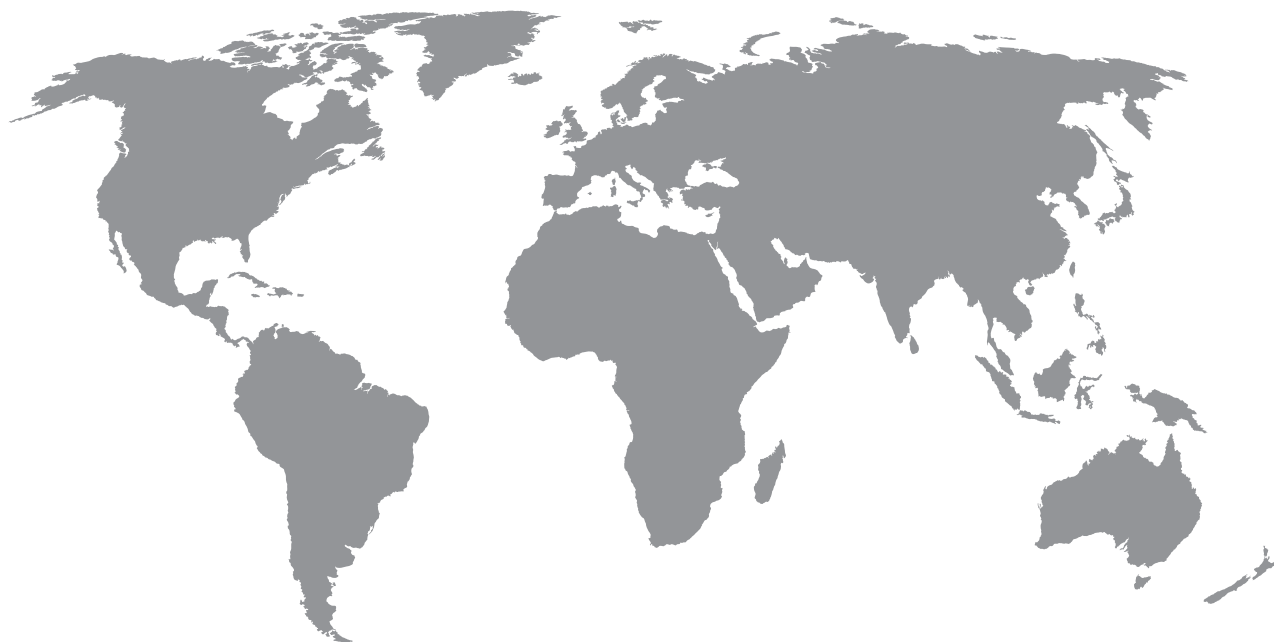




# Global Adult Tobacco Survey (GATS)



## Data Management Training Guide



# **Global Adult Tobacco Survey (GATS) Data Management Training Guide**

September 2020

## **Global Adult Tobacco Survey (GATS) Comprehensive Standard Protocol**

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### **GATS Questionnaire**

Core Questionnaire with Optional Questions  
Question by Question Specifications

### **GATS Sample Design**

Sample Design Manual  
Sample Weights Manual

### **GATS Fieldwork Implementation**

Field Interviewer Manual  
Field Supervisor Manual  
Mapping and Listing Manual

### **GATS Data Management**

Programmer's Guide to General Survey System  
Core Questionnaire Programming Specifications  
Data Management Implementation Plan  
Data Management Training Guide

### **GATS Quality Assurance: Guidelines and Documentation**

#### **GATS Analysis and Reporting Package**

Fact Sheet Templates  
Country Report: Tabulation Plan and Guidelines  
Indicator Definitions

#### **GATS Data Release and Dissemination**

Data Release Policy  
Data Dissemination: Guidance for the Initial Release of the Data

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Disclaimer: The views expressed in this manual are not necessarily those of the GATS collaborating organizations.



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## Introduction

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Tobacco use is a major preventable cause of premature death and disease worldwide, with approximately 1.4 billion people age 15 years or older using tobacco<sup>1</sup>. Furthermore, more than 8 million people die each year due to tobacco-related illnesses<sup>2</sup>. If current trends continue, tobacco use may kill a billion people by the end of this century, and it is estimated that more than three quarters of these deaths will be in low- and middle-income countries<sup>3</sup>. An efficient and systematic surveillance mechanism is essential to monitor and manage the epidemic.

The **Global Adult Tobacco Survey (GATS)**, a component of Global Tobacco Surveillance System (GTSS), is a global standard for systematically monitoring adult tobacco use and tracking key tobacco control indicators. GATS is a nationally representative household survey of adults 15 years of age or older using a standard core questionnaire, sample design, and data collection and management procedures that were reviewed and approved by international experts. GATS is intended to enhance the capacity of countries to design, implement and evaluate tobacco control interventions.

In order to maximize the efficiency of the data collected from GATS, a series of manuals has been created. These manuals are designed to provide countries with standard requirements as well as several recommendations on the design and implementation of the survey in every step of the GATS process. They are also designed to offer guidance on how a particular country might adjust features of the GATS protocol in order to maximize the utility of the data within the country. In order to maintain consistency and comparability across countries, following the standard protocol is strongly encouraged.

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**GATS manuals provide systematic guidance on the design and implementation of the survey.**

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## Overview of the Global Adult Tobacco Survey

GATS is designed to produce national and sub-national estimates among adults across countries. The target population includes all non-institutionalized men and women 15 years of age or older who consider the country to be their usual place of residence. All members of the target population will be sampled from the household that is their usual place of residence.

GATS uses a geographically clustered multistage sampling methodology to identify the specific households that Field Interviewers will contact. First, a country is divided into Primary Sampling Units, segments within these Primary Sampling Units, and households within the segments. Then, a random sample of households is selected to participate in GATS.

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**The GATS interview is composed of two parts: *Household Questionnaire* and *Individual Questionnaire*. These questionnaires are administered using an electronic data collection device.**

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<sup>1</sup> World Health Organization. WHO report on the global tobacco epidemic, 2019: Offer help to quit tobacco use. Geneva, Switzerland: World Health Organization; 2019. <https://apps.who.int/iris/bitstream/handle/10665/326043/9789241516204-eng.pdf?ua=1>

<sup>2</sup> GBD 2017 Risk Factor Collaborators. Global, regional, and national comparative risk assessment of 84 behavioural, environmental and occupational, and metabolic risks or clusters of risks for 195 countries and territories, 1990-2017: a systematic analysis for the Global Burden of Disease Study 2017. Seattle, WA: Institute for Health Metrics and Evaluation; 2018.

<sup>3</sup> Mathers, C.D., and Loncar, D. Projections of Global Mortality and Burden of Disease from 2002 to 2030. *PLoS Medicine*, 2006, 3(11):e442.

The GATS interview consists of two parts: the *Household Questionnaire* and the *Individual Questionnaire*. The *Household Questionnaire* (household screening) and the *Individual Questionnaire* (individual interview) will be conducted using an electronic data collection device.

At each address in the sample, Field Interviewers will administer the *Household Questionnaire* to one adult who resides in the household. The purposes of the *Household Questionnaire* are to determine if the selected household meets GATS eligibility requirements and to make a list, or roster, of all eligible members of the household. Once a roster of eligible residents of the household is completed, one individual will be randomly selected to complete the *Individual Questionnaire*. The *Individual Questionnaire* asks questions about background characteristics; tobacco smoking; electronic cigarettes; smokeless tobacco; cessation; secondhand smoke; economics; media; and knowledge, attitudes, and perceptions about tobacco.

## Use of this Manual

The objective of this *GATS Data Management Training Guide* is to provide a standardized protocol for the data management training to ensure that all components in training sessions are covered consistently.

The training guide consists of four modules:

- Module 1: Introduction to Data Management Planning, Tools, and Questionnaire Programming
- Module 2: Data Management Preparation for Field Work
- Module 3: Field Interviewer Training
- Module 4: Field Supervisor Training

Each module contains multiple sessions and each session covers a specific topic and is designed to be completed in one-half day.

## How to Use this Guide

- Read the entire guide thoroughly before facilitating any GATS data management training.
- Use a blank copy of the specific module for each training session as reference notes.
- Read the *Notes for Trainer* for each session before the training and before the start of each topic area and use the notes during the training.
- Ensure that all points are covered during the training by checking the box for each bullet during the training or at the end of each topic. At the beginning of subsequent sessions, discuss any bullets that were missed.
- Record notes from each session in the last box to facilitate briefing and synopsis for the next training.
- If possible, send a copy of the completed training guide with comments to the information technology (IT) trainers' group for lessons learned after each training.

# 1. Module 1: Introduction to Data Management Planning, Tools, and Questionnaire Programming

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## Purpose and Process

This first GATS module provides guidance for training IT staff to understand the GATS data management process, hardware, software, and methods used for GATS implementation. This module also provides comprehensive training on questionnaire programming so IT staff can adapt the questionnaire in the native language/s.

**When to use:** This module is covered in three sessions (1.5 days) and is recommended to be conducted during GATS protocol adaptation/orientation meeting in person or through a video workshop as early as possible.

**Who should use:** IT trainers.

## Objectives

- To ensure that data managers and IT specialists understand the GATS data management structure.
- To involve the country GATS coordinator, country data manager, and country IT staff with World Health Organization (WHO) and Centers for Disease Control and Prevention (CDC) technical experts to select and adapt the data management model for the country-specific needs.
- To enable IT staff to program the questionnaire in English and in all applicable local languages. The goal is to have a well-tested final questionnaire ready prior to the workshop.

## Outline

### Session 1: Introduction to GATS Data Management Process (3–4 hours)

- A. GATS Data Management Plan
- B. Introduction to the Software Technology (GSS Tool Kit)
- C. Introduction to the Hardware Technology (Handheld Device)

### Session 2: Questionnaire Programming Using GSS Tool Kit (3–4 hours)

- A. Installation and Setup
- B. Adapting the English Questionnaire to Local Languages
- C. Using Answer Sets
- D. Programming Skips and Other Validations

### **Session 3: Introduction to Case File, Data Aggregation, and Reports Menu (3–4 hours)**

- A. Case File Overview
- B. Setting Up a Handheld Device for Testing the Questionnaire
- C. Data Transmission, Aggregation, and Reporting

#### **Reference Materials:**

- *GATS Question by Question Specifications*
- *GATS Programmer's Guide to General Survey System*
- *GATS Data Management Implementation Plan*

## 1.1 Session 1: Introduction to GATS Data Management Process

### Contents of Session

#### **Topic: Introduction to GATS Data Management Process**

- A. GATS Data Management Plan
- B. Introduction to the Software Technology (GSS Tool Kit)
- C. Introduction to the Hardware Technology (Handheld Device)

#### **Purpose**

The purpose of the session is to ensure that IT staff understand the GATS data management structure.

#### **Method**

Presentation and discussion.

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Present orientation PowerPoint slides.
- Laptop/desktop with GSS Tool Kit and programmed core questionnaire installed.
- Handheld device with sample questionnaire loaded (one per person).
- Printed set of IT/data management manuals (*GATS Question by Question Specifications, GATS Programmer's Guide to General Survey System, GATS Data Management Implementation Plan*) for each trainee.

## A. GATS Data Management Plan

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Take time to discuss and understand the background of the country IT staff.
- Understand the country's technological capacity and adapt the training accordingly.
- This is an overview session. Keep the discussion simple and basic—avoid technical jargon.

### Cover the Following Information:

- Present orientation PowerPoint slides.
- Share examples of data management plans from other countries.
- Build confidence in the technology and the software by stating the amount of work that has been accomplished in previous countries.
- Evaluate historical systems in the country (if any) to try to brainstorm a draft plan for the country.
- Draft a data management plan that can be used for the country.
- Revisit draft plan at the end of the day.
- Answer any questions.

## B. Introduction to Software Technology (GSS Tool Kit)

### Notes for Trainer

- Do not demo the programming at this stage; Session 2 covers this topic in detail.

### Cover the Following Information:

- Explain the installation process. (Do not demo the installation process at this stage.)
- Describe how to start the GSS Tool Kit.
- Explain the purpose and various screen components of the GSS Tool Kit (menu and version).
- Explain purpose and contents of each menu item.
- Start with Household (HQ) questionnaire design screen. (Provide an overview of each component of the designer with existing data.)
- Go over other menu components such as case file, data aggregation, etc., briefly explaining the purpose without a demo of the process. These advanced features will be covered in Session 3.
- Explain the help menu, pinpointing each manual and report, and encouraging participants to read all manuals thoroughly.
- Answer any questions.

## C. Introduction to Hardware Technology (Handheld Device)

### Notes for Trainer

- *Ensure simplicity in approach. Do not explain the details of the program structure, GSS, or CMS at this stage to avoid information overload.*
- *Keep detail-oriented questions in a separate list for answering later and continue the basic overviews in this session.*
- *During the hands-on overview session for the handheld device, guide IT staff through the process, ensuring they have a positive first experience using the device. Do not leave them alone with the devices to explore in this session.*

### Cover the Following Information:

- Provide overview of handheld device and accessories:
  - Screen.
  - Charger and USB slot.
  - Battery life and charging practices.
- Discuss basic operations (power on/off, brightness, battery) for the handheld device.
- Compare paper vs. handheld device:
  - Validations at data entry.
  - Skip programming.
  - Saves time and money and provides better quality.
  - Better data security and less chance of losing data.
  - Handheld device does all calculation and thinking to avoid bias and human errors.
- Give overview of CMS.
- Give practical details about handheld device to the IT staff.
- Discuss care of the handheld device.
- Answer any questions.

### Summarize Topic

Introduction to GATS Data Management Process

- A. GATS Data Management Plan
- B. Introduction to the Software Technology (GSS Tool Kit)
- C. Introduction to the Hardware Technology (Handheld Device)

### Notes from Trainer/Unanswered Questions (if any)

## 1.2 Session 2: Questionnaire Programming Using GSS Tool Kit

### Contents of Session

#### **Topic: Questionnaire Programming Using GSS Tool Kit**

- A. Installation and Setup
- B. Adapting the English Questionnaire to Local Languages
- C. Using Answer Sets
- D. Programming Skips and Other Validations

#### **Purpose**

The purpose of the session is to train IT staff to use the GSS Tool Kit questionnaire designer so they can adapt the English questionnaire to the local language/s and have a well-tested final questionnaire ready prior to the workshop.

#### **Method**

SHOW ONCE, DO ONCE.

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Laptop/desktop with GSS Tool Kit and programmed English core questionnaire installed with a sample second language.
- Laptop without GSS Tool Kit installed for the IT staff.
- Country-specific language identified and tested.
- Printed copy of questionnaire specifications document for each person.



## A. Installation and Setup

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Copy the installation on a flash drive before the training and test the installation to avoid any surprises.*
- *Use the SHOW ONCE, DO ONCE method: first demo the process on the main screen and then work together to repeat the demo with the participants.*

### Cover the Following Information:

- SHOW ONCE: demo the installation of the software.
- DO ONCE: repeat the installation on the trainee's laptop.
- Explain different components that are installed in the process (mainly discuss contents of GATSAndroid2).
- Answer any questions about the installation.

## B. Adapting the English Questionnaire to Local Languages

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Use the SHOW ONCE, DO ONCE method: first demo the process on the main screen and then work together to repeat the demo with the participants.*
- *Considering the purpose of the session, provide as much information as possible about the questionnaire to help the trainee feel comfortable with the software.*

### Cover the Following Information:

- Start the HQ.
- Explain various components of the designer screen in detail:
  - Question properties.
  - Question types (Info, List, Num, Text, All that Apply, Comp, Loop).
  - Sequence #, Question type, QID, Next Question.
  - Question text.
  - Fills in question text.
  - How to save questions.
  - One language at a time.
  - Version control.
- Answer any questions about the questionnaire designer.
- Work on the HQ to include some sample country language text.
- Emphasize importance of version control and backups.

## C. Using Answer Sets

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Use the *SHOW ONCE, DO ONCE* method: first demo the process on the main screen and then work together to repeat the demo with the participants.
- Mention that answer sets would rarely be changed.

### Cover the Following Information:

- Discuss answer text and its purpose.
- Discuss using same answer sets for multiple questions.
- Explain answer sequence and importance of keeping it sequential.
- Explain answer code.
- Describe answer set and how to activate.
- Explain how to create new answer sets.
- Describe how to change an answer set.
- Stress importance of maintaining unique answer sets.
- Answer sets on numeric questions.
- Answer any questions.

## D. Programming Skips and Other Validations

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Go slowly during this phase because the material is technical and complex.
- Mention that skips and other conditions would rarely be changed.

### Cover the Following Information:

- Discuss skip patterns.
- Explain how to use question fill text.
- Explain examples from the HQ to understand the skips and programming constructs (looping and instance, range checks, special instructions).
- Discuss the syntax:
  - Adding “;” to complete each line of code.
  - If/then.
  - Goto.
  - Set.
  - Adding HTML tags.
  - Use of variables {xxx}.

- Answer any questions.
- Walk through the Individual Questionnaire (IQ) to revisit the above process. (This will facilitate familiarization.)

### **Summarize Topic**

#### Questionnaire Programming Using GSS Tool Kit

- A. Installation and Setup
- B. Adapting the English Questionnaire to Local Languages
- C. Using Answer Sets
- D. Programming Skips and Other Validations

### **Notes from Trainer/Unanswered Questions (if any)**

## 1.3 Session 3: Introduction to Case File, Data Aggregation, and Reports Menu

### Contents of Session

#### **Topic: Introduction to Case File, Data Aggregation, and Reports Menu**

- A. Case File Overview
- B. Setting Up a Handheld Device for Testing the Questionnaire
- C. Data Transmission, Aggregation, and Reporting

#### **Purpose**

The purpose of the session is to explain the case file concept, provide training on setting up a handheld device to test the questionnaire, and give an overview on other advanced topics such as data transfer, data aggregation, data monitoring, and generating analysis files. (The next module will cover these topics in detail.)

#### **Method**

SHOW ONCE, DO ONCE.

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Laptop/desktop with GSS Tool Kit and programmed English core questionnaire installed with a sample second language.
- Handheld device (one per person present).
- Laptop/desktop with GSS Tool Kit installed for IT specialists.
- Laptop with handheld screen sharing software.
- Country-specific language identified and tested.
- Printed copies of the country-specific questionnaire programming specifications document for each person.

## A. Case File Overview

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Use the *SHOW ONCE, DO ONCE* method: first demo the process on the main screen and then work together to repeat the demo with the participants.

### Cover the Following Information:

- Explain concept of case file (what a case file is and why it is required).
- Describe each field in the case file.
- Decide what fields must go into the CMS Grid Designer and in what order.
- Explain/determine what variable will hold the GATS Primary Sampling Unit.
- Describe how data are collected for the case file.
- Explain that there is one case record for each household (includes HQ and IQ).
- Explain requirement for case file for the pretest and full survey.
- Create sample case file with a few records.
- Answer any questions about the case file.
- Develop a model for assigning cases to field interviewers.

## B. Setting Up a Handheld Device for Testing the Questionnaire

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Use the *DO WITH ALL* method broken into smaller steps.
- Ensure participants thoroughly understand how to set up the handheld device for testing the questionnaire. This is an advanced-level topic.

### Cover the Following Information:

- Explain the steps for setting up the handheld device.
- Discuss soft reset for the handheld device.
- Discuss hard reset for the handheld device. (Caution: Do not share this information with interviewers/supervisors.)
- Explain how to install the GSS APK on the handheld device.
- Explain how to set up the field interviewer ID (FIID).
- Explain how to set up the date and time.
- Explain the importance of unique FIID and date and time.
- Explain how to load training cases.

- Discuss how to test questionnaire.
- Explain file structure on the handheld device.
- Explain how to use CMS.
- Explain event codes and color coding (amber, green, red).
- Discuss the importance of questionnaire versions.
- Discuss method of testing the questionnaire using the specifications.
- Explain how to update questionnaire on the handheld device during testing phase without resetting the device.
- Repeat the process at least two times to ensure that participants thoroughly understand the setup procedures.
- Answer any questions.

## C. Data Transmission, Aggregation, and Reporting

### **Notes for Trainer**

- *Check the list below as you go through the training to ensure each topic is covered.*
- *This is an advanced-level session. During this session, ensure that participants thoroughly understand the scope of the topics. In Module 2, these topics will be covered in detail prior to the pretest.*

### **Cover the Following Information:**

- Explain data transfer from handheld device to the server.
- Using GSS Tool Kit and sample data, demo data aggregation menu items:
  - View data (purpose and how to use).
  - Aggregate data (purpose and how to do).
  - Reports for daily monitoring: overview of the three reports and how they can be used.
  - Analysis File creation.
  - Program options menu item.
- Show the help menu again and explain its contents.
- Answer any questions about the case file.
- Share contact information.
- Discuss setup of communication schedule (regular calls) in preparation for pretest.

## Summarize Topic

### Overview of Advanced Processes

- A. Case File Overview
- B. Setting Up a Handheld Device for Testing Questionnaire
- C. Data Transmission, Aggregation, and Reporting

## Notes from Trainer/Unanswered Questions (if any)

## Check to Determine if Module Objectives Were Achieved:

- Data managers and IT staff understand the GATS data management structure.
- Involvement of the country GATS coordinator, country data manager, and country IT staff to select and adapt the data management plan for the country-specific needs.
- IT staff programmed the questionnaire in English and all the applicable local languages in preparation for the workshop.





## 2. Module 2: Data Management Preparation for Field Work

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### Purpose and Process

This module provides guidance on training of IT staff, covering the entire lifecycle of the data from collection to final dataset creation including questionnaire programming, quality control testing, data aggregation, reports, etc.

This module provides IT staff with the data management process, hardware, and software expertise needed to conduct the entire GATS.

The recommendation is that IT staff have attended and successfully completed the entire Module 1 training and have worked on the finalization of the questionnaire remotely between the Module 1 and 2 trainings.

**When to use:** This training will be delivered before the training for field interviewers and supervisors, during the pretest and full survey preparations. It is presented in five sessions (2.5 days); each session will require approximately 4 hours.

*[This module should be used for pretest and full survey training workshop with extra time for setting up handheld devices and quality control (QC) based on the number of devices as required.]*

**Who should use:** Trainers for data management training and workshop.

### Objectives

- To ensure that IT specialists have all skills required to conduct the GATS Field Interviewer training.
- To set up handheld devices for training and fieldwork.
- To prepare an action plan with the IT staff, country coordinator, country focal person, and others as necessary for data management activities for full survey.

### Outline

#### Session 1: Final Review of Questionnaire (4–6 hours)

- A. Review Final Questionnaire on Handheld Device and Screen
- B. Build Case File

#### Session 2: Setup Handheld Devices (3–4 hours)

- A. Create Handheld Device Configuration Files
- B. Set Up Handheld Configuration Process
- C. Reset Handheld Devices
- D. Handheld Configuration Process

**Session 3: Understand the QC Process and Conduct QC on Handheld Devices (2–3 hours)**

- A. Discuss Overview and Purpose of QC
- B. Explain Method of Conducting QC1 and QC2 and Finalize Handheld Devices for Training
- C. Load Case File after Training

**Session 4: Data Monitoring and Creating the Master Dataset (2–3 hours)**

- A. Data Aggregation and Transpose
- B. Data Monitoring—Reports
  - Response Rates
  - Pending Final Event Codes
  - Discuss Training Field Supervisors and Field Interviewers on Event Coding and Finalizing All Cases
- C. Generate Analysis Files
- D. Use SQLite Viewer for Looking at Data in Detail

**Session 5: Training Preparation Using Modules 3 and 4 and Role Play**

- A. Review Training Process Using Modules 3 and 4
- B. Conduct Full Circle Role Play
- C. Review Summary and Action Plan for Full Survey

**Reference Materials:**

- *GATS Question by Question Specifications*
- *GATS Programmer’s Guide to General Survey System*
- *GATS Data Management Implementation Plan*
- *GATS Field Interviewer Manual*
- *GATS Field Supervisor Manual*
- *GATS Quality Assurance: Guidelines and Documentation*

## 2.1 Session 1: Final Review of Questionnaire

### Contents of Session

#### **Topic: Final Review of Questionnaire**

- A. Review Final Questionnaire on Handheld Device and Screen
- B. Build Case File

#### **Purpose**

The purpose of this session is to finalize the questionnaire and case file for training and fieldwork.

#### **Method**

Group work (with IT staff, country focal point/questionnaire specialist).

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Printed copies of the English adapted questionnaire, English specifications, language questionnaire, and language specifications (one copy for each person, if available).
- Laptop/desktop with GSS Tool Kit, programmed adapted questionnaire, screen sharing software, and SQLite database viewer installed.
- Handheld device with final questionnaire loaded (one per person present).
- Marker pens.
- Overhead projector.

## A. Review Final Questionnaire on Handheld Device and Screen

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Ensure that the most updated versions of the specifications and questionnaire are printed and available for the session.
- Explain the process to participants at the beginning of the session.

### Cover the Following Information:

- Review translated messages, menu items, and visit record events.
- Use a clean copy of the specifications and questionnaire for each person involved in the discussion to check the questions.
- Along with the country IT Lead and coordinator, go through every question from the specifications document; then go back and forth through the questionnaire to review and finalize each question text, answer text, and loops.
- Check that correct translation from the approved translated document is used.
- Ensure the translated answer sets match the English answer sets.
- Do not allow questionnaire changes at this stage, as the survey questions are cleared only by the technical committee. Create an update list for programming changes to be completed at a later time.
- Mark each question on the specifications document clearly with a bold marker pen to ensure that the question has been reviewed.
- Highlight any required changes in the question specifications document, and add them to the update list.
- After checking a section or the entire questionnaire, make the required changes carefully in the questionnaire file using the GSS Tool Kit software. Mark the changes clearly with a different code on the specifications.
- Update the version number of the questionnaire and note it.
- After all changes are complete, load the new db3 files to the handheld device, then check the new version number of the questionnaire loaded.
- Repeat the checking process for each question that was changed.
- Ensure that all questions have been reviewed by checking off each question on the specifications document.
- Update the version number every time the questionnaire is updated.
- Repeat the same procedure for both the HQ and IQ separately.
- Load the final version db3 files into a fresh handheld device and test the entire questionnaire one more time.
- Repeat the above process for any changes required.

- After all changes are incorporated and approved, record the final version number of both the HQ and IQ files for QC process covered in Session 3 of this module.
- Enforce use of similar method for the final survey questionnaire as well.

## **B. Build Case File**

### **Notes for Trainer**

- *Check the list below as you go through the training to ensure each topic is covered.*
- *It is still important to conduct the exercise of building a case file during the pretest in order to have a complete case file for the full survey fieldwork.*

### **Cover the Following Information:**

- Explain what a case file is.
- Explain the purpose of the case file.
- Discuss how to plan the case-ID distribution.
- Discuss recording/importing of case information using Microsoft Excel/Access.
- Work with the CMS grid designer in the GSS Tool Kit to setup the case grid.
- Create a case file to load on the handheld device.
- Load the case file on several handheld devices and test the assignment of cases.
- Describe the process of loading cases after the training so that the interviewers do not play with actual cases.
- Ensure that IT staff know that in order to make changes after cases are loaded, they must reset the handheld device or reload the CMSDB.db3 with the new cases.
- As part of troubleshooting, explain how to recover data file(s) if a handheld device crashes during fieldwork. Also, explain how to setup a new handheld device using the previously setup device's databases.
- Answer any questions.

## **Summarize Topic**

### Final Review of Questionnaire

- A. Review Final Questionnaire on Handheld Device and Screen
- B. Build Case File

## **Notes from Trainer/Unanswered Questions (if any)**

## 2.2 Session 2: Set Up Handheld Devices

### Contents of Session

#### **Topic: Set Up Handheld Devices**

- A. Create Handheld Device Configuration Files
- B. Set Up Handheld Configuration Process
- C. Reset Handheld Devices
- D. Handheld Configuration Process

#### **Purpose**

The purpose of this session is to set up the handheld devices for the field interviewer and field supervisor training (covered in the next module).

#### **Method**

Group work (with IT staff, country focal point/questionnaire specialist).

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- All required handheld devices unpacked and fully charged.
- Two or three laptops (tested for no virus presence).
- Final questionnaire db3 files.
- Most updated APK for the handheld device.
- Empty cartons/boxes to keep handheld devices organized.
- Marker pens/soft tip pens.
- Printed labels for handheld devices (based on the template in the QC manual).

## A. Create Handheld Device Configuration Files

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Explain the process to participants at the beginning of the session.*
- *Ensure version control.*

### Cover the Following Information:

- After the questionnaire files have been finalized (following the steps outlined in the previous session), copy the files to a clean machine with no virus and create a folder containing the required configuration files.
- Copy the files to two or three handheld devices.
- Check the new version numbers for CMS, APK and the questionnaires.
- Test the software and the questionnaires by completing both HQ/IQ.
- Test break-off and visit record.
- If any issues are identified, revisit Session 1 processes.
- Answer any questions.

## B. Set Up Handheld Configuration Process

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Explain the process to participants at the beginning of the session.*

### Cover the Following Information:

- Place handheld devices in stacks properly marked as “1.BLANK (Reset completed)”.
- Mark separate stacks titled: “2.FOR QC1,” “3.FOR QC2,” and “4.COMPLETE.”
- Each handheld device should go from stack 1 to stack 4 during the configuration process.
- Place any handheld devices with problems back into stack 1 after completing a reset of the device; go through all the stacks again.
- Answer any questions.

## C. Reset Handheld Devices

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Explain the process to participants at the beginning of the session.

### Cover the Following Information:

- New handheld devices out of the box do not need to be hard reset.
- Any used handheld devices that need to be set up again must always be reset.
- Set up a parallel process for resetting all the handheld devices.
- Reset one handheld device at a time using the SHOW ONCE, DO ONCE method.
- Place a label on each handheld device after the reset process is complete.
- Answer any questions.

## D. Handheld Configuration Process

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Explain the process to participants at the beginning of the session.

### Cover the Following Information:

- Document all steps required for configuring handheld devices (varies by country).
- Walk through each step, explaining the process to all participants.
- Highlight FIID setting and the importance of setting the date and time.
- Highlight the automatic backup that occurs when exiting the CMS; emphasize that field interviewers should be trained to exit CMS at least once every day.
- Repeat the process with one handheld device again if required.
- Move completed handheld devices from stack "1.BLANK" to stack "2.FOR QC1."
- Answer any questions.
- Ensure all trainees are comfortable with this process. Then, one trained person can set up multiple handheld devices at a time.
- Ensure that the person who does the setup signs the INI field on the label.
- After the first batch of handheld devices is completed, complete a QC1 process (detailed in next session) to detect early problems on the handheld devices.
- Answer any questions.



## **Summarize Topic**

### Set Up Handheld Devices

- A. Create Handheld Device Configuration Files
- B. Handheld Configuration Process
- C. Reset Handheld Devices
- D. Set Up Handheld Devices For Training

### **Notes from Trainer/Unanswered Questions** (if any)

## 2.3 Session 3: Understand the QC Process and Conduct QC on Handheld Devices

### Contents of Session

#### **Topic: Understand the QC Process and Conduct QC on Handheld Devices**

- A. Discuss Overview and Purpose of QC
- B. Explain Method of Conducting QC1 and QC2 and Finalize Handheld Devices for Training
- C. Load Case File after Training

#### **Purpose**

The purpose of this session is to train and explain the QC process for setting up the handheld devices and conducting QC on handheld devices for the workshop and fieldwork.

#### **Method**

Group work (with the IT Lead, country focal point/questionnaire specialist).

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- All required handheld devices that were set up in previous session.
- Soft tip pens.
- Labels for handheld devices.

## A. Discuss Overview and Purpose of QC

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Explain the process to participants at the beginning.

### Cover the Following Information:

- Ensure the participants understand the purpose of the QC process (quote examples, emphasize no shortcuts).
- Emphasize the importance of conducting the QC during each iteration of setting up the handheld devices and quoting examples.
- Answer any questions.

## B. Explain Method of Conducting QC1 and QC2 and Finalizing Handheld Devices for Training

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.

### Cover the Following Information:

- Plan the distribution of handheld devices such that the people doing INI, QC1, and QC2 should all be different.
- Mark the final version numbers for CMS, APK and the on a big whiteboard so that all can see it.
- Set up a demo of the QC1 process with one handheld device per person.
- Walk through each step explaining the process to all the participants.
- Describe each check on the label.
- Repeat the process with one handheld device again, if required.
- Once the testers are comfortable with the process, each participant can conduct QC on multiple handheld devices.
- Complete QC1 on all handheld devices and move handheld devices to stack "Ready for Training".
- After completion of the QC1 process, any handheld devices with a problem should be fixed and QC1 repeated.
- After completion of Training, all devices should have live cases loaded using the case file and follow same procedure for QC2 process using the QC2 fields on the label.
- The handheld devices that have completed QC2 should not be used for any further testing as these are ready for fieldwork.
- Answer any questions.

## C. Load Case File After Training

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Explain the process to participants at the beginning of the session.

### Cover the Following Information:

- Case file for the fieldwork should always be loaded after the field interviewers training, both for the pretest and the full survey fieldwork.
- Repeat demo of the process showing how to create a case file for a handheld device.
- Check the frequencies (varies by country) and assignment of cases in the case file using queries found in casefile\_template.mdb.
- Load the final case file onto the handheld device.
- Delete the training cases on the handheld device.
- Load the live cases on five handheld devices.
- Check the assignments on each handheld device comparing them to the FIID assignments in the actual plan.
- Note the number of cases loaded on the QC label.
- Sort out any problems identified.
- Repeat this process for all remaining devices.
- After all cases are loaded, check each FIID and assigned number of cases; check the battery, and seal box until fieldwork using QC2.
- Answer any questions.

### Summarize Topic

Understand the QC Process and Conduct QC on Handheld Devices

- A. Discuss Overview and Purpose of QC
- B. Explain Method of Conducting QC1 and QC2 and Finalize Handheld Devices for Training
- C. Load Case File after Training

### Notes from Trainer/Unanswered Questions (if any)

## 2.4 Session 4: Data Monitoring and Generating Analysis Files

### Contents of Session

#### **Topic: Data Monitoring and Creating the Master Dataset**

- A. Data Aggregation and Transpose
- B. Data Monitoring—Reports
- C. Generating Analysis Files
- D. Using SQLite Viewer for Looking at Data in Detail

#### **Purpose**

The purpose of this session is to ensure that the IT Lead and country coordinator are trained to use the data for monitoring the field work and to generate the analysis files.

#### **Method**

Group work (with the IT Lead, country focal point/questionnaire specialist).

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Laptop/desktop with GSS Tool Kit and programmed adapted questionnaire installed.
- Four to five test handheld devices with final build loaded.

## A. Data Aggregation and Transpose

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *This session is about the complete lifecycle of the data collected, starting when the data are transmitted from the field through the generation of the analysis files.*
- *Ensure this process is well understood and conduct multiple trials until all the processes are well understood.*
- *Encourage participants to take notes and use help and documentation.*

### Cover the Following Information:

- Explain the data structure (different data tables and how they are organized).
- Explain the recommended backup process for field staff.
- Plan a data storing method (maintaining a proper archive of weekly incoming files).
- Explain the data aggregation process (data tables required).
- Explain Program Options found in the GSS Tool Kit.
- Explain the use of masterdb3.zero and master.db3.
- Explain how to aggregate data from various db3 files.
- Using the test handheld devices, set up a real-life situation with five different IDs on the five test handheld devices.
- Ask each person to enter three to four completed surveys into the handheld devices.
- Use the data from the test handheld devices to demo the data aggregation process.
- Use SHOW ONCE, DO ONCE to ensure that the IT Lead is well versed in this process.
- Explain the different tables in the aggregated dataset.
- Explain the summary report and the aggregation report in detail.
- Explain the contents of each column of the report.
- Explain and demo the SQLite viewer to look at individual events and questionnaires.
- Show how to Generate Analysis files.
- Answer any questions.

## B. Data Monitoring—Reports

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *This process is for data monitoring during fieldwork to track early issues or problems.*
- *Ensure this process is well understood and conduct multiple trials until all the processes are well understood (use country examples to explain importance of monitoring).*
- *Encourage participants to take notes and use help and documentation.*
- *Involve the country coordinator in this session as the coordinator will use the reports to track progress.*

### Cover the Following Information:

- Explain each report contents and the purpose of each report.
- Explain how to use each report for regular monitoring.
- Explain how to generate the report and the prerequisites for the reports.
- Practice report generation.
- Answer any questions.

## C. Generate Analysis Files

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Ensure this process is well understood and conduct multiple trials until all the processes are well understood since this is a new process and used only at the end of complete data collection.*
- *Encourage participants to take notes and use help and documentation.*

### Cover the Following Information:

- Explain the purpose of this program.
- Explain the different databases that are required to generate the analysis files.
- Use SHOW ONCE, DO ONCE to explain the process of generating the analysis files.
- Explain the files created in the process (FlatFile and input files for SPSS, STATA and SAS).
- Practice generating the analysis files.
- Answer any questions.

## **D. Use SQLite Viewer for Looking at Data in Detail**

### **Notes for Trainer**

- *Check the list below as you go through the training to ensure each topic is covered.*

### **Cover the Following Information:**

- Explain the purpose and use of the SQLite viewer to view data.

### **Summarize Topic**

#### Data Monitoring and Generating the Analysis Files

- A. Data Aggregation
- B. Data Monitoring—Reports
- C. Generating Analysis Files
- D. Using SQLite Viewer

### **Notes from Trainer/Unanswered Questions (if any)**



## 2.5 Session 5: Training Preparation Using Modules 3 and 4 and Role Play

### Contents of Session

#### **Topic: Training Preparation Using Modules 3 and 4 and Role Play**

- A. Review Training Process Using Modules 3 and 4
- B. Conduct Full Circle Role Play
- C. Review Summary and Action Plan for Full Survey

#### **Purpose**

The purpose of this session is to prepare the IT Lead for the field interviewers and field supervisors training and to set up a plan for the full survey preparations.

#### **Method**

Group work (with the IT Lead, country focal point/questionnaire specialist).

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Laptop/desktop with GSS Tool Kit and programmed adapted questionnaire and screen sharing software installed for demo purpose.
- Handheld devices with final questionnaire loaded (one per person present).
- Plain copies of the training guide (Module 3—Field Interviewers Training and Module 4—Field Supervisors Training).
- Overhead projector.
- Presentations for the training.

## A. Review Training Process Using Modules 3 and 4

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Explain the process to participants at the beginning.
- Encourage note taking.

### Cover the Following Information:

- Explain the purpose of this session as preparation for the field interviewers' training.
- Go through the entire Module 3—Field Interviewers Training session by session.
- Demonstrate the method of training using the module.
- Highlight the importance of following the Notes for Trainer.
- Emphasize the most important part. To keep everyone on the same screen and together during the training, use these methods:
  - Place handheld devices on table when SHOW ONCE is happening.
  - Use SHOW ME METHOD when DO ONCE is happening to ensure everyone is together and does not miss any important information.
- Keep session interactive and encourage questions.

## B. Conduct Full Circle Role Play

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.

### Cover the Following Information:

- After a full demonstration, conduct a full circle role play with each trainer.
- Monitor and provide constructive feedback on the following:
  - Missing elements (if any), highlighting the importance of using the training guide.
  - Level of details of information given during the training (should not get technical).
  - Timing and speed of each session.
  - Use of SHOW ONCE, DO ONCE.
  - Keeping everyone together during the training.
  - Overall implementation of instructions.
- Repeat the entire process for the field supervisors training as above.
- Answer any questions.

## C. Review Summary and Action Plan for Full Survey

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *This session should be used to set up a plan for the full survey data management process.*
- *Identify any shortcomings identified during the pretest and set up a communication and follow-up plan on a weekly or biweekly basis to track progress for the full survey preparations.*
- *Set up a timeline for the IT Lead to communicate.*
- *Communicate this plan to the concerned members and partners.*

### Summarize Topic

Role play, training preparation using Modules 3 and 4, and summary

- A. Review Training Process Using Modules 3 and 4
- B. Conduct Full Circle Role Play
- C. Review Summary and Action Plan for Full Survey

### Notes from Trainer/Unanswered Questions (if any)

### Check to Determine if Module Objectives Were Achieved:

- The IT Lead has all the skills required to conduct the GATS.
- Set up all handheld devices for training and fieldwork.
- Prepare an action plan with the IT Lead, country coordinator, country focal person, and others as necessary for data management activities for full survey.



### 3. Module 3: Field Interviewer Training

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#### Purpose and Process

This module provides guidance for training field interviewers to use handheld devices.

Trainers will deliver this training to field interviewers prior to the pretest and full survey fieldwork. The module is divided into four sessions (the timing of the sessions may be adjusted to accommodate the number of participants).

**When to use:** This training is to be delivered after completing the paper-based version of the questionnaire training

*[This module should be used for the pretest and full survey training workshop.]*

**Who should use:** Trainers for field interviewers training (pretest and full survey).

#### Objectives

- To ensure that each field interviewer thoroughly understands how to use the handheld device for data collection.

#### Outline

##### Session 1. Basics of a Handheld Device and Overview of the Household Questionnaire (2–3 hours)

- A. Basics of a Handheld Device
  - Parts of a Handheld Device
  - Using a Handheld Device
  - Charging a Handheld Device and Battery Life
  - Caring for a Handheld Device
- B. Starting CMS
  - The Date and Time Screen
  - Password
  - Cases Screen
- C. Using the Household Questionnaire

##### Session 2. Using the Individual Questionnaire (4-5 hours)

##### Session 3. Break Off, Visit Record, and Final Result Codes (2–3 hours)

##### Session 4. Role Play and Practice Session (depending on number and need)

#### Reference Materials:

- *GATS Field Interviewer Manual*

### 3.1 Session 1: Basics of a Handheld Device and Overview of the Household Questionnaire

#### Contents of Session

##### **Topic: Basics of Handheld Device and Overview of Household Questionnaire**

- A. Basics of Handheld Device
  - Parts of a Handheld Device
  - Using a Handheld Device
  - Charging a Handheld Device and Battery Life
  - Caring for a Handheld Device
- B. Starting CMS
  - The Date and Time Screen
  - Password
  - Cases Screen
- C. Using the Household Questionnaire

#### **Purpose**

The purpose of this session is to review the basic parts of the handheld device and provide an overview of the HQ.

#### **Method**

Training and group work.

#### **Tools/Pre-requirements** [Check the list to ensure preparedness prior to training]

- A handheld device with the final questionnaire loaded and training cases loaded (one per person present).
- Handheld device chargers (one per person present).
- Handheld device covers, if being used.
- Laptop/Desktop with GSS Tool Kit and programmed adapted questionnaire installed.
- Remote display installed on the laptop for display of handheld device screen.
- Overhead projector.
- HQ response sets for different scenarios.

## A. Basics of a Handheld Device

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Use *SHOW ONCE, DO ONCE* throughout the training.
- Use *SHOW OF HANDS* and *SHOW ME* (where respondents show the trainer their screens) to ensure that everyone is together throughout the training.
- To ensure that everyone is listening, use methods such as asking everyone to place handheld devices on table when *SHOW ONCE* is happening.
- Use the *RULES* concept to ensure that each participant learns the 7 key messages.
- Go very slowly during the first session and provide simple information—avoid any technical jargon.
- This session should make field interviewers comfortable in using the handheld devices and eliminate any fears of using them.
- It is very important to keep trainees focused on the topic content; discourage any questions that are beyond the scope of the topic to avoid confusion, and raise their hands if they have questions. Remind trainees not to ask other trainees questions.
- Keep the session interactive and ask questions (primarily about the *RULES*).

### Cover the Following Information:

- What is a handheld device?
- Parts of a handheld device:
  - Screen.
  - Charger (do not discuss any other parts at this stage; hold on any questions that may arise).
- Basic handheld device operations (power on/off, brightness, battery).
  - Use *SHOW ONCE, DO ONCE* two to three times for each of the above instructions until each participant is comfortable and feels it is easy to use.
  - Using brightness controller, train the interviewers in using a handheld device. Tell them that they have now learned how to use the handheld device.
- Ensure enough practice is completed so that each interviewer is well versed with the process.
- Explain the benefits of using the handheld device.
- Charge the handheld device.
  - Use *SHOW ONCE, DO ONCE* two to three times for each of the above instructions until each participant is comfortable and feels it is easy to use.
  - Use the click as an indicator for correct connection and charging symbol.
- Introduce *RULE 1: Charge your handheld device every night for the full night.*
  - Repeat rule as many times as possible during the course of the training.

- Share general guidance of how to take care of the handheld device.
  - Compare handheld device care to cell phone care (simplified instructions).
- Ensure that each person is very comfortable in all the areas covered to this point before moving ahead.
- Take questions at this stage (but do not answer questions about other topics—ask the person to hold the question for later discussion).

## B. Starting CMS

### **Notes for Trainer**

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Use SHOW ONCE, DO ONCE throughout the training.*
- *Use SHOW OF HANDS and SHOW ME to ensure that everyone is together throughout the training.*
- *To ensure that everyone is listening, use methods such as asking everyone to place handheld devices on table when SHOW ONCE is happening.*
- *Use the RULES concept to ensure that each participant learns the 7 key messages.*
- *Go slowly during this session because the participants will be learning how to use the CMS for the first time (typically going at the pace of the weakest participant).*

### **Cover the Following Information:**

- Explain how to start CMS from the icon.
- Discuss date and time screen (what to check).
- Introduce RULE 2: Every time you start CMS, check date and time.
- Ask about RULE 1.
- Check date and time; continue to CMS if correct.
- Show how to correct date and time.
- Explain password and procedures. (Users have five chances to enter correct password or the handheld device will be locked.)
- Explain how to enter the password (using keyboard).
  - Ensure that everyone remembers the password and repeat SHOW ONCE, DO ONCE until every participant is very comfortable in each step covered so far.
- After the password screen explanation, explain the screen that shows the list of cases.
  - Do not explain the menu items at this stage.
- Explain each field.
- Discuss case IDs ending with 00 and 01.
- Cover address information.



- Explain use of scroll bars.
- Explain use of tabs. (All, unworked, pending, complete and training.)
- Explain result codes.
- Explain color codes.
- Take questions about material covered up to this point.

## C. Using the Household Questionnaire

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Use SHOW ONCE, DO ONCE throughout the training.*
- *Use SHOW OF HANDS and SHOW ME to ensure that everyone is together throughout the training.*
- *To ensure that everyone is listening, use methods such as asking everyone to place handheld devices on table when SHOW ONCE is happening.*
- *Use the RULES concept to ensure that each participant learns the 7 key messages.*

### Cover the Following Information:

- After each participant is comfortable in all the above topics, start a demo of a complete HQ record.
- Ensure that participants are not using their handheld devices by asking them to put their handheld devices on the table; they should see only the demonstration at this point.
- At the INTRO screen, introduce RULE 3: Everything in [ ] square brackets or UPPERCASE is an instruction for you and should not be read aloud to the respondents.
- Ask about RULE 1 and RULE 2.
- SHOW ONCE: Use an example of a household with two people when doing the demo (or use HQ response set 1 from the Annex).
- Explain the result code 200 and color for completed household in the HOME screen.
- Explain that some HQ result codes trigger coding of the associated IQ case.
- DO ONCE: Work in a round robin (one question per person); start the round robin and move to the interviewer—the interviewer should read the question text from the handheld device and you should provide the response. Use an example with three people in the household this time (or use HQ response set 2 from the Annex). Everyone should record the same response.
- DO ONCE again: Repeat this process of round robin one more time with two participants. Demonstrate that the selection process is random by asking participants to raise their hands to show which respondent was selected.

- Do not discuss break-off or visit record at this stage.
- Take any questions at this stage.
- Ask about RULES 1, 2, and 3.

**Summarize Topic**

- A. RULE 1: Charge your handheld device every night for the full night.
- B. RULE 2: Every time you start CMS, check date and time.
- C. RULE 3: Everything in [ ] square brackets or UPPERCASE is a question or instruction for you and should not be read aloud.

**Notes from Trainer/Unanswered Questions (if any)**

## 3.2 Session 2: Using the Individual Questionnaire

### Contents of Session

#### ***Topic: Using the Individual Questionnaire (IQ)***

#### ***Purpose***

The purpose of this session is to obtain hands-on practice administering the IQ.

#### ***Method***

Group work using SHOW ONCE, DO ONCE.

#### ***Tools/Pre-requirements [Check the list to ensure preparedness prior to training]***

- Handheld device with final questionnaire loaded and training cases loaded (one per person present).
- Laptop/desktop with GSS Tool Kit and programmed adapted questionnaire installed.
- Remote display software installed on the laptop for display of handheld device screen.
- Overhead projector.
- IQ response sets for different scenarios.
- Printed copies of the Individual Questionnaire.

## Using the Individual Questionnaire

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.
- Use *SHOW ONCE*, *DO ONCE* throughout the training.
- Use *SHOW OF HANDS* and *SHOW ME* to ensure that everyone is together throughout the training.
- To ensure that everyone is listening, use methods such as asking everyone to place handheld devices on table when *SHOW ONCE* is happening.
- Keep revisiting the rules.
- By this point, the interviewers should feel comfortable using the handheld device to record survey responses.
- You may increase the speed of instruction and concentrate on the method of interviewing using the handheld device at this stage.

### Cover the Following Information:

- For the IQ, work in the round robin manner from the start, using the same case—start with a smoker scenario (use IQ response set 1 from the Annex).
- Explain how to see identified individual details (case details).
- At question A05, introduce RULE 4: All text that is underlined should be emphasized.
- Ask about RULES 1 to 3.
- At question A06b, introduce RULE 5: Everything in ( ) round brackets is optional text and should only be read to respondents if necessary.
- Ask about RULES 1 to 5.
- After the completion of one IQ, use a role-play model where a trainer becomes the respondent and an interview expert becomes the interviewer. Use an ex-smoker scenario in this case (use IQ response set 3 from the Annex).
- The response handheld device should be set up for display on the screen and the interviewers should observe and mark questions on their handheld devices as they observe the interview.
- After the two rounds of round robin, pair up the interviewers for paired mock and assign at least two scenarios to each group (using different scenarios such as nonsmoker, smokeless user, smoker, ex-smoker) and ask participants to practice at least one interview per person (at one time, one person should interview and the other should respond).
- Ask participants to record questions.
- Ask about the five rules.
- Take all questions after the group has finished.

## Summarize Topic

RULE 1: Charge your handheld device every night for the full night.

RULE 2: Every time you start CMS, check date and time.

RULE 3: Everything in [ ] square brackets or UPPERCASE is a question or instruction for you and should not be read aloud.

RULE 4: All text that is underlined should be emphasized.

RULE 5: Everything in ( ) round brackets is optional text and should only be read if necessary.

## Notes from Trainer/Unanswered Questions (if any)

### 3.3 Session 3: Break Off, Visit Record, and Final Result Codes

#### Contents of Session

#### **Topic: Break-off, Visit Record, and Final Result Codes**

#### **Purpose**

The purpose of this session is to obtain hands-on practice breaking off from an interview, recording notes and result codes into the CMS.

#### **Method**

Group work using SHOW ONCE, DO ONCE.

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Handheld device with final questionnaire loaded and training cases loaded (one per person present).
- Laptop/desktop with GSS Tool Kit and programmed adapted questionnaire installed.
- Remote display software installed on the laptop for display of handheld device screen.
- Overhead projector.
- Break-off response sets for different scenarios.
- Sample sets of sequences of events for demo to trainees.
- Scripts to train field interviewers to code different situations.

## Break Off, Visit Record, and Final Result Codes

### Notes for Trainer

- *Check the list below as you go through the training to ensure each topic is covered.*
- *Use SHOW ONCE, DO ONCE throughout the training.*
- *Use SHOW OF HANDS and SHOW ME to ensure that everyone is together throughout the training.*
- *To ensure that everyone is listening, use methods such as asking everyone to place handheld devices on table when SHOW ONCE is happening.*
- *Keep revisiting the rules.*
- *This is a very critical session so be aware of your pacing and check in with the trainees to ensure everyone is following along.*

### Cover the Following Information:

- Explain when to break off and when to record visits.
- SHOW ONCE: demo the common scenario of not at home; demo the entire process of adding a visit record (use break-off response set 1).
- Demo how to delete and edit a visit record.
- Ensure the project staff understand rules for visit coding: if editing is allowed, if delete is allowed, can dates be changed, etc.
- DO ONCE: call on different interviewers to provide answers to the questions.
- Ensure everyone follows the process.
- Use the break-off response sets 3 to 7 in the Annex of this document as additional examples of the process.
- Discuss how to resume after break-off.
- Introduce RULE 6: Add a new visit record for each distinct visit; do not update old ones.
- Introduce RULE 7: Enter final result code after four visits (talk to supervisor); each case should have a final code when it is decided to cease working it.
- Add more examples if necessary.
- Set up paired mock-up practice for about 25 minutes and assign 10 scenarios (use break-off scenarios from Annex).
- Regroup and discuss the answers (use break-off scenario response from Annex).
- Take questions on any topic.

## **Summarize Topic**

RULE 1: Charge your handheld device every night for the full night.

RULE 2: Every time you start CMS, check date and time.

RULE 3: Everything in [ ] square brackets or UPPERCASE is a question or instruction for you and should not be read aloud.

RULE 4: All text that is underlined should be emphasized.

RULE 5: Everything in ( ) round brackets is optional text and should only be read if necessary.

RULE 6: Add a new visit record for each visit.

RULE 7: Enter final result code after four visits (talk to supervisor).

## **Notes from Trainer/Unanswered Questions (if any)**



### **3.4 Session 4: Role Play and Practice Session**

#### **Contents of Session**

##### ***Topic: Role Play and Practice Session***

##### ***Purpose***

The purpose of this session is to clarify overall weak areas based on the test results and provide extra practice for participants who did not perform well on the test.

##### ***Method***

Group work using interaction and one-on-one interaction.

##### ***Tools/Pre-requirements [Check the list to ensure preparedness prior to training]***

- Handheld device with final questionnaire loaded (one per person present).
- Laptop/desktop with GSS Tool Kit and programmed adapted questionnaire installed.
- Remote display installed on the handheld device for display of handheld device screen.
- Overhead projector.

## **Role Play and Practice Session**

### **Notes for Trainer**

- *Identify weak areas and clarify the topic again.*
- *Identify participants who have not performed well during the training and use one-on-one training to ensure that all concepts are revisited and clearly explained.*
- *Conduct a final evaluation and assess if the interviewer has captured all information correctly and if the interviewer can conduct the fieldwork efficiently.*

### **Cover the Following Information:**

- Use this session for extra practice and role play as required.

### **Notes from Trainer/Unanswered Questions (if any)**

### **Check to Determine if Module Objectives Were Achieved:**

- Field interviewer thoroughly understands how to use the handheld device for data collection.

### 3.5 Annex: Sample Response Sets

#### Household Response Set 1 (two-person household)

Question Number	Response	Notes
HH1, HH2, (HH3 <sup>1</sup> )	2, 2, (2)	2 persons in household
HH4B1	19	Age is 19 years
HH4B2	16	Age 16 years goes to HH4c which did not appear for first person because this is between 15–17 and the first person was 19
HH4C	12	
HH4CYear	1994	

#### Household Response Set 2 (three-person household)

Question Number	Response	Notes
HH1, HH2, (HH3 <sup>1</sup> )	5, 4, (3)	2 persons in household
HH4B1, HH4B2, HH4B3	23, 20, 55	Sorts automatically at the end (highlight the roster selection is random)

#### Household Response Set 3 (change number of household members)

Question Number	Response	Note
HH1, HH2, (HH3 <sup>1</sup> )	5, 4, (3)	2 persons in household
HH4B1, HH4B2, HH4B3	23, 20, 55	Sorts automatically at the end (highlight the roster selection is random)

#### Individual Response Set 1 (respondent: current daily smoker and current daily smokeless user)

Question Number	Response	Note
B01	Daily	Use this for the first round robin example
C01	Daily	

<sup>1</sup> HH3 is only administered in gender-randomized countries.

**Individual Response Set 2 (respondent: nonsmoker)**

Question Number	Response	Note
B01	Not at all	
B03	Not at all	

**Individual Response Set 3 (respondent: former less-than-daily smoker and current less-than-daily smokeless user)**

Question Number	Response	Note
B01	Not at all	
B03	Less than daily	
B09A	Years	
B09BYEARS	5	
C01	Less than daily	
C02	Yes	

**Individual Response Set 4 (respondent: current less-than-daily and former daily smoker and current less-than-daily smokeless user and former less-than-daily smokeless user)**

Question Number	Response	Note
B01	Less than daily	
B02	Yes	
C01	Less than daily	
C02	No	

**Break-off Response Set 1**

Visit Number	Scenario	Code to be Entered	Note
1	Nobody home	109	

**Break-off Response Set 2**

Visit Number	Scenario	Code to be Entered	Note
1	Nobody home	109	
2	Nobody home	109	
3	Unoccupied/vacant	105	
4	Final unoccupied/vacant	205	(To be entered after discussion with the supervisor)

### Break-off Response Set 3

Visit Number	Scenario	Code to be Entered	Note
1	Nobody home	109	
2	Refusal	104	
3	HQ screening respondent not available	103	
4	Final HQ screening respondent not available	205	(To be entered after discussion with the supervisor)

### Break-off Response Set 4

Visit Number	Scenario	Code to be Entered	Note
1	Selected address is not a household	106	
2	Final selected address is not a household	206	(To be entered after discussion with the supervisor)

### Break-off Response Set 5

Visit Number	Scenario	Code to be Entered	Note
1	IQ respondent not at home	309	Respondent not at home
2	Break-off: IQ not complete	302	Respondent has to leave in the middle of the interview
3	IQ respondent not at home	309	Respondent not at home
4	IQ respondent refusal	304	Respondent refused due to personal reasons
5	Final IQ respondent refusal	404	(To be entered after discussion with the supervisor)

### Break-off Response Set 6

Visit Number	Scenario	Code to be Entered	Note
1	IQ respondent not at home	309	Respondent not at home
2	IQ respondent ineligible	303	Respondent reports age 13.5
3	Final IQ respondent ineligible	403	(To be entered after discussion with the supervisor)

### Break-off Response Set 7

<b>Visit Number</b>	<b>Scenario</b>	<b>Code to be Entered</b>	<b>Note</b>
1	IQ respondent incapacitated	307	Respondent incapacitated
2	Final IQ respondent incapacitated	407	(To be entered after discussion with the supervisor)

## 4. Module 4: Field Supervisor Training

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### Purpose and Process

This module provides guidance for training field supervisors on data quality control and data collection and transmission to the National Data Center.

Trainers will deliver this training to field supervisors prior to the pretest and full survey fieldwork. The module has one session (the timing of the sessions may be adjusted to accommodate the number of participants).

**When to use:** This training is to be delivered separately to the field supervisors on the last day after they have attended the training with the interviewers.

*[This module should be used for the pretest and the full survey training workshop.]*

**Who should use:** Trainers for those people who will provide the field supervisor training (pretest and full survey).

### Objectives

- To ensure that each field supervisor thoroughly understands how to use the handheld device for data collection, how to troubleshoot any minor problems, and how to collect data from handheld devices and transmit to the National Data Center.

### Outline

#### Session 1: Data transfer and quality control for field supervisors (3–4 hours)

- A. Data Transfer and Quality Control
- B. Troubleshooting

### Reference Materials:

- *GATS Field Supervisor Manual*
- *GATS Quality Assurance: Guidelines and Documentation*

## 4.1 Session 1: Data Transfer and Quality Control for Field Supervisors

### Contents of Session

#### **Topic: Data Transfer and Quality Control for Field Supervisors**

- A. Data Transfer and Quality Control
- B. Troubleshooting

#### **Purpose**

The purpose of this session is to ensure that all field supervisors thoroughly understand how to capture data from the handheld devices, how to transmit data to the National Data Center on a weekly or biweekly basis, and how to conduct basic troubleshooting on the handheld devices.

#### **Method**

Training, role play, and group work.

#### **Tools/Pre-requirements** *[Check the list to ensure preparedness prior to training]*

- Two to three handheld devices with final questionnaire loaded.
- Laptop/desktop with GSS Tool Kit and programmed adapted questionnaire installed.
- Remote display software installed on the handheld device for display of handheld device screen.
- Overhead projector.



## A. Data Transfer and Quality Control

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.

### Cover the Following Information:

- Explain role of supervisor.
- Quality checks:
  - Check date and time and battery on the handheld device.
  - Inquire about using rules.
  - Check result codes, break-off, and visit record for each interview.
- Capture data from each interviewer's handheld device (use role-play method to teach this process):
  - Perform an Export of the data from the devices and transmit to cloud.
  - Check data file, date, and name of the file.
- Transmit data files to the cloud.
- Show how export files are downloaded from the cloud for aggregation.

## B. Troubleshooting

### Notes for Trainer

- Check the list below as you go through the training to ensure each topic is covered.

### Cover the Following Information:

- Power Off/On and Soft Reset.
- Overview of menu items.
- Share troubleshooting contact person from the country IT team and explain process.
- Conduct at least three iterations of this process in a role-play manner and then allow practice time.
- Take questions during the session as required.

### Summarize Topic

- A. Data Transfer and Quality Control
- B. Troubleshooting

**Notes from Trainer/Unanswered Questions (if any)**

**Check to Determine if Module Objectives Were Achieved:**

- Each field supervisor thoroughly understands how to use the handheld device for data collection, how to troubleshoot any minor problems, and how data are transferred from handheld devices to the National Data Center.





**Global Adult Tobacco Survey (GATS)**