



Provider Behavior Change Implementation Kit: Community Health Workers

Example Adapted Success Case Data Collection Planning Worksheet

Here is an excerpt of the plan that Cecilia and her Steering Committee members put together to drive their data collection process:

Phase	Action	Resources	Administrator/Contributors	Schedule
Phase 1	Identify Phase 1 participants – list all regional VHWs & SCHWs	Employee records of VHWs Employee records of SCHWs	Deputy Regional Minister of Public Health, Regional Clinic Directors	Week 1
	Develop communications about needs analysis and connect with stakeholders for distribution	Communications expertise Time on Task (LOE)	NGO Communications Specialist creates with input and approval from local government officials, religious leaders, and civic society organizations	Early Week 1
	Create Phase 1 Survey questions	Question Matrix Time on Task (LOE)	Senior M&E Manager for largest project in the region	Phase 1 survey created and piloted early Week 1
	Develop survey instruments and collect data	Regional public health ministry will print 65 VHW survey questionnaires (cost of print) The regional pharmacy center will manage distribution and collection from VHWs/supervisors leveraging regular distribution systems To reach SCHWs/supervisors, one of the major NGO projects will create the survey in Google Form since they have internet access and anonymity will be maintained	Facilitator (Cecilia) will coordinate efforts of: Deputy Regional Minister of Public Health Purchasing Manager of Regional Pharmacy Center Associate Director of NGO	Printed and distributed to VHWs/supervisors end Week 1 & collected end Week 2 Google Form created and invitation sent to SCHWs/supervisors end Week 1 with reminder end Week 2
	Consolidate and analyze data	Spreadsheet skills, Knowledge of statistics Time on Task (LOE)	Senior M&E Manager, Associate Director of NGO coordinate staff who consolidate & conduct analysis	Early Week 3
	Choose success and non-success cases for Phase 2	Measures of dispersion, Time on Task(LOE)	Senior M&E Manager	Late Week 3
Phase 2	Create Phase 2 Interview Protocol	Question Matrix, Time on Task (LOE)	Senior M&E Manager	Early Week 2



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	Prepare interviewers and data capture tools	Interview protocol, data capture tools, training tools, Time on Task (LOE)	Facilitator (Cecilia) and Associate Director of NGO	Late Week 2 – early Week 3
	Conduct interviews	Interview skills, Time on Task (LOE)	NGO project representatives	Late Week 3 – Week 5
	Consolidate and analyze data	Spreadsheet skills, Knowledge of qualitative and quantitative analysis, Time on Task (LOE)	Senior M&E Manager, Associate Director of NGO coordinate staff who consolidate and conduct analysis	Week 6