

ADMINSTERING THE BASELINE CENSUS

1. PURPOSE

This document describes the process of administering the baseline household census. The purpose of the census is to quantify the population size of DeWorm3 sites, to establish a socio-demographic database that constitutes the sampling frame necessary for subsequent DeWorm3 studies, and to inform the establishment of clusters for the implementation of DeWorm3.

2. INTENDED USERS

The intended users of this SOP are the census team, the data management team, and other relevant Deworm3 staff members.

3. RESPONSIBILITIES

All DeWorm3 personnel should understand and follow this SOP during census administration. It is the responsibility of the site principal investigators (PI) to ensure that study staff comply with this SOP when administering the baseline census.

4. DEFINITIONS

- 4.1. **DeWorm3 census:** The most recent exhaustive survey of all inhabitants living in the DeWorm3 study clusters in the study site, describing key demographic, economic and social attributes of the population.
- 4.2. **DeWorm3 census update:** The annual update of the census, where all households are re-visited and any changes recorded. Additional households that are newly identified in the study area are also added.
- 4.3. **Structure:** A building constituting a single, in the case of a house, or multiple dwellings, in the case of an apartment building.
- 4.4. **Compound:** A group of dwellings, generally found in a rural setting
- 4.5. **Dwelling:** A unit in which a single household lives. These premises may be located in a single structure (house), in part of a structure (an apartment building), or in a compound.
- 4.6. **Household:** A person or group of persons, related or unrelated, who consider the house their permanent residence and are affected by the decisions of the head of household. A household member may travel for work or education, but regularly returns to the household as their primary permanent residence.
- 4.7. **Resident:** An individual that has slept in the targeted geographic area (in this house or another house) for the majority of nights over the past six months prior to the most recent census.
- 4.8. **Current resident:** A resident who spent the night prior to an enumerator visit in their household (even if they are not physically present at the time of the census). A baby born the day prior and their mother are still considered present residents even if they remain in maternity and are not physically present in the household.
- 4.9. **Present resident:** A resident who is physically present at the time of the census.
- 4.10. **Absent resident:** A resident who did not spend the night prior to the enumerator visit in the household (this resident will likely be absent at the point of the census, unless they have arrived back at the household that day). This absence should not exceed six months, or the individual is considered a migrant, such as a boarding school student.
- 4.11. **Migrant:** Members of households in the targeted geographic area who consider the house their permanent residence but have spent the majority of the six months prior to the most recent census living elsewhere for work, education, or other commitments.
- 4.12. **Visitor:** A non-resident person who spent the night in a household the day prior to an

enumerator visit to the household, but whose presence in the household is temporary and does not exceed six months.

- 4.13. **Daily visitor:** Individuals who spend every day in the household, but who do not sleep there.
- 4.14. **Household ID Barcode:** A seven-digit unique ID assigned to each household during the census. The household ID is encoded within a barcode/QR and printed on a sticker. For the census, there will be four barcode stickers printed for each household. Each of the four barcode stickers has the same household ID but with a different label for the corresponding step of the consent process: (i) **study** for the Office Copy of the Consent Form; (ii) **hhold** for the Household Copy of the Consent Form (iii) **icard** for the Study Identification Card (iv) **extra** to act as a spare in case one of the others is spoiled.

5. REQUIRED MATERIALS

- 5.1. Smartphones preloaded with SurveyCTO Baseline Census Form
- 5.2. Census Consent Forms in local language
- 5.3. Binder for filing all completed Census Consent Forms
- 5.4. Four Household ID barcode stickers per household
- 5.5. Study information sheets in local language
- 5.6. Study identification card
- 5.7. Sharpie or other permanent marker
- 5.8. Pen
- 5.9. Inkpad and wiping cloth
- 5.10. Clipboard
- 5.11. Power banks for smartphones
- 5.12. Study staff ID and introduction letter
- 5.13. Baseline Census Field Manual

6. PROCEDURE

6.1. Finalization of census form

- a. The village registries compiled according to the *SOP_107. Creating site registries for populating SurveyCTO surveys* should be loaded into the SurveyCTO Baseline Census Form.
- b. The SurveyCTO Baseline Census Form should be fully adapted to the local setting at least two months prior to census administration: the census should be translated to the local language and the SurveyCTO Baseline Census Form should be fully reviewed to ensure that local terms and answer options are tailored according to the local setting. This is responsibility of the Trial Coordinator and Data Manager.
- c. Study supervisors should pilot the SurveyCTO Baseline Census Form at least two weeks before administering the Baseline Census to provide feedback on content and any technical issues.

6.2. Study site demarcation and village-level household numbers

- a. Sites should preemptively identify clear geographic/administrative site boundaries that will indicate to field enumerators which households should be included in the census (i.e. are in the site and will be randomized to DeWorm3 clusters), and which should not be included in the census and are not considered part of the DeWorm3 sites. These boundaries form the permanent boundaries of the DeWorm3 site.
- b. A list of numbers of households per village should be compiled as a key step in the census preparation. This should be completed to aid the household identification and barcode printing process.

- c. The approximate number of households per village may be acquired centrally from the district office or by other means.

6.3. Sensitization

- a. Awareness-raising activities will be targeted at administrative authorities, traditional authorities, and community members.
- b. Sensitization should start at least two weeks prior to census administration, and can continue throughout the duration of census administration.
- c. The awareness campaign should include information, educational and communication (IEC) tools in appropriate local languages using a variety of communication strategies (verbal and written materials)
- d. Refer to *SOP_104. Conducting pre-trial sensitization activities* for more details on pre-trial sensitization.

6.4. Recruitment of enumerators

- a. Enumerators should be recruited at least four weeks prior to census administration, to allow for adequate planning and training activities. These individuals should speak the local language and be able to operate mobile smartphones for data collection. *Refer to SOP_106. Recruitment procedures*

6.5. Training of enumerators

- a. Training of pre-selected enumeration staff will be conducted by the trial coordinator and site supervisors. All trainings must utilize the DeWorm3 Field Manual.
- b. Training of enumerators should take place approximately two weeks prior to the launch of the census.

6.6. Pilot Census

- a. At least one week prior to full administration, the census should be piloted by all trained enumerators, ideally in an area not included in the DeWorm3 study site.
- b. During the pilot, the following aspects of the census should be evaluated: data collection tools, interview techniques and implementation logistics.
- c. Feedback from the pilot census should be provided to the core DeWorm3 team at least 48 hours before the census is to take place.

6.7. Data collection

- a. The census will be administered house-to-house throughout the entire site.
- b. Enumerators should be assigned to specific geographic areas within the site based upon their ability to speak the local language.
- c. Phones should have at least 50% battery power prior to beginning any interview. Enumerators should always carry a battery pack in case of low battery.
- d. Census questions will be administered to the head of household, or to a present adult who has provided written informed consent.
- e. Enumerators should ask and document answers for all survey questions.

6.8. Arriving at a structure

- a. When an enumerator approaches a structure or compound, they should stop in front, open a new SurveyCTO Baseline Census Form. They should establish whether the structure is where people live or not and then whether it is a single dwelling (unit

containing one household e.g. house, hut) or multiple dwellings (multiple household units e.g. apartment block, rural compound with multiple huts) and record this.

- b. If it is a multiple dwelling structure or a compound, once all households in the related dwellings have been censused, the Household ID Barcodes (office/study copy retained by the enumerator) will have to be scanned into the Dwelling Grouping Form to link them together after conducting the censuses in the dwellings. This is important for tracking households later and tracing migration during census updates. This is explained in detail in the Baseline Census Field Manual.
- c. After the structure type has been established, enumerators should start with the first dwelling and establish whether it is occupied or vacant or they cannot confirm.
- d. Whether the dwelling is vacant, inhabited, or appears inhabited but nobody is currently present, GPS coordinates should be taken. Collection of GPS coordinates may take up to two minutes to load. Enumerators should wait until the accuracy level falls below 5m to take the reading. Enumerators should be patient, and contact their supervisors if the GPS coordinates do not load within 5 minutes of pressing the load button.
- e. If present, enumerators should greet members of the household and seek informed consent from the head of household or participating adult on behalf of the household to conduct the SurveyCTO Baseline Census Form.

6.9. Household ID barcodes

- a. Enumerators will carry four Household ID Barcodes per household. Two for the two consent forms, one for the study identification card and one spare. Refer to *SOP_201. Census Informed Consent* and definition 4.14 above for details.
- b. If there is an adult available to provide consent, enumerators should affix duplicate study barcodes to the two census consent forms for that household. Use the Household ID barcode labelled “study” for the copy of the Census Consent Form to be returned to the office and the barcode sticker labelled “hhold” for the copy to be left with the household . The barcodes on both consent forms will be scanned into the SurveyCTO census form to ensure they match.
- f. A Study Identification Card with the same household barcode labelled “icard” will also be left with the household to keep safely (for example clipped with the child health card) for the duration of the study. The household head name will be written on the Study Identification Card by the enumerator, as well as name of the consenting adult if they are different to the household head.
- g. If the head of household or alternate adult does not consent, the household should still be assigned a household ID barcode (by affixing a barcode labeled “study” to the consent form that will be returned to the office, and scanning it when prompted by the SurveyCTO Baseline Census Form, as described above) and the enumerator should indicate that the household did not consent and the SurveyCTO Census Form cannot be completed. No study card or consent form will be left with the household.
- h. Household ID Barcodes labelled “study” should be affixed to consent forms and scanned for both households that DO and DO NOT consent. Consent forms will not be signed from households that do not consent, but must be kept on file with the locator name, name of household head and name of the household member who refused (if it was a different adult member who refused) recorded and the designated barcode attached. This process is necessary for generating household IDs. If a barcode is NOT scanned, the household will be missed by the DeWorm3 study.

6.10. Household revisits

- a. If the head of household or alternative adult household member is not present to participate in the census or would like to participate at a different time, the enumerator should schedule a time to return to the household to complete the census.
- b. The GPS will still be logged at the time when the SurveyCTO census form is re-opened, and the Household ID Barcode labelled “study” should be attached to an unsigned consent form – indicating there was nobody present/able to provide consent to answer the SurveyCTO census form.
- c. The guide or a neighbor should be asked for the household head name if there is nobody present in the household. The consent form will have the name with which to locate the household and or household head to re-identify the household when returning later. This SurveyCTO baseline census form and consent form can then be re-initiated when the enumerator returns at a later date to complete the SurveyCTO baseline census form.
- d. The barcodes that would have been attached to the Study Identification Card and the household copy of the consent form are retained with the enumerator for use during the revisit.
- e. On the revisit, the re-initiated SurveyCTO Baseline Census Form will prompt the enumerator to scan the barcode on the consent form left in the household and the study card to ensure they match the original barcode on the original office/study unsigned consent form (which will be signed at the revisit).
- f. The enumerator should make two additional attempts in the week following the first visit to complete the census with the targeted household. If after three visits the census cannot be completed, the enumerator should indicate that the census could not be completed on the household’s specific questionnaire form.
- g. Data should be input into the SurveyCTO Baseline Census Form according to the Baseline Census Field Manual. This will include enumeration of all household members and their resident status according to the definitions listed above

6.7. Schedule

- a. The census should take no more than 8 weeks to complete in any site to ensure that data are representative of the same period of time.

6.8. Quality Assurance

- a. Site supervisors will conduct field spot-checks of the enumerators whilst the census is ongoing as well as phone call spot-checks. In total, 10% (5% field checks and 5% phone checks) of the censused households should be spot-checked within a week of the initial enumerator visit. A separate census validation tool shall be used for this.
- b. Data cleaning and management will be ongoing during the census with data shared between the site and central DeWorm3 teams. The site data managers will be responsible for resolving queries sent by the central data management team.
- c. Once completed, the baseline census data should be sent to the DeWorm3 central team who will compare the data against estimated population sizes and high-resolution satellite imagery for consistency checks.

Current Document			
Version No.:	1		
Developed by:	Raïmi Essessinou	Date:	20 March 2017
Reviewed by:	Arianna Rubin Means	Date:	3 April 2017
Reviewed by:	Kate Halliday	Date:	13 April 2017
Effective Date:			
Approvals			
<i>I have reviewed and approve this SOP for implementation.</i>			
Principal Investigator	Signature	Date	
Site Principal Investigator	Signature	Date	

Document History		
Version No.	Effective Date	Author(s)
1		

