**Mobile Data Collection - Surveying Reminders**

**Prior to survey activities:**

* Prepare survey form
	+ It’s not about the gear, it’s about the data. You get good data by asking good questions.
* Multiple tests of survey on devices
* Train interviewers
	+ Everyone should have same understanding about what each question is asking and understand what each answer option means
	+ “Talking points” to explain key concepts (e.g. mobile data collection, the Red Cross project being implemented, etc.)
	+ How to deal with long talkers and avoid unnecessary follow-up discussion
	+ How to deal with negative remarks against Red Cross (e.g. accusations of corruption)
	+ How to deal with difficult questions (e.g. beneficiary selection)
	+ Interviewer is impartial
		- Ask questions without passing judgment
		- Do not interpret answer, get a straight answer and record it
* Inform LGU and Barangay Captain(s) as necessary

**Night before:**

* Check that forms are downloaded to the phones (via Wi-Fi at office)
* Load the form once through Fill Blank Form to make sure it downloaded, it’s valid, and save time (it will load faster the second time)
* Charge phones

**Start of day:**

* Orient interviewers
	+ Check Red Cross visibility (e.g. Red Cross shirts)
	+ Check volunteer identification (e.g. chapter-issued ID)
	+ Protocol reminders
		- Safety!
		- Be professional, represent the Red Cross
		- Phones for survey use only (no personal use, don’t download apps, no games)
	+ Schedule, transportation arrangements, assignments, goals
	+ Orientation to survey area
* Sign-out phones (record names of people assigned phones and ID #s of phones)

**During day:**

* For the first GPS point of the day wait extra time to get a good GPS fix
* GPS coordinates must be collected outside with a clear view of the sky
* Safety first, monitor weather, be aware of surroundings, stay hydrated (drink water)
* Save battery power
	+ Adjust screen brightness to low
	+ Turn on flight mode (Bluetooth, Wi-Fi, etc. all OFF)
	+ Check that GPS is still ON
	+ Only use the ODK Collect app and only use the phone when collecting survey data
* Proper introduction when starting each interview
* Always thank the respondent when finished

**End of day:**

* Volunteer head count
* Check that all completed survey forms have been successfully sent
	+ To send completed forms: turn off airplane mode, connect to Wi-Fi
	+ After forms are all sent: delete any of the day’s images from phone memory
* Power off all phones
* Sign-in phones
* Debrief interviewers
	+ Problems, issues, concerns, and success stories from the day