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FAMILY PLANNING ASSOCIATION OF NEPAL

ACTION PLAN
FOR
ELCO MAP PILOT TESTING
JUNE 1995 - JANUARY 1996

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GLOSSARY

| | |
|-----------------|------------------------------------------------------|
| CW | : Community Worker |
| DG | : Director General |
| ELCO | : Eligible Couple |
| FPAN | : Family Planning Association of Nepal |
| FPMD | : Family Planning Management Development |
| LIP | : Local Initiatives Program |
| MIS | : Management Information System |
| MSH | : Management Sciences for Health |
| NGO | : Non Government Organization |
| OP&H | : Office of Population and Health |
| TOT | : Training of Trainers |
| UN | : United Nations |
| USAID | : United States Agency for International Development |
| VDC | : Village Development Committee |
| WV | : Women Volunteer |

SUMMARY

Currently FPAN is operating its family planning program in 27 districts out of 75 districts. The organization is running its CBI program through 1300 grass root level worker of which 350 Community Worker and 950 Women Volunteers. FPAN will be pilot testing the ELCO Map in four of its districts. In each of the districts the map will be implemented in two of the Women Volunteer's (WV) area. Thus, a total of 8 ELCO maps will be developed and will be pilot tested for a period of eight months from June 1995 through January 1996. For pilot testing each of the maps will have 50-75 ELCOs. Presently in Kavre district a total of 12 ELCO maps are being used by Community Workers and Women Volunteers. Among the 12 ELCO maps three are being used since September 1994 and rest have been developed during the beginning of 1995. Since the training was not detailed, more over the Senior Branch Manager has attended the TOT, same training will be given to Kavre again and the workers will develop new ELCO map.

When reviewing the ELCO maps of Kavre it was found that the worker's are using it efficiently but each of the map are of different size and more over they have developed the map on their own. To make the maps more accurate and incorporate the new legends and colors for contraceptive the maps needs to be changed and also the workers should receive training again. For which, the same training will be followed along with the new pilot areas.

The overall goal of ELCO map testing is to study the feasibility of wider use and to strengthen the MIS of FPAN and also enabling the grass root level workers for providing effective services to their clients. By using the map the grass root level worker will be able to understand their community worker, identify the contraceptive needs and provide accurate report. The managers and supervisors will be able to use it for taking management decisions.

The following activities will be conducted during pilot testing:

- In June 1995, the Branch Managers will receive a two-day training at the head quarters.
- Dates will be fixed for two-day Branch level training for supervisors and women volunteers in each districts, which will also be organized in June 1995.
- Pilot testing area for ELCO mapping will be selected by the Branch Managers and supervisors and will be informed to the central office prior to training.
- The area will be demarcated.
- A two-day training will be organized in each of the pilot districts.
- Core Trainer from central office will also attend the field level training as a facilitator.
- The house hold survey will be completed by the women volunteers with in three days, seeking guidance from the supervisor and Branch Manager. Each map will have 50-75 ELCOs.
- After compiling the data, draft ELCO map will be completed by the Women

Volunteers by third week of June 1995.

- The maps will be reviewed by the Branch Manager and Supervisor and will be sent to central office for their feed-back.
- The ELCO map will be sent back to the Branch from the Central with in second week of July 1995.
- Branch Managers will hold implementation Workshop for the supervisors and Women Volunteers during third week of July 1995.
- Final ELCO map will be prepared during third week of July 1995.
- The pilot area will be visited regularly by the supervisor and Branch Manager.
- Visits from Central Office will also be conducted in month three and six and feed back report should be sent to the field after the visit.
- Evaluation/assessment of the ELCO map pilot testing will be done during January 1996 and next course of action will be determined by FPAN as per the result. If necessary, FPAN will seek assistance from FPMD during evaluation/assessment.

BACKGROUND:

The Family Planning Association of Nepal has the largest program of any family planning NGO in Nepal. The organization is working in Nepal since 1959. FPAN has played a key role in developing Nepal's National Family Planning Program. FPAN is working in 27 districts out of the 75 districts and has covered about 23% of the population. Family Planning Association of Nepal has a wide range of coverage and is providing family planning services effectively through its 350 Community Workers and 950 Women Volunteers. As an operational strategy, the contraceptive is distributed at the door step of the clients through the Community Workers (CW) and Women Volunteers (WW). On an average each of the CW/WV is assigned to cover 200 clients.

In January 1993, Management Sciences for Health's (MSH) and Family Planning Management Development (FPMD) conducted a management needs assessment of the Family Planning Association of Nepal (FPAN) at the request of USAID/Kathmandu. Proposal was given for providing technical assistance to FPAN in several area, one of which was strengthening FPAN's Management Information System (MIS).

In FPAN many Women Volunteers are pre literate or marginally literate, which is a hindrance in reporting. But these volunteers often had greater access to undeserved groups, as well as high level of commitment. It was proposed that ELCO mapping may well improve recording and reporting system and also help those volunteers in organizing field activities effectively.

In Bangladesh, FPMD is implementing a project known as Local Initiatives Program (LIP). For improving access to the family planning services at the grass roots level, LIP deployed a cadre of women volunteers, who assists the government field workers in the door-steps service delivery. Most of these women volunteers are marginally literate. Presently these women volunteers provides short term family planning method (Oral Pill, Condom) at the door-step of the acceptors and also refers clients for other methods to the clinics. To record there services, they maintain a map known as "ELCO Map". It is a visual tracking system of the contraceptive status of a group of Eligible Couple (ELCO). The family planning status of the ELCOs are indicated by different color codes. ELCO mapping has proven to be a helpful management tool for the marginally literate women and also for the managers and supervisor's for planning and organizing their work. To improve FPANs MIS at grass-roots level FPMD/Nepal and FPAN organized a training program of ELCO mapping for FPAN's selected operation personnel. One FPMD project staff from Bangladesh was invited for providing the training. Accordingly FPMD/Bangladesh project staff, Shabbir Uddin Ahmed conducted a training for 8 selected operation personnel during his stay from may 14 to 24, 1995. As per design plan, FPAN decided to implement ELCO mapping on a pilot basis for eight month in four of its districts.

The pilot areas will be selected within May 30, 1995 and will be informed to FPMD accordingly.

GOAL:

The overall goal of ELCO map pilot testing is to strengthen grass root level MIS and provide effective FP services to the ELCOs.

OBJECTIVES:

1. To organize a two day training for the Branch Managers of four districts on ELCO mapping and finalize 2 wards from each districts where ELCO map will be implemented for pilot testing and help them in identifying the use of ELCO map as a management tool.
2. To prepare eight ELCO maps one in each of the women volunteers area for 50-57 couples and implement for eight months period from June 1995 to January 1996 in enabling the women volunteers organizing her activities and identify contraceptive needs better.

OVERALL DESCRIPTION OF OBJECTIVES:**OBJECTIVE #1****Organizing Training for Branch Managers:**

In June 1995 the four Branch Managers will be invited to attend a two-day training in FPAN head quarters. Prior to invite the Branch Managers the core team (who received TOT) along with FPMD consultants will finalize the training materials. The materials will be translated in Nepalese language for using it in the field.

During two-days training the Branch Managers will be given training on the following topics.

- What is Map
- Show different maps (as attached in the ELCO mapping manual)
- Explain why mapping
- Exercise on mapping (Participants will draw map of the area in and around the training venue)
- Bangladesh Experience on ELCO mapping
- How it is used
- Benefits and limitations of ELCO map
- How to prepare ELCO map
 - Introduction
 - Define target group
 - Inform about house hold summary
 - Develop and finalize symbols (legend)
 - Introduce the participants with the color for each contraceptive method
 - Orient how to conduct house hold survey
 - Orient how to draw ELCO map
 - Use Amena's case for preparing ELCO map
 - What the map tells you
 - What the map tells you after updating
 - What the map tells you and what the map does not tell you.

Choose one area for field exercise. (It should have similarity with the areas the map will be introduced).

Conduct field survey (Field exercise)

- Define boundaries (with the Branch Managers, WV)
- Draw the draft map and identify the houses/prime land marks in the map
- Conduct house hold survey
- Consolidate field data
- Identify ELCO number in the map
- Draw the map
- Finalize the draft ELCO map
- Check the maps and make necessary changes if needed.
- Ask participants to explain what the map tells and how can this be used for management decision
- Take feed-back

- Explain the ELCO map monitoring system
- Ask feed-back.

At the end of the training dates will be fixed for holding field base training. This will be organized during June 1995 (during that training one master trainer will attend from central office).

Each of the Branch Manager will select two Women Volunteer's area from the district for pilot testing the ELCO map. While selecting the area make sure it is easy for monitoring. The WV knows her area well and preferably staying at that area. The number of ELCO should be between 50-75 for each WV. If the WV has more than that she will select a part from her total area.

Each of the personnel who received TOT will be attached with one group and will arrive a day ahead of field training for finalizing the field training.

Objective #2**OVERVIEW:****Start up Activities:**

- i. The Branch Manager along with the supervisor will discuss about the area where the pilot testing of the ELCO map will be conducted. They will fix the date of training and will inform the headquarters.
- ii. The WV of the respective area will be informed about the training. The training will be organized during last week of June 1995.
- iii. As the districts does not have a detail map of the VDC/Ward, the Branch Manager and supervisor will see the client registration card and will finalize tentative area for ELCO mapping. They will then visit the area along with WV and will demarcate the area finally. The area which will be selected finally will be shown to the WV very clearly. The area will also be shown to the trainer going from the centre.
- iv. The women volunteers along with the supervisor will receive a two-day field training. The training curriculum for the supervisor and WV will be the same as the Branch Managers Training.

The field practice will be conducted preferably near the training venue.

Prepare ELCO Map for Own Area:

At the end of the training the WV will conduct house hold survey and register the names of ELCOs of her demarcated area using the "House hold survey format" developed during ELCO map training. This will be done within three days. The WV's work will be supervised by the Supervisor and Branch Manager during the survey and they will also conduct sample verification in the pilot area. The house hold survey data will be analyzed by the WV under the guidance of supervisor and the Branch manager. The survey data analysis will include the following.

- o Total number of Eligible Couples (ELCOs) in the pilot area
- o Number of ELCOs using modern contraceptive methods along with the method
- o Number of ELCO not using any method along with the reason for not using
- o Number of women who are currently pregnant
- o Conceptive Prevalence for the area.

The data will be transferred to the draft ELCO map

Following steps will be followed during the preparation of the draft ELCO map:

- o Maps will be prepared in a paper measuring 36 cm by 50 cm.
- o On the top (right side) of the paper, WV will write the name of the district, name of VDC, her name and date of the house hold survey.
- o In lower three quarter of the sheet, the general shape of the area will be drawn and

major features and land marks will be shown

- At the bottom (left side), a box will be made for explaining the legend (keys) and also color codes for each method.
- In the map each ELCO's location will be shown by drawing square box.
- In the box the ELCO number as per survey will be given (as per the ELCO number given by the FPAN earlier).
- Contraceptive acceptance status, pregnancy and non user will be shown by drawing circle around the box (where ELCO number is written). For each contraceptive method, pregnancy and also for non-user there are specific color codes. ((Method wise color codes are shows in annex-2)
- The draft ELCO map will be prepared by the V.V and will submit the map to the Supervisor and Branch Manager for their review. This will be done during fourth week of June 1995.
- The Branch Manager and the Supervisor will review the ELCO maps carefully and will ensure that the ELCOs number in the box are appropriate, the colors used for each ELCO are also as per the data collected. The legends are clear and well explained. The supervisor will make a sample check and will inform the Branch Manager after correction if there is any with in last week of June 1995.
- After necessary correction the maps will be sent to the headquarters to MIS and Program Division for finalization. The headquarters will send back the draft maps for finalization incorporating their comment with in second week of July 1995.

Hold Implementation Workshop: As soon as the ELCO maps are returned to the branch offices from the headquarter the Branch Manager will arrange a one-day Implementation Workshop for the two WV and the supervisor during third week of July 1995. In this workshop the Branch Manager will provide feed back on the house hold survey and the draft preparation of the ELCO map. He will explain what were the corrections done. The Branch Manager will again brief the WV on the use and advantages of ELCO map and will supply logistics. Then the WVs will finalize the ELCO maps with the help of the supervisor and Branch Manager. The information of the ELCOs will also be transferred to "Clients Registration Card".

The major land marks on a map are not likely to change very much over time, but the contraceptive method and the status of the ELCOs may change frequently for which the map needs to be updated in each visit as well as the "Clients Registration Card".

■ Addition of new ELCOs map:

When ever a new ELCO will be identified a new box will be placed in the map. As all the ELCO's has a number, that number will be written inside the box. If any ELCO moves from one place to another in the same area, only the box will be shifted to the new place with the previous number. If any ELCO moves away to other place his number will be removed.

■ Changes in contraceptive use: When ever any ELCO switchover from one contraceptive

to another, a new acceptor is found or the woman gets pregnant, a new color will encircle the previous color as per the appropriate acceptance status. This information will also be inserted in the "Clients Registration Card".

Monitoring and Supervision: The Supervisor and the Branch Manager will conduct regular field visits to the WV's area. During their visit they will provide necessary technical assistance for any improvement. The monitoring guideline will be followed during the visits. Monitoring checklist forms will have to be filled up during each visit.

On month three and six visits will be made from the headquarters also. For each visits reports will have to be prepared by the personnel and provide feed back to the field accordingly.

Evaluation/Assessment:

In January 1996, the MIS and Program unit of FPAN will conduct an assessment/evaluation of ELCO map implementation. The next course of action will be determined as per the results of the evaluation. If necessary, FPAN will seek assistance from FPMD during assessment/evaluation.

Objective #1

| Activity | Person Responsible | Time Line | | | | | | | |
|-------------------------------------------------------------|------------------------------------------------------|-----------|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. Select two/four districts for pilot testing of ELCO map. | DG/Dir(P) Dir (MIS) FPMD | x | | | | | | | |
| 2. Plan for organizing training for Branch Managers. | DG/Dir(P)/Dir (MIS)/FPMD Consultant. | x | | | | | | | |
| 3. Translate training materials into Nepalese language. | Dir (P)/Dir (MIS)/Core Trainer/ FPMD MIS Consultant | x | | | | | | | |
| 4. Fix date of training and inform participants. | Dir (P)/Dir (MIS) | x | | | | | | | |
| 5. Hold two-day training. | Dir (P)/Dir (MIS)/Core Trainer/ FPMD MIS Consultant. | x | | | | | | | |
| 6. Attach one core trainer with each district. | Dir (P)/Dir (MIS) | x | | | | | | | |
| 7. Fix dates for field training. | Dir (P)/Dir (MIS)/Core Trainer/ Branch Manager | x | | | | | | | |

Objective #2

| Activity | Person Responsible | Time Line | | | | | | | |
|----------------------------------------------------------------------------|-------------------------------|-----------|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. Select Pilot testing area for 2 WV's area in each of the pilot district | Branch Manager/ Supervisor | x | | | | | | | |
| 2. Check clients registration card and demarcate area | Branch Manager/ Supervisor | x | | | | | | | |
| | Branch Manager/ Supervisor | x | | | | | | | |
| 3. Visit field and demarcate area finally (each WV will have 50-75 (ELCOs) | Branch Manager | x | | | | | | | |
| 4. Fix date for training and finalize venue | Branch Manager | x | | | | | | | |
| | Branch Manager | x | | | | | | | |
| 5. Inform Central Office | Br. Manager /Core Trainer | x | | | | | | | |
| 6. Inform WV and Supervisors the date of Training | Br. Manager/ Supervisor | x | | | | | | | |
| 7. Hold two-day training | | | | | | | | | |
| <u>ELCO MAP PREPARATION:</u> | | | | | | | | | |
| 8. Demarcate area for each WV and show them | | | | | | | | | |

| Activity | Person Responsible | Time Line | | | | | | | |
|----------------------------------------------------------------------------------|------------------------------------|-----------|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9. Conduct house hold survey | WV | x | | | | | | | |
| 10. Consolidate survey data | WV/Supervisor/ | x | | | | | | | |
| 11. Assist/guide WV volunteers during house hold survey and drawing of ELCO maps | Br. Manager | x | | | | | | | |
| 12. Review draft ELCO | Br. Manager | x | | | | | | | |
| 13. Send to Central Office for review | Br. Manager | x | | | | | | | |
| 14. Review draft ELCO map and provide feed-back | Dir (P)/Dir (MIS)/ Core Trainer | | x | | | | | | |
| 15. Hold implementation workshop with WV and supervisors | Br. Manager | | x | | | | | | |
| 16. Provide Logistics | Br. Manager | | x | | | | | | |
| 17. Draw final ELCO map | WV/ Supervisor/ Br Manager | | x | | | | | | |
| 18. UP-date ELCO map every month. | WV | | x | x | x | x | x | x | x |
| 19. Transfer ELCO map information into "Clients Registration Card" every month | WV | | x | x | x | x | x | x | x |
| 20. Check the maps are updated regularly and also the clients Registration Card | Supervisor/ Br. Manager | | | x | x | x | x | x | x |
| 21. Visit pilot spots regularly (Use monitoring check list during visit). | Supervisor/ Br. Manager | | | | | | | | |
| 22. Provide on-site training. | Supervisor/ Br. Manager | | | x | x | x | x | x | x |

| Activity | Person Responsible | Time Line | | | | | | | |
|---------------------------------------------------------------------------------|---------------------------------------------------------|-----------|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 23. Visit FLECO map pilot testing areas | Dir (P)/ Dir (MIS)/ Core Trainer/FPMD/ Consultant | | | x | | | x | | |
| 24. Provide written feed back to the field and to DG | Dir (P)/ Dir (MIS)/ Core Trainer/FPMD/ Consultant | | | x | | | x | | |
| 25. Conduct Evaluation/Assessment of the pilot testing | Dir (P)/ Dir (MIS)/ Core Trainer/FPMD/ Consultant | | | | | | | | x |
| 26. Prepare detail Evaluation/Assessment report for DG FPAN and share with FPMD | Dir (P)/ Dir (MIS) | | | | | | | | x |

ELCO MAP MONITORING CHECKLIST

| Questions | Observations/Reconds to Check | Required Standard | Suggestions and Remarks in Case the Required Standards are not met |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HOUSEHOLD SURVEY CHECKLIST | | | |
| a. How many households are there in your area? b. Did you conduct household survey? c. If yes, how many households were surveyed? d. If all households are not covered ask the reasons? - Too large an area to be covered - Do not know how to conduct households survey - Area demarcation was not clear - Necessary assistance/logistics were not adequat. | a. Percentage of households covered by the survey b. Accuracy of the data observed during random visits to the surveyed households (5-6) c. Verify if the area of coverage is too large and demarcated properly d. Check the completed household survey questionnaires e. Check the consistency of household survey with the VDC level Government record | - All households must be covered. If not, satisfactory explanations must be provided - Questionnaires are filled properly and completely - No discrepancies are found during random cross-checking - Household survey must be consistent with the Government record (if one exists) | - Survey the left over households - Re do the survey for those households with incompletely/unproperty filled questionnaires - Re do the survey from the start - Re do the survey to make it consistent with the Government record. If same results are observed during the repeat survey assume that the survey findings are correct. |

ELCO MAPS MONITORING CHECKLIST

| KNOWLEDGE AND ATTITUDE OF SUPERVISORS ON THE ADVANTAGES AND DISADVANTAGES OF ELCO MAPPING | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Questions | Observations/Reconds to Check | Required Standard | Suggestions and Remarks in Case the Required Standards are not met |
| <ul style="list-style-type: none"> a. If the supervisor can mention at least 3 advantages of using ELCO mapping b. If the supervisor can mention the limitation of ELCO mapping c. Can they relate the advantages of using ELCO maps to increase their work performance d. Are they clear about how to supplement the limitations of ELCO maps especially to get information needed for reporting to the respective branches e. Ask whether - They think the ELCO maps are of help to their day-to-day work. | <ul style="list-style-type: none"> a. Check whether they can take decisions regarding the type of program interventions and instruct FP workers accordingly with the help of ELCO maps. b. Check if they have enough reference material on ELCO mapping. | <ul style="list-style-type: none"> a. The supervisor should be able to mention at least 3 advantages and some limitations of ELCO mapping. b. They should be able to relate the advantages to increase their work performance. c. Their attitude should be positive about the use of ELCO maps. d. They should be convinced that use of ELCO maps do not ask additional time and effort. e. They should be able to take decisions at their working level from the information they derive from ELCO mapping. f. They must have enough reference materials and hand out regarding the use of ELCO maps. | <ul style="list-style-type: none"> a. More training/orientation on ELCO mapping is required b. More training/orientation on ELCO mapping is required c. Should be convinced about the usefulness of ELCO maps by giving some practical examples d. Should be convinced about the usefulness of ELCO maps by giving some practical examples e. Should be explained how to take decisions by citing some practical situations. f. Necessary reference materials should be provided. |

ELCO MAP MONITORING CHECKLIST

| KNOWLEDGE AND ATTITUDE OF FP WORKERS ON THE ADVANTAGES AND DISADVANTAGES OF ELCO MAPPING | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Questions | Observations/Reconds to Check | Required Standard | Suggestions and Remarks in Case the Required Standards are not met |
| <p>a. If the FP workers can mention at least 3 advantages of using ELCO mapping.</p> <p>b. If the FP Workers can mention the limitation of ELCO mapping.</p> <p>c. Can they relate the advantages of using ELCO maps to increase their work performance.</p> <p>d. Are they clear about how to supplement the limitations of ELCO maps especially to get information needed for preparing monthly reports.</p> <p>e. How do you think the preparation and updating of ELCO maps demands additional time and effort which may reduce the number of client contacts?</p> <p>f. Ask whether they know how to make use of ELCO mapping for</p> <ul style="list-style-type: none"> - better scheduling of home visits - prioritize area of operation - Estimate the quantity of contraceptive needed | <p>a. Check whether they can take decisions regarding the type of program interventions and instruct FP workers accordingly with the help of ELCO maps.</p> <p>b. Check if they have enough reference material on ELCO mapping.</p> | <p>a. The FP Workers should be able to mention at least 3 advantages and some limitations of ELCO mapping.</p> <p>b. They should be able to relate the advantages to increase their work performance.</p> <p>c. Their attitude should be positive about the use of ELCO maps.</p> <p>d. They should be able to take decisions at their working level regarding: better scheduling of home visits, prioritization of area of operation, estimate the quantity of contraceptive needed and IEC intervention requirements from the information they get from ELCO mapping</p> <p>f. They must have enough reference materials and hands out regarding the use of ELCO maps.</p> | <p>a. More training/orientation on ELCO mapping is required</p> <p>b. More training/orientation in ELCO mapping is required.</p> <p>c. Should be convinced about the usefulness of ELCO maps by giving some practical examples</p> <p>d. Should be convinced about the usefulness of ELCO maps by giving some practical examples</p> <p>e. Should be explained how to take decisions by citing some practical situations</p> <p>f. Necessary reference materials should be provided</p> |

ELCO MAP MONITORING CHECKLIST

| CHECK LIST TO ASSESS WHETHER THE STAFF HAVE BEEN FORMALLY TRAINED IN THE USE AND PREPARATION OF ELCO MAPS | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Questions | Observations/Records to Check | Required Standard | Suggestions and Remarks in Case the Required Standards are not met |
| <p>a. Was a formal training on the use and preparation of ELCO map held? If yes, ask about:</p> <ul style="list-style-type: none"> - The number of participants - Duration of training - Venue of training - Date of training <p>b. Ask the FP Worker/Supervisor if the training covered:</p> <ul style="list-style-type: none"> - General concepts of ELCO mapping - Advantages and limitations of ELCO maps - Use of maps to decipher information relevant to their work - Legend, symbols and color identification - Preparation and updating of maps based on hypothetical situation in the class room - Conduct household survey - On site training on conducting household survey and preparing ELCO maps. - Preparation of ELCO register <p>c. Ask whether the ELCO experts from center/branches assisted during the training</p> | <p>a. Check whether the staff members have the copies of training materials and handouts distributed during the training session.</p> <p>b. List of participants, trainers</p> | <p>a. Formal training have been conducted.</p> <p>b. Participants must know how to conduct household survey</p> <p>c. Participants must know how to prepare maps and interpret it to their advantages</p> <p>d. Participants must have been taken to the field and ask to prepare ELCO maps on real situation.</p> | <p>a. Conduct the training</p> <p>b. Train them on conducting household survey</p> <p>c. Train them how to interpret the maps by giving some examples</p> <p>d. Take the participants and let them make ELCO maps on real situation</p> |

ELCO MAP MONITORING CHECKLIST

| CHECK LIST TO ASSESS THE ACCURACY AND CLARITY OF ELCO MAPS | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Questions | Observations/Records to Check | Required Standard | Suggestions and Remarks in Case the Required Standards are not met |
| <p>Ask whether:</p> <p>a. All the data from the household survey has been transferred into the map.</p> <p>b. The map is updated regularly.</p> | <p>Check whether the map:</p> <ul style="list-style-type: none"> - Contains clear and unambiguous set of legends and colors - Contains the name of volunteer, name of the branch and the date of survey - Is suitable enough for future update with respect to space between single ELCOs - Have clear idea on method mix at a glance - Use colors as per legend for method identification <p>Verify (in the field) whether the map</p> <ul style="list-style-type: none"> - Truly reflects the landmarks or other objects in the area and volunteer residence - Are drawn as per the fixed demarcation - Contains all the ELCOs as recorded in the ELCO register - Survey register and ELCO map | <p>a. The map must be clear and easy to read</p> <p>b. The map must contain proper legends and symbols</p> | <p>a. Train them more on how to draw the maps clearly</p> <p>b. Train them more on the proper use of legends and symbols in the maps</p> |