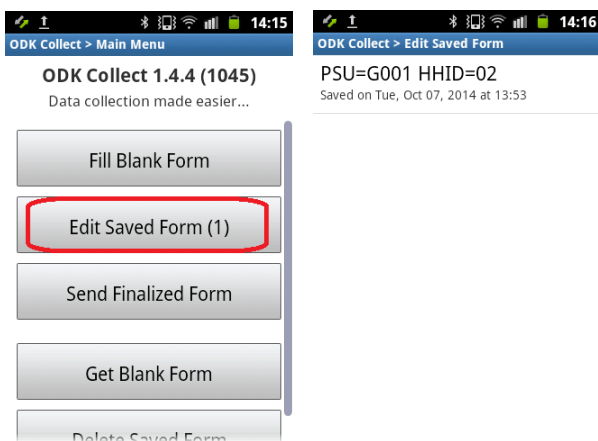
Checks on the Questionnaire

Most of the checks and skips are incorporated into the programming of the ODK system. However, there are a couple of further checks that can be done particularly in the urine collection section. These are checks that we were not able to incorporate into the system.

1. Check that for urine collection, only one woman has been specified as the main respondent, where the main respondent is a woman in fertile age.
2. Check that the ages of the women collected at the time of urine collection match the age-groups for women in fertile age recorded earlier. For example if there are 2 women in fertile age and you recorded both to be in the 15 to 19 age group, then you should not have a woman aged 25 in the urine collection section.

In the urine sample section the first question is for the interviewer and asks *Is this woman the main respondent?* This question will be skipped if the main respondent is not a woman in fertile age; otherwise it will be asked for all women regardless so you need to check that only one woman has been specified as the main respondent or no women if the main respondent is not a WIFA.

1. On the main ODK screen click on **Edit Saved Form**, there should be a number in brackets indicating the number of saved forms on the device.



2. Select each saved form in turn, you will expect there to be 3-7 forms per interviewer phone – the list you see will show the PSU and the HH.ID for each of the saved forms, corresponding to the household IDs allocated to the interviewer that day. In the example above there is just one form saved on the phone.
3. After selecting the form the form will load and open as a list of all questions and responses. Note if you click on one of the questions in the list you will go directly to that question. For example clicking on "IN1: Can you tell me your name?" in the image below will take you to that question allowing you to edit the response. To return to the list of questions click on the settings button on your phone and choose **Go To Prompt** (top right corner of the screen).
4. Check all entries are complete and follow the expected skip patterns (this should be automatically verified by the constraints built into the odk form).
5. To check the urine collection section, scroll down to the respondent category and check the respondent type (RC1, RC2, RC3) and the age of the respondent and determine whether the main respondent is a WIFA. In the example below the respondent is the wife of the head of household (or the head of household) and is therefore female, and is aged 25 years. Therefore the respondent is a WIFA and you may expect one of the urine samples to be from her (if she has given consent).

ODK Collect > Ghana_IDD_Survey_20140903

Yes

RC1: The wife of the head of the household or the head of the household if female

IN1: Can you tell me your name?
Freda

IN3: What is your age?
25

IN4: Have you ever attended school or college?
Yes

IN5: Are you currently

Go Up Go To Start Go To End

6. Now scroll to the bottom to the **Collection of Urine Samples** section. This is a sub-section of the form indicated by the icon by the side of the label.

ODK Collect > Ghana_IDD_Survey_20140903

14:20

indicated that there are 2 women between the ages of 15 and 49 in this household. Of these 2 women, how many are currently present?
2

OK

Collection of Urine Samples

OK

Go Up Go To Start Go To End

ODK Collect > Ghana_IDD_Survey_20140903

14:21

Collection of Urine Samples

Collection of Urine Samples 1

Collection of Urine Samples 2

OK

OK

OK

Go Up Go To Start Go To End

ODK Collect > Ghana_IDD_Survey_20140903

14:22

null (0) > Urine Collection (0) > Collection of Urine Samples (1)

Yes

3. Are you pregnant or possibly pregnant?
No

Yes

OK

Go Up Go To Start Go To End

7. Click the icon to open the sub-records for the women.
8. Go to the first of these sub-records by clicking on **Collection of Urine Samples 1** as indicated in the middle image above to see if this person has been listed as the main respondent. If there is no question 2 but there is a **Yes** before question 3, then this woman is the main respondent. In the example above this woman is the main respondent. The age is not shown since this was recorded earlier in question IN3.
9. If this is not the main respondent then make a note of the age of the woman. In the example below this woman is not the main respondent (**No** before question 2) and is aged 18 years.

ODK Collect > Ghana_IDD_Survey_20140903

14:24

null (0) > Urine Collection (0) > Collection of Urine Samples (2)

No

2. How old are you?
18

3. Are you pregnant or possibly pregnant?
No

Yes

Go Up Go To Start Go To End

10. Repeat steps 7 to 9 for each woman.

11. Now go to the female age-group section and make a note of the number of females in the two age groups 15 to 19 years and 20 to 49 years. The image below shows one woman in each of these age categories. We know the main respondent is 25 years old so she is the woman in the 20 to 49 years category and we know from the previous image that the other WIFA in the household is aged 18 years; so she is the woman in the 15 to 19 years category. Therefore we conclude that the data are consistent for this example.

ODK Collect > Ghana_IDD_Survey_20140903

0

HH3d: 5 to 14 years

0

HH3e: 15 to 19 years

1

HH3f: 20 to 49 years

1

HH3g: 50 years or more

0

There may be more women listed within these age groups (15-19 and 20-49) in the listing of household members than there are recorded cases within the urine collection section. Some women may not be present at the time of the survey or else may be present but decline to provide a urine sample.

If more than one woman is marked as being the main respondent or the main respondent is a man but one of the urine samples is marked as being from the main respondent, then you should discuss the household with the interviewer responsible and edit the form as needed. Where it is not possible to determine the correct response to make these edits, you should revisit the household together if possible and make the edits in discussion with the household members. **Do not upload** this particular form until you have revisited the household but instead make a note in your log book that you need to revisit this household if possible. Your field report should include details of these revisits.

If there are problems to revisit the household or verify inconsistent data, then the most important variables to ensure are correct are that all urine samples are from women in fertile age (15-49) and to have the reported pregnancy status of each woman.

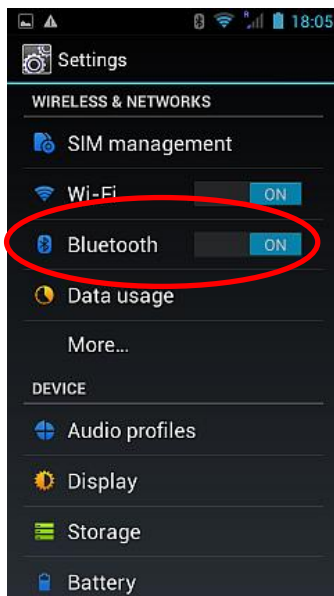
Backups through Bluetooth

In this section of the manual we describe the method of backing up the ODK data using the Bluetooth connection. The plan is for the field supervisor to take a copy of the ODK folder from each of the three phones used by the enumerators/interviewers during the day. The backups should be done at the end of each day of fieldwork prior to uploading the finalised forms.

Setting up the Bluetooth connections

To save battery power you should ensure the Bluetooth function is switched off during the day. To switch this back on:

- Go to **Settings** on the device.
- Under **Wireless and networks** go to **Bluetooth** and make sure **Bluetooth** is turned **ON**.



Other settings for Bluetooth include:

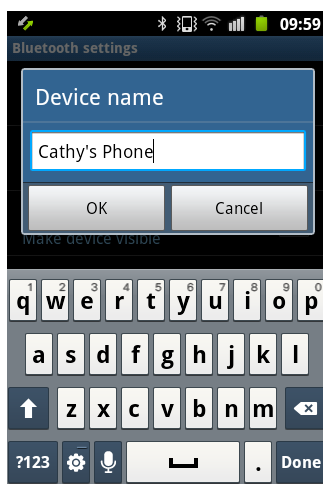
- Device name
- Visible

Device Name

On some devices you can change the name of the device. If this is possible on your device we suggest you change it and the unique identifier for each team member so you can recognise each of the phones in your team more easily. For example my phone is called **Cathy's Phone**.

To change the name of the device:

- Click on Device Name
- Overwrite the existing name with your new name and click **OK**.



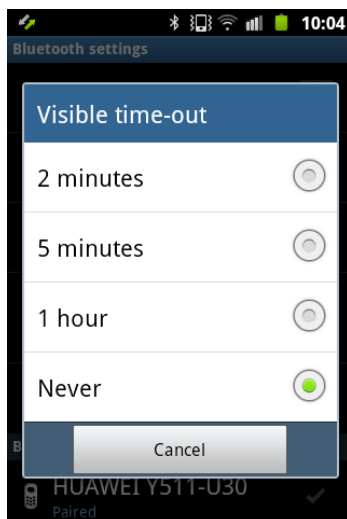
When the phones are numbered prior to the fieldwork, the device names will be set as "Ghana##" where ## will be the number of the phone. ***These should not be changed during the survey.***

Making the device Visible/Discoverable

Click on the Bluetooth link above and make sure the device is described as **Visible to all nearby Bluetooth devices**.

You can then use the settings option (bottom right, triple line) to set a time-out for the visibility. This can be set to 2 minutes, 5 minutes, an hour, or Never. We suggest you set the time-out to **Never** for

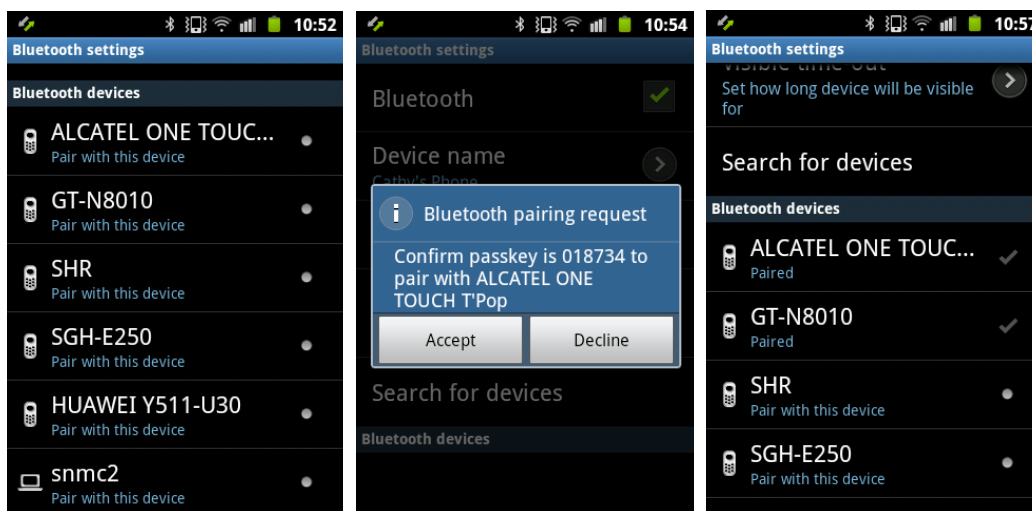
the duration of the fieldwork. Remember this is the "time-out" for the visibility so **Never** means it is **Always** visible whenever Bluetooth is switched on.



Pairing devices

The next task is to pair devices. This only needs to be done once. Choose **Search** or **Scan for devices**. After a minute or two you will see a list of Bluetooth enabled devices that are in range. Assuming all members of your team are together you should see the list of phones.

To pair with a device click on the device name where it says **Pair with this device**. You will receive a **Bluetooth pairing request** and the same request will also appear on the device you are trying to pair with. Check that the same **Pass key** appears on both devices and then click on **Accept** or **Pair** depending on your system. If the pairing was successful the device will appear in the list with a tick by the side.



Copying via Bluetooth

The file manager that is provided with the phones allows you to zip files; this is recommended for backing up.

- Locate the folder ODK; press and hold the main folder (not a sub-folder) until a pop-up menu appears (see the screenshots under the section above on **Preparing ODK Collect (adding forms to the device)**);
- Choose **Compress**
- The default location and name for the compressed file is shown – change this so that the folder remains the same but change the name of the compressed file to

ODK<##>

Replacing <##> with the unique identification number on the phone (there will be a label on the back of the phone with a number written on it). For example:

ODK09.zip

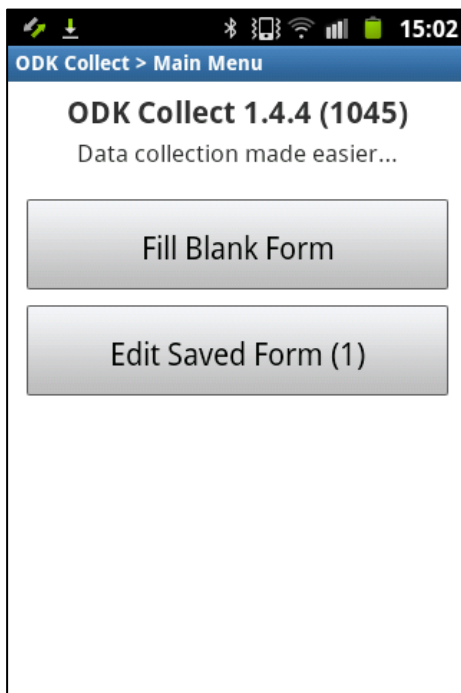
- Click **OK** to create the zip file.
- Scroll down through the list of folders in File Manager to find the newly generated zip file – this will be at the end of the list.
- Press and hold the zip file until a pop-up menu appears.
- Choose **Share** followed by **Bluetooth** to share the file via Bluetooth.
- Select the device name of the field supervisor's phone from the list of devices. You should receive a notification on the source phone telling you that you are sending a file.
- On the destination phone you should receive a message to say a file is waiting to be transferred and you will need to accept the transfer.

The file will be copied to the folder called **Bluetooth** on the destination phone. You should keep these backup files on your phone until the end of the survey. If you have an opportunity to transfer the files to the fieldwork coordinator at any time during the fieldwork, then this should be done too.

Note: Sometimes there are problems when trying to send files via Bluetooth; you might not see your device in the list or the notification message may not appear on the destination phone. In these cases you should just try again.

Changing ODK Options

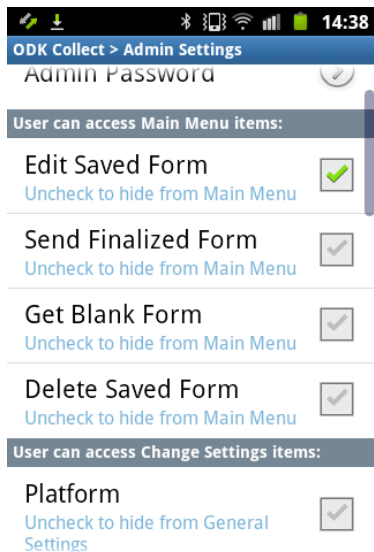
By default ODK has 5 different buttons on the main menu as shown below, and the **General Settings** allow the user to change the server settings, change navigation options, etc. Most of these options should be hidden to help avoid mistakes. For example, from the buttons on the main menu, the interviewers will only need the first two and their ODK menu should look like this:.



Blank Forms will already be installed on the phones prior to fieldwork and the supervisor will install any updates. The supervisor will be "**Sending the Finalized Forms**" and saved forms should not be deleted; therefore the interviewer only requires these two options to complete their tasks.

Hiding Buttons on the Main Menu

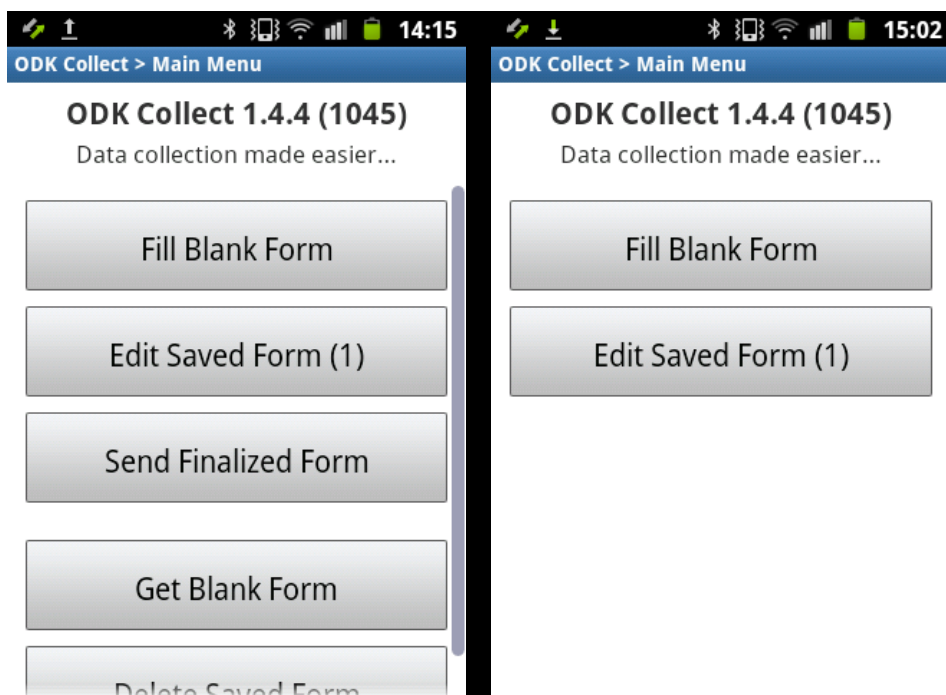
To hide buttons on the main menu click the **Settings** button on your phone and choose **Admin Settings**. You'll see the four buttons you can remove.



The four options are:

- Edit Saved Form
- Send Finalized Form
- Get Blank Form
- Delete Saved Form

Leave the first option (Edit Saved Form) ticked but uncheck the other options. Note: when you are uploading checked and finalised forms at the end of the day you will need to temporarily unhide the **Send Finalized Form** option. Also if you need to download a revised version of the form you will need to temporarily unhide the **Get Blank Form** option.

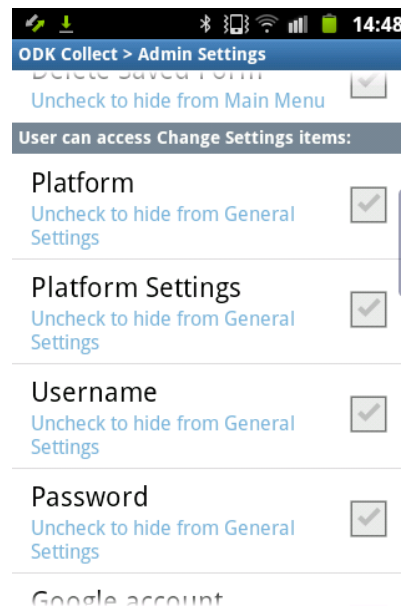


The images above show the default menu and the menu after making these changes (unchecking the 3 boxes).

Changing General Settings Options

Once the phone is correctly set up you should not need any of the following General Settings so these should be hidden from the list.

- Platform
- Platform Settings
- Username
- Password
- Google Account
- Auto send with Wi-Fi
- Auto send with network
- Constraint processing behaviour
- Default to Finalised
- Delete after send
- Enable hi-res video
- Show splash screen



Note: hiding these options from the displayed list of settings doesn't mean they are not set. **Default to finalised** for instance should have been set prior to fieldwork; hiding this option from general settings make it more difficult to accidentally change this setting.

This leaves just **Navigation** and **Text font size** which are options the interviewers should be able to set for themselves. The **Navigation** option allows them to choose between using Next/Previous buttons and using forward and backward swipes to navigate.

Changing Form Entry Items

There are some options that appear on the **Settings** menu during form entry. These should all be left as unhidden.

- **General Settings** – allows the user to display the general settings
- **Change language** – this is not relevant for the Ghana survey as the ODK system is only in English
- **Go To Prompt** – allows the user to display all questions and responses in a list
- **Save Form** – allows the user to save the form at the current position.

Finally there are two options that appear at the end of the questionnaire. These options are:

- **Name this form** – this should be hidden as we have designed the ODK system to automatically name the instance of the form with the PSU and Household IDs
- **Mark form as finalised** – this should happen automatically and we don't want to give the option of not finalising the forms once you reach the end so this option should also be hidden.

Uploading Finalised and Checked forms to the server

Once you have checked the completed forms and are satisfied that they are correct and after you have shared the compressed folder to your own phone via Bluetooth, you should try to upload these completed forms to the server. This must be done from each **each interviewer's phone** in turn.

You will first need to temporarily display the relevant menu option:

- Within ODK Collect, click the **Settings** button on the phone and choose **Admin Settings**
- Select the option **Send Finalized Form**
- Go back to the main menu where you should see the option **Send Finalized Form** and there should be a number in brackets indicating the number of forms waiting to be sent.

- Make sure this number tallies with what you expect – then click on the button to upload the forms.
- Go back to **Admin Settings** and hide the **Send Finalized Form** option from the main menu.

Downloading Revised ODK form

Although we have tried to produce a final version of the ODK system prior to fieldwork there may well be improvements and/or corrections that need to be made once it is fully tested in the field. When this happens you will receive notification that a new version is available and you will need to download this to all the phones for your team.

- Click the **Settings** button on the phone and choose **Admin Settings**
- Select the option **Get Blank Form**
- Go back to the main menu where you should now see the option **Get Blank form**. Choose this option.
- This will connect you to the server where you will see all versions of the Ghana IDD Survey. Select the one with the most recent date and click on **Get Selected**. Hopefully the download will be successful so click **OK** – otherwise please try again later.
- Go back to **Admin Settings** and hide the **Get Blank Form** option from the main menu.
- Instruct the interviewers to use this revised form from this point on reminding them to choose the version with the most recent date.

Household Checklist

For each PSU, interviewers will have a copy of a *Household Checklist* where, for each household they have been allocated in the PSU they will complete a row of the table. For each household they will enter the household ID (2-digit code), tick if the interview has been started, and tick if it was completed. If consent wasn't given even after revisiting, they should tick in the **Refused** column – in this case there should not be a **Completed** tick. If they needed to revisit the household, perhaps because an appropriate respondent wasn't available on the first visit, then they should enter the number of revisits made. They should tick if a salt sample was collected and enter the number of urine samples collected – enter zero in this column if no urine samples were collected. Finally there is a column for comments.

The table below shows an example of how this table might be completed:

HH #	Interview-started	Interview completed	Refused	# of Revisits	Salt sample	# Urine samples	Comments
01	✓	✓			✓	0	No women in fertile age in the household
02	✓	✓		2	✓	3	Nobody home initially
03	✓		✓	1			Household head did not want to be part of the survey. Revisited with supervisor but same outcome.

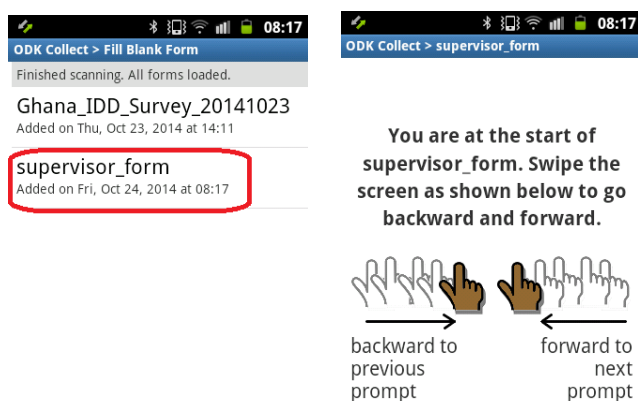
The supervisor will have a separate checklist and at the end of each day you should collect the information from the interviewers in your team. The checklist is similar to the one for the interviewers but there are two columns – **Checked** and **Uploaded** – that replace the **Comments** columns. Be sure to complete the PSU number, the Date completed and the Team ID at the top of the form. Transcribe the information from the interviewers' checklists. Then, once you have done the data checks listed earlier in this manual you should tick the **Checked** column; and finally once you have uploaded the data to the aggregate server you should tick the **Uploaded** column.

There is space at the bottom to record a GPS reading for the PSU. In some areas it may be difficult to record GPS readings in all households, in which case it is the supervisor's responsibility to make repeated attempts to obtain at least one reading during the day and record it on this form.

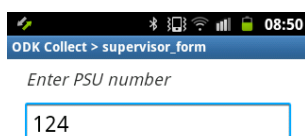
There is also space to record any major comments, for example regarding expected and observed number of urine samples. An example of this form is shown on the next page.

Once you have completed the Household checklist for supervisors you should complete the short supervisor's form on your phone.

- Open ODK Collect and choose **Fill Blank Form**
- Select **supervisor_form**

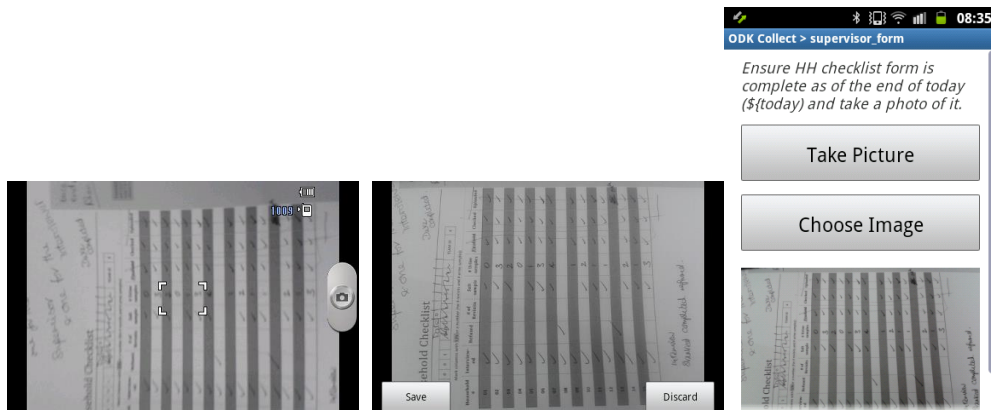


- After the initial intro screen enter your unique supervisor code.
- On the next screen confirm your name.
- Then enter the PSU number – for this enter the number without the leading "G" – i.e. enter just the 3 digits.



- On the next screen click on **Take Picture** – this will open the camera app on your phone.

- Lay the household checklist on a flat surface with sufficient light source and hold the phone directly above it so the whole of the form, including the PSU number, is within the frame, then take the photo;
- Check that the image is clear, then click on **Save**; if any of the form is not clear then choose **Discard** and try again.



Note: It is important that the image is clear; you may need to make sure you find a good source of light to capture an image that is clear enough.

- Finally record the location by trying to capture the GPS coordinates.
- Save the form and exit.
- Choose **Send Finalized Form** to upload the form to the server – for this you will need to temporarily adjust the **Admin Settings** as described earlier to unhide the button from the main menu.

PSU =	G			
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DATE COMPLETED					
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TEAM ID	
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Mark columns with tick/check ✓ or a number (for # revisits and # urine samples)

Household #	Interview-Started	Interview Completed	Refused	# of Revisits	Salt sample	# Urine samples	Checked	Uploaded
01								
02								
03								
04								
05								
06								
07								
08								
09								
10								
11								
12								
13								
14								
15								
16								

Latitude: _____ Longitude: _____

Altitude : _____ m Accuracy : _____ m

<u>Important Notes</u>
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Device Numbers

For the survey there will be six teams each comprising three interviewers and one supervisor. Each member of the team will have a code between 1 and 24. Each phone will have a number on the back corresponding to the code for the interviewer or supervisor. Each team will also be allocated a spare phone. If an interviewer needs to use one of the spare phones for whatever reason, he/she should still continue to use his/her original code when completing the questionnaires.

The phones are distributed as follows:

	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6
	01	05	09	13	17	21
	02	06	10	14	18	22
	03	07	11	15	19	23
Supervisor	04	08	12	16	20	24
Spare	25	26	27	28	29	30

In addition there will be 3 phones numbered 31 to 33 which are reserved for the field coordinators.