

**Episcopal Relief & Development/ ADDRO PDCU REPORT to AMF**

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**Project Title/Name:** Universal LLIN Distribution Campaign in Greater Accra, Northern and Upper West Regions, Ghana



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## **1. Introduction**

The Anglican Diocesan Development and Relief Organization (ADDRO), in collaboration with Episcopal Relief & Development and with support from the Against Malaria Foundation (AMF), partnered with Ghana's National Malaria Control Program (NMCP)/Ghana Health Service (GHS) and others for a universal Long Lasting Insecticidal Nets (LLINs) campaign in three regions of Ghana, namely: Northern, Upper West and Greater Accra. As part of the LLINs campaign, ADDRO team is to conduct Post-Distribution Check-Ups (PDCU) every 6 months for a duration of 2.5 years. The purpose of the PDCU is to assess the level of continued net use and provide significant data and locally actionable information to the relevant GHS/NMCP leaders and other partners, to contribute to health intervention decisions and planning.

The first PDCU exercise was undertaken in the Northern Region in the month of November 2016. This report highlights the details of the first PDCU exercise in the Northern Region.

## **2. Planning for the PDCU**

As part of the planning process, there were series of discussions between ADDRO, Episcopal Relief & Development and AMF through physical meetings and skype conference calls to deepen the understanding of the PDCU requirements, processes and procedures.

A PDCU strategy document was developed to guide the entire process. The strategy document outlined the purpose, sample size and sampling process. It also spelt out information to be collected, location and timing of PDCU, data collection tool, various personnel and their specific roles/responsibilities in the survey. The details are contained in the PDCU strategy document, which was shared with AMF on November 22<sup>nd</sup>, 2016. Additionally, a manual was developed for the training of enumerators and sub-district supervisors (SDS) on the PDCU activities.

## **3. The PDCU process**

In the Northern Region, the mass LLINs distribution was carried out within one week, from 11<sup>th</sup> to 17<sup>th</sup> April, 2016. However, a grace period of one month was given to enable beneficiaries who could not redeem their nets within the one week period to do so. Accordingly, the first 6-

monthly PDCU data collection was carried out from 7<sup>th</sup> to 14<sup>th</sup> November, 2016 in the 20 AMF supported districts in the Northern Region. The process of the PDCU was as follows:

**a. Consultative meetings with GHS**

The ADDRO team had consultative meetings with the regional and district health administrations of GHS to brief them on the post distribution activities and to seek their continuous cooperation and support for the post campaign activities, particularly, with the monthly malaria case rate data needed from the twenty AMF supported districts in the region. An official communication to this effect was delivered by ADDRO to GHS on 8<sup>th</sup> August, 2016 and was acknowledged by the Northern Regional Director of Health Services on 12<sup>th</sup> August, 2016. Please see annex 6 for a copy of the letter.

**b. Recruitment of Sub-district Supervisors and Enumerators**

ADDRO advertised for Sub-district Supervisors and Enumerators for the PDCU exercise primarily through radio announcements. The announcement was also pasted at vantage places (e.g. market stalls, DHA offices, community centres, church notice boards, etc.) in the sub-districts.

The qualification for sub-district supervisors were:

- Resident in the sub-district
- Minimum of Senior High School Certificate (SSCE)
- Experience in supervising volunteers - added advantage
- Should have good leadership skills
- Excellent written and verbal communication skills
- Ability to implement activities and meet deadlines
- Ability to motivate volunteers to carry out planned activities to achieve the desired results
- Age limit of 25 years and above
- Applicants should have a motorbike to facilitate their work
- Must have basic knowledge in computer use

The qualification for enumerators included the following:

- Minimum of senior high school certificate
- Able to speak the local language of the area
- Must be resident in the community
- Experience in household surveys - added advantage
- Excellent written and verbal communication skills
- Ability to meet targets within deadlines
- Age limit of 25 years and above

A total of 367 applications were received and qualified applicants were shortlisted and interviewed. Out of these, ninety-three (93) qualified sub-district supervisors and 224 enumerators were recruited. Sub-district supervisors and enumerators recruited were independent people and not GHS staff or volunteers. The recruitment process was from 22<sup>nd</sup> to 29<sup>th</sup> August, 2016. The number of enumerators comprised 204 for the 5% main data and 20 for the 5% data checks. The role of the enumerators was to collect PDCU data by administering PDCU questionnaires to the sampled households and the sub-district supervisors were to supervise the PDCU data collection by the enumerators.

### **c. Development of data collection tools and sampling**

The PDCU form, which is the main data collection tool, was developed by AMF with input from Episcopal Relief & Development and ADDRO. The PDCU form contains six key questions to be administered to each household. A copy of the PDCU form for the Northern Region can be found in Annex 4.

After collaborative discussions with ADDRO and Episcopal Relief & Development, it was determined that the sampling and generation of household lists for the 5% main and 5% checks would be done by AMF. An additional 30% household list was generated as “spare” to take care of households who might be absent or unavailable (deceased, relocated, etc.) during the survey. A total of 25,504 households were sampled for the 5% main and 1,403 for the 5% checks for the Northern Region PDCU exercise.

#### **d. Printing and distribution of data collection tools**

Ahead of the data collection, the ADDRO Headquarters (HQ) team assisted their Northern regional team to print, sort out and package the household list and PDCU forms according to sub-districts and communities. Each pack (a plastic folder/file) contained one community household list and the PDCU forms based on the number of households sampled in that community. These packets (containing PDCU forms and a selection of the community households list) were given out to enumerators through their supervisors during the PDCU training. Each enumerator was to visit at least 175 households, which is 25 households a day for seven days.

#### **e. PDCU Training**

ADDRO HQ carried out a one-day Training of Trainers (TOT) for ADDRO Northern regional team on the 28<sup>th</sup> October, 2016. The TOT built the capacity of the regional team on: PDCU strategy; how the communities and households were sampled; how to complete the PDCU form; how to use the manual to train the supervisors and enumerators and how to monitor the PDCU exercise.

The regional team with the support of ADDRO HQ team in turn organized and trained Sub-District Supervisors (SDS) and Enumerators in the 20 selected districts of the Northern Region. The trainings took place from October, 31 through November 4, 2016. Overall, a total of 293 participants made up of 200 enumerators and 93 sub-district supervisors participated in the training. Twenty-four (24) enumerators did not turn up for the training, hence the ADDRO team redistributed the household lists for the 24 enumerators to other enumerators whose communities were relatively closer to the enumerators who did not turn up for the training. See Annex 2 for more details on the .

The 20 districts were grouped into nine clusters for the training. Three teams made up of two trainers per team were formed and each team were assigned three clusters to carry out the training. The training equipped participants with relevant knowledge and skills on the following:

- Community/household entry procedures such as seeking the consent of household heads before administering questionnaire.

- Brief background of the AMF project and the role of Episcopal Relief & Development, ADDRO and GHS/NMCP.
- Roles and responsibilities of Supervisors and Enumerators (5% main and 5% checks) in the PDCU.
- Use of household (HH) list for the survey.
- How to fill in the PDCU form using various scenarios including visiting nearby households for practice.

#### **f. Monitoring and supervision**

The ADDRO team visited all the 20 AMF supported districts in the Northern Region during the PDCU data collection exercise. The team sampled and visited 57 out of the 100 sub-districts of which 49 sub-district supervisors and 59 enumerators were observed. Checklists/supervisory forms were used for the supervision.

In the 57 sub-districts visited, ADDRO team sampled and visited a total of 172 households in the communities. The purpose of the supportive monitoring and supervision was:

- To observe how data was being collected and ensure accurate data was being collected by enumerators
- To find out if enumerators were visited by their supervisors
- To ascertain field challenges and address them on the spot

See sections 6 & 7 for details on observations, challenges and recommendations/lessons learnt during the monitoring and supervision of the PDCU data collection exercise.

Details on SDS and enumerators visited are in Annex 1.

#### **g. Data Collection**

The Northern Region PDCU data collection was carried out by enumerators from the 7<sup>th</sup> to 17<sup>th</sup> November, 2016 in all AMF supported districts. The enumerators were directly supervised by the sub-district supervisors. The SDS work was also supervised and monitored by ADDRO regional and HQ staff throughout the PDCU data collection exercise. Out of the 200 enumerators

trained for the data collection, 180 enumerators collected the 5% main data and 20 enumerators collected the 5% checks data.

#### **h. Forms collection from field to Data Entry Centre**

All completed PDCU forms were collected from the sub-districts from 21<sup>st</sup> to 28<sup>th</sup> November, 2016. The process of getting the forms from the field to the Data Entry Centre in Bolgatanga involved the following:

- The ADDRO Northern regional team visited all the SDS and enumerators on the field and checked the forms to ensure that they were correctly filled before receiving them. Enumerators were paid based on number of correct forms they turned in. In cases where the forms were not correctly filled (about 1%), the enumerators were asked to go back to the households to make the necessary corrections.
- The forms were properly packaged and labelled by the ADDRO team and sent to the regional office in Tamale. The forms were packaged by community, then grouped by community into sub-district packages, then grouped by sub-district into district packages.
- ADDRO vehicles were then used to transport the forms from the regional office in Tamale to the Data Entry Centre in Bolgatanga, Upper East Region.

#### **4. PDCU Data Entry:**

The PDCU database was developed by AMF and pretested by ADDRO HQ Team. Sixty four (64) data entry clerks were trained on 13<sup>th</sup> December 2016 and data entry started on 14<sup>th</sup> December, 2016. The PDCU data entry went on well without any major hitches and ended on January 12, 2017, with data on 20,916 households entered by the clerks.

Results on the comparison of the distribution data versus the PDCU data shows vast differences between the number of nets recorded as received during the mass distribution campaign. It was noted that there was vast differences between the number of nets recorded as being received/given to households during the point distribution exercise (52,964) and the number of nets reported as being received by the households during the PDCU exercise (64,729).

Please refer to the table below (taken from the database on January 13<sup>th</sup>, 2017) for more details.

		LLINs Given/Received				People in Household			
Region	# Households	Distribution	PDCU	Variance	%	Distribution	PDCU	Variance	%
Northern	20,916	52,964	64,729	11,765	22.21	96,642	128,858	32,216	33.34

The variance could be due to non-AMF nets recorded as AMF nets during the PDCU data collection. As the LLINs for the Northern region did not have any labels to help differentiate the AMF nets/nets distributed during the LLIN campaign exercise, it may have been difficult for both the HH heads and the enumerators to verify which nets were actually received during the 2016 distribution versus others received at another time. There is also the possibility that enumerators and or household heads may not have been very clear on the question of nets received in 2016 during the LLIN campaign exercise versus at another time and hence the variance. In response, future PDCU trainings, supervision and monitoring activities will clarify and reinforce this point to ensure enumerators and supervisors fully understand the question and household respondents can answer more accurately.

## 5. Malaria Case Rate Data

These are monthly positive malaria cases collected from the various AMF supported district health directorates. Collected over time, this data will help to assess the impact of the LLINs on malaria cases and its trend. See annex 3 for details on monthly uncomplicated malaria positive cases in AMF supported districts in Northern region for the period June to October, 2016.

## 6. Observations and Challenges

The following observations and challenges were noted during the first Northern Region PDCU exercise.

### *Observations*

- The sampled household heads and community members cooperated with the PDCU data collection teams.
- Some household heads had difficulty in responding to the questions (sometimes due to enumerators' inability to express themselves well in the local dialect of the respondent). In such cases, other members of the household were called upon to provide relevant information to the enumerators
- An estimated 10% of households were visited as many as three times before enumerators could meet the right respondents to interview
- Some households registered during the registration exercise did not redeem their nets during the distribution period
- Some households have difficulty in hanging nets, and as a result do not sleep under the nets they were given
- Five enumerators were not supervised by two sub-district supervisors during the period of the data collection. The sub-district supervisors travelled outside the communities without informing the ADDRO team.

### ***Challenges***

- Although efforts were made during the sampling process to reduce the distance between communities to be surveyed, some sampled communities were still extremely far apart. This made it difficult for the enumerators to meet some household heads, at times resulting in the need for the enumerators to sleep overnight in those communities in order to survey the selected households.
- Enumerators complained that the amount (GHc2.00) paid per household questionnaire is woefully inadequate and hence wanted an increase.
- Some enumerators and supervisors demanded for fuel allowances to facilitate their movement especially to distant communities. ADDRO had to consider their peculiar situation and supported 30 enumerators assigned to distant and hard-to-reach communities with fuel to enable them reach out to those communities.

- In some instances, the household lists had non-existing households, inaccurate phone numbers and/or incorrect names of some household heads. Such households could not be identified in the communities and hence, the spare household list was used in those circumstances. These issues came up in the Data Entry System and are being corrected.
- Some enumerators did not fill the PDCU form correctly especially question 2 (table related to LLINs found hanging in households). Supervisors had to provide further training on the field explaining the PDCU form to them and by administering PDCU forms to some sampled households for them to observe and appreciate. This has also been taken into account for future trainings, supervision and monitoring activities to ensure better understanding and accurate completion of the forms.
- Analysis of the data entered so far in terms of the distribution data versus that of the PDCU data shows vast differences between the number of nets noted as distributed to the household during the distribution exercise and the number stated by the household head (during the PDCU) as having been received. Some reasons were explained in section 4 above, and provisions made for reinforcement of the points during future trainings, supervision and monitoring activities.
- In the Mion district, training was not done on schedule due to enumerators misunderstanding of the training date communicated to them. The district which has 8 enumerators and 2 supervisors were later trained on 12th November, 2016 and their days of data collection extended by three days.

## **7. Lessons Learnt/Recommendations**

Having conducted the first PDCU, ADDRO has learnt a number of lessons and made recommendations which can be used to improve future PDCUs. These are:

- Combining the sub-district supervisors and enumerators in the PDCU training is cost effective and more efficient. Additionally, it offers an opportunity for sub-district supervisors, enumerators and the ADDRO team to get to know each other and share contacts during the training.
- Clustering the districts for the training also reduces cost as the number of training venues and number of days used in the training is reduced.

- In this survey, ADDRO targeted enumerators with a minimum qualification of senior high school certificate. However, in subsequent surveys, people of higher educational background, such as teachers, will be targeted for recruitment as enumerators to minimize errors which may occur during PDCU data collection.
- In subsequent PDCUs, the wages for enumerators will be reviewed. This is primarily because a number of communities are far apart and enumerators have to buy fuel to use their own motorcycles to move to communities to interview respondents.
- It is recommended that AMF should increase the size of the spare list to enable enumerators have more options in cases where household heads are not found in the communities.
- In order to minimize or eliminate the data discrepancy in the distribution data versus the PDCU data for the first Greater Accra PDCU and subsequent PDCUs, the following strategies would be employed:
  - The training will reinforce the need to clarify the difference between nets received in 2016 during the campaign versus nets received at other times.
  - A new strategy for data collection will be introduced, tested and employed. With this, all enumerators for a sub-district will meet daily and move into one community and work (each enumerator visiting separate households) till they complete data collection before moving to the next community. This will continue till all households in the sampled communities in the subdistrict are completed. This strategy will help lessen the challenge of few supervisors having to supervise several enumerators in different subdistricts/communities concurrently which usually result in some enumerators being missed. It will also enable the supervisors to provide more effective support (form checking, error correction and form collection).
  - For PDCUs in the Greater Accra and Upper West regions, enumerators would be asked to verify the AMF labels on the nets to double check what the household head reports as nets received during the distribution.

## **8. Conclusion**

The Northern region is the largest of the three regions. The PDCU covered a wider scope (20 districts). As such the sampled number of households to be interviewed were many. This notwithstanding and also the fact that this was ADDRO's first experience in conducting PDCUs in this campaign, the field work was generally successful, though with few challenges as outlined above.

The lessons learnt during this first PDCU will inform our planning in subsequent PDCUs, for improvement.

## 9. Annexes

Annex 1: Number of sub-districts, sub-district supervisors & enumerators visited during monitoring visits by ADDRO staff

S/No.	District	# of Sub-districts	# of Sub-districts visited	# of SDS	# of SDS visited	# of Enumerators	# of Enumerators Visited
1	Bunkpurugu/Yunyoo	5	5	5	3	13	7
2	Bole	6	3	6	2	9	3
3	Central Gonja	6	3	6	3	11	6
4	North Gonja	3	2	3	2	6	2
5	Chereponi	3	3	3	3	7	2
6	East Mamprusi	5	5	5	4	16	4
7	Gusheigu	4	2	4	1	15	4
8	Karaga	4	2	4	2	10	1
9	Kumbungu	5	3	5	2	9	3
10	Kpandai	5	3	5	3	11	3
11	Zabzugu	3	3	3	3	9	2
12	Mamprugu Moagduri	4	3	4	2	6	6
13	Mion	8	2	8	2	8	3
14	Nanumba North	4	2	4	2	14	2
15	Nanumba South	5	3	5	3	9	2
16	Saboba	4	2	4	2	6	2
17	Tatale/ Sangule	3	3	3	3	6	2
18	Sawla /Tuna/Kalba	5	3	5	3	12	2
19	West Gonja	5	2	5	1	10	1
20	East Gonja	6	3	6	3	13	2
<b>Total</b>		<b>93</b>	<b>57</b>	<b>93</b>	<b>49</b>	<b>200</b>	<b>59</b>

Annex 2: Sub-district Supervisors and Enumerators Training Participants

<b>№</b>	<b>District</b>	<b>No. of Enumerators</b>	<b>No. of Supervisors</b>	<b>Total</b>
1	Bunkrugu Yunyoo	13	5	18
2	Central Gonja	11	6	17
3	Chereponi	7	3	10
4	East Mamprusi	16	5	21
5	Gushegu	15	4	19
6	Karaga	10	4	14
7	Kpandai	11	5	16
8	Kumbungu	9	5	14
9	Mamprugu Maogduri	6	4	10
10	Mion	8	8	16
11	Nanumba North	14	4	18
12	Nanumba South	9	5	14
13	Saboba	6	4	10
14	Tatale Sangule	6	3	9
15	Zabzugu	9	3	12
16	North Gonja	6	3	9
17	Sawla Tuna Kalba	12	5	17
18	East Gonja	13	6	19
19	West Gonja	10	5	15
20	Bole	9	6	15
	<b>TOTAL</b>	<b>200</b>	<b>93</b>	<b>293</b>

Annex 3: Monthly Uncomplicated malaria positive cases in AMF supported districts in Northern region.

Month/Year	Age group	C. Gonja	W. Gonja	Kumbungu	Bole	N. Gonja	STK	E. Gonja	Nanumba N.	Nanumba S.	Kpandai
Jun-16	U5 year	910	427	95	1,214	138	1,250	565	344	765	523
	5 to 70+ years	1,786	588	152	1,275	157	1,281	1192	558	701	679
Jul-16	U5 year	1,359	583	220	819	730	1,193	714	432	778	673
	5 to 70+ years	3,087	843	406	942	898	1,390	1285	571	754	734
Aug-16	U5 year	1,176	557	381	1,021	261	1,492	692	498	903	745
	5 to 70+ years	1,965	761	552	1,515	317	1,630	1171	674	815	876
Sep-16	U5 year	1,048	772	450	978	279	888	875	557	984	786
	5 to 70+ years	1,921	982	628	1,284	382	1,247	1484	563	992	892
Oct-16	U5 year	1,212	721	842	982	342	1,083	588	689	1,023	1,259
	5 to 70+ years	1,628	1,022	1,115	1,536	361	1,429	1136	951	1,112	1,347
<b>Total U5</b>		5,705	3,060	1,988	5,014	1,750	5,906	3434	2,520	4,453	3,986
<b>Total 5-70+</b>		10,387	4,196	2,853	6,552	2,115	6,977	6268	3,317	4,374	4,528
<b>Grand Total</b>		<b>16,092</b>	<b>7,256</b>	<b>4,841</b>	<b>11,566</b>	<b>3,865</b>	<b>12,883</b>	<b>9702</b>	<b>5,837</b>	<b>8,827</b>	<b>8,514</b>
Month/Year	Age group	Zabzugu	Tatale	Chereponi	Saboba	Karaga	Gushiegu	Mion	East Mamprusi	B. Yunyoo	Mamprugu Moagduri
Jun-16	U5 year	457	430	254	434	342	189	342		432	132
	5 to 70+ years	585	570	431	698	435	1,230	145		654	324
Jul-16	U5 year	543	478	347	564	457	342	437		678	158
	5 to 70+ years	768	637	545	761	657	1,765	342		865	354
Aug-16	U5 year	662	592	459	642	560	435	569		543	236
	5 to 70+ years	804	584	642	848	743	765	438		1,251	458
Sep-16	U5 year	554	677	554	654	654	564	653		890	351
	5 to 70+ years	854	486	773	879	921	864	479		1,765	521
Oct-16	U5 year	765	773	765	751	752	875	654		1,971	439
	5 to 70+ years	911	675	898	952	1,294	952	542		2,341	632
<b>Total U5</b>		2,981	2,950	2,379	3,045	2,765	2,405	2,655	-	4,514	1,316
<b>Total 5-70+</b>		3,922	2,952	3,289	4,138	4,050	5,576	1,946	-	6,876	2,289
<b>Grand Total</b>		<b>6,903</b>	<b>5,902</b>	<b>5,668</b>	<b>7,183</b>	<b>6,815</b>	<b>7,981</b>	<b>4,601</b>	<b>-</b>	<b>11,390</b>	<b>3,605</b>

Key: C – Central, W – West, N – North, E – East, S – South, B - Bunkpurugu

# Annex 4: PDCU Form



## POST-DISTRIBUTION CHECK-UP OF MOSQUITO NET USAGE

County/Region: GHANA/NORTHERN	District name:
Date of distribution: APR - MAY 2016	Sub-District name:
Date of this survey:	Community name:

Form Number:  PLEASE WRITE IN CAPITALS

To the Household Head In the past, you received mosquito nets for free from a community distribution. We are conducting a survey of random selected households to assess net usage and condition. We would like to ask you a series of questions. You are welcome to ask us any questions you have.

I agree to allow you to enter my home, in my presence, to assess the use and condition of my mosquito nets. Signature of Household Head

Name of the Household Head First name:  Last name:

Community Number:

- How many regularly used sleeping spaces are there in the household?
- Please complete the following table for all nets found hanging in the household. (If there are none, please write 'None' in column 3)

Sample	Brand of net G (Gardana)			Net distributed in random order?	Net condition G (Good)			How many sleep under net (average)			Net condition Very Good Fair Poor Worn out Broken None
	Good	Fair	Poor		Yes	OK	Poor	0-1	2-3	4-5	
Net 1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Very Good
Net 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				OK
Net 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Fair
Net 4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Poor
Net 5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Worn out
Net 6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Broken
Net 7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				None
Net 8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Very Good
Net 9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				OK
Net 10	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>				Fair

3. Of the nets received in the recent universal coverage campaign ONLY:

Number originally received	Hung		Present but not hung	Not present	
	sum of <input checked="" type="checkbox"/> neted above			Worn out	Other
Reason:					

- Does the household head know how to hang and use a net correctly? Yes / No  
(Ask the household head to demonstrate how the net is used or right if the net is not hung)
- How many people in this household have had blood-smear diagnosed malaria in the last month?
- How many people are there in this household?

CERTIFICATION:  
I certify the information in this form is correct

Supervisor's name and position:	Supervisor's name and signature:	Official Stamp
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**GHANA AMF SIX-MONTHLY PDCU - SUPERVISORY CHECKLIST**  
**COMMUNITY LEVEL SUPERVISION**  
**FOR USE BY SUB-DISTRICT SUPERVISORS**

**Instruction for sub-district supervisors: Fill form for each enumerator during the PDCU data Collection.**

**District** \_\_\_\_\_ **Sub-district** \_\_\_\_\_

**Community** \_\_\_\_\_ **Date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Name of supervisor** \_\_\_\_\_ **Signature** \_\_\_\_\_

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1. Does the enumerator have adequate number of PDCU forms needed for the day's work?  
Yes/No .....If No, why?.....
  
2. Observe the enumerator collect data in one household from start to finish and record the following:
  - 2.1. Record the start time here (e.g. 2.43pm) .....
  - 2.2. Did enumerator greet the household head? Yes/No
  - 2.3. Did enumerator explain the purpose of the visit? Yes/No
  - 2.4. Did enumerator ask for household head's Consent before interview? Yes/No
  - 2.5. Did enumerator ask household head to sign or thumbprint PDCU form? Yes/No
  - 2.6. Did enumerator fill the details of HH head (names & phone number) Yes/No
  - 2.7. Did enumerator check the number of LLINs household received during campaign?  
Yes/No
  - 2.8. Did enumerator ask of the condition of LLINs in the HH? Yes/No
  - 2.9. Did enumerator ask of number of people who slept under LLINs the previous night  
Yes/No
  - 2.10. Did enumerator ask of nets hung, not present etc Yes/No
  - 2.11. Did enumerator ask if HH head know how to hang and use nets correctly Yes/No?

2.12. Did enumerator ask how many people in HH had blood-test diagnosed malaria in the last month?

Yes/No?

2.13. Did enumerator ask how many people are in the HH Yes/No?

2.14 Record the finish time here (e.g. 2.57pm) .....

*(Explain to the enumerator any corrections and improvements required in private.)*

3. Select one completed PDCU form and follow-up to the HH and verify the following information:
4. Ask the head of the household if enumerator visited the household
5. If yes to 4 Ask/check the following
  - 5.1. The number of LLINs received.....
  - 5.2. The number hanging.....
  - 5.3. The number of people in the HH.....
6. Does 5.1, 5.2 and 5.2 agree with information on completed form Yes/No.? If no find out why.
7. What problems were observed and what corrective actions were taken? Use the following table below.

No	Problems observed	Corrective action taken

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7. Enumerate 2 key observations/lessons learnt

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Annex 6 : Letter from ADDRO to the Regional Director of the Ghana Health Service, Northern Region.

**ANGLICAN DIOCESAN DEVELOPMENT AND RELIEF ORGANISATION  
(ADDRO)  
Diocese of Tamale**

**Bankers:**

National Investment Bank, Bolgatanga  
Standard Chartered Bank, Tamale

**Our Ref**.....

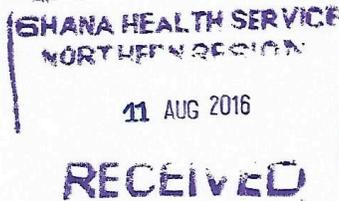
**Your Ref**.....



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Date: 08/08/2016

REGIONAL DIRECTOR  
GHANA HEALTH SERVICES  
TAMALE  
Dear Sir,



**Collaboration between Anglican Diocesan Development and Relief Organization (ADDRO)  
and Ghana Health Service (GHS) for LLIN Campaign Programme**

Anglican Diocesan Development and Relief Organization (ADDRO) and Episcopal Relief & Development with support from the Against Malaria Foundation (AMF), have been in collaboration with Ghana Health Services (GHS) and National Malaria Control Program (NMCP) to undertake a universal Long Lasting Insecticidal Nets (LLIN) campaign in three regions of Ghana; namely Northern, Upper West and Greater Accra Regions. This year, AMF is supporting the distribution of a total of 2,686,808 LLINs for these three regions out of which Northern Region distributed 1,092,616 nets to benefit an estimated population of 1,966,710 in 20 selected districts.

After this distribution, ADDRO has a lead responsibility for the post campaign activities which include the following:

1. Monthly Sensitisation of households on Malaria, diarrhea and Pneumonia issues.
2. Quarterly follow-up on LLINs and data collection on condition and usage of the LLINs
3. Six monthly Post Distribution Check-Up (PDCU)

Generally, these activities would involve effective coordination, monitoring and supervision at regional, district, subdistrict and community levels. Specifically, it would involve participatory planning with ADDRO and GHS teams in the selection of supervisors, volunteers, enumerators, training of enumerators and supervisors at various levels as well as Data Collection during PDCU and monthly malaria case rate.