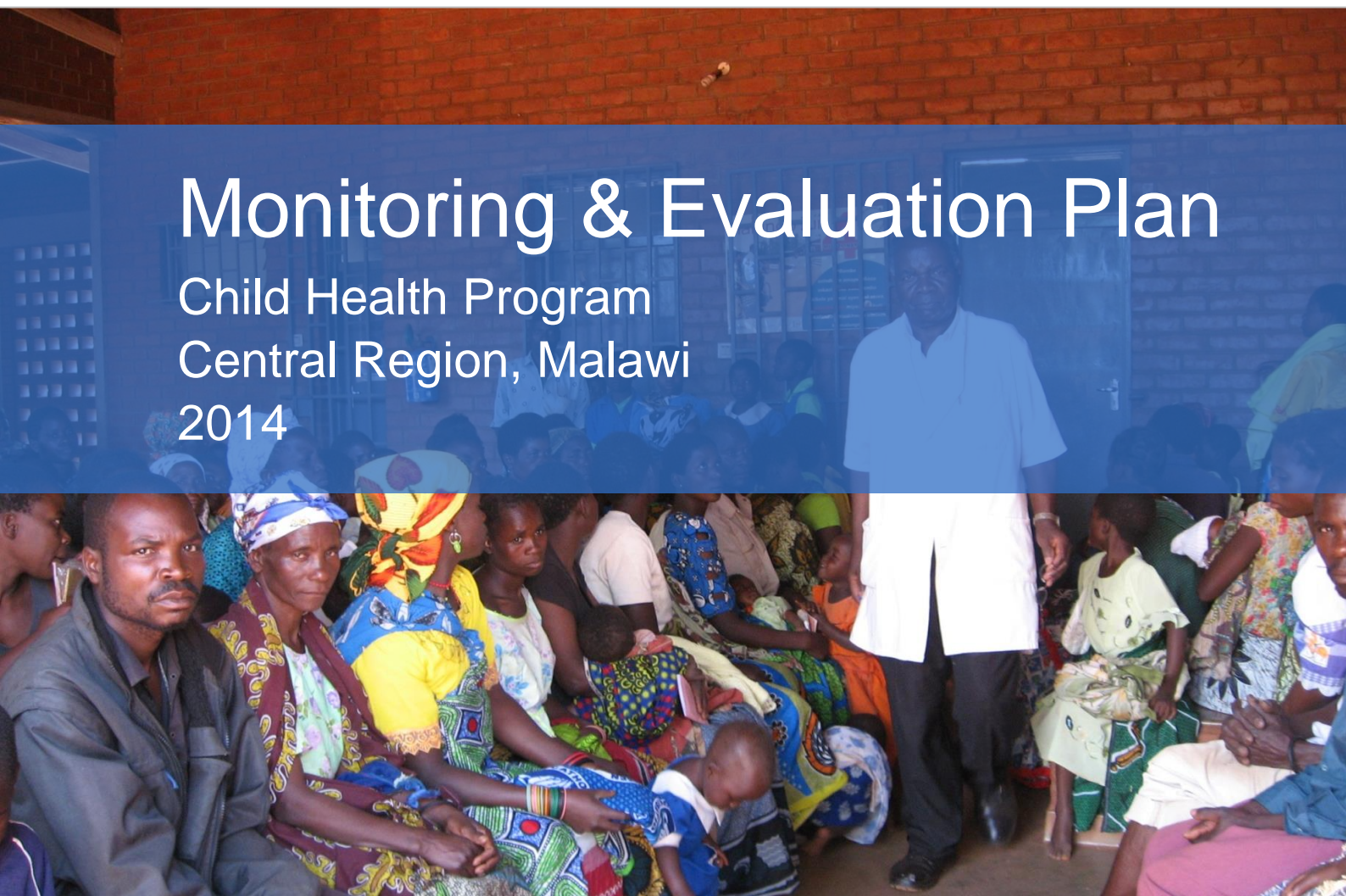




Lancement et suivi de programmes concrets de développement

Monitoring & Evaluation Plan

Child Health Program
Central Region, Malawi
2014



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Acronyms

ADC	Area Development Committee
AEHO	Area Environmental Health Officer
AIDS	Acquired Immunodeficiency Syndrome
ARI	Acute Respiratory Infection
CO	Clinical Officer
DEC	District Executive Committee
DEHO	District Environmental Health Officer
DHO	District Health Office or District Health Officer
DNO	District Nursing Officer
GPS	Global Positioning System
GVH	Group Village Headmen
HIV	Human Immunodeficiency Virus
HSA	Health Surveillance Assistant
IMCI	Integrated Management of Childhood Illnesses
LA	Lumefantrine and artemether (malaria medication)
MA	Medical Assistant
MDHS	Malawi Demographic Health Survey
M&E	Monitoring and Evaluation
MoH	Ministry of Health
NGO	Non-Governmental Organization
ORS	Oral Rehydration Salts
PPP	Purchasing Power Parity
TA	Traditional Authorities
VDC	Village Development Committee
VHC	Village Health Committee

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1 Introduction

1.1 Purpose of this plan

This document defines how monitoring and evaluation (M&E) will be conducted for the Inter Aide child health program in central region, Malawi. It describes the approach that will be used, roles and responsibilities of team members, tools and forms, and the indicators that will be used to measure success.

Throughout this plan we have tried to focus on measuring results rather than activities. Our aim is to collect high quality data that can be used for real decision making – not just producing reports.

1.2 Program summary

See the **Program Document** for a full description of the program. A summary is provided below.

Title	Reducing morbidity and mortality among children under five years old in the Katchale Health Centre catchment.
Target Area & Beneficiaries	<p>The project will be implemented in all 168 villages within the catchment area of Katchale Health Centre, which is located within Mitundu Health Area in Lilongwe district. The total population of this catchment is 18763, including 3,328 children under five years.</p> <p>The catchment area includes villages from 22 Group Village Headmen (GVH) and three Traditional Authorities (Chadza, Kalumbu and Chiseka). There are eight stations for Health Surveillance Assistants (HSAs) within Katchale Health Centre catchment.</p>
Duration	The project will run for a minimum of three years, from 2014 to 2016. It may be extended if necessary depending on the results from the first three years.
Goal	The goal of the project is to reduce the number of children under five years old, including neonates, who get and/or die from preventable diseases.
Objectives	<p>To achieve the goal the project will focus on three main objectives:</p> <ol style="list-style-type: none"> 1. To increase the number of children receiving early diagnosis and/or treatment for common diseases (e.g. LA, ORS, etc). 2. To increase the number of parents implementing prevention behaviours (e.g. ITNs, latrines, hand washing, etc). 3. To reduce the number of complications during pregnancy and birth (e.g. prematurity, infection etc) through increasing antenatal care, safe delivery and family planning.

Partners	<ul style="list-style-type: none"> • Katchale Health Centre • Mitundu Health Area • Lilongwe District Health Office • Chadza, Kalumbu and Chiseka Traditional Authorities, including the Group Village Headmen and Village Headmen under them • Chadza, Kalumbu and Chiseka Area Development Committees, including the Village Development Committees under them
Approach	<p>The project will be divided into community level activities and system level activities. Community activities will be implemented within each village and will directly involve men, women, children and chiefs. The main aim of these activities will be to improve health related behaviours of parents. System activities will be implemented with the government health staff and will focus on improving the services available at Katchale Health Centre for children under 5 years and pregnant women.</p>

2 Monitoring

2.1 Approach

The purpose of monitoring is to ensure that the activities are being implemented according to the plan. The table below describes how each community and system level activity will be monitored to ensure it has been implemented.

Activity	Monitoring method
Community level activities	
VHC identification and training	Supervisors will observe the training sessions and complete supervision checklists. VHC members will keep registry books listing all the activities they have implemented, and key health data for their area. These books will be checked monthly by the HSAs and facilitators, and periodically by supervisors.
Chiefs implement and enforce by-laws	Observations will be made at meetings with the TA, ADC and GVHs to assess whether they have developed, implemented and are seriously enforcing the by-laws. House-by-house follow up visits will be conducted every six months in village where activities are run to assess the level of compliance with the by-laws.
Compliance surveys	The facilitators and HSAs will conduct house-by-house follow up visits every six months in villages where activities have been run. The follow up visits will use the same survey questions as the baseline compliance survey. Supervisors will review all survey forms for completeness before they are collected. Random audits will be done by the M&E Assistant to verify the accuracy of the data collected.
Community triggering and action plans	Inter Aide Facilitators will prepare monthly activities plans that will be entered into a calendar on the computer. At the end of the month each activity will be marked as completed, not completed or delayed. Inter Aide Facilitators will take photographs at the start and end of each activity to confirm that it was implemented and whether or not the HSA was present. Random supervision of activities with supervision checklists will confirm the quality of activities implemented, and triggering and follow-up reports from Facilitators will be used to record attendance and results. Facilitator reports will be randomly audited by the M&E Assistant to ensure they are accurate.
System level activities	
Staffing and scheduling	Discussions with Health Centre staff, observations at the Health Centre and records of patient numbers in the Health Information Management System at the Health Centre will be used to assess whether staffing and scheduling activities have been implemented and/or are effective. Patient satisfaction surveys will also be used to assess improvements in the quality of services provided by the staff. A qualitative record of all activities and improvements will be kept in a log by the Program Manager.
Supplies and equipment	Discussions with Health Centre staff, observations at the Health Centre and meetings with the Health Centre Management Committee will be used to assess whether activities to improve supplies and equipment have been implemented, including to confirm that equipment donated by Inter Aide is still present, functioning and in use. Patient satisfaction surveys will also be used to assess improvements in the quality of equipment and supplies. A qualitative record of all activities and improvements will be kept in a log by the Program Manager.

Activity	Monitoring method
Transport support	Vehicle log books and delivery receipts will be used to track the transport support provided to the Health Centre. Inter Aide will review the Health Centre motorbike log book on a monthly basis to ensure it is being used appropriately. Records will be kept each time that Inter Aide provides transport support to the DHO, Health Area and Health Centre. Random supervision in the field will also confirm that the HSA bicycles and Health Centre motorbike are being used for the intended purpose. A qualitative record of all activities and improvements will be kept in a log by the Program Manager.
HSA housing for village clinics	Random supervision visits to the Village Clinics will be used to confirm whether the HSAs are living in the houses and opening the Village Clinics. Copies of all monthly Village Clinic reports will be taken from the Health Centre to track the number of cases seen at each clinic, compared to the number seen at the Health Centre. A qualitative record of all activities and improvements will be kept in a log by the Program Manager.
Supervision and feedback	The supervision schedule prepared by the DHO, Health Area and Health Centre will be reviewed on a monthly basis to check whether the supervision visits have actually been conducted. Field supervision will be used to confirm that the patient satisfaction survey has also been completed. A qualitative record of all activities and improvements will be kept in a log by the Program Manager.

2.2 Responsibilities & Tools

The following table lists the monitoring tasks that each member of the team must complete:

Position	Task	Deadline	Tools
Facilitators	Create a monthly plan with the HSA	Last day of the month	Flipchart
	Complete the activity verification form with photos for each activity	On the day of the activity	Camera ANNEX F: Monthly Activity Verification Form
	Complete a triggering report for each triggering activity	Within 2 days after the activity	ANNEX C: Triggering Form
	Complete a follow up report for each village after the final follow up is completed	Within 2 days after the final follow up	ANNEX D: Follow Up Forms
	Self-audit of the monthly planning with the HSA to show how many activities were completed	Last day of the month	Flipchart
	<i>For facilitators in a Village Clinic station –</i> Assist the HSA where necessary to complete the government Village Clinic report	Last day of the month	ANNEX K: Village Clinic Report
	<i>For facilitators attending a BLM activity –</i> Write down the number of women attending and the services they received	Within 2 days after the activity	Exercise book

Position	Task	Deadline	Tools
Field Supervisor	Collect the monthly plans for the facilitators and HSAs, pass to the M&E Officer	End of planning meeting	Flipcharts
	Create a monthly supervision plan with the Program Coordinator and Health Centre supervisors, and pass to the M&E Officer	1 st day of the month	Flipchart / plain paper
	Collect printed monthly plans from M&E Officer and distribute to the facilitators, HSAs, Health Centre and Technical Office	2 nd day of the month	Monthly planning spreadsheet
	Collect the activity verification forms from the facilitators, check the photographs and sign	Weekly – all forms to be signed by last day of the month	ANNEX G: Monthly Activity Verification Form
	Complete the supervision verification form with photos and supervision checklists	On the day of the activity	ANNEX H: Monthly Supervision Verification Form ANNEX F: Supervision Checklist ANNEX I: Competition Checklist
	Collect triggering and follow-up reports from facilitators and pass to the M&E Officer	Weekly – all to be collected by the last day of the month	ANNEX C: Triggering Form ANNEX D: Follow Up Forms
	Self-audit of the monthly planning with the Health Centre supervisors to show how many supervision visits were completed	Last day of the month	Flipchart
	Collect Village Clinic reports and BLM reports from the relevant facilitators and pass to the M&E Officer for photocopying. Return the originals to their owners.	Last day of the month	ANNEX K: Village Clinic Report
M&E Officer	Type up all monthly planning and pass back to the Field Supervisor	1 st day of the month	Monthly planning spreadsheet
	Randomly audit triggering and follow up reports, and submit reports to the Program Coordinator	Within 1 week of the reports being submitted	ANNEX E: Data Audit Report

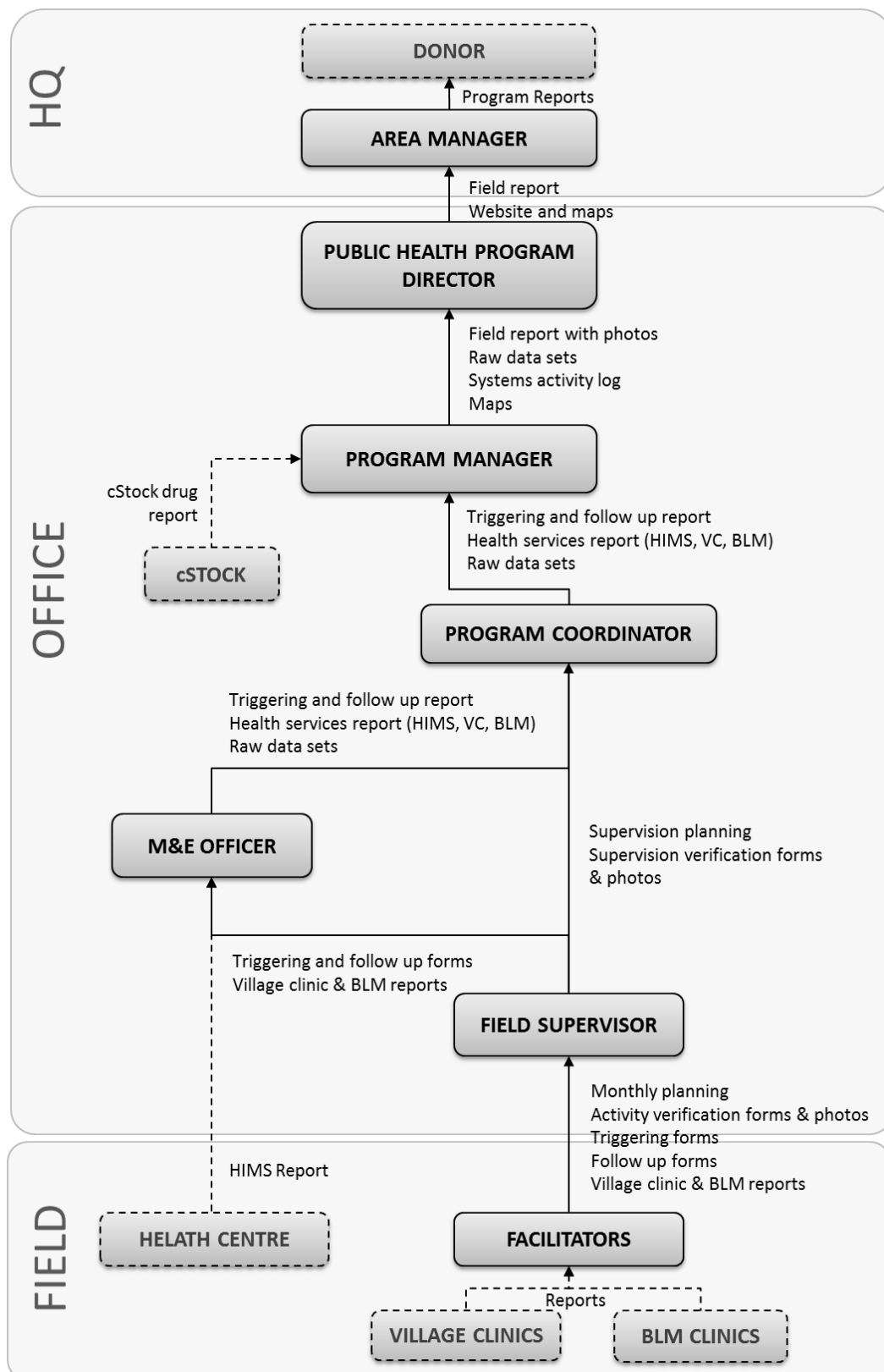
Position	Task	Deadline	Tools
	Enter all triggering and follow up reports into EpiData	Daily – all to be completed by 2 nd day of the following month	EpiData forms
	Export the raw data set from EpiData and produce a triggering and follow up report	Every 2 months	ANNEX O: Triggering & Follow Up Report Template
	Calculate results for the 6 indicators to share with stakeholders	Every 6 months	ANNEX Q: Indicator Report Template
	Collect report from the Health Information Management System (HIMS) at the Health Centre	Within the first week of the following month	ANNEX L: HIMS Report
	Collect Village Clinic reports from the Field Supervisor	Last day of the month	ANNEX K: Village Clinic Report
	Enter the HIMS, Village Clinic and BLM reports into EpiData	Every 2 months	EpiData forms
	Export the raw data for HIMS, Village Clinics and BLM, produce a report and update the cases graph	Every 2 months	ANNEX P: Health Services Report Template
	Conduct a patient satisfaction survey with the Health Centre, including data collection, entry into EpiData, exporting to raw data and producing a report	Every 6 months	ANNEX J: Patient Satisfaction Survey
Program Coordinator	Coordinate the monthly planning	Last day of the month	Flipcharts Monthly planning spreadsheet
	Collect the activity verification form and checklists from the supervisor, check the photographs and sign	Weekly – all forms to be signed by last day of the month	ANNEX H: Monthly Supervision Verification Form ANNEX F: Supervision Checklist ANNEX I: Competition Checklist
	Review triggering and follow up report from M&E Officer to make sure activities and results are progressing as planned	Every 2 months	ANNEX O: Triggering & Follow Up Report Template
	Coordinate the self-audit of monthly planning and help facilitators, HSAs and supervisors improve their planning.	Last day of the month	Flipcharts
Program Manager	Prepare the annual work plan and make sure all monthly planning fit within this.	End of each month	Program Document (3 year plan)

Position	Task	Deadline	Tools
	Supervise activities in the field, including the Field Supervisor and Program Coordinator. Do random checks of activity and supervision verification forms.	Monthly	ANNEX G: Monthly Activity Verification Form ANNEX H: Monthly Supervision Verification Form
	Make sure all positions are completing their tasks on time, using the correct tools. Conduct audits to make sure this is the case.	Monthly	ANNEX T: M&E System Audit
	Log in to cStock and print the Katchale report. Share it with the Health Centre.	Monthly	cStock website
	Update the system activities log in Dropbox with details of meetings / progress on health service delivery (i.e. with DHO, Health Area, Health Centre, BLM, etc).	Weekly	System activities log ANNEX N: System Activities Log Sample
	Complete a field report and submit it to the Program Director, along with all raw data sets.	Every 2 months	ANNEX R: Field Report Template
	Update the GPS maps with results for the 6 indicators. Share with the Program Director.	Every 2 months	Tableau Public
	Choose the best 3-5 photographs and put them in the Dropbox with captions. Share with the Program Director.	Every 2 months	Camera Dropbox
	Write a Program Update and organise meetings with partners to share it.	Every 6 months	ANNEX S: Sample Program Update
Program Director	Review and edit the field report. Cross check calculations using the raw data sets. Pass it to the Area Manager.	Every 2 months	ANNEX R: Field Report Template
	Review the system activities log prepared by the Program Manager	Every 2 months	System activities log ANNEX N: System Activities Log Sample
	Review the maps prepared by the Program Manager. Make updates / corrections as necessary.	Every 2 months	Tableau Public
	Update the website with the latest news and results.	Every 2 months	WordPress
	Share the Program Update with national level partners / stakeholders	Every 6 months	ANNEX S: Sample Program Update

Position	Task	Deadline	Tools
	Conduct audits of the M&E system	Every 4 months	ANNEX T: M&E System Audit
	Prepare additional reports or indicators as requested by the Area Manager.	Ad hoc	Raw data sets
Area Manager	Review the field reports and provide feedback to the Program Director and Program Manager.	Every 2 months	ANNEX R: Field Report Template
	Prepare reports for donors.	As needed.	n/a

2.3 Data flow

The following diagram shows how data flows from the field up to the donor.



2.4 Data management

The following software will be used to manage the data collected. For step-by-step instructions on how to use these software packages see the **Basic Data Collection & Analysis Training Manual**.

Software	Use	Download link
EpiData	Data entry for surveys and forms. Exporting raw data sets.	http://www.epidata.dk/download.php <i>Choose EpiData Manager</i>
Microsoft Excel	Analysing data using Pivot Tables.	N/A
Dropbox	Sharing reports and data sets.	https://www.dropbox.com/
Tableau Public	Creating interactive maps and charts.	http://www.tableausoftware.com/public/download

2.5 Indicators

Six monitoring indicators have been selected by all stakeholders to measure improvements in Katchale catchment area. The indicators are matched to the six by-laws passed by the Traditional Authorities. An additional (7th) indicator has been added on Village Clinics, only for catchment areas with a Village Clinics.

The baseline for these indicators was measuring using a house-by-house compliance survey (ANNEX B). Improvements will be measured through house-by-house follow up visits in villages where activities have taken place. In villages where no activity has taken place it will be assumed that the indicator has remained the same.

Monitoring Indicators

Topic	Indicator	Baseline
Latrines	% of households with their own latrine (not shared)	39%
Hand washing	% of households with a hand washing facility	6%
Bed nets	% of households with at least one hanging bed net	60%
Health seeking	% of sick U5 taken to a health facility within 1 day	44%
Family planning	% of women* using a long term method of family planning	24%
Safe delivery	% of women who delivered at a Health Facility**	71%
Village clinics	% of sick under 5 children taken for treatment at a village clinic ***	30%

* Excluding women who are pregnant, want another child now or are beyond child bearing age

** Out of all women who delivered in the last 6 months

*** Out of all under 5 children who were sick in the last 2 weeks, only in catchment areas with a Village Clinic.

2.6 Indicator formulas

It is critical that these seven indicators are always calculated in the same way. Initially they were measured using the compliance survey (ANNEX B), but throughout the program they will be updated using follow-up forms (ANNEX D). This section gives the formulas for calculating each indicator using the compliance survey and follow up forms. For instructions on how to calculate the indicators using the baseline survey see ANNEX M.

Latrines

Indicator	% of households with their own latrine
Compliance survey	A = # households with latrines (Q14=1) B = # households with shared latrines (Q15=1) C = Total households Indicator = $(A-B)/C$
Follow up form	A = # households that already had a latrine (Q9) B = # households that finished building a latrine (Q10) C = Total households (Q13) Indicator = $(A+B)/C$

Hand washing

Indicator	% households with a hand washing facility
Compliance survey	A = # households with a hand washing facility (Q17=1,2 or 3) B = Total households Indicator = A/B
Follow up form	A = # households that already had a hand washing facility (Q9) B = # households that finished building a latrine (Q10) C = Total households (Q13) Indicator = $(A+B)/C$

Bed nets

Indicator	% households with at least one hanging bed net
Compliance survey	A = # households with a hanging bed net (Q21>0 and not blank) B = Total households Indicator = A/B
Follow up	A = # households that already had a hanging bed net (Q9)

form	<p>B = # households that hung their bed net after triggering (Q10)</p> <p>C = Total households (Q13)</p> <p>Indicator = (A+B)/C</p>
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Health seeking

Indicator	% of sick under 5 children taken for treatment at a health facility within 1 day
Compliance survey	<p>A = # sick under 5 children (Q23=1)</p> <p>B = # sick under 5 children for whom treatment was sought (Q25=1) within 1 day (Q26=0,1) at a Health Facility (Q27=1)</p> <p>C = # sick under 5 children for whom treatment was sought (Q25=1) within 1 day (Q26=0,1) at a Village Clinic (Q27=2)</p> <p>D = # sick under 5 children for whom treatment was sought (Q25=1) within 1 day (Q26=0,1) at a Community Hospital (Q27=3)</p> <p>Indicator = (B+C+D)/A</p>
Follow up form	<p>A = # under 5 children sick in the last 2 weeks (Q10)</p> <p>B = # sick under 5 children who were taken to the Health Centre or Village Clinic within 1 day (Q11)</p> <p>Indicator = B/A</p>

Family planning

Indicator	% of women (excluding those who are pregnant, want another child now or are beyond child bearing age) using a long term method of family planning (IUD, implant, sterilisation)
Compliance survey	<p>A = Total households (women)</p> <p>B = Total women not using family planning because they are pregnant (Q35=1)</p> <p>C = Total women not using family planning because they want another child (Q35=2)</p> <p>D = Total women not using family planning because they are beyond child bearing age (Q35=8)</p> <p>E = Total women excluding those who are pregnant, want another child now or beyond child bearing age = A-(B+C+D)</p> <p>F = Total women using a long term method of family planning (Q32=1,2,3)</p> <p>Indicator = F/E</p>
Follow up form	<p>A = # women using a long term method before triggering (Q9)</p> <p>B = # women who started using a long term method after the triggering (Q10)</p> <p>C = Total women of reproductive age who want to delay their net child or do not want another child (take from compliance survey results)</p> <p>Indicator = (A+B)/C</p>

Safe delivery

Indicator	% of women who delivered at a Health Facility, out of all women who delivered in the last 6 months
Compliance survey	A = Total number of women who delivered in the last 6 months (Q36=1) B = Total number of women who delivered at a Health Facility (Q37=1) Indicator = B/A
Follow up form	A = # women who delivered at a Health Facility since the triggering (Q9) B = # women who delivered at home since the triggering (Q10) C = # women who delivered at a TBA since the triggering (Q11) Indicator = A/(A+B+C)

Village clinics

Only calculated for catchment areas with a Village Clinic (Village Clinic = Yes)

Indicator	% of sick under 5 children taken for treatment at a village clinic
Compliance survey	A = Total number of sick under 5 children (Q23=1) B = Total number of sick under 5 children for whom treatment was sought (Q25=1) at a Village Clinic (Q27=2) Indicator =B/A
Follow up form (Health Seeking)	A = # under 5 children sick in the last 2 weeks (Q10) B = # sick under 5 children who were taken to a Village Clinic in any timeframe (Q12) Indicator = B/A

3 Evaluation

3.1 Approach

Having Inter Aide Facilitators and HSAs conduct regular house-by-house visits is a good way to know whether the monitoring indicators are changing at village level. However, it is not accurate enough to be used for the evaluation of the program.

Most Inter Aide Facilitators and HSAs have only completed high school, and as a result they can have difficulty completing complex forms and questionnaires accurately. They are also interested parties in the program, and so may alter results to make them appear better than they are – particularly if they are under pressure from the GVHs and TAs to show that the by-laws have been implemented. In addition, house-by-house visits are an *activity* within the program intended to motivate households to take action and so cannot be used for evaluation purposes.

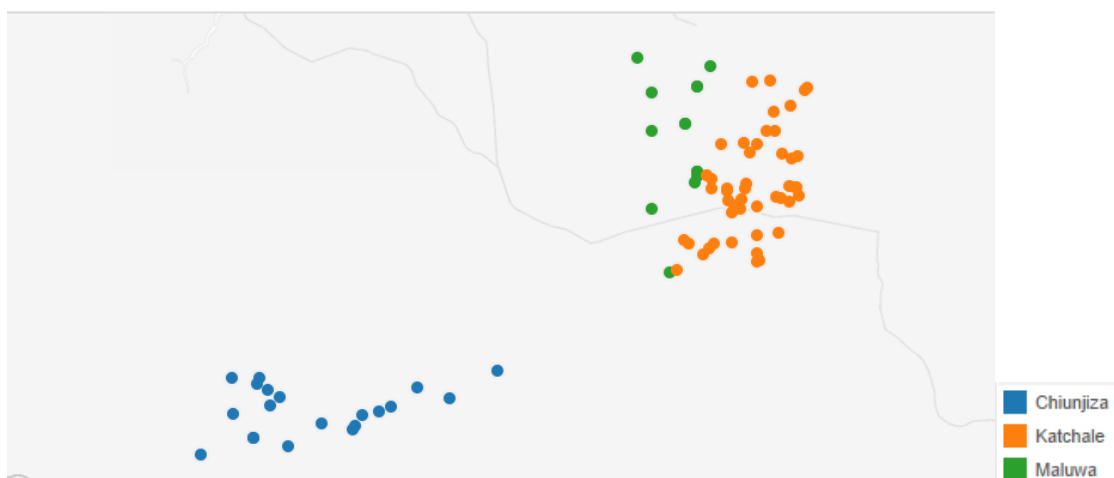
Because of this it is necessary to have an independent process for evaluation. This will be done using a quasi-experimental design. A baseline and endline survey will be conducted in randomly selected intervention villages in the Katchale catchment area, as well as randomly selected comparison villages from other nearby Health Centres. The data collection for these surveys will be done by independent enumerators who have experience with more complex household surveys, and will be managed jointly by Inter Aide and the District Health Office. The baseline survey will be conducted in January 2014 and the endline survey after three years in January 2017.

3.2 Methods & Tools

The full methodology and tools for the baseline survey are in the Baseline Survey Report. The endline survey will use the same methodology and tools.

The intervention area is the catchment of Katchale Health Centre. The control areas are the catchments of Maluwa Health Centre and Chiunjiza Health Centre. These two areas were selected as controls because they are as close as possible to Katchale Health Centre in terms of size, remoteness and service level.

Figure 1 Map showing the relative position of villages in Katchale catchment (intervention area) and Maluwa and Chiunjiza catchments (control areas)



The baseline survey questionnaire was developed and pre-tested by the program team. Many questions were adapted from the 2010 Malawi Demographic Health Survey (MDHS) to align with national statistics. Poverty was measured using the Progress out of Poverty Index (PPI) for Malawi.

Two-stage cluster sampling was used, stratified by HSA station. In the first stage 48 villages were randomly selected from the intervention area, with six villages from each of the eight HSA stations. In the two control areas 24 villages were randomly selected (48 control villages in total) with 6 villages taken from each of four HSA stations. The same villages will be used for the endline survey.

Within each village 10 households were selected using a random walk quota method. This gave a total of 480 households in the intervention areas and 480 in the control areas (240 per control area), with 960 households in total. New households will be sampled using the same method in the endline survey.

3.3 Indicators

The baseline survey included a range of questions on the following topics. All questions will be analysed after the endline survey to assess changes:

- Morbidity – neonatal mortality rate, infant mortality rate and under 5 mortality
- Mortality – 2 week prevalence of malaria, diarrhea and ARI
- Antenatal, delivery and postnatal care
- Family planning
- Hygiene and sanitation
- Bed nets
- Health seeking behaviour and treatment
- Awareness
- Religious beliefs
- Chief involvement
- Male involvement
- Government health services

Specific indicators have also been calculated in the baseline survey report to compare with the national statistics in the 2010 MDHS. The same indicators will be calculated for the endline survey and compared with the most recent MDHS. See the **baseline survey report** for the list of indicators and formulas.

ANNEX A: List of villages

#	Location	DEMOGRAPHICS		
		Total households	Total population	Total U5
-	KATCHALE HEALTH CENTRE	4,362	18,763	3,328
01	Mlodzenzi Station	622	2742	461
01	GVH Chizumba	486	2161	355
01	Mtibu	22	93	14
02	Mbolongwe	51	210	43
03	Nakulenga	59	266	36
04	Manuel	14	49	4
05	Kumakoka	9	32	5
06	Mankhokwe	7	29	8
07	Lipenga	19	74	15
08	Kanjedza	8	34	10
09	Mbangali	59	242	48
10	Chizumba	17	85	16
11	Khombe	35	140	30
12	Katchale	178	875	121
13	Mpoto	8	32	5
02	GVH Mkakaula	136	581	106
01	Maliseche	88	361	63
02	Mwatengeza	48	220	43
02	Chimutu Station	377	1463	272
02	GVH Mkakaula	130	461	84
03	Champha	41	139	23
04	Mkakaula	50	182	33
05	Kazangazika	39	140	28
03	GVH Mbalame	247	1002	188
01	Chinthu	59	246	50
02	Guliguli	24	76	12
03	Mtima	48	194	36
04	Chimutu	116	486	90
3	Namikango	558	2,370	388
5	GVH Malimbwe	117	484	61
1	Malimbwe	19	83	15
2	Jabesi	6	28	4
3	Tsoka	13	53	8
4	Iston	5	18	1
5	Chamaza	9	36	1
6	Tsetseleka	11	45	6
7	Meselemu	7	27	3
8	Sinkanako	24	91	11
9	Nyemba	23	103	12
7	GVH Choma	118	510	103
1	Choma	46	186	37
2	Chidede	24	116	27
3	Nason	18	79	15
4	Kamba	12	42	9
5	Kakhome	7	25	3
6	Shamboko	11	62	12
4	GVH Chinthankhwa	182	781	126
1	Chinthankhwa	83	356	57
2	Chilamba	16	66	10
3	Velemu	7	26	2
4	Kapezawathu	60	272	45

#	Location	DEMOGRAPHICS		
		Total households	Total population	Total U5
5	Jamu	7	32	5
6	Zeluzatha	9	29	7
9	GVH Kazonga	141	595	98
1	Kazonga	18	66	10
2	Kambwili	23	94	18
3	Malemuya	5	15	3
4	Katsosa	6	24	2
5	Nkhwali	10	42	12
6	Nkhambo	18	78	14
7	Lere	7	34	4
8	Kawelama	9	37	5
9	Monana	6	27	4
10	Damison	4	19	3
11	Kamutawa	6	22	2
12	Kazonga yakumusi	20	101	14
13	Malembuzi	9	36	7
4	Chiphwanya	593	2,637	468
12	GVH Phula	288	1265	210
1	Chilemba	7	33	4
2	Mthamanja	19	88	9
3	Lumbe	17	73	18
4	Nyalubwe	12	60	14
5	Mcholo	4	16	6
6	Chiwala	15	68	10
7	Josephy	11	45	7
8	Phula	32	144	22
9	Malembo	8	37	6
10	Kaphantenga	27	105	19
11	Njuzi	7	26	3
12	Nglombe	10	43	7
13	Ofesi	11	42	7
14	Chilabade	24	113	16
15	Chingondo	18	79	14
20	Zilaka	4	21	5
16	Nzumazi	24	113	19
17	Chimaliza	14	58	6
18	Chidovu	13	51	7
19	Paliminga	11	50	11
11	GVH Bisiwasi	37	171	31
1	Bisiwasi	17	82	14
2	Tsogolani	13	59	12
3	Katswasijira	7	30	5
6	GVH Madetsa	45	191	32
1	Madetsa	35	149	26
2	Msampha	10	42	6
8	GVH Chiphwanya	141	652	124
1	Msanijama	15	68	10
2	Mphandule	34	155	30
3	Tsibwi	22	93	18
4	Mazengera	13	56	11
5	Kapeya	14	65	16
6	Chiphwanya	19	96	21
7	Masiketi	9	46	6
8	Mkonolino	15	73	12
10	GVH Kalongosola	82	358	71
1	Kapazira	39	176	34
2	Mcholo	28	116	30
3	Kalongosola	15	66	7
05	Nyamazani Station	398	1606	285

#	Location	DEMOGRAPHICS		
		Total households	Total population	Total U5
13	GVH Mkute	70	284	45
08	Mtiza	36	128	26
09	Chamtupira	25	108	15
10	Namtsetse	9	48	4
14	GVH Nyamazani	132	516	75
01	Nyamazani	58	243	37
02	Dzanjalimodzi	74	273	38
15	GVH Pwitika	184	756	152
01	Pwitika	27	117	26
02	Pwitika Kunchenga	4	17	2
03	Gwirize	40	167	37
04	Kansampha	113	455	87
16	GVH Mdabwi	12	50	13
05	Kalindiyan	12	50	13
6	Kalumbi	509	2,284	388
13	GVH Mkute	104	443	73
1	Mkute	13	54	8
2	Gwengwe	14	70	8
3	N'dakuyanja	15	44	6
4	Chatupa	8	40	7
5	Kalulu	17	72	13
6	Pemba	8	38	7
7	Wisikati	20	89	17
8	Mbalame	9	36	7
14	GVH Nyamazani	33	147	20
3	Tonde	20	90	10
5	Chifaliti	13	57	10
16	GVH Mdabwi	172	820	127
1	Mdabwi	69	331	51
2	Mpangasa	23	116	17
3	Pindita	10	56	9
4	Kadzabwani	13	53	11
6	Kankasiga	5	19	3
7	Chikhoko	7	36	2
8	Ziyenda	11	63	5
9	Kafulukuta	22	101	20
10	Mdabwi Kumbinzi	5	17	3
11	Mdabwi Kutchenaka	7	28	6
17	GVH Kalumbi	200	874	168
6	Kadzakatha	30	141	35
7	Chidampamba	26	115	19
8	Chinziri	18	82	13
9	Mbalame	20	83	14
10	Zimpita	8	24	3
11	Nankhombo	17	79	19
12	Botomani	11	47	11
13	Chimwenje	8	30	4
14	Kalumbi	40	186	35
15	Mnumbi	12	46	10
16	Kutchemba	10	41	5
7	Khuzi	923	4,035	771
18	GVH Chilembwe	248	1038	203
1	Chilembwe	54	215	43
2	Jontcho	27	117	27

#	Location	DEMOGRAPHICS		
		Total households	Total population	Total U5
3	Mnyontho	27	135	28
4	Mgombechikho	17	82	13
5	Msamba	29	115	23
6	Chilombo	69	285	53
7	Njovu	14	57	9
8	Banikani	11	32	7
19	GVH Mgombe Sanga	123	557	107
1	Msiya	69	295	61
2	Mgombesanga	54	262	46
20	GVH Khuzi	393	1749	328
1	Khuzi	27	134	22
2	Chikalema	57	271	56
3	Kagundu	27	112	17
4	Mwantsindo	70	317	63
5	Msema	73	301	54
6	Kamangadazi	52	251	50
7	Mchocho	22	103	22
8	Kutsala	29	122	21
9	Mpani	36	138	23
22	GVH Chiphanzi	159	691	133
1	Chiphanzi	45	206	38
2	Chikuwa	38	175	33
3	Pimbiri	20	85	18
4	Mbendere	17	67	15
5	Kambandule	9	23	4
6	Chimatiro	16	66	14
7	Nyontho	14	69	11
08	Chimphanga Station	381	1623	295
01	GVH Chizumba	52	226	35
14	Mchindiuza	52	226	35
03	GVH Mbalame	119	504	99
05	Kasengwa	36	172	32
06	Chinjala	83	332	67
17	GVH Kalumbi	96	402	77
01	Mkwata	38	158	27
02	Gadamika	11	47	12
03	Mkata Wakuda	14	62	10
04	Mkata Jonas	10	46	8
05	Mkata Mtuta	23	89	20
21	GVH Chimphanga	114	491	84
01	Chimphanga Kalinde	30	127	22
02	Chimphanga / mwangu / sumbi / kasalika	84	364	62

ANNEX B: Compliance Survey Form

VILLAGE COMPLIANCE SURVEY

Interviewer# _____ Name _____

AREA INFORMATION			
1. NAME OF RESPONDENT (full):	_____	#	_____
2. NAME OF VILLAGE:	_____	#	_____
3. GVH NAME:	_____	#	_____
4. STATION:	_____	#	_____
5. TA:	_____	#	_____
DEMOGRAPHICS			
6. Age of respondent: (Muli ndi zaka zingati?)	_____ year		
7. Marital status (Muli pa banja?)	1 <input type="radio"/> Married 2 <input type="radio"/> Single → Q9 3 <input type="radio"/> Divorced → Q9 4 <input type="radio"/> Widow → Q9 5 <input type="radio"/> Other (specify) _____ → Q9		
8. Type of marriage (Amuna anu ndi amitala kapena ayi?)	1 <input type="radio"/> Monogamous 2 <input type="radio"/> Polygamous		
9. Total inhabitants (Mulipo angati m'nyumba yanuyi?)	_____		
10. Total children under 5 years (Muli ndi ana angati ochepera zaka zisanu?)	_____		
11. Total children under 1 year (Muli ndi ana angati ochepera chaka chimodzi?)	_____		
12. Total children under 1 month (Muli ndi ana angati ochepera mwezi umodzi?)	_____		
13. Total U/5 deaths since 6 months ago (Ndi ana angati ochepera zaka zisanu anamwalira miyezi six yapitayi?) (if any, write the details in the table below) Ngati alipo, alembeni m'musimu	_____		
A. Name	B. Age at death	C. Where death occurred	D. Reason of death
COMPLIANCE ON DIARRHOEA PREVENTION			
14. Does the household have a latrine? (Kodi muli ndi chimbudzi?)	1 <input type="radio"/> Observed Present 2 <input type="radio"/> Observed Not Present → Q17 3 <input type="radio"/> No permission to observe → Q17		
15. Is the latrine shared? (Kodi m'chimbudzi chanuchi mumalowanso anthu ena?)	1 <input type="radio"/> Yes 2 <input type="radio"/> No		

ASK AND OBSERVE FOR THE FOLLOWING	
16. Is there a drop hole cover on the latrine? (Chimbudzi chanu chili ndi chivindikiro?)	1 <input type="radio"/> Present and on 2 <input type="radio"/> Present but not on 3 <input type="radio"/> Not present
17. Is there a hand washing facility anywhere? (Kodi muli ndi posambira m'manja mukachoka kuchimbudzi?)	1 <input type="radio"/> Present but without water 2 <input type="radio"/> Present with water only 3 <input type="radio"/> Present with water and soap or ash 4 <input type="radio"/> Not present
COMPLIANCE ON MALARIA PREVENTION	
18. How many rooms are used for sleeping (include a sitting room if it is used for sleeping) Kodi nyumba yanuyi ili ndi zipinda zingati zogonamo?)	_____ rooms
19. Do you have a mosquito net? (Muli ndi moskito neti?)	1 <input type="radio"/> Yes 2 <input type="radio"/> No → Q23
20. How many mosquito nets do you have? (Muli ndi moskito neti angati?)	_____ nets
21. Observe how many nets are hanged now? (Ndi maneti angati amene panopa ndi omangilira kale?)	1 _____ hanging nets 2 <input type="radio"/> No permission to observe
22. How many U/5 children slept under the mosquito net last night? (Ndi ana angati ochepera zaka zisanu amene anagona mu neti usiku wathawu?)	1 _____ 2 <input type="radio"/> Not Applicable
COMPLIANCE ON HEALTH SEEKING BEHAVIOUR	
23. Has your U/5 child felt sick in the last 2 weeks? (Kodi mwana wanu anadwala sabata ziwiri zapitazi?)	1 <input type="radio"/> Yes 2 <input type="radio"/> No → Q30 3 <input type="radio"/> Not Applicable → Q30
24. What were the symptoms (mention all)? (Amadwala chiyani, tchulani zones?)	1 <input type="checkbox"/> Fever 2 <input type="checkbox"/> Fast breathing and cough 3 <input type="checkbox"/> Diarrhea 4 <input type="checkbox"/> Other, specify _____
25. Did you seek treatment for this illness? (Kodi munapita naye ku chipatala?)	1 <input type="radio"/> Yes 2 <input type="radio"/> No → Q30
26. How long did you wait before going for treatment? (single out the latest) (Munapita ku chipata patatha nthawi yayitali bwanji?)	_____ days

27. Where did you go to seek treatment (mention all)? (Kodi manapiata chipatala chanji?)	<input type="checkbox"/> Health centre <input type="checkbox"/> Village clinic <input type="checkbox"/> Community hospital <input type="checkbox"/> Herbalist <input type="checkbox"/> Private clinic <input type="checkbox"/> Shop <input type="checkbox"/> Other, specify _____
28. Did the child take any medication? (Kodi mwana anamwa mankhwala?)	<input type="radio"/> Yes <input type="radio"/> No → Q30
29. If yes, which medication did they take (mention all)? (Anamwa mankhwala anji?)	<input type="checkbox"/> LA <input type="checkbox"/> ORS <input type="checkbox"/> Antibiotics (bactrim, Amox etc) <input type="checkbox"/> Painkillers (panadol, aspirin) <input type="checkbox"/> Other, specify _____
COMPLIANCE ON FAMILY PLANNING	
30. Before this U/5 child/pregnancy, how long did you take to conceive again? (Mwana uyu (u/5) asanabadwe, Kapena musanatenge mimba iyi, munatenga nthawi yayitali bwanji musanakhaleenso ndi mimba?)	<input type="radio"/> Less than 12 months <input type="radio"/> 1 year <input type="radio"/> 2 years <input type="radio"/> 3 years <input type="radio"/> 4 years <input type="radio"/> More than 4 years <input type="radio"/> Not Applicable
31. Are you practicing any modern family planning method now? (Kodi pano mukulera ngati?)	<input type="radio"/> Yes <input type="radio"/> No → Q35
32. Which method? (Mukugwiritsa ntchito njira iti?)	<input type="radio"/> IUD <input type="radio"/> Implants <input type="radio"/> Female sterilization <input type="radio"/> Depo <input type="radio"/> Pills <input type="radio"/> Other, specify _____
33. When did you start this method? (Munayamba liti kulera?)	<input type="radio"/> Less than 12 months ago <input type="radio"/> 1-2 Years <input type="radio"/> More than 2 years
34. Who motivated you? (Munamva ndani kuti muyambe kulera?)	<input type="checkbox"/> Friend / relative <input type="checkbox"/> Health worker (nurse, HSA, etc) <input type="checkbox"/> Inter Aide Facilitator <input type="checkbox"/> Other, specify _____ → Q36
FOR WOMEN NOT USING FAMILY PLANNING	
35. Why you are NOT using a family planning method (mention all)? (Chifukwa chiyani simukulera panopa?)	<input type="checkbox"/> Pregnant now <input type="checkbox"/> Want another child <input type="checkbox"/> Not married <input type="checkbox"/> Not having sex <input type="checkbox"/> Had just have a baby <input type="checkbox"/> Knows no method <input type="checkbox"/> Knows no source <input type="checkbox"/> Beyond child bearing age <input type="checkbox"/> Other, specify _____
COMPLIANCE ON SAFE DELIVERY	

36. Have you given birth in the last 6 months? (Kodi mwabelekako miyezi six yapitayi?)	1 <input type="radio"/> Yes 2 <input type="radio"/> No → End 3 <input type="radio"/> Not applicable → End
37. Where did you give birth to (this last child)? (Munabelekera kuti?)	1 <input type="radio"/> Health Facility → End 2 <input type="radio"/> Home 3 <input type="radio"/> TBA 4 <input type="radio"/> Other, specify _____
WOMEN WHO DELIVERED AT HOME OR TBA 38. Why did you decide not to go to health facility? (Chifukwa chiyani simunakachirire ku chipatala?)	1 <input type="checkbox"/> No transport (distance) 2 <input type="checkbox"/> Birth happened unexpectedly 3 <input type="checkbox"/> Not happy with the services 4 <input type="checkbox"/> No materials or money 5 <input type="checkbox"/> Prefer traditional care 6 <input type="checkbox"/> No one to escort 7 <input type="checkbox"/> Other, specify _____

ANNEX C: Triggering Form

TRIGGERING REPORT

PAIR	
1. HSA NAME _____	# _____
2. FACILITATOR NAME _____	# _____
LOCATION	
3. NAME OF VILLAGE _____	# _____
4. GVH NAME _____	# _____
5. STATION _____	# _____
6. TA _____	# _____
DATE	
7. DATE _____ / _____ / _____	
8. PHOTO IDs _____	
TOPIC	
9. What was the topic of the activity? (tick all that were covered)	<input type="checkbox"/> 1 Latrines <input type="checkbox"/> 2 Hand washing <input type="checkbox"/> 3 Bed nets <input type="checkbox"/> 4 Health seeking <input type="checkbox"/> 5 Family planning <input type="checkbox"/> 6 Safe delivery <input type="checkbox"/> 7 Other, specify _____
COMMUNITY PARTICIPATION	
10. Number of male participants from community	_____
11. Number of female participants from community	_____
12. Number of child participants from community	_____
13. Total participants from community (sum the previous three questions)	_____
STAKEHOLDER PARTICIPATION	
14. Which members of the pair were present?	<input type="radio"/> 1 Both HSA and Facilitator <input type="radio"/> 2 HSA only <input type="radio"/> 3 Facilitator only
15. How many Village Headmen were present?	_____
16. How many GVHs were present?	_____
17. How many VHCs were present?	_____

18. Were any **supervisors** present?

(tick all that were present, regardless of how long they spent there)

Katchale Health Centre

1 ☐ Environmental Health Officer

2 ☐ Senior HSA

Inter Aide

3 ☐ Program Manager

4 ☐ Health Coordinator

5 ☐ Facilitator Supervisor

Other / None

6 ☐ Other, specify _____

7 ☐ None

COMMUNITY REACTION

19. What was the reaction of the community?

1 ☐ Matchbox in a gas station

2 ☐ Promising flames

3 ☐ Scattered sparks

4 ☐ Damp matchbox

20. Did the community make an action plan?

1 ☐ Yes

2 ☐ No

21. What was the date set for follow up?

1 ____ / ____ / ____

2 ☐ Not applicable (no date set)

COMMENTS

ANNEX D: Follow Up Forms

FOLLOW-UP REPORT LATRINES

PAIR	
1. HSA NAME _____	# _____
2. FACILITATOR NAME _____	# _____
LOCATION	
3. NAME OF VILLAGE _____	# _____
4. GVH NAME _____	# _____
5. STATION _____	# _____
6. TA _____	# _____
DATES	
7. DATE OF TRIGGERING ____/____/____	
8. DATE OF FINAL FOLLOW-UP ____/____/____	
RESULTS	
9. Number of households that already had a latrine before the triggering _____	
10. Number of households that finished building a latrine after the triggering _____	
11. Number of households that started building a latrine after the triggering, but did not yet complete it _____	
12. Number of households that did not start building a latrine after the triggering _____	
13. Total number of households (sum the answers to the previous four questions) _____	

ATTACHMENT: HOUSEHOLD LIST					
Only list households that did not have a latrine at the time of triggering.					
#	Household Name	Not started	Started	Finished	Photo ID
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

[illegible]

ATTACHMENT: HOUSEHOLD LIST					
Only list households that did not have a latrine at the time of triggering.					
#	Household Name	Not started	Started	Finished	Photo ID
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

FOLLOW-UP REPORT HAND WASHING

PAIR		
1. HSA NAME		#
2. FACILITATOR NAME		#
LOCATION		
3. NAME OF VILLAGE		#
4. GVH NAME		#
5. STATION		#
6. TA		#
DATES		
7. DATE OF TRIGGERING	__ __ / __ __ / __ __	
8. DATE OF FINAL FOLLOW-UP	__ __ / __ __ / __ __	
RESULTS		
9. Number of households that already had a hand washing facility before the triggering 		
10. Number of households that finished building a hand washing facility after the triggering 		
11. Number of households that started building a hand washing facility after the triggering, but did not yet complete it 		
12. Number of households that did not start building a hand washing facility after the triggering 		
13. Total number of households (sum the answers to the previous four questions) 		

ATTACHMENT: HOUSEHOLD LIST					
Only list households that did not have a hand washing facility at the time of triggering.					
#	Household Name	Not started	Started	Finished	Photo ID
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	
		○	○	○	

[illegible]

ATTACHMENT: HOUSEHOLD LIST

Only list households that did not have a hand washing facility at the time of triggering.

#	Household Name	Not started	Started	Finished	Photo ID
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

FOLLOW-UP REPORT

BED NETS

PAIR		
1. HSA NAME		#
2. FACILITATOR NAME		#
LOCATION		
3. NAME OF VILLAGE		#
4. GVH NAME		#
5. STATION		#
6. TA		#
DATES		
7. DATE OF TRIGGERING	__ __ / __ __ / __ __	
8. DATE OF FINAL FOLLOW-UP	__ __ / __ __ / __ __	
RESULTS		
9. Number of households that already had a hanging bed net before the triggering 		
10. Number of households that hung their bed net after the triggering 		
11. Number of households that did not hang their bed net after the triggering 		
12. Number of households that have no bed net 		
13. Total number of households (sum the answers to the previous four questions) 		

ATTACHMENT: HOUSEHOLD LIST					
Only list households that did not have a hanging bed net at the time of triggering.					
#	Household Name	Net is now hanging	Net is not hanging	No net	Photo ID
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

ATTACHMENT: HOUSEHOLD LIST

Only list households that did not have a hanging bed net at the time of triggering.

[illegible]

ATTACHMENT: HOUSEHOLD LIST

Only list households that did not have a hanging bed net at the time of triggering.

#	Household Name	Net is now hanging	Net is not hanging	No net	Photo ID
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

FOLLOW-UP REPORT HEALTH SEEKING

PAIR	
1. HSA NAME _____	# _____
2. FACILITATOR NAME _____	# _____
LOCATION	
3. NAME OF VILLAGE _____	# _____
4. GVH NAME _____	# _____
5. STATION _____	# _____
6. TA _____	# _____
DATES	
7. DATE OF TRIGGERING ____ / ____ / ____	
8. DATE OF FINAL FOLLOW-UP ____ / ____ / ____	
RESULTS	
9. Total number of under 5 children _____	
10. Number of under 5 children who were sick in the last 2 weeks _____	
11. Number of sick under 5 children who were taken to the Health Centre or Village Clinic within 1 day _____	
12. Number of sick under 5 children who were taken to the Village Clinic in any time period _____ <div style="text-align: right;">○ Not applicable (no Village Clinic)</div>	

ATTACHMENT: LIST OF CHILDREN				
List all under 5 children in the village.				
#	Child name	Were they sick in the last 2 weeks?	For children who were sick	
			Where were they taken?	After how many days?
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other _____ <input type="checkbox"/> None	

ATTACHMENT: LIST OF CHILDREN

List all under 5 children in the village.

#	Child name	Were they sick in the last 2 weeks?	For children who were sick	
			Where were they taken?	After how many days?
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	

ATTACHMENT: LIST OF CHILDREN

List all under 5 children in the village.

#	Child name	Were they sick in the last 2 weeks?	For children who were sick	
			Where were they taken?	After how many days?
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	
		<input type="radio"/> Yes <input type="radio"/> No	<input type="checkbox"/> Health Centre <input type="checkbox"/> Village Clinic <input type="checkbox"/> Other, specify _____ <input type="checkbox"/> None	

FOLLOW-UP REPORT FAMILY PLANNING

PAIR		
1. HSA NAME		#
2. FACILITATOR NAME		#
LOCATION		
3. NAME OF VILLAGE		#
4. GVH NAME		#
5. STATION		#
6. TA		#
DATES		
7. DATE OF TRIGGERING	__ / __ / __	
8. DATE OF FINAL FOLLOW-UP	__ / __ / __	
RESULTS		
9. Number of women using a long term method before the triggering 		
10. Number of women who started using a long term method after the triggering 		
11. Total number of women now using a long term method (sum answers to the previous two questions) 		

ATTACHMENT: LIST OF WOMEN					
List the women who started using a long term method after the triggering					
#	Woman name	Method	Date started	Source	Photo ID
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	

ATTACHMENT: LIST OF WOMEN
List the women who started using a long term method after the triggering

#	Woman name	Method	Date started	Source	Photo ID
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	___ / ___ / ___	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	

ATTACHMENT: LIST OF WOMEN
List the women who started using a long term method after the triggering

#	Woman name	Method	Date started	Source	Photo ID
		<input type="radio"/> Implant <input type="radio"/> Sterilization <input type="radio"/> IUD	__ / __ / __	<input type="radio"/> Health Centre <input type="radio"/> BLM <input type="radio"/> Other	

FOLLOW-UP REPORT SAFE DELIVERY

PAIR		
1. HSA NAME		#
2. FACILITATOR NAME		#
LOCATION		
3. NAME OF VILLAGE		#
4. GVH NAME		#
5. STATION		#
6. TA		#
DATES		
7. DATE OF TRIGGERING	__ __ / __ __ / __ __	
8. DATE OF FINAL FOLLOW-UP	__ __ / __ __ / __ __	
RESULTS		
9. Number of women who delivered at a Health Facility since the triggering 		
10. Number of women who delivered at home since the triggering 		
11. Number of women who delivered at a TBA since the triggering 		
12. Total number of women who delivered since the triggering (sum the answers to the previous three questions)		

ATTACHMENT: LIST OF DELIVERIES					
List all the deliveries that occurred after the triggering.					
#	Woman name	Date delivered	Health Facility	Home	TBA
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__ / __ / __	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ATTACHMENT: LIST OF DELIVERIES

List all the deliveries that occurred after the triggering.

#	Woman name	Date delivered	Health Facility	Home	TBA
		__/__/__	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__/__/__	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__/__/__	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__/__/__	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		__/__/__	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

ANNEX E: Data Audit Report

DATA COLLECTION AUDIT REPORT

Month _____ Year _____

Auditor _____

FORM DETAILS

Date data collected	
Form	
Facilitator	
Village	
Household	

COMMENTS FROM AUDITOR

--

Signature:

Date:

Photo ID _____

RESULT

☐ Confirmed, no errors ☐ Confirmed, some errors

☐ Not confirmed

ANNEX F: Supervision Checklist

SUPERVISORY CHECK LIST FOR FACILITATORS

DATE: _____

SUPERVISOR NAME: _____

FACILITATOR NAME: _____

	PROCESS INDICATOR	LEVEL	SUPERVISOR'S COMMENTS
PERSONAL ORGANISATION			
Punctuality	Check if the Facilitator is on time as agreed by with the stakeholders		
Planning of activities	Check if the activity is indicated in the diary and if the stakeholders are aware		
Preparation of activities (procedure and tools)	Check according to the Supervisor's observation if the Facilitator is; well prepared, least prepared or not prepared		
Involvement of key stakeholders	Check for the presence of key stakeholders during the activity		
Presentation	Check for the presentation skills of a Facilitator (dynamism, listening, appraising, systematic, procedural etc)		
PERFORMANCE OF ACTIVITIES			
Climate setting	Check for climate setting conducive for the activity and		
Facilitation skills	Check for relevant facilitation skills (Questioning, principles of adult learning, acknowledging, respecting ideas, analyzing the audience, praising, time management, communication skills, etc)		
Knowledge and skills analysis (Facilitator)	Check for knowledge and skills of the subject matter		

	PROCESS INDICATOR	LEVEL	SUPERVISOR'S COMMENTS
Procedures	Check for the systematic and procedural way of conducting the activity		
Tools	Check for the presence of necessary tools for the activity and observe relevant use		
Strategy and results	Check if the activity is in line with the implementation strategy and would immediately or eventually contribute to achievement of a specific by-law		
OVERALL			

BRIEF FEED BACK FROM SUPERVISOR:

Signature, Facilitator:

DATE:

Signature, Supervisor:

DATE:

ANNEX G: Monthly Activity Verification Form

MONTHLY ACTIVITY VERIFICATION

Facilitator _____ Month _____ Year _____

All photos must include the facilitator, the usual activity location, at least one VHC member, and the HSA if present.

Date	Time	Village	Activity	Start Time	End Time	Photo ID Start	Photo ID End	HSA present	Completed / Cancelled	Verified
	AM									
	PM									
	AM									
	PM									
	AM									
	PM									
	AM									
	PM									
	AM									
	PM									

ANNEX H: Monthly Supervision Verification Form

MONTHLY SUPERVISION VERIFICATION

Supervisor _____ Month _____ Year _____

Minimum two photos per visit, one on arrival and one before leaving. All photos must include the supervisor, usual activity location, facilitator (if present), and beneficiaries (if present).

Date	Facilitator	Village	Activity	Time Arrived	Time Left	Camera	Photo IDs	Supervision checklist (Y/N)	Verified

ANNEX I: Competition Checklist

COMPETITION SUPERVISION CHECKLIST

Date: _____ Supervisor: _____
 HSA: _____ Facilitator: _____
 Village: _____ Activity: _____

Note: Only one checklist should be completed per activity. If there is more than one supervisor present then the supervisors should discuss together and agree on the scores.

Item	Maximum Points	Points Achieved	Comments / Evidence
Planning	5 points		
Punctuality	5 points		
Compliance to schedule	5 points		
Report submission	5 points		
Facilitation skills	5 points		
Pair collaboration	5 points		
Trustworthiness	5 points		
Personal organization	5 points		
Communication skills	5 points		
Technical skills	5 points		
TOTAL	50 points		

General Comments

Signature

Supervisor: _____

ANNEX J: Patient Satisfaction Survey

PATIENT SATISFACTION SURVEY

Interviewer Name _____ Date: ____ / ____ / ____

HEALTH FACILITY	
1. Facility where the respondent accessed services	<input type="radio"/> Katchale Health Centre <input type="radio"/> Namikango Village Clinic <input type="radio"/> Chipwhanya Village Clinic <input type="radio"/> Khuzi Village Clinic
RESPONDENT	
2. Gender of respondent	<input type="radio"/> Male <input type="radio"/> Female
3. Age of respondent	_____ years
SERVICES	
4. Why did you come to the health facility today? (Tick all that apply)	<input type="checkbox"/> Treatment for a sick child <input type="checkbox"/> Treatment for a sick adult <input type="checkbox"/> Antenatal or postnatal visit <input type="checkbox"/> Delivery (maternity) <input type="checkbox"/> Family planning <input type="checkbox"/> Growth monitoring <input type="checkbox"/> Vaccinations <input type="checkbox"/> Other, please specify _____
5. Did you receive assistance for these issues?	<input type="radio"/> Yes, all the issues → Q7 <input type="radio"/> Only some of the issues <input type="radio"/> None of the issues
6. Why did you not receive assistance on some / all issues?	<input type="radio"/> Health facility was closed <input type="radio"/> Required staff member was away <input type="radio"/> Case too complex so referred to another facility <input type="radio"/> No drugs / supplies available <input type="radio"/> Too many people in the queue <input type="radio"/> Don't know <input type="radio"/> Other, specify _____
7. How long did you wait to receive assistance? (If less than 1 hour write 0 hours)	_____ hours
SATISFACTION	
8. How would you rate the service you received overall?	<input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Good
9. How would you rate the attitude of the staff?	<input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Good
10. How would you rate the facility itself (building, equipment, supplies, etc)?	<input type="radio"/> Poor <input type="radio"/> Average <input type="radio"/> Good

COMMENTS

ANNEX K: Village Clinic Report

The Village Clinic report will be a photocopy of the government report. A sample is shown below:

FORM 1B **VILLAGE CLINICS MONTHLY CONSOLIDATED REPORT - Health facility Level**

Health Facility _____ Month _____ Year _____
 District _____
 Number of village clinics that have reported this month _____
 Total number of functional village clinics within the catchment area _____
 Total number of CCM HSAs staying in their catchment area _____
 Total population in Hard to reach areas _____

CCM Cases report summary

Condition	New cases			Referrals with danger signs			Referrals made because of Drug stockout			Deaths (within 7 days of receiving treatment at a village clinic)		
	1-3 months	4-6 months	7-12 months	1-3 months	4-6 months	7-12 months	1-3 months	4-6 months	7-12 months	1-3 months	4-6 months	7-12 months
Malnutrition/Underweight												
Diarrhoea												
Rapid Breathing												
Red eyes												
Yellowish eyes (Icteric) and swelling of both feet												
Palmar pallor												
Other conditions												
TOTAL												

View cases by gender: males _____ females _____

Supervision schedule for the month

n HSAs with Village clinics	n village clinics planned visits	n village clinic visits done	n HSAs supervised in CCM	n HSAs who had their skills reinforced by case observation, case scenarios during supervision

Supervision summary

Theme	Case management	Information-Decision-Treatment Consistency	Data quality	Logistics	Availability of drugs	Availability of supplies	Community involvement	Water and sanitation
HSAs who got correct scores on the following per checklist								

Supplies management Table

Name of Drug/ Supply	Unit of issue	(A) Quantity on Hand at the beginning of the month	(B) Quantity Dispensed	(C) Losses	(D) Adjustment	(E) Quantity received	(F) New stock on Hand	(G) number of HSAs reporting any stockout	(H) number of HSAs reporting a stockout lasting for 7 consecutive days or more	(I) number of HSAs reporting a stockout lasting for 7 consecutive days or more
LA 6X1	Tablet									
LA 6X2	Tablet									
Paracetamol	Tablets									
ORS	Sachet									
Zinc	Tablet									
Cotrimoxazole	Tablet									
Eye ointment	Tube									

Number of HSAs reported to have been supervised in the month _____
 Name of village clinics not reported _____

Number of HSAs reported to have been mentored in the month _____

Name of Approving officer _____ Signature _____
 * Report should be sent to the DHO by 5th of each month. * To be completed in duplicate, copy for the health facility and another copy should be sent to DHO

ANNEX L: HIMS Report

HEALTH INFORMATION MANAGEMENT SYSTEM (HIMS) REPORT

Health Centre	
Month	
Total U5 patients	
Data collection by	

ANNEX M: Indicator Comparison

SURVEY DETAILS

Baseline survey

- Completed in January 2014
- 480 households surveyed with random sampling.
- If no-one was home on the day of the survey then another household was selected.
- Only households with a child under 5 years were included, or a child who would have been under 5 but died.
- 97 questions, approximately 30 minutes per survey
- Professional, independent enumerators
- Bed nets, hand washing facilities and latrines were photographed
- Supervision and auditing of all enumerators, every day

Monitoring survey

- Completed in March 2014
- 4,362 households surveyed, which is all households in Katchale Health Centre catchment area.
- If no-one was home on the day of the survey then the enumerator marked their name on a survey form and came back another day to complete it.
- 38 questions, approximately 10 minutes per survey
- HSAs and facilitators were enumerators in their own catchment areas
- Bed nets, hand washing facilities and latrines were observed but not photographed
- Random supervision and auditing

INDICATOR RESULTS

TOPIC	INDICATOR	BASELINE SURVEY	FIRST MONITORING SURVEY	COMMENT
Latrines	% of households with their own latrine (not shared)	44%	39%	The baseline survey only included households with children under 5 years. The monitoring survey included households with elderly occupants who are less likely to have a latrine.
Hand washing	% of households with a hand washing facility	6%	6%	No difference.
Bed nets	% of households with at least one hanging bed net	54%	60%	The baseline survey required a photograph, which meant that all bed nets were inspected. In the monitoring survey not all enumerators inspected the bed nets every time (although they were instructed to).

TOPIC	INDICATOR	BASELINE SURVEY	FIRST MONITORING SURVEY	COMMENT
Health seeking	% of sick U5 taken to a health facility within 1 day	39%	44%	In the baseline survey separate questions were asked on diarrhea, fever and ARI, so this indicator is really the percentage of cases. In the monitoring survey there was only one question on whether the child had been sick, so this indicator for the monitoring survey is the percentage of children.
Family planning	% of women* using a long term method of family planning	16%	24%	The baseline survey only included women who had a child under 5 years and were therefore less likely to be using a method of long term family planning. The monitoring survey included older women who are more likely to have had a tubal ligation or implant.
Safe delivery	% of women who delivered at a Health Facility	83%	71%	The monitoring survey only asked about deliveries in the last 6 months, while baseline asked about the most recent pregnancy any time in the last 5 years.
Village clinics	% of sick under 5 children taken for treatment at a village clinic **	8%	30%	The baseline survey was conducted in January, when the HSAs had only just moved to their catchment areas. The monitoring survey was conducted in March, once the number of cases at village clinics had already started increasing. The monitoring survey was also done by the HSA which may bias some answers.

* Excluding women who are pregnant, want another child now or are beyond child bearing age

** Out of all under 5 children who were sick in the last 2 weeks, only in catchment areas with a Village Clinic.

INDICATOR FORMULAS FOR BASELINE SURVEY

The following formulas show how the monitoring indicators were calculated using the baseline survey questionnaire. All indicators are calculated for Katchale Health Centre only (not the control areas).

Latrines

Indicator	% of households with their own latrine
Variables	A = # households with latrines (Q53=1-7 or 9) B = # households with shared latrines (Q55=1) C = Total households
Formula	$=(A-B)/C$

Hand washing

Indicator	% households with a hand washing facility
Variables	A = # households with a hand washing facility (Q56=1 or 2) B = Total households
Formula	=A/B

Bed nets

Indicator	% households with at least one hanging bed net
Variables	A = # households with a hanging bed net (Q62>0 and not blank or no permission) B = Total households
Formula	=A/B

Health seeking

Indicator	% of sick under 5 cases taken for treatment at a health facility within 1 day
Variables	A = # sick under 5 children with diarrhea (Q63C=1) B = # sick under 5 children with fever (Q63H=1) or Acute Respiratory Infection (Q63I=1 and Q63J=1 and Q63K=1 or 3) C = Total cases of sick under 5 children in the last 2 weeks = A+B D = # sick under 5 children with diarrhea for whom treatment was sought (Q63D=1) within 1 day (Q63F=0,1) at a health facility (Q63E=1-9) E = # sick under 5 children with fever or ARI for whom treatment was sought (Q63L=1) within 1 day (Q63N=0,1) at a health facility (Q63M=1-9) F = Total # sick under 5 cases where treatment was sought within 1 day at a health facility = D+E
Formula	=F/C

Family planning

Indicator	% of women (excluding those who are pregnant, want another child now or are beyond child bearing age) using a long term method of family planning (IUD, implant, sterilisation)
Variables	<p>A = Total households (women)</p> <p>B = Total women not using family planning because they are pregnant (Q21=1)</p> <p>C = Total women not using family planning because they want another child (Q49=1)</p> <p>D = Total women not using family planning because they are beyond child bearing age (Q49=5)</p> <p>E = Total women excluding those who are pregnant, want another child now or beyond child bearing age = A-(B+C+D)</p> <p>F = Total women using a long term method of family planning (Q43=1,4,6)</p>
Formula	=F/E

Safe delivery

Indicator	% of women who delivered their most recent pregnancy at a health facility
Variables	<p>A = Total households (women)</p> <p>B = Total number of women who delivered their most recent child at a Health Facility (Q33=3-10)</p>
Formula	=B/A

Village clinics

Only calculated for catchment areas with a Village Clinic (Village Clinic = Yes)

Indicator	% of sick under 5 cases taken for treatment at a village clinic
Variables	<p>A = # sick under 5 children with diarrhea (Q63C=1)</p> <p>B = # sick under 5 children with fever (Q63H=1) or Acute Respiratory Infection (Q63I=1 and Q63J=1 and Q63K=1 or 3)</p> <p>C = Total cases of sick under 5 children in the last 2 weeks = A+B</p> <p>D = # sick under 5 children with diarrhea for whom treatment was sought (Q63D=1) at a village clinic (Q63E=5)</p> <p>E = # sick under 5 children with fever or ARI for whom treatment was sought (Q63L=1) at a village clinic (Q63M=5)</p> <p>F = Total # sick under 5 cases where treatment was sought at a village clinic = D+E</p>
Formula	=F/C

ANNEX N: System Activities Log

Sample

5th March 2014

The project car transported representatives from DHO (Safe motherhood coordinator, HSA coordinator) and the Health Area (AEHO, Nurse in-charge) to Katchale for a meeting, and provided food for the meeting. The meeting involved:

- **Presentation by the Health Centre Management Committee** – the community representatives made several complaints about the standard of services at Katchale Health Centre. This included complaints about the nurse charging fees for deliveries, drug shortages, the Health Centre being closed due to the Medical Assistant being on sick leave, and pregnant women not receiving bed nets during antenatal consultations. The DHO and Health Area representatives took notes on the complaints and agreed to take them up with the relevant people at Health Centre, Health Area and DHO level.
- **Inspection of the maternity ward:** The safe motherhood coordinator and nurse in-charge inspected the maternity ward equipment, along with Christopher. They made a list of all the essential equipment that was missing or broken. They also had a private discussion with the nurse about the fees and bed nets. As a temporary solution for lighting they asked Inter Aide to provide some torches and batteries to be used for night deliveries. This will remove the excuse that the nurse is using for charging patients fees (“to purchase candles”).
- **Delivery of HSA bicycles:** Seven bicycles were delivered for the HSAs to use for activities. The Health Centre EHO signed the Letter of Understanding governing the use of the bicycles.



Community representatives from the Health Centre Management committee present their complaints to the DHO and Health Area representatives, Katchale Health Centre, 5th March 2014, 1:21pm

ANNEX O: Triggering & Follow Up Report Template

TRIGGERING & FOLLOW-UP REPORT

This is a cumulative report from the start of the program in January 2014 until <DATE>

TRIGGERING ACTIVITIES

Number of triggering activities completed

Topic	#
Latrines	
Hand washing	
Bed nets	
Health seeking	
Family planning	
Safe delivery	
TOTAL	

Number of participants

Topic	Males	Females	Children	TOTAL
Latrines				
Hand washing				
Bed nets				
Health seeking				
Family planning				
Safe delivery				
TOTAL				

Pair collaboration

% of activities implemented by	
HSA & facilitator	
HSA only	
Facilitator only	

Stakeholder involvement

% of activities with at least one	
Village Headmen	
Group Village Headmen	
Village Health Committee member	

Supervision

% of activities supervised by	
Health Centre	
Environmental Health Officer	
Senior HSA	
Inter Aide	
Program Manager	
Health Coordinator	
Facilitator Supervisor	

Community Reaction

What was the reaction of the community? (%)	
Matchbox in a gas station (excellent)	
Promising flames (good)	
Scattered sparks (poor)	
Damp matchbox (terrible)	

Did the community make an action plan? (%)	
Yes	
No	

FOLLOW-UPS

Follow ups completed

Cumulative number of <u>final</u> follow up reports submitted	#
Latrines	
Hand washing	
Bed nets	
Health seeking	
Family planning	
Safe delivery	
TOTAL	

Results

Latrines

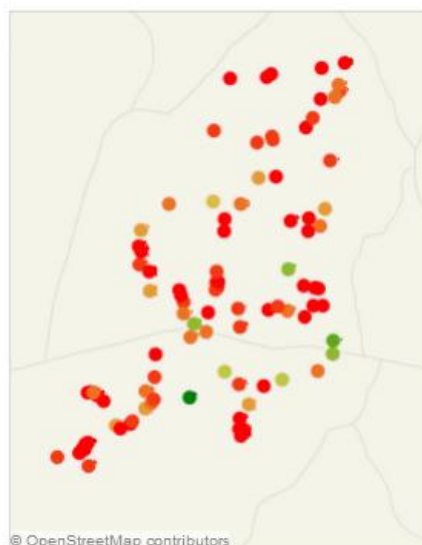
% of households with their own latrine (not shared)

Baseline			Latest result		
Total households	# of households with their own latrine	% of households with their own latrine	Total households	# of households with their own latrine	% of households with their own latrine

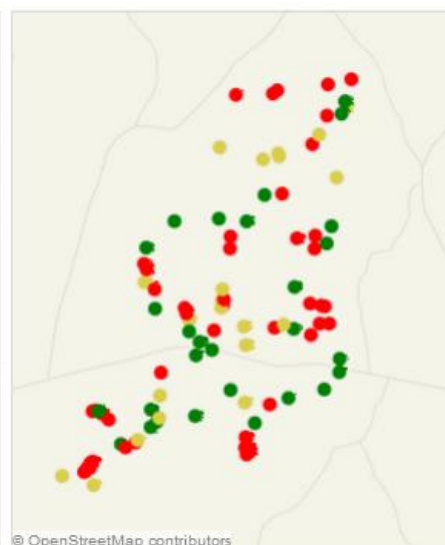
Latrine coverage



Baseline latrine coverage



Current latrine coverage



Hand washing

% of households with a hand washing facility

Baseline			Latest result		
Total households	# of households with a hand washing facility	% of households with a hand washing facility	Total households	# of households with a hand washing facility	% of households with a hand washing facility

INSERT MAP

Bed nets

% of households with at least one hanging bed net

Baseline			Latest result		
Total households	# of households with at least one hanging bed net	% of households with at least one hanging bed net	Total households	# of households with at least one hanging bed net	% of households with at least one hanging bed net

INSERT MAP

Health seeking

% of sick U5 taken to a health facility within 1 day

Baseline			Latest result		
Total U5 sick in the last 2 weeks	# of sick U5 taken to a health facility within 1 day	% of sick U5 taken to a health facility within 1 day	Total U5 sick in the last 2 weeks	# of sick U5 taken to a health facility within 1 day	% of sick U5 taken to a health facility within 1 day

INSERT MAP

Family planning

% of women using a long term method of family planning

Baseline			Latest result		
Total women*	# of women*	% of women*	Total women*	# of women*	% of women*

who do not want another child now	using a long term method of family planning	using a long term method of family planning	who do not want another child now	using a long term method of family planning	using a long term method of family planning

* Excluding women who are pregnant, want another child now or are beyond child bearing age.

INSERT MAP

Safe delivery

% of women who delivered at a Health Facility

Baseline			Latest result		
Total women who delivered in the last 6 months	# of women who delivered at a Health Facility	% of women who delivered at a Health Facility	Total women who delivered in the last 6 months	# of women who delivered at a Health Facility	% of women who delivered at a Health Facility

INSERT MAP

Village clinics

% of sick under 5 children taken for treatment at a village clinic

Baseline			Latest result		
Total U5 sick in the last 2 weeks in Village Clinic catchment areas	# of sick U5 taken to a Village Clinic (any timeframe)	% of sick U5 taken to a Village Clinic	Total U5 sick in the last 2 weeks in Village Clinic catchment areas	# of sick U5 taken to a Village Clinic (any timeframe)	% of sick U5 taken to a Village Clinic

INSERT MAP

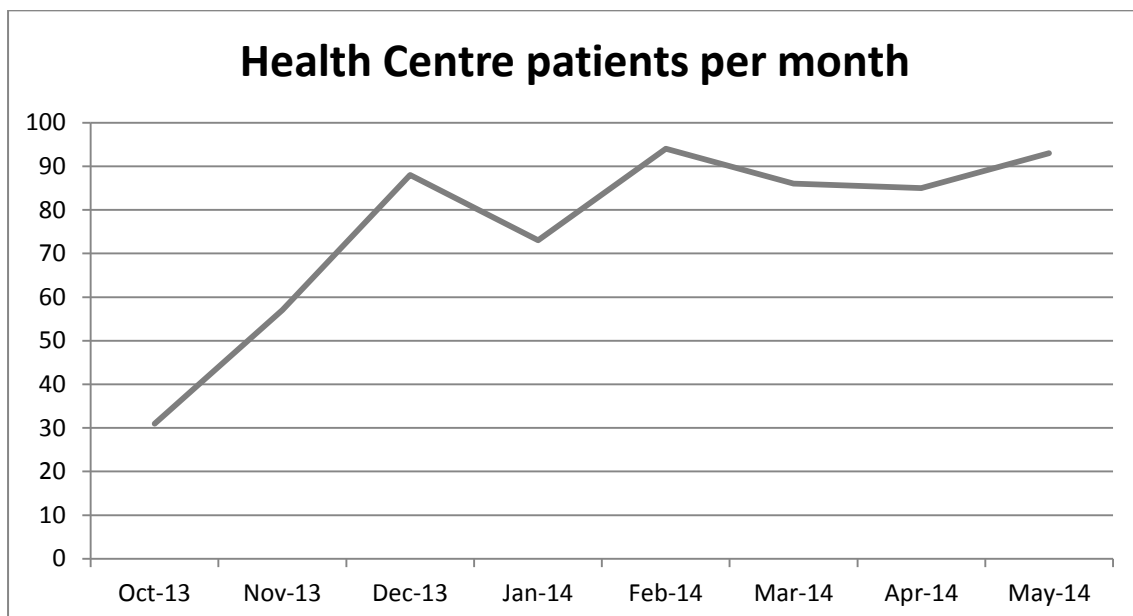
ANNEX P: Health Services Report Template

HEALTH SERVICES REPORT

This is a cumulative report from the start of the program in **January 2014** until **<DATE>**.

HEALTH CENTRE

Month	Total U5 patients



VILLAGE CLINICS

Namikango

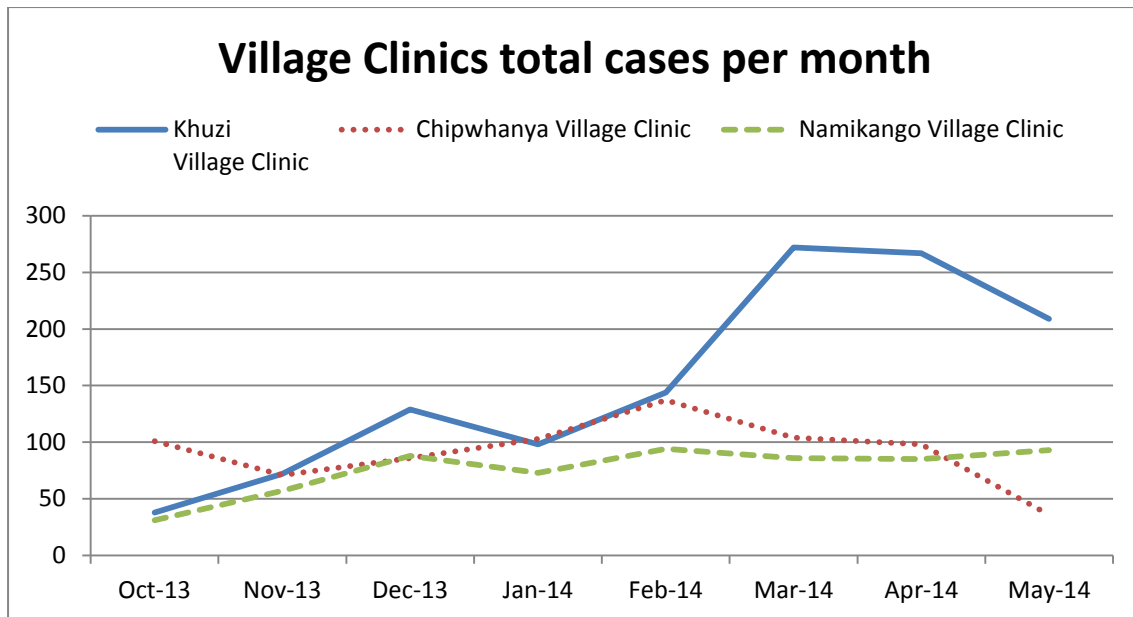
Month	Total U5 patients	Total U5 cases	Total cases referred due to drug shortage

Chipwhanya

Month	Total U5 patients	Total U5 cases	Total cases referred due to drug shortage

Khuzi

Month	Total U5 patients	Total U5 cases	Total cases referred due to drug shortage



BLM

Referrals

Month	# women referred to BLM for long term methods

BLM Patients

Clinic date	Location	# tubal ligations	# implants	# IUDs	# short term (pills, depo)

Clinic date	Location	# tubal ligations	# implants	# IUDs	# short term (pills, depo)

cStock

Month	% complete reporting	% reporting on time

ANNEX Q: Indicator Report Template

INDICATOR REPORT

<TA>, <DATE>

		DEMOGRAPHICS				INDICATORS					
#	GVH	Total villages in Katchale catchment	Total households in Katchale catchment	Total population in Katchale catchment	Total U5 in Katchale catchment	LATRINES % of households with their own latrine	HAND WASHING % of households with a hand washing facility	BED NETS % of households with at least one hanging bed net	HEALTH SEEKING % of sick U5 taken to a health facility within 1 day	FAMILY PLANNING % of women* using a long term method of family planning	SAFE DELIVERY % of women who delivered at a Health Facility**
TA											
	GVH 1										
	GVH 2										
	GVH 3										

* Excluding women who are pregnant, want another child now or are beyond child bearing age.

** Out of all women who delivered in the last 6 months

INDICATOR REPORT - TOTALS

<TA>, <DATE>

#	Location	Total households in Katchale catchment	LATRINES # of households with their own latrine	HAND WASHING # of households with a hand washing facility	BED NETS # of households with at least one hanging bed net	Total U5 sick in the last 2 weeks	HEALTH SEEKING # of sick U5 taken to a health facility within 1 day	Total women* who do not want another child now	FAMILY PLANNING # of women* using a long term method of family planning	Total women who delivered in the last 6 months	SAFE DELIVERY # of women who delivered at a Health Facility**
TA											
	GVH 1										
	GVH 2										
	GVH 3										

* Excluding women who are pregnant, want another child now or are beyond child bearing age.

ANNEX R: Field Report Template

FIELD REPORT

Project Details

Country	Malawi
Project	Child Health – Central Region
Month	
Project Officer	

Technical

Outcome indicators

# households	4,362	Total population	18,763	# children under 5	3,328
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Topic	Indicator	Baseline	Latest result
Latrines	% of households with their own latrine (not shared)	39%	
Hand washing	% of households with a hand washing facility	6%	
Bed nets	% of households with at least one hanging bed net	60%	
Health seeking	% of sick U5 taken to a health facility within 1 day	44%	
Family planning	% of women* using a long term method of family planning	24%	
Safe delivery	% of women who delivered at a Health Facility**	71%	
Village clinics	% of sick under 5 children taken for treatment at a village clinic ***	30%	

* Excluding women who are pregnant, want another child now or are beyond child bearing age

** Out of all women who delivered in the last 6 months

*** Out of all under 5 children who were sick in the last 2 weeks, only in catchment areas with a Village Clinic.

Activities

Community Level Activities

By-laws

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

VHC Selection & Training

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Compliance Survey

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Compliance Feedback

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Planning

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Triggering

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

System Level Activities

Transport Support

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Village Clinics

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Relief Nurse

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Maternity Equipment

Status	Going well Challenges Off-track
Objective	

Progress	
Comments	

Drug Supplies

Status	Going well Challenges Off-track
Objective	
Progress	
Comments	

Partners and Stakeholders

See ANNEX A for a summary of the progress that each stakeholder has made on their commitments in the 2014 MoU.

Health Centre

Status	Going well Challenges Off-track
Comments	

Health Area

Status	Going well Challenges Off-track
Comments	

District Health Office (DHO)

Status	Going well Challenges Off-track
Comments	

Traditional Authority (TA) and Area Development Committee (ADC)

Status	Going well Challenges Off-track
Comments	

Support

Human Resources

Status	Going well Challenges Off-track
Comments	

Financial Management & Controls

Status	Going well Challenges Off-track
Comments	

Logistics

Status	Going well Challenges Off-track
Comments	

Health, Safety & Security

Status	Going well Challenges Off-track
Comments	

ANNEX A: PROGRESS ON MOU COMMITMENTS

ANNEX B: TRIGGERING & FOLLOW-UP REPORT

ANNEX C: HEALTH SERVICES REPORT

ANNEX S: Sample Program Update

Inter Aide Child Health Program

January - June 2014 – Program Update

Achievements

The first 6 months of the program at Katchale Health Centre have been very successful. Each stakeholder has made progress with their commitments in the MoU (see the attached list of commitments for details):

- **Inter Aide** has provided a motorcycle for Katchale Health Centre staff to use, and has rented two HSA houses for Village Clinics. An extra nurse house has been rented and fitted with a solar electricity system. Inter Aide facilitators have worked with the HSAs to conduct a monitoring survey in the catchment, and are now assisting the HSAs to run community activities. Inter Aide supervisors are working closely with the Health Centre supervisors.
- **Lilongwe District Health Office** has sent a new nurse for Katchale Health Centre, which has significantly improved maternity services there. The IMCI coordinator has conducted supervision to improve the operation of the Village Clinics. This included helping the HSAs at Katchale to improve their use of c-stock for drug reports. The maintenance department has prepared plans for the first HSA house at Khuzi, and DHO has continued to supply fuel for the Health Centre motorbike.
- **Mitundu Health Area** has assisted the staff at Katchale to identify a new Health Centre Management Committee and to improve their reporting process for drugs. They have also provided emergency assistance for drug stock outs.
- **Katchale Health Centre** has selected a new Health Centre Management Committee. The HSAs have worked with Inter Aide facilitators to do a monitoring survey in their catchment areas. Using the results of the survey they have developed an action plan for improving the health of their catchments. The supervisors have improved their planning and supervision of HSA activities, and the Village Clinic providers have started using c-stock for drug management. The HSAs have also identified and trained Village Health Committees for each GVH.
- **Chadza and Kalumbu Traditional Authorities** have passed by-laws requiring all households in their areas to take action on latrines, hand washing, bed nets, health seeking, family planning and safe delivery. They have met with their GVHs to urge them to take action. Community members in Khuzi have mobilized to provide bricks, sand, stones, and labour for the construction of an HSA house with attached clinic room at Khuzi.

Challenges

A few challenges have been encountered during the implementation of activities:

- **Supervision schedules for DHO and Health Area:** Inter Aide is ready to provide transport assistance for staff at DHO and Mitundu Health Area to regularly supervise Katchale Health Centre in order to improve services there. However, Inter Aide is still waiting to receive a supervision schedule so that the vehicle can be booked for this.
- **HSA house in Namikango:** Two HSAs running Village Clinics at Khuzi and Chipwhanya have moved into the houses provided by Inter Aide. The third HSA in Namikango has not moved into his catchment area. Results from the first monitoring survey suggest that most children under 5 in Namikango are going to the Health Centre for treatment, as Namikango station is very close to Katchale. By comparison, there is a very big need for a Village Clinic in Nyamazani, but the HSA for that catchment is not trained.
- **Village Clinic training for senior HSA:** The senior HSA needs to be trained on Village Clinics so he can supervise them regularly. He is currently not trained, and so no-one is conducting monthly

supervision of the clinics. The IMCI coordinator has put him on the list of people to be included in the next training session, but the training session has been delayed.

- **Fuel for the Health Centre motorbike:** According to the MoU, Lilongwe DHO agreed to provide fuel each month for the motorbike that Inter Aide has loaned to the Health Centre. However, the Health Centre report that sometimes they wait up to two months to receive fuel, and as a result it is difficult for them to supervise activities.

Monitoring & Evaluation

A baseline survey was conducted in January 2014 (see the attached report). The results confirmed many of the problems identified during stakeholder discussions.

In addition to the baseline survey, the HSAs and Inter Aide facilitators also conducted a house-by-house census of the entire Katchale Health Centre catchment area. This has confirmed the exact population of the catchment, and allowed us to create a set of indicators that will be regularly measured to show improvements in the catchment area.

Katchale Health Centre Demographics

# TA	3	# GVH	22	# VILLAGES	168
# HOUSEHOLDS	4,362	POPULATION	18,763	# UNDER 5s	3,328

Katchale Health Centre Indicators

TOPIC	INDICATOR	BASELINE
Latrines	% of households with their own latrine (not shared)	39%
Hand washing	% of households with a hand washing facility	6%
Bed nets	% of households with at least one hanging bed net	60%
Health seeking	% of sick U5 taken to a health facility within 1 day	44%
Family planning	% of women* using a long term method of family planning	24%
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Village clinics	% of sick under 5 children taken for treatment at a village clinic ***	30%

* Excluding women who are pregnant, want another child now or are beyond child bearing age

** Out of all women who delivered in the last 6 months

*** Out of all under 5 children who were sick in the last 2 weeks, only in catchment areas with a Village Clinic.

Budget

Inter Aide has spent total of **675,877 MKW** on direct support to Katchale Health Centre in the period up to May 2014. See the attached ledger for details of the items purchased.

ANNEX T: M&E System Audit

M&E SYSTEM AUDIT

Date _____

Auditor _____

PLANNING

Question	Answer	Comments
Do all facilitators have a complete plan for the previous month?	Yes / No	
Do all supervisors have a complete plan for the previous month?	Yes / No	
Are all monthly activity verification forms complete for the previous month?	Yes / No	
Is the supervision verification form complete for the previous month?	Yes / No	
Have supervision checklists been completed for the previous month?	Yes / No	

TRIGGERING & FOLLOW-UP DATA

Question	Answer	Comments
Have all triggering and follow up forms for the previous month been entered into EpiData?	Yes / No	
Randomly choose one triggering and one follow up form. Have they been entered correctly into EpiData?	Yes / No	
Has the M&E officer done data collection auditing for the previous month and completed all data audit reports?	Yes / No	
Is the most recent 2 monthly Triggering & Follow-Up Report completed?	Yes / No	
Choose three figures from the Triggering & Follow-Up Report. Are they calculated correctly from the raw data set?	Yes / No	

HEALTH SERVICES DATA

Question	Answer	Comments
Has the HIMS report for the previous month complete?	Yes / No	
Are all Village Clinic reports for the previous month complete?	Yes / No	
Is data available for all BLM referrals and outreach clinics that ran in the previous month?	Yes / No	
Is a copy of the cStock report for Katchale available for the previous month?	Yes / No	
Is the most recent 2 monthly Health Services Report completed?	Yes / No	
Choose three figures from the Health Services Report. Are they inputted correctly from the original data?	Yes / No	
Is the System Activities Log up-to-date?	Yes / No	
Does System Activities Log include sufficient details and photographs to understand what happened?	Yes / No	

FIELD REPORTS

Question	Answer	Comments
Has the most recent 2 monthly Field Report been completed, including all annexes?	Yes / No	
Do all photographs in the M&E folder have captions, including the activity, location, date and time?	Yes / No	

Auditor signature
