

Field Procedures

Objectives of the module

By the end of this module, you will be able to:

- Describe field procedures for a typical data collection day, from pre-departure to leaving the survey area.
- Document cluster-specific notes using a Cluster Control Form.
- Manage the most common special cases that might be encountered in the field.

Group Exercise:

Procedures in the Field

1. **Preparation:** What to do before arriving in the field?
2. **Arrival in the village:** What to do upon arriving at the village?
3. **Selection of households:** Methods (brief recap).
4. **Data Collection:** What to do once at the HH?
5. **Leaving the field:** What to do before leaving the survey area?

Step 1: Pre-departure Preparation

What to do before getting to the survey area ?

- ❑ **Calibrate** measurement tools.
- ❑ **Equipment functioning.**
- ❑ Printing of all **questionnaires** and **referral forms** (2 copies).
- ❑ All material **packed** in vehicles.
- ❑ **Vehicles** well equipped.
- ❑ Accommodation booked, if necessary.
- ❑ Trip **details**, cell phones and contact information.

Expect the unexpected!



Step 2: Arrival in Village

What to do upon arriving at the village ?

- Meet with the chief/village representative.
- Explain what the survey is about & objectives.
- Explain the methodology for selecting the households and children to survey.
- Explain what data is collected and how it will be collected.

Step 3: Household Selection

- One of the two methods can be used to select households in the field:
 - ▣ Simple random sampling.
 - ▣ Segmentation followed by simple random sampling.

The method of selecting households is defined **a priori**.

Household Definition

- Decide on a “statistical household” with **local context** in mind.
 - ▣ E.g.: “A person or a group of persons, related or unrelated, who live together and share a common source of food” (DHS Tanzania)
- Other examples:
 - ▣ Those who contribute to the common economy of the HH.
 - ▣ Those who sleep under the same roof for the past 3 days.

The HH definition must be defined **BEFORE** the start of the survey.

Step 4: Data Collection

What to do once in the household?

- Explain the **objective** and the **purpose** of the survey.
- Ask **informed consent**.
- Start with the least sensitive information.
- Measure **ALL eligible children** living in the household.
- Refer children to a clinic/ hospital in cases of severe and moderate malnutrition.
- Complete the cluster control form.

Cluster Control Form Template

CLUSTER CONTROL FORM

Province: _____ District: _____ Village/Camp: _____ Cluster #: _____ Team number: _____

Date of sampling: ____ / ____ / ____

HH no	Head of HH name	First Visit Outcome 1 = completed 2 = partly completed 3 = refused 4 = absent*	Number of eligible children	Number of eligible children measured	Household needs to be revisited Yes or No	Household re-visited Yes or No	Second Visit Outcome (If necessary) 1 = completed 2 = partly completed 3 = refused 4 = absent	Comments
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

* If household or eligible child are absent, team should re-visit the household once before leaving the village to conduct the interview and/or measure the child.

Step 5: End of data collection

- Revisit any household in which a child or the whole family was absent at the first attempt at least once before leaving the village.
- Team leader reviews and signs all forms.
- Make sure all the equipment is in the vehicle.
- Thank the chief of the village or the representative for their collaboration.

Special Cases

- ❑ Polygamous families
- ❑ Compounds
- ❑ Not possible to visit the selected household
- ❑ No children in the household
- ❑ Empty house (Absent versus Abandoned)
- ❑ Absent children
- ❑ Children with disability/handicap
- ❑ Child in a centre/institution

Polygamous families

- **Clear definition of « household » should be agreed upon** in planning stage of the survey.
 - ➔ Use the **common definition** to determine the number of households in a polygamous family.
- If a polygamous family contains different households, each household should be included separately in the list for household selection.

Compounds

- Once again, a **precise definition of households** helps determine the number of HHs in each compound.
- When building the list for households prior to data collection, team leaders should:
 - ▣ Explain the meaning of HH used in the survey to local authorities or representatives.
 - ▣ Include all HH of the village in the list; avoid including only compounds.

Not possible to visit selected HH

- ❑ Refusal.
- ❑ Re-direction of team to include particular HH and omit others.
- ❑ Access.

What to do?

- ❑ Proceed to the next **selected** HH.
- ❑ **DO NOT REPLACE THE HOUSEHOLD WITH ANOTHER ONE!**

In calculating the survey size, we account for the fact that some households will not have eligible children.

No Children in the Household

- Complete the cluster control form:
 - Record the household number.
 - Note that the number of eligible children was zero (0).
- If combined survey, collect the household related data.
- **DO NOT REPLACE THE HOUSEHOLD WITH ANOTHER ONE!**

Abandoned vs. Absent Households

Absent Household

- Household **recently inhabited** but is **currently empty**.

Ex. some members have slept there the previous night but were absent on the day of the survey.

Abandoned Household

- Generally, abandoned households have **not** been **occupied** for a **long period of time**.

Abandoned Household

- **IGNORE ABANDONED HOUSEHOLDS.**
 - ▣ **Skip house and continue to the next household** if doing systematic random sampling or choose a replacement household from the Random Number Table if doing simple random sampling. Do NOT fill out *Cluster Control form* .
- Remove all abandoned households before HH selection. They should **not be included on the list of households.**

Absent Household

- **DO NOT REPLACE ABSENT HOUSEHOLD.**
 - ▣ **Fill in the Cluster Control form as absent and continue to the next household** according to the sampling procedure.
- **Team should return to the HH** before leaving the village, to see if residents are back.

Absent Child

- ▣ If a child is absent at the time of the survey, record it on the questionnaire.
- ▣ Fill out the ***Cluster Control form*** indicating that eligible child was not measured.
- ▣ If combined survey, **collect the other household related data.**
- ▣ Tell the mother that you will return later that day - continue to look for missing children until your departure from the survey area.

Child with Disability/Handicap

- Include disabled children who are eligible.
- Determine if it is possible to measure all anthropometry indicators:
 - ▣ If not possible to measure height and weight, then give an ID number, record data as missing and report the reason.
 - ▣ All other data that is not influenced by the disability should be collected.
- If combined survey, collect the other household related data.

Child in a Center/Institution

- Record that a child is absent because they are at a nutrition or health centre.
- Try to find out about the nature of disease – is it related to malnutrition?
- **Collect all other information**
 - ▣ Measure the other eligible children in the household.
 - ▣ If combined survey collect the other household related data.