

QIVC Tracking Spreadsheet for Care Group Facilitation and CGV Home Visits
Spreadsheet: CG FacilitationHH QIVC

The spreadsheet contains 3 kinds of tabs:

1. **CG Facilitation-HH QIVC (Blue)**: To record evaluations of CGVs CG facilitation and HH Visits
2. **CG Summary (Blue)**: Summary sheet of CGV performance
3. **Promoters Facilitation (Red)**: To record evaluations of Promoter and FO CG facilitation

1. CG Facilitation and HH QIVC

- The Care Group Facilitation QIVCS and Care Group Household QIVCs are completed by Promoters (or KIKOP staff) for their CGVs once every quarter
- Each tab contains information for one Care Group (CG1, CG2, etc.).
- Each Tab has the set of CGVs that belong to that CG (CGV A, CGV B, etc.)
- Each tab contains space to enter evaluations of CGVs on both CG Facilitation QIVCs and CG HH Visits
- Tabs are divided up by
 - o Columns:
 - CGV (listed by their letter)
 - Total % Column that automatically shows the average score per question
 - o Rows: Questions in the QIVC and QIVC questionnaire
 - o **Quarter 1 January-March**
 - o **Quarter 2 April- June**
 - o **Quarter 3 July- September**
 - o **Quarter 4 October-December**

	CGV A	CGV B	CGV C	CGV D	CGV E
1					
2					
3					
4					
5					
6					
7					
8					
9					

- As you scroll down you will see the 2 QIVCs- CG Facilitation and HH QIVC

QIVC CARE GROUP LESSON FACILITATION

QIVC CG HH VISIT:

2. CG Summary sheet – FOR ANALYSIS ONLY

- This sheet **automatically updates** when data is entered and provides quarterly and annual averages for all CGVs on their average score and their program performance score.
- Do not edit this sheet.
- Use this sheet for analysis only

QIVC Facilitation	
Quarter 1: January-March 2019	
Average score	#DIV/0!
# of with scores ≥80%	0
# of evaluated	0
Program Performance Score	#DIV/0!

3. Promoters CG Facilitation QIVC

- Every quarter evaluate each Promoter will be evaluated on their ability to facilitate a Care Group Lesson. That data is filled out here.
- Tabs are divided up by:
 - o Columns :
 - Promoters listed by number
 - Total % Column that automatically shows the average score per question
 - o Rows: Questions in the Facilitation QIVC
 - o **Quarter 1 January-March**
 - o **Quarter 2 April- June**
 - o **Quarter 3 July- September**
 - o **Quarter 4 October-December**
- Summary Table:
 - o This table automatically updates when data is entered and provides quarterly averages for each Promoter on their average score and their program performance score.

Average score	
# of Promoters with scores ≥80%	0
# of Promoters evaluated	0
Program Performance Score	#DIV/0!