



# Computer Assisted Personal Interviewing (CAPI) for Surveys/Censuses

*Nadi, Fiji  
27-31 March 2017*

## Agenda

*(DRAFT as of March 14, 2017)*

**Monday, 27 March**

**Objective: An overview of CAPI within the GSBPM, define basic terms and concepts, and get started creating basic questionnaires.**

<b>08.30 – 09.00</b>	<b>Registration</b>
<b>09.00 – 09.45</b>	<b>Opening Session</b> 1a) Welcome Statements 1b) Self-introduction of participants 1c) Objectives and structure of the course
<b>09.45 – 10.15</b>	<b>Break and Group Photo</b>
<b>10.15 – 11.00</b>	1.1. CAPI's place in the GSBPM <ul style="list-style-type: none"><li>• Review of the General Statistical Business Process Model</li><li>• Outline the processes that will be altered by using CAPI</li></ul>
<b>11.00 – 11:15</b>	1.2. Current CAPI usage <ul style="list-style-type: none"><li>• Countries and collections which have already used Survey Solutions</li><li>• Statistics on number of tablets/size of collection</li></ul>
<b>11.15 – 12.00</b>	1.3. Design with Survey Solutions ( <a href="#">General overview of the Survey Solutions software suite</a> ) <ul style="list-style-type: none"><li>• Overview of software's component pieces</li><li>• Overview of workflow and roles</li><li>• Sample from known register or not (modes for survey solution eg: sample vs census)</li></ul>
<b>12.00 – 13.00</b>	<b>Lunch Break</b>
<b>13.00 – 14.00</b>	1.4. Build with Survey Solutions I ( <a href="#">Basic Designer</a> ) <ul style="list-style-type: none"><li>• Building blocks: sections, subsections, rosters, questions</li><li>• Question types: text, numeric, date, one-answer categorical, multi-answer categorical, text list,</li><li>• Common properties of questions</li><li>• Basic expressions and enabling conditions</li></ul>
<b>14.00 – 15.00</b>	1.5. Build with Survey Solutions I cont. ( <a href="#">Testing your Questionnaire</a> ) <ul style="list-style-type: none"><li>• What to test</li><li>• How to test</li></ul>
<b>15.00 – 15.30</b>	<b>Break</b>
<b>15.30 – 16.30</b>	1.6. Practice ( <a href="#">Basic Designer Practice</a> ) <ul style="list-style-type: none"><li>• Setup Designer accounts and install Tester</li></ul> Individual work: Participants follow an assignment to design a specific questionnaire
<b>16.30 – 17.00</b>	Daily wrap-up, questions and answers

## Tuesday, 28 March

**Objective: Deepen the understanding of how to implement complex survey questionnaires in the designer tool.**

<b>09.00 – 10.30</b>	2.1. Build with Survey Solutions II ( <a href="#">Data validation</a> )
<b>10.30 – 11.00</b>	<b>Break</b>
<b>11.00 – 12.00</b>	2.2. Build with Survey Solutions III ( <a href="#">Advanced Designer</a> ) <ul style="list-style-type: none"><li>• Novel question types: GPS, barcode, picture.</li><li>• Rosters types: fixed list, number, list, multi-answer categorical</li><li>• Nested rosters</li><li>• Linked questions</li><li>• Macros and variables</li></ul>
<b>12.00 – 13.00</b>	<b>Lunch Break</b>
<b>13.00 – 14.00</b>	2.3. Practice ( <a href="#">Advanced Designer</a> )
<b>14.00– 15.00</b>	2.4. Build with Survey Solutions IV ( <a href="#">Creating user-friendly questionnaires</a> ) <ul style="list-style-type: none"><li>• HTML-highlighting;</li><li>• Inserting images;</li><li>• Multilingual questionnaires.</li></ul>
<b>15.00 – 15.30</b>	<b>Break</b>
<b>15.30 – 16.30</b>	2.5. Practice
<b>16.30 – 17.00</b>	Daily wrap-up

**Wednesday, 29 March**

**Objective: An understanding of the collection process and associated workflows.**

<b>09.00 – 10.30</b>	3.1. Setup Collection ( <a href="#">Introduction to Headquarters/Supervisor</a> ) <ul style="list-style-type: none"><li>• Overview of workflow</li><li>• Creating/managing teams</li><li>• Starting a survey/selecting a survey mode</li><li>• Dashboard/Statuses</li><li>• Creating assignments for supervisors (HQ)</li><li>• Making assignments to interviewers (Supervisor)</li></ul>
<b>10.30 – 11.00</b>	<b>Break</b>
<b>11.00 – 12.00</b>	3.2. Setup Collection ( <a href="#">Interviewer / Supervisor</a> ) <ul style="list-style-type: none"><li>• Set-up CAPI application</li><li>• Receiving assignments</li><li>• Interviewer dashboard/statuses</li><li>• Navigating the questionnaire</li><li>• Sending completed assignments/receiving rejected assignments</li><li>• Dashboard/Statuses</li><li>• Review completed questionnaires</li><li>• Communication with interviewers via commentaries</li></ul>
<b>12.00 – 13.00</b>	<b>Lunch Break</b>
<b>13.00 – 15.00</b>	3.3. Practice
<b>15.00 – 15.30</b>	<b>Break</b>
<b>15.30 – 16.30</b>	3.4. Practice
<b>16.30 – 17.00</b>	Daily wrap-up

**Thursday, 30 March**

**Objective: An overview of the export, processing, analysis and dissemination process.**

<b>09.00 – 10.30</b>	4.1. Metadata / Quality Management
<b>10.30 – 11.00</b>	<b>Break</b>
<b>11.00 – 12.00</b>	4.2. Finalize Collection (Data export process and structure of export files) <ul style="list-style-type: none"><li>• When and how to do data export</li><li>• Structure of the data files</li><li>• Service files</li><li>• Merging files</li></ul>
<b>12.00 – 13.00</b>	<b>Lunch Break</b>
<b>13.00 – 14.00</b>	4.3. Process, analyse and disseminate <ul style="list-style-type: none"><li>• Process, analyse, and disseminate with prebuilt tools.</li></ul>
<b>14.00 – 15.00</b>	4.4. Practice
<b>15.00 – 15.30</b>	<b>Break</b>
<b>15.30– 16.30</b>	4.5. Practice
<b>16.30– 17.00</b>	Daily wrap-up

## Friday, 31 March

**Objective: An introduction to more advanced Survey Solutions functions.**

<b>09.00 – 10.30</b>	5.1. Preloading questionnaires with existing data <ul style="list-style-type: none"><li>• Conducting a repeated survey</li><li>• Utilizing previously collected data.</li></ul>
<b>10.30 – 11.00</b>	<b>Break</b>
<b>11.00 – 12.00</b>	5.2. Functions, Lookup tables, Examination and validation of roster content
<b>12.00 – 13.00</b>	<b>Lunch Break</b>
<b>13.00 – 14.00</b>	5.3. Considerations for planning a CAPI survey <ul style="list-style-type: none"><li>• Overview of activities for preparing a CAPI survey</li><li>• Resources: what hardware and human resources are needed</li><li>• Planning activities before, during, and after the survey</li></ul>
<b>14.00 – 15.00</b>	5.4. Experience of SPC <ul style="list-style-type: none"><li>• Use of 3g for data transfer</li><li>• Closed User Groups (CUG) for communications in the field</li><li>• Mobile Device Management (MDM) software to manage tablet software</li><li>• The ratio of enumerators to supervisors</li></ul>
<b>15.00 – 15.30</b>	<b>Break</b>
<b>15.30 – 16.30</b>	5.5. Evaluation and Closing