

FORMS AND CHECKLIST

WORK PROGRESS CHECKLIST FOR A CLUSTER (WPC)

Cluster No	District	Settlement

No.	Work	Name	No.	Work	Name
2	Field Editor		11	Data Processing supervisors confirms verification	
3	Field Supervisor		12	Supervisor's backup	
4	Questionnaire Administrator's office (received cluster)		13	Supervisor's secondary editing	
5	Coders' office: secondary editor's reviews of coding		14	Secondary Editors	
6	Data processing supervisor's reviews of coding		15	Data Processing Supervisors modified data	
7	Data processing supervisor's (cluster tracking)		16	Supervisor's backed up final data	
8	Data entry Clerk				
9	Data Processing supervisor's (Structure checks)		17	Questionnaire Administrator stored cluster in final storage location	
10	Data Entry Verifiers				

Data Entry Clerk's ID	M.....	Data Verifiers ID	V.....
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GEOGRAPHIC POSITIONING SYSTEM FORM		GP
GP1. Cluster number: _____		
GP2. Area:	GP3. Region:	
Urban..... 1	Region 1..... 1	
Rural..... 2	Region 2..... 2	
	Region 3..... 3	
	Region 4..... 4	
GP4. Operator name and number:		
Name _____		
GP5. Day/Month/Year of measurement: _____ / _____ / _____		

CLUSTER POSITION CHECKLIST

- ☐ CHECKED ESTIMATED ACCURACY (AFTER “READY TO NAVIGATE”)
- ☐ MARKED WAYPOINT
- ☐ RENAMED WAYPOINT TO CLUSTER NUMBER
- ☐ RECORDED WAYPOINT’S POSITION
- ☐ SAVED WAYPOINT

GP6. Waypoint name: _____			
	N/S/E/W	Degrees	Decimal degrees
GP7. Latitude:	N S	_____ . _____	_____
GP8. Longitude:	E W	_____ . _____	_____

CLUSTER ASSIGNMENT FORM (CAF)

Name main data entry operator:.....Code:.....

Name data entry verifier:.....Code:.....

Name coder:.....Code.....

[illegible]

CLUSTER ASSIGNMENT FORM (CAF)

Name main data entry operator:.....Code:.....

Name data entry verifier:.....Code:.....

[illegible]

CLUSTER TRACKING FORM (CAF)													
Cluster number	Date received	Households Selected	Number of questionnaires			Data entry			Date check complete	Date verification complete	Date of raw data back-up	Date of editing	Date of final back-up
			Household	Women's	Children's	Operator name	Operator number	Creation date					
1	2	3	4	5	6	7	8	9	10	11	12	13	14
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