Phase 2 Interview Data Capture Tool

Purpose – for ease of recording important data that result from Phase 2 interviews

Because interviewers need to attend fully to the conversation, it's best to provide them with a simple tool for use in capturing the data from their discussion. The easiest approach is to create a table with questions and a space for responses to each. Encourage interviewers to capture key phrases rather than try to take verbatim notes—even if they are doing so on a computer. This makes it easier to synthesize data when it is combined. If you are using printed capture tools, provide more space for notes than you would on the electronic version, which will expand the cell as needed while the interviewer types.

The basic capture tool could be structured in the format below, which is just a fragment of a full interview tool:

Question	Responses and notes
Quality (5-7 minutes) **In the initial survey you said you always (never) feel as though you have the opportunity to give your best every day as a community health worker. Can you tell me more about this? What contributes to this feeling (gets in the way of your feeling) this way?**	
Expectations (3-5 minutes) **In the survey, you also indicated that you always (never) feel you know what is expected of you as a community health worker. Can you tell me more about this? What contributes to your feeling this way?**	
what services do you provide in the village?	
how is your work tracked and measured? what are your most recent measurements?	
how do you get feedback on the services you provide?	
what public health goals does your work strive to achieve?	