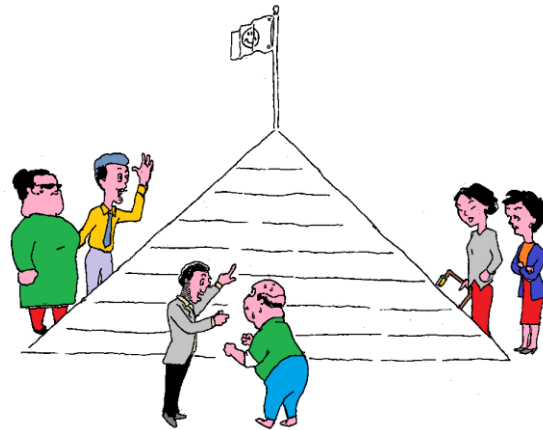

Outcome Monitoring Data Collection Manual

Guideline for collecting
information by using tablet
through ODK system.

**Manual Prepared by:
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Introduction:

As a human service and social development program, it is very essential to regularly monitor and report on how many resources we have and what they do in our program. We know how many/much resources in our program, how many hours we spend in making progress towards our program objectives, and how many deliverables we produced. In other words, we document program **inputs**, **activities** and **outputs**.



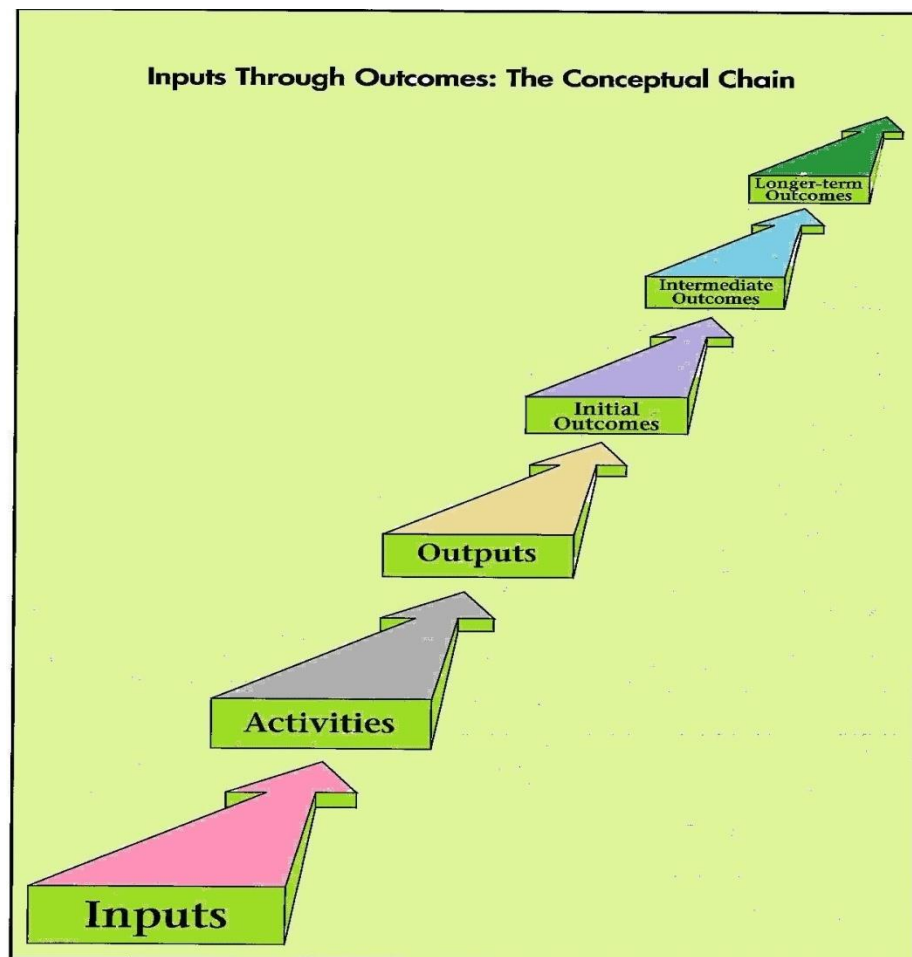
- **Inputs** include resources dedicated to or consumed by the program. Examples are money, staffs and staff time, volunteers and volunteer time, facilities, equipment, and supplies. For instance, inputs for a WMG formation include the hours of staff time spent designing and delivering the program. Inputs also include constraints on the program, such as laws, regulations, and requirements for receipt of funding.
- **Activities** are what the program does with the inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise the methodology of program's deliverables/services. For instance, sensitizing community people about the Blue Gold Program is a program activity, as are training and motivating poor farmers to cultivate more agri-products to eradicate poverty.
- **Outputs** are direct products of program activities and usually are measured in terms of the volume of work accomplished- for example, the numbers of sensitization meeting, numbers of trainings, how many agricultural materials/tools distributed (seeds, ducklings, minnows..), numbers of sluices repaired etc. Output have little inherent in themselves. They are important because they are intended to lead to a desired benefit for target populations.
- **Outcomes** are benefits or changes for individuals or populations during or after



participating in program activities. They are influenced by a program's output. Outcomes may relate to behavior, skills, knowledge, attitudes, values, condition or other attributes. They are what the target groups know, think, or can do; or how they behave; or what their condition is and so forth.

For example, in a program to train WMG members on O&M, Roles and Responsibilities of a WMC and WMA, QC of repair works of sluice and other construction works; outputs – how many training conducted, how many members have been trained, how much money been spend etc. The desired outcomes – WMG members are skillfully maintaining O&M activities, the changes sought in members' behavior or status in question of observing and ensuring quality works and having increased quality water management infrastructures are in place. Therefore, the outcomes are the benefits for target populations during and after the program activities.

e.g. new knowledge; increased skills; changed attitudes or values; → modified behavior; → improved condition; altered status...



Why Measure Outcomes?

Service providers, program/project/organization staffs, governments and donors, and the public are calling for clearer evidence that the resources they expend actually produce benefits for people. Consumers of services and volunteers who provided services want to know that programs to which they devote their time really make a difference. That is, they want better accountability for the use of resources. One clear and compelling answer to the question of “Why measure outcomes?” is: **To see if programs really make a difference in the lives of people.**

The ODK and Outcome Monitoring by Using Tablet:

Open Data Kit (ODK) is an open-source suite of tools that helps organizations, author, field and manage mobile data collection solutions. The goals of ODK are to make open-source and standards-based tools which are easy to try, easy to use, easy to modify and easy to scale.

Open Data Kit (ODK) is a new addition in conducting surveys for multiple purposes, collecting-collating multi-functioned information by using tablets. It is free and open-source set of tools. ODK provides an out-of-the-box solution for users to:

1. Build a data collection form or survey (XLS Form is recommended for larger forms);
2. Collect the data on a mobile/tablet device and send it to a server; and
3. Aggregate the collected data on a server and extract it in useful and readable formats.

In addition to socio-economic and other various kind of surveys with GPS locations, videos and still images, ODK is being used to create decision support for researchers, managers and for building multimedia-rich nature mapping tools.

The Steps of Data Collection:

Step-1

Switch on your tablet/smart phone- hold your device vertically and see there are two switches/buttons at the top-right edge of the device. Long press on the **on/off** button which is positioned on the top of two buttons. The **on/off** button is smaller in length than another button which is positioned immediate after the smaller (on/off) one.


Step-2

After becoming 'on' of your device, touch and swipe down by the top scrap of a finger from the top-right corner of the screen of your tablet. Then 13 small icons will be visible and you will be able to find the GPS icon amongst them. The GPS icon will be in **off-mode** when it is appeared as ash colored. After tapping once on the icon, it will become on **on-mode** by changing its color into **blue**.

Step-3

You need to adjust your GPS location from the main menu of the device before starting the data collection procedure. You need to stay in an open air location with the tablet. Open the main menu options and tap on the **GPS Test** icon and wait to be appeared the number 30 feet or bellow. After adjusting GPS, don't switch off your tab before completion the entire data collection process.

Step-4

Back to the main menu, and you need to go now to the "ODK Collect"  icon, tap on it, after that a list will be appeared on your screen named **ODK Collect** (.....). The list will be revealed as the following image. You will also be able to see some (four/five) top-down options as –



Step-5

Tap on the top option “Fill Blank Form” and by then the four formats of outcome progress markers will be appeared. Chose the appropriate format that you want to work out, tap on it.

Step-6

Now the main task in your charge and your tablet screen is showing the message **‘You are at the start of BG Outcome Monitoring_..... Tap the arrow buttons below to go backward and forward’** and by making tap on the forward arrow, you will be entered into the **section- A** where general information lies. Each data option is required except the video recording option which is just before the GPS location at the end. Hence, you will not be able to skip any data option by keeping it blank.

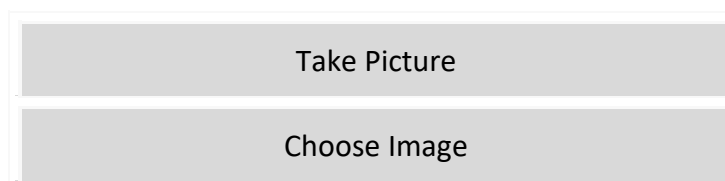
Step-7

After the completion of **section-A** (the general information part), the main questionnaire will be come up immediately after. There are different levels of outcome indicators like Level-1, Level-2 and so on so forth. Within a level, there is a bunch of outcome indicators and each indicator is trailed by 4 (four) clearly measurable options that are chronologically and commonly listed as like: 0-1-2-3. You are entitled to select the most appropriate position as well as the level in question of the raising indicator. If it is very poor then go with the zero, if it is moderately appropriate then go with 1, if it is good then select 2 and if extremely good then only select the number 3.

We should be very careful, fairly judgmental and extremely honest in selecting the scoring criteria, because once we do mistake in selecting the scoring criteria, the whole program achievements will be interpreted wrongly. So, this is an absolutely holy responsibility for any program/project whatever.

Step-8

After completion of covering all outcome indicators under the respective levels, you will have a required option to take picture(s) of the FGD and/or interview. In this step you will have two ways of taking picture. The options shows the image below-

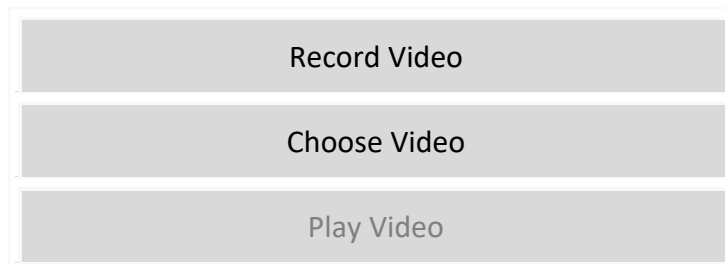


This gives you two ways of taking picture(s). If you want to take snaps instantly, choose the “Take Picture” after making tap on it, the inbuilt camera option of your tablet will be automatically on and give you the opportunity to take picture.

You may also take pictures before starting FGD/interview or at the mid-time of the FGD/interview if you assume of missing member(s) before ending. In this circumstance, you can take picture as you use to take images by using your own mobile camera in occasions. Therefore, you go with the next option that means tap on “Choose Image” and to the location where the tablet camera stores pictures and then select images as required and relevant.

Step-9

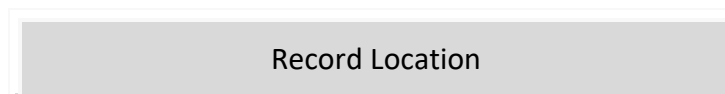
This is the only option that you can skip by not doing any action. If you want to do video document of the FGD/interview, go to the “record video” option from the option image like below-



Or you can “choose video” option if you recorded earlier as step-8 stated. Here is another additional option you can enjoy. After recording or choosing video, the faded lettered option “play video” will be brightened and solid that means you can be able play your recorded video to observe it to confirm either it is perfect or not.

Step-10

This is the final option where you will find option image like below-



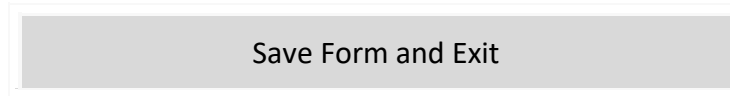
Remember, before starting the FGD/interview you have opened the GPS and adjusted it. Now you have just concluded the FGD/interview, deliver the thanks note and come out from the room, stand in an open air place and tap on the “record location” option. This option always takes couple of minutes or more some time, therefore you have to pay the patience till the finishing point of the action.

Remember: This is the last stage of your process but you have more action to do....

Step-11

After finishing the **Step-10**, tap on the forward arrow button or swipe and a message will be shown “You are at the end of BG Outcome Monitoring_.....”

In the next line there is option- “ Mark form as finalized”. Tap on the box is shown at first; a ✓ mark will be visible inside the box. And then tap on the option image that is also visible next to this as like-



And now you have completed your task.