

[Public] Program Protocols (January 2024)

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## Key Points

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### The Program in a Nutshell

The New Incentives Conditional Cash Transfers (CCT) for Routine Immunizations (RI) program saves lives by encouraging caregivers to vaccinate their children. The program provides small cash transfers for each of the six routine immunization visits: birth, 6 weeks, 10 weeks, 14 weeks, 9 months, and 15 months after birth. This reduces dropouts from the immunization schedule and protects infants against deadly diseases such as measles.

The program helps the caregivers to afford transportation to the clinic and compensates them for spending the whole day at the clinic instead of selling goods at the market. While the government and organizations like the WHO and UNICEF focus on providing immunization services (supply-side), New Incentives also focuses on creating demand (demand-side).

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### The Role of Field Staff

Field staff go to clinics on immunization days to distribute cash transfers after the condition (vaccination given) has been verified. The role of field staff includes the following key responsibilities:

- Ensure that caregivers return for the next vaccination visit by communicating clearly and treating the caregivers with respect.
- Only hand out cash transfers after thorough verification of whether the vaccines were given.
- Comprehensively document the payouts in our electronic systems (e.g. doForms).
- Manage cash and expenses according to high standards.
- Prevent fraud from beneficiaries, providers, and others or report it immediately.
- Keep good relations with the providers and properly conduct/document immunization services.
- Manage your mobile devices according to our standards and especially avoid taking photos in the wrong resolution or ending up with no storage.
- Remember that we are different from large established international organizations like the UN. Our main purpose is to save the most lives at the lowest cost. So keep your expenses low.
- Carry out any tasks by New Incentives diligently and on time (task and time management).
- Ensure that you visit your clinic on the assigned day without fail. It is your responsibility to be there at the site, on time. If you won't be able to fulfill this commitment, give your Field Manager at least a one week notice. In case of emergencies, communicate this to your manager immediately.
- Respect your superiors and follow their instructions even though New Incentives practices an open leadership style.

- Communicate openly and ask numerous questions. Questions are encouraged, you will never be penalized for asking questions. Better to ask than to make mistakes.
- Ensure that you have a can-do approach that looks for solutions rather than complaining about challenges or change.

Remind yourself of these responsibilities by consulting them frequently and you will succeed at New Incentives! You will, however, not succeed if you forget them or decide not to implement them.

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## Critical Settings for your Phone

You are responsible for ensuring that your device and doForms are always set up correctly. All field staff members are required to check their doForms settings and storage before each immunization day to ensure that the organization is always maintaining high-quality images for our disbursements. Failure to check these settings before EVERY immunization day could have implications on your employment.

### Photo Settings in doForms

Your doForms settings must be at 1024px and **not** below. You can change the image resolution under the Settings icon in doForms. Select Image Scaling and choose 1024px.

### Storage

These are the methods to get more storage on your phone. Make sure that you have 1GB on your phone before heading out to enrollment day. [Instructions on how to check storage on your phone](#)

*IMPORTANT: Only implement these steps after you have submitted all doForms records (at the very end of the day).*

- Do NOT EVER DELETE photos!
- Purge sent doForms files
  - Go to doForms // Settings //
  - Click on "Purge all sent files now" (ONLY AFTER YOU HAVE UPLOADED ALL RECORDS)
  - Set the Purge Schedule to 10 days
- Only if approved and necessary, delete logcat file:
  - (ONLY AFTER YOU HAVE UPLOADED ALL RECORDS AND AFTER APPROVAL FROM MANAGER)

- Go to Settings
- Then tap on Storage
- Then select Miscellaneous files
- Click on the checkbox next to doforms\_logcat
- Then select DELETE on the top of your screen

### **Two staff working at the same clinic**

If two staff work at the same clinic they manage all aspects of the program individually (each gets cash from his account, each enrolls with his personal doForms account, each fills out his personal myDay app). The only difference is that only one person, the lead staff at this clinic, fills out the Clinic Daily form.

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## **How to Contact the Console Unit**

Console works on a wide range of administrative and quality-control tasks. In most cases, they reach out to you and you have to reply within 24 business hours.

For certain tasks, you can also reach out to them.

Topic	Email
You don't know who is responsible for a particular question.	<a href="mailto:questions@newincentives.org">questions@newincentives.org</a>
You need airtime.	<a href="mailto:airtime@newincentives.org">airtime@newincentives.org</a> (see the related chapter in this handbook regarding requirements)
You have questions about salary payments or need to submit a new bank account number.	<a href="mailto:hr@newincentives.org">hr@newincentives.org</a>
You have an IT problem.	<a href="mailto:opshelp@newincentives.org">opshelp@newincentives.org</a>

For specific issues about operations (examples: staff strike, supply-side problems, sickness) please contact your Field Manager directly.

## How to Use All Tools on a Daily Basis

This is a brief overview of the different tools you use every day.

1. In the morning at your home: Check the space on your phone (minimum 1 GB) and the image resolution in doForms (1024px).
2. Update doForms early in the morning. Also, update the myDay App.
3. Track funds for cash transfers before and after each clinic day in the **myDay app (Report cash tab for disbursement)**
4. Observe the health talk and participate in it to spread the key messages to the caregivers yourself.
5. Fill out the first part of the doForms form "**Clinic Daily**" in the morning after the health talk. Fill out the second part between noon and 1PM. Fill out the third part at the end of your day while you are still at the clinic. Review the protocol for the [Clinic Daily Form](#) in detail.
6. Enroll beneficiaries with the "**CCTs for Immunization**" doForms form. The [Beneficiary Data Protocol](#) shows you how to capture data and pictures in the CCTs for Immunizations form. The [Immunization Day Procedures](#) doc summarizes your tasks on immunization day. For abnormal cases, always consult the [FAQs on eligibility](#).
7. Ensure that you have uploaded doForms records by the end of the day after the immunization day (both CCTs for Immunizations and Clinic Daily form). Ensure that the "Send" folder in doForms (Send icon) is empty → it should say (0).
8. Submit all operational expenses (transport, etc) *AND cash transfer disbursements for the immunization program* in the **myDay App** at the end of the day (not the next day!). Categorize cash transfers given to beneficiaries for the immunization program as Immunization Disbursements.
9. Ensure that doForms, myDay app, and other active apps are synced fully. If you encounter technical issues, notify your manager or [opshelp@newincentives.org](mailto:opshelp@newincentives.org).
10. **By Friday, End of Day (EOD):** Fill out the Weekly Field Expense Reporting Form sent to your email address. (Managers must request additional funds for the following week by Tuesday night.)

## Immunization Records

This chapter provides an overview of the most important records used to track immunization services.

All immunization services in Nigeria are built around the mandatory [Routine Immunization Schedule](#) from birth to fifteen months after birth. See the following table:

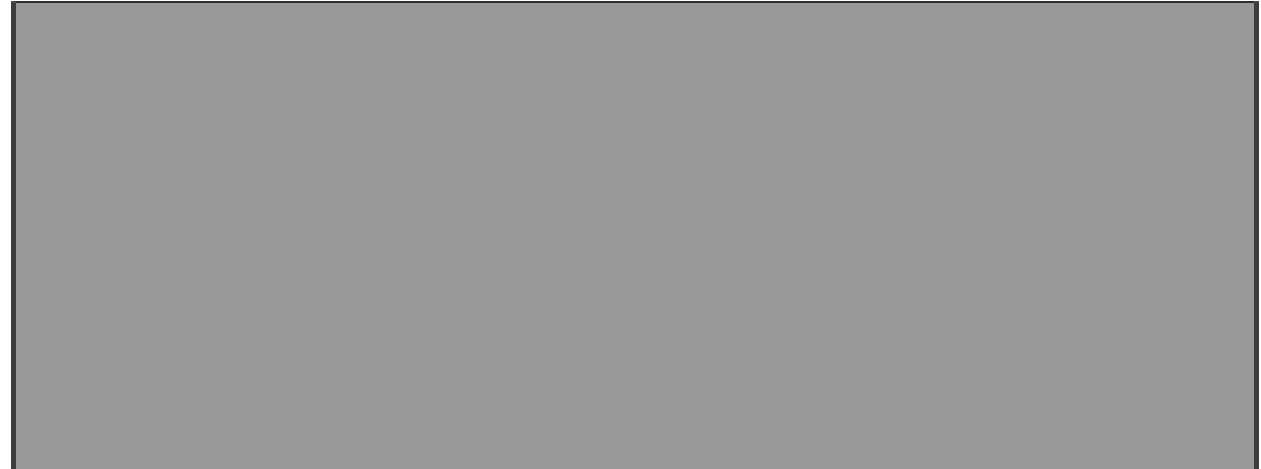
AGE	ANTIGEN	DESCRIPTION
At Birth	<b>BCG</b> , OPV0, HEB B0,	BCG prevents Tuberculosis, OPV is Oral Polio Vaccine, HEB B0 prevents Hepatitis B
6 weeks	OPV 1, <b>PENTA 1</b> , <b>PCV 1</b> , Rota1	PENTA is a combination of 5 vaccines which prevents Diphtheria, Tetanus, Whooping cough, Hepatitis B and Haemophilus influenza type B all through a single dose. PCV (Pneumococcal conjugate vaccine) prevents infection caused by <i>Streptococcus pneumonia</i> or <i>Pneumococcus</i>
10 weeks	OPV 2, <b>PENTA 2</b> , <b>PCV 2</b> , Rota 2	
14 weeks	OPV 3, <b>PENTA 3</b> , <b>PCV 3</b> , IPV, Rota 3	Inactivated Polio Vaccine (IPV)
9 months	<b>MCV 1</b> , YF, Men A	Measles vaccine, Yellow fever vaccine
15 months	<b>MCV 2</b>	Measles vaccines second dose

\***Bolded vaccines are directly incentivized**, while those that are not bolded are indirectly incentivized vaccines.

**Child Health Card:** Tracks vaccinations of infant; handed out to caregiver.

Gray boxes such as these  
indicate redacted images.

**Child Immunization Register:** Tracks infants at the clinic; sorted by date of birth or by settlement.



**Immunization Tally Sheet:** Tracks vaccinations given at the clinic.



**Monthly LGA Immunization Summary:** Monthly summary sent to LGA, builds on Immunization Tally Sheet.








The Attendance Register and the Nutrition and Growth Monitoring Register are two additional registers that many clinics use (but not all of them). They are especially helpful in counting the total number of infants that attended an immunization session.

## Managing Expenses

### Summary

- Expense management is a key responsibility of any employees working for New Incentives. Negligence is not tolerated.
- You should submit all work expenses using the **myDay App** (download [here](#) and login with your @newincentives.org account).
  - Always click on “Sync” before/after you use the app
  - Every expense requires a receipt
  - Every receipt needs to be uploaded on the same day
  - Use transportation booklet for transportation receipts
  - Don’t submit the same expense multiple times (you can view the expenses you have submitted under “My Expenses”)
  - For cash disbursements, add the number of beneficiaries on the receipt
- For the cash transfers you give at the clinic, you can track those funds in the **myDay App** (download [here](#) and use with your @newincentives.org account).
  - Enter the amount of funds for cash transfers you had in the morning *after* going to the ATM, but *before* starting disbursements
  - At the end of day, go to “My Reports”, open the record and enter how much funds for cash transfers are left
  - Take a photo of the leftover cash (N10,000 stacks, rest spread out, 45 degree angle). A person should be able to look at the photo and count the leftover cash
  - Always include the number of beneficiaries on the receipt
- Every Friday, fill out the [Weekly Field Expense Reporting Form](#) that is sent to you by email.
  - Check whether you have submitted all receipts in the myDay App under “My Expenses” before filling out this form
  - Money remaining: 1. Always add the leftover money from previous weeks. 2. Add the funds for the future week
  - Count your cash manually and take a photo. Take a screenshot / photo of your bank balance
  - Always submit on Friday
- Key expense policies
  - [New Incentives FO Expense Policy](#)
  - [Additional Guidelines on Field Expense Submissions](#)
  - [ABAE Expense Policy - Senior Staff](#)
  - [Car Hire Transportation Rate Guidelines](#)
  - [Guidelines for Mandatory Expense Form Photos](#)

-  Guidelines for Handling Office Money
-  Guidelines on Maximum Budget for Mobile Device and Laptop
-  Guidelines on Printing and Field Supplies Procurement

## Enrollment and Eligibility

### Summary

- Structure of program
  - There is a cash transfer for each of the six routine immunization visits from birth to fifteen months after birth (Measles 2 vaccine)
  - N1,000 per visit (at most 6 visits are possible, the following incentivized vaccines are required to be confirmed prior to disbursements: BCG, Penta1/PCV1, Penta2/PCV2, Penta3/PCV3, Measles 1, Measles 2)
  - Total of N6,000
- Cash transfers can be spent on
  - **Anything:** Transport, other expenses, salary losses from having to wait at the clinic for a whole day instead of selling goods on the market
- Incorporating and enforcing **conditions** are required for a successful **conditional** cash transfer (CCT) program. These conditions are implemented as **Eligibility for Program Enrollments and CCT Disbursements**, as outlined below. These eligibility criteria are very important to maintain immunization services, prevent fraud, and increase the likelihood that our program results in impact through infants getting properly vaccinated and protected from deadly diseases. Without these, we cannot have a sustainable conditional cash transfer program.
- **Eligibility for Program Enrollment** - only caregivers qualify that:
  1. Live in the local government area (LGA) of the program clinic
  2. Have an infant with a fresh BCG vaccination mark (given on the same day)
  3. Are willing to give consent to collect data
- **Eligibility for CCT Disbursements** - to be eligible to receive a CCT, the following criteria must be met:
  1. Infant is enrolled in the All Babies program
  2. Infant is administered the required directly incentivized vaccination(s) during the same immunization day
  3. Data in Child Immunization Register (CIR), Child Health Card (CHC), and Tally Sheet is properly entered and matches

4. Both arms of the infant checked for BCG Scar and the number of injections match the CHC
  5. FO observed vaccine administration and can provide attestation that each required vaccine has been duly administered to the infant in full, and FO ensured that Gold Dot is being added only after vaccine administration
  6. Infants must be age-eligible (e.g. under 1 year old if new enrollment, older than 9 months if receiving the MCV 1 vaccine)
- **FO Customer Service** should be adequate, as assessed by the following factors:
    1. Receive proper consent from caregivers for all disbursements and photos
    2. Full session carried out (on-time arrival + not ending early + sufficient duration + start and end location without issues)
    3. Health Talk carried out
    4. Greeting, addressing side effects, and communicating that immunization helps to protect the infant against deadly diseases
    5. Make sure caregivers' personal parts are fully covered before taking a photo (e.g. no feeding should be visible)
    6. Professional attitude and treatment towards caregivers, stakeholders, and other staff
  - Exceptions to the enrollment eligibility criteria are as follows:
    - In the first 6 months of operations at a newly expanded clinic, infants can be enrolled if the infant's name was previously recorded in the Child Immunization Register (CIR)
    - Infants who received BCG on immunization days when FO was not present (e.g. outreaches, campaigns, and clinic paused days) can be considered, if verified through the CIR
    - After enrolling an infant on the basis of the CIR, the Date of Disbursement should be added in front of the infant's name so that the row cannot be reused
    - These exceptions are subject to revision without notice – factors for revision include fraud risks and enrollments significantly exceeding expected population in the area
  - How do we find out if a caregiver is from the LGA?
    - The clinic staff probes to write the correct address/settlement on the Child Health Card. (You have to remind clinic staff if they don't do this!)
    - You as the field officer check the address/settlement on the Child Health Card to verify that the address is in the LGA. In addition, you ask the caregiver again about which settlement she is from. If the written settlement is in the catchment and the beneficiary gives the same answer again, then the caregiver is eligible.
  - How do we find out if an infant has a fresh BCG mark?
    - You check the upper left/right arm of the infant and take a photo of the fresh BCG mark in the doForms enrollment form.

## Guidelines for the Health Talk

Below are the topics that should be covered during the health talk. Some of these topics will be covered by your clinic staff, so you should cover the remaining topics and clarify any details that have a chance of getting miscommunicated (or that you see frequently miscommunicated). The full script of the Health Talk can be found on [NI Central](#).

Topics:

1. **Introduction:** Introduce yourself as an All Babies Are Equal employee and clarify that our goal as an organization is to protect all babies/children from deadly diseases to save lives. Explain how immunizations play a role in protecting against many common and deadly diseases. Part of the introduction should be made by the clinic staff if possible, as it helps increase our credibility.
2. **Eligibility Criteria for Enrollment:**  
The 3 qualifications for caregivers to enroll their babies in the program at this clinic are as follows:
  - You must live in the local government area (LGA) of this clinic.
  - Your infant must have a fresh BCG vaccination mark from the TB vaccine (given on the day of enrollment). There can be an exception for those that received vaccination during campaigns or outreaches.
  - You must consent to allow us to collect information about you and your baby. We need this information to make sure that our program is working well. We are very careful about protecting your privacy.
3. **Eligibility for CCT Disbursements** - to be eligible to receive a CCT, the following criteria must be met: (no disbursement if any are not met)
  - Infant is eligible (e.g. under 1 year old if new enrollment, older than 9 months if receiving the MCV 1 vaccine) and is enrolled in the All Babies program
  - Infant is administered the required directly incentivised vaccination(s) during the same immunization day
  - Data in Child Immunization Register (CIR), Child Health Card (CHC), and Tally Sheet is properly entered and matches
  - Both arms of infant checked for BCG Scar and the number of injections matched the CHC
  - FO observed vaccine administration and can provide an attestation that each required vaccine has been duly administered to the infant in full, and FO ensured that Gold Dot is being added only after vaccine administration
4. **Adverse Effect Following Immunization (clinic staff):** Clinic staff should talk about how vaccines are created to help the child's body fight against dangerous diseases. Minor side effects,

such as slight fever, swelling, and some pain are to be expected. Clinic staff should clarify that the vaccine doses are carefully chosen to do the most good and that vaccinating an infant multiple times could cause harm. If the clinic staff doesn't go over this information, ask them to cover it next week.

5. **Cash Incentives and Structure:** Clarify the following regarding the transfers. Do this while holding up the All Babies cards when speaking so that you get their attention.
  - a. **Stages:** Explain that a total of 6,000 naira can be earned by most beneficiaries for bringing in their infants on-time. Briefly mention the stages and the amount (N1,000 at Birth, 6 weeks, 10 weeks, 14 weeks, and 9 months for Measles 1 and at 15 months for Measles 2).
  - b. **Remember next visit:** Only one payment per day, so emphasize the need to remember the next visit date and come on-time.
  - c. **Cash payout same day:** Make sure to mention that they will get their cash the same day and that it only takes a couple of minutes. Mention that you will be disbursing to them yourself as this gives credibility.
  - d. **All services are free:** Make it very clear that all services in the clinic and in the ABAE program are free. No services should be paid for. There should be no payments for cards.
  - e. Explain that photos are captured in order to verify that caregivers receive the promised cash disbursement. This is done to reduce fraud and dishonesty. These photos are kept confidential and secure.
6. **Measles 2:** Remind caregivers to come back for Measles 2 vaccine at 15 months.
7. **Fraud:** Inform everybody that fraud is not tolerated in the program and there can be consequences for those involved. It can also affect our ability to continue working at this clinic. Encourage the caregivers to come forward and notify you during disbursement if any of the other caregivers are vaccinating their child multiple times or if anybody is requesting for payment of services at this clinic. Reinforce the hotline number that can be called in case of fraud and that keeping an eye out for fraud is a shared objective if we want the program to continue to operate for a long time in the community. "Don't let your gain today be a loss for everybody tomorrow. Don't engage in fraud and please inform us if you see someone else being dishonest."
8. **Nothing lasts forever.** Let them know that we are happy to provide cash to make their trip to the clinic easier, but that the primary goal is to vaccinate their children. Though the program may not be here forever, their children will always need vaccinations to protect them from disease. Encourage them to tell their friends and family about the program and about how important vaccinations are. Let them know we hope they continue to vaccinate even without cash

disbursements because of the benefits.

9. **Conclusion:** Let everybody know they will be served on the basis of first-come, first-served without discrimination or favoritism. Ask them to keep their baby's child health card and All Babies Card safe.

## Immunization Day Procedures

### Purpose

This document outlines the steps New Incentives staff must take on Immunization days.

### Preparations

- Collect cash at ATM (according to cash management regulations of New Incentives)
- Ensure that you have:
  - Cash for cash transfers in waist bag
  - ABAE cards
  - ABAE ID stickers
  - ABAE stamp
  - Printed calendar
  - Golden and blue pens
  - Fully charged phone including battery pack
  - Marker (for finger marking) and white board marker (for updating program progress poster)
- Ensure that you have a proper table and chair at the clinic. This is important for orderly review and payout.

### Beginning of Each Enrollment Day at the Clinic

- Hand out golden pens to the clinic staff who will be administering the vaccines.
- Hand out blue pens for nurses to write down phone numbers on Child Health Card.
- Remind clinic staff to write down the caregiver's address/village, the phone number, and the name of the facility on each Child Health Card.
- Remind nurses to explain eligibility (only those from the Local Government Area with a fresh BCG mark are eligible to enroll in the program and receive the cash transfers).
- Participate in the health talk to underline main messages about our program and clearly communicate the program's eligibility criteria. The six different visits and the related cash transfers should also be clearly addressed (hold up one of the All Babies cards when speaking).
- Observe registration of women to ensure that the caregiver's address/village, the phone number, and the facility name are captured.

### Reminders

- Ensure that you are in offline mode (turn off Mobile Data). Use 1024px as doForms image settings (Under Settings // Image Scaling).
- Ensure that cash is safely stored in your fanny/waist pack.
- Never have more than one beneficiary's CHC and ABAE Card on your desk. Having multiple cards on the desk can lead to cards getting mixed up between beneficiaries, a significant error.

### **Breaks**

- Never leave the cash and the phone unattended, even during bathroom breaks or the midday break (you have a fanny/waist pack for this purpose). Ensure that the ABAE cards and the stickers are not stolen.
- Adapt your breaks to the work schedule. This could mean taking a short break while the clinic staff register the caregivers before 10am. Avoid taking breaks when the volume is highest, likely from 10.30am to 2pm.
- Use transportation time to and back from the clinic as relaxation periods or time to catch up on other work.

### **End of Each Enrollment Day at the Clinic**

- Collect golden pen (purchase new pens if lost or dried up).
- Collect all blue pens (purchase new pens if lost or dried up).
- Fill out Clinic Daily form and submit.
- Fill out myDay App and submit.
- Store remaining cash in a bag at home.

**Ensure all records for that day are submitted or synced fully through the myDay app.**

## **Protocols for Distributing Number Tags**

### **Purpose**

Number Tags can be helpful for many circumstances, including to help reduce lines, confusion among beneficiaries, ensure that everybody comes to our table, etc. It can also be a very effective tool if you think that your clinic might be giving favoritism to select beneficiaries while making others wait longer, or in some cases asking them to return on another day. The tags act as a promise to the beneficiaries that they'll be served that day, give them confidence that we work in order of a queue and that they are part of that queue, and if not served that they will get preference during the next visit. This is important to maintain trust.

### **Protocol**

Tags are to be given out in the following sequence, one color per week:

- Red
- Orange



- Yellow
- Green
- Blue
- Purple

An easy way to remember the color sequence is through the order of rainbow colors. ALWAYS hand out a different color on each immunization day.

### **On Immunization Day**

The colored tags for each week should be carried by each employee when they visit the clinic. It is mandatory for all clinics to use tags.

This is what the number tag package looks like:



You can choose to do this yourself or request one of the clinic staff members to do this. This depends entirely on your relationship, however, unlike the pen mark, it's not a mandatory request. You can also give it to the guard at the clinic, if there is one and if they're willing to do this well without giving any sort of favoritism or asking for dashes. It is important that the number tags distribution process is done well which is why you have to do this yourself on the first day. It's important that the person responsible for managing RI at your clinic (usually the RI focal person) has been briefed on its usage and is able to see how you're doing it. If you do your job well, clinic staff will be thankful that you introduced the number tag system because it helps keep the clinic organized and the caregivers content.

### **Each Enrollment Day**

- Tags should be distributed starting from 1 through the number of beneficiaries at the clinic that immunization day
- Most beneficiaries cannot read but they can understand numbers when they hear it, so make sure to say the number out loud as you distribute these. Saying the number out loud is a requirement.

- Do your best to ensure that it's first come, first serve. There should be a sense of fairness in the way the tags are distributed, that's a large part of its value.
- Make sure to collect the tags from each beneficiary **before** you start reviewing their Child Health Card.

### Stockouts and Other Circumstances

- If there is a stockout (vaccinations or CHCs), the beneficiaries should KEEP the number tag for that particular immunization day, that way, they can return to redeem it the next immunization day and get preference (get served before other caregivers on that day).
- If the number of beneficiaries for the day exceeds 175, start recycling the tags. Distribute them out in sets of 20 as you receive the old tags. (Example: You get tags 1-20 back from the first twenty beneficiaries, then start handing out tags 1-20 out to beneficiaries 176 to 196).
- If you cannot find a particular number, move on to the next number. (Let's say you were at number 32 and the number 34 person shows up, quickly call out for number 33 in Hausa, however, you do not need to wait if this person does not immediately show up). If they show up later, they should be given preference.

### Advantages of Numbered Tags

- Fairness — first come, first serve
- Streamlines the clinic processes (often freeing up a person's work) and makes our process part of the immunization day
- Beneficiaries who came in on a previous immunization day already get prioritized so that they get to return home sooner, it also increases their confidence that they will get the disbursement, if eligible
- Clinics usually appreciate receiving these, but it's important to give it to them as something optional while volunteering to do it yourself if they prefer

Frame the tags as a gift to the clinic to help them save staff time and manage the crowd well!

## CCTs for Immunizations Beneficiary Protocol

### Purpose

To provide an overview of New Incentives' procedures for entering participant immunization data when:

1. Enrolling caregivers/infants into the program
2. Verifying immunizations and disbursing cash transfers

### Data Entry

All data from this protocol is entered using the doForms app and synced to the cloud.

Use 1024px as doForms image settings (Under Settings // Image Scaling).

[Greeting and Quick Child Health Card Review](#)

[Settlement Name Review](#)

[No BCG Mark Review](#)

[Immunizations Received](#)

[Phone Number](#)

[All Babies ID stickers and Stamp](#)

[First heard about program](#)

[Special questions for PENTA3 or Measles visits](#)

[All Babies Card: Next Visit Date](#)

[Cash and All Babies Card handed out](#)

[Photo Registration](#)

[Next Visit Date Test](#)

[Good-Bye and Submission](#)

### Protocol

1. **Start Time** [Field tag: Start\_Time]
2. [Hidden field] **Username** [Field tag: User\_Name]
3. **Auto-Number 1** [Field tag: Auto\_Number\_1] (unique ID for form based on 'when collected' number generation)

→ Ignore this, it is hidden in the mobile doForms app.

4. **Auto-Number 2** [Field tag: Auto\_Number\_2] (unique ID for form based on 'as received' number generation)

→ Ignore this, it is hidden in the mobile doForms app.

5. **Guidance Prompts** [Field tag: Guidance\_Prompts]

Answer: Are you using this form with guidance prompts or not?

- a. Without guidance prompts
- b. **With guidance prompts**

### Greeting and Quick Child Health Card Review

6. **Introduction** [Field tag: Introduction]

ACTION: Smile at the beneficiary, take the Child Health Card and SAY: "Good day, how are you?"

My name is ..., I will be serving you today!" Did you say this?

- a. Yes, I greeted the beneficiary and introduced myself
- b. No, I was not able to greet the beneficiary/introduce myself

7. **Caregiver Check** [Field tag: Caregiver\_Check]

ASK: Are you the parent or guardian of this child and are you above 18 years (check also)

- a. Yes, the Beneficiary is the Parent
- b. Yes, the Beneficiary is the Guardian above 18 years of age
- c. No, the Beneficiary is not a parent or a guardian > SKIP to close
- d. No, the Beneficiary is under 18 years of age > SKIP to close

8. **COVID 19 Awareness Message** [Field tag: Hidden1]

People around the World and in Nigeria are catching a deadly disease called the Novel Coronavirus. The Coronavirus can spread between people who are in close contact with one another or when an infected person near you coughs or sneezes. This is why it is important that we maintain distance, we want you to be safe by practicing contactless disbursement. Can you place all your documents on the table so that I can confirm if you are eligible for today's cash disbursement? Thank you. Did you say this?

- a. Yes, I communicated the COVID-19 awareness message
- b. No, I was not able to communicate the COVID-19 awareness message

9. **Collect Tag** [Field tag: Collect\_Tag]

ACTION: Collect the number tag of the beneficiary that helps manage the queue at the clinic. Did you collect the number tag?

- a. Yes, I collected the number tag
- b. No, I was not able to collect the number tag
- c. Not Applicable: the beneficiary did not have a number tag

**10. Collect Tag and Check Infant Name** [Field tag: Check\_Infant\_Name]

ASK: “What is your infant’s name?” and confirm you have the correct Child Health Card. Did you do this?

- a. Yes, I confirmed the infant’s name
- b. No, I was not able to confirm the infant’s name

**11. CHC Check: 1. Settlement 2. Gold Dots 3. Next visit** [Field tag: Child\_Health\_Card\_Check]

ACTION: Confirm that the Child Health Card has 1) Settlement Name, 2) Gold Dots next to vaccinations, and 3) Next Visit Date. If any are missing, send the caregiver back to the nurse. Did you confirm all three items and if not correct, send the caregiver back to the clinic staff?

- a. Yes, I confirmed all 3 items
- b. No, I could not confirm 1 or more item. I sent the caregiver back to the clinic staff. → SKIP to end
- c. No, I could not confirm 1 or more item. I was NOT able to send the caregiver back to the clinic staff.

**12. Old / New Beneficiary** [Field tag: Old\_New\_Beneficiary]

ANSWER: Is this a repeat visit or a new beneficiary? Check whether there is an All Babies ID on the Child Health Card to confirm.

- a. Repeat visit (the caregiver has an All Babies ID)
- b. New beneficiary (the caregiver does NOT have an All Babies ID)

**13. Consent**

ASK: Do you consent to allowing us to process the following types of data: Personal Information (Name, Date of Birth, contact number), Sensitive Information (Medical Data, Biometric Data), Data about Child / Children?

- a. Beneficiary or caregiver said Yes
- b. Beneficiary or caregiver said No → *SKIP to close without Saving*
- c. The response of the beneficiary or caregiver means unsure or refused to consent to some → *SKIP to close without Saving*

**14. Caregiver Age**

ASK: In providing this consent, you also confirm that you are not a minor and that you are above the age of thirteen (13)?

- a. Yes
  - b. No → *SKIP to close without Saving*
  - c. Don't know → *SKIP to close without Saving*
- 15. **Form Version** [Field tag: Hidden2]: Date of form update is set as default value. Current value (2022-08-31)
- 16. **Hidden3** [Field tag: Hidden3]  
ACTION: Check box available for OK
- 17. Hidden Multiple Choice

### Settlement Name Review

- 18. **Clinic Name** [Field tag: Clinic\_Name]  
ACTION: Enter the Clinic name: First type the Clinic Code, then select among the Clinic Name
- 19. **First Disbursement Date Lookup** [Field tag: First\_Disbursement\_Date\_Lookup]  
First disbursement for the clinic started on.
- 20. **Mark Settlement Name** [Field tag: Mark\_Settlement\_Name]  
ACTION: Check the Settlement Name on the Child Health Card and apply a check mark. Send the caregiver back to the nurse if there is no Settlement Name. Did you do this?
  - a. Yes, I checked the Settlement Name and added a check mark
  - b. No, I was not able to check the Settlement Name
- 21. **LGA** [Field tag: LGA]  
Autopopulated LGA of the Clinic Selected  
[To be used to List Wards from LGA in the form fields below]
- 22. **Check Catchment List** [Field tag: Check\_Catchment\_List]  
*IF NEW BENEFICIARY: ASK AND ACTION: "Where are you from?" and check whether the given settlement name is on the printed catchment list. Did you check the catchment list?*
  - a. Yes, I checked the catchment list and the settlement is inside the catchment area
  - b. Yes, I checked the catchment list and the settlement is NOT inside the catchment area → SKIP to end
  - c. Unclear, I checked the catchment list and it's not clear whether the settlement is inside the catchment area (uncommon response!)

- d. No, I was not able to check the catchment list
- 23. Settlement Name** [Field tag: Settlement\_Name]  
*IF INSIDE CATCHMENT (LOOKUP):* ACTION: Enter the settlement name: Select among the settlement options for your clinic. (Select the settlement name, do NOT manually type settlement names.) If Settlement of the Beneficiary is not listed select '\*\* Settlement not in this List' at the bottom of this list  
[For RCT Clinics: Only list of Settlements from the Clinic Catchment  
For LGAs with full Expansion: Lookup list contains Settlements from the Disbursement Clinic & from Clinics that are up to 10 km away]
- 24. Settlement** [Field tag: Settlement\_Name]  
[Auto Populated field with 'Clinic Code - Settlement Name'] *This field is kept separate so as to not hinder the Staff with typing in a Clinic Code & not finding the Settlement from that Clinic.*
- 25. Ward** [Field tag: Ward]  
[Lookup from the List of Wards in LGA - Only Displayed for entering new settlement when '\*\* Settlement not in this List' is selected in 'Settlement Name' field]  
ACTION: Enter Ward name of the Beneficiary.
- 26. New Settlement Name** [Field tag: New\_Settlement\_Name]  
[Free text field - Only Displayed when '\*\* Settlement not in this List' is selected ]  
ACTION: Enter the name of the New Settlement.
- 27. Hidden Lookup** [Field tag: Hidden\_Lookup]
- 28. One-way Transport Cost** [Field tag: One\_Way\_Transport\_Cost]  
ASK: "How much did you spend on one-way transportation to reach the clinic today?" Probe and enter the cost of one-way travel only, NOT roundtrip. Enter 0 if they did not pay anything for transport (example: if they walked to the clinic. Enter 99 if they do not know or refused to answer.
- 29. Hidden Settl** [Field tag: Hidden\_Settl]  
ACTION: Check box available for OK
- 30. Hidden Select One**
- 31. BCG Scar on Arm** [Field tag: Hidden4]

*IF REPEAT VISIT:* ANSWER: How many BCG scars does the infant have?

Personally verify on the upper left and right arm of the child.

⚠ Check BOTH arms.

- a. ONE scar: Infant has only 1 BCG scar on the LEFT arm, I checked both arms
- b. ONE scar: Infant has 1 BCG scar on the RIGHT arm, I checked both arms
- c. TWO or more scars: Infant has 2 or more BCG scars on either ONE or BOTH arms
- d. ZERO scar: Infant does not have any BCG scars, I checked both arms

**32. Number of BCG Scars** [Field tag: Number\_of\_BCG\_Scars]

[If “TWO or more scars” is selected for previous question] Number of BCG Scars: How many BCG scars in total does the infant have, on either ONE or BOTH arms?

**33. Reason for Multiple BCG Scars** [Field tag: Reason\_for\_Multiple\_BCG\_Scars]

[If “TWO or more scars” is selected for previous question] Ask and probe why the infant has so many BCG scars?

**34.** Hidden5

**35.** Hidden6 Multiple Choice

BCG Review

**36. BCG on Child Health Card** [Field tag: BCG\_on\_Child\_Health\_Card] [Only for Guidance Prompts]

*IF NEW BENEFICIARY:* ACTION: Check on the Child Health Card to confirm that a fresh BCG vaccination was given today. Did you do this?

- a. Yes, I checked the Child Health Card for a BCG vaccine
- b. No, I was not able to check the Child Health Card for a BCG vaccine

**37. Old BCG Scar on Arms** [BCG\_Mark\_on\_Arms]

*IF NEW BENEFICIARY:* ANSWER: Does the infant have an old BCG scar? Personally verify on the upper left and right arm of the child. Does the infant have an old BCG scar and which arms did you check?

- a. Yes, there is an old BCG scar and I checked both of the infant’s arms for the old BCG scar  
→ SKIP to close without saving
- b. Yes, there are two or more old BCG scars and I checked BOTH of the infant’s arms for the old BCG scar  
→ SKIP to close without saving
- c. Yes, there is an old BCG scar but the infant is new and has required evidence
- d. No, there is no old BCG scar and I checked ONE of the infant’s arms for the old BCG scar



- e. No, there is no old BCG scar and I checked BOTH of the infant's arms for the old BCG scar

**38. Fresh BCG Injection** [Field tag: BCG\_Mark\_on\_Arms\_2]

*IF NEW BENEFICIARY:* ANSWER: Does the infant have a fresh BCG injection mark?

- a. No, infant is NOT eligible to enroll→ SKIP to close without saving
- b. No, but infant is new and there is required documentation
- c. Yes, infant is eligible to enroll
- d. Unclear, I can't tell if the infant has a fresh BCG injection mark (uncommon response!)

**39. Spot BCG Mark** [Spot\_BCG\_Mark]

*IF 'Yes, infant is eligible to enroll'* Which arm has the fresh BCG injection mark?

- a. Right Arm
- b. Left Arm

**40. BCG Photo** [Field tag: BCG\_Photo]

*IF NEW BENEFICIARY:* ACTION: Take a photo of the fresh BCG injection mark on the left upper arm of the child. Ensure that you take the photo close to the upper left arm and ensure it is sharp by tapping the screen.

**41. BCG Without Disbursement** *IF NEW BENEFICIARY:* Did this infant receive BCG during the Telecom Shutdown?

- a. Yes
- b. No

**42. Clinic First Disbursement Date** [Field tag: First\_Disbursement\_Date]

**43. Months From First Disbursement Date** [Field tag: Months\_From\_First\_Disbursement\_Date]

**44. Late Enrollment Reason** [Field tag: Late\_Enrollment\_Reason]

*IF NEW BENEFICIARY:* Did this meet any of the exceptions to the enrollment eligibility criteria?

- a. Yes, Enrolling new infants in first 6 months of NI Operations [Option only visible when current date is within 6 months since start of program]
- b. Yes, This infant received BCG during Network Shutdown
- c. Yes, This infant received BCG during an Outreach
- d. Yes, This infant received BCG during a Campaign
- e. Yes, This infant received BCG when NI staff was not at the clinic

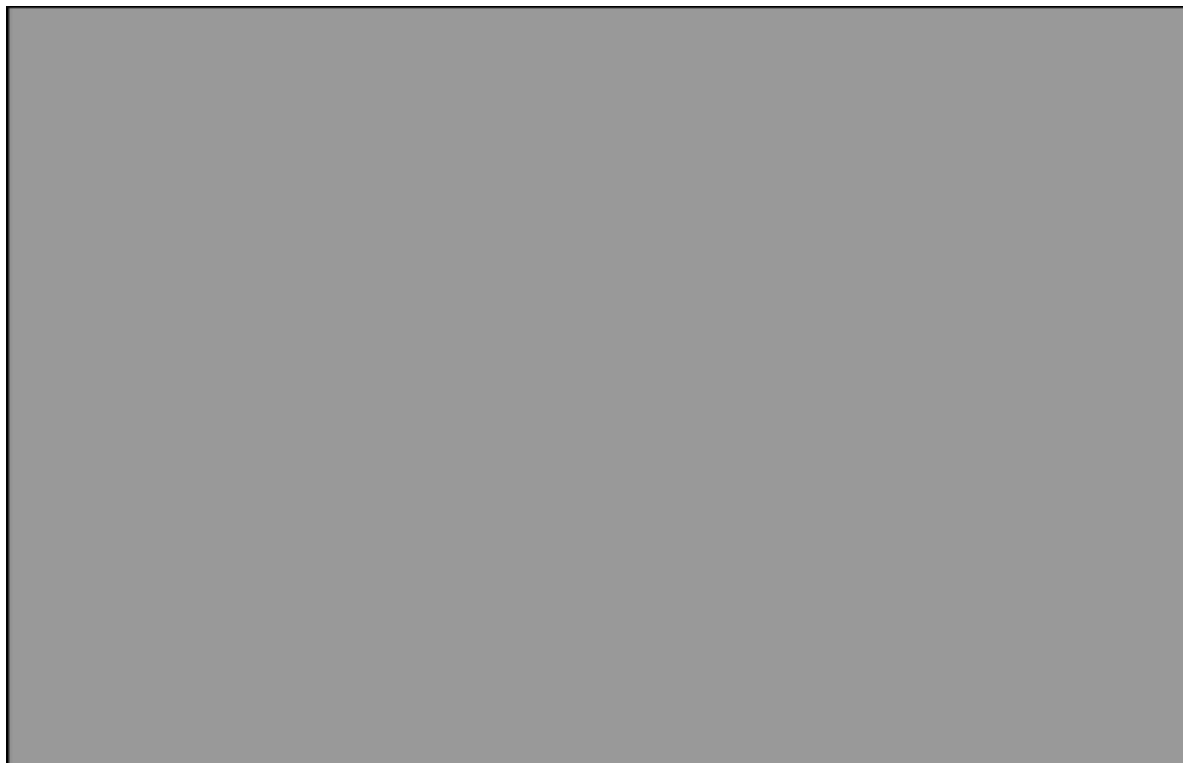
- f. No → SKIP to close without saving
- 45. Late Enrollment Reason** [Field tag: Late\_Enrollment\_Reason\_1] (Same question as above - Replaces above question when the clinic is operational for more than 6 months)  
Did this meet any of the exceptions to the enrollment eligibility criteria?
  - a. Yes, This infant received BCG during Network Shutdown
  - b. Yes, This infant received BCG during an Outreach
  - c. Yes, This infant received BCG during Campaign
  - d. Yes, This infant received BCG when NI staff was not at the clinic
  - e. No
- 46. Eligible for Late Enrollment** [Field tag: Eligible\_for\_Telecom\_Shutdown]  
*IF INFANT RECEIVED BCG DURING TELECOM SHUTDOWN or within 6 Months of NI Operations or OUTREACH, CAMPAIGN or when NI staff was absent from clinic session:*  
Is the infant eligible based on the eligibility criteria for such cases (Captured in the CIR with clear BCG scar visible on the arm)?
  - a. Yes
  - b. No → SKIP to close without saving
- 47. Outreach / Campaign Date** [Field tag: Outreach\_Date]  
*IF ELIGIBLE FOR LATE ENROLLMENT FROM Outreach or Campaign: What was the date of the Outreach or Campaign when this infant received BCG vaccine?*
- 48. Outreach / Campaign Location** [Field tag: Outreach\_Settlement]  
*IF ELIGIBLE FOR LATE ENROLLMENT FROM Outreach or Campaign: What is the Name of the Settlement where the Outreach or Campaign was conducted? If Settlement is not listed select “\*\*Settlement not in this list” at the bottom of this list [When the settlement is not part of the Microplan Settlements of the Clinic, Ward & Settlement name would have to be entered]*
- 49. Outreach / Campaign Settlement Name** [Field tag: Outreach\_Settlement\_Name]
- 50. Outreach / Campaign Settlement Ward** [Field tag: Outreach\_Ward]  
ACTION: Enter Ward name of Outreach / Campaign
- 51. Outreach / Campaign Settlement Name** [Field tag: Outreach\_New\_Settlement\_Name]  
ACTION: Enter the Name of the Settlement where the Outreach or Campaign was conducted
- 52. Enter date in CIR** [Field tag: Enter\_date\_in\_CIR]

*IF ELIGIBLE FOR LATE ENROLLMENT:* ACTION: Add today's date before the BCG given date column in the Child Immunization Register (CIR), so that it's clear that the infant has returned.

- a. Done, today's date has been added to the CIR against the infant's name.
- b. No, I was not able to locate Infant name on CIR → SKIP to close without saving

**53. CIR Photo for BCG** [Field tag: CIR\_Photo\_for\_BCG]

*IF ELIGIBLE FOR LATE ENROLLMENT:* Click a photo of the Child Immunization Register (CIR) clearly showing the name of the infant, the BCG date of vaccination and today's date.



**54. CIR Page Number** *IF INFANT IS ELIGIBLE DUE TO TELECOM SHUTDOWN:* Enter the page number of the CIR (number written with pen at the top of the CIR)

**55. BCG Vaccination Date** [Field tag: BCG\_Vaccination\_Date]

*IF ELIGIBLE FOR LATE ENROLLMENT:* Enter the Date BCG vaccination was administered to this infant [Removed (this validation was put in place to cover Network Shutdown period) - Validate this date range to be after September 4th 2021 and before Jan 30th 2022]

**56. Child Immunization Register Photo** [Field tag: Hidden7]

*IF NEW BENEFICIARY & ELIGIBLE with Fresh BCG: Click a photo of the Child Immunization Register clearly pointing out the Infant name, BCG Vaccination date & today's date.*

*\*IMPORTANT: Make sure the Child's Name, Child Card No., DOB, and BCG dates match.\**

*The register photo should show the column heading in the register to validate the Vaccines provided*

**57. Vaccines in Child Health Register** [Field tag: CIR\_Vaccines]

*[Select Multiple] IF NEW BENEFICIARY: Which vaccine stages have already been completed as per Child Immunization Register for this child?*

- a. BCG, PENTA1, PENTA2, PENTA3, Measles, Measles 2 [Multiple select question]

**58. Hidden Select One**

**59. Hidden Text**

**60. Hidden Multiple Choice**

**Immunizations Received**

**61. Immunizations Received** [Field tag: Immunizations\_Received]

ANSWER: Which incentivized immunization(s) did the infant receive today based on the Child Health Card? SELECT ALL THAT APPLY. Ex: if the infant received BCG and PENTA 1 together, select both. ONLY pay out for the latest vaccine and pay ₦1,000 if BCG and Measles were administered on the same day.

- a. BCG
- b. PENTA 1 and PCV 1 {12-Jan: Changed from PENTA 1 and/or PCV 1}
- c. PENTA 2 and PCV 2 {12-Jan: Changed from PENTA 2 and/or PCV 2}
- d. PENTA 3 and PCV 3 {12-Jan: Changed from PENTA 3 and/or PCV 3}
- e. Measles 1
- f. Measles 2
- g. Other (uncommon response!)

**62. Blue Dots** [Field tag: Blue\_Dots]

ACTION: On the Child Health Card, make a small dot to the right of all vaccinations given today with a blue dot. Did you do this?

- a. Yes, I made a small dot next to each vaccination given today
- b. No, I was not able to make a small dot next to each vaccination given today

**63. Vaccine Attestation** [Field tag: Vaccine\_Attestation]

ANSWER: Did you observe the clinic staff administer the vaccines that you selected above to this particular infant?

- a. Yes
- b. No, I did not observe the vaccines being administered

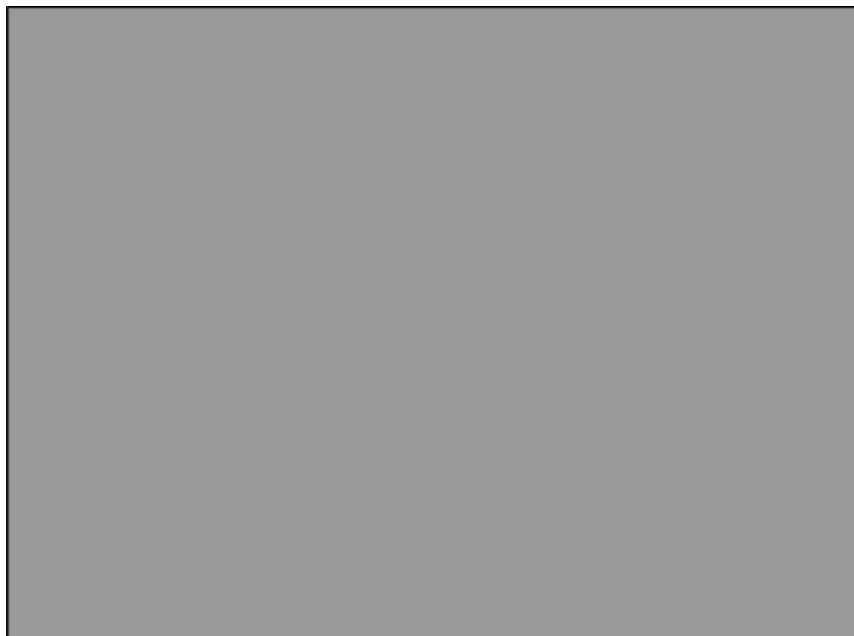
**Vaccine Attestation \***  
Did you observe the clinic staff administer the vaccines that you selected above to this particular infant?  
☐ Yes  
☒ No

**Vaccine Attestation Warning**

You must watch the clinic staff administer all reported vaccines for each infant

64. **Vaccine Attestation Warning** [Field tag: Vaccine\_Attestation\_Warning]  
You must watch the clinic staff administer all reported vaccines for each infant

65. **Tally Sheet Photo Guidelines**[Field tag: Tally\_Sheet\_Photo\_how\_to]  
[Visible with the Image below when Guidance is enabled]
- a. Take Photo of the Tally Sheet, covering today's date & the Vaccine administered for this infant today
  - b. Mark every vaccine that is administered for the infant today with a check mark. The check marks should be above today's vaccine tally - without obstructing any tally marks for today.





**66. Tally Sheet Photo** [Field tag: Tally\_Sheet\_Photo\_1]

ACTION: Take Photo of Tally sheet & mark the Vaccines that were administered to this infant today. Make sure that all the vaccines administered are clearly marked in the image.

- 67. Additional Tally Sheet Photo** [Field tag: Tally\_Sheet\_Photo\_2]  
ACTION: Take Additional Photo of the Tally Sheet, if the previous photo doesn't cover the full Tally Sheet. A reviewer should be able to confirm that the vaccines were added to the Tally Sheet by reviewing the photos provided.
- 68. Nr Injections: Ask** [Field tag: Nr\_Injections\_Ask]  
ASK: How many injections did your infant get today? Enter the number. Example: if the infant received 2 injections, enter 2. If you are not clear or don't know, enter 99.
- 69. Nr Injections: Child Health Card** [Field tag: Nr\_Injection\_Child\_Health\_Card]  
ANSWER: How many injectable vaccinations on the infant's Child Health Card with today's date also have a gold dot? Enter the number. Example: if two injectable vaccinations have today's date but only one has a gold dot, enter 1. If you are not clear or don't know, enter 99.
- 70. Nr Injections: No Match** [Field tag: Nr\_Injections\_No\_Match]  
IF NUMBERS DON'T ADD UP: Does the number of injections match the number of gold dots for injectable vaccines (Note: Use this only for injectable vaccines, not oral vaccines such as Rota)?  
a. Yes, continue  
b. No, stop and inquire more!
- 71. Nr Oral Vaccines:** ASK: How many types of oral vaccines did your infant get today? Enter the number.  
Example: if the infant received two different drops for OPV and Rota, enter 2.  
If you are not clear or don't know, enter 99. (Note: OPV, Rota, and Vitamin A are orally administered)
- 72. STOP - WARNING** [Field tag: Hidden\_35]  
IF ERROR: STOP - WARNING!!! You made an error and selected "Repeat visit (the caregiver has an All Babies ID)" for a new beneficiary that just got BCG today. Go back to the beginning of the form and click on "New beneficiary (the caregiver does NOT have an All Babies ID)". --  
Alternatively, you might have clicked on BCG for an infant that did not get BCG today. In this case you have to change the answer to the question "Immunizations received today".  
a. OK, I will go back and correct my error
- 73. Measles Age Alert** [Field tag: Vaccines\_from\_State]  
HIDDEN: ACTION: Measles Age ALERT - The infant got a Measles vaccine today. Check to see that today is really 9 months or more after the infant's birth. The vaccine is not as effective if an infant gets the Measles vaccine before 9 months after birth! Example: an infant born in November

2017 cannot get Measles in June 2018 (only 8 instead of 9 months). -- Do NOT pay the Measles incentive if the infant is less than 9 months old. Ask the caregiver to come back for their incentivized Measles 1 shot at 9 months and only pay the N1000 at that point.

- a. I checked and paid the N1000 as the infant is more than 9 months old
- b. I checked and DID NOT PAY N1000 as the infant is less than 9 months old (do not send this form)
- c. NA

#### Phone Number and other CCT Programs

**74. Phone Number Check** [Field tag: Phone\_Number\_Check]

ANSWER: Is there a phone number on the Child Health Card?

- a. Yes, there is a phone number on the Child Health Card
- b. No, there is no phone number on the Child Health Card

**75. Phone Number Reminder** [Field tag: Phone\_Number\_Reminder]

*If no phone number on Child Health Card:* ASK: "Do you or someone close to you have a phone number? We need this to remind you about your infant's next immunization visits." Select the caregiver's response and write the number on the Child Health Card.

- a. Caregiver gave a phone number and I wrote it on the Child Health Card
- b. Caregiver said no phone number is available
- c. Caregiver did not respond or did not know
- d. Not applicable: I was not able to ask the caregiver this question

**76. Other CCT Program** [Field tag: Other\_CCT\_Program]

ANSWER: Are you a beneficiary of the Federal Government CCT or any other CCT program

- a. No
- b. Yes, Federal Government CCT program
- c. Yes, Other CCT program

**77. Name of the CCT Program** [Field tag: Name\_of\_the\_CCT\_Program]

ANSWER if option b or c is selected: What is the name of the CCT program

- a. [Enter name of CCT Program]

**78. Beneficiary Code Availability** [Field tag: Beneficiary\_Code\_Availability]

ANSWER If option b or c is selected: Do you know or have the Beneficiary code or Identifier from the other CCT Program? [Y/N]

**79. Beneficiary Code** [Field tag: Beneficiary\_Code]



[IF Yes] Provide beneficiary code or number for the other CCT program

- a. [Enter Beneficiary number or code]

80. Hidden Select One

81. Hidden Text

82. Hidden Multiple Choice

#### All Babies ID stickers and Stamp

83. **ID Stickers and Stamp** [Field tag: ID\_Stickers\_and\_Stamp]

*IF NEW BENEFICIARY:* ACTION: Put a matching pair of All Babies ID stickers on the Child Health Card and All Babies card. Stamp the stickers so that if the sticker is removed and placed on another Child Health Card, we will easily know. Did you do this?

- a. Yes, I assigned both All Babies ID stickers and stamped the sticker on the Child Health Card
- b. No, I assigned both stickers but was not able to stamp the Child Health Card

84. **ABAE ID** [Field tag: ABAE\_ID\_Scan]

Scan the ABAE ID on the Child Health Card. If the scan fails, enter the ABAE ID in the next field manually.

85. **ABAE ID** [Field tag: ABAE\_ID\_Manual\_Entry]

[Only display this question when the above field is blank] Type in the ABAE ID from the Child Health Card, when it is not scannable.

86. Hidden Select One

#### Biometrics

87. **Scan Thumb prints** [Field tag: Identify\_finger\_Nr]

[Only display for Pilot Fingerprint Biometrics Users] Scan the left and right thumbs of the beneficiary with the Identity app & enter the 3 digit code displayed after Successful scan of the fingers.

#### First heard about program

88. **Heard About Program** [Field tag: Heard\_About\_Program]

*IF NEW BENEFICIARY:* ASK: Where did you first hear about the All Babies program? Select all that apply.

- a. Had not heard about the program before today
- b. Neighbor
- c. Friends
- d. Family
- e. Traditional birth attendant
- f. Town crier
- g. Village leader
- h. Religious leader
- i. Radio
- j. Awareness card (small card from All Babies)
- k. UNICEF Voluntary Community Mobilizer (VCM)
- l. Community Health Worker
- m. Health worker at this clinic
- n. All Babies employee
- o. Other
- p. Unclear

**89. Hidden 36** [Field tag: Hidden\_36]

**90. Awareness Card Received** [Field tag: Marketing\_Card\_Received]

*IF NEW BENEFICIARY:* Did you get an awareness card from All Babies? (small card in red that outlines the cash transfers)

- a. Yes
- b. No
- c. Unclear

**91. Awareness Card Given By** [Field tag: Marketing\_Card\_Given\_By]

*IF AWARENESS CARD RECEIVED:* Select who gave the beneficiary the awareness card:

- a. Another beneficiary
- b. Neighbor/friend/family
- c. Traditional birth attendant
- d. Town Crier
- e. Village leader
- f. Religious leader
- g. UNICEF Voluntary Community Mobilizer (VCM)
- h. Community Health Worker
- i. Health worker at this clinic (ANC)
- j. All Babies employees

- k. Other
- l. Unclear

- 92. Hidden Select One
- 93. Hidden Text
- 94. Hidden Multiple Choice

#### Special questions for PENTA3 or Measles visits

- 95. **Date of Birth** [Field tag: Date\_of\_Birth]*IF PENTA3 VISIT:* ACTION: Enter the date of birth of this child according to the Child Health Card. Inquire with the caregiver or the nurses if the date of birth seems clearly wrong (clearly wrong = DOB after first vaccination date; DOB in the future).
  - a. Date
- 96. **Approx Measles 1 Date** [Field tag: Approx\_Measles\_1\_Date]*IF PENTA3 VISIT:* ACTION: The vaccination visit date for Measles 1 is around the following date (see date below). Find this date in your printed calendar and look up the following date that is actually an immunization day at this clinic (example: Wednesday). Please note that this field is in the Month/Day/Year format, so 05/01/2017 is May 1 2017!
  - a. Date
- 97. **Actual Measles 1 Date** [Field tag: Actual\_Measles\_1\_Date]*IF PENTA3 VISIT:* ACTION: Based on the printed calendar, enter the actual immunization day for Measles 1 here in doForms AND indicate it in the space on the back of the ABAE card (use moons for months or circles in addition to the date to help the beneficiary understand after how many months she should return. Example: "You come back Wednesday nine months after your child was born". Use your fingers to count the months.). We want to make sure that we send caregivers to the clinics 9 months after their child's date of birth, but ONLY on an immunization day. If the nurse has written a completely different date, inquire with her first before you determine the Measles vaccination date.
  - a. Date (shown in advanced format, for example: Tuesday, 9 May 2017)
- 98. **Measles 1 Date Warning** [Field tag: Measles\_1\_Date\_Warning]*IF PENTA3 VISIT AND MEASLES DATE ENTERED IS LESS THAN 9 MONTHS AFTER DOB:* WARNING: The date for the Measles vaccination visit you entered is less than 9 months after the child was born. You need to select this clinic's normal immunization day AFTER the automatically calculated Measles due date. Did you do this?

- a. Yes, I corrected the date
- b. No, I was not able to correct the date

**99. Approx Measles 2 Date** [Field tag: Approx\_Measles\_2\_Date]

ACTION: The vaccination visit date for Measles 1 is around the following date (see date below). Find the date in your printed calendar and look up the following date that is actually an immunization day at this clinic (example: Wednesday). Please note that the field in this Month/Day/Year format, so 05/01/2022 is May 1 2022!

**100. Actual Measles 2 Date** [Field tag: Actual\_Measles\_2\_Date]

ACTION: Based on the printed calendar, enter the actual immunization day for Measles 2 here in doForm AND indicate it in the space on the back of the ABAE card (use moons for months or circles in addition to the date to help the beneficiary understand after how many months she should return. Example: "You come back Wednesday nine months after your child was born", Use your fingers to count the months,). We want to make sure caretakers go to the clinics 15 months after their child's date of birth. But ONLY on an immunization day. If the nurse has written a completely different date, inquire with her first before you determine the Measles vaccination date.

**101. Measles 2 Date Warning** [Field tag: Measles\_2\_Date\_Warning]

WARNING: The date for the Measles Vaccine visit you entered is less than 15 months after the child was born. You need to select this clinic's normal immunization day AFTER the automatically calculated Measles due date. Did you do this?

- a. Yes, I corrected the date
- b. No, I was not able to correct the date

**102. Cross out All Babies ID** [Field tag: Cross\_out\_All\_Babies\_ID]

*IF MEASLES 2 VISIT:* ACTION: Cross out the All Babies ID with a pen as this is the last incentive for the beneficiary (Measles 2). Do this on BOTH the Child Health Card and All Babies card. This step prevents fraud. (Do not cross it out if the infant needs to come back for another PENTA/PCV shot.) Did you do this?

- a. Yes, I crossed out the All Babies ID
- b. No, I was not able to cross out the All Babies ID

**103. Hidden Select One**

**104. Hidden Text**

**105. Hidden Multiple Choice**

## Finger Marking

### 106. **Finger Marking** [Field tag: Finger\_Marking]

ACTION: Make a mark on the middle finger of the infants ensuring that the marker touches both the skin and the nails (cuticle) of the infant: Did you mark the middle finger?

- a. Yes, I made a mark on the middle finger of the infant
- b. No, I was not able to a make a mark on the finger of the baby
- c. [Option Removed] Not applicable (finger marking has not been deployed in this clinic)

### 107. **Finger Marking** [Finger\_Marking\_2]

ACTION: Make mark on the middle finger of the infants ensuring that the marker touches both the skin and the nails (cuticle) of the infant: Did you mark the middle finger?

- a. Yes, I made a mark on the middle finger of the infant
- b. No, I was not able to make a mark on the finger of the baby

## All Babies Card: Next Visit Date

### 108. **Add Next Visit to All Babies Card** [Field tag: Add\_Next\_Visit]

ACTION: On the All Babies card, make a check mark next to today's transfer. Add the next visit date in the following format. Example: "I I I I" for four weeks. Did you do this?

- a. Yes, I made a check mark next to today's transfer and added the next visit date in the number of weeks format
- b. No, I was not able to make a check mark or was not able to add the next visit date in the number of weeks format
- c. Not applicable (infant fully vaccinated)

### 109. **Explain Next Visit** [Field tag: Explain\_Next\_Visit]

All Babies card: ACTION: Tell the beneficiary "Today you got ... Naira for ... vaccines. In ... weeks, on ... date, you will get another ... Naira." Clearly show the card to the caregiver as you say this. (Explain the date with numbers of weeks. Example: "You come back Wednesday four weeks from today. That is week 1, week 2, week 3 and in week 4 you come back on Friday". Use your fingers to count the weeks and refer to the symbols on the card that indicate four weeks.) Did you do this?

- a. Yes, I explained this to the beneficiary while pointing to the All Babies card
- b. No, I was not able to explain this or was not able to point to the All Babies card
- c. Not applicable (infant fully vaccinated)

### 110. **CHECK: Does the ABAE card show that we owed cash from a previous disbursement session – does it say "IOU"?**

- a. Yes

b. No

**111.** [If Cash is owed] Get the cash code from IOU app in myDay & Enter the IOU Code (4 digit code to be entered from IOU app in myDay, by scanning for the ABAE ID through the app)

**112.** Hidden Select One

**113.** Hidden Text

**114.** Hidden Multiple Choice

#### Disburse Cash and All Babies Card

**115. Hand out Cash** [Field tag: Hand\_out\_Cash]

ACTION: Hand out the cash amount and the All Babies card to the beneficiary. Put it in her hand so that the total cash given is clearly visible. NEVER take the card and cash back after this point. Did you do this?

- a. Yes, I handed out the cash and All Babies card. I won't take either back after this point.
- b. No, I was not able to hand out the cash or All Babies card

**116. Cash Handed Out** [Field tag: Cash\_Handed\_Out]

ANSWER: What is the amount of cash you gave to this beneficiary today (all amounts are in Naira)?

- a. 500
- b. 1000
- c. 2000
- d. 3000
- e. 4000
- f. 5000
- g. 6000
- h. Other amount \_\_\_\_\_

**117. Cash Handed Out** [Field tag: Cash\_Handed\_Out\_4]

ANSWER: What is the amount of cash you gave to this beneficiary today (all amounts are in Naira)

- a. ₦ 500
- b. ₦ 1000
- c. ₦ 2000
- d. Other amount

e. ₦ 0 - Issued IOU

**118. Cash Handed Out Other** [Field tag: Cash\_Handed\_Out\_Other]

ANSWER: What other amount of cash did you give to this beneficiary today (in Naira)

**119. [When out of Cash] Inform Caregiver:**

This is an 'I Owe You' IOU visit, as we are out of cash today.

Please return during the next vaccination visit to get the cash that is owed for you today.

Cash will not be handed out prior to the next vaccination.

Did you say this?

a. Yes

b. No → If they received the vaccination but not CCT, then make sure to say this

**120. [When out of cash] Write IOU Date:**

Write behind the ABAE Card 'IOU : Today's Date'

Did you write IUO and today's date behind the ABAE Card?

a. Yes

b. No → If they received the vaccination but not CCT, then make sure to record this

**121. Warning: N1000 only for new beneficiary** [Field tag: Hidden23]

IF NEW BENEFICIARY AND N2000: WARNING: You cannot hand out N2000 to a new beneficiary!!! You either clicked "New beneficiary" instead of "Repeat beneficiary" or accidentally clicked "2000" instead of "1000". Correct the wrong entry.

## Photo Registration

**122. Identity Photo Prompt** [Field tag: Identity\_Photo\_Prompt]

ACTION: Take a photo of the left side of the Child Health Card and SAY: "I am registering you with this photo." (Ensure that the All Babies ID and all caregiver data is visible.) Will you do this with the next field?

a. Yes, I will take the Identity Photo and narrate this

**123. Identity Photo** [Field tag: Identity\_Photo]

Photo field: ACTION: Take a photo of the left side of the Child Health Card and SAY: "I am registering you with this photo." (Ensure that the All Babies ID and all caregiver data is visible.)

→ Take a photo of the front of the Child Health Card that goes from the very top to the bottom of the "Mother's Other Children" section. Make sure all information in the "Information About Child" section is clearly visible.

→ Tips: To maintain good performance, check to see if the top and left edge of the photo appears before clicking “Use Photo” in doForms. Then make sure that the “Check if Extra Care is Needed” header at the bottom of the photo appears.

→ Make sure the All Babies ID is placed straight and that the photo is not taken from an angle.

All BABIES ID:  
XXXXXXXX

NATIONAL PR

ENTER CARD NUMBER HERE:

**INFORMATION ABOUT CHILD**

Child's Name: \_\_\_\_\_  
Child's Position in the family: \_\_\_\_\_ Child's Sex (M/F) \_\_\_\_\_  
Date of Birth (day/month/year): \_\_\_\_\_  
Weight at Birth (in kgs): \_\_\_\_\_

**CHILD'S RESIDENTIAL ADDRESS**

House Number: \_\_\_\_\_  
Village/Settlement: \_\_\_\_\_  
Town/City: \_\_\_\_\_ Ward: \_\_\_\_\_  
LGA: \_\_\_\_\_ State: \_\_\_\_\_

Mother's Name: \_\_\_\_\_  
Mother's GSM No: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Father's GSM No: \_\_\_\_\_  
Care givers Name: \_\_\_\_\_  
Care givers GSM No: \_\_\_\_\_

**MOTHER'S OTHER CHILDREN**

Year of Birth	Sex	State of Health

**CHECK IF EXTRA CARE IS NEEDED**  
Ask the mother about these reasons for giving the child Extra Care and make a circle round the right answer

**124. Immunization Photo Prompt** [Field tag:Immunization Photo Prompt]

ACTION: Take a photo of the right side of the Child Health Card and SAY: “I am capturing your vaccinations.” Ensure that all vaccinations are visible. Will you do this?

- Yes, I will take the Immunization Photo and narrate this

**125. Immunization Photo** [Field tag: Immunization Photo]



**Photo field:** ACTION: Take a photo of the right side of the Child Health Card and SAY: “I am capturing your vaccinations.” Ensure that all vaccinations are visible.

- Take a photo of the right side of the Child Health Card that shows all vaccinations. This should include the Age column through the Other Remarks column.
- Tips: To maintain good performance, check to see if the Age column appears at the left; Other Remarks column appears at the right, and whether the top edge of the photo appears before clicking “Use Photo” in doForms. Then check if the “Notes” header at the bottom appears to make sure you documented the child’s complete immunization history. Do NOT include the Notes box, only the header.
- Always make sure to capture the entire Vaccine table. This means that if the baby comes in for the 9 month visit, we should still be able to view the Birth visit rows. Similarly, if the baby comes in for the Birth visit, we should still be able to view the 12 month visit rows.

**126. Incentive Photo Prompt** [Field tag: Incentive\_Photo\_Prompt]

ACTION: Take a photo of caregiver, infant and cash. SAY: “I am documenting that you actually got the money.” All bills must be visible, the caregiver’s face must be visible, the infant but NOT necessarily its face must be visible. Will you do this?

- a. Yes, I will take the Incentive Photo and narrate this

**127. Sketch Photo Prompt** [Field tag: Sketch\_Prompt]

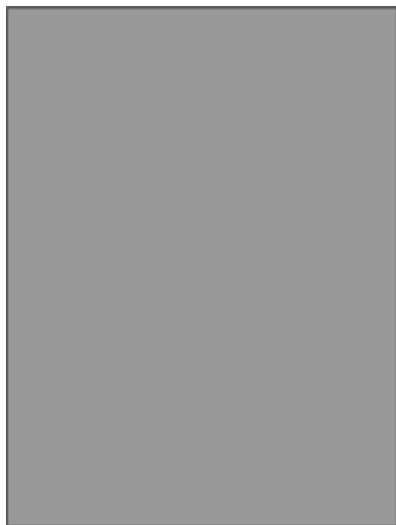
ACTION: Mark all bills in the Incentive Photo with a red dot by using the Sketch tool. 1) Click on the Sketch button, 2 Select the double circle option (second to last), 3. Select color red, 4) Mark each bill with one dot (by tapping the photo). Do NOT hide the amount on the bill. Will you do this?

- a. Yes, I will add red dots to each bill in the Incentive Photo

**128. Incentive Photo** [Field tag: Incentive\_Photo]

Photo field (auto start in sketch): ACTION: Take a photo of caregiver, infant and cash. SAY: "I am documenting that you actually got the money." All bills must be visible, the caregiver's face must be visible, the infant but NOT necessarily its face must be visible. -- Mark all bills in the Incentive Photo with a red dot by using the Sketch tool. If exposed, the caregiver should be asked to cover her breasts prior to the photo

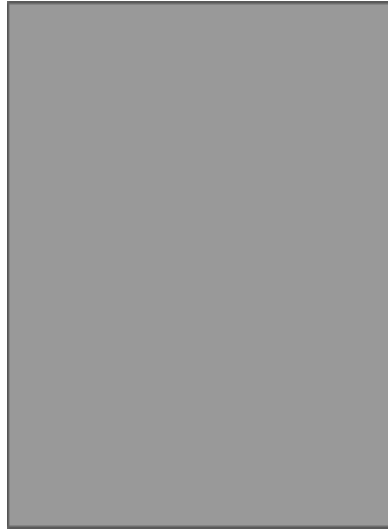
→ Take a photo of caregiver and infant. The caregiver and infant should both be showing in the photo. It is mandatory for all bills to be showing including cash amount and the front of the ABAE green card with the All Babies ID showing. -- USE SKETCH TO MARK ALL BILLS WITH A RED DOT -- Ensure the caregiver's face is showing but it is not always necessary for the infant's face to be showing since some babies might be sleeping. Ensure safe holding of the baby during this step.



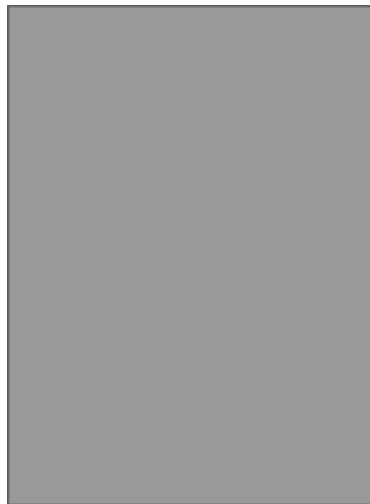
- a. You are required to add Cash Annotations to the Incentive Photo. This is an important component of accounting for each cash transfer that you disburse. Every photo you submit

will be reviewed and the amount shown in the picture will be calculated. The Cash Annotations help ensure that you submit an Incentive Photo that meets organization standards. Specifically, that all bills are visible and that you disbursed the correct amount.

- i. Once you take the Incentive Photo, select the “Sketch” option below the photo.  
[Refer to the instructional photo below.]



- ii. After you have selected “Sketch” as shown above, select the double circle option in the Sketch screen.



- iii. Once you select the double circle option, a color menu will appear. Select **red**.



- iv. Sketch one dot on each bill by simply tapping your finger on the photo. Each tap will mark one dot. If you need to redo any dots, you can select “Clear” and start over. Make sure not to block the amount of the bills or any numbers when adding the dots. This is very important! Study the below photo in detail. You will see exactly four dots -- one for each 500 Naira bill. If the photo contained two 1,000 Naira bills instead, you would only see two dots.



- v. Once you have added the dots and have checked to make sure you can still see the All Babies ID in the photo and the amount of each bill, click Done to save the Cash Annotations you made.

**129. Caregiver Photo** [Field tag: Hidden\_Photo]

ACTION: Take a photo of the Caregiver. The caregiver should have both eyes open and be looking at the camera.

- The Photo should be a Portrait of the Caregiver only
- No other faces must be visible in the Photo

**130. Infant able to sit** [Field tag: Infant\_able\_to\_sit]

*IF NEW BENEFICIARY:* ASK: Ask the Caregiver “Is the infant able to sit up on his/her own?”

- a. Yes, the infant is able to sit up on his/her own
- b. No, the infant is not able to sit up on his/her own
- c. Unclear, I cannot determine whether the infant is able sit up on his/her own

**131. Infant Photo** [Field tag: Infant\_Photo]

ACTION: Take a photo of the Immunized Infant.

**132. Children with Caregiver** [Field tag: Childre\_with\_Caregiver]

Has the Caregiver brought more than one child for Immunisation today?

- a. Caregiver has brought ONE Child
- b. Caregiver has brought TWO Children
- c. Caregiver has brought more than two Children

**133. Multiple children photo** [Field tag: Multiple\_children\_photo]

[IF Caregiver has brought more than one child for Immunization] ACTION: Take a photo of the Caregiver with All the Children they have brought for Immunization

**134.** Hidden Select One

**135.** Hidden Text

**136.** Hidden Multiple Choice

**Next Visit Date Test**

**137. Next Visit Test** [Field tag: Next\_Visit\_Test]

ASK: “When will you need to come back for the next immunizations?” Did the beneficiary say the correct day using the number of weeks (or months) format? Cross-check with what the nurse wrote on the card.

- a. Yes, the beneficiary said the correct day and number of weeks (or months)
- b. No, the beneficiary said the wrong day or the wrong number of weeks (or months)
- c. No, the beneficiary said the correct number of weeks (or months) but not the day

- d. No, the beneficiary refused to answer
- e. No next visit necessary

**138. Correct Next Visit** [Field tag: Correct\_Next\_Visit]

*IF B, C or D:* Did you explain the correct day and number of weeks (or months) to the beneficiary?

- a. Yes, I explained the correct day and number of weeks (or months)
- b. No, I was not able to explain the correct day and number of weeks (or months)

**139. Next Visit Cash test** [Field tag: Next\_Visit\_Cash\_Test\_Other]

[Removed on 15th Aug 2023 & Added back on 19th Aug, 2023]

ASK: "How much will you receive during your next immunization visit?" What did the beneficiary say (all responses are in Naira)? Correct any wrong answers but note the wrong answer here.

- a. 500
- b. 1000
- c. 2000
- d. Other \_\_\_\_\_
- e. Beneficiary does not know or refused to answer
- f. Not applicable

**140. Next Visit Cash Test Other** [Field tag: Next\_Visit\_Cash\_Test\_Other]

ACTION: What other amount of cash will you receive during your next immunization visit?

**141. Hidden 37** [Field tag: Hidden\_37]

**142.** [Not Coded] ASK: "How much does a caretaker get that brings her child for five immunization visits from birth to 9 months after birth?" What did the beneficiary say (all responses are in Naira)? Correct any wrong answers but note the wrong answer here. The correct answer is 4000 (four times 500 plus once 2000).

- a. 500
- b. 2000
- c. 4000
- d. Other
- e. Beneficiary does not know or refused to answer
- f. Not applicable

**143. Dash Test** [Field tag: Dash\_Test]

ASK: Did you or will you dash anyone at the clinic today?

[Hausa] Tambaya: Akwai wanda akabawa ko za'a bawa wani kaso daga cikin wannan tallafi da aka bada acikin asibitin nan yau?

- a. Yes
- b. No

**144. Dash Test Who** [Field tag: Dash\_Test\_Who]

ASK: Did you or will you dash anyone at the clinic today? This is particularly for dashing to somebody at the clinic who might be in some way or another taking advantage of their position. If they give some cash to their family or neighbor, that is okay as that's a choice that they are making.

[Hausa] Tambaya: Akwai wanda akabawa ko Za'a bawa wannan tallafin da aka bada acikin wannan asibitin? wannan tambayar ta alakanta ne da wani ko wata mai aiki wannan asibitin wanda yake son yayi anfani da girmansu ko matsayinsu su karbi wani abu daga cikin wannan tallafin naku. Amma idan zaki bawa wani daga cikin yan uwa ko makota ba laifi wannan ra'ayinku ne

- a. Clinic Staff
- b. All Babies Staff
- c. Security Guard
- d. UNICEF VCM
- e. Community Health Worker
- f. Government Staff
- g. Other

**145. Don't Worry About Light Fever** [Field tag: Hidden27]

IF BCG or PENTA1 - SAY: If your child develops a light fever after vaccination, don't worry. This is normal and will pass quickly. You can give some Paracetamol infant syrup to your baby to relieve the symptoms. You can also bath your baby in cool water to lower the temperature.

- a. Yes, I said it
- b. No, I did not say it

**146. Hidden Text** How much money did the beneficiary dash to the person marked above? (Please do your best to get the accurate answer, if unable to find out, then enter 99)

**147. Hidden Multiple Choice**

**Good-Bye and Submission**

**148. Good-Bye: 1. Protect against deadly disease 2. Come back in...**

IF BCG or Penta 1-3 VISIT: SAY "Come back on ... (week day) in ... weeks. Thank you for vaccinating your child against deadly diseases." Make sure the caretaker leaves with the Child Health Card, All Babies card, and the cash. Did you do this?

- a. Yes, I said to the caretaker while making eye contact
- b. No, I was not able to say this to the caretaker or was not able to make eye contact

**149. Hidden28** [Field tag:Hidden28]

**150. Hidden29** [Field tag: Hidden29]

**151. Keep Child Health Card for 2 Years** [Field tag: Hidden38]

IF MEASLES 1 VISIT: SAY “Keep your Child Health Card safely and ensure you come back to the clinic in the next 6 months to get the final vaccination for your child. Never throw the Child Health Card away.”

Make sure the caregiver leaves with the Child Health Card, All Babies card, and the cash.

Did you say and do this?

- a. Yes, I said it to the caretaker while making eye contact
- b. No, I was not able to say this to the caretaker or was not able to make eye contact

**152. Keep Child Health Card**

IF MEASLES 2 VISIT: SAY “Keep your child Health Card safely Never throw the Child Health Card away. Someone might come to your house to confirm if your child was vaccinated”

Make sure the caretaker leaves with the Child Health Card, All Babies card, and the cash.

Did you say and do this?

- a. Yes, I said it
- b. No, I was not able to say this

**153. Continue Vaccinations** [Field tag: Continue\_Vaccinations]

ACTION: Pause and Make eye contact with caregiver. SAY **Babu wani abu mai dorewa.**

'Ya'yanku na yanzu da kila wadanda zaku haifa nan gaba zasu **amfana daga** tallafin nan, amma kuma tana iya yiyuwa sauran 'ya'yanku **ko** jikoki ba zasu samu ba. Muna fatan za ku cigaba da **yiwa** 'ya'yanku **alluran rigakafin** cututtuka masu kisa ko bayan an daina bada tallafin, tunda kun fahimci muhimmancin rigafi yanzu. Make sure the caregiver leaves with the Child Health Card, All Babies card, and the cash.

- a. Yes, I said to the caregiver while making eye contact
- b. No, I was not able to say this to the caregiver or was not able to make eye contact

[Note translation from Hausa (not added to the form): Nothing lasts forever. This child and maybe your next will get this cash disbursement but other of your children or your grandchildren might not. We hope that you will continue to vaccinate them even without cash disbursement now that you know the benefits of vaccinations.]



- 154. Unusual Circumstances** [Field tag: Unusual\_Circumstance]  
ANSWER: Was there anything unusual about this submission?
- a. N/A: This is a normal submission
  - b. Child Health Card: needed to write the All Babies ID after confirming in Register
  - c. All Babies Card: needed to write the All Babies ID
  - d. Both Cards Lost: Confirmed with Console
  - e. Information was scratched out, needed to confirm dates in Register
  - f. Baby had no name
  - g. Infant received BCG at another clinic, settlement was confirmed
  - h. Other: describe in next question
- 155. Unusual Circumstances Other** [Field Tag: Unusual\_Circumstances\_Other]  
*IF PREVIOUS QUESTION OTHER:* Unusual Circumstance Other Explanation
- 156.** Hidden (Select Multiple)
- 157.** Hidden Select One
- 158.** Hidden Text
- 159.** Hidden Select One
- 160.** Hidden Text
- 161. Start Time 2** [Field tag: Star\_Time\_2]  
Start Time: automatic timestamp (based on when beneficiary status question was answered)
- 162. End Time** [Field tag: End\_Time]  
End Time: automatic timestamp (based on when form was saved as complete)
- 163.** [Field tag: Save\_and\_Send]  
Button for Save and Send (saves form, sends once have internet connection, reloads empty form)
- 164.** [Field tag: Close\_without\_saving]  
Button for Close without saving (appears for “No...” response to clinic eligibility question)
- 165. Staff Name:** automatic stamp (based on mobile device name)

## Unusual Submissions

The last question in the disbursement form lets you mark unusual submissions.

ANSWER: Was there anything unusual about this submission?

- a. N/A: This is a normal submission
- b. Child Health Card: needed to write the All Babies ID after confirming in Register
- c. All Babies Card: needed to write the All Babies ID
- d. Both Cards Lost: Confirmed with Console
- e. Information was scratched out, needed to confirm dates in Register
- f. Baby had no name
- g. Infant received BCG at another clinic, settlement was confirmed
- h. Other: describe in next question

Here is how you answer this question depending on the case you experience:

If the submission was normal

→ “N/A: This is a normal submission”

If the Child Health Card was lost (and you needed to write the All Babies ID on a new Child Health Card)

→ “Child Health Card: needed to write the All Babies ID after confirming in Register”

If the All Babies Card was lost (and you needed to write the All Babies ID on a new All Babies Card)

→ “All Babies Card: needed to write the All Babies ID”

If both the All Babies Card and Child Health Card were lost (and you needed to write the All Babies ID on a new All Babies Card and replaced Child Health Card)

→ “Both Cards Lost: needed to confirm with Console”

If information or immunization dates were scratched out on the Child Health Card and you had to consult the register

→ “Information was scratched out, needed to confirm dates in Register”

If the baby did not have a name

→ “Baby had no name”

Use this only if you have received necessary permission and training to enroll infants who received BCG at another clinic

→ “Infant received BCG at another clinic, settlement was confirmed”

If there was something unusual not described in the list

→ “Other: describe in next question”

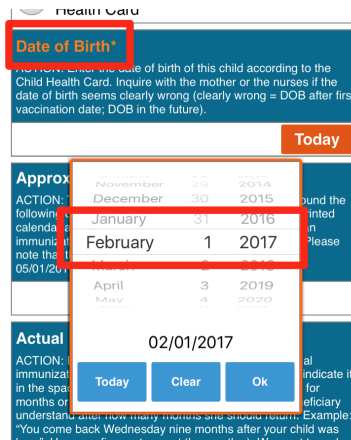
## Next Visit Date: Measles 1

If the infant is at PENTA3, doForms asks you to enter the Date of Birth to determine the next visit date for the Measles 1 vaccination.

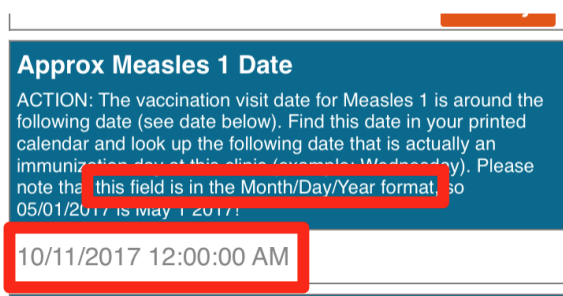
### 1. Get the Date of Birth



### 2. Enter the Date of Birth



3. doForms shows you the approximate Measles 1 date, nine months after the date of birth (Attention: the format is Month/Day here. So 10/11/2017 is 11 Oct not 10 Nov!)



4. Consult the printed calendar to pick a next visit date that is actually an immunization day at this clinic. Example: at this clinic only Thursdays are immunization days. So pick the next Thursday AFTER 11 October → Next visit date for Measles 1 vaccination is on Thursday, 12 October 2017. Only pick the immunization day AFTER, not before, the approximate date because the child needs to wait 9 or more months after birth to get the Measles 1 shot, otherwise the Measles 1 shot is less effective.

**Actual Measles 1 Date\***

ACTION: Based on the printed calendar, enter the actual immunization day for Measles 1 here in doForms AND indicate it in the space on the back of the ABAE card (use moons for months or circles in addition to the date to help the beneficiary understand after how many months she should return. Example: "You come back Wednesday nine months after your child was born". Use your fingers to count the months. I Mo want to make sure that your child's date is correct. If the nurse has first before you need a...?

July	9	2014
August	10	2015
September	11	2016
October	12	2017
November	13	2018
December	14	2019
January	15	2020

Thursday, 12. Oct, 2017

Today Clear Ok

WARNING: entered is to select the automatic

☐ Yes

☐ No, I was not able to correct the date

Important: If the child is already beyond the age of 9 months, then the clinic staff should ask the caregiver/infant to return one week after today's immunization visit to get the Measles vaccine.

## Next Visit Date: Measles 2

If the infant is at MEASLES 1, doForms asks you to enter the date of birth to determine the next visit date for the Measles 2 vaccination.

1. Get the Date of Birth



2. Enter the Date of Birth

**Date of Birth\***

ACTION: Enter the date of birth of this child according to the Child Health Card. Inquire with the mother or the nurses if the date of birth seems clearly wrong (clearly wrong = DOB after first vaccination date; DOB in the future).

Today

November	29	2014
December	30	2015
January	31	2016
February	1	2017
March	2	2018
April	3	2019
May	4	2020

02/01/2017

Today Clear Ok

3. doForms shows you the approximate Measles 2 date, 15 months after the date of birth (Attention: the format is Month/Day here. So 10/11/2017 is 11 Oct not 10 Nov!)

**Approx Measles 1 Date**

ACTION: The vaccination visit date for Measles 1 is around the following date (see date below). Find this date in your printed calendar and look up the following date that is actually an immunization day at this clinic (example: Wednesday). Please note the this field is in the Month/Day/Year format, so 05/01/2017 is May 1 2017.

10/11/2017 12:00:00 AM

4. Consult the printed calendar to pick a next visit date that is actually an immunization day at this clinic.  
Example: at this clinic only Thursdays are immunization days. So pick the next Thursday AFTER 11 October → next visit date for Measles 2 vaccination is on Thursday, 12 October 2017. Only pick the immunization day AFTER, not before, the approximate date because the child needs to wait 9 or more months after birth to get the Measles 2 shot, otherwise the Measles 1 shot is less effective.

**Actual Measles 1 Date\***

ACTION: Based on the printed calendar, enter the actual immunization day for Measles 1 here in doForms AND indicate it in the space on the back of the ABAE card (use moons for months or circles in addition to the date to help the beneficiary understand after how many months she should return. Example: "You come back Wednesday nine months after your child was born". Use the calendar to make sure that you enter the child's date correctly. If the nurse has first before, to make sure that you enter their date correctly. If the nurse has first before, to make sure that you enter their date correctly.

July	9	2014
August	10	2015
September	11	2016
October	12	2017
November	13	2018
December	14	2019
January	15	2020

Measles 1 Date

WARNING: If the date entered is not a valid date, the system will automatically select the date for you.

Thursday, 12. Oct, 2017

Today Clear Ok

☐ Yes, I was able to correct the date

☐ No, I was not able to correct the date

## Ambassador Model

**Objective:** Using beneficiaries from settlements with many defaulters to help track them down. The same can also be done with Volunteer Community Mobilizers (VCM) and Traditional Birth Attendants (TBA) that are motivated and frequent affected settlements. The end of the Health Talk is the time to recruit these Ambassadors. Ambassadors do a small community service and are unpaid.

### Steps for success

- Focus on the settlements with the highest number of defaulters
- Gather a few caregivers from these two settlements at the end of the Health talk in a circle. Include VCMs, TBAs, town criers and other such supporters where available.
- Recruit multiple Ambassadors from large settlements with many defaulters.
- Go through the list of defaulters from these settlements. Note which woman from each settlement knows the most defaulters, is vocal, active, and likely has good status/education. Ask who wants to be an ambassador for New Incentives in their village that day, say that it is a representation of somebody who understands the importance of immunization. If you do this well, it will be something that they can be proud about and will want to volunteer.
- Give a realistic understanding of the task to the Ambassador. Ambassadors are only asked to go back to their home settlement and help track beneficiaries that they know already. This is not a large or regular task. There is no need for a transport stipend. The Ambassador gets social recognition. (Ambassadors do not replace VCMs/TBAs that have much more comprehensive tasks, make sure that VCMs/TBAs do not feel discouraged).
- For each Ambassador, write down the names of the defaulters on a piece of paper and hand it out to her. Also read it out loud as many Ambassadors cannot read. This facilitates her follow-up at the settlement.
- Underline the names that you have added to the Ambassador's sheet of paper on the printed list. Example: Ibrahim Sufu - This helps you remember which names might need to be added to the piece of paper in following weeks (in case there are dozens of names).
- Save the phone number of the Ambassador, if applicable, on your phone (including the settlement name).
- Ask the Ambassador to talk to village heads, barbers, butchers, and imams to track down the beneficiaries.
- Steps to take at community: Ambassadors should first seek permission from husbands, then go to community leaders to ask for help, then go house to house. Finally after the tracking they should brief the community leader on the outcome and report refusing husbands. This avoids potential issues from husbands or community leaders.
- Message by Ambassador to defaulters: "Come back and you will get the incentive. There is no punishment!"

## Clinic Daily

The Clinic Daily form is a doForms form that captures everything that happened on a particular immunization day. This goes from immunization services provided by the clinic staff(ex. stockout) to our services (ex. long queue before our payout table).

The form is divided into two sections: you fill out the first questions (about health talk and VVM/expiry checks in the morning), then you save the form as incomplete. At the end of the clinic day, you look up the form under Review / Incomplete and open it again to complete it. The Clinic Daily form has to be submitted on the same day as the immunization day occurs.

*Please find on the next page the full Clinic Daily protocol. Here are a few important hints on how to fill out some of the questions in the protocol.*

- Health Talk: You need to attend every health talk to supervise what the clinic staff say about our program AND to yourself clarify the main messages. Be very specific in your answers in the Clinic Daily form about what the clinic staff might have covered incorrectly and what messages you covered.
- VVM: Here it is very important that you select the vials yourself and randomly. So don't just take vials handed to you by the clinic staff!
- VVM: We don't accept if you frequently select "no vial available for review". It is your job to make sure you have access to the vials.
- Expiry: The same points from VVM apply to the expiry date questions as well. Always select vials yourself and randomly. Always make sure that you get vials of every vaccine for your reviews. The expiry questions wrap up the morning section in the Clinic Daily form.
- VVM and Expiry photos: 1. Always keep the vial in your hand when you check for VVM or expiry date. Don't put it on a table as the vial might fall on the floor. 2. Don't put the vial too close to the camera, otherwise the camera cannot focus properly.
- Last assigned ABAE ID: To get the last assigned ID you check the ID that is still on your sticker sheet and then count one back. Do not simply transcribe the number that is still on the sticker sheet (because it was not assigned yet).
- Refusal: If women are eligible but refuse the transfer, options show up to mark what the reason was. Be very precise here. We need to learn what causes refusals and how often they occur.
- Number of children: Ideally you can use the Daily Attendance Register to count the number of infants served on a particular day.
- Infants not served to avoid wastage: Please clearly distinguish this from similar questions. An example of wastage is when the vaccine is available but the clinic staff does not want to open a 10-dose vial if there are only 3 children. This is different from "vaccine ran out"!
- Vaccines ran out: "Ran out" is defined as a vaccine that was available in the morning but then during the day ran out.

- Vaccines not in stock: “Not in stock” is defined as as a vaccine that was never available during the whole immunization day
- Maximum vaccination age: Be very precise when you ask the clinic staff about the maximum vaccination age. This has many implications on our operations. For example, it is crucial to understand whether BCG is given for up to two weeks or up to one year.
- Comparison of Child Health Card with Child Immunization Register: In our tracking we use both the Child Health Card and Immunization Register. If those sources do not match, we might underestimate the impact of our program. Hence, we ask you to randomly look up two Child Health Cards (from photos in your phone’s gallery) and look up the beneficiaries in the Child Immunization Register and then compare. Were there differences? The photo fields for these two beneficiaries you look up are randomized. So you will not take photos of every beneficiary you look up. Use a sheet of paper to point to the correct row and hide irrelevant information.
- Open questions: In the end you can openly state issues in a few categories. Please use this to state something not covered by the questions above.



## Clinic Daily Protocol

### Purpose

To provide an overview of New Incentives' procedures for:

- Capturing data on program implementation, clinic services, and vaccine supply on every immunization day.

### Data Entry

All data from this protocol is entered using the doForms app and synced to the cloud.

Use 1024px as doForms image settings (Under Settings // Image Scaling).

Morning Section

**Page: Morning**

1. **Clinic Daily**
2. **Auto Number** [Field tag: Auto\_Number] [HIDDEN] Auto-Number (unique ID for form based on 'when collected' number generation)
3. **Start Time** [Field tag: Start\_Time\_Daily] [HIDDEN] Start Time
4. **Today's Date** [Field tag: Todays\_Date\_Daily]  
(automated): Enter the date of the Clinic Daily form you are making a submission for. This is required.
5. **Check-In Time** [Field tag: Check\_In\_Time\_Daily]  
Check-in: What time did you arrive at the clinic today?
6. **State**  
LOOKUP: Enter the state for the Clinic Code
7. **LGA**  
LOOKUP: Enter the Clinic's LGA Name
8. **Clinic Lookup** [Field Tag: Clinic\_Lookup]  
LOOKUP: Enter the four-digit state and clinic code (ex. 1301) -- *ensure that only numbers 1000 to 9999 are accepted.*
9. **Clinic Name** [Field tag: Clinic\_Name]

LOOKUP: Displays clinic name based on state/clinic code

10. **Clinic Name Hidden** [Field tag: Clinic\_Name\_Hidden] [HIDDEN] Clinic Name
11. **Random Number** [Field tag: Random\_Number\_Daily] [HIDDEN] Enter a random number between 0 and 9 (including 0 and 9). Make sure that you pick a different number every immunization day.
12. **Staff Name** [Field tag: Staff\_Name\_Daily] Enter your full name
13. **Staff Lookup** [Field tag: Staff\_Lookup] [HIDDEN] Staff Name Lookup
14. **Resolution Check** [Field tag: Resolution\_Check\_Daily] [HIDDEN] Are your doForms “Image Scaling” settings at 1024 pixels wide?
  - a. Yes
  - b. No → Correct it to 1024 pixels!
    - i. Have you corrected your settings to 1024 pixels wide?
      1. Yes
      2. No → Skip to end of form
15. **Resolution Check II** [Field tag: Resolution\_Check\_II\_Daily]  
ACTION: Have you corrected your settings to 1024 pixels wide?
16. **Storage Check** [Field tag: Storage\_Check\_Daily]  
How much storage do you have left on your device?
  - a. Less than 1GB → report to your supervisor immediately!
  - b. 1-2 GB
  - c. More than 2 GB
17. **ABAE ID Check** [Field tag: ABAE\_ID\_Check\_Daily]  
Do you have the All Babies ID stickers for this particular clinic? (=matching the clinic’s four-digit code) -- *this is to ensure that you don’t issue another clinic’s IDs.*
  - a. Yes
  - b. No → report to your supervisor immediately!
18. [HIDDEN] Select one response question
19. [HIDDEN] Select one response question

- 20. Measles Effectiveness** [Field tag: Hidden\_3\_Daily]  
Many clinic staff accidentally give Measles 1 to children younger than 9 months which makes it ineffective. Calculate the date of today minus 9 months. Then tell the nurses “Please, no infant that was born after - DATE - should receive Measles 1 today. The vaccine will not be as effective if the child is not yet 9 months old.” — Enter the date you shared with the nurses here (enter for example: 28 February 2017). If you did not give the nurses any date, enter 0 and state why you did not alert them.
- 21. Clinic or Outreach** [Field tag: Clinic\_or\_Outreach\_Daily]  
Is this a clinic or outreach day?  
a. Clinic  
b. Outreach  
c. Campaign
- 22. Outreach Location** [Field tag: Outreach\_Location]  
*IF OUTREACH:* Enter the clinic code and select the settlement name where the outreach is conducted. (LOOKUP)
- 23. Health Talk Observed** [Field tag: Health\_Talk\_Observed\_Daily]  
Were you able to observe the health talk?  
a. Yes  
b. No  
i. Why were you not able to observe the health talk? \_\_\_\_\_
- 24. Health Talk Not Observed** [Field tag: Health\_Talk\_Not\_Observed\_Daily]  
Why were you not able to observe the health talk?
- 25. Assessment of Health Talk** [Field tag: Assessment\_Health\_Talk\_Daily]  
What issues did you detect during the health talk given by nurses? (select all that apply and review the full list below before you move to the next question)  
a. COVID-19 Measures and Social Distancing not mentioned  
b. All Babies program not mentioned  
c. Eligibility criteria unclear or wrong  
d. Cash amounts unclear or wrong  
e. Form of payment (immediate payout) unclear  
f. Payout only after vaccination unclear  
g. Payout steps were not detailed (amount per visit and total that can be earned)  
h. Side effect of vaccinations (moderate fever) not mentioned

- i. Other \_\_\_\_\_
  - j. I did not observe any issues with the health talk
- 26. Health Talk Other Issues** [Field tag: Health\_Talk\_Other\_Daily]  
ACTION: Please explain what other issues you observed during the health talk. Be as detailed as possible
- 27. Health Talk Participation** [Field tag: Health\_Talk\_Participat\_Daily] HIDDEN: Did you participate in the health talk to introduce and provide an overview of the CCTs for Immunizations program?
- a. Yes
  - b. No
- 28. Health Talk Topics Mentioned** [Field tag: Health\_Talk\_Topics\_Daily]  
During your participation in the health talk, which aspects of the All Babies program did you cover? Select all that apply.
- a. COVID-19 Measures and Social Distancing
  - b. Goal of All Babies program: protect baby against deadly disease
  - c. Who is eligible for the All Babies program
  - d. Cash transfer amounts in the All Babies program
  - e. When payouts are made (after vaccination) in the All Babies program
  - f. Congratulate caregivers of fully vaccinated infants
- 29. Come early for BCG** [Field tag: Come\_early\_for\_BCG\_Daily]  
During your participation in the health talk, you should mention that infants should be brought to the immunization day the week after delivery, without delay. If the caregiver has to stay at home due to bleeding, she can also ask another caregiver to bring the baby. It is critical that the baby gets BCG as soon as possible after birth. Did you mention BOTH of these items?
- a. I told them to bring babies without delay after birth and mentioned the option for caregivers who need to stay at home due to bleeding
  - b. I was not able to tell them about bringing babies without delay after birth OR I was not able to mention the option for caregivers who need to stay at home due to bleeding
- 30. Instructions for Vaccine Check** [Field tag: Instruction\_Vaccine\_Daily]  
Request to view Vaccine Vial Monitors ([VVMs](#)) and Expiry Dates for the following vaccines used during immunization day. Randomly select vials to inspect them. Ensure that you are not putting the vaccine on your palm. Use 2 fingers to hold the vaccine on the cap only and take a photo, do this quickly and return the vaccine into the vaccine carrier. DO NOT LEAVE THE VACCINE

CARRIER OPEN WHILE INSPECTING OTHER VACCINES. DO NOT TOUCH THE GLASS PART OF THE VIAL.

- a. OK

**31. BCG: VVM** [Field tag: BCG\_VVM\_Daily]

RANDOMLY select one vial of BCG and check the VVM. What stage is the VVM?

- a. Stage 1: Square much lighter than circle (for BCG VVM)
- b. Stage 2: Square somewhat lighter than circle (for BCG VVM)
- c. Stage 3: Square and circle same color (for BCG VVM)
  - i. **BCG VVM 3** [Field tag: BCG\_VVM\_3\_Daily] Is the BCG vaccine still used in this case (VVM Stage 3) even if the vaccine is not expired?
    - 1. Yes
    - 2. No
    - 3. Don't know/ refused to answer
- d. Stage 4: Square darker than circle (for BCG VVM)
  - i. **BCG VVM 4** [Field tag: BCG\_VVM\_4\_Daily] Is the BCG vaccine still used in this case (VVM Stage 4) even if the vaccine is not expired?
    - 1. Yes
    - 2. No
    - 3. Don't know/ refused to answer
- e. Unclear, I cannot interpret the BCG VVM
- f. No vial available for review (select only if absolutely necessary)

**32. BCG VVM Photo** [BCG\_VVM\_Photo\_Daily]

Take a photo of the BCG vial that you just reviewed. Focus on the VVM to obtain a sharp photo.

**33. BCG: Expiration** [Field tag: BCG\_Expiration\_Daily]

Read the expiration date of the BCG vial. Is the vial expired?

- a. No, the vial of BCG I randomly selected is not expired
- b. Yes, the vial of BCG I randomly selected is expired
  - i. **BCG Expired: Date** [Field tag: BCG\_Expired\_Date\_Daily] What is the date of expiration of the BCG?
- c. Unclear, I cannot read the date clearly on the vial of BCG
- d. No vial available for review (select only if absolutely necessary)

**34. BCG Expiration Photo** [Field tag: BCG\_Expiration\_Photo\_Daily]

Take a photo of the BCG expiry date that you just reviewed. Focus on the expiry date to obtain a sharp photo.

- 35. PENTA: VVM** [Field tag: PENTA\_VVM\_Daily]  
RANDOMLY select one vial of PENTA and check the VVM. What stage is the VVM?
- Stage 1: Square much lighter than circle (for PENTA VVM)
  - Stage 2: Square somewhat lighter than circle (for PENTA VVM)
  - Stage 3: Square and circle same color (for PENTA VVM)
    - PENTA VVM 3** [Field tag: PENTA\_VV\_3\_Daily] Is the PENTA vaccine still used in this case (VVM Stage 3) even if the vaccine is not expired?
      - Yes
      - No
      - Don't know/ refused to answer
  - Stage 4: Square darker than circle (for PENTA VVM)
    - PENTA VVM 4** [Field tag: PENTA\_VVM\_4\_Daily] Is the PENTA vaccine still used in this case (VVM Stage 4) even if the vaccine is not expired?
      - Yes
      - No
      - Don't know/ refused to answer
  - Unclear, I cannot interpret the PENTA VVM
  - No vial available for review (select only if absolutely necessary)
- 36. PENTA VVM Photo** [Field tag: PENTA\_VVM\_Photo\_Daily]  
Take a photo of the PENTA vial that you just reviewed. Focus on the VVM to obtain a sharp photo.
- 37. PENTA: Expiration** [Field tag: PENTA\_Expiration\_Daily]  
Read the expiration date of the PENTA vial. Is the vial expired?
- No, the vial of PENTA I randomly selected is not expired
  - Yes, the vial of PENTA I randomly selected is expired
    - PENTA Expired: Date** [Field tag: PENTA\_Expired\_Date\_Daily] What is the date of expiration of the PENTA?
  - Unclear, I cannot read the date clearly on the vial of PENTA
  - No vial available for review (select only if absolutely necessary)
- 38. PENTA Expiration Photo** [Field tag: PENTA\_Expiration\_Photo\_Daily]  
Take a photo of the PENTA expiry date that you just reviewed. Focus on the expiry date to obtain a sharp photo.
- 39. PCV: VVM** [Field tag: PCV\_VVM\_Daily]  
RANDOMLY select one vial of PCV and check the VVM (it is on the cap of the vial!). What stage is the VVM?

- a. Stage 1: Square much lighter than circle (for PCV VVM)
  - b. Stage 2: Square somewhat lighter than circle (for PCV VVM)
  - c. Stage 3: Square and circle same color (for PCV VVM)
    - i. **PCV VVM 3** [Field tag: PCV\_VVM\_3\_Daily] Is the PCV vaccine still used in this case (VVM Stage 3) even if the vaccine is not expired?
      - 1. Yes
      - 2. No
      - 3. Don't know/ refused to answer
  - d. Stage 4: Square darker than circle (for PCV VVM)
    - i. **PCV VVM 3** [Field tag: PCV\_VVM\_4\_Daily] Is the PCV vaccine still used in this case (VVM Stage 4) even if the vaccine is not expired?
      - 1. Yes
      - 2. No
      - 3. Don't know/ refused to answer
  - e. Unclear, I cannot interpret the PCV VVM
  - f. No vial available for review (select only if absolutely necessary)
- 40. PCV VVM Photo** [Field tag: PCV\_VVM\_Photo\_Daily]  
Take a photo of the PCV vial that you just reviewed. Focus on the VVM to obtain a sharp photo.
- 41. PCV: Expired** [Field tag: PCV\_Expiration\_Daily]  
Read the expiration date of the PCV vial. Is the vial expired?
- a. No, the vial of PCV I randomly selected is not expired
  - b. Yes, the vial of PCV I randomly selected is expired
    - i. **PCV Expired: Date** [Field tag: PCV\_Expired\_Date\_Daily] What is the date of expiration of the PCV?
  - c. Unclear, I cannot read the date clearly on the vial of PCV
  - d. No vial available for review (select only if absolutely necessary)
- 42. PCV Expiration Photo** [Field tag: PCV\_Expiration\_Photo\_Daily]  
Take a photo of the PCV expiry date that you just reviewed. Focus on the expiry date to obtain a sharp photo.
- 43. Measles VVM** [Field tag: Measles\_VVM\_Daily]  
RANDOMLY select one vial of Measles and check the VVM (it is on the cap of the vial). What stage is the VVM?
- a. Stage 1: Square much lighter than circle (for Measles VVM)
  - b. Stage 2: Square somewhat lighter than circle (for Measles VVM)

- c. Stage 3: Square and circle same color (for Measles VVM)
    - i. **Measles VVM 3** [Field tag: Measles\_VVM\_3\_Daily] Is the Measles vaccine still used in this case (VVM Stage 3) even if the vaccine is not expired?
      - 1. Yes
      - 2. No
      - 3. Don't know/ refused to answer
  - d. Stage 4: Square darker than circle (for Measles VVM)
    - i. **Measles VVM 4** [Field tag: Measles\_VVM\_4\_Daily] Is the Measles vaccine still used in this case (VVM Stage 4) even if the vaccine is not expired?
      - 1. Yes
      - 2. No
      - 3. Don't know/ refused to answer
  - e. Unclear, I cannot interpret the Measles VVM
  - f. Cap of Measles vial with VVM cannot be found
  - g. No vial available for review (select only if absolutely necessary)
- 44. Measles VVM Photo** [Field tag: Measles\_VVM\_Photo\_Daily]  
Take a photo of the Measles vial that you just reviewed. Focus on the VVM to obtain a sharp photo.
- 45. Measles: Expired** [Field tag: Measles\_Expired\_Daily]  
Read the expiration date of the Measles vial. Is the vial expired?
- a. No, the vial of Measles I randomly selected is not expired
  - b. Yes, the vial of Measles I randomly selected is expired
    - i. **Measles Expired: Date** [Field tag: Measles\_Expired\_Date\_Daily] What is the date of expiration of the Measles?
  - c. Unclear, I cannot read the date clearly on the vial of Measles
  - d. No vial available for review (select only if absolutely necessary)
- 46. Measles Expiration Photo** [Field tag: Measles\_Expiration\_Photo\_Daily]  
Take a photo of the Measles expiry date that you just reviewed. Focus on the expiry date to obtain a sharp photo.
- 47. RANDOMLY** select one vial of Rota and check the VVM (it is on the cap of the vial). What stage is the VVM?
- a. Stage 1: Square much lighter than circle (for Rota VVM)
  - b. Stage 2: Square somewhat lighter than circle (for Rota VVM)
  - c. Stage 3: Square and circle same color (for Rota VVM)



- i. Is the Rota vaccine still used in this case (VVM Stage 3) even if the vaccine is not expired?
      - 1. Yes
      - 2. No
      - 3. Don't know/ refused to answer
  - d. Stage 4: Square darker than circle (for Rota VVM)
    - i. Is the Rotavirus vaccine still used in this case (VVM Stage 4) even if the vaccine is not expired?
      - 1. Yes
      - 2. No
      - 3. Don't know/ refused to answer
  - e. Unclear, I cannot interpret the Rota VVM
  - f. Cap of Rota vial with VVM cannot be found
  - g. No vial available for review (select only if absolutely necessary)
- 48. Take a photo of the Rota vial that you just reviewed. Focus on the VVM to obtain a sharp photo.
- 49. Read the expiration date of the Rota vial. Is the vial expired?
  - a. No, the vial of Rota I randomly selected is not expired
  - b. Yes, the vial of Rota I randomly selected is expired
    - i. What is the date of expiration of the Rota?
  - c. Unclear, I cannot read the date clearly on the vial of Rota
  - d. No vial available for review (select only if absolutely necessary)
- 50. Take a photo of the Rota expiry date that you just reviewed. Focus on the expiry date to obtain a sharp photo.
- 51. **Review all vaccine vials** *[If Stage 3 or Stage 4 is selected for any vaccine]* Request the clinic staff to go through and review all the vaccine vials to ensure that there are no expired vaccine vials. Was this done?
  - a. Yes, this was done by the clinic staff
  - b. No, the clinic staff refused to do this
- 52. **Total Stage3 or Stage4 vials identified***[If "Yes, this was done by the clinic staff" was selected in the previous question]* Enter the total number of Stage 3 or Stage 4 vials that were identified.
  - a. Enter number (data validation for integer)

53. **Discarded Vials***[If any number other than 0 is entered for the above question]* How many of these were discarded? The clinic staff should be requested to discard all expired vaccine vials.
- Enter number(data validation for integer)
54. **Hidden Up Choose One** [Field tag: Hidden\_Up\_Choose\_One\_Daily]
55. Hidden Single Choice [Field tag: Hidden\_4\_Daily]
56. Hidden Single Choice [Field tag: Hidden\_5\_Daily]
57. **Hidden Up Multiple** [Field tag: Hidden\_Up\_Multiple\_Daily]
58. Look at all available vials and check whether any of them were opened before this morning (on another day). How many vials were opened before today? Enter a number. Example: 1 = one vial was opened on an earlier immunization day, not today.
59. Select the vaccines whose vials were opened before today. You can select multiple if different vaccines had vials that were opened before today. Example: if you select PCV this means that there were 1 or more PCV vials that were opened on an earlier immunization day, not today.
- BCG (Tuberculosis)
  - OPV (Polio)
  - IPV (Polio)
  - Hepatitis B
  - PENTA
  - PCV (Pneumococcal)
  - Measles
  - Yellow Fever
  - Other
60. **End of Morning Section** [Field tag: End\_of\_Morning\_Section]  
This question ends the morning section. Save the form as incomplete by pressing on the “Save as incomplete” button. Between noon and 1pm, go to Incomplete Forms to reopen this record.
- OK
61. [Field tag: Save\_as\_incomplete\_Daily] Save as Incomplete button

#### Midday Section

62. Hidden Single Choice

63. Hidden Single Choice
64. Hidden Text
65. **Midday Prompt Section** [Midday\_Section\_Prompt]  
Between noon and 1pm, choose a good moment to leave the disbursement desk, keep all valuables on yourself and walk around the clinic to answer the following questions.
- a. I filled out the midday section between noon and 1pm
  - b. I was late but was able to fill this section out before 2pm
  - c. I was not able to fill out the midday section
66. **Midday Time Stamp** [Field tag: Midday\_Time\_Stamp] Hidden Date/time stamp
67. **Nr Waiting Registration** [Field tag: Nr\_Waiting\_Registration]  
How many caregivers are waiting right now to get their infant registered for the vaccinations (in the queue for Child Health Card / Child Immunization Register)?
68. **Nr Waiting Vaccination** [Field tag: Nr\_Waiting\_Vaccination]  
How many caregivers are waiting right now to get their infant vaccinated (were already registered earlier)?
69. **Nr Waiting Total** [Field tag: Nr\_Waiting\_Total]  
CALCULATED: The total number of caregivers waiting (for registration and vaccination) is:
70. **Waiting Reasons** [Field tag: Waiting\_Reasons]  
What are the reasons that so many caregivers are waiting? Select all that apply.
- a. Registration started late
  - b. Vaccinations started late
  - c. Turnout higher than normal
  - d. Less RI staff than normal
  - e. Clinic is always overwhelmed with this turnout
  - f. Not applicable: nobody or only very few waiting
71. **Nr Left** [Field tag: Nr\_Left]  
How many caregivers had left by midday without vaccinating their infants because of the waiting time? Enter 0 if none of the caregivers had left. Enter 99 if the answer is unclear. (Only count caregivers that will not return on the same day. Do not count caregivers that only briefly leave the

clinic but return for the infant's vaccination).

**72. Left Reasons** [Field tag: Left\_Tag]

[Show question only if answer to 54 is not 0] What are the reasons that caregivers left without vaccinating their infants? Select all that apply.

- a. Waiting time seemed too long
- b. Nurse told them to come back another time (daily maximum of infants)
- c. Vaccinations not available
- d. Child Health Cards not available
- e. Left because not eligible for cash transfer

**73. Use of Gold Pen** [Field tag: Use\_of\_Gold\_Pen]

Observe each infant getting vaccinated. How did the nurses use the gold pen? Remind them to always use the gold pen but only after the vaccination took place (not during registration!).

- a. Gold pen is used during registration (wrong)
- b. Gold pen is used right after vaccination (correct)
- c. Gold pen is not used (wrong)

**74. Staff Providing RI Services** [Field tag: Staff\_Provising\_RI\_Services]

How many paid and unpaid staff are providing immunization services right now? (total = those registering AND those vaccinating)

**75. Staff Injecting Immunizations** [Field tag: Staff\_Injecting\_Immunizations]

How many paid and unpaid staff are giving injections (vaccinating) and filling out the CIR and Tally Sheet right now? (only vaccinators).

**76. Clinic Staff Name** Enter name(s) of clinic staff filling out the CIR.

**77. RI Staff Table** [Field tag: RI\_Staff\_Table]

How many staff of what type work on immunization services right now? (Fixed Staff = permanent employee like nurse, Casual Workers = make around N10,000 per month, Unpaid Volunteers = are not regularly paid)

Fixed Staff	Casual Worker	Unpaid Volunteer	Other

78. [HIDDEN] Select one response question
79. [HIDDEN] Text
80. [HIDDEN] Select one response question
81. **End Midday Section** [Field tag: End\_Midday\_Section] This question ends the midday section. Save the form as incomplete by pressing on the “Save as incomplete” button. In the evening, go to Incomplete Forms to reopen this record.  
a. OK
82. [Field tag: Midday\_Save] Save as Incomplete button

### Evening Section

83. [HIDDEN] Select one response question
84. [HIDDEN] Text
85. **Time Last Vaccinated** [Field tag: Time\_Last\_Vaccinated\_Daily]  
At approximately what time did the nurses vaccinate the last child today?
86. **Last Assigned ABAE ID** [Field tag: Last\_Assigned\_ABAE\_ID\_Daily]  
Enter the LAST used/assigned All Babies ID from today’s visit that you find on the sticker sheet. (note: the last assigned All Babies ID is not on your sticker sheet anymore) -- *only numbers 100000000 to 999999999 are accepted*
87. **Skipped ABAE ID** [Field tag: Skipped\_ABAE\_ID\_Daily] HIDDEN: Were there any All Babies IDs you accidentally skipped today? If yes, please enter the ID and explain why this occurred.
88. **Materials Reminder** [Field tag: Materials\_Reminder\_Daily]  
Inform your manager if you have only 500 All Babies cards and less than 10 sticker sheets for that clinic left.  
a. Have more left  
b. Need more cards and stickers -- Inform Supervisor Immediately by email!
89. **Pen Colour for Vaccine Indicator** [Field tag: Pen\_Colour\_Vaccine\_Daily] HIDDEN Which pen color did the nurse use today to indicate that a vaccine was given?

- 90. Pen Colour for Incentive Paid Indicator** [Field tag: Pen\_Colour\_Incentive\_Paid\_Daily] HIDDEN  
Which pen color did you use today to indicate that an incentive was given?
- 91. Pens Collected** [Field tag: Pens\_Collected\_Daily]  
Did you take both vaccine indicator pens back to keep them safely until next week?
- a. Yes, I obtained both pens
  - b. No, I made a mistake and one of the pens was not obtained
  - c. No, I made a mistake and forgot both pens
- 92. Number Tags Colour** [Filed tag: Number\_Tags\_Colour] HIDDEN: What color of number tags did you use today? (The number tags are used to manage the crowd)
- a. Red
  - b. Orange
  - c. Yellow
  - d. Green
  - e. Blue
  - f. Purple
- 93. Refusals** [Field tag: Refusals\_Daily]  
How many caregivers refused the incentive today? If none, enter 0.
- 94. Refusals Reasons** [Field tag: Refusals\_Resons\_Daily]  
*IF GREATER THAN 0:* Select all reasons that were applicable.
- a. Suspicious to receive money for free vaccinations
  - b. Against photographs
  - c. Did not give consent to collect data
  - d. Fear of stigma
  - e. Religious beliefs
  - f. Needs permission from partner
  - g. Doesn't want the money
  - h. Other \_\_\_\_\_
  - i. Don't know/ refused to answer
- 95. Other Reason Explanation** [Filed tag: Other\_Reason\_Explanation\_Daily]  
Please explain the other reasons that mothers/caretakers who refused the incentive shared today?
- 96. Number Children Attended** [Field tag: Number\_Children\_Attended\_Daily]

How many children attended today? (=total of children that got vaccinated today, not only those enrolled in the All Babies program). Use the Daily General Attendance Register if available. You can also use the All Babies numbered tags handed out to caregivers. Count yourself, do NOT rely on the nurse.

- 97. Source Children Attended** [Field tag: Source\_Children\_Attended] Which source did you use to answer the previous question (“How many children attended today?”)?
- Daily General Attendance Register
  - All Babies numbered tags
  - Nutrition and Growth Monitoring Information Register
  - Immunization Tally Sheet
  - Child Immunization Register
  - Other \_\_\_\_\_
- 98. Other Source Children Attended** [Field tag: Other\_Source\_Children\_Attended]  
Which source did you use to answer the previous question (“How many children attended today?”)?
- 99. Turnout Today** [Field tag: Turnout\_Today] How would you assess the turnout of infants that got vaccinated (all that got vaccinated, not only those enrolled in the All Babies program) at this clinic today?
- Higher than average
  - Average
  - Lower than average
- 100. Turnout Today Notes** [Field tag: Turnout\_Today\_Notes]  
Why was the turnout of infants vaccinated today lower/higher than on a usual immunization day at this clinic?
- 101. Outside Catchment** [Outside\_Catchment] ASK clinic staff: “What is your guess on how many women came from outside the catchment area?” (Outside the catchment area = a settlement not on your catchment area list).
- None
  - Few
  - Half
  - Most
  - All
  - Unclear

**102. All Children Served** [Field tag: All\_Children\_Served\_Daily]

Were all caregivers/infants served today or did the immunization day end prematurely (e.g. no time; ran out of vaccines)?

- a. All served
  - b. Not all served
    - i. **Nr Children Not Served** [Field tag: Nr\_Childre\_Not\_Served\_Daily] how many caregivers were not served, i.e. sent home without receiving incentives?
- 

**103. Reasons Not Served** [Field tag: Reasons\_Not\_Served\_Daily]

*IF NOT ALL SERVED* Why did the immunization day end prematurely? Only select “Other” if one of the options provided does not match the primary reason for Infants not getting served.

- i. Stockout or runout of one or more vaccines [*underlying value: Nurses ran out of incentivized vaccines*]
- ii. Stockout or runout of non-vaccine supplies (Child Health Cards, syringes, diluent, etc.) [*underlying value: Nurses ran out of Child Health Cards*]
- iii. Ran out of cash [*underlying value: Field Officer ran out of cash*]
- iv. Ran out of ABAE stickers or ABAE cards [*underlying value: Ran out of ABAE stickers/labels*]
- v. Infant ineligible for the program
- vi. Nurses were unable to serve all women due to high volume
- vii. Nurses decided to end clinic day much earlier than usually (unclear reason)
- viii. *Other*

**104. Reasons Not Served Other** [Field Tag: Reasons\_Not\_Served\_Other\_Daily]

ACTION: Describe why the immunization day ended prematurely.

**105. Vial Not Opened** [Field tag: Vial\_Not\_Opened\_Nr\_Daily]

Were some caregivers/infants not served today because the nurses refused to open a new vial as there were “not enough” infants (Example: BCG nurse refused to open 10-20 dose vial for 2 beneficiaries)?

- a. All served
- b. Not all served
  - i. **Vial Not Opened Nr** [Field tag: Vial\_Not\_Opened\_Nr\_Daily] How many caregivers were not served because nurses did not want to open a vial?
  - ii. **Vial Not Opened Which** [Field tag: Vial\_Not\_Opened\_Which\_Daily] Which vaccine did the nurses not want to open to avoid waste?



- 106. Clinic Staff SMS Ask:** Has the clinic staff sent the SMS of the today's sessions
- a. Yes
  - b. No (Ask clinic staff to send the data of the session to SMS server, ask them to send even if there is no network it will get sent once they are in a network area)
- 
- 107. Ran Out of Cash** [Ran\_Out\_of\_Cash\_Daily] HIDDEN: Did you have to get more funds from the ATM during the day as you ran out of money?
- a. Yes, I had to get more funds from ATM
  - b. No, I had sufficient funds
- 108.** [HIDDEN] At what time did you start disbursements today?
- 109.** [HIDDEN] At what time did you end disbursements today?
- 110.** [HIDDEN] (Automated calculation of number of hours)
- 111. Suggestions on Child Health Card** [Field tag: Suggestions\_on\_Child\_Health\_Card] HIDDEN: Did you need to make any suggestions to the clinic staff regarding the Child Health Cards today? Select the choices for which you had to make suggestions to the clinic staff during the day:
- a. Vaccines given were not highlighted with gold pen on Child Health Cards
  - b. Gold pen was used at registration desk instead after actual vaccination
  - c. Address/settlement was not recorded on Child Health Cards
  - d. Clinic name was not recorded on Child Health Cards
  - e. Phone number was not recorded or wrong on Child Health Cards
  - f. Date of Birth was wrong on Child Health Card
  - g. Date of Immunization was wrong on Child Health Card
  - h. Next visit date missing
  - i. I did not need to request for any quality changes today
  - j. Other \_\_\_\_\_
- 112. Child Health Cards Other Issues** [Field tag: Child\_Health\_Card\_Other\_Daily]

Please explain what other issues you observed with the Child Health Cards. Be as detailed as possible.

- 113.** **Nr Lost Child Health Cards** [Field tag: Nr\_Lost\_Child\_Health\_Cards] HIDDEN AS OLD  
QUESTION: How many beneficiaries lost their Child Health Cards today and required new ones?  
Enter 0 for none.
- 114.** HIDDEN: How many beneficiaries reported losing their All Babies Card and received a replacement All Babies Card? Enter 0 for none.
- 115.** HIDDEN: How many beneficiaries lost their Child Health Card and required a new one? These are beneficiaries that got a cash transfer because they had their All Babies card and they were found in the Child Immunization Register. Enter 0 for none.
- 116.** HIDDEN Numeric
- 117.** HIDDEN Text
- 118.** HIDDEN: How many beneficiaries reported losing their Child Health Card and were issued a new CHC but were NOT confirmed in the CIR (this means they should not have received any cash transfers)? Enter 0 for none.
- 119.** HIDDEN Numeric
- 120.** HIDDEN Text
- 121.** HIDDEN: How many beneficiaries reported losing BOTH their Child Health Card and the All Babies Card (this means they had no verifiable All Babies ID and so should not have received any cash transfers)? Enter 0 for none.
- 122.** HIDDEN: IF previous question greater than 0: What reasons did the beneficiaries give for having lost both Child Health Card and All Babies card?
- 123.** HIDDEN Numeric
- 124.** HIDDEN Text

125. **HIDDEN Choose One**
126. **Child Health Card Availability** [Field tag: Child\_Health\_Card\_Availability]  
Did this clinic have issues with the availability of Child Health Cards today?
- a. Yes, Child Health Cards ran out during the day
  - b. Yes, Child Health Cards not available since morning (stockout)
  - c. No, enough Child Health cards were available
127. **Child Health Card Stock** [Field tag: Child\_Health\_Card\_Stock]  
How many Child Health Cards does the clinic approximately have in stock for the next immunization day? Enter 0 for none, enter 99 for unclear. -- If less than 100, encourage the RI Focal Point to get additional Child Health Cards.
128. **Staff Next Imm Day** [Field tag: Staff\_Next\_Imm\_Day] **HIDDEN:** How many clinic staff will be working on the next immunization day? (Example: 2 = two staff will be working on immunizations on the next immunization day)
129. **Warning Staff Next Imm Day** [Warning\_Staff\_Next\_Imm\_Day] **HIDDEN:** *PROMPT IF LESS THAN NR WORKING TODAY:* SAY: "Ensure that you have the same number of staff working on routine immunizations next time as today or more."
- a. I asked them to have sufficient staff on the next immunization day
  - b. I was not able to ask them about sufficient staff for the next immunization day
130. **Angry Beneficiaries** [Field tag: Angry\_Beneficiaries]  
How many caregivers whose infants were not eligible for this program got angry today? Enter 0 for none, 99 for unclear. (Example: 3 = three caregivers got angry because they were not eligible)
131. **Check Register** [Field tag: Nr\_Check\_Register\_Daily]  
How many times did you have to check an infant's information on the Child Health Card in the Child Immunization Register? If you had to check 5 Child Health Cards in the register, enter 5.
132. **Check Register Reasons** [Field tag: Check\_Register\_Reasons\_Daily] What were the reasons that you checked an infant's information on the Child Health Card in the Child Immunization Register?
- a. Beneficiary required new Child Health Card at 9-month visit
  - b. Beneficiary required new Child Health Card before 9-month visit
  - c. ABAE ID sticker looks suspicious (ex. stamp missing)
  - d. Confirm Date of Birth, Phone number, or other details
  - e. Beneficiary visited before the assigned Next Visit Date

f. Other \_\_\_\_\_

**133. Check Register Reasons Other** [Field tag: Check\_Register\_Reasons\_O\_Daily]

**134. Fraud Check** [Field tag: Fraud\_Check]

Did you note any attempts at potentially compromised/fraudulent behavior from either a beneficiary or clinic nurses? [we use this to constantly evolve our program, and things you witness might be happening at other clinics too]

- a. Yes \_\_\_\_\_
- b. No

**135. Fraud Check Notes** [Field tag: Fraud\_Check\_Notes\_Daily]

What attempts for Fraudulent behavior did you observe?

**136. Card Fraud** [Field tag: Card\_Fraud\_Daily]

Are there any indications that caregivers intentionally lose or alter Child Health Cards trying to game the program?

- a. Yes \_\_\_\_\_
- b. No

**137. Card Fraud Notes** [Field tag: Card\_Fraud\_Notes\_Daily]

What indications do you have for lost or altered Child Health Cards?

**138. Length of Queue** [Field tag: Length\_of\_Queue\_Daily]

What was the highest number of caregivers that were waiting in front of the disbursement desk at a time? (ex.. write 7 if at the busiest time of the day there were 7 waiting in the line). If you work at a clinic with two All Babies staff, only consider the waiting line for one person (ex. if 10 staff are waiting in front of a disbursement desk with two All Babies staff, write 5, as each staff member has a waiting line of five caregivers)

**139. Long Queue Explanation** [Field tag: Long\_Queue\_Explanation\_Daily]

[If greater than or equal 7] Why was the number of caregivers waiting so high? Please explain in detail.

**140. Security Situation** [Field tag: Security\_Situation] How would you rate the security situation on the way or around this clinic?

- a. No security issues
- b. Some security issues, but fine to operate during daytime \_\_\_\_\_

- c. Serious security issues, but fine to operate during daytime \_\_\_\_\_
- d. No Go Zone, cannot even operate during daytime \_\_\_\_\_

**141. Security Issues Notes** [Field tag: Security\_Issues\_Notes]

Describe the serious security issues at the clinic.

**142.** [Field tag: Hidden\_15] Hidden Select One

**143.** [Field tag: Hidden\_16] Hidden Text

**144. Child Immunization Register** [Field tag: Child\_Imm\_Register\_Daily]

Was the Child Immunization Register used today and is up-to-date?

- a. Yes
- b. No (inform manager!)
  - i. **Child Immunization Register Issue** [Field tag: Child\_Imm\_Register\_Issue\_D]  
Please describe in detail why the Child Immunization Register is not to up-to-date.

**145. Immunization Tally Sheet** [Field tag: Immunization\_Tally\_Shee\_Daily] Does this clinic use the Facility Daily Immunization Tally Sheet?

- a. Yes
- b. No (inform manager!)

**146. Tagging System** [Field tag: Tagging\_System\_Daily] Did this clinic use the All Babies Numbered Tags system to manage the queue today?

- a. Yes
- b. No

**147. Vaccines Ran Out** [Field Tag Vaccines\_Ran\_Out\_Daily]

Which vaccines were available in the morning but then ran out during the immunization day (for vaccines that were out of out stock from the start, use the next question. Do NOT select this if vial was available but not opened to prevent “wastage”) Select all vaccines that ran out during the immunization day below:

- a. Not applicable: no vaccines ran out during the day
- b. BCG (Tuberculosis)
- c. OPV (Polio)
- d. IPV (Polio)
- e. Hepatitis B
- f. PENTA

- g. PCV (Pneumococcal)
- h. Rota
- i. Measles
- j. Meningitis A
- k. Yellow Fever
- l. Other \_\_\_\_\_

**148. Other Vaccine Ran Out** [Field tag: Other\_Vaccine\_Ran\_Out\_Daily]

Which other vaccines ran out during the day?

**149. Vaccine Stockouts** [Field tag: Vaccine\_Stockouts\_Daily]

Which vaccines were out of stock today according to the Facility Daily Immunization Tally Sheet or your observations? Confirm a potential stockout with a nurse as no vaccines tracked might in rare cases also mean that no child needed this particular vaccine. (Select all that apply)

- a. Not applicable: no vaccines were out of stock
- b. BCG (Tuberculosis)
- c. OPV (Polio)
- d. IPV (Polio)
- e. Hepatitis B
- f. PENTA
- g. PCV (Pneumococcal)
- h. Rota
- i. Measles
- j. Meningitis A
- k. Yellow Fever
- l. Other \_\_\_\_\_

**150. Other Vaccine Out of Stock** [Field tag: Other\_Vaccine\_Stockout\_Daily]

Which other vaccines were out of stock?

**151. Vials Heat Exposed** [Field tag: Vials\_Heat\_Exposed\_Daily]

How many vaccine vials did you have to throw away today because of heat-exposure (VVM stage 3 or stage 4)? If you enter 1, this means that one vial had to be thrown away due to heat-exposure.

**152. Outreach Next Visit Daily** [Field tag: Outreach\_Next\_Visit\_Daily]

*IF OUTREACH:* Were the women asked to come back to the next clinic day OR outreach day?  
Answer based on the “next visit” dates on the Child Health Cards. e.g. if all dates were upcoming outreach days select “On the next outreach day”.

- a. On the next clinic day
- b. On the next outreach day
- c. Mix of next clinic day and next outreach day

**153. Upcoming Outreach** [Field tag: Upcoming\_Outreach\_Daily]

Does the clinic have any upcoming outreach date (that it is prepared and actively planning to conduct)?

- a. Yes
- b. No

**154. Outreach Date** [Field tag: Outreach\_Date\_Daily]

[If yes] When does the clinic plan to conduct the next outreach? (date)

**155.** [If yes] Enter the clinic code and select the settlement name where the next outreach is conducted. (LOOKUP)

**156. BCG Max Age** [Field tag: BCG\_Max\_Date]

ASK: “What is the maximum age for which you gave the BCG vaccine today?” (this means that infants beyond these ages would be denied the vaccination)? (e.g. if BCG is not given to infants above 2 weeks, then select “Not older than 2 weeks”). -- DEMAND THAT BCG IS GIVEN UP TO 1 YEAR AGE AT THIS CLINIC --

- a. Vaccine never given at this clinic
- b. Not older than 24 hours
- c. Not older than 2 weeks
- d. Not older than 11-12 months (1 year)
- e. Not older than 23-24 months (2 years)
- f. Not older than 5 years
- g. Other (only select in rare cases!)

**157. Measles Max Age** [Field tag: Measles\_Max\_Age]

ASK: “What is the maximum age for which you gave the Measles vaccine today?” (this means that infants beyond these ages would be denied the vaccination)? (e.g. if Measles is not given to infants above 2 weeks, then select, “Not older than 2 weeks”).

- a. Vaccine never given at this clinic
- b. Not older than 24 hours
- c. Not older than 2 weeks

- d. Not older than 11-12 months (1 year)
  - e. Not older than 23-24 months (2 years)
  - f. Not older than 5 years
  - g. Other (only select in rare cases!)
- 158.** ASK Clinic Staff: “Does the Clinic provide Ready-to-Use Therapeutic Food (RUTF) to children?”
- a. Yes
    - i. [When the answer is Yes - Enter a number] How many units of Ready to Use Therapeutic Foods were provided to caregivers today?
  - b. No
- 159.** ASK Clinic Staff: “Does the Clinic provide Oral Rehydration Solution (ORS) for treatment of diarrhea?”
- a. Yes, the Clinic provides ORS
  - b. No, the Clinic does not provide ORS
- 160.** ASK Clinic Staff: “Does the Clinic currently have Oral Rehydration Solution (ORS) in stock and available for use?”
- a. Yes, ORS is available
  - b. No, ORS is not available
- 161.** ASK Clinic Staff: “Does the Clinic currently have BOTH of the medications co-administered with ORS: zinc and amoxicillin in stock available for use?”
- a. Both zinc and amoxicillin are available
  - b. Either zinc or amoxicillin is not available
  - c. Neither are available
- 162. Card Check Prompt** [Field tag: Card\_Check\_Prompt]  
Go to the Gallery on your phone. Find photos from today. Randomly select photos of the Child Health Card for two infants from TODAY. Compare those two records against the Child Immunization Register.
- a. OK
  - b. Child Immunization Register not available for review (do not normally select!) → SKIP
- 163. Child 1 ABAE ID** [Field tag: Child\_1\_ABAE\_ID\_Daily]  
: Enter ABAE ID from sticker on Child Health Card
- 164. Child 1 Found** [Field tag: Child\_1\_Found\_Daily]  
Did you find the child in the Child Immunization Register?



- a. Yes
- b. No (after careful review)

**165. Child 1 Photo** [Field tag: Child\_1\_Photo\_Daily]

Take a photo of the Child Immunization Register entry of that child. Make sure that the full vaccination history is visible. Put a paper below the row with the child's vaccination history to hide all irrelevant information. -- Use the next photo field to capture both sides of the Child Immunization Register.

**166. Child 1 Photo II** [Field tag: Child\_1\_Photo\_II] Child 1: Photo 2

**167. Child 1 Today** [Field tag: Child\_1\_Today\_Daily]

Did the dates for today's vaccinations match? (Example: if BCG was given today, 5 July, according to the Child Health Card, does the Child Immunization Register also list BCG as given on 5 July?)

- a. Yes
- b. No (after careful review)

**168. Child 1 Missing** [Field tag: Child\_1\_Missing\_Daily]

Were some vaccinations missing? (Example: PENTA1 is only listed in one of the two sources)

- a. Yes, missing in the Child Immunization Register
- b. Yes, missing in the Child Health Card
- c. No (after careful review)

**169. Child 1 Other** [Field tag: Child\_1\_Other\_Daily]

Which other issues did you encounter? Enter 0 for none.

**170. Child 2 ABAE ID** [Field tag: Child\_2\_ABAE\_ID\_Daily]

Enter ABAE ID from sticker on Child Health Card

**171. Child 2 Found** [Field tag: Child\_2\_Found\_Daily]

Did you find the child in the Child Immunization Register?

- a. Yes
- b. No (after careful review)

**172. Child 2 Photo** [Field tag: Child\_2\_2Photo\_Daily]

Take a photo of the Child Immunization Register entry of that child. Make sure that the full vaccination history is visible. Put a paper below the row with the child's vaccination history to hide

all irrelevant information. -- Use the next photo field to capture both sides of the Child Immunization Register.

**173. Child 2 Photo II** [Field tag: Child\_2\_Photo\_Daily\_II] Child 2: Photo 2

**174. Child 2 Today** [Field tag: Child\_2\_Today\_Daily]

Did the dates for today's vaccinations match? (Example: if BCG was given today, 5 July, according to the Child Health Card, does the Child Immunization Register also list BCG as given on 5 July?)

- a. Yes
- b. No (after careful review)

**175. Child 2 Missing** [Field tag: Child\_2\_Missing\_Daily]

Were some vaccinations missing? (Example: PENTA1 is only listed in one of the two sources)

- a. Yes, missing in the Child Immunization Register
- b. Yes, missing in the Child Health Card
- c. No (after careful review)

**176. Child 2 Other** [Field tag: Child\_2\_Other\_Daily]

Which other issues did you encounter? Enter 0 for none.

**177.** Enter the number of vaccines provided today from the Immunization Tally Sheet. Count the number of vaccines yourself, do NOT rely on counts and summaries by clinic staff. Hint: If all the circles in one row are crossed, that means 5 vaccines.

- a. OK
- b. Tally Sheet not available (only select if absolutely necessary!)

Table:

- a. BCG
- b. PENTA 1
- c. PCV 1
- d. Rota 1
- e. PENTA 2
- f. PCV 2
- g. Rota 2
- h. PENTA 3
- i. PCV 3
- j. Rota 3
- k. Vitamin A

- l. Measles 1
- m. Measles 2

178. Hidden select multiple

179. **Report of Issues: Supply** [Field tag: Report\_of\_Issues\_Supply] HIDDEN: Did you notice anything particular or problematic regarding the vaccine and Child Health Card supply today? (0 = no) Please think hard.

180. **Report of Issues: Immunization Staff** [Field tag: Report\_Issues\_Staff\_Daily] HIDDEN: Did you notice anything particular or problematic in the relationship with nurses, cold chain or any other local immunization staff today? (0 = no) Please think hard.

181. Enter the number of vaccines provided in the previous three immunisation days from the Immunization Tally Sheet. Count the number of vaccines yourself, Provide the total Immunizations for each day. Hint: If all the circles in one row are crossed, that means 5 vaccines.

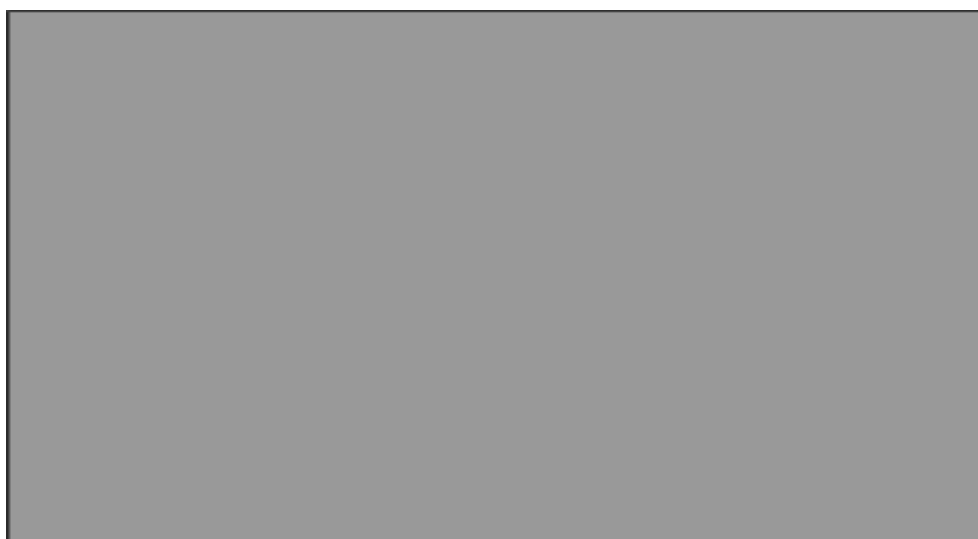
Date	Type of Immunisation Day	Number of Immunisations
------	--------------------------	-------------------------

182. Photo of immunization register: Take a photo of the most recent page of Immunisation register, in landscape, covering the whole page (if the register is long take photo of only the left page)

*Guidelines in taking photo:*

**1. Single photo is enough, Additional photo not needed**

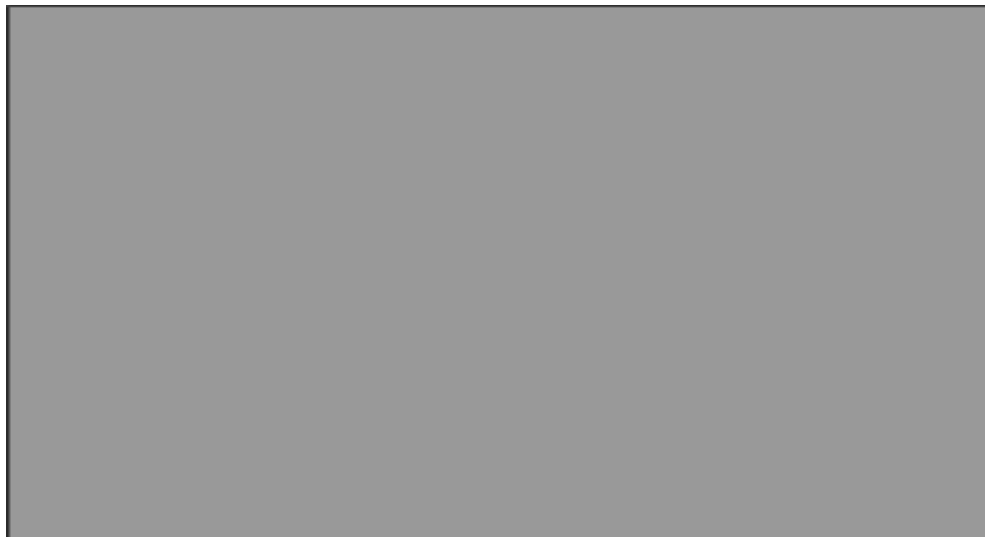
Rationale: Single photo covers the whole tally sheet, all data is clearly visible.



**2. An additional photo of the register is needed as a single photo cannot cover the whole register.**



Additional photo of the right side of the Register



- 183.** Additional Photo of immunization register: Take photo of the right side of most recent page in Immunisation register (if the register is long)
- 184.** ASK Clinic Staff: Were there any other immunization days that were conducted in the past couple of weeks but not reported in this data source?
- a. No, I asked the nurse and there weren't any others
  - b. Yes, there were immunisation days that were not recorded in the Tally sheet
  - c. Don't know, was unable to ask the nurse)

185. [If yes to previous question]

Date	Type of Immunisation Day	Number of Immunisations
------	--------------------------	-------------------------

186. **Report of Issues: Mothers/Caretakers** [Field tag: Report\_Issues\_Mothers\_Daily]

Did you notice anything particular or problematic in the relationship with caregivers, supply, relationship between nurses, cold chain and other local immunization staff, immunization services, or is there something else that you would like to communicate to your Manager? (0 = no) Please think hard.

187. **Rating Imm Services** [Field tag: Rating\_Imm\_Services] HIDDEN: How would you rate immunization services at this clinic today? (staffing, availability of vaccines and Child Health Cards, ability to handle infant turnout). Never select "Very Good" or "Good" if many caretakers were not served or vaccinations / Child Health Cards were not available.

- a. Very Good
- b. Good
- c. Satisfactory
- d. Poor
- e. Very Poor

188. **Rating Imm Services Notes** [Field tag: Rating\_Imm\_Services\_Notes] HIDDEN: Describe your rating of immunization services today.

189. **Suggestion** [Field tag: Suggestion] HIDDEN: How could immunization services at this clinic be improved? Make one suggestion.

190. [Data name: Hidden\_Multiple\_Choice\_Daily] Which of the following were Clinic Staff using today to protect themselves and patients? Select all that apply.

- a. Masks
- b. Gloves
- c. Hand Sanitizers
- d. Hand Washing with Soap
- e. Hand Washing, but NO Soap
- f. Other

191. [Data name: Hidden\_Text\_Field\_1\_Daily] Explain: Other things the clinic staff were using to protect themselves
192. [Data name: Hidden\_Text\_Field\_2\_Daily] How are clinic staff dealing with COVID-19 and what preventative measures are they taking, if any? If none, it is important to state "none".
193. [Data name: Hidden\_15] Are any government, implementing partners or any other stakeholder offering additional support to the clinic for COVID-19? If none, it is important to state "none".
194. [Field tag: Save\_and\_Send\_Daily] Save and Send button
195. **End Time** [Field tag: End\_Time\_Short\_Daily] End timestamp (automated)

**Additional Questions for addition to Clinic Daily (2020) → Important questions from here were incorporated into the questionnaire used by Supply-Side Officers.**

196. What steps do the nurses take if a caregiver frequenting this particular clinic forgot (not lost!) her Child Health Card?
- a. Vaccinate her nevertheless based on caregiver's information
  - b. Vaccinate her nevertheless based on the Child Immunization Register
  - c. Do not vaccinate her and ask her to get the card
  - d. Other \_\_\_\_\_
197. What steps do the nurses take if a caregiver frequenting ANOTHER clinic forgot (not lost!) her Child Health Card?
- a. Vaccinate her nevertheless based on caregiver's information
  - b. Do not vaccinate her and ask her to get the card
  - c. Other \_\_\_\_\_
198. What steps do the nurses take if a caregiver frequenting this particular clinic lost her child health card (lost = cannot be found again)?
- a. Issue new Child Health Card after reviewing/copying Child Immunization Register
  - b. Issue new Child Health Card based on caregiver's information
  - c. Other \_\_\_\_\_
199. What steps do the nurses take if a caregiver frequenting ANOTHER clinic lost her child health card (lost = cannot be found again)?

- a. Do not vaccinate her and ask her to go back to her previous clinic
  - b. Issue new Child Health Card based on caregiver's information
  - c. Other \_\_\_\_\_
  
- 200.** Do the nurses conduct a BCG Scar check for all children that are assigned a new Child Health card? (This includes cases where a caregiver claims to have lost the card or forgotten the card or never received a card because the infant was supposedly not immunized yet).
  - a. Yes, the nurses always check for BCG Scar before assigning a new Child Health card
  - b. No, the nurses do NOT always check for BCG Scar before assigning a new Child Health card
  - c. Unclear
  
- 201.** According to WHO, live attenuated vaccines like BCG can be dangerous for children that have HIV. Is there a protocol for identifying babies who have or might have HIV and to give them a separate attention for BCG and other vaccinations?
  - a. Yes (if yes, then enter details)
  - b. No
  - c. Unclear
  
- 202.** [if answer to previous question was yes] To what extent is the protocol followed?
  - a. Always
  - b. Sometimes
  - c. Rarely
  - d. Never
  - e. Unclear
  
- 203.** Can you at this facility identify infants who might be HIV-exposed for immunizations immediately after birth?
  - a. Yes
  - b. No
  - c. Unclear
  
- 204.** How frequently do women come in without Child Health Cards?
  - a. Never, they always have their Child Health Card
  - b. Rarely, it happens every few months
  - c. Occasionally, every few weeks
  - d. Always, almost every Immunization Day

- e. Unclear
- 205.** How do you confirm the age of the child before issuing a Child Health Card?
- a. We ask the caregiver accompanying the Child and enter it in the records based on what they report
  - b. We ask the caregiver accompanying the Child, check the infant to see if the reported and enter it in the records based on what they report
  - c. We require proof like Birth Card
  - d. Other
- 206.** Does the clinic staff check expiration dates as part of their protocol on all Vaccines that this clinic receives?
- a. Yes, the clinic staff checks expiration dates
  - b. No, the clinic staff do not check expiration dates
  - c. Unclear
- 207.** How frequently are vaccinations reported exposed to heat? Ask specifically about Vaccine Vial Monitors (VVMs) indicating exposure to heat.
- a. Always, on every vaccination day
  - b. Occasionally
  - c. Rarely
  - d. No, never
  - e. Unclear
- 208.** Which vaccine vials will be discarded if it was opened at a previous vaccination session? [Select Multiple]
- a. Not applicable: no vaccines are used if it was opened at a previous vaccination session
  - b. BCG (Tuberculosis)
  - c. OPV (Polio)
  - d. IPV (Polio)
  - e. Hepatitis B
  - f. PENTA
  - g. PCV (Pneumococcal)
  - h. Measles
  - i. Yellow Fever
  - j. Other \_\_\_\_\_



- 209.** [Alternative to previous question] What does the facility do with open (!) BCG, Measles and Yellow Fever vaccines after immunization day? Make sure to ask clearly. (select all that apply)
- a. Return to central storage room for reuse
  - b. Return to clinic storage room for reuse
  - c. Burn and bury at facility
  - d. Pit
  - e. Incinerator
  - f. Transport to pre-identified site for disposal
  - g. Unclear for one or more of the named vaccines (BCG, Measles, and/or PCV)
  - h. Other method
    - i. What other method does this clinic use to dispose used vaccines?
- 210.** Under which of the following cases, does the clinic staff discard vaccine vials? [Select Multiple]
- a. If a vaccine vial is observed to be at VVM Stage 3
  - b. If a vaccine vial is observed to be at VVM Stage 4
  - c. If a vaccine vial is observed to be Expired
  - d. Vaccine vials or not discarded in any of the stated cases
  - e. Unclear
- 211.** Do the vaccines come sealed?
- a. Yes, always
  - b. Yes, occasionally
  - c. Rarely
  - d. No, never
  - e. Unclear
- 212.** Have there been instances of vaccine seals arriving punctured?
- a. Yes, always
  - b. Yes, occasionally
  - c. Rarely
  - d. No, never
  - e. Unclear
- 213.** Which (if any) vaccinations are given intramuscularly (IM)?
- a. BCG (Tuberculosis)
  - b. OPV (Polio)
  - c. Hepatitis B
  - d. PENTA (5 Vaccines in one)

- e. PCV (Pneumococcal)
  - f. Measles
  - g. Yellow Fever
  - h. Rotavirus
  - i. HPV (Papillomavirus)
  - j. Meningitis A
  - k. Not sure
  - l. Other \_\_\_\_\_
- 214.** Which (if any) vaccinations are being given subcutaneously (SC)?
- a. BCG (Tuberculosis)
  - b. OPV (Polio)
  - c. Hepatitis B
  - d. PENTA (5 Vaccines in one)
  - e. PCV (Pneumococcal)
  - f. Measles
  - g. Yellow Fever
  - h. Rotavirus
  - i. HPV (Papillomavirus)
  - j. Meningitis A
  - k. Not sure
  - l. Other \_\_\_\_\_
- 215.** When do the nurses record the vaccination on the Child Health Card?
- a. Once at the beginning of the day
  - b. Once at the end of the day
  - c. Multiple times throughout the day (for several infants at once)
  - d. For each infant: immediately after ALL immunizations are given
  - e. For each infant: immediately after EACH immunization is given
  - f. Never
  - g. Other: please explain
- 216.** Which of the following tools are updated at this facility? (select all that apply)
- a. None
  - b. Child Immunization Register
  - c. Immunization Tally Sheet
  - d. Growth Monitoring and Attendance Register
  - e. REW Microplan

- f. Immunization Session Plan
- g. RI Monitoring Chart
- h. Vaccination Ledger (for vaccine stocks)