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| Ways to Practice Data Collection | Text, logo  Description automatically generated |

* **Demonstration**. Have trainees observe the trainer model a portion of the data collection instrument/protocol, take notes and then practice individually or in pairs, mimicking what they learned.
* **Fishbowl scenario**. Have the trainer and a partner (another trainer/staff OR one of the trainees) model a portion of the instrument/protocol and ask the group to observe and debrief about what they saw, asking questions, making suggestions about what could have been done better.
* **Constructive feedback**. Have teams of two or three take turns asking survey questions and recording responses. The observer or respondent provides constructive comments about how to improve.
* **Monitor performance**. Shadow individuals and monitor how well they collect data and follow the protocol. Note constructive feedback to improve their performance. Use what you saw in the team debrief to reiterate correct procedures (without identifying the individuals).
* **Assess accuracy**. Create one or more practice scenarios for everyone to code. Check data against the answer key to determine accuracy rates. Debrief to discuss correct answers. Repeat with different scenarios and answer keys until most everyone achieves high levels of accuracy. For those who cannot achieve high accuracy, find a supporting role for them on the team where they won’t taint the data quality.

## What to Do in the Field

* Coordinate, confirm teams, routes for the day, check supplies and battery charge on devices.
* Remind the team about lines of communication. Check that everyone has the lead’s cell #.
* Remind everyone to adhere to the protocol and refer to their training manual during the day.
* Shadow (monitor) data collectors as they conduct the protocol, especially in the first 1-3 days. Provide constructive feedback and retrain where necessary.
* Double-check every survey for completeness, illegibility, ambiguous data on the spot, if possible (on paper forms, add your initials to indicate you checked it).
* Debrief at the end of the day to address questions, solve problems, provide clarification or make adjustments/corrections.
* Collect and secure completed surveys by uploading online survey data to server or secure paper survey forms in a labeled waterproof bag.

## Data Storage/Cleaning/Entry

* Make a second copy of the raw data file or completed data forms and store in separate location.
* As each set of significant changes are made to the data file, save a new version and rename the file in a numeric sequence (e.g., v1.2).
* Keep a log of changes made as the file is cleaned, including starting **n** (total number of records), rows or columns removed, which records are excluded/removed (e.g., for incompleteness), corrections made, new variables created, etc. Correspond log entries with the different versions of the data file.