

fCreating site registries for populating SurveyCTO surveys

1. PURPOSE

The purpose of this SOP is to help create and manage registries required for the population of the SurveyCTO surveys used for activities in each DeWorm3 trial site. These registries include the Field Officer Registry, Village Registry, and School Registry. The Village and School Registries will form the backbone of the site database architecture. The registries will be loaded into the census and school SurveyCTO forms, so that the field officer can look up and select the names of the village/school in which they are currently working.

2. INTENDED USER

Site Principal Investigators (PIs), Trial coordinator (TC), and Data Manager (DM).

3. RESPONSIBILITIES

All study staff should understand and follow this SOP prior to populating these registries. It is the responsibility of the site's PI to ensure that the registries are populated prior to piloting of the baseline census and that all study staff populating the registries comply with this SOP.

3. DEFINITIONS

- 3.1. **Village Registry:** This registry lists the names of all villages in the DeWorm3 trial site nested in their higher administrative units.
- 3.2. **School Registry:** This registry lists the names of all pre-school, primary, and secondary schools in the DeWorm3 trial site.
- 3.3. **Technician Registry:** This registry lists the names of all lab staff who will be involved with DeWorm3 Project laboratory procedures.
- 3.4. **Field Officer Registry:** This registry lists the names of all field staff who will be involved with DeWorm3 Project data collection using SurveyCTO
- 3.5. **Staff Registry Update Form:** This SurveyCTO form will be used to add new staff and update status of existing staff.

4. REQUIRED MATERIALS

- 4.1. Village Registry Template (comma separated values (csv) file)
- 4.2. School Registry Template (comma separated values (csv) file)
- 4.3. Field Officer Registry Template (comma separated (csv) values file)
- 4.4. Lab Technician Registry Template (comma separated (csv) values file)
- 4.5. List of Field Staff recruited
- 4.6. Information on administration levels, villages, and schools in the study site
- 4.7. Staff Registry Update Form (SurveyCTO form)

5. PROCEDURE

5.1 Village Registry

- a. This registry lists the names of all villages in the DeWorm3 trial site nested in their higher administrative units. This registry will be used to structure the census and data collection activities and will be loaded into the SurveyCTO forms.
- b. The Village Registry Template is used to fill in the information as described below
- c. The column headers can use the locally-relevant names for the administrative units at the trial site, instead of levels1-4, as this will be a reference for your activities. For example, in Benin, the administrative units are department, commune, arrondissement, and village.

- d. Level 1 refers to the village. Levels 2-4 refer to the higher administrative units used by the study, though it may only be necessary to use levels 1 and 2 depending on the make-up of the study site. For example, in Benin, the administrative units are department, commune, arrondissement, and village, but all activities are occurring in a single commune. As a result, department and commune are repeated for all arrondissements and villages.
- a. Village names are populated in column H (level1). It is important that all villages are included, only listed once, and assigned to the correct administrative unit. If there are multiple villages with the same name, please add a distinguishing feature (such as the next administrative level up associated with the village) after the name and a dash.
- e. Additional columns can be used to record population or other information about villages. Be sure to add relevant titles for these columns. Including additional information is at each site's discretion as it is for their reference only and will not be used for data collection purposes.

5.2 School Registry

- a. This registry lists the names of all pre-school, primary and secondary schools in the DeWorm3 trial site. **All** public and private schools and boarding schools should be included.
- b. These will be the schools included in the census (for registering the schools that children report attending) and school survey activities and will be loaded into the SurveyCTO forms.
- c. The School Registry Template is used to fill in the information as described below
- d. List all schools (name in full) in column B
- e. Additional information on the level of schools should be included in Column C "level". The codes for Type are: 1=Pre-school only, 2=Primary with pre-school, 3=Primary only, 4=Secondary School
- f. Once all schools are listed, sort them alphabetically before assigning the unique ID number. The order used in the registry is how they will appear in the forms.
- g. The four-digit number assigned should begin with the site ID: 1=Benin; 2=India; 3=Malawi.
- h. Schools can be listed by administrative unit, but in the forms, field officers will use a text search to select schools by name.
- i. It is important that all schools are included and are only listed once. If there are multiple schools with the same name, please add a distinguishing feature (such as village location or something similar) after the name and a dash. For example Bright Star Primary–London, Bright Star Primary–Seattle.

5.3 Field Officer Registry

- a. This registry lists all the staff who will be involved with data collection using SurveyCTO. It will be used for all forms to identify who is completing the information.
- b. In Column B "officer_name," please list the complete names of all staff who will have a role in data collection, once the personnel have been recruited.
- c. Column C "Active" will be used to indicate yes or no (1 or 0) for the status of staff members. Field officers who leave the study team will have their status changed to 0, so they will no longer appear in the forms to be selected, but their ID and name

will still be available to identify their records later. They can be re-activated if they re-join for a subsequent round.

- d. This database is for the initial registry. Subsequently, an electronic Staff Registry Update Form will be provided for the data manager to add new staff members and update the status of current members.
- e. Column D “Role” can be used to categorize staff as either field officers (1), supervisors (2), or data managers (3) etc. which may be useful for subsequent data collection activities. Alternative categories can be used, but please maintain 1 for field officers.
- f. Laboratory staff will be listed in a separate registry (see section 5.4).
- g. Once you have entered the names, sort alphabetically within roles, and pull down the numbers under “officer_id” to assign a unique ID number to each person.
- h. The number used should begin with the site ID: 1=Benin (1101); 2=India (2101); 3=Malawi (3101).

5.4 Lab Technician Registry

- a. Similar to the Field Officer Registry, this registry lists all the laboratory staff who will be involved with laboratory procedures during the DeWorm3 Project.
- b. In Column B “tech_name,” please list the complete names of all staff who will have a role in laboratory, once the personnel have been recruited.
- c. Column C “Active” will be used to indicate yes or no (1 or 0) for the status of staff members. Lab technicians who leave the study team will have their status changed to 0, so they will no longer appear in the forms to be selected, but their ID and name will still be available to identify their records later. They can be re-activated if they re-join for a subsequent round.
- d. This database is for the initial registry. Subsequently, an electronic Staff Registry Update Form will be provided for the data manager to add new staff members and update the status of current members.
- e. Column D “role” can be used to categorize staff as either lab technicians (1), supervisors (2), etc. which may be useful for subsequent activities. Alternative categories can be used, but please maintain 1 for lab technicians.
- f. If lab technicians will also be conducting data collection in the field (e.g. collecting samples) this registry will be used to record their involvement alongside the field officer registry.

5.5 Updating Registries

- a. It is anticipated that the Village Registries will not change after the baseline census. The School Registries may be updated if new schools are opened. If updates are needed for these two registries, please contact the central data team with the additions to be included.
- b. The Field Officer Registry and Lab Technician Registry will likely change extensively across the different data collection rounds. The process for updating these in real-time by the data manager is described in 5.3 and will use the Staff Registry Update Form.

Current Document			
Version No.:			
Developed by:	William Oswald	Date:	08 August 2017
Reviewed by:	Kate Halliday	Date:	14 August 2017
Effective Date:			
Approvals			
<i>Example: 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		



SITE NAME
Read and Review Log

List of individuals who read and reviewed the SOP

Date	Name	Title	Signature*

*By signing this log, study staff confirm that they have read and understood the content of the SOP