Round Table – How to roll out new MDC systems when you already have experience

MDC Workshop Amman, Jordan

Speakers: Mai Ajjour (IRC), Antoine Karam (WVI), Sandra Sudhoff (CartONG), Lisa Daoud (Solidarités International)
**KEY QUESTION**

How to roll out Mobile Data Collection systems in an effective and sustainable way?

- What are some best practices to define MDC policies and systems?
- Who should be trained on MDC? By who?
- What are some best training practices to ensure good data quality?
The phases of an MDC

Assessing what’s there, what worked, what did not? For which aspects might staff need extra support?

**Design**
- Current Form design? Who developed forms?

**Collect**
- Collection via App? Via browser? Via SMS?

**Manage**
- Current Server system? Online? Offline?

**Analyze**
- Analysis system in place? Indicators chosen?
Tools to build on existing skills

- Issue **regular Tips and Tricks**, targeted to role
- When using XLS Forms (or any other), add **comments/commented paragraphs** explaining what a particular code/calculation is supposed to achieve
- Explain on **Form/ on a doc/in a video** how to change/adapt the form to local context. Ideally assess beforehand whether respective staff prefers reading step by step instructions, watching videos, short explanations.
- Build up a **toolbox** (if large with a guide on how to use it ;-) ) to allow for differences in experiences
Tools to build on existing skills

Organisational level:
- Creating HQ and field-based IM or MEAL positions.
- Producing internal policies/guidance.

Mission/program level:
- Providing MEAL training (project quality and accountability) along with MDC.
- Decentralising/disseminating MDC know-how? Who should be trained?
- Coupling MDC training with study projects or surveys.
EXAMPLE: Tips for coding

- Always check the "settings" tab and customize the form ID: otherwise, it will be taking the name of the file and can generate errors.

- The formatting (color, police, bold/italics etc.) and comments do not impact the output file.

- The order of the columns is not important (except to keep a certain consistency between different forms to facilitate copy-pastes!)

<table>
<thead>
<tr>
<th>form_title</th>
<th>form_id</th>
<th>public_key</th>
<th>submission_url</th>
<th>default_language</th>
<th>version</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACU Dynamic Situation Monitoring Report V1.15</td>
<td>ACU-DYNAMO-115</td>
<td></td>
<td></td>
<td>English</td>
<td>115</td>
</tr>
</tbody>
</table>
EXAMPLE: Tips for Testing

5. Then test it on the phones:
   – Have you checked that all the skip patterns function?
   – Have you tested all the constraints?
   – And the calculations? If you have not coded them to appear on the screen, check in the results on the server that they function

5. When the tests are complete and that you are satisfied with the results that you have downloaded and tested your analysis on, your form can be put in "projects"

6. Retest the form completely and check the project settings (sharing etc)
EXAMPLE: Tips for Managing

- To set up a numbering system easily, you can use the concatenate function again, merging the numbering and the label of the question.

- If you need to rework it and don’t want to do it too manually, you can separate the cell again (if you have used a separator between both that is not used otherwise in the your question label) with the «Text to columns» function (either « delimited » or « fixed » if it works better)

- You can then change your numbering system & merge the cells again.

Make sure you only add the numbering once the content of the form is fixed to avoid doing this a number of times!
EXAMPLE: Toolbox

TRAINING, DATA COLLECTION AND SUPERVISION

TRAINING

Supervisors, team leaders, measurers and interviewers should receive different training, tailored to their roles in the data collection. One extra day of training on mobile technology is highly recommended for those team members who will be responsible for mobile data collection. During the extra training day the following must be covered:

- Use of the smartphone in general
- ODK Collect, the mobile data collection application on the phones
- The questionnaires, including enough time to practice by going through, filling in and familiarising themselves with the questionnaires on the phones

View Tool 5: FAQ – Tips Survey Coordinators in [Tools]

View Tool 7: Tips ODK Enumerators in [Tools]

TOOLS

Here, we provide you with standardised tools for implementing a SENS using mobile phone technology. The tools describe the various steps from setting up the system to data extraction and daily use of the mobile phones. They also include standard forms to assist in data collection, as well as tips and tricks for the various survey staff.

If you wish to implement a SENS using mobile technology, please contact: HQPHN@unhcr.org

Downloads

- All Tools – Combined Download
- Tool 1 – Tutorial – Launching and Using the Server
- Tool 2 – Tutorial – Exporting Data for Analysis
- Tool 3 – IT Tutorial – Installing a New Server
- Tool 4 – Daily Use and Logistics
- Tool 5 – FAQ – Tips for Survey Coordinators
- Tool 6 – Training Enumerators
- Tool 7 – Tips for ODK Enumerators
- Tool 8 – To Print – Phone Handover
EXAMPLE: Annotated Forms

This document here aims at giving implementing partners the knowledge to understand how an XLS form works so that they can adapt the WASH KAP to their needs. It is however far from sufficient to learn how to set up a survey from scratch.

Overview

The three green tabs are the ones with the content of the form:

- Survey (where the survey questions are listed)
- Choice (where the choices for multiple and simple response questions are listed)
- Settings (where the general form settings are described)

The three orange tabs are the ones with instructions as to how the form works and how to adapt it to a local context.

Check out the instructions here!

Need to be briefed on the XLS coding system first?
EXAMPLE: StepbyStep Instructions

TUTORIAL - LAUNCHING AND USING THE SERVER

Tutorial version: 2.3
System used: ODK Aggregate version 1.4.2; ODK Collect version 1.4.3

Overview
To download your data from the phones to the computer, you will need to

→ Launch your server using a UNHCR computer and router,
→ Use your ODK server on the computer
→ Configure your phones to connect them to the server

This document also contains a section on how to troubleshoot at the end. Downloading data from the server is covered in another tutorial called Exporting Data for Analysis. Installing the server for the first time, and reinstalling the server in case of a problem is covered in another tutorial called Installing, Reinstalling the server.

1. Launch your server using a UNHCR computer and router

Every evening, in order to transfer the data from the phones to the ODK server, the survey manager needs to launch the VM server.

Step 1: Before Launching the VM server

1) Ensure your router is running. The VM server CAN NOT run without the router being turned on.

2) Make sure your computer is connected to the router.
EXAMPLE: Video

View Tool 1: Launching and Using the Server in Tools.

1. Router is on
2. Computer connected to WIFI
3. Launch VM Player
4. Open Browser

Downloads

- Welcome to ODK Aggregate VM 1.4.2.0.
- Open the web browser on your computer
- Go to http://192.168.0.111
- Sign in with aggregate_password
- Need the password? Read the readme.

aggregate login:
Thank you for your attention!

Additional support:
- s_sudhoff@cartong.org
- LDaoud@solidarites.org

Follow us:
- www.cartong.org
- @assocCartONG
- www.solidarites.org
- @Solidarites_Int