

Session 4B: Interviewer Features

Workshop on Computer Assisted Personal Interviewing (CAPI)

31 July – 4 August 2017, Chiba, Japan



Overview

- Overview, purpose, and localization
- Set-up CAPI application and syncing
- Dashboard
- Collecting data
- Completing an interview and synchronization



Survey Solutions
Interviewer

Overview, purpose, and localization

Overview, purpose, and localization

- Interviewer is an Android application which is used by enumerators to complete the questionnaire.
- This application should already be installed and configured for the enumerators so all they have to do is open the app.
- This is the **ONLY** part of SS that enumerators will work with.

Overview, purpose, and localization

- The purpose of the app is to collect data in electronic format with data validation.
- The application exchanges data between the other components (e.g. HQ and Supervisor) via the server.
- During and after data collection, HQ will aggregate all of the data collected through various devices into one common database.

Overview, purpose, and localization

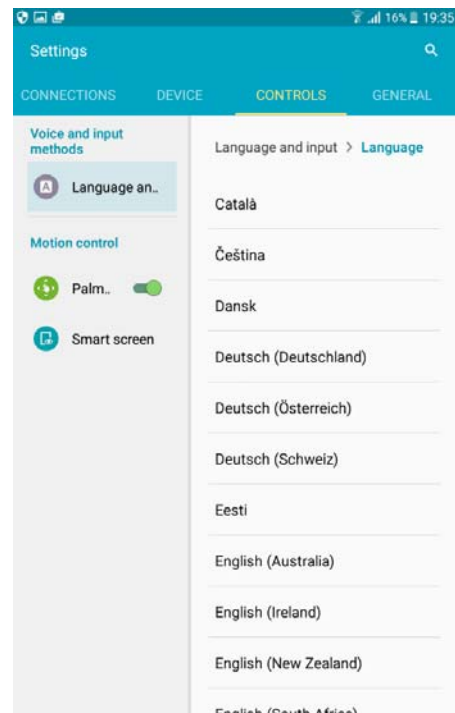
- Tablet device (as of August 2016):
 - OS Android 4.3.1 or better is required; Android 5.0+ is supported from version 5.0.0 of Survey Solutions.
 - RAM Minimum 1GB
 - Memory 8GB of flash memory storage.
 - WiFi module, which can be used for software setup, upgrades, and synchronization while in the office.
 - 3G/4G connectivity module is required for synchronization from the field.

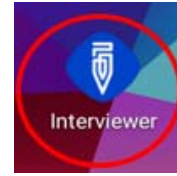
Overview, purpose, and localization

- The Interviewer application can work in French, English, Spanish, Portuguese, Russian, Thai, and Indonesian. This can change dialog boxes, menus, and error messages.
- Note that the Interviewer application will react to the language settings of the operating system.

Overview, purpose, and localization

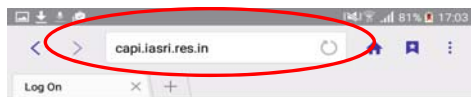
- Settings -> Controls
- Languages and input





Set-up CAPI application and syncing

Set-up CAPI application



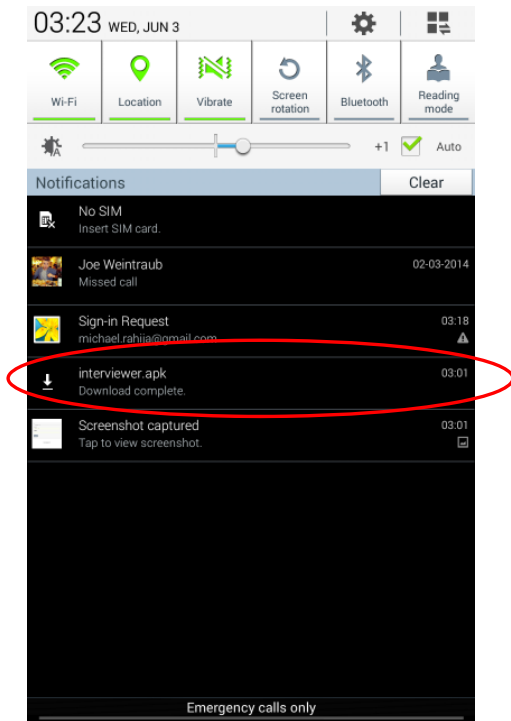
Please log in

User name

Password

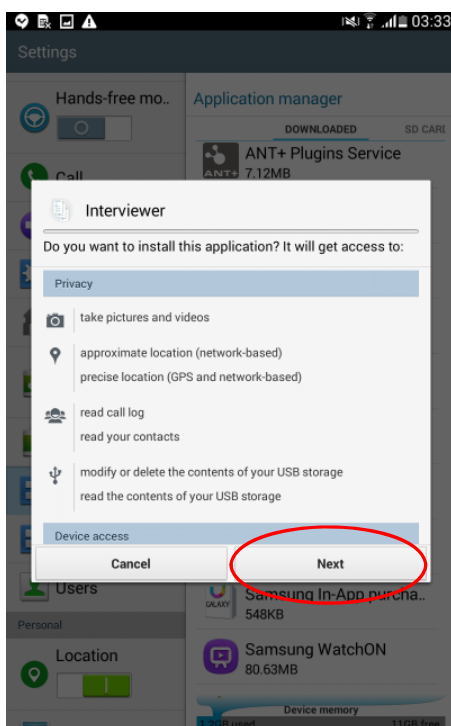
- Go to same URL as HQ and Supervisor on the browser in the tablet.
- Touch "Get Interviewer App"

Set-up CAPI application



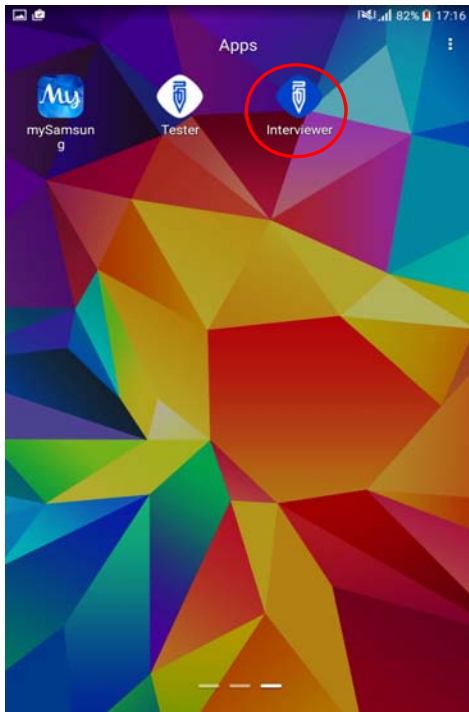
- Go to “downloads” and touch “interviewer.apk” to install.
- You may receive a warning message about downloading an app from the internet, just touch “OK”.

Set-up CAPI application



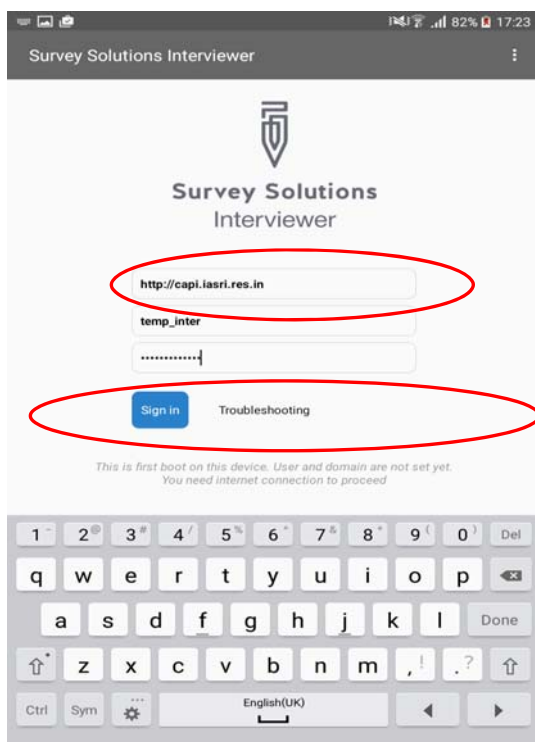
Allow app to have access to everything.

Set-up CAPI application



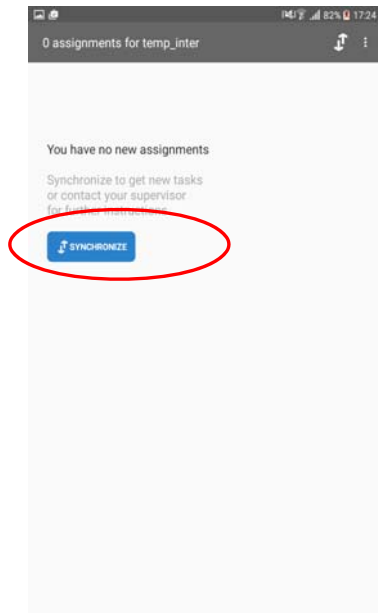
Go to application and touch the Interviewer application icon.

Set-up CAPI application



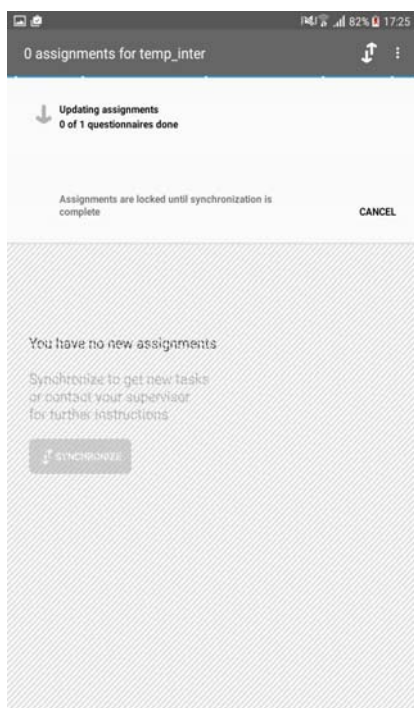
- Enter the URL of the server and login credentials.
- Also, beware of spaces inserted after the login. If there's a space, the login will not work.
- After all fields are complete, touch "Start synchronization".

Set-up CAPI application



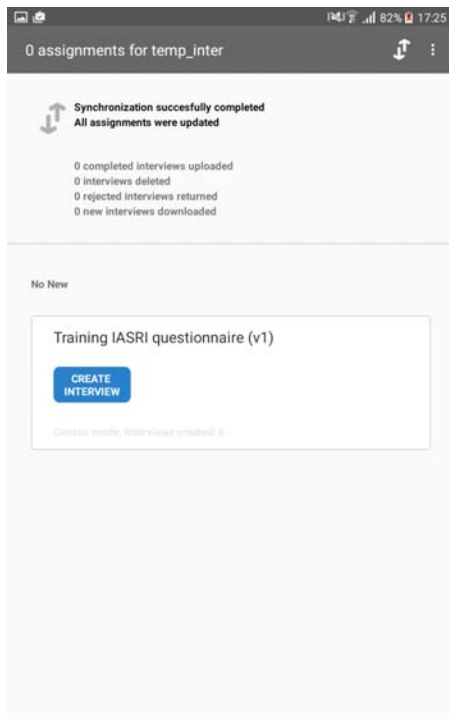
- No cases appear on the dashboard because the application hasn't been synced with the server. So synchronize.

Set-up CAPI application



- Wait for it connect, and sync...
- When the device synchronizes, **it's exchanging information with the server**. So, the device is receiving cases assigned to it, and sending completed cases.

Set-up CAPI application



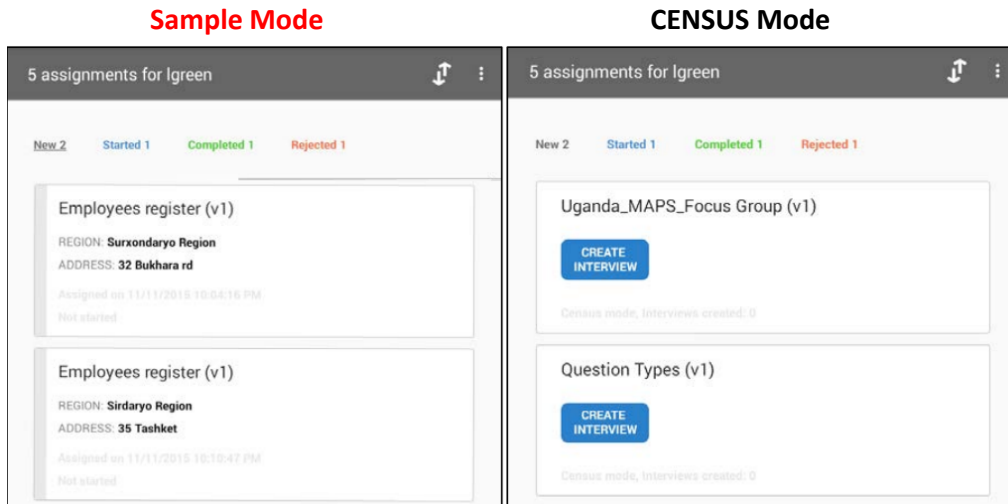
- See the confirmation for a successful syn. If “Synchronization successfully completed” does not appear, check your internet connection and login info, then try again.
- If successful, you can be sure that all information has been sent and received successfully.



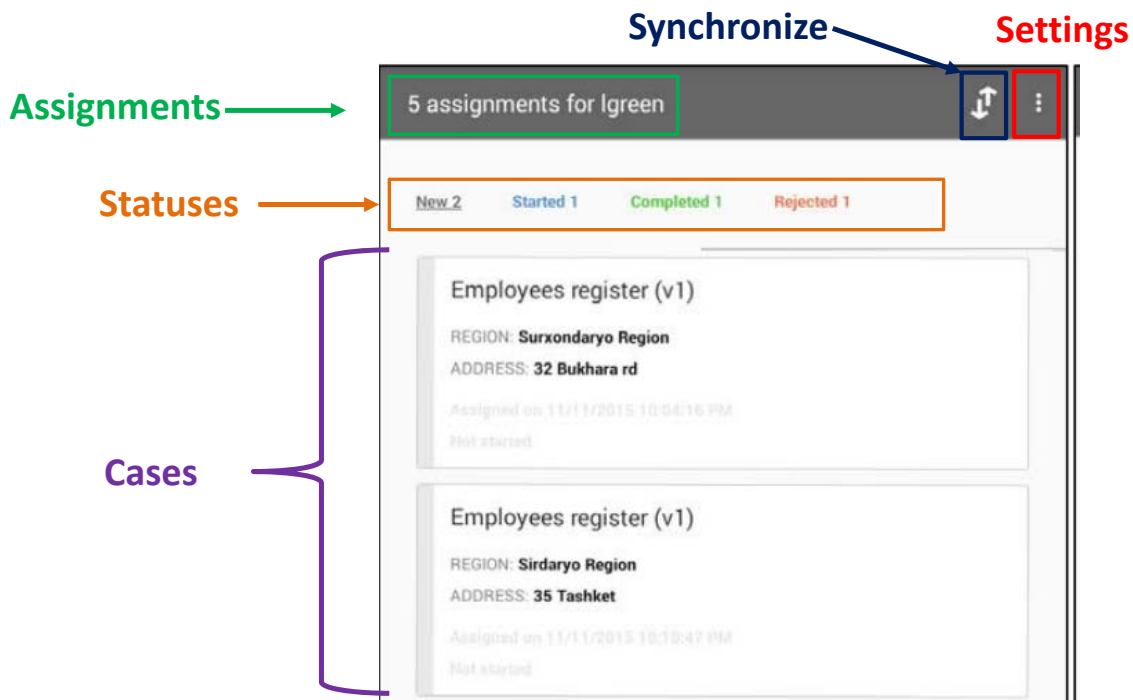
Dashboard

Dashboard

The **DASHBOARD** contains the questionnaires that have been assigned to the enumerators.

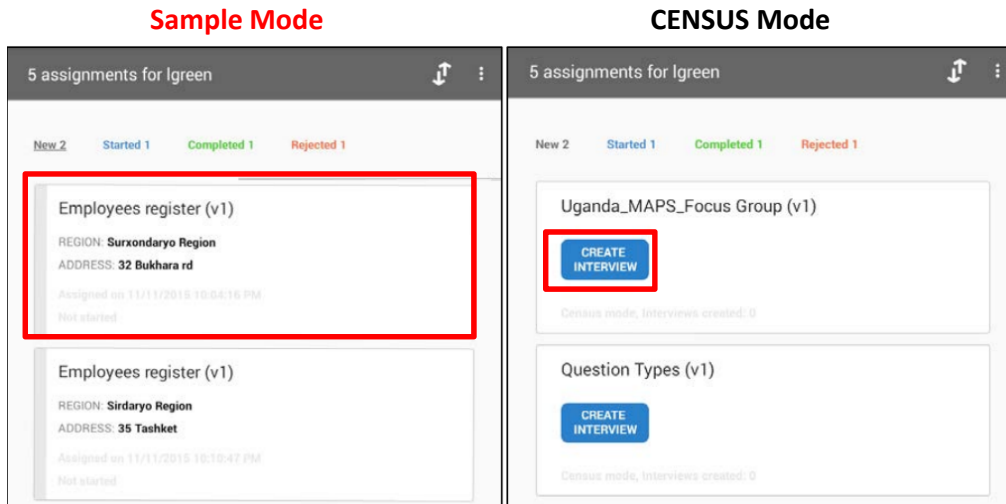


What is the dashboard?



Dashboard

To **OPEN** a case in Sample Mode or create a case in census mode, just tap the case, or “Create an Interview”



Dashboard

To **CLOSE** a case touch the back button below on the tablet.

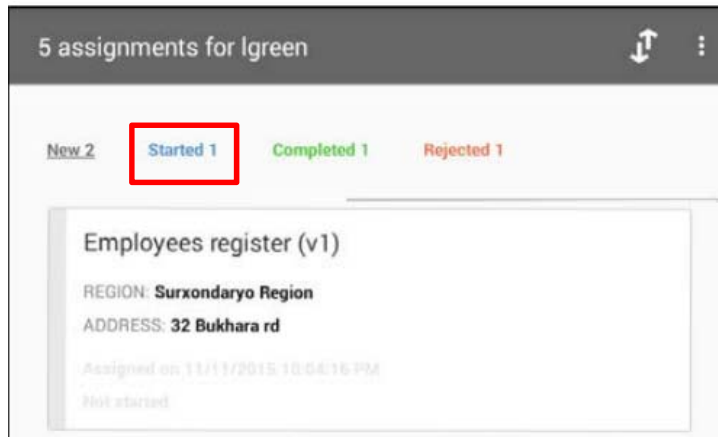


You may then see a message, in which case you will need to touch the back button again.

Press again to exit

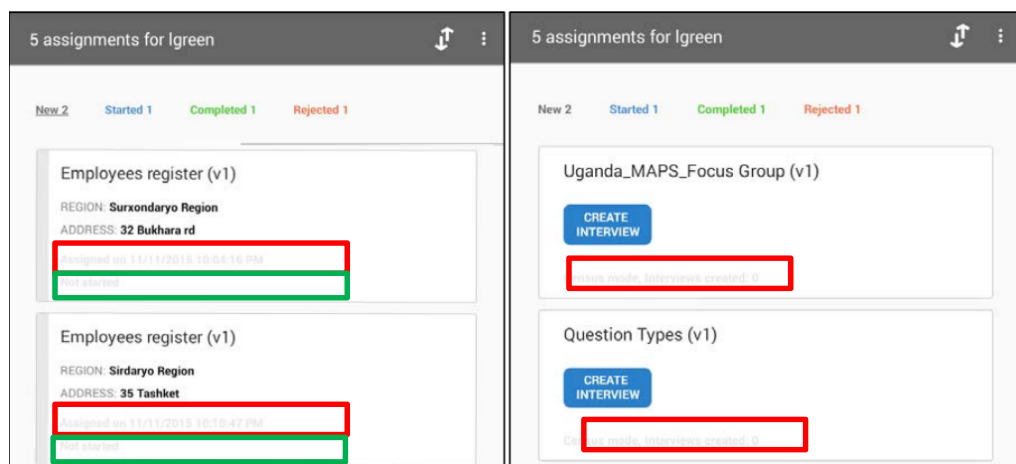
Dashboard

To resume a case, go back to the dashboard and filter for **started** interviews, and open the case



Dashboard

- Last Update
- Status



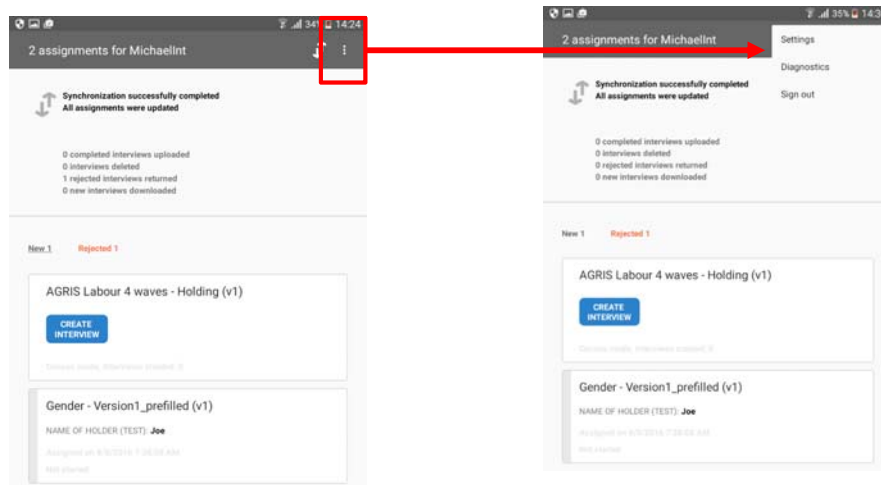
Dashboard

- For rejected cases, the supervisor comment will also appear.



Dashboard

Tapping the three vertical dots opens a drop down menu with settings, diagnostics, and sign out.





Survey Solutions
Interviewer

Collecting Data

Collecting data - Navigation

The screenshot shows a mobile application interface with a blue header bar containing a menu icon, the text "Cover", and a vertical ellipsis icon. Below the header, the title "AGRIS Labour Module - Holding _ for training" is displayed. The main content area contains several questions and their corresponding answers:

- IN WHAT REGION IS THE HOLDING LOCATED?
Region 1
- IN WHICH DISTRICT IS THE HOLDING LOCATED?
District 1
- IN WHAT TOWN/VILLAGE IS THE HOLDING LOCATED?
Town 1
- WHAT IS THE ENUMERATION AREA?
2222
- WHAT IS THE HOLDING SERIAL NUMBER?
2222-01
- WHO IS THE HOLDER?
Joe

At the bottom of the form, there is a blue button labeled "START".

Identifying Information

Start Interview/Open
Questionnaire

Collecting data - Navigation

Open navigation pane

I01. Did anyone in this household receive advice/information about agricultural/ livestock activities from any of the following sources in the past 12 months?

- NATIONAL AGRICULTURAL ADVISORY SERVICES (NAADS)
- INPUT SUPPLIER
- NGO
- COOPERATIVE/FARMER'S ASSOCIATION
- LARGE SCALE FARMER
- OTHER EXTENSION SERVICES

I09. Are you informed of training programs organized by NAADS?

- YES
- NO

I10. Has any member of your household participated in a training program organized by NAADS in the past

Question with options

Enabled questions

Disabled question

Collecting data - Navigation

PARCEL, PLOT, AND CROP DETAILS / PARCEL ROSTER - BY THE RIVER / PLOT ROSTER - plot 2

F01. Plot Description & Location

LIST ALL PLOTS ON by the river.

FOR ALL PARCELS THAT HAVE MAIZE, LIST ALL PLOTS REGARDLESS OF FARMING STATUS.

REFER TO PARCEL ROSTER, E18.

plot 2

F02. SELECT THE RESPONDENT

- Joe
- Jane
- Jeff

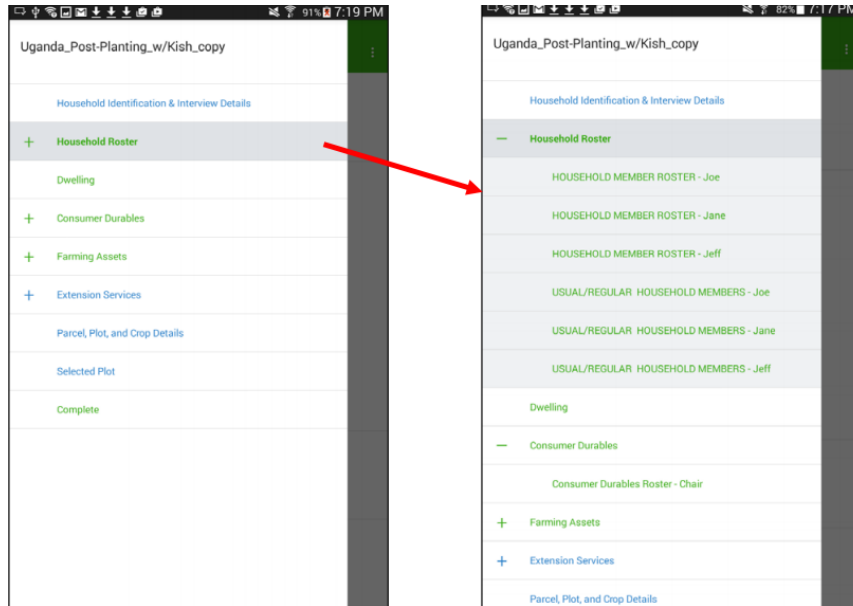
F03. During this season, what is the status of this plot (plot 2)?

- CULTIVATED
- CULTIVATED BY MAILO TENANT

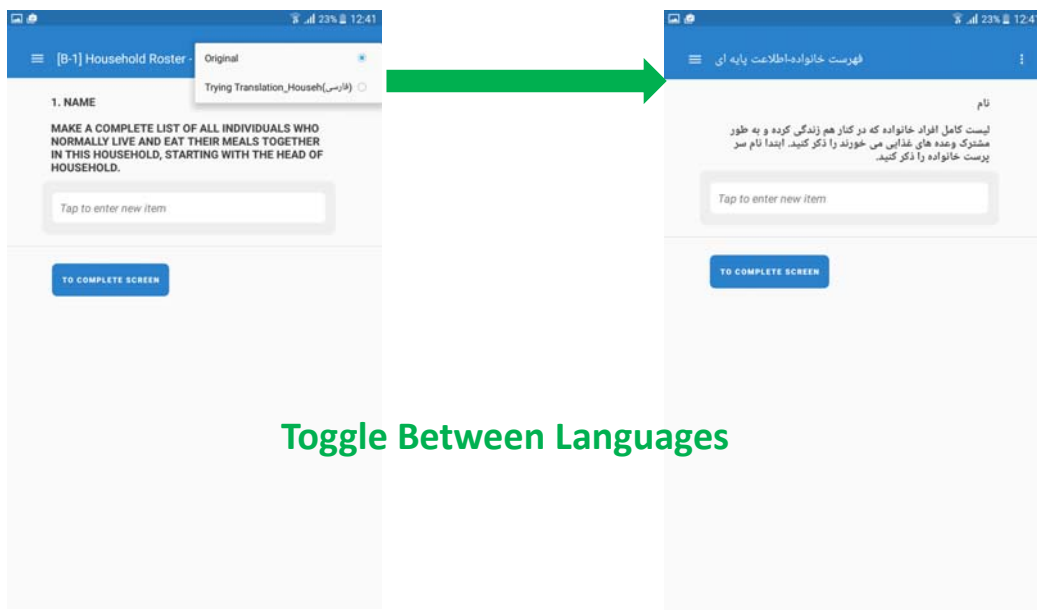
Swipe up and down to navigate between questions.

Collecting data - Navigation

Use the navigation pane to navigate between rosters, and modules.



Collecting data - Navigation



Toggle Between Languages

Collecting data - Navigation

- To enter a group of questions, just tap.

Group of questions

Initial questionnaire

Are both respondents available now?

Yes No

On what day will both respondents be available?

At what time are the respondents available?

In the AM or PM?

CONTACT INFORMATION REFERENCE PERSON 1
Section not started

CONTACT INFORMATION REFERENCE PERSON 2
Section not started

NEXT SECTION

Collecting data - Navigation

Individual groups of questions are created for the each answer to the trigger question. Open the set of questions by tapping the roster.

[B-1] Household Roster - Basic Information

1. NAME

MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD.

joe

michael

Tap to enter new item

Household Roster - joe

Household Roster - michael

TO COMPLETE SCREEN

[B-1] HOUSEHOLD ROSTER - BASIC INFORMATION / Household Roster - joe

GRANDCHILD

NIECE/NEPHEW

FATHER/MOTHER

SISTER/BROTHER

SON/DAUGHTER-IN-LAW

BROTHER/SISTER-IN-LAW

GRANDFATHER/MOTHER

FATHER/MOTHER-IN-LAW

OTHER RELATIVE

SERVANT OR SERVANT'S RELATIVE

LODGER/LODGER'S RELATIVE

OTHER NON-RELATIVE

OTHER (SPECIFY)

[B-1] Household Roster - Basic Information

1. NAME

MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD.

joe

michael

Tap to enter new item

Household Roster - joe

Section completed: 5 answers, no sub-sections

Household Roster - michael

TO COMPLETE SCREEN

Collecting data - Navigation

- Decision-making module *inside*
- Household Roster – Joe *inside*
- Individual Questionnaire

Bread crumbs

INDIVIDUAL QUESTIONNAIRE / HOUSEHOLD ROSTER - JOE / DECISION-MAKING MODULE / Parcel roster part 1 - behind house

What is the estimated area of behind house?

INSTRUCTION
HOLDERS MAY GIVE AREAS AS FRACTIONS, SUCH AS 3/4, 1/2 AND 1/4 OF AN ACRE. TRANSFER THE FRACTIONS TO DECIMALS AS FOLLOWS: 3/4=0.75, 1/2= 0.50, 1/4=0.25, 1/3=0.33, AND 2/3=0.66.
FILL IN THE AREAS WITH TWO DECIMALS. MAKE SURE THAT THE DECIMALS ARE CORRECTLY REGISTERED IN ORDER TO AVOID DATA ENTRY ERRORS AT A LATER STAGE.

Tap to enter decimal

What is the unit of measure for the estimated area of behind house?

Acre

Hectare

Square meters

Yards

Other

Collecting data – Color Codes

The outline of the response turns **red**, and the message appears when a validation condition is violated.

Household number

5008

ANSWER IS INVALID

The household number cannot be higher than 5000.

Collecting data – Color Codes

Red – Invalid Response

INDIVIDUAL QUESTIONNAIRE / Household Roster - joe

Indicate joe's sex

INSTRUCTION
DO NOT READ THIS QUESTION OUT LOUD.

Female

Male

What is joe's age (in years)?

INSTRUCTION
If less than 1 year, write: 0

110

ANSWER IS INVALID
Confirm with respondent that age exceeds 110 completed years. [1]

For how many full months during the last 12 months was joe away from the household?

4

Collecting data – Color Codes

Blue – Not Complete

INDIVIDUAL QUESTIONNAIRE / HOUSEHOLD ROSTER - JOE / DECISION MAKING MODULE / Parcel roster part 1 - behind house

What is the estimated area of behind house?

INSTRUCTION
HOLDERS MAY GIVE AREAS AS FRACTIONS, SUCH AS 3/4, 1/2 AND 1/4 OF AN ACRE. TRANSFER THE FRACTIONS TO DECIMALS AS FOLLOWS: 3/4=0.75, 1/2= 0.50, 1/4=0.25, 1/3=0.33, AND 2/3=0.66.
FILL IN THE AREAS WITH TWO DECIMALS. MAKE SURE THAT THE DECIMALS ARE CORRECTLY REGISTERED IN ORDER TO AVOID DATA ENTRY ERRORS AT A LATER STAGE.

Tap to enter decimal

What is the unit of measure for the estimated area of behind house?

Acre

Hectare

Square meters

Yards

Other

Collecting data – Color Codes

Green – Complete
without invalid answers

The screenshot shows a mobile application interface for an 'Initial questionnaire'. The top status bar is green, indicating completion. The main content area has a white background with a green header bar. The first question is 'Are both respondents available now?' with radio buttons for 'Yes' (selected) and 'No'. Below this, there are three more questions: 'On what day will both respondents be available?', 'At what time are the respondents available?', and 'In the AM or PM?'. These three questions are grouped in a greyed-out section. Below the greyed-out section, there are two green buttons labeled 'CONTACT INFORMATION REFERENCE PERSON 1' and 'CONTACT INFORMATION REFERENCE PERSON 2', each followed by the text 'Section completed: 3 answers, no sub-sections'. At the bottom, there is a green button labeled 'NEXT SECTION'.

Collecting data – question types

Numeric

The screenshot shows a numeric input field for question B05. The question text is 'B05. During the past 12 months, how many months did joe live here?' followed by instructions: 'WRITE 12 IF ALWAYS PRESENT OR IF AWAY LESS THAN A MONTH. MONTHS'. Below the text is a text input field with the placeholder 'Tap to enter number'. A numeric keypad is overlaid on the bottom half of the screen, showing digits 1-9, 0, a backspace key, a 'Done' key, and a keyboard icon. The keypad is partially obscuring the bottom of the question text.

Collecting data – question types

Text

A09. NAME OF HOUSEHOLD HEAD:

Collecting data – question types

Single Select

B04. What is the residential status of joe?

- USUAL MEMBER PRESENT
- USUAL MEMBER ABSENT
- REGULAR MEMBER PRESENT
- REGULAR MEMBER ABSENT
- GUEST
- USUAL MEMBER WHO LEFT HOUSEHOLD MORE THAN 6 MONTHS AGO
- LEFT PERMANENTLY/DIED

Collecting data – question types

Multi-select

UNORDERED

ORDERED

<p>Select the three most common types of contract, Business Solutions use to hire people?</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Fixed term<input type="checkbox"/> Personal service agreement<input checked="" type="checkbox"/> Internship<input type="checkbox"/> International consultant<input checked="" type="checkbox"/> National consultant<input type="checkbox"/> Other	<p>Select the three most common types of contract, [...] use to hire people?</p> <ul style="list-style-type: none">1 <input checked="" type="checkbox"/> Fixed term<input type="checkbox"/> Personal service agreement3 <input checked="" type="checkbox"/> Internship<input type="checkbox"/> International consultant2 <input checked="" type="checkbox"/> National consultant<input type="checkbox"/> Other
--	---

Collecting data – question types

Categorical Multi Select, Yes/No

Does the enterprise sell [ITEM]?

Yes / No

- / Cereals
- / Roots and Tubers
- / Vegetables
- / Fruits
- / Meat and Fish

Collecting data – question types

Cascading

The image shows two side-by-side screenshots of a mobile application interface for 'Household Identification & Interview Details'. The left screenshot shows a cascading dropdown menu for 'A01. DISTRICT' with options: IGANGA, MAYUGE, SERERE, and SIRONKO. The right screenshot shows the same interface with 'SERERE' selected for 'A01. DISTRICT' and a new dropdown menu for 'A02. COUNTY/MUNICIPALITY' with options: KASILO and SERERE. Both screenshots show a keyboard at the bottom.

Collecting data – question types

List

The image shows a screenshot of a mobile application interface for 'Household Roster'. The screen displays instructions for creating a comprehensive list of household members and a list of names: Joe, Jane, and Jeff. Below the list is a text input field for adding new items.

HOUSEHOLD ROSTER

IN ORDER TO MAKE A COMPREHENSIVE LIST OF INDIVIDUALS CONNECTED TO THE HOUSEHOLD, USE THE FOLLOWING PROBE QUESTIONS:

Just to make sure that I have a complete listing:

- a) Are there any other persons such as small children or infants that we have not listed?
- b) Are there any other people who may not be members of your family such as domestic servants, lodgers or friends who usually live here?
- c) Are there any guests or temporary visitors staying here, or anyone else who stayed here last night, who have not been listed? IF YES, what are their names?

B01. NAME

MAKE A COMPLETE LIST OF HOUSEHOLD MEMBERS IN THE LAST 12 MONTHS INCLUDING GUESTS WHO SLEPT HERE LAST NIGHT AND THOSE THAT LEFT THE HOUSEHOLD PERMANENTLY

- Joe
- Jane
- Jeff

Tap to enter new item

Collecting data – question types

Date

A17. DATE OF INTERVIEW

Tap to enter date

Set date

			September 2015							
			S	M	T	W	T	F	S	
Aug	07	2014	36	30	31	1	2	3	4	5
Sep	08	2015	37	6	7	8	9	10	11	12
			38	13	14	15	16	17	18	19
Oct	09	2016	39	20	21	22	23	24	25	26
			40	27	28	29	30	1	2	3
			41	4	5	6	7	8	9	10

Cancel Set


Collecting data – question types

GPS

GPS location of the household

Tap to record GPS

GPS location of the household



-77.0425279, 38.8983335

Tap to record GPS



Completing an interview and synchronization

Completing interview and sync

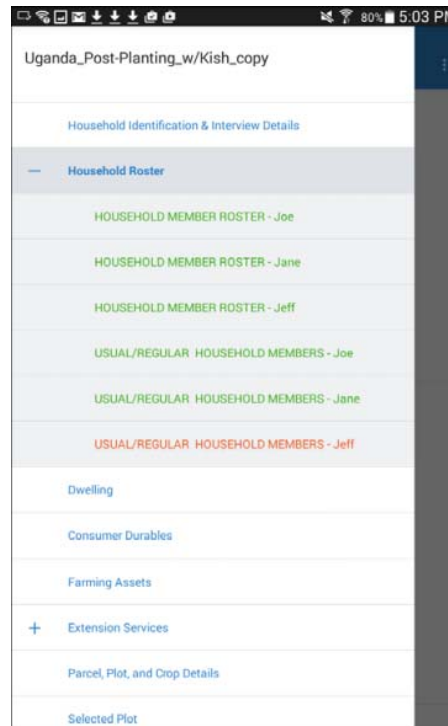
When all sections are *green*, it is completed and there are no errors.

The screenshot shows a mobile application interface with a green header bar labeled "New Section". Below the header, there are two sections of a survey form. The first section is titled "Please select which team you belong to" and contains four radio button options: "Team 1" (selected), "Team 2", "Team 3", and "Team 4". The second section is titled "Please indicate which describes how you feel about the statement, 'Survey Solutions is user friendly'" and contains five radio button options: "Strongly disagree", "Disagree", "Neutral", "Agree", and "Strongly Agree" (selected). At the bottom of the form, there is a question: "Have you used any type of electronic data collection devices before?".

The screenshot shows a mobile application interface displaying a list of sections for synchronization. The title is "Uganda_Post-Planting_w/Kish_copy". The list includes the following sections: "Household Identification & Interview Details", "Household Roster" (expanded to show "HOUSEHOLD MEMBER ROSTER - Joe", "HOUSEHOLD MEMBER ROSTER - Jane", "HOUSEHOLD MEMBER ROSTER - Jeff", "USUAL/REGULAR HOUSEHOLD MEMBERS - Joe", "USUAL/REGULAR HOUSEHOLD MEMBERS - Jane", and "USUAL/REGULAR HOUSEHOLD MEMBERS - Jeff"), "Dwelling", "Consumer Durables", "Farming Assets", "Extension Services" (with a plus sign), "Parcel, Plot, and Crop Details", and "Selected Plot". Each section has a small green checkmark icon next to it, indicating that the section is completed and ready for synchronization.

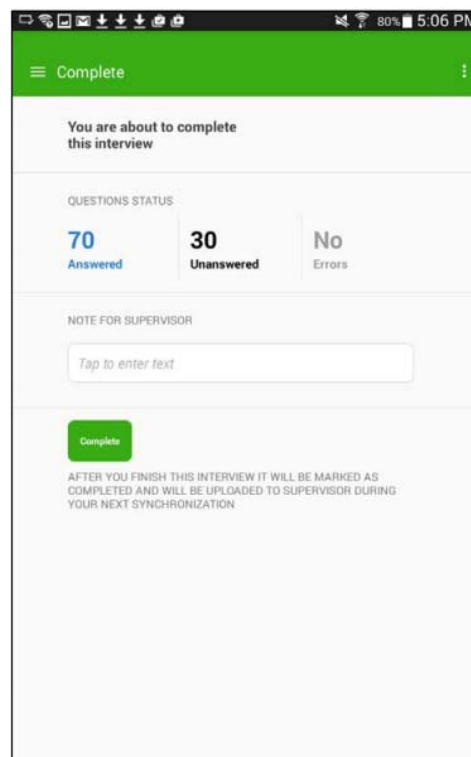
Completing interview and sync

Sections containing errors are *red*, and unfinished sections are *blue*.



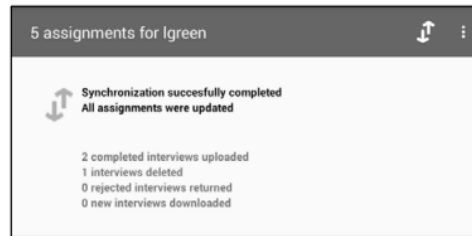
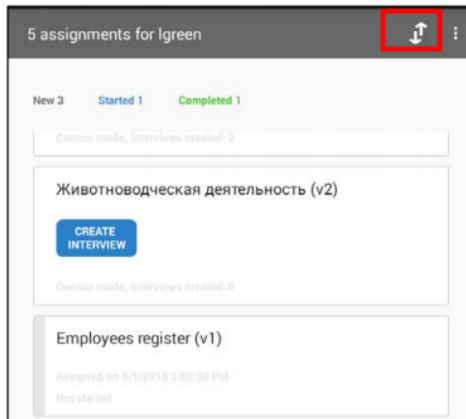
Completing interview and sync

- Before the interview is completed, the interviewer is showing a screen summarizing the number of answer, unanswered and errors.
- There is also comment box.



Completing interview and sync

After the interview is completed, the dashboard will appear. Touch the arrows to synchronize.



QUESTIONS??