

Data Bridges

Assessments & Monitoring Survey module
User Manual



World Food
Programme

SAVING
LIVES
CHANGING
LIVES



July 2025

FOREWORD

This user manual is intended to complement workflow specific (assessment, monitoring) guidance. Users should refer to this guide whenever facing doubts on the functioning of the system or when first approaching the use of DataBridges for managing survey data. The "household module" goes beyond household surveys, and covers all assessment and monitoring surveys with different units of an analysis, such as individual, household, and site. Other survey types (Market functionality, Prices, Retailer Performance) are managed under other DataBridges modules.

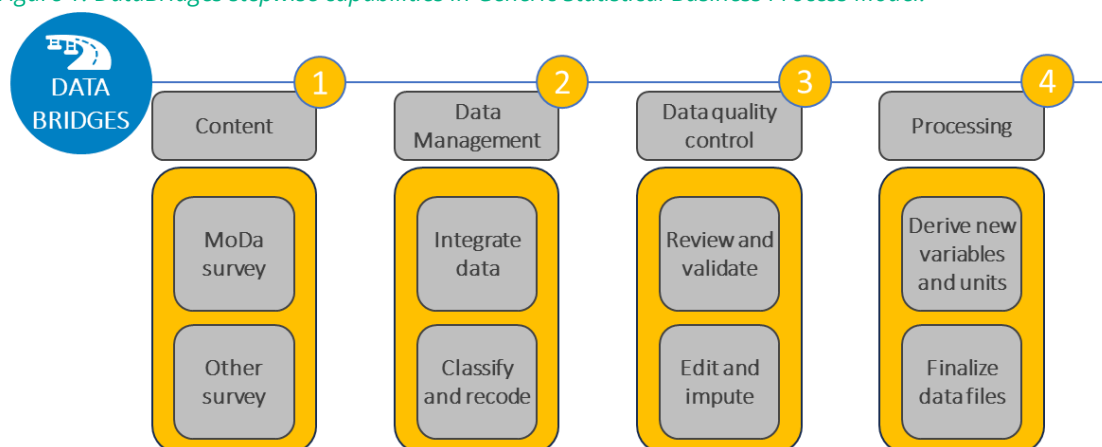
CONTENTS

INTRO	4
WHAT IS DATA BRIDGES?	4
LOG-IN AND HOMEPAGE	6
WHO SHOULD ASK FOR A ROLE IN DATABRIDGES?.....	6
USER ROLES	8
CORE JOURNEY	8
BASE XLSFORMS.....	8
1. Adding a Base XLSForm.....	9
2. List of Base XLSForms.....	10
3. Details of a Base XLSForm	10
4. Field list in Base XLSForms.....	11
5. Choice list in Base XLSForms	12
6. Exporting Base XLSForms.....	13
7. Linked Forms to a Base XLSForm.....	14
8. Actions in Base XLSForm	14
9. FAQ on Base XLSForms.....	15
COUNTRY OFFICE FORMS	17
1. Adding a CO XLSForm (XLSForm Schema).....	17
2. Details of a CO Form	18
3. Field list in a CO Form	18
4. Choice lists in a CO Form	20
5. Field Mapping: mapping questions in a CO Form.....	20
6. Choice List Mapping: mapping choices in a CO Form	23
7. Exporting a CO Form	24
8. Linked surveys to a CO Form.....	25
CONNECTING MoDA AND DATABRIDGES	25
SURVEY DATA	26
1. Adding surveys	26
2. CSV data source	28
3. MoDA data source	29
4. Approval and survey status	30
5. FAQ on Surveys.....	32
SETTINGS SECTION	34
HELP SECTION.....	34
SUGGESTED DATA MANAGEMENT STRUCTURES	34
REQUESTS FOR SUPPORT	37

Intro

This manual aims at supporting users in managing assessment and monitoring survey data through a guided, efficient, and conscious selection of metadata. The manual guides users in the practical understanding and use of the Data Bridges platform, which manages four main steps of the evidence generation process: content collection (i.e. MODA survey/questionnaire), data management (i.e. coding and classification of collected data), data quality control (i.e. validation and edit/impute) and processing (i.e. disposal of data files and variables for analysis and use).

Figure 1: DataBridges stepwise capabilities in Generic Statistical Business Process Model.



Survey data added to DataBridges is made accessible in different formats (Tableau data source, JSON response to an API request) or **directly passed to downstream applications** (e.g.: DataBridges CoreEngine module, DataLibrary, DataViz, Hunger Map Live).

What is Data Bridges?

Data Bridges is a modular web-based tool that allows users in the field to manage data generated within different processes, such as Market Functionality assessments, Market Price Monitoring, Asset Monitoring, as well as Monitoring and Food Security assessment **survey data**, harmonizing it with common standards and corporate requirements (e.g.,

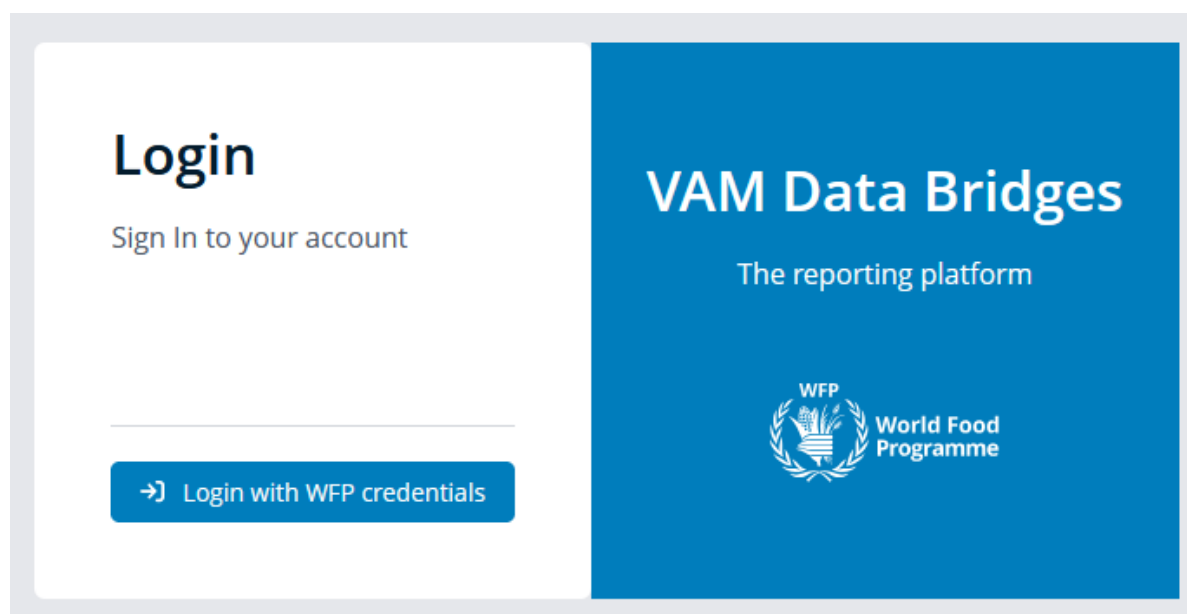
Indicator Compendium, Minimum Monitoring Requirements). Through this harmonization, the application ensures the right data is available within the right corporate platforms. This helps users to **reduce time and effort** in the survey data management and data analysis phases, improving the **quality of data** and enabling **data comparability** for decision-making. The adoption of the Data Bridges is a crucial step to enforce **automation**, data reliability and quality in the evidence generation process, from survey planning to data collection, data analysis and visualization.¹

¹ The Generic Statistical Business Process Model of UN Stats and UN ECE remains a core guidance for the definition of the overarching process.

Log-in and homepage

When accessing [DataBridges platform](#), user can log in using their WFP credentials.

Figure 2: DataBridges login page.



WFP users will access the platform using their corporate credentials, but they will not be assigned a specific role.

To use the application and its features, you will need a **user role** to be assigned to you by a **system administrator**. Requests for access, to be raised via [dedicated Microsoft Form](#), wfp.vaminfo@wfp.org or in the DataBridges [Teams channel](#), will be routed to Regional or Global focal points.

Who should ask for a role in DataBridges?

Intended users of DataBridges are officers and assistants with a delegated authority on data management for specific data domains. Data domains that are covered by the household module include all types of food security assessment and programme monitoring surveys supported by VAM, Monitoring officers and assistants, including ad-hoc thematic surveys.

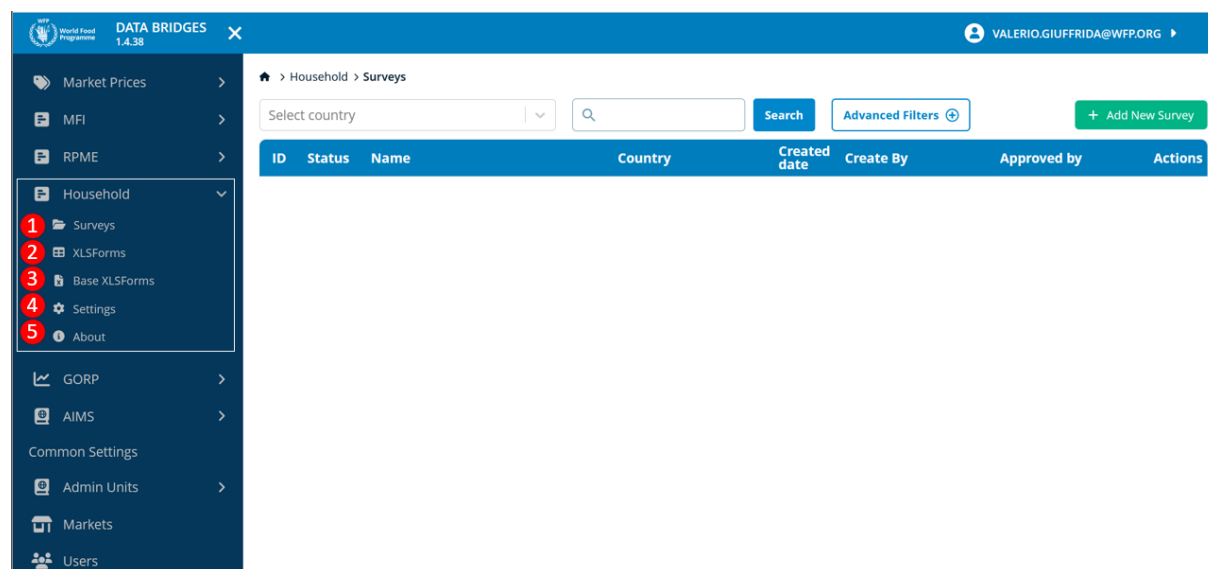
When requesting access to DataBridges kindly indicate your functional unit, country(s) covered, and type of data to be managed, ensuring the line-manager and reporting responsibilities are reflected in the request.

Once access is granted, users will be able to see, and, based on their role, manage different components of the household survey under the following 5 sections:

Use the below links to navigate directly to the dedicated section of the guidance.

1. [Survey data](#)
2. [CO questionnaire – CO XLSForm](#)
3. [HQ standard questionnaire – Base XLSForm](#)
4. [Settings](#)
5. [About – Help page](#)

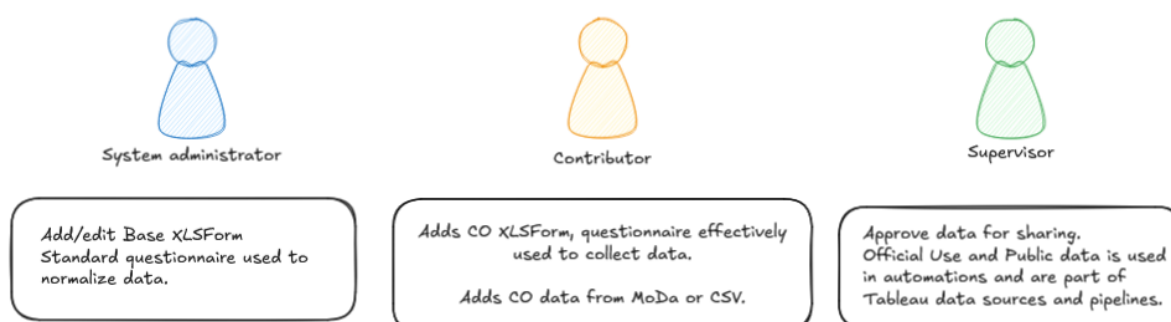
Figure 3: household module survey landing page.



User roles

Each **user role** is linked to different permissions, corresponding to the responsibilities carried by the user in its office.

Figure 4: User roles in DataBridges.



Core Journey

To upload data in the Household Module of DataBridges, the basic journey is covered by these three (3) roles and the following four (4) actions:

- Add a Base Form
- Add a CO Form
- Add survey data
- Approve survey data

Base XLSForms

Base XLSForms serve as the basis for the standardization and must be aligned with the naming conventions of [Survey Designer](#). Base XLSForms are managed by administrators designated by the business owner of the survey type (e.g.: monitoring focal points for monitoring surveys).

These XLSForms must respond to the XLSForm standard, respecting its implementation and formatting rules (see <https://xlsform.org/>).

Each form corresponds to a template for calculating indicators, creating a Tableau data sources and, ultimately, integrating data in automation pipelines delivering results to data visualization platforms.

Data brokered by DataBridges into other systems or accessed from DataBridges will follow the Base XLSForm naming convention, rather than the original one used during data collection.

This process of **normalization** requires mapping the CO XLSForms (actual questionnaire) against the Base/standard one².

Country Office users are not required to take action in the Base XLSForm section of Data Bridges. They are however required to familiarise with its content, namely the list of XLSBaseForms available to carry out mapping of their surveys in the following steps of the process.

Modifications to the Base XLSForm should be operated only after Codebook Governance review, Codebook modification in Survey Designer and inclusion of questions that will be considered standard for that type of survey. For any modification requests or suggestions kindly refer to the [Survey Designer documentation](#) on the VAM Resource Centre.

Generally, there should be only one active Base XLSForm for each type of survey at a time (e.g.: Food Security Assessment, Outcome Monitoring, FSOM, ENA....etc.). Older versions of the Base XLSForms for each type of survey should be archived.

1. Adding a Base XLSForm

When adding a Base XLSForm, the user will have to provide Category and Type metadata through a guided procedure, to ensure it is easily discoverable and intuitively linked to the right data collection exercises.

Administrator rights

Only **administrators** can upload Base XLSForms, which need to be well structured. The upload process will require to indicate category and type.

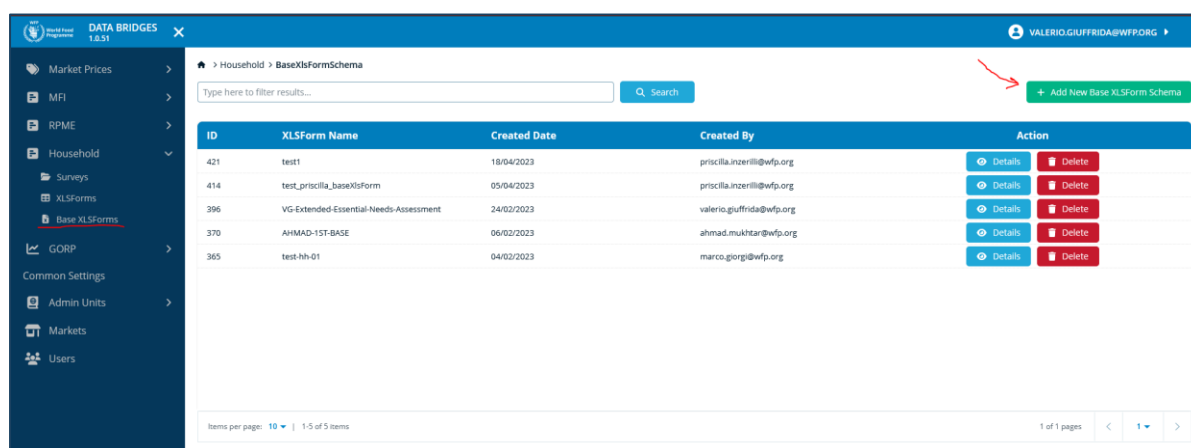
² Future implementations will include also the possibility to map the HQ form to a CO form, which should be easier for users that are familiar with the standard and less so with the Country Office actual implementation of the data collection tool.

Categories are used to distinguish macro-areas of data collection, such as Vulnerability Assessment or Monitoring.

Types are used to further specify the questionnaires referring to this template, such as an Activity Implementation Monitoring and Outcome Monitoring.

The administrators are therefore responsible for updating the corporate standards of data collection, affecting corporate reporting requirements. **Modalities** are not distinguished at this stage, as it's expected that surveys carried via different Modalities (phone vs. personal interviews) will follow the same standards.

Figure 5: DataBridges Base XLSForms list.



ID	XLSForm Name	Created Date	Created By	Action
421	test1	18/04/2023	priscilla.inzerilli@wfp.org	Details Delete
414	test_priscilla_baseXlsForm	05/04/2023	priscilla.inzerilli@wfp.org	Details Delete
396	VG-Extended-Essential-Needs-Assessment	24/02/2023	valerio.giuffrida@wfp.org	Details Delete
370	AHMAD-IST-BASE	06/02/2023	ahmad.mukhtar@wfp.org	Details Delete
365	test-hh-01	04/02/2023	marco.giorgi@wfp.org	Details Delete

2. List of Base XLSForms

The list of Base XLSForms is visible to all users, granting access to metadata such as the details of the form, the list of fields (questions) contained in the form, the lists of choices, the ability to export the standard form, and to see which CO forms are linked to it. Users can further refine the search with a free-text field search, operating on the Base XLSForm name, and by visualizing the Base XLSForms that were archived.

3. Details of a Base XLSForm

The details of a Base XLSForm can be accessed by clicking on its row in the list. This will show some details on the XLSForm uploaded and allows to edit category, type and name. If Category and/or Type are edited, this change will be reflected to all linked CO forms and surveys. As such, users will not be required to take any action, and all forms will remain discoverable.

Figure 6: Details of a base XLSForm.

[Home](#) > [Household](#) > [BaseXlsFormSchema](#) > 1872

Details

Field list

Choice list

Export

Linked forms

Name:	Market Diversion Monitoring - Escalation System - 20241129
Category:	Monitoring
Type:	Process monitoring
Created by:	valerio.giuffrida@wfp.org
Created date:	29-11-2024 10:21
Updated date:	N/A
Archived:	No

Edit

4. Field list in Base XLSForms

The details of a Base XLSForm include a list of all the questions that are part of it, excluding groups. Groups and sub-groups remain visible in the drop-down menu’ at the top of the page, which can be used to filter questions by selecting a group or sub-group in which they’re included.

Administrator rights

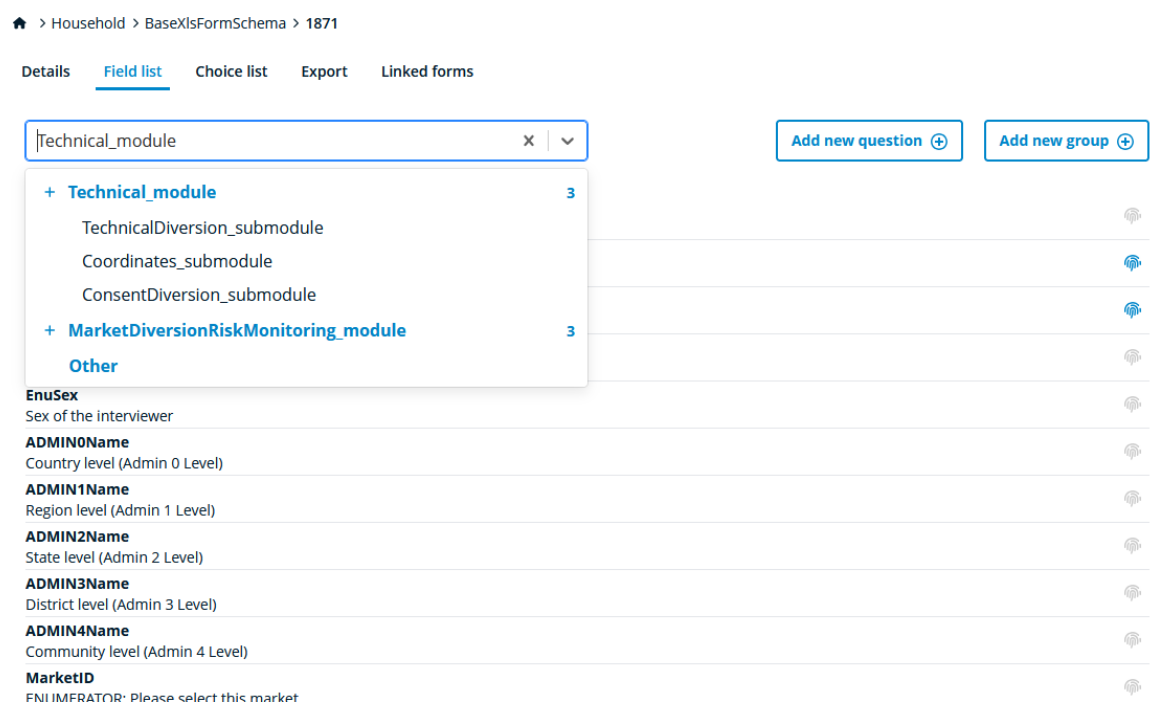
From the field list page, **administrators** can [add new questions and groups](#) in line with the editing supervised in the Codebook Governance service. **Administrators** can also [change the confidentiality level of specific questions](#).

Next to each question, a grey fingerprint indicates questions that are not considered sensitive. Blue fingerprints indicate sensitive questions that will generate sensitive data and hence are

hidden from outputs. Only administrators can change this option.

Application Programming Interfaces (API) of DataBridges that output data will hide fields marked as sensitive. If you need access to this data, share your request in the DataBridges support channels (Email, or Teams).

Figure 7: List of questions in Base XLSForm.



Household > BaseXlsFormSchema > 1871

Details **Field list** Choice list Export Linked forms

Technical_module x v

+ **Technical_module** 3

- TechnicalDiversion_submodule
- Coordinates_submodule
- ConsentDiversion_submodule

+ **MarketDiversionRiskMonitoring_module** 3

Other

EnuSex
Sex of the interviewer

ADMIN0Name
Country level (Admin 0 Level)

ADMIN1Name
Region level (Admin 1 Level)

ADMIN2Name
State level (Admin 2 Level)

ADMIN3Name
District level (Admin 3 Level)

ADMIN4Name
Community level (Admin 4 Level)

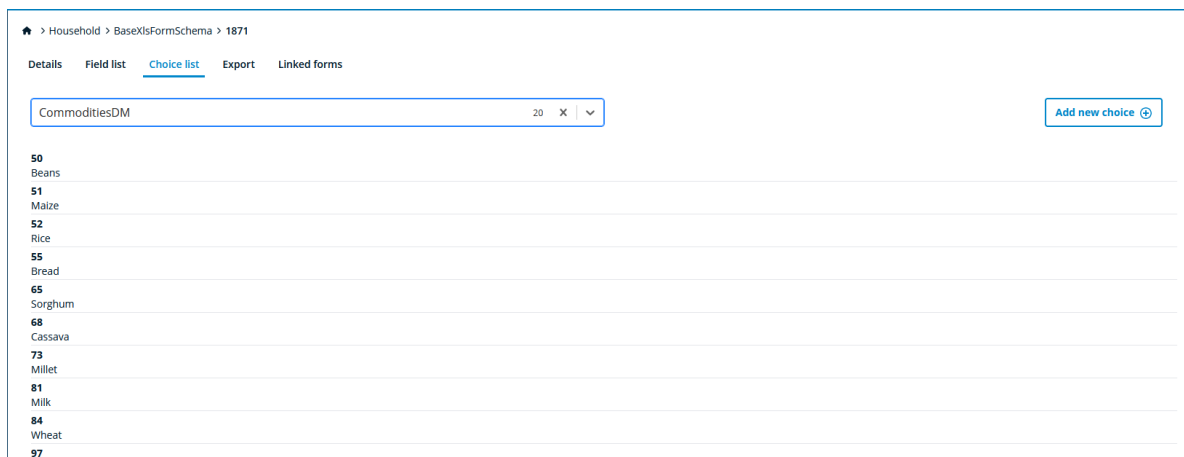
MarketID
FNI IMFRATOR: Please select this market

Add new question + Add new group +

5. Choice list in Base XLSForms

The details of a Base XLSForm include a list of all choice lists, with their respective options. Users can browse the choice lists by name and label from a drop-down menu, which also indicates the number of options available in each list. Once a list is selected, the user will view option names (in bold) and labels right below.

Figure 8: Choice list tab in Base XLSForm details, showing list of options in selected choice list "CommoditiesDM".



Household > BaseXlsFormSchema > 1871

Details **Choice list** Field list Export Linked forms

CommoditiesDM 20 x v

Add new choice +

50
Beans

51
Maize

52
Rice

55
Bread

65
Sorghum

68
Cassava

73
Millet

81
Milk

84
Wheat

97
-

This list of options will be used as a standard and will be available to Country Office users

Administrator rights

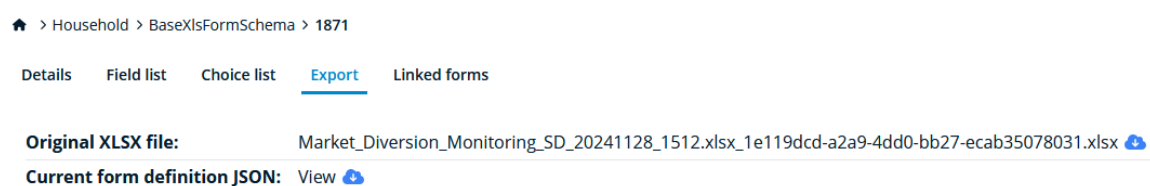
From this page, **administrators** can also add new choice options within the list, in line with the editing supervised in the **Codebook Governance service**.

who want to recode the CO specific options used in their CO Form.

6. Exporting Base XLSForms

The details of a Base XLSForm include a link to the original XLSX file used to create/upload the survey/questionnaire. This may be modified only by administrators. Moreover, the details of the form are parsed into JSON format, and the first 20 items can be explored from this export page.

Figure 9: Export tab of Base XLSForm details.



It should be noted that to access the full JSON definition of the XLSForm, users will need to connect to APIs³.

The JSON definition accessed here does not aim to represent the entire XLSForm and will include only questions and choice names, the selected label for both choices and questions, and the question type. Other fields, such as relevancy, constraints, appearance, and similar XLSForm properties will be skipped.

When a form is modified by an administrator, the original questionnaire will be flagged as “edited”, as the XLSX file downloaded from DataBridges will not include the fields added manually. The XLSX file downloaded will remain the original questionnaire uploaded even if this has been modified⁴.

³ As API access is restricted to System-to-system integration, an export function from Data Library is under development.

⁴ DataBridges does not cover for all XLSForm authoring capabilities. As such, we expect modifications of administrators are merely reflecting modifications done in MoDa or Survey Designer manually. In the future, an automated integration will be designed and implemented.

7. Linked Forms to a Base XLSForm

Base XLSForm are used by multiple country offices and country office forms, therefore it will be possible for a user to trace back the list of CO Forms uploaded in DataBridges and linked to each individual Baseform. This remains visible to all users.

Figure 10: Linked forms tab of Base XLSForm details.

🏠 > Household > BaseXlsFormSchema > 1871

Details Field list Choice list Export Linked forms

This base XLSForm is linked to these CO XLSForms:

MDM - RBD - APPMF - 2024-12-04

MDM including escalation - RBD - 2024-12-04 (INVALID)

MDM including escalation - Monitoring - RBD - 2024-12-04

TEST - RBD Market Diversion Monitoring - Programme monitoring part

RBD - Market Diversion Monitoring - PM - 20241217 (INVALID)

Mali - Market Diversion Monitoring - PM - 20241217

BFA - Market Diversion Monitoring - PM

Burkina Faso - Market Diversion Monitoring - PM - 20241223 (INVALID)

Burkina Faso - Market Diversion Monitoring - PM - 20241223

Such internal references help navigation, and guide the review of existing Forms in relation to standard base XLSForms. This is particularly useful when the Base Form is updated by an administrator, allowing the users to identify the affected CO Forms.

8. Actions in Base XLSForm

From the list of BaseXLSForms, **administrators** can also perform some additional actions.

Figure 11: Action dropdown in the list of base XLSForms.

🏠 > Household > BaseXLSFormSchema

☐ Show archived

ID	Name	Created Date	Created By	Action
1872	Market Diversion Monitoring - Escalation System - 20241129	29/11/2024	valerio.giuffrida@wfp.org	📄
1871	Market Diversion Monitoring - PM - 20241129	28/11/2024	valerio.giuffrida@wfp.org	🔍 Details
1831	SFP - Partner Nutrition Data Collection - TEST	26/09/2024	valerio.giuffrida@wfp.org	✏ Edit
1801	Remote Programme Monitoring - Final - 20240827	27/08/2024	valerio.giuffrida@wfp.org	🗑 Archive
1719	MFI - Reduced - 1.0	12/07/2024	valerio.giuffrida@wfp.org	🗑 Delete

- **Archived** forms can be found by clicking on “Show archived”, conversely hiding non-archived forms from the list. Archived forms will not be immediately visible in XLSForm and Survey pages, decluttering those long lists.
- **Deleting** a form also doesn’t affect the existing linked forms and surveys but prevents adding new forms and surveys to that base or update the mapping with a CO form. This form of “soft delete” **cannot be reverted**.

Administrator rights

From this page, **administrators** can **Edit**, as covered in previous sections, **archive** and **delete** Base XLSForms.

9. FAQ on Base XLSForms

During the upload of Base XLSForms, different issues can surface. DataBridges will return errors and warnings as part of the upload process. Reporting those back to a system administrator helps the troubleshooting process.

In case your upload of a Base XLSForm is blocked, check:

- **Test the form in MoDa**, ensure it is properly formatted. To do so, you can also rely on [this ODK tool](#).
- **Questions are unique**: only one question with the same name is allowed by DataBridges. XLSForms, on the other hand, are considered otherwise valid if questions are duplicate within different groups. As DataBridges excludes group names from variable names, questions with duplicate names are flagged as duplicate even if in different groups.
- **Choices are unique**: within the same choice list, there cannot be multiple options with the same choice name.

- **No empty labels:** questions and choices must always have text labels populated.
- **Clean XLSForm template:** No additional sheet than **choices**, **survey** and **settings** are allowed in the XLSForm.

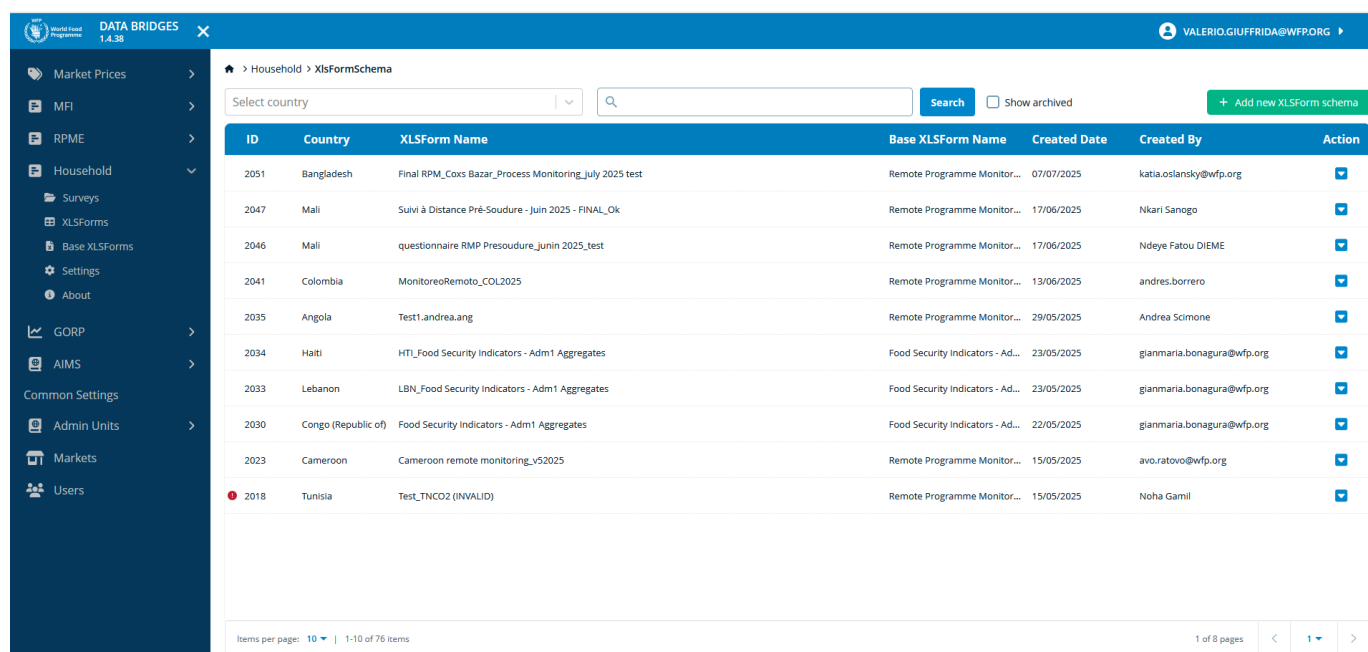
Country Office Forms

From the “**XLSForms**” section, the user (contributor, supervisor or administrator) can upload a questionnaire that is used to collect data. This must follow the XLSForm standard (<https://xlsform.org>), ideally generated through Survey Designer to ensure full alignment with the latest standard forms according to each survey category and type.

Users can use this section to map their XLSForm content with the (standard) Base XLSForm of the corresponding survey category and type.

Adding a CO Form is required and advised in the case a new form is rolled out for data collection on MoDa. It is a necessary step to prepare for a data collection exercise and should be carried out before it starts. If multiple data collection exercises use the same form, it is recommended to re-use the same CO XLSForm submission in DataBridges, which will facilitate consolidated analysis and reduce the need for manual mapping. This means that multiple “Surveys” can make use of the same XLSForm, or “*schema*”.

Figure 12: List of country office forms in XLSForm section.



ID	Country	XLSForm Name	Base XLSForm Name	Created Date	Created By	Action
2051	Bangladesh	Final RPM_Coxs Bazar_Process Monitoring_July 2025 test	Remote Programme Monitor...	07/07/2025	katia.oslansky@wfp.org	
2047	Mali	Suivi à Distance Pré-Soudure - Juin 2025 - FINAL_Ok	Remote Programme Monitor...	17/06/2025	Nikari Sanogo	
2046	Mali	questionnaire RMP Presoudure_Juin 2025_test	Remote Programme Monitor...	17/06/2025	Ndeye Fatou DIEME	
2041	Colombia	MonitoreoRemoto_COL2025	Remote Programme Monitor...	13/06/2025	andres.borrero	
2035	Angola	Test1.andrea.ang	Remote Programme Monitor...	29/05/2025	Andrea Simone	
2034	Haiti	HTL_Food Security Indicators - Adm1 Aggregates	Food Security Indicators - Ad...	23/05/2025	gianmaria.bonagura@wfp.org	
2033	Lebanon	LBN_Food Security Indicators - Adm1 Aggregates	Food Security Indicators - Ad...	23/05/2025	gianmaria.bonagura@wfp.org	
2030	Congo (Republic of)	Food Security Indicators - Adm1 Aggregates	Food Security Indicators - Ad...	22/05/2025	gianmaria.bonagura@wfp.org	
2023	Cameroon	Cameroon remote monitoring_v52025	Remote Programme Monitor...	15/05/2025	avo.ratovo@wfp.org	
2018	Tunisia	Test_TNCO2 (INVALID)	Remote Programme Monitor...	15/05/2025	Noha Gamil	

1. Adding a CO XLSForm (XLSForm Schema)

Using the top right corner button, COs can add an XLSForm to DataBridges. This will be available to the CO and RO users only. The questionnaire should be exactly the same as the one used for collecting data in MoDa. this CO XLSForm, also called XLSForm Schema,

will be a reference point for COs when data collection begins in Data Bridges to match the form uploaded with either the data content of the survey available in MoDa (automatically) or shared from other data collection tools and uploaded as CSV (manually). If the questionnaire doesn't match the data content shared, such as the dataset having more columns, it will not be possible to import it in DataBridges. For this reason, it is required to ensure no further changes will be made to the data collection tool used in MoDa once the CO XLSForm mapping step has been completed.

If updating the CO XLSForm should be unavoidable, two approaches for updating CO Forms during the data collection remain possible: 1) administrators can add the new questions to the existing CO Form; 2) contributors can add a new CO XLSForm and a new Survey to DataBridges. These are detailed later in this guide.

When adding the form, the CO user will be asked to indicate the corresponding category and type, allowing to link it to a Base XLSForm. For this reason, it is important to know which Base XLSForm will be used for the data collection exercise in question. Additionally, the user will have to include is **a clear, distinctive name** for their XLSForm, for which it is advised to indicate the type of exercise, as well as the round and version of the form. E.g.: Togo – 201902 – Enquête Harmonisée sur le Conditions de Vie des Ménages – V2. This title will be particularly important in the next phase, as it will allow the CO user to identify the correct XLSForm to use for an upcoming data collection exercise.

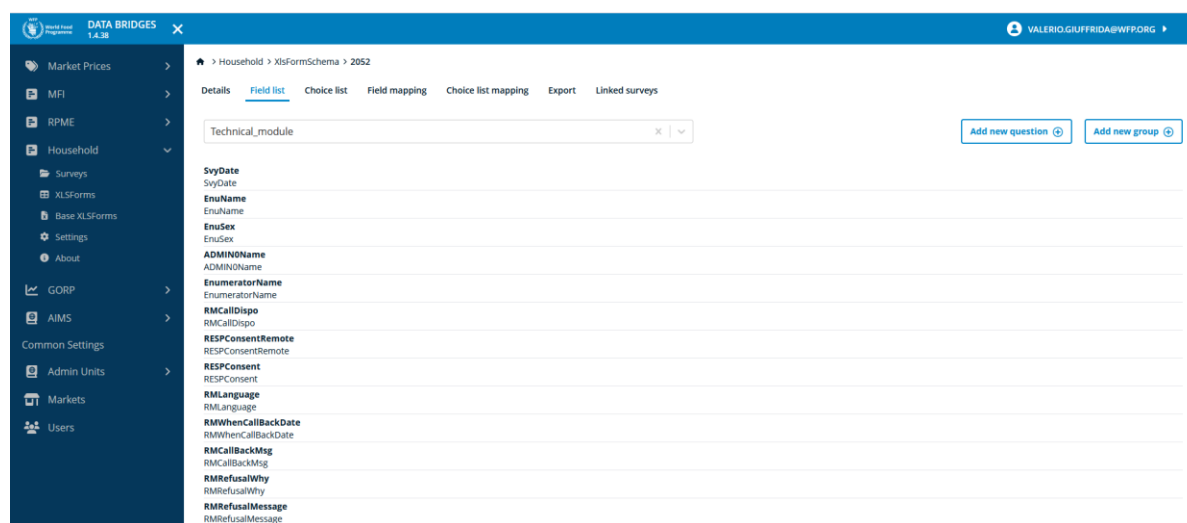
2. Details of a CO Form

Details of the CO form will include its **name, country, Base XLSForm** (clickable link), **Category, Type, date of creation, name of creator, update date** and if **archived**.

3. Field list in a CO Form

In this section the user can review the list of all questions included in the uploaded XLSForm.

Figure 13: List of CO questions in the "Technical_module" of an XLSForm.



On the top left it is possible to filter the list of questions by group, which also shows, next to the group name, the number of questions included and the subgroups that can be explored. These, in HQ forms, correspond to Survey Designer Modules and Sub-Modules as will be the case for COs that have adopted a fully standardised questionnaire from Survey Designer. If a CO XLSForm is not fully standardised, this list will contain some fields that will be specific to the CO context. If you believe there are some fields missing from the list, double check the XLSForm to ensure all “names” and “labels” have been entered correctly and reupload the form to Data Bridges to carry out the mapping step again.

Exceptionally, administrators will also be able to add new groups and new questions to the Field lists, that will be made available for the

Administrator rights

Only administrators have the ability to add new groups and new questions in CO Forms (XLSForms).

mapping step in Data Bridges (explained in paragraph 5 here below). This flexibility allows administrators to update an XLSForm based on updates operated in data collection platforms (MoDa) after the upload of an XLSForm Schema has taken place. This is only recommended for minor modifications⁵, as carrying multiple modifications is both time consuming and risky for the maintenance of the Form, increasing the risk of errors and/or misalignment with the form in MoDa, which will result in blocking the

⁵ Minor modifications can include the addition of few questions (a dozen), minor submodule that do not change the flow of the data collection interview.

fetching of the data. If this case should emerge, it is recommended to upload a new XLSForm and restart the mapping steps.

4. Choice lists in a CO Form

In this section, users can access and review the choice lists of a CO Form. All users will see the list of options, filtered by choice list name and label. Items in the drop-down list include the count of options available. After selecting a choice list from the drop-down menu⁶, users will see the list of options with name (in bold) and label.

Administrators will be able to add options to these questions, specifying name and label⁶.

5. Field Mapping: mapping questions in a CO Form

The mapping feature is a central feature of the Data Bridges platform and can be performed by supervisor or administrator users. It allows users to open the list of questions available in the CO XLSForm (right side of the page), and map them one to one to their corresponding question, if available, from the Base XLSForm (left side of the page). Each question from the XLSForm can only be mapped to one question in the Base XLSForm or used in a single calculated field. The “Calculate” option in the mapping schema allows users to map multiple CO questions to one Base question.

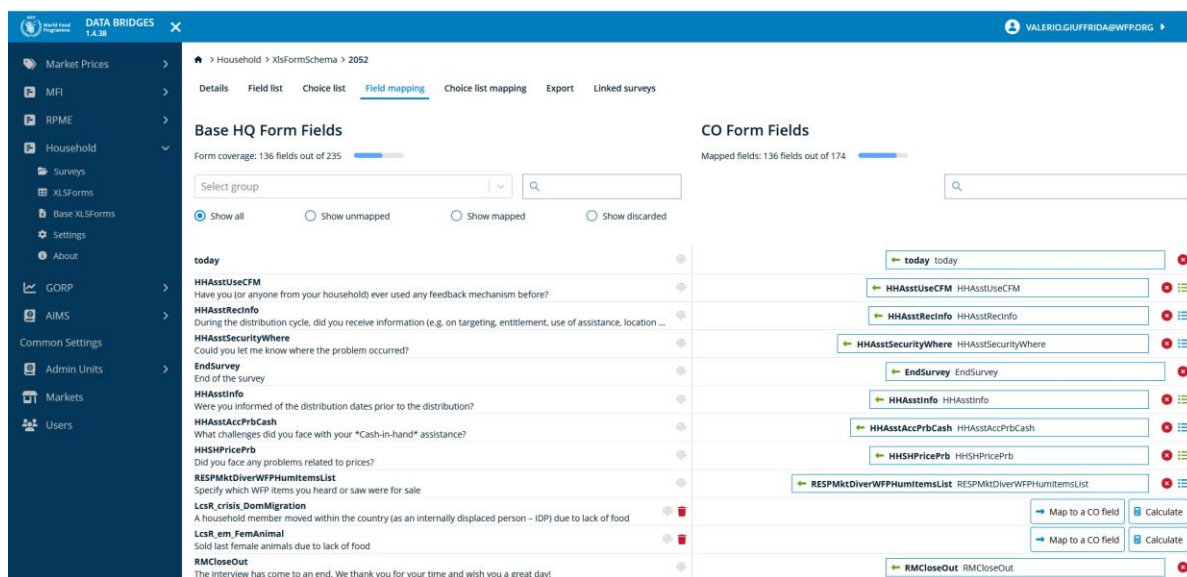
If a question from the CO form is not mapped to any question, it will be considered an “unidentified content”. It is important to note, that **ONLY mapped survey fields** will allow to read MoDa or CSV data inputs for data analysis and visualisation purposes. Since it is not possible to categorize the sensitivity of unidentified questions, the questions that remain unmapped will not be returned by the platform downstream, effectively treating it as confidential information⁷.

Once a question from the CO form is mapped, clicking on the “Map to a CO field” action button, the question will be considered addressed and hidden from the list, preventing the user from mapping the same question again. This can still be done by clicking on “show mapped questions” in the CO list, allowing then to replace an existing mapping.

⁶ Note this action is restricted to administrators as it might disrupt the integrity of the output datasets, with CO questions added overlapping with HQ standards and be, therefore, incorrectly interpreted by the system.

⁷ Raw data, not mapped to any HQ standard or as uploaded from source systems, can be accessed via DataBridges upon request, clearly motivating the reason for accessing confidential data.

Figure 14: question mapping example.



The screenshot displays the 'DATA BRIDGES' interface for the 'Household' survey module. The left sidebar contains navigation options: Market Prices, MFI, RPME, Household (selected), Surveys, XLSForms, Base XLSForms, Settings, and About. The main area is divided into two columns: 'Base HQ Form Fields' and 'CO Form Fields'.

Base HQ Form Fields: Shows a list of questions with a search bar and filters (Show all, Show unmapped, Show mapped, Show discarded). Questions include 'today', 'HHAsstUseCFM', 'HHAsstRecInfo', 'HHAsstSecurityWhere', 'EndSurvey', 'HHAsstInfo', 'HHAsstAccPrbCash', 'HHSHPricePrb', 'RESPMktDiverWFPHumItemsList', 'Lcsr_crisis_DomMigration', 'Lcsr_em_FemAnimal', and 'RMCloseOut'.

CO Form Fields: Shows mapped fields with a search bar. Mapped fields include 'today', 'HHAsstUseCFM', 'HHAsstRecInfo', 'HHAsstSecurityWhere', 'EndSurvey', 'HHAsstInfo', 'HHAsstAccPrbCash', 'HHSHPricePrb', 'RESPMktDiverWFPHumItemsList', and 'RMCloseOut'. Each mapped field has a 'Map to a CO field' button and a 'Calculate' button.

Groups

Questions are arranged and in groups based on “begin_group” variables in the XLSForm and can be selected from the drop down at the top left of the page. Groups are shown in bold font with the number of questions shown next to it inside the drop-down menu. This will only filter the questions of the Base HQ Form, not affecting the available CO fields.

This feature assumes the Country Office user operating the mapping is more familiar with the content of the CO form compared to the BaseForm. For this reason, the HQ BaseForm on the left is considered the form of standard fields against which all CO content may be mapped. Future enhancements will enable the swap between the columns, allowing to complete the mapping from both directions.

Confidential data

A fingerprint icon next to each question from the HQ list indicates the confidentiality level set by the administrator on the specific question. Administrators have the

Administrator rights

Only administrators can change the level of confidentiality of a question in a Base XLSForm, even in the linked CO XLSForm page.

ability to mark questions as confidential also in this page, reflecting choices made also in the Base XLSForm section. Confidential questions will have a light blue fingerprint as opposed to a grey one for questions carrying non-confidential information. CO questions mapped to HQ confidential questions will not be propagated further by

DataBridges, effectively hiding at column level all the answers to that question. This content will only be available upon request.

Discard an HQ question

By clicking on the “trash-bin” icon on the left side of HQ Base XLSForm questions, the user will be able to hide that question from the list. This feature is useful to declutter the long list of HQ form questions, removing those questions which the user is sure to not be present in the CO form. Having a shorter list on the left side will allow the CO user, performing the mapping, to focus on the core of the questionnaire.

Remove question mapping

Once a question has been mapped, the name and label of the CO question will appear on the same row, in the right hand column dedicated to questions coming from the CO Form. At that stage, users will be able to remove this mapping by clicking on the red X button. Note that questions not mapped will not be returned as outputs of DataBridges to internal analytical processes or to other systems.

This very dynamic approach will immediately return the as-is status of the mapping, allowing users to swiftly add content to downstream applications without waiting for any synchronization.

Show unmapped

To facilitate the list mapping task, it is also advised to use the “show unmapped” feature right under the drop-down list at the top left of the page. This allows the user to disregard all fields which the platform has already identified as matching and mapped and focus only on those fields that remain unmapped. A user may also decide to check the mapped fields, should they have any doubts on how the automatic mapping has taken place.

Choice list mapping

After the CO question is mapped to an HQ standard, a blue “list” icon will appear next to the label and name of the CO question. This indicates the CO choice lists for categorical questions (select_one or select_multiple in XLSForms of MoDa) are not mapped to HQ standard options. When not mapped, data returned will contain original options. After choice mapping is performed, the “list” symbol will turn green. Mapping questions is further explained in [6 - Choice List Mapping: mapping choices in a CO Form](#).

Figure 15: example of question mapping, after performing the choice list mapping.



Calculated fields

Users can set simplified aggregation functions that combine multiple questions (numeric) into a single value. This can be used to sum up questions that were asked at a more granular level to a more aggregate version, as required by the HQ option. (e.g.: the value of tubers consumed to be mapped to the value of tubers and cereals consumed required by the HQ standard).

6. Choice List Mapping: mapping choices in a CO Form

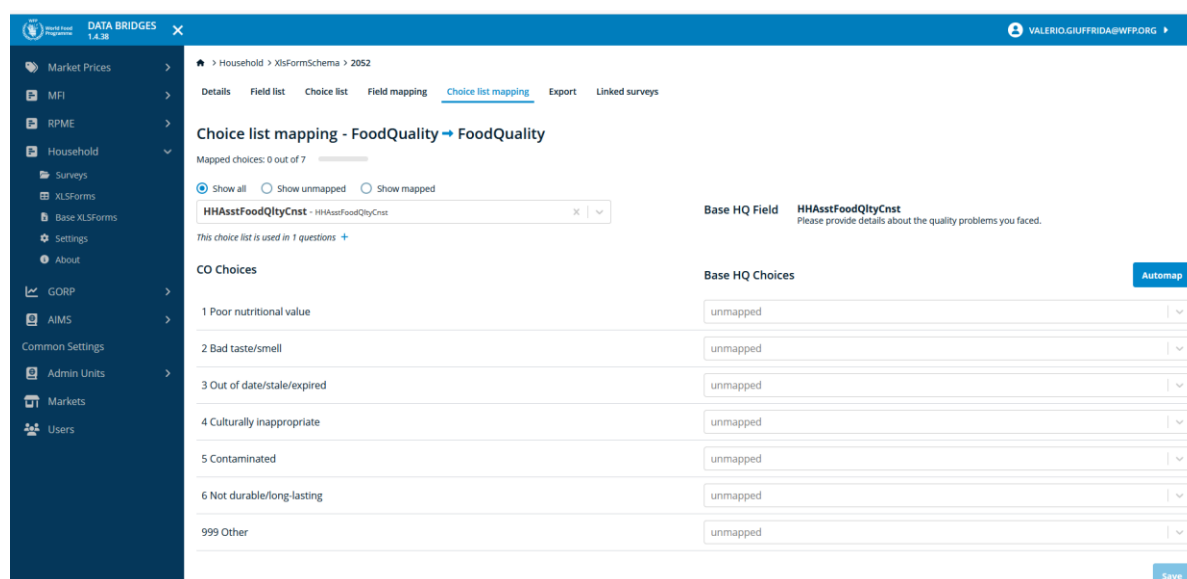
In this section the user manages the mapping of choice options (i.e. questionnaire response options) from a CO question to the HQ standard choice options. This mapping is executed at the same time on all questions using the same list of choice options present in the XLSForm, reducing the number of recordings to be manually executed.

The action can be performed by selecting each question for which choices need to be mapped from the drop-down list at the top left of the page. For each row under the “CO Choices” that appear, it is possible to select a Base HQ choice option. It is also possible to activate an “Automap” function, which will map all identical options automatically. **The CO is asked to confirm the mapping by saving the result** with the “save” button, located at the bottom right, below the list of options.

The action of choice list mapping will need to be repeated for all choice lists that have a corresponding standard choice list in the BaseForm. Only exception from this requirement is tied to questions that rely on external CO lists (e.g. ADMINs, DPname, EnuName) for which, of course, standard choice lists are not possible.

Completing this step is essential as it will inform the choices returned by DataBridges into its processing engine and to downstream systems. Lack of a choice list mapping or incorrect mapping will impact the data returned during data collection.

Figure 16: example of choice list mapping, when first opening the choice list.



Choice list mapping - FoodQuality → FoodQuality

Mapped choices: 0 out of 7

☒ Show all ☐ Show unmapped ☐ Show mapped

HHAsstFoodQtyCnst - HHAsstFoodQtyCnst

This choice list is used in 1 questions +

CO Choices	Base HQ Field	Base HQ Choices
1 Poor nutritional value	unmapped	
2 Bad taste/smell	unmapped	
3 Out of date/state/expired	unmapped	
4 Culturally inappropriate	unmapped	
5 Contaminated	unmapped	
6 Not durable/long-lasting	unmapped	
999 Other	unmapped	

Save

Figure 17: example of choice list mapping, after performing the mapping.

Choice list mapping - CFMNoUseRsn → CFMNoUseRsn

Mapped choices: 9 out of 9

HHAsstNoUseCFMWhy - If you have never used the feedback mechanism, why?

This choice list is used in 1 questions +

CO Choices

1 No issues experienced or suggestions to raise

2 Afraid of losing my entitlement

3 Process too difficult/Do not understand procedure

4 Feedback is never provided so no need

5 Prevented by local leader

6 Not user-friendly

7 Was not aware of a Community Feedback Mechanism (CFM)

8 Did not have access to the feedback mechanism (phone, internet, etc.)

999 Other

Base HQ Field

HHAsstNoUseCFMWhy

If you have never used the feedback mechanism, why?

Base HQ Choices

Automap

1 No issues experienced or suggestions to raise

2 Afraid of losing my entitlement

3 Process too difficult/Do not understand procedure

4 Feedback is never provided so no need

5 Prevented by local leader

6 Not user-friendly

7 Was not aware of a Community Feedback Mechanism (CFM)

8 Did not have access to the feedback mechanism (phone, internet, etc.)

999 Other

Save

7. Exporting a CO Form

Users accessing this section will be able to download the original XLSX file used for mapping in DataBridges. Modifications operated by the administrator within

DataBridges platform will not be reflected in the download version of the XLSX, whereas the JSON preview will reflect the changes operated.

🏠 > Household > XlsFormSchema > 2052

Details Field list Choice list Field mapping Choice list mapping Export Linked surveys

Original XLSX file: MozambiqueRemote_Programme_Monitoring_Form.xlsx_17bd2de1-a75f-4092-8326-7bc6059c8d5f.xlsx 

Current form definition JSON: View 

8. Linked surveys to a CO Form

Under this section, users can visualise and access the list of links to submitted surveys linked to this CO form. Clicking on one of these, the user will be redirected to the survey details.

Connecting MoDa and DataBridges

Users can use DataBridges to “fetch” data from MoDa automatically through API. This will enable downstream automations to access clearly identified and structured datasets, carrying critical meta-data for analysis processes. Fetching works in an identical way for encrypted and non-encrypted MoDa forms, removing that complexity from the data management process (e.g.: integration with other applications, creation of Tableau data sources).

To connect DataBridges to MoDa, users will need their “MoDa API Key” available in the MoDa platform and tied to their personal user account.

To obtain the MoDa API Key, the user needs to enter their personal profile page by clicking on the initial letter of their name at the top-right of the navigation bar.

- In the dropdown menu, access the **‘Settings’** section
- Open the **API Gateway** section. The **API Key** is reported in the page
- Copy the API Key
- Open the DataBridges profile settings
- Access the API Keys tab, **add new Key**
- Paste the MoDa API Key into the pop-up window, and give it a retrievable name.

This will allow users to manage API Keys for multiple MoDa accounts, in case shared accounts are also in use.

Survey data

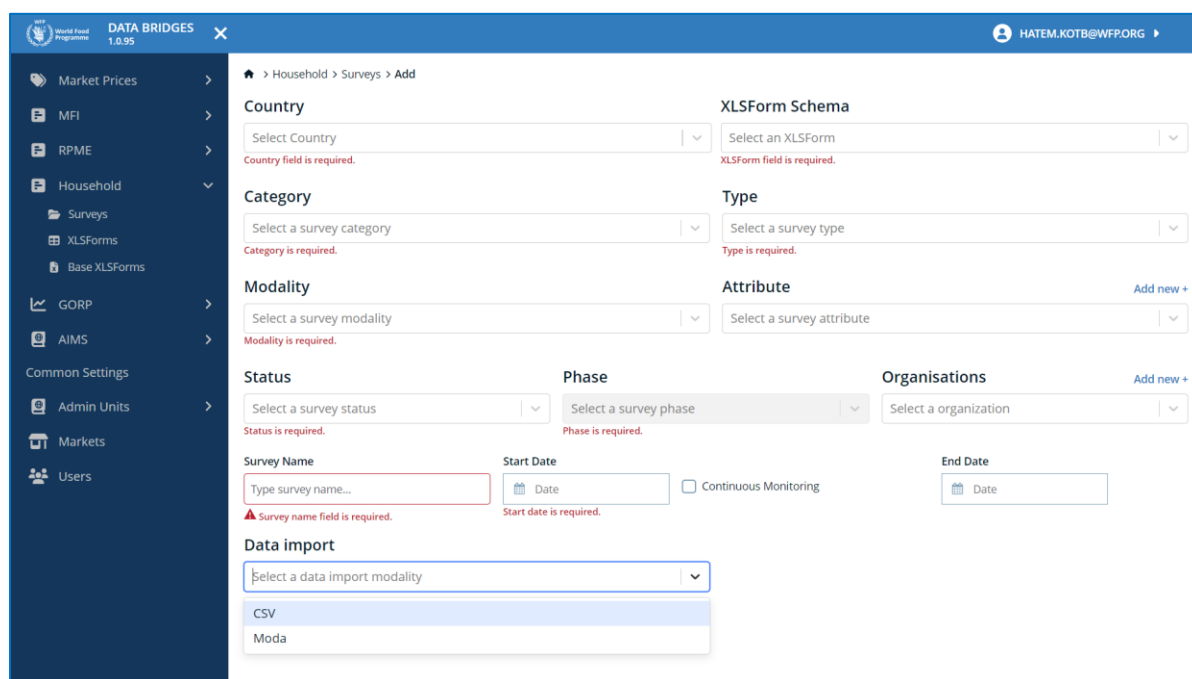
The survey section refers to active surveys being used for data collection. From the Surveys section, users with contributor, supervisor or administrator role can add new surveys and review the list of surveys available for their assigned Country or Region.

By adding datasets to DataBridges in this manner, data can become available to downstream applications based on the selected level of sharing. This is selected during the approval process.

1. Adding surveys

Adding a new survey, the user will create a new survey **dataset**, having to populate a required set of **metadata**, and then choose the **data source**.

Figure 18: Add survey page in DataBridges.



The **dataset** needs to match the structure of the questionnaire uploaded in the XLSForm section. **Metadata** required includes:

- **Country:** defines the territory covered by the survey, assuming no survey covers multiple countries⁸.

⁸ Note this refers to territories, not Country Offices, therefore data from a country office that covers multiple territories should be managed separately for each territory.

- **Survey Category, and Type:** filter the list of XLSForms to which the Survey can refer.
- **XLSForm Schema:** the matching CO Questionnaire previously uploaded in DataBridges.
- **Modality:** defines the Modality of data collection used to get this dataset (Personal Interview vs. Remote/Phone interview).
- **Status:** specifies the current step of the data generation process the exercise is. This will allow to share an understanding on whether the data is “final” or more data is expected to come under this dataset.
- **Survey Name:** to facilitate the retrieval of the data, this is the main criteria visualized in the lists.
- **Start-date, end-date:** Expected dates of start and end for a data collection and analysis exercise which has a limited duration over time. If there is no set end-date as the data collection is continuous, a checkbox allows to specify so.

Optional metadata includes:

- **Attributes:** a flexible list of relevant attributes that might help tagging and finding a dataset (e.g.: as part of a collection)
Organizations: a flexible list of agencies, organizations, and NGOs allows to propagate the ownership considerations on the dataset, facilitating the creation of a correct reference and attribution of the dataset.

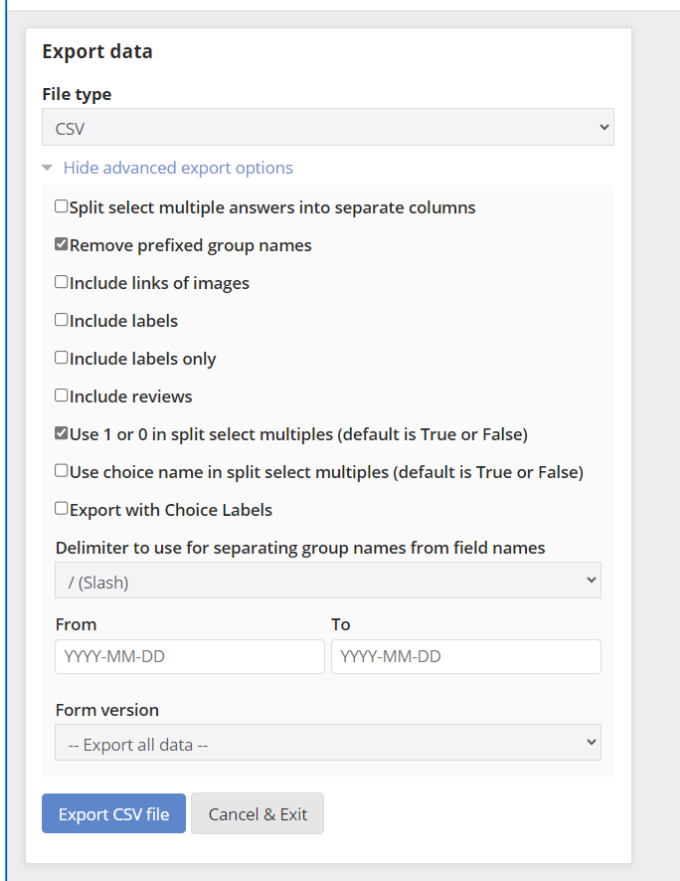
The **data import source** could be a static file (.csv) or a direct link with MoDa. The next two paragraphs explain how to use these settings.

2. CSV data source

If you select the **CSV option**, this means that you will be uploading your CSV data set which needs to be previously extracted from MoDa. The dataset will need to match the structure of the questionnaire uploaded in the XLSForm section. In the MoDa platform, select the following options:

- “Remove prefixed group names”
- Use 1 or 0 in split select multiples (default is True or False).

Figure 19: Data export recommended setup in MoDa.



The screenshot shows the 'Export data' window in MoDa. The 'File type' is set to 'CSV'. Under 'Hide advanced export options', the following settings are shown:

- ☐ Split select multiple answers into separate columns
- ☒ Remove prefixed group names
- ☐ Include links of images
- ☐ Include labels
- ☐ Include labels only
- ☐ Include reviews
- ☒ Use 1 or 0 in split select multiples (default is True or False)
- ☐ Use choice name in split select multiples (default is True or False)
- ☐ Export with Choice Labels

The 'Delimiter to use for separating group names from field names' is set to '/ (Slash)'. The 'From' and 'To' date fields are both set to 'YYYY-MM-DD'. The 'Form version' is set to '-- Export all data --'. At the bottom, there are two buttons: 'Export CSV file' and 'Cancel & Exit'.

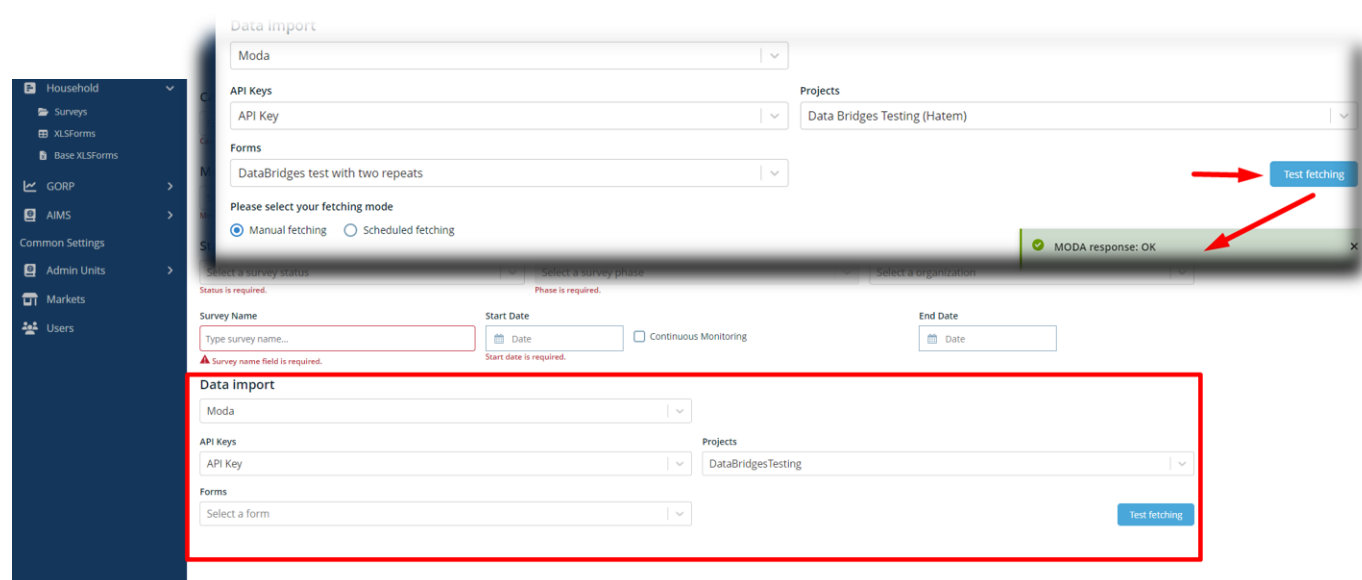
3. MoDA data source

If you select the **MoDa** option, you will be able to fetch or **read data directly from the MoDa forms** you have access to.

First, you will need to connect your **API key** (see next section “**Connecting Data Bridges & MoDa**”). Once you set up your MoDa connection you can **select your API Key** from the API Keys drop-down. Select the MoDa **Project** and **Form** you’d like to read data from.

Click on **Test fetching** to check the status of the connection between Data Bridges & MoDa. If it is successful, you should get a “**MODA response: OK**” message at the bottom right of your screen as shown below⁹.

Figure 20: MoDa data fetching settings in DataBridges.



You will then have the option to select between “**Manual**” or “**Scheduled fetching**”.

Manual fetching will retrieve the data one time. **Scheduled fetching** will retrieve the data at scheduled intervals that you determine. The intervals can be selected from a dropdown list. In doing so, kindly consider the working practices and effective needs of the analysis and data quality controls. It is always possible to edit this setting later if updates are needed.

⁹ If MoDa response status is not OK, you will rather receive an error code. This might be due to different reasons, but most frequently: 1) The user-specified API key corresponds to a MoDa account that has no read-access to the form requested. This can be confirmed by accessing MoDa with said account and searching for the form we want to add in DataBridges; 2) The MoDa server is unresponsive due to the number of requests or other technology-related issues. Repeating the test often results in a successful outcome, but if the issue should persist the only option requesting support to the DataBridges team.

Lastly, you can define a **“Retrieve data until”** date to stop the fetching process once no new data is expected.

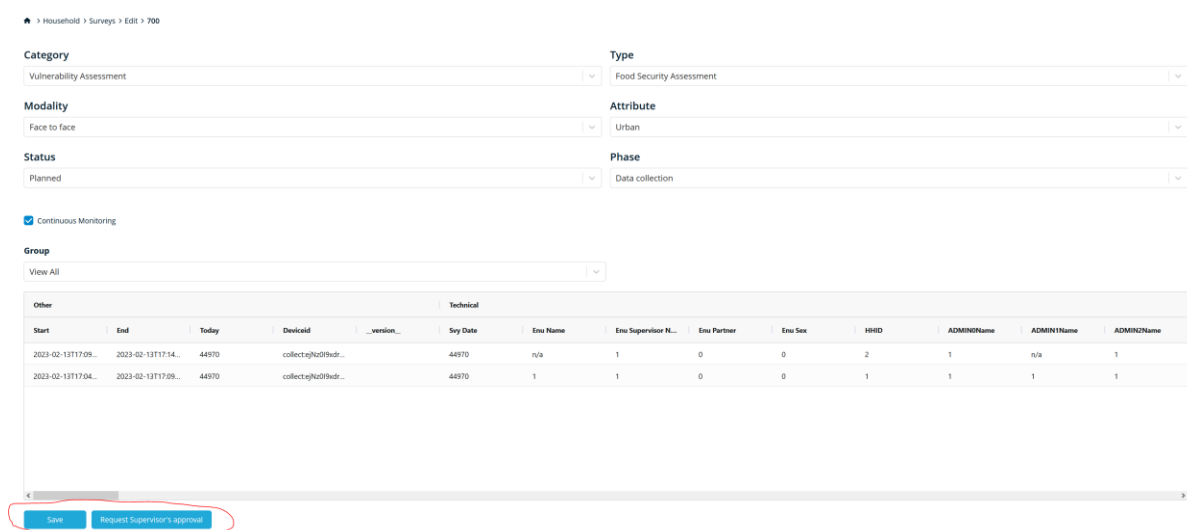
Once you click “Save”, the fetching process will be queued and start soon afterwards and you will be able to retrieve your data at the selected frequency/scheduled date.

Note that the fetching of the survey is part of the Survey Settings. Settings will be locked once the survey is approved.

4. Approval and survey status

After a survey is added, user can either ask for supervisor approval or save the survey for further editing. When approved, it will be required to contextually select the access level, driving basic settings for integration (API endpoint).

Figure 21: Data approval post CSV upload.



Household > Surveys > Edit > 700

Category
Vulnerability Assessment

Type
Food Security Assessment

Modality
Face to face

Attribute
Urban

Status
Planned

Phase
Data collection

☒ Continuous Monitoring

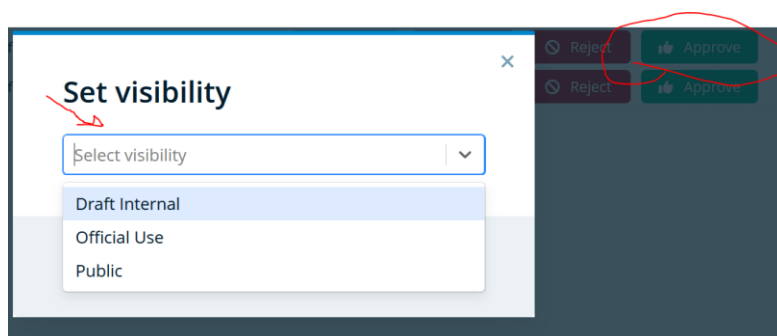
Group
View All

Other				Technical									
Start	End	Today	DeviceId	...version...	Sry Date	Enu Name	Enu Supervisor N...	Enu Partner	Enu Sex	HHID	ADMININGName	ADMIN1Name	ADMIN2Name
2023-02-13T17:09...	2023-02-13T17:14...	44970	collectgh/h209bde...		44970	n/a	1	0	0	2	1	n/a	1
2023-02-13T17:04...	2023-02-13T17:09...	44970	collectgh/h209bde...		44970	1	1	0	0	1	1	1	1

Save **Request Supervisor's approval**

After a survey is approved, it will be possible to unstage it, bringing it back to “in progress”

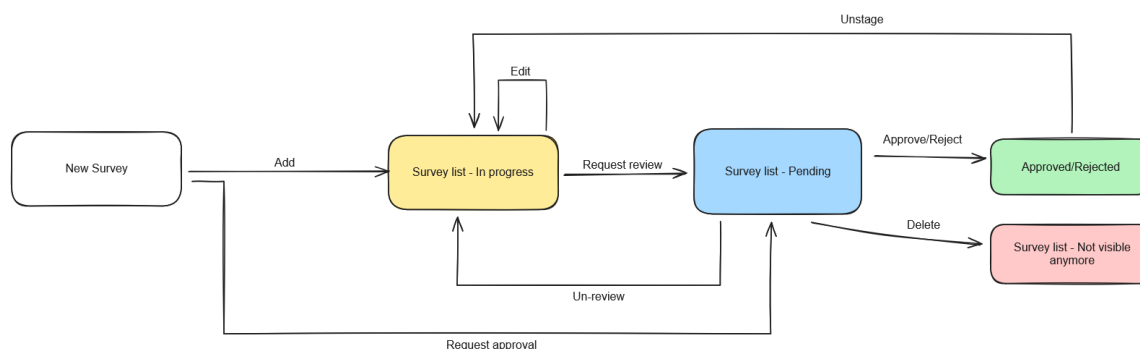
Figure 22: Setting visibility of survey data in approval process.



This will allow the user to change the survey settings, meta-data, settings of the fetching procedure. A common need to edit properties of a survey is to extend/reduce the period in which the fetching is active and its frequency. To do so, you will have to revert the approval and edit the settings of the fetching section.

See the below diagram, explaining all possible actions to review the state of a survey.

Figure 23: Survey revision states and workflow diagram.



Approving a survey with different levels of visibility will affect how systems receive the information.

Draft internal data is not propagated if not to internal Tableau data sources specifically requested by the CO.

Official Use data will propagate to internal corporate systems such as corporate Tableau dashboards, processing of indicators in the DataBridges core engine and replicated in DataLibrary for more granular access management (e.g.: single users, teams) without the technical barriers imposed by DataBridges as data management solution. For a review of the integrated systems, kindly refer to [the Resource Centre Information Management page](#).

Public data will pass through data quality controls and statistical disclosure controls process which will validate the content of the dataset programmatically, minimizing the risk of exposing personal data. Data flagged as public will not go into a public system but rather require a second approval in those systems before publishing (e.g.: via settings of DataLibrary dataset or containers, or in DataViz).

5. FAQ on Surveys

Different errors and warnings might emerge while adding a survey. If you were unable to interpret the messages DataBridges provide, please reach out to the contact focal points.

Common issues encountered so far are listed below, with their resolution.

I have new data collected in MoDa, but this is not available in DataBridges.

This is typically a sign that data were not correctly retrieved by DataBridges. Navigate to the “Surveys” tab, open the details of the survey and navigate to the “Data Loader” section.

Fetching details highlighted below carry the following information:

- **Message:** specifies some IDs that can be used to troubleshoot the issue.
- **Response code:** success or failure, with some additional information in case of failure.
- **Records fetched:** counts the responses newly extracted from MoDa. This is the number of entries or updates that were submitted to MoDa in between successful fetching operations. E.g.: if the fetching frequency is hourly, this would be the count of the records extracted within that hour.
- **Date:** the date and time in which the fetching operation was executed.

From these details users can check if and when the response to the fetching operation failed, whether the number of records fetched corresponds to the expected number, provided the user knows how many records are available in MoDa.

Fetching operation expired

If the data collection continues past the “Fetch Until” date, the retrieval of data from MoDa will stop. In this case the user should revert the approval of the survey by unstaging it. This will enable the user to modify the fetch until date and other fetching settings. After doing so, the fetching of data will restart, covering the gap from the last successful fetching operation.

Settings section

Administrators will be able to access a settings section to manage the definition of survey metadata. This will affect the options available in Surveys and XLSForms Categories, Types, Modalities, Attributes and Organizations.

Administrator rights

Only administrators can change the settings of the surveys, defining which data collection exercises can be managed in the application.

Each survey inherits category and type from the CO Form, which inherits them from the Base Form. Categories and types can be edited, added or deleted from this page. Editing a type will reflect the editing in all existing forms and surveys linked to it.

Moreover, administrators can add/edit properties linked directly to surveys, such as:

- Modalities (F2F, Remote,..)
- Attributes
- Organizations

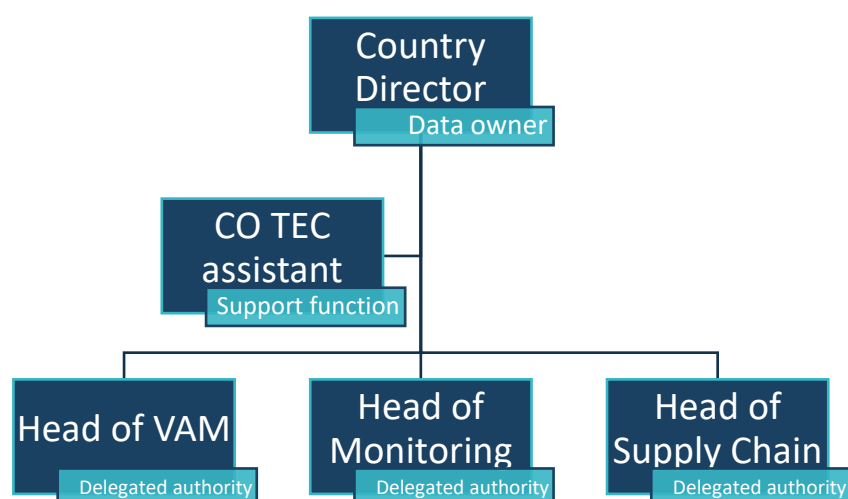
These three are part of the meta-data reported by the Surveys list and available in the API, but which carries no direct impact on the survey.

Help Section

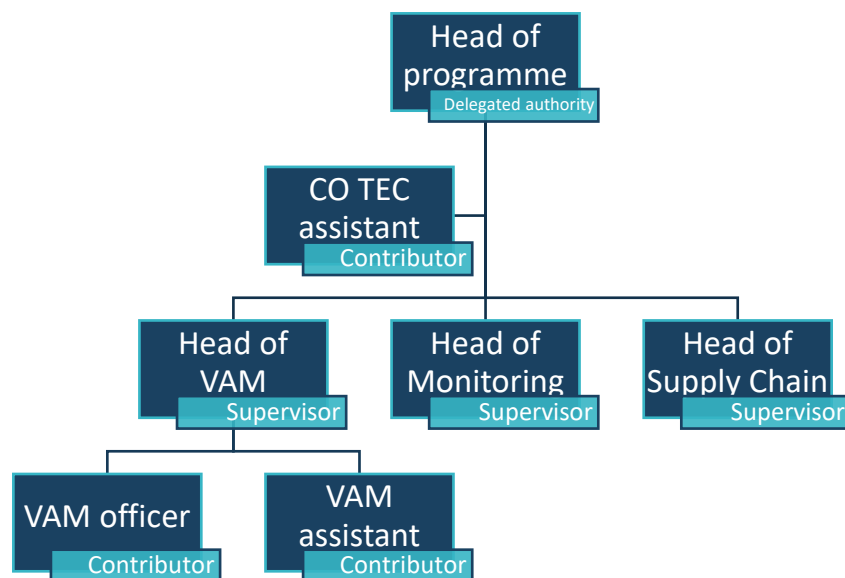
The **Help Section** remains a key tool to review frequently asked questions and suggestions from Administrators, as well as finding contacts. It can be accessed from the homepage by clicking on the About section at the bottom of the Household DataBridges Module. This page provides a general overview on the functioning of the platform and useful contacts for support requests (email addresses, SharePoint, Teams, etc). New users are encouraged to read the help section when starting to use the platform.

Suggested data management structures

User roles assigned in DataBridges should reflect data ownership and stewardship authorities, delegated through organizational charts. A typical configuration of data ownership with suggested roles are presented below.



The head of VAM has typically a delegated authority on VAM data, and, in this configuration, has a separate role from the Head of Monitoring. Roles reflected in DataBridges would grant the Head of VAM and Head of Monitoring a “Supervisor” role, while VAM, Monitoring, and programme assistants get a contributor role. This will allow contributors to manage the data, which is further propagated in the corporate ecosystem upon Supervisor approval.



Roles can vary based on CO level practices and most appropriate delegations of authority.

Requests for support

To ask for support on the use of the platform, users can refer to different dedicated channels:

- **Teams:** [DataBridges Household Survey teams channel](#)
- **Email:** RAM.IM.ECOSYSTEM <ram.im.ecosystem@wfp.org>

Users are highly encouraged to reach out to us in the following cases:

- Bugs/Issues report
- Organizational structures and reflected data management roles
- Submission of surveys and retrieval in other applications
- Request platform development, new features or enhancements
- Ask for help if their question is not addressed by the Help Section
- Discuss survey content edits
- Ask for support on MoDa/Kobo submissions
- Missing survey categories, types, or modalities.
- Provide any feedback on the use of the DataBridges.