

15.1. Checklist data management prevalence survey

A. Planning & Organization of Survey			
1	Has the survey protocol been designed & agreed between stakeholders?	Yes	No
2	Has the sampling procedure been documented?	Yes	No
3	Has ethical approval been obtained from the relevant committee?	Yes	No
4	Has a Data Management Plan (DMP) been developed?	Yes	No
5	Has the Data Manager and Data Entry Clerks/Operators been appointed?	Yes	No
6	Have the roles and responsibilities of the survey team been defined?	Yes	No
7	Have the contents of the data collection tools been agreed upon by stakeholders?	Yes	No
B. Development of Questionnaires			
8	Have all the required data collection questionnaires been designed and coded?	Yes	No
9	Was the Data Manager involved in the design of the questionnaires?	Yes	No
10	Were the objectives and analysis/reporting requirements of the survey considered in the design of the questionnaires?	Yes	No
11	Have operational definitions been provided for variables in the questionnaires?	Yes	No
12	Do all the questionnaires have relevant instructions to guide the user?	Yes	No
13	Is there provision for informed consent in the data collection tools?	Yes	No
14	Have the questionnaires been pilot tested in the field?	Yes	No
15	Have the field workers been trained in administering the questionnaires and in data collection techniques?	Yes	No
16	Have guidelines for addressing incomplete questionnaires (or errors in questionnaires) been developed and available?	Yes	No
17	Have plans for the storage and security of the questionnaires been formulated?	Yes	No
C. Development of Databases			
18	Has the database been developed? Was the appropriate software identified?	Yes	No
19	Have data and meta data standards been defined? (Coding systems, data dictionaries, formats and structures. What metadata will be maintained and how?)	Yes	No
20	Have the data entry, checking and data cleansing programs been developed?	Yes	No
21	Have the data entry, checking and data cleansing programs for the database been pilot tested?	Yes	No
22	Is data security assured? Has the permission structure been set-up and are there secure data storage procedures in place?	Yes	No
23	Are plans for data back-up finalized?	Yes	No
24	Is there an audit trail to identify the source of errors?		
D. Data Collection, Verification & Transfer			
25	Has the average daily workload for Data Operators (ex. # of questionnaires to be entered) been stipulated and is it monitored?	Yes	No
26	Have the questionnaires been logged and can they be tracked?	Yes	No
27	Are supervision visits conducted during field work? Are a percentage of data collected verified in the field?	Yes	No
28	Has a plan been established for the secure transfer of questionnaires to the data processing site, either at field-level or central-level?	Yes	No
29	Are there procedures established for how the questionnaires will be organized and temporarily stored while awaiting the data processing process?	Yes	No
E. Electronic Data Entry			
30	Has staff that will perform data entry and data checking been trained according to survey procedures?	Yes	No
31	Are there reconciliation procedures to ensure that all questionnaires completed in the field have been collected and entered into the database?	Yes	No
32	Has 10% of the data been randomly checked for data quality? Are there procedures in place to resolve differences?	Yes	No
33	Is there adequate supervision for data entry?	Yes	No
F. Data Management			
34	Has the electronic data been checked for errors and outliers?	Yes	No
35	Is there a plan for monitoring of error rates and addressing root causes?	Yes	No
36	Have personal identifiers been removed before the final data file will be handed over for analysis?	Yes	No
37	Is there a data back-up plan in place for all databases? Is there a regular process for data back-up?	Yes	No
38	Are the back-ups checked for the ability to restore the files when needed?	Yes	No
39	Has a Disaster Recovery Plan been created and tested? (Determine what kind of issues may arise and how they may be resolved).	Yes	No
G. Data Analysis, Reporting & Dissemination			
40	Has an analysis plan been developed including preliminary tabulation?	Yes	No
41	Has a reporting and dissemination plan been documented?	Yes	No
42	Have mechanisms been identified for providing feedback to field survey staff?	Yes	No