

Project Title/Name: Universal LLIN Distribution Campaign in Greater Accra, Northern and Upper West Regions, Ghana

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Pre-distribution and Distribution Report

Venue of Activity: Greater Accra Region	Total Number of Districts in Region: Twelve (12) districts for AMF work
Implementation period: April to August, 2017	Report Date: December 15 th , 2016
Activities Organized by: National Malaria Control Programme (NMCP), with monitoring by ADDRO and Episcopal Relief & Development	

Introduction/Background

Against Malaria Foundation supported the Ghanaian National Malaria Control Program (NMCP) in their 2016 mass LLIN distribution campaign to distribute 2,686,808 LLINs in the Northern, Upper West and Greater Accra regions. Episcopal Relief & Development and its implementing partner – the Anglican Diocesan Development and Relief Organization (ADDRO) worked with the NMCP and Ghana Health Service (GHS) to successfully implement the campaign activities. Key partners involved in the campaign included the NMCP, Ghana Health Service (GHS), Episcopal Relief & Development, ADDRO, Vector Works and USAID Deliver.

This report covers all activities undertaken during the pre-distribution and distribution phases of the campaign in the Greater Accra Region.

Overview of Key Activities

Episcopal Relief & Development and ADDRO supported the NMCP to implement key activities during the pre-distribution and distribution phases of the mass LLIN campaign. These activities were led by the NMCP with supervision and monitoring by Episcopal Relief & Development and ADDRO.

Activities undertaken under the pre-distribution and distribution phases included:

1. Regional Informative Meeting
2. Orientation /Training of National and Regional Supervisors
3. Orientation of District and Subdistrict Supervisors
4. Training of Volunteers on household registration for LLIN distribution
5. Household registration exercise
6. Pre-distribution data validation (validation of household registration data)
7. Point distribution of LLIN
8. Post Distribution Validation
9. End User Verification

The table below provides details of all pre-distribution and distribution activities carried out in the AMF supported districts in Greater Accra region during the period under review.

Table 1: Greater Accra Region LLIN Pre-distribution and Distribution Report – Activity Table

	Date(s)	Location	Description of Activity	Stakeholders involved	Outcomes/Findings/Challenges + Action Items and Next Steps
A. LLIN PRE-DISTRIBUTION PHASE ACTIVITIES					
1. Regional Informative meeting with GHS/NMCP					
1.	April 14th, 2016	National Malaria Control Programme, Accra	The purpose of the planning workshop was to share information and deepen the understanding of stakeholders on the campaign model and related activities, to discuss implementation schedules and agree on timelines for all activities. Participant’s roles and responsibilities for the campaign was also discussed and agreed.	NMCP/GHS, Vector Works, Metro/Municipal/District Assemblies, ADDRO, Episcopal Relief & Development	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> Stakeholders expressed their willingness to give full support to the campaign. District, municipal and metropolitan assemblies expressed their readiness to support with vehicles where necessary <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> There was no major challenge except the late start of the meeting (45 minutes late). This was due to the late arrival of participants at the venue.
2. National and Regional Supervisors Orientation for LLIN campaign exercise					
2.	April 28 th & 29 th , 2016	Greater Accra Regional Health Directorate	<p>The training of the national and regional supervisors (in which ADDRO participated) was aimed at building the capacity of both national and regional supervisors (monitoring teams) to support the cascade trainings on the implementation of the LLIN campaign at district and sub-district levels.</p> <p>Due to the large size of participants, the region was zoned into two groups (each group was trained on different dates) to ensure that the one day training was very effective.</p> <p>Below are the key areas covered during the training;</p> <ul style="list-style-type: none"> Household registration process 	NMCP, GHS, ADDRO, Episcopal Relief & Development, Vector Works	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> The session was participatory There was a practical session on how to correctly fill the registration coupons Most of the participants had experience in LLINs campaigns New members were given special attention to help them understand the tools and were paired with experienced ones to facilitate/support the cascade training at the district and sub-district levels. A total of 135 participants were trained; 68 participants in the first group and 67 participants in the second group

			<ul style="list-style-type: none"> • Allocation of LLINs using the universal coverage principle (2 persons to one LLIN in a household) • Coupon filling and issuing out to beneficiaries • Social mobilization activities and SBCC messages to be given out to communities • Data collection tools • Work schedules and timelines • Monitoring and supervision tools <p>The following were emphasized during the training;</p> <ul style="list-style-type: none"> • The need for National and Regional supervisors to conduct entrance and exit meeting with the District Health Administration (DHA) on their observation • All household (HH) members should be registered on one coupon (name of HH head, cell phone number, etc.). The exception was that people aged (70 years and above) were to be registered separately. • For polygamous households, each wife should be registered with her child(ren) as a household while the man should be registered under one of the wives <p>The following key data collection tools used for monitoring by NMCP were covered in the training.</p> <ul style="list-style-type: none"> • Form B used for district/sub-district prepositioning site store checks • Form C for distribution points • Form D for district level data collection respectively. 		<p>Details of the composition of the participants trained were;</p> <ul style="list-style-type: none"> • 120 GHS staff (6 each from the 20 districts) • 4 NMCP staff • 1 staff each from ADDRO, Episcopal Relief & Development, and Vector works <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • Though the training was zoned into two, the numbers were still too large. It was recommended that future trainings should consider the numbers per training group to make it much more effective.
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3. Orientation of District and Subdistrict supervisors					
3.	May 9 th -13 th , 2016	Sub-districts in Greater Accra Region	<p>The ADDRO team monitored and provided technical support during the training of district and sub district supervisors in 5 of the 12 AMF supported districts.</p> <p>The trainings were aimed at equipping the district and subdistrict level supervisors with the requisite knowledge and skills to support in the training of volunteers at the sub-district levels for the household registration exercise.</p> <p>The trainings were facilitated by the trained national and regional supervisors. The content of the training was basically the same as that for the national and regional supervisors training described above.</p> <p>Timelines for household registration and LLINs point distribution exercise in the communities as well as the need to identify prepositing sites and distribution points were thoroughly discussed and agreed upon.</p> <p>The LLINs universal coverage principle was well explained to participants. They were however cautioned not to disclose this to the volunteers during the training of volunteers so that attempts to manipulate numbers in order to give additional nets at the distribution point would be mitigated.</p>	NMCP/GHS, ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> Two (2) subdistricts from each of the 5 AMF supported districts were monitored by ADDRO team. The team provided technical support at the trainings where necessary Facilitators used NMCP training guides for the training The session was participatory and practical. Participants were put into groups to practice the filling of the coupons for the household registration Majority of the participants had taken part in similar campaigns Experiences shared by ADDRO and other facilitators on previous LLINs mass campaigns were helpful to enrich the quality of the training. <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> Sub-district supervisor trainings were conducted concurrently in all the districts. As a result, the team could not spend much time with participants to observe each training to the end. This was because the team needed to visit a number of districts and sub-districts.
4. Training of Volunteers on household registration for LLIN distribution					
4.	May 10 th to 13 th , 2016.		<p>The training of volunteers took place immediately after the district and subdistrict supervisors training. The purpose of the training was to build the capacity of the volunteers to carry out the household registration exercise efficiently and successfully. ADDRO monitored these trainings in selected subdistricts in the AMF supported</p>		<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> The volunteers were literate, i.e. could read and write Facilitators used NMCP training guides The universal coverage principle of two persons to one LLIN was not disclosed to volunteers

			<p>districts. A total of 22 training sessions were monitored by the team.</p> <p>The trainings were facilitated by trained district and subdistrict supervisors and supported by the National/ Regional supervisors. These training were organized and carried out concurrently in all the subdistricts.</p> <p>The training content was the same as that for the district and subdistrict supervisors except that the LLIN universal coverage principle for nets allocation was not disclosed. The reason for this was to prevent some volunteers from possibly inflating household population for some households especially relatives and friends in order for these households to get more LLINs.</p> <p>The following issues were emphasized at the training;</p> <ul style="list-style-type: none"> • The household registration period will last for only five days • The need to fill the coupons correctly and issue out the bigger portion to the household members while the counterfoil was to be returned to the subdistrict office. • Volunteers should educate beneficiaries on the importance of keeping their coupons safe since without the coupon, they will have difficulty in redeeming the nets during distribution. • Inform beneficiaries about the LLIN distribution points 		<ul style="list-style-type: none"> • There was a practical session for volunteers to practice the filling of the registration coupons <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • The trainings went on concurrently in all the districts in Greater Accra. This made it difficult to monitor most of the trainings.
5. Household registration exercise for mass LLINs distribution					
5.	May 16 th to 20 th , 2016	Communities in the Greater Accra Region	The household registration exercise took place throughout the communities in all the 12 AMF supported districts in Greater Accra Region. The purpose of the exercise was to ensure that all households are registered and get records of all households and	GHS/NMCP, ADDRO/Episcopal Relief & Development	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • In Ada East district some volunteers were paired up with health staff (especially where the volunteer was not literate) for the registration exercise

		<p>actual number of people in each household in target districts in readiness for the mass distribution of LLINs.</p> <p>The registration exercise involved trained volunteers (and supervisors) visiting every household in the communities in order to record the number of residents in each household, location, and contact phone number of the household head to help calculate the correct allocation of nets to be given out during the point distribution exercise.</p> <p>ADDRO and Episcopal Relief & Development team monitored the household registration exercise in communities in the AMF supported districts. In total, 10 out of the 12 AMF supported districts were monitored by the team. The monitoring teams used the NMCP household registration supervisory checklist, which sought to collectively assess:</p> <ul style="list-style-type: none"> • The availability of coupons for the registration, correct filling and issuing out of coupons to households • Key and right information delivered to households regarding use and care for the nets, • Distribution point and dates of the distribution of LLINs. <p>Challenges encountered on the field and corrective measures taken.</p> <p><i>Entrance and Exit Meeting:</i></p> <p>ADDRO/Episcopal Relief & Development team met with the various District Health Management Teams (DHMTs) before and after the monitoring of the registration exercise in each of the districts. The team shared their observations/findings from the field with the DHMT. Challenges observed on the field and suggestions to help solve these challenges were discussed with the team.</p>		<ul style="list-style-type: none"> • Serial numbers on the coupons did not follow a sequential format. The district therefore recoded these serial numbers for easy identification of coupons. Each district had a unique code or number, mostly starting with a letter of the district followed by the subdistrict and then numbers. • In Shai Osudoku district, the health staff did the registration themselves as the volunteers were not willing to accept the stipend of GHc 20 per day for the registration exercise. • The exterior walls of households which had completed registration were marked differently from those households that needed revisit to complete the registration. • Registration was free. All household members interviewed said no one requested for money or any gift from them before and after registration. • In polygamous households, each wife and her children who eat from a common pot were registered as separate households. • Most of the coupons observed were correctly filled. • Some household members interviewed were able to recall messaging on use and care of LLINs. • Community leaders and household members (especially in rural areas) gave their full support and cooperated with the volunteers during the the registration. <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • Some districts staff who were not present during the district trainings demanded for identity cards/ introductory letter from ADDRO supervisors because they were not informed by NMCP that ADDRO would be supervising the household registration independently. ADDRO made complimentary cards for all staff which they used to introduce themselves and were allowed to supervise.
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					<ul style="list-style-type: none"> • Some households in the Zongo communities at Ashaiman refused to be registered despite all the explanation given on the LLINs campaign. It is believed that suspected drug addicts live in these communities hence the fear of being found out. • Some households in Prampram initially resisted to be registered, claiming during the previous LLIN hang up campaign, some volunteers took money from them but they never got a net. However, they agreed and allowed volunteers to register them when the monitoring team convinced them that the LLINs are going to be given out for free at designated points. • The ban on noise making (a tradition of the districts; the ban on noise making is placed as part of the celebration of their festival) at the time affected social mobilization activities in Ashaiman and Prapram districts. Health staff could not give announcements through the use of mobile vans which is known to be effective in such exercises. Sampled individuals interviewed indicate that some were aware of the exercise through announcements in churches, mosques, Antenatal clinics, Child Welfare Clinics and community information centres/ local FM stations. However, others did not hear the campaign at all until volunteers came to register them. • Some district and subdistrict supervisors did not have means of transport to effectively monitor the registration exercise. These districts relied on ADDRO/Episcopal Relief & Development vehicles to visit some of their sub-districts to monitor the exercise. • A few volunteers registered polygamous families as one HH instead of each woman and her children. • In the urban communities, volunteers could not get some households on a visit and had to revisit such households
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					two or more times.
6. Pre-distribution data validation (validation of household registration data)					
6.	May 31st - June 4th 2016	Districts in the Greater Accra Region	<p>The pre-distribution validation of coupons for Greater Accra took place in all the districts concurrently. The exercise was aimed at validating the data compiled by the sub-district and districts after the household registration exercise. The validation exercise enabled NMCP to determine the actual number of LLINs needed by the region, districts, sub-districts and communities for the distribution. ADDRO's role was to monitor the validation exercise which was done by the National and Regional Supervisors at the various sub-districts.</p> <p>The NMCP team held an orientation for the validation teams on May 31, 2016 and briefed them on the exercise. After the orientation, the regional, district teams and national supervisors were put in groups and assigned to various districts for the supervision. ADDRO staff on the other hand undertook independent monitoring of this exercise as usual. ADDRO staff were introduced to the validators at the pre-distribution validation training.</p> <p>The pre-distribution validation involved checking on each coupon to ensure the number of members registered as a household corresponds to the number of LLINs allocated per the universal coverage calculation of one LLIN to two people in a household. Where average household sizes were larger (10 or more), the team probed by calling the household head's cell phone number on the coupon where applicable to verify the number of members in the household or a visit was made by the focal person accompanied by a volunteer to that household for verification and appropriate action taken including re-registration of the household where applicable. In each booklet, the number of people registered as a household were</p>	GHS/NMCP, ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • The uniqueness to this exercise was that, all coupons were validated unlike previous campaigns where coupons were sampled for this exercise. • In larger districts or well-populated districts, two or more teams were sent for the validation exercise. • There were some mismatches in terms of number of members in a household and the number of LLINs allocated and these were corrected. • Very few coupons did not contain all information required on the cover page, e.g. total population per booklet or total LLINs allocated. • In some instances for example for smaller communities, one booklet was used to register two communities <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • Community Health Nurses were on sit-down strike/labour strike at the time, making it difficult to get the coupons from some of the Community-based Health and Planning Services (CHPS) compounds manned by Community Health Nurses in certain districts, e.g. Ashaiman, Ada East. Vehicles had to go to their residential homes to pick them. This caused delays in getting the coupons to start work. • Although more teams were sent to larger districts, some had to work into the night to meet the timeline (9 days) since they had more coupons to work on.

			summed up to ensure that it matches with the total population written on the cover page of coupon booklet. The number of LLINs allocated were also summed up and compared with the total number also on the cover page. All booklets validated per each community were identified by writing on the cover page as follows 1/5, 2/5, 3/5, 4/5, 5/5 for a community with only five (5) booklets. In each of these steps, corrections were made where necessary. After the validation, the information on the cover page (summary of total nets allocated, total population numbers,netc.) were entered into a template provided by NMCP. These templates were submitted to NMCP after the exercise for analysis and allocation of LLINs to districts.		
B. LLIN DISTRIBUTION PHASE ACTIVITIES					
7. LLIN Point Distribution Exercise					
7.	July 4th, to 12 th July, 2016	Greater Accra Regional Health Directorate,	<p>Orientation for Regional Supervisors/National Supervisors</p> <p>Prior to the point distribution exercise, the National Malaria Control Programme (NMCP) organized an orientation workshop for Regional Supervisors on July 4th, 2016. At this refresher training, participants were taken through the NMCP data collection tools (Form B, C, & D) used at the various levels of the campaign. Form B was used for district/sub-district prepositioning site store checks, Form C for distribution points and Form D for district levels data collection respectively. It was discussed that supervisors were to hold introductory and debriefing meetings with the Municipal/District Health Management Teams (M/DHMTs) before and after visiting the municipalities. (See Annex for NMCP Forms A, B, C & D.)</p> <p>Point distribution of LLIN</p> <p>The Long Lasting Insecticide Nets (LLINs) distribution in the Greater Accra Region was led by NMCP and monitored by ADDRO.</p>	NMCP, GHS, ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • In all the nine municipalities/districts visited, the distribution did not start on July 04 as scheduled, they began on Tuesday July 05, 2016. This was because all districts/subdistricts in the municipalities had not received their LLINs allocations as at Monday July 04. • The nets had tags with MoH, GHS, AMF/NMCP written on them. • At Shai Osudoku district, staff created a whatsapp platform where information related to the mass LLINs distribution were shared or addressed. • At most of the distribution points, staff called the phone numbers of beneficiaries who had not redeemed their nets to come to the distribution points for their nets. In addition, beneficiaries who came to redeem their nets were tasked to inform neighbouring households to come for their LLINs. • Municipalities had received bales containing 100 LLINs.

		<p>This entailed the distribution of LLINs to registered beneficiaries at designated distribution points. The distribution was carried in all the 12 AMF supported districts in nth region. In order to cover more districts, ADDRO constituted two teams to monitor and support the distribution exercise. The monitoring teams visited 9 out of the 12 AMF supported districts in the region. These districts were Ashaiman, Shai Osudoku, Ada East, Ada West, Ningo-Prampram, La Nkwantanang-Madina, Ga East, Ga West and Ga South municipalities.</p> <p>LLINs redemption process.</p> <p>The LLINs distribution was carried out at various prepositioning sites (PPS) and distribution points (DP) concurrently in all communities. Each PPS /DP had at least two attendants (a health worker and a volunteer) in most cases but some sites with larger number of beneficiaries had more than two.</p> <p>Household members queued at the distribution points. Upon arrival to the front of the line, the distribution point (DP) attendants received a household member’s coupon, and crosschecked with the coupon counterfoil using names, the serial number and phone numbers to verify authenticity of coupon. When coupon serial number agreed with coupon counterfoil serial number, the DP attendant indicated on the coupon the number of LLINs received, picks the LLINs, opens each LLIN package, tallies the number of nets issued out on the tally sheet and crosses the coupon with a pen before handing over the net(s) and the coupon back to the beneficiary. The coupon is given back to the beneficiaries as educational messages had been printed at the back of the coupon In most cases, the matches were accurate but in case of mismatch especially the number of persons in the household, the distribution attendants considers what is validated. The distribution attendants at the DP periodically provided SBCC messages on net use and care to beneficiaries.</p>		<p>However, a few of these bales had less than 100 LLINs. The GHS teams noted these anomalies and retrieved surplus nets from distribution points where there were extra LLINs and supplied to distribution points that had shortages.</p> <ul style="list-style-type: none"> • Each district deployed Behaviour Change Communication (BCC) messaging using appropriate channels. For instance, in Haatso, a community in the Ga East municipality, an information van was observed announcing the on-going LLINs distribution exercise; the various distribution points and how community members could redeem their nets with their coupons. • Opinion leaders supported the distribution process by reassuring the community members of the need to remain calm while the distribution process was underway. • On the first day of the exercise, many community members thronged to the the various distribution points to receive their LLINs causing heavy crowds. • At Shai Osudoku districts, staff created a WhatsApp page where information related to the mass LLINs distribution were shared or addressed. <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • There were difficulties managing crowd during the first few days as most people were at the distribution points to receive LLINs. The monitoring teams helped with the crowd control. In some districts, e.g. the Ashaiman municipality, Assembly members, traditional authorities and other opinion leaders were present at some distribution points to help control the crowd and maintain order on the first day of the distribution. • At Asutsuare sub-district in the Shai Osudoku district, staff had to use the coupons of beneficiaries to give out
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			<p>Monitoring of LLINs Distribution by ADDRO team: The intent of monitoring the LLIN distribution exercise was to provide technical support and to observe the messages given out to beneficiaries in the AMF selected districts and communities in the Greater Accra Region. The monitoring was also aimed at ensuring that LLINs were carted to and stored at appropriate places, properly distributed to beneficiaries and that Social Behavior Change Communication (SBCC) messages were appropriately given at distribution points. ADDRO team monitored nine out of the twelve AMF supported districts for this exercise.</p>		<p>LLINs. This was because the vehicle conveying the LLINs to the sub-district was involved in an accident destroying almost all the counterfoils (the counterfoils were immersed in a pool of water). Thankfully, the nets were not destroyed though the covering of these nets were torn. Most of the nets - especially those that fell in the muddy water had some parts stained with the mud. For missing coupons, beneficiaries were only given LLINs after verification of their registration status by the volunteer(s) who registered them.</p>
8. Post LLIN Distribution Validation & End User Verification (EUV)					
8.	August 15 th to 27 th , 2016.	Districts in Greater Accra Region	<p>The post distribution validation and end user verification exercises were carried out following the completion of the LLIN point distribution in the Greater Accra region. The two activities were carried out concurrently by the NMCP/GHS team. An orientation meeting was done for all National and Regional validators before the exercise. The objective of the orientation was to build their capacities on exactly what to look out for during the data validation exercise.</p> <p>The post distribution validation involved checking each coupon for the number of LLINs issued out to households against the number of LLINs allocated. The purpose was to enable NMCP/GHS validate the actual number of nets issued out as against pre-distribution validated data.</p> <p>The end-user verification (EUV) is a rapid check-up to determine whether the beneficiaries really received the number of LLINs allocated to them and are actually using the LLINs for the intended purpose. The process involved selecting a random sample of 100 coupons in each district for the exercise. The validators sampled 100 coupons (one coupon from each booklet) randomly for the EUV visit. The validators then made a phone call to the selected coupon</p>	GHS/NMCP, ADDRO	<p>Top-Line Observations & Outcomes:</p> <ul style="list-style-type: none"> • Some LLINs were seen hanging over sleeping places during EUV visit in some households. • Validators were seen making phone calls to beneficiaries for the EUV visit. <p>Challenges Encountered & Action Items Taken:</p> <ul style="list-style-type: none"> • It was comparatively easier for the validators/monitoring team to enter into bedrooms/sleeping places of beneficiaries in the rural areas to inspect/observe net usage than it was in the urban areas. Residents in the urban areas felt very reluctant to allow ‘strangers’ to observe their sleeping places for security reasons.

		<p>HH head/beneficiary to check his/her availability at home and followed up to the households for the end-user verification exercise. If a particular household head could not be reached to ascertain his/her availability for the visit, another coupon counterfoil was considered for the prupose.</p> <p>The ADDRO team monitored both activities and also provided support in packaging the coupon counterfoils to be transported to the data entry centre at ADDRO's headquarters in Bolgatanga. Two teams from ADDRO visited all the 12 districts to supervise the validation process and to provide support for the packaging of the coupons counterfoils.</p> <p>ADDRO's aim of monitoring was to observe and clarify issues in the coupon counterfoils when necessary that may be of importance during the data entry.</p> <p>The NMCP team will work on the analysis of the EUV data.</p>		
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Conclusion

The activities implemented in the pre-distribution and distribution phases – planning meetings, orientation on point distribution exercise for monitors/supervisors, household registration, validations and the actual point distribution were all successful albeit few challenges encountered, which were ultimately resolved.


All the registration and distribution data from the coupon counterfoils have been put into an electronic form. Results indicate a total of 1,032,598 LLINs given out/distributed, benefitting a population of 2,045,053 in 566,937 households in the 12 AMF districts in Greater Accra Region.

All is set for the Post-Distribution Check-Ups (PDCU) in the 12 AMF supported districts of the Greater Accra Region. A mobile technology for data collection will be employed in one of the 12 districts with a possible scale up to other districts based on lessons learnt.

ANNEX – NMCP Pre-Distribution & Distribution Forms A, B, C & D


FORM A

Annex 5A: Supervisory of Household Registration Exercise



**GHANA LLIN MASS DISTRIBUTION CAMPAIGN
SUPERVISORY CHECKLIST
SUPERVISION OF HOUSEHOLD REGISTRATION**

MAINLY FOR USE BY NATIONAL AND REGIONAL LEVEL SUPERVISORS
(MAY BE USED BY DISTRICT & SUB-DISTRICT LEVEL SUPERVISORS IF NEEDED)
Instruction for Supervisors: Fill one(1) form for each Volunteer



MINISTRY OF HEALTH
NATIONAL MALARIA CONTROL PROGRAM

District _____ District _____
 Community _____ Sub-district _____
 Name of Volunteer _____ Tel _____ Date _____
 Designation _____ Time _____

- Does the volunteer have enough registration coupons for the day? Yes No
 If no, reason for not having
- Is the volunteer registering households correctly using the coupons? Yes No
- Are coupons being filled correctly in terms of:
 - Name of household head? Yes No
 - Number of people in household Yes No
 - Contact number/location Yes No
- Is the volunteer giving out the following information along with the registration of the households?
 - Where to pick up the household allocated nets? Yes No
 - When to pick up the household allocated nets? Yes No
- Is the information correct? Yes No
- How many households is the volunteer able to cover per day?
 (Check from volunteer counterfoils).....
- What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

8. Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).

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POINT MASS CAMPAIGN TO DISTRIBUTE INSECTICIDE-TREATED NETS IN GHANA
IMPLEMENTATION GUIDELINES

Annex 5B: District/Sub-District/Pre-Positioning Site Stores Supervision



**GHANA LLIN MASS DISTRIBUTION CAMPAIGN
SUPERVISORY CHECKLIST
DISTRICT/SUB-DISTRICT/PRE-POSITIONING SITE
STORE SUPERVISORS**



**FORM
B**

MAINLY FOR USE BY NATIONAL AND REGIONAL LEVEL SUPERVISORS

(MAY BE USED BY DISTRICT & SUB-DISTRICT LEVEL SUPERVISORS IF NEEDED)
Instruction for Supervisors: Fill one(1) form for each Volunteer

Region District
 Sub-district Date Time
 Name of Store /Officer Tel
 Designation
 Place of store District Sub-district PPS

- Where were the LLINs stored? Room Corridor Shed Open space Other (Specify)
- Is the storage satisfactory in terms of
 Storage capacity? Yes No Security? Yes No Suitability? Yes No
- Inspect the Inventory Control Cards and check if they were used correctly in terms of the following:
 Was it filled completely?
 (Quantity received, quantity issued, quantity at hand)
 Check LLINs received from National/Regional level
 Quantity received
 Quantity issued
 Quantity at hand
- Does the Store have the distribution list of LLINs to the various lower levels? Yes No
- Does the District/Sub-district/PPS have enough nets to be given? Yes No
- What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

- Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).

Annex 5C: Distribution-Point Supervision



GHANA LLIN MASS DISTRIBUTION CAMPAIGN
SUPERVISORY CHECKLIST
DISTRIBUTION POINT SUPERVISION



FORM C

MAINLY FOR USE BY DISTRICT AND SUB-DISTRICT LEVEL SUPERVISORS
(MAY BE USED BY REGIONAL AND NATIONAL LEVEL SUPERVISORS IF NEEDED)
Instruction for supervisors: Fill one(1) form for each distribution point

Region _____ District _____
Pre-positioning site _____ Sub-district _____
Name of Supervisor _____ Community _____
Designation _____ Tel _____ Date _____
Time _____

1. Is the distribution site properly set up? Yes No
2. Are LLINs available at the distribution site? Yes No
3. Does the number of nets distributed/given out tally with what is on the coupons?
(Sample 5)
4. Were the LLINs opened before being given out? Yes No
(Observed if you meet distribution or inquire for attendant)
5. Were beneficiaries educated on LLIN use and care prior to distribution? Yes No
(Observe if you meet distribution or inquire from attendant)
6. What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

7. Sample 5 people. Enquire:

No	Do they know about the distribution?	Source of information	Do you know where to pick your nets?
1	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
2	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
3	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
4	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>
5	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>

8. Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).

Annex 5D: District Level Supervision



**GHANA MASS LLINs POINT DISTRIBUTION CAMPAIGN
SUPERVISORY CHECKLIST
DISTRICT LEVEL SUPERVISORS**



**FORM
D**

**MAINLY FOR USE BY NATIONAL AND REGIONAL LEVEL SUPERVISORS
(MAY BE USED BY DISTRICT & SUB-DISTRICT LEVEL SUPERVISORS IF NEEDED)
Instruction for National & Regional Level Supervisors: Fill one(1) form for each District**

Region District
 Name of Coordinator Tel
 Designation Date Time

1. When were the nets received in district?.....
2. How many nets did the district received?
3. Does the District have a report of social mobilisation activities undertaken for the campaign? Yes No
4. Does the district have a microplan for implementing the campaign? Yes No
5. Does the district have a logistics plan for the campaign? Yes No
6. Has the district ordered adequate quantities of IE&C materials? Yes No
7. How many district/sub-district supervisors have been trained for the campaign?
8. Has all the nets been moved to the sub-district and pre-positioning sites? Yes No
(If not, state reasons for holding nets at the district store)
9. Has the campaign started in the all sub-districts? Yes No (If no, give reasons)
10. What problems were observed and what corrective actions were taken? Use the table below:

No	Problem encountered	Corrective action taken

11. Enumerate three key observations/lessons learnt? (Continue on the back of the page if required).