OVERVIEW

BACKGROUND

By capturing complex and dynamic epidemiological data at the household level, Contact Tracers (CTs) provide vital information that allows for a rapid response to Ebola at both the household and population levels. Adequate and accurate data on health status allows health management teams to be able to identify and improve Ebola response strategy to prevent further spread of Ebola. Furthermore, data can also help CTs evaluate the epidemic in their catchment areas, as well as their own performance gaps and needs.

LEARNING OBJECTIVES

<table>
<thead>
<tr>
<th>Objective</th>
<th>The CT will be able to</th>
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| To understand the importance of information for contact tracing and Ebola response | ❑ List 3 reasons explaining the importance of information collected by CTs in Ebola response  
|                                                                           | ❑ Explain where data is collected in the health system for Ebola response              |
| To understand data collection at the household level                       | ❑ List at least 3 examples of the type of data that is collected about individuals who have had contact with Ebola cases |
| To understand how data collected by CTs is used for Ebola response         | ❑ Give 3 examples of how data collected by CTs is used by the National Coordination Committee to monitor and respond to the epidemic |
| To be informed on performance improvement                                 | ❑ Give 2 examples of how data can be used to inform CT improvement needs               |
LESSON PLAN SUMMARY

1. Introduce the Lesson
2. Context Story
3. Discussion: Use of Information for Ebola Response
4. Lecture: mHealth System Overview
5. Lecture: Conducting a Contact Tracing Visit Using CommCare
6. Role Play: Registering a Contact
7. Discussion: CommCare Do’s and Don’t’s
8. Discussion: Strengths and Challenges of Using CommCare
9. Review Key Messages
10. Worksheet
LESSON PREPARATION

Materials to prepare before the start of the lesson:

- Photocopies of the ‘Overview’ page (i.e., Background, Learning Objectives, and Lesson Plan Summary) for each participant
- Photocopies of the ‘Worksheet’ for each participant
- Mobile phones for each CT
- For Role Play: Copy of a sample contact list
- For Lecture: Screenshots of CommCare application
- Chalkboard and chalk or flipchart and markers
- [Optional] Two chairs for role play
- [Optional] Audiovisual equipment for PowerPoint and PowerPoint slides
LESSON PLAN

CONVEY INFORMATION

1. Introduce the Lesson

Read or summarize this out loud:

“This section will focus on the importance of your role in collecting epidemic-related information at the household level. The data you will collect not only allows management teams to be able to continuously strengthen Ebola response strategies, but also allows you to understand how you can improve and maximize your performance. We will summarize this lesson in three components: (1) WHY it is important to collect information for contact tracing, (2) HOW you will be able to do so through mobile phones, and (3) WHAT information can be analyzed to inform Ebola response strategy and performance improvement.”
EXAMPLE IN ACTION

2. Context Story

Provide examples and/or data from the community that demonstrate positive and negative outcomes that can be impacted by CTs. If you have difficulty finding a local context story, adapt the following stories to local community practices in order to ensure they are realistic to situations a CT may encounter. Ask the participants to share their thoughts, questions, and concerns.

STORY OF DELAYED RESPONSE

- Hasani is a CT who has a mobile phone but does not like to bring it to the community for fear of it getting stolen. He believed that he could track the data on paper and enter it later in the evening; however, he would often not remember to do so.
- Many of Hasani’s fellow CTs in this village felt the same way or would forget to charge their phones. For this reason, they did not collect data regularly.
- In the village, the number of Ebola cases began to increase, but because the CTs often forgot to record important information about new cases showing Ebola symptoms, it took supervisors a long time to realize that the outbreak was spreading.
- Because the supervisors found out about the outbreak too late, there was not enough transportation to send everyone to the treatment center for testing.
- The CTs had to send cases to the closest treatment center. However, the treatment center also began to run out of beds. Some of the cases began to die, and many of the bodies could not be disposed of. The community was angry that the local health system could not provide adequate help during this difficult time.

STORY OF A CRISIS PREVENTED

- Mame is a CT who always registers new contacts on her mobile phone.
- During all of her visits, she uses her mobile phone as a decision-guide and data entry tool. At the end of each visit she submits the data.
- One week, the data collected by Mame and her fellow CTs seemed to indicate a trend: there were more symptomatic cases than normal. Many contacts had to go to the clinic.
- It was discovered that one of the community members in the village had died of Ebola and the body was not safely buried. The supervisors worked together with partners to dispose of the body quickly, and the people showing symptoms were identified and brought to the treatment centers to keep them and other community members safe. As a result of this quick response, cases of Ebola began to decrease.
3. Discussion: Use of Information for Ebola Response

Ask the group the following question and listen to the answers. Encourage the answers in the box below if they do not come up during discussion.

“What type of information should be collected at each contact tracing visit to help control the Ebola epidemic? How can this information be used to inform overall Ebola response strategy?”

**KEY CONTENT**

**Data to collect at the household level may include:**

- Basic information about the contact
- Location of the contact
- How the person came into contact with Ebola
- How the contact is related to the person who exposed them to Ebola
- Risk level of the contact
- Ebola danger signs and symptoms reported or observed
- Change in a household member’s condition since last visit
- Deaths of contacts from Ebola
- # of visits made with the contact
- Referrals to treatment center
- Referrals for safe burial

**This information can be used to contribute to the Ebola response strategy in the following ways:**

- Data can inform program managers of gaps in Ebola response services, allowing them to change response strategy to improve coverage and overall epidemic response within the community
- Data allows for timely recognition of potential health risks in vulnerable households, where likelihood of exposure may be high without adequate access and surveillance from the health system
- Health status data can influence decisions around CT performance, such as adding new trainings or reducing or increasing household assignments
How does the community-based information system work?
The information collected in the community provides valuable information about WHO is in the community and WHAT their health status is. This then informs the overall community and the National Coordination Committee for Ebola Response on the population’s health status and trends, helping CTs and the National Coordination Committee to identify program changes that should be made to improve epidemic response.

There are five major points of data collection that occur regularly for monitoring of the epidemic:
- **Data collected at the household**: by CTs or CT supervisors
- **Data collected in the community**: by field epidemiology teams
- **Data collected at the transfer center**: by nurses or doctors during service delivery
- **Data collected at the lab**: by nurses or doctors during sample testing
- **Data collected at the treatment center**: by nurses or doctors during service delivery
- **Data collected on deceased cases**: by safe burial teams

All data is fed into a database system that is analyzed by the prefecture’s health team and the National Coordination Committee. The data collected informs on health status for patients and communities, as well as any epidemiological trends. Additionally, data helps to identify vulnerable populations who are covered and NOT covered by health services in the community. This data is used by the National Coordination Committee to strategically position service providers, such as Doctors Without Borders (MSF), to provide health services to those most in need in the community.

What is the role of the CT in this system? The CT plays 2 vital roles in this system:
- **Counting all contacts**: By registering all contacts, CTs ensure there is a database of exposed community members who should be monitored
- **Collecting health status data on contacts being monitored**: During visits, CTs collect health data (e.g. danger signs identified). This data is aggregated and provides information on the health status of contacts, households, and communities, as well as mortality rates within each community

How does the data inform performance and health status?
Data collected in the system is interpreted via indicators on Ebola monitoring activities (whether all contacts are visited), possible spread of Ebola (number of new contacts who have developed symptoms), health outcomes (% of population infected, referred to treatment centers) and mortality (% of population dying of Ebola). These indicators then inform the National Coordination Committee on operational needs such as (but not limited to):
- People who are not receiving services and may need additional attention
- The need for wider, faster health education via outreach campaigns
- Additional training to fill quality of care gaps. Changes in strategy and task profile to address emerging epidemic trends
CONVEY INFORMATION
4. Lecture: mHealth System Overview

Provide a brief overview of CommCare and the CommCare reporting system, which will be the primary mobile data collection system contact tracers will use to collect data. While CTs do not have to understand the indicators in depth, it is useful to review where the data goes and how it is interpreted in order to emphasize the importance of the data and to explain how performance will be assessed.

<table>
<thead>
<tr>
<th>KEY CONTENT</th>
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| **What is CommCare?**
CommCare is a mobile phone application designed to serve as a decision guide during contact tracing visits, a counseling aid, and a data collection tool. The application was developed by a company called Dimagi and is implemented by many projects across sub-Saharan Africa.

**Key Features of CommCare for CTs to Understand**

- Each contact is registered and stored on the phone. This will be the list of contacts that the CT will visit daily and about whom they will submit data
- The CommCare application is designed to help the CT identify suspect cases, make decisions about what actions each case requires, and share counseling messages about Ebola using multimedia stored in the application
- All of the data submitted by the CT can be seen in “real time” by the CT manager and the National Coordination Committee. This includes what data is submitted, when, and by whom. The data is then analyzed and interpreted as indicators on health outcomes and CT performance

**What is CommCare data used for?**
Each time the CT clicks “submit data,” the data for each contact is sent to a computer system. This data allows the CT manager, CT supervisors and the National Coordination Committee to assess the following:

- Is a contact being monitored? How many new contacts are being monitored?
- What is the health status of individual contacts and communities?
- How many suspect cases need to be accomodated at the transfer and treatment centers?
- What are the health outcomes in the community on Ebola?
### Key Content Continued

**What types of indicators does the CT manager look at?**

**Visit Indicators:**
This indicator shows the proportion of registered contacts receiving daily visits from the CT.

**Case Management Indicators:**
These indicators show how services were provided in response to danger signs or symptoms. These include:

- Number of contacts who have developed symptoms
- Number of contacts who were registered within the past 7 days
- Number of contacts who have developed symptoms and were referred
- Number of contacts who have died from Ebola
- Number of contacts who have died from Ebola and received a safe burial
- Location of contacts
- Location of contacts who have developed symptoms

The data collected by the CT in CommCare while asking the contact questions during a visit are used to calculate these indicators.
**CONVEY INFORMATION**

**5. Lecture: Conducting a Visit Using CommCare**

Provide a brief overview of the contact monitoring forms. These forms are used to interview people who have been in contact with a confirmed Ebola case and may be at risk of infection. The form is used to monitor those contacts for symptoms and serves as a decision making tool, data collection tool, and a collection of multimedia on Ebola-related counseling messages for affected households. If possible, show sample images from each of the modules and forms in the application while describing them. The Appendix includes a step-by-step guide to opening, navigating, and submitting a CommCare form. Refer to this handout when describing forms and modules.

### KEY CONTENT

**How does the CommCare application work?**
- All contact tracers will be equipped with a smartphone that has CommCare pre-installed
- There is an icon for the application on the home screen. Once that icon is clicked, it will open the application
- While a CT is registering a new contact or conducting a visit, the form will not allow a CT to continue if they do not enter enough information. A CT can edit the form if they input the wrong data or need to go back and revise a contact’s response. Once a form is submitted, the information cannot be edited
- Once a contact tracer is finished with their data collection, they will be prompted to save the data and the application will then return to the home screen where they can continue with the next contact interview

**How is the CommCare application structured?**
When entering the application, there are 2 types of “modules”. Registration is used to enter the case registration details. Contact tracing is used to visit and monitor contacts for 21 days. Each module contains forms that need to be filled out for each contact:
- **Contact Registration**: This form enters the contact into the system
- **Ebola Contact Monitoring**: This is the monitoring form that is to be filled out at each subsequent visit during the 21-day period. Each “visit” form goes through the key questions to ask contacts to identify danger signs and targeted counseling messages. The counseling messages in the “visit” section are accompanied by illustrations and audio recordings of messages in the local language
- **Edit Contact Registration**: If the contact’s information has been entered incorrectly during registration, this form can be used to correct important identification information
- **Close Contact**: “Closing” a case removes the contact from the CT’s assigned list and indicates that the contact no longer requires daily follow up. A case should be “closed” if the registered contact passes away, in the case that symptoms begin and the contact is referred to a treatment facility, or if the contact has been followed for 21 days and has not developed any Ebola symptoms
**How are contacts managed?**

Each time the CT completes a contact registration, the data for each contact is saved to the phone. The CT can then see a contact’s information anytime he wants in the case list. The following details are included in the contact list:

- Name
- Village
- Date of most recent contact tracing visit
- Age

When a contact no longer needs to be followed, the CT closes the case, which removes the contact from the case list.

**How is data submitted?**

Each time the CT clicks “submit data,” the data for each contact is sent to a computer system. The CT manager can then see this data anytime he wants, including when data was submitted and what was submitted. The CT should submit data in the following way:

- At the end of each form, the CT should click “submit form.” Because each contact has their own form, this means a CT may have to “submit form” multiple times during a household visit.
- If there is no coverage at the time of submission, the form will save and automatically submit when there is coverage. The CT can also use the “Sync with Server” button to submit saved forms that have not been submitted.
EXAMPLE IN ACTION

6. Role Play: Registering a Contact

Invite a volunteer to participate in a role play on conducting a contact tracing visit. You will play the role of “CT” and the participant will play the role of “contact”. You should each have a copy of the ‘Register Contact’ form in front of you during the role-pay, which you will use to guide you through registering a contact and conducting an initial visit.

Also provide handouts of the ‘Register Contact’ form to participants or project it on the screen using audiovisual equipment. It is important for the participants to see the data that is being collected.

Make sure to follow the guidelines below on contact tracing.

COMMCARE FOR CONTACT TRACING GUIDELINES

- The CT should obtain answers to all prompted questions on the form. If the contact does not understand the question, try to ask in a different way
- Use both verbal questions and observation to obtain answers to the questions prompted in the form
- The CT should be compassionate while interacting with the contact
- The CT should schedule a follow-up for the next day visit to continue monitoring activities
- The CT should notify their supervisor of any additional individuals that should be registered and monitored for 21 days
- The CT should notify their supervisor of any contacts who refuse to cooperate with the contact monitoring interview

After demonstrating the activity, divide the group into pairs. Give them 10 minutes to practice asking the questions in the registration form. Answer any questions they may have.

TIP:
If possible, invite 2 CTs to help conduct this role play, with one playing a contact and the other playing a CT.
7. Discussion: CommCare Do’s and Don’t’s

Invite the mHealth coordinator to this session to help answer any questions that the CTs may have on challenges using CommCare during contact tracing visits. Go through each of the Don’t’s with the CTs, and before giving the Do’s, have the CTs give the best alternative. Discuss other solutions than the ones given.

<table>
<thead>
<tr>
<th><strong>DON’T</strong></th>
<th><strong>DO</strong></th>
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</thead>
<tbody>
<tr>
<td>Leave the phone charging in a public place. This can lead to the phone/parts being stolen or loss of information.</td>
<td>Use solar chargers at home or health centre charging points to charge the phone. Always stay in sight of the phone to ensure it is safe and in your possession.</td>
</tr>
<tr>
<td>Let your children/family play with the phone. Children or family members who are curious about the phone can change settings, accidentally edit data, or damage the phone.</td>
<td>Always keep your phone with you or in a safe, secure place in your home.</td>
</tr>
<tr>
<td>Take photos or videos. This quickly drains the battery. Also, this decreases storage space and CommCare needs storage space to effectively send and receive data.</td>
<td>Leave the photo and video galleries empty in order to have the most amount of free space on the phone.</td>
</tr>
<tr>
<td>Load music on to the phone. This also can take up a lot of memory and affect the sending or receiving of forms.</td>
<td>Leave the media gallery empty such that there is enough space on the device to send and receive forms.</td>
</tr>
<tr>
<td>Leave mobile data on whenever phone is being used, as this uses the battery rapidly and the phone can die before sending forms.</td>
<td>Leave the phone in Airplane mode or turn data off when doing visits, and turn off Airplane mode and turn on data when sending/submitting data.</td>
</tr>
<tr>
<td>Leave the phone in a sunny area, as heat and extended sunlight exposure can break the phone screen.</td>
<td>Leave the phone in a shaded, safe area within eyesight.</td>
</tr>
<tr>
<td>Take out or change SIM, SD or memory cards. This can lead to the loss of data, other people viewing sensitive information or corruption of the memory cards.</td>
<td>Always leave the original SIM card, SD card or memory card in the phone and never remove the protective casing.</td>
</tr>
<tr>
<td>Use the phone as a personal phone for sending SMS or making calls. This uses the battery and can affect performance.</td>
<td>Keep the phone as a dedicated contact tracing phone in order to maximize battery life.</td>
</tr>
<tr>
<td>Take the phone to a local repairer for any issues. This can lead to the phone being stolen or the memory card being corrupted.</td>
<td>Always contact your supervisor for any phone issues. Have the mHealth coordinator receive the phone for repairs.</td>
</tr>
<tr>
<td>Don’t press harder on the screen when finger scrolling is not responding. Pressing harder can crack the screen or damage the touch sensor.</td>
<td>If the phone touch sensor is not responding accurately or at all, contact your supervisor for appropriate help. Do not proceed to a local repairer!</td>
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</tbody>
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### OVERVIEW CommCare for Contact Tracing

Conducting Contact Tracing Visits Using CommCare

<table>
<thead>
<tr>
<th><strong>DON’T</strong></th>
<th><strong>DO</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Send data on a household visit if the visit was not performed.</td>
<td>Tell your supervisor you were unable to make a scheduled visit, and plan to visit them as soon as possible.</td>
</tr>
<tr>
<td>Give your CommCare login username or password to anyone, including family members.</td>
<td>Keep your username and password secret, as giving people your information may lead to false information. Also, the information in the CommCare phone is sensitive and cannot be shared with anyone except for the user.</td>
</tr>
<tr>
<td>Wait until you are home to submit data. Even if you feel more comfortable using paper forms during the household visit, you can forget information or omit them by accident, leading to incorrect data submission.</td>
<td>Always ensure you are using the CommCare forms at each visit IN THE HOUSEHOLD. The forms will guide you on next steps while with the client, and this minimizes forgetting data at the end of the day. The phone also has important multimedia tools that will help with your visit.</td>
</tr>
<tr>
<td>Log into one phone with more than one username. This can lead to accidental mixing of case lists and confusion in the data.</td>
<td>Dedicate each phone to one user, and only log-in with that name.</td>
</tr>
<tr>
<td>Re-registering a contact that has already been registered if you do not find their name in the case list.</td>
<td>If you are having trouble finding a registered contact in the case list, report the issue to your supervisor, who will work with the mHealth coordinator to find out why the case is not appearing.</td>
</tr>
<tr>
<td>Spend the entire visit looking at the phone.</td>
<td>Alternate entering data into the phone and engaging the contact in conversation. While it is important to enter data correctly, it is also important to converse normally with the contact and make them feel comfortable.</td>
</tr>
</tbody>
</table>
PARTICIPANT PRACTICE

8. Discussion: Strengths and Challenges of Using CommCare

Invite the mHealth coordinator to this session to help answer any questions that the CTs may have on challenges using CommCare in the household.

Ask the participants the following prompt:

“Based on your lesson, what have you liked about using CommCare? And what are challenges do you think you may experience? How can we address those challenges?”
9. Review Key Messages

Ask 1-2 questions to check participant’s understanding of the lesson. For example:

- Where can data about Ebola outbreaks be collected in the health system?
- Why is it important to monitor contacts for Ebola response?
- Why is it important to collect health status information for Ebola response?
- How can data be used to improve Ebola response?
- Explain the purpose of the registration form.
- List three “do’s” and three “don'ts” when using CommCare during contact tracing visits.

10. Worksheet

Allow the group a few minutes to complete the worksheet. Collect the worksheets to correct during the break. Discuss any common mistakes as part of the following lesson’s review.
OVERVIEW CommCare for Contact Tracing
Conducting Contact Tracing Visits Using CommCare

WORKSHEET

Name: ___________________

1. List three reasons why information collected by the CT is important.

2. List three types of data that can be collected by the CT during a household visit.

3. What are the three types of forms in CommCare and what is the purpose of each one?

4. List three questions that a manager or supervisor can answer by using data collected by a CT.

5. True or false (circle one)? If there is no mobile coverage in the area, the CT needs to try to “hit send” and submit the form again at home where there is network.
   True  False
OVERVIEW CommCare for Contact Tracing
Conducting Contact Tracing Visits Using CommCare

WORKSHEET: ANSWER KEY

1. List three reasons why information collected by the CT is important.
   - Data can inform program managers of mishaps in service quality
   - Data allows for immediate recognition of potential health risks in vulnerable households
   - Health status data can influence decisions on updating CT program

2. List five types of data that can be collected by the CT during a household visit.
   - Basic information about the contact
   - Location of the contact
   - How the person came into contact with Ebola
   - How the contact is related to the person who exposed them to Ebola
   - Risk level of the contact
   - Ebola danger signs and symptoms reported or observed
   - Change in a contact's condition since last visit
   - Deaths of contacts from Ebola
   - # of visits made to the contact
   - Referrals to treatment center
   - Safe burials

3. What are the three types of forms in CommCare and what is the purpose of each one?
   - Registration: To register a new contact
   - Ebola Contact Monitoring: To monitor a contact for 21 days
   - Close Contact: To remove a contact who no longer requires follow up

4. List three questions that a manager or supervisor can answer by using data collected by a CT.
   - Is a contact being monitored? How many new contacts are being monitored?
   - What is the health status of individual contacts and households?
   - How many suspect cases need to be accommodated the treatment centers?
   - What are the health outcomes in the community on Ebola?

5. True or false (circle one)? If there is no mobile coverage in the area, the CT needs to try to “hit send” and complete the form again at home where there is network.
   - True  ✓ False
LECTURE: CONDUCTING A CONTACT TRACING VISIT USING COMMERCARE

1. LOCATING COMMERCARE ON THE PHONE

CommCare is an application on your phone. It is designed to help you collect information and assist in your work with this program. You can find the icon on the home screen:

Unlock your phone and tap on the CommCare Icon found on the home screen:
2. LOGGING INTO COMMERCARE

After selecting the CommCare icon, you will enter the log-in screen as seen below. You do not need Internet connectivity to log-in.

To connect to CommCare you need:

1. Your username:

2. Your password:

Note: The username of the last user who logged in will remain in the “username” box, even after logging out.
3. COMMERCARE HOME SCREEN

Once you are successfully logged in, you will find the CommCare Home Screen. Below are descriptions of each button:

**The Home Screen**

- **Get Started:** This is where you will go in order to access the forms and submit data.
- **Log Out of CommCare:** Logs the user out so that the data on the phone is secure.
- **Sync with Server:** Forces phone to synchronize with the data on the server. The text below the button will tell you if there are pending forms. If there are a lot of pending forms the text will turn red to alert the user. If you have forms you want to force the phone to submit, you can press “sync with server.”
4. STARTING AND SUBMITTING FORMS

**THE FORM PAGE:**

Tap the “Get Started” button. You will see your CommCare Application. It is divided into 2 parts:

1. Registration
   - Registration of Contacts

2. Contact Tracing
   - Ebola Contact Monitoring for 21 days
   - Closing the contact (21 day completion, lost to follow up, death)

3. Training
   - Refresher videos on using CommCare for the contact tracer
   - Note: These videos are for the contact tracer’s benefit only and are not to be used to submit data about a contact
FORM 1: REGISTRATION

This section will allow you to register a new contact. It includes the following forms you’ll fill out:

Contact Registration: Registers Ebola contact cases
FORM 2: CONTACT TRACING

This section will allow you to perform the daily monitoring of Ebola contacts or close a contact case. The first screen is the Case List Screen:

First, you can select a contact from the list, view their details then begin a form.

Then, touch the contact name you want to begin monitoring or closing to view the contact details.

Finally, chose the form you want to begin!
5. NAVIGATING THE FORM

When you open a form, you will see this landing screen. This graphic demonstrates how to navigate forwards and backwards by swiping the screen.

To go forward: Move your finger lightly across the screen from Right to Left like turning to a previous page in a book.

To go backward: Move your finger lightly across the screen from Left to Right like turning the page in a book.
6. FILLING IN YOUR FORM

One question at a time
You’ll fill out your form by answering one question at a time. Answer the question on each screen, then swipe to the next screen.

Decisions made easy
The application is smart! It will help guide you through specific questions based on your previous answers. This may mean that the form asks different questions each time.

Audio
See the icon to the right? This means there is an audio message for you to play for the contact. Simply click and listen. Clicking on the button will start playing the file, and you can press it again to pause the playback.
Required questions
If the application thinks you have not filled out a question that is important, it will not allow you to continue, giving the message: “this question is required!”

Checking responses
If the application thinks that a number or value you have entered does not make sense, a message will appear asking you to change it.

Suggestions and support
The application may remind you to tell the respondent something, or may give you an alert based on the previous the responses.
7. MULTIMEDIA AND SENSITIZATION

PLAYING AND SHOWING SENSITIZATION TOPICS

Choose your topic
The first step is to choose as many counseling/sensitization topics you wish to present at the visit.

Play Audio
One type of sensitization topic includes an audio recording. Press the speaker icon (as described above) to play the message! Make sure your phone’s speakers are on and the volume is high enough for the entire family to hear the message. Make sure to clarify anything the family did not hear or understand after the message is played.

Show Video or Picture
A sensitization topic may also have a video or picture. Make sure the whole family can see the video/picture, and clarify anything that may be confusing or hard to see.
8. GPS QUESTIONS

RECORDING YOUR LOCATION

1. Tap “Record Location”

2. A spinning circle will be displayed while the phone searches for the location. When found, you’ll see a green check mark.

3. Tap Record Location. When the phone’s accuracy is within 5 meters, the GPS coordinates will be displayed on the screen.

4. Once the location is recorded, swipe to the next screen. If you want to re-record the location, tap “Replace Location” and the process will restart.

NOTE: only use the GPS feature when you have a clear view of the sky! If the connection is not strong, it will use the battery too quickly. Skip the question if you cannot establish a GPS coordinate quickly!
9. SUBMITTING YOUR FORM

Made it to the end of the form? Congratulations!
You’re ready to submit the data.

1. Make sure there is a check mark next to “mark form as finalized”

2. Tap “Save Form and Exit”

3. You will now see a message stating whether or not your form was submitted. If your form was not submitted, it will remain on the phone until a network signal is found.