

World Health Organisation – African Region

Expanded Special Project for Elimination of Neglected Tropical Diseases

ESPEN Collect Training Package

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List of Abbreviations

| Abbreviation | Full Term / Description |
|---------------------|--|
| AFRO | WHO Regional Office for Africa |
| CAP | Coverage Action Plan |
| CSV | Comma-Separated Values |
| DHIS2 | District Health Information Software 2 |
| DSA | Data Systems Advisor / Data Systems Assistant (contextual trainer reference) |
| EMS | Epidemiological Monitoring Survey |
| EPIRF | Epidemiological Data Reporting Form |
| ESPEN | Expanded Special Project for Elimination of Neglected Tropical Diseases |
| GPS | Global Positioning System |
| HFAT | Health Facility Assessment Tool |
| IDA | Ivermectin–Diethylcarbamazine–Albendazole |
| JAP | Joint Application Package |
| JSON | JavaScript Object Notation |
| LF | Lymphatic Filariasis |
| LFAT | Lymphatic Filariasis Assessment Tool |
| MDA | Mass Drug Administration |
| Metabase | Open-source business intelligence and data visualization platform |
| MF | Microfilariae |
| MoH / MOH | Ministry of Health |
| NGO | Non-Governmental Organization |
| NTD | Neglected Tropical Disease |
| NTD-PC | Neglected Tropical Diseases – Preventive Chemotherapy |
| ODK | Open Data Kit |
| OEM | Onchocerciasis Elimination Mapping |
| Oncho | Onchocerciasis |
| PC | Preventive Chemotherapy |
| PPE | Personal Protective Equipment |
| PTS | Post-Treatment Surveillance |
| QC | Quality Control |
| QR Code | Quick Response Code |
| RDT | Rapid Diagnostic Test |
| SCH | Schistosomiasis |
| SOP | Standard Operating Procedure |
| SPPA | Schistosomiasis Practical & Precision Assessment tool |
| STH | Soil-Transmitted Helminthiasis |
| TAS | Transmission Assessment Survey |
| TAS1 | Transmission Assessment Survey 1 |

| Abbreviation | Full Term / Description |
|---------------------|-------------------------------------|
| TAS2 | Transmission Assessment Survey 2 |
| TAS3 | Transmission Assessment Survey 3 |
| WHO | World Health Organization |
| WASH | Water, Sanitation, and Hygiene |
| XLS / XLSX | Microsoft Excel Spreadsheet Formats |

Introduction to ESPEN Collect

This training guide provides a comprehensive overview of ESPEN Collect, a mobile data-collection platform developed by the World Health Organization (WHO) Regional Office for Africa to support the elimination of Neglected Tropical Diseases through Preventive Chemotherapy (NTD-PC). It is designed as a practical reference for all stakeholder trainers, data collectors, and supervisors participating in ESPEN-supported surveys and data management processes.



ESPEN Collect is a user-friendly, free platform designed for national NTD programs (Ministries of Health), implementing partners, and non-governmental organizations (NGOs) operating across the African Region. It supports both online and offline data collection, making it ideal for remote or hard-to-reach areas with limited Internet connectivity.

Since its inception in August 2018, ESPEN Collect has been adopted in over 30 African countries and used in more than 200 NTD-related surveys by 2024. This widespread adoption has led to the accumulation of best practices and the refinement of methodologies that enhance the reliability, accuracy, and efficiency of NTD data collection.

Purpose of the Guide

The purpose of this document is to serve as a structured training package for all user categories engaged in ESPEN-supported surveys. It outlines:

- Best practices in digital data collection
- Step-by-step app installation and setup
- Roles and responsibilities of different users (trainers, data collectors, and supervisors)
- Survey preparation, ethical considerations, and registration requirements
- Real-time data review using dashboards (Metabase)
- Final data submission protocols to WHO/ESPEN

These training materials are part of a comprehensive set of modules designed to guide users in effectively using the ESPEN Collect platform. Below is a list of the associated modules, each covering a specific aspect of the data collection process:

- Module 1: Overview of the ESPEN Collect Platform
- Module 2: Procedure for Requesting ESPEN Collect Services
- Module 3: ESPEN Collect Step-by-Step Guide
- Module 4: Training Manual for Instructors
- Module 5: Organizing Surveys
- Module 6: Guide to Metabase, Monitoring, and Supervising Results
- Module 7: Data Cleaning and Validation Procedures

Each Module is designed to be used in conjunction with the other modules or disease-specific guidelines, providing a comprehensive framework for the effective use of the ESPEN Collect platform. Users are encouraged to refer to the relevant module as needed to ensure compliance with best practices and to achieve the highest standards of data quality.

Module 1: Overview of ESPEN Collect Platform

1.1. What is ESPEN Collect?

ESPEN Collect is a free mobile data collection tool for the national programs (Ministry of Health: MoH), Neglected Tropical Disease-related NGOs, and partners in the World Health Organization's African region.

ESPEN Collect is simple to use and train. Launched in August 2018, it is based on the ODK (Open Data Kit) architecture.

Designed to collect data for the four Neglected Tropical Diseases responsive to Preventive Chemotherapy (PC-NTDs):

- Lymphatic Filariasis (LF)
- Onchocerciasis (Oncho)
- Schistosomiasis (SCH)
- Soil-Transmitted Helminthiasis (STH)

1.2. Why use ESPEN Collect?

- ESPEN Collect is designed to work in areas with low or no internet connection.
- Collecting data via ESPEN Collect allows for more efficient data sharing between districts, regions, and countries.
- Once approved by the country, data collected via the ESPEN Collect flows into the ESPEN Portal and is used to populate relevant fields in the JAP.
- Countries own their data
- Data access is restricted to specified people

1.3. What separates ESPEN Collect from just mobile data collection?

ESPEN Collect survey services provide the support you need to set up and conduct the survey to collect high-quality data. The support includes:

- **Survey methodology/design**
 - Facilitate scientific review of protocols by dedicated subject-specific epidemiologists with WHO sign-off and protocol conforming to WHO guidance and guidelines
 - Provide a protocol template with key elements to ensure that the survey collects relevant and high-quality data
- **Data collection, management, and analysis**
 - Electronic data capture, with standardized data collection forms, and automatic encrypted data upload to a secure central server
 - Form testing with a specialist (consultant, MoH expert, partner organization...) responsible for conducting the surveys to ensure the form will collect quality data and be adapted to the specificities of the disease
 - Online dashboard setup for daily data visualization and near-real-time data cleaning using automated algorithms
 - Data review undertaken by both specialist data managers and one or more designated health ministry personnel to ensure high-quality data is available for analysis
 - Provide requested smartphones to countries if needed
- **Standardized training**
 - Online access to recommended Standardized training materials.
 - Recommendation on DSA expert trainer
- **Data sharing, reporting, and use**
 - Standardized prevalence outputs for data use and planning
 - Auto-generation of EPIRF (Epidemiological Data Reporting Form) for survey reporting

1.4. What are the surveys supported?

Lymphatic filariasis

- Baseline Mapping / Re-Mapping / Confirmation Mapping
- Pre-TAS (Sentinel site, Spot check)
- Epidemiological monitoring surveys (EMS)
- IDA impact surveys
- Transmission Assessment Survey 1 (TAS1)
- Repeated TAS1
- Transmission Assessment Survey 2 (TAS2)
- Transmission Assessment Survey 3 (TAS3)
- Integrated TAS (with ONCHO or SCH/STH)
- Clinical case estimation
- Entomological surveys
- Heath facility assessment (LFAT, HFAT)
- Clinical case estimation

Onchocerciasis

- Mapping
- Oncho Phase (Pre-Stop MDA)
- Oncho Phase (Stop MDA sero, Stop MDA sero)
- Oncho Post-treatment Surveillance (PTS)
- Oncho Elimination Mapping (OEM)
- Onchocerciasis Vector Surveillance
- Breeding site assessment
- Black flies capture

Soil-Transmitted Helminthiases

- Mapping
- Sentinel site
- Impact assessment

Schistosomiasis

- Mapping
- Sentinel site
- Impact assessment
- Schistosomiasis Practical & Precision Assessment tool (SPPA)

Reporting on Preventive Chemotherapy

- Coverage evaluation survey
- Supervisor's coverage tool
- Reporting on treatment and medicine use during the routine mass drug administration campaign in the case of digitalization

1.5. Key Roles and Responsibilities in ESPEN Collect

Effective implementation of the ESPEN Collect system relies on coordinated efforts among multiple stakeholders, each with distinct yet complementary responsibilities. The following outlines the key roles involved in survey planning, data collection, quality assurance, and overall platform management.

Data Collector

Role: The Data Collector is the frontline user of the ESPEN Collect mobile app. Their primary responsibility is to conduct household, school, or community-based surveys using a mobile device preloaded with the appropriate survey forms. They are responsible for going to the field, collecting information, and uploading it to the server.

Responsibilities:

- Understand every aspect of the ESPEN Collect mobile app to ensure accurate and efficient data
- Follow the data collection method in accordance with the approved survey protocol
- Obtain informed consent from participants and adhere strictly to ethical guidelines.
- Accurately complete digital questionnaires in accordance with the approved survey protocol.
- Ensure that forms are finalized and submitted to the server at the end of each day, either online or when internet connectivity is available.
- Report field issues such as device malfunction, participant refusals, or logistical challenges to the supervisor immediately.
- Follow device maintenance protocols, including daily charging, form syncing, and

secure handling of equipment.

- Participate in debriefing sessions and provide feedback to improve future data collection exercises.

Trainer of Data Collectors

Role: The Trainer is an experienced user of the ESPEN Collect platform and is often designated by the national program or partner organization to lead training sessions for field staff. Trainers bridge the gap between platform design and field implementation. The data collector's trainer must have a deep understanding of the ESPEN Collect platform.

Responsibilities:

- Design and deliver training content aligned with the ESPEN Collect workflow, including app installation, form navigation, and ethical data collection practices.
- Guide data collectors through hands-on exercises such as test form completion, GPS location capture, and troubleshooting scenarios.
- Support the setup of devices (Android smartphones or tablets) and ensure all trainees successfully configure the app before deployment.
- Provide refresher training as needed during the survey period and support supervisors in evaluating data collector performance.
- Serve as the first line of support for questions or technical issues during field implementation.
- Ensure that each data collector completes a supervised test submission before field deployment.

Supervisor / Data Manager (National or Sub-National Level)

Role: The Supervisor or Data Manager is usually based within the Ministry of Health (MOH), a national NTD program, or a partner organization. They serve as the technical lead for field operations, data quality assurance, and team oversight. Their role is to ensure the integrity and quality of the data collected and to address any issues that arise in the field.

Responsibilities:

- Oversee daily field operations during survey implementation, including logistics and device management.

- Ensure that all data collectors and team members comply with ethical standards and survey protocols.
- Conduct field-level quality assurance by reviewing submitted data for completeness, consistency, and accuracy.
- Provide immediate technical and procedural support to data collectors and escalate unresolved issues to the ESPEN Data Manager.
- Validate GPS coordinates, metadata, and timing of submissions to detect anomalies or duplications.
- Use the ESPEN Collect dashboard (Metabase) to monitor real-time submissions and generate analytical insights.
- Coordinate end-of-day device checks, data syncs, and submission audits.

ESPEN Collect Data Manager:

Role: The administrator of the ESPEN Collect platform. Their role is to facilitate the use of ESPEN Collect by countries and partners.

Responsibilities: ESPEN Collect Data Managers handle requests, prepare forms, assist countries with training, and ensure the quality of the data collected through ESPEN Collect. The ESPEN Collect team is here to support you throughout the process by providing the following services:

- Integrating the community list with the disease survey
- Setup of the project dashboard and adding all authorized users as requested in the survey registration
- Reviewing data as it is submitted and communicating with the supervisor regarding issues during data collection
- Any data cleaning or other data management during or immediately following the survey
- Generating the Epidemiological Reporting Form (EPIRF) and sending this form to the MOH for their review and submission as part of the annual reporting form Joint Application Package.

1.6. Description of ESPEN Collect Platform

The ESPEN Collect system comprises several components and services. This section focuses on the essential elements necessary for a successful survey.

To ensure successful implementation, ESPEN Collect is structured around five interconnected core components. Each component plays a pivotal role in the lifecycle of a survey, from initial planning to final reporting and submission to global stakeholders.

The five main components are: registration, training, data collection, the online dashboard, and the generation of the Epidemiological Data Reporting Form (EPIRF). Each component is crucial for the survey process.

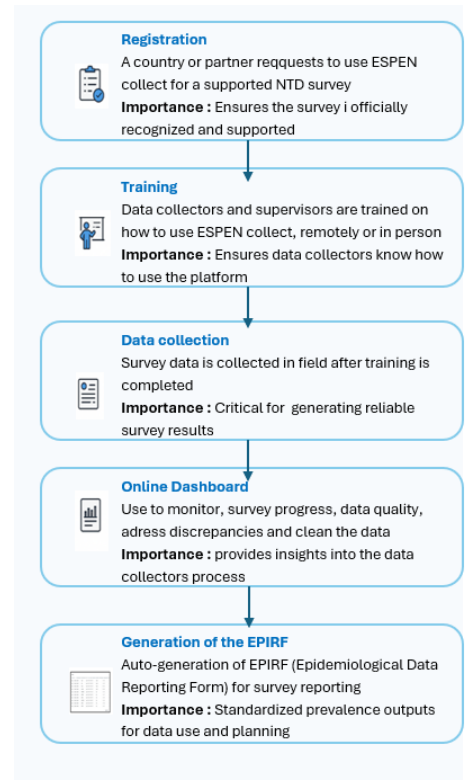


Figure 1: ESPEN Collect Platform

a. Registration

Description:

Registration is the foundational step for using ESPEN Collect in any survey. This formal process is initiated when a country's Ministry of Health or a supporting partner organization submits a request to use the platform for an NTD-related data collection exercise. The request includes survey objectives, timelines, target population, and responsible focal persons.

Importance:

- Establishes official recognition and coordination of the survey.
- Enables ESPEN to allocate technical and logistical support.
- Allows configuration of the ESPEN Collect system to match the survey's geographic, thematic, and operational scope.
- Ensures data collected will be linked to national and WHO dashboards for further analysis and reporting.

b. Training

Description:

Training ensures that all users of ESPEN Collect—including data collectors, supervisors, and national program staff—are equipped with the knowledge and skills needed to perform their roles effectively. Training can be conducted in person, remotely, or in a hybrid format. It covers app installation, device management, ethical data collection, troubleshooting, and test submissions.

Importance:

- Ensure consistency and standardization in data collection procedures.
- Equips users to operate the ESPEN Collect mobile app and associate tools with confidence.
- Reduces the risk of data errors, missing submissions, and field delays.
- Builds local capacity and ensures sustainability of digital health systems.

c. Data Collection

Description:

This is the operational phase in which trained data collectors use mobile devices to capture field data using standardized digital survey forms. Data collection may involve house-to-house visits, school-based assessments, or community-level health screenings, depending on the nature of the NTD survey.

Importance:

- Enables real-time or near real-time collection of high-quality data directly from communities.
- Ensures completeness and adherence to scientifically approved survey protocols.
- Reduces reliance on paper-based forms, minimizing transcription errors and delays.
- Supports GPS-tagged entries and multimedia capture, enhancing spatial and contextual accuracy.

d. Online Dashboard (Metabase Dashboard)

Description:

The ESPEN Collect dashboard, typically hosted on the Metabase platform, provides authorized users with interactive access to incoming survey data. It offers tools for monitoring, validation, error detection, and report generation. Supervisors, data analysts, and program managers use the dashboard to track survey progress and address anomalies in real time.

Importance:

- Enables real-time visibility into field operations and data flow.
- Facilitates early identification and correction of data discrepancies.
- Provides analytical outputs such as maps, graphs, and summary tables for decision-making.
- Supports accountability, transparency, and quality assurance in national NTD programs.

e. Generation of the EPIRF (Epidemiological Data Reporting Form)

Description:

After data collection and cleaning, countries compile results in the Epidemiological Data Reporting Form (EPIRF), a standardized WHO tool for reporting key metrics, including baseline disease prevalence, treatment coverage, and impact assessment outcomes. The EPIRF is reviewed and validated at the national level before official submission to WHO/ESPEN.

Importance:

- Serves as the official mechanism for countries to report survey results to WHO.
- Informs strategic decisions on intervention scale-up, treatment cessation, or additional surveys.
- Facilitates regional and global monitoring of progress toward NTD elimination goals.
- Supports applications for medicines and resources through the Joint Application Package (JAP).

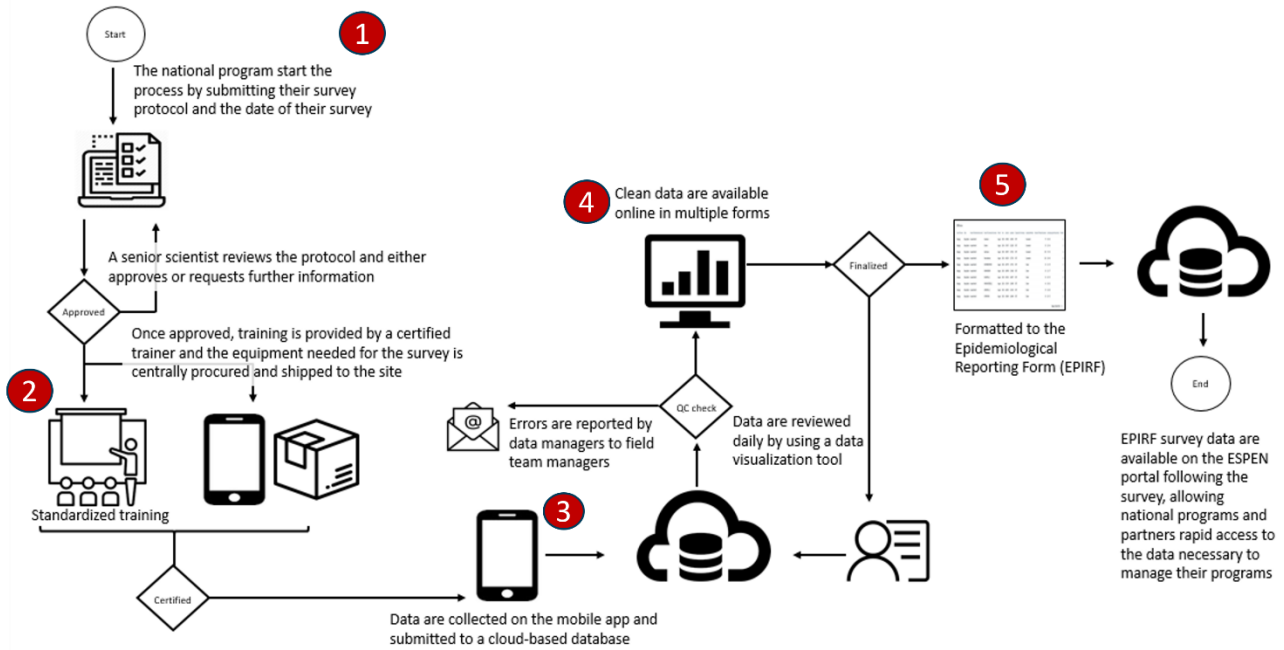


Figure 2: ESPEN Collect Processes

Table 1: ESPEN Collect 5 Key Components

| Component | Description |
|---|--|
| 1. Protocol Submission & Review | National programs submit protocols; senior scientists approve or revise. |
| 2. Training & Equipment Distribution | Standardized training and central equipment shipping to survey locations. |
| 3. Mobile Data Collection | Digital data collection via mobile apps synced to a cloud system. |
| 4. Data Review & QC | Visualization tools are used to review and correct data in near real-time. |
| 5. EPIRF Generation & Portal Upload | Final data is structured into EPIRF and published on the ESPEN portal. |

1.7. Request Timeline – 6 weeks lead time is needed

The request to use ESPEN Collect must be submitted at least 6 weeks before the survey start date. During this period, the survey protocol is reviewed by disease experts, the national ethical authorization is reviewed, and AFRO grants ethical approval. At the same time, forms are prepared, teleconferences are organized to coordinate the survey, and electronic forms are developed. In addition, training sessions are organized to ensure that data collectors are fully equipped to use the tool, and requests to purchase telephones are processed if necessary. The image below provides more details of this process.

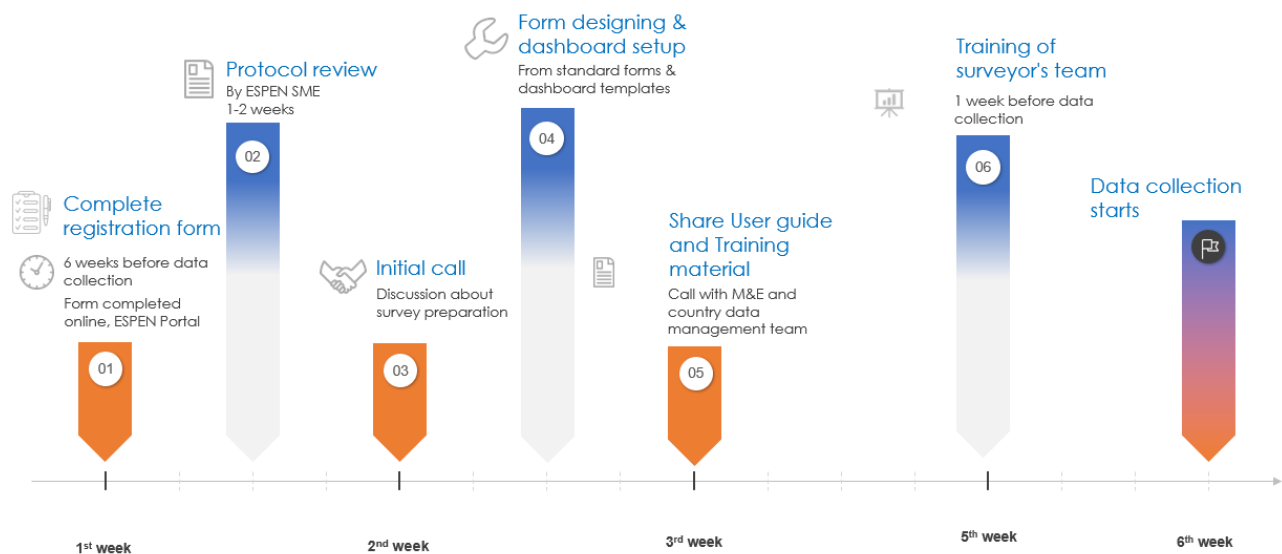


Figure 3: ESPEN Collect request timeline

After the survey starts, the other processes are:

- Monitoring call for data cleaning or technical support
- Post survey meeting to share summary results and key lessons learned
- EPIRF and narrative report submission

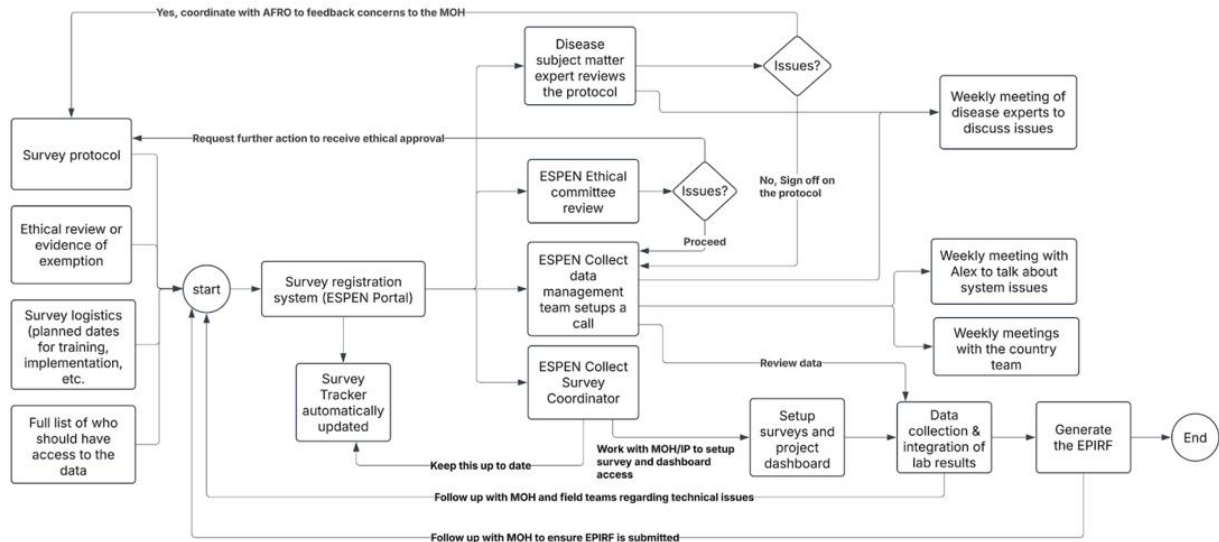


Figure 4: ESPEN Collect Survey Governance, Ethical Review, and Data Management Workflow

This diagram illustrates the end-to-end ESPEN Collect process, from survey protocol development and ethical review through coordination with disease experts, data collection, dashboard setup, integration of laboratory results, and generation of the EPIRF. It highlights key decision points, roles, and feedback loops with Ministries of Health and ESPEN teams.

1.8. Security and Confidentiality

The data collected by ESPEN Collect is not publicly accessible and is the property of the country where the survey is conducted. Access to the data is restricted to individuals designated by the country during the survey registration process. Countries can grant or revoke access at any time by sending an official email request. This ensures that only authorized personnel can view and manage the data.

To ensure confidentiality, all data is anonymized, meaning no personal identifiers, such as names, are collected. This protects the privacy of individuals participating in the survey. By adhering to these security and confidentiality protocols, ESPEN Collect ensures that data remains secure and that survey participants' privacy is protected.

Module 2: Procedure for Requesting ESPEN Collect Services

The ESPEN Collect system supports end-to-end digitalization of NTD data collection. To ensure a seamless user experience and maintain data integrity and security, all stakeholders—including trainers, data collectors, and supervisors—must complete a standardized registration and authorization process on the ESPEN Portal at <https://espen.afro.who.int/espen-collect-survey-registration>.

This form provides the ESPEN team with the information needed to set up your project for each survey type. The ESPEN Collect Survey Registration includes 10 steps to provide the required key information and materials.

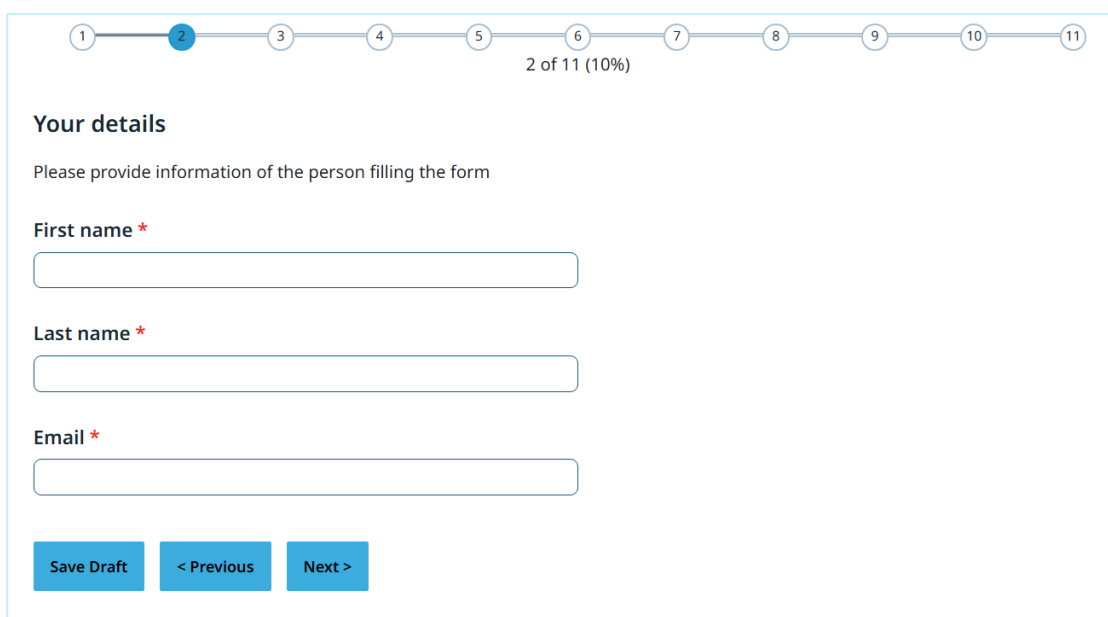
2.1. Material for registration

Below are the materials needed to be uploaded for ESPEN Collect registration

- List of sites (villages/Schools) targeted by this survey
- Excel template with information on MDA rounds and Morbidity management
- Survey protocol
- Ethical clearance

2.2. Steps for ESPEN Collect Survey Registration

1. Information of the person filling in the form



The screenshot shows a progress bar at the top with 11 steps. Step 2 is highlighted in blue, and the text "2 of 11 (10%)" is displayed below it. The form content includes:

Your details
Please provide information of the person filling the form

First name *

Last name *


Email *

At the bottom, there are three buttons: "Save Draft", "< Previous", and "Next >".

2. Ministry of Health contact information and WHO Country Office Information

Ministry of Health contact information

Country *

- Select - 

MoH contact first name *

MoH contact last name *

MoH contact position *

MoH contact email address *

MoH contact office phone number

Please include country code

MoH contact mobile phone number

Please include country code

MoH contact whatsapp number

Please include country code

Is this person the primary contact on the survey? *

Yes

No

Will this person be present at: *

Training

Field work

Please tick all that apply

WHO Country Office Information

Contact first name *

Contact last name *

Contact email address *

Please provide contact information of the NTD country focal person

3. Organization Partner Survey Lead and contact

Organization Partner Survey Lead

Name of the organization *

Organization partner contact person

First name *

Last name *

Position *

Email address *

Phone number

Please include country code

Is this person the primary contact on the survey? *

Yes

No

Please provide contact information of the NTD focal person

[Save Draft](#) [< Previous](#) [Next >](#)

4. Important dates

Important dates

Estimated Training Start date *

Testing date *

Estimated Data Collection Start Date *

Approximate End Date *

[Save Draft](#) [< Previous](#) [Next >](#)

5. About the survey and support

- Estimated number of sites to be surveyed
- Nature of survey sites
- Is the survey being outsourced to a third-party organization?
- Do you have (as a country) experience in collecting Data using an electronic data collection system?
- Mobile-based data collection tools
- What kind of support do you need all along data collection?

About the survey and support

Estimated number of sites to be surveyed *

Nature of survey sites *
 Community
 School
 Mixed Community/School

Is the survey being outsourced to a third-party organization? *
 Yes
 No

Do you have (as a country) experience in collecting Data using electronic data collection system? *
 Yes
 No

Mobile based data collection tools *
 ESPEN Collect
 ODK
 Kobo Collect
 Tropical Data
 Survey CTO
 CommCare
 ONA
 Mobile data survey
 AKVO Flow
 Collector for ArcGIS
 Survey123 for ArcGIS
 Other

Which applications do you have experience with?

What kind of support do you need all along data collection? *
 Appropriate standard survey forms
 Enumerators training to capture data
 Survey methodology / design (Protocol review by ESPEN Expert)
 Online dashboard setup for daily data visualization and near-real-time data cleaning using automated algorithms
 Auto-generation of EPIRF (Epi Reporting Form) for easy JAP filling and reporting

- In-country Data Management
- Mobile Phones/ Tablet

In country Data Management

Do you have someone in the country who will be responsible for daily data monitoring and cleaning? *
 Yes
 No

Mobile Phones/ Tablet

How many mobile Android Phones/Tablets will be necessary? *

(# of phones operational plus backups)

How many mobile Android Phones/Tablets do you have? *

(# of phones operational plus backups)

Additional Information

He/She will responsible for daily data monitoring and cleaning.

Save Draft
< Previous
Next >

6. Survey & tests

- Disease assessment
- NDT survey type
- Type of Diagnostic Tests to be Used
- Excel template with information on MDA rounds and Morbidity management

Survey & tests

Disease assessment *

- Lymphatic filariasis
- Onchocerciasis
- Soil-transmitted helminthiasis
- Schistosomiasis
- Loiasis
- Coverage surveys

Lymphatic filariasis survey *

Which survey will you be conducting?

- Lymphatic filariasis Baseline Mapping survey
- Lymphatic filariasis Baseline Sentinel Site survey
- Lymphatic filariasis Sentinel Site (Impact assessment) survey
- Lymphatic filariasis- pre TAS
- Lymphatic filariasis -TAS 1
- Lymphatic filariasis -TAS 2
- Lymphatic filariasis -TAS 3
- Lymphatic filariasis TAS 1 w/ STH
- Lymphatic filariasis TAS 2 w/ STH
- Lymphatic filariasis TAS 3 w/ STH
- Lymphatic filariasis iTAS w/ ONCHO
- Lymphatic filariasis EMS
- Other

MDA, Lymphoedema and Hydroceles Management

Download the excel template here: [French version](#) | [English version](#)

Upload the filled excel template with information on MDA rounds and Morbidity management *

📄 DOCK | 13.85KB

Remove

One file only.
10 MB limit.
Allowed types: pdf, doc, docx, xls,xlsx.

To speed up the EPIRF generation process, provide the requested information and upload the completed file to the next question.

Type of Diagnostic Tests to be used *

- Rapid Filariasis Test Strip (FTS)
- Brugia Rapid Test
- POC-CCA
- Ov16 ELISA (stop MDA survey only)
- Stop MDA entomology
- Ov16 serology (lab RDT)
- Skin biopsy for Oncho
- Basic entomology
- Kato Katz
- Blood Films
- Urine Filtration
- Urine Dipstick
- Mini-FLOTAC
- Other

Save Draft
< Previous
Next >

- Survey form design and quality control dashboard access
- Survey form design language
- List of sites (villages/schools) targeted by this survey
- Participants' unique ID (barcode/QR code, ESPEN Collect automatically generated ID, or manual ID)
- Dashboard access: full name(s) and email(s) of all users you would like to grant access to this survey's quality control dashboard

Survey forms designing and Quality-control dashboard access

Survey forms designing

Please specify the default language of the survey *

English

French

Portuguese

Other

The questions composing the forms will be loaded in the language selected as 'default'

Please upload list of sites (villages/Schools) targeted by this survey *

One file only,
10 MB limit.
Allowed types: txt, doc, docx, xls,.xlsx.

Participants' Unique ID *

Barcode/QR Code

ESPEN Collect automatic generated ID

Manual ID

None

Other

Dashboard access

Please include the full name(s) and email(s) of all users you would like to grant access on this survey's quality control dashboard *

These people will have access to view data during the collection process (Eg : Elia Adrien, abcdefghi@gmail.com)

7. Protocol and ethics

- Upload survey protocol
- Please provide evidence that in-country ethical clearance has been granted

Protocol and ethics

Protocol

Do you have a completed survey protocol? *

- Yes
 No

Protocol upload *

↓ DOCX | 13.84KB

Remove

Upload your protocol here

One file only.

10 MB limit.

Allowed types: pdf, doc, docx, odt.

Ethical Clearance

Is an in-country ethical clearance required? *

- Yes
 No

Please provide evidence that in-country ethical clearance has been granted *

↓ DOCX | 13.84KB

Remove

One file only.

10 MB limit.

Allowed types: jpg, jpeg, png, pdf, doc, docx, ppt, pptx.

Please upload a copy of the country ethical committee clearance or proof document that in-country clearance is not needed for the survey/study

Save Draft

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Next >

8. Disclaimers & mailings

Disclaimers & mailings

Please review the [data policy](#)

- I have read and agrees with the terms of data provision *
- I am authorized to provide the data to WHO on behalf of the MoH *

Would you like to join the ESPEN mailing list? *

- Yes
- No

9. Submit

Disclaimers & mailings

Please review the [data policy](#)

- I have read and agrees with the terms of data provision *
- I am authorized to provide the data to WHO on behalf of the MoH *

Would you like to join the ESPEN mailing list? *

- Yes
- No

Save Draft

< Previous

Submit

Module 3: ESPEN Collect Step-by-Step Guide

This section aims to strengthen the national program team's capacity to use the ESPEN Collect mobile application effectively to collect NTD survey data accurately, efficiently, and ethically in the field. It provides a step-by-step guide to starting, saving, and resuming surveys in the ESPEN Collect platform. This guide will help you set up your Android smartphone to ensure reliable and secure data collection. The ESPEN Collect support team is available to assist you throughout the process and help you use the platform to gather high-quality data. By following this guide, you will be able to:

- Install the ESPEN Collect application on your mobile devices.
- Configure the application settings for optimal performance
- Understanding the ESPEN Collect application interface
- Navigate and complete survey forms using ESPEN Collect
- Understanding Survey Questions
- Ensure data security and integrity during the data collection process
- Understanding best practices for data collection

3.1. Requirements

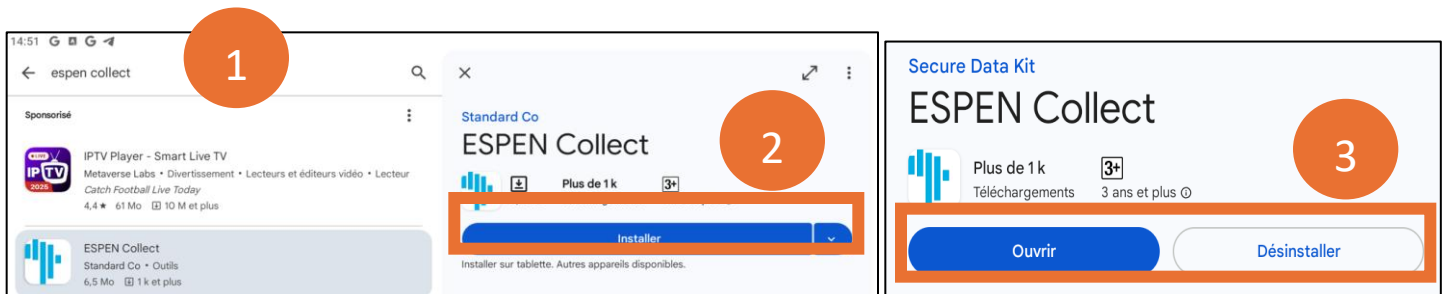
Before you begin, ensure that you have:

- An Android smartphone running at least version 5.0.
- Internet access on the smartphone.
- The QR code for configuration.

3.2. Installing the ESPEN Collect application for Android devices

To install ESPEN Collect:

1. Open the Google Play Store and search “ESPEN Collect” or click on the link [below](https://play.google.com/store/apps/details?id=org.espen.collect.android&hl=fr&gl=US) <https://play.google.com/store/apps/details?id=org.espen.collect.android&hl=fr&gl=US>
2. Click on ‘install’ to download and run the application on the smartphone.
3. Note that it is installed correctly with the open and uninstall options



3.3. Setting up the ESPEN Collect app

To use the ESPEN Collect application, it must be configured first. There are two methods to configure the application: manual and automatic via a QR Code.

➤ Manual configuration

(1) Press “Manually enter project details”.

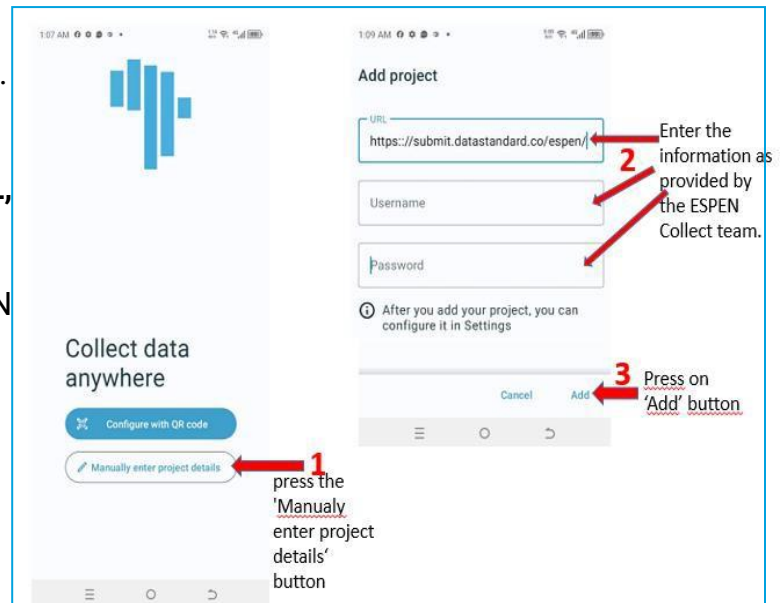
(2) Enter the **project details (URL, Username, and Password)** as provided by the ESPEN Collect team.”

Project Settings (Project Name) Server URL:
https://submit.datastandard.co/espen/country_name-project_number

Username: **collect**

Password: **espen47**

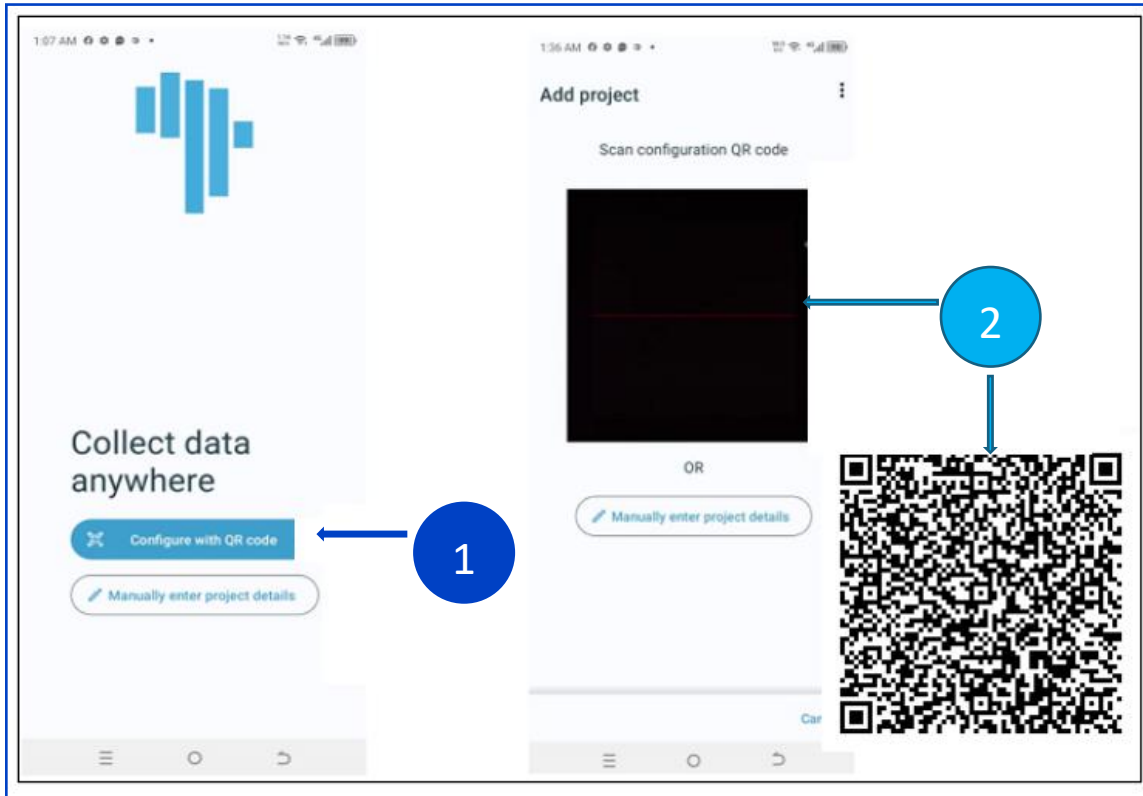
(3) Press 'Add'.



➤ Automatic Configuration via QR Code

1 Press “**Configure with QR Code**”. Please allow the application to access the camera and take photos.

2 Align your smartphone camera with the QR code, so ESPEN Collect can scan it. Once scanned, the application will emit a sound to confirm that the configuration information has been successfully entered. It’s very easy to configure the application by scanning the QR code provided to you by ESPEN. Collect team.



3.4. ESPEN Collect App Interface Overview

Navigating the Interface:

Main Menu Options:

- **Start New Form:** Begin a new survey data entry session.
- **Edit drafts Form:** Resume of an incomplete survey.
- **Ready to send Form:** View forms ready for upload.
- **View Sent Forms:** Review successfully submitted forms.
- **Download Blank Form:** Download new survey templates.
- **Delete Saved Form:** Remove obsolete or erroneous forms.

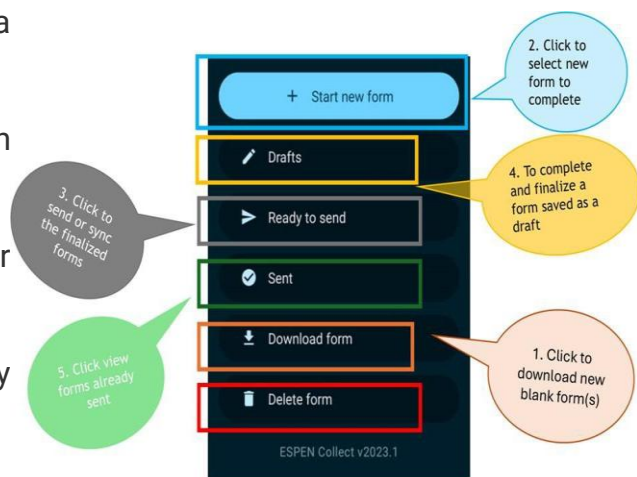


Figure 5: Main Interface Functions of ESPEN Collect

3.5. Downloading forms

After configuring the application, you need to download the form(s). To do this: (1) Press the 'Download form' button. (2) On the new page that opens, select the forms you need by checking the corresponding boxes, or uncheck those you do not need. (3) Finally, press 'Get selected' to initiate the download of your forms to your smartphone.

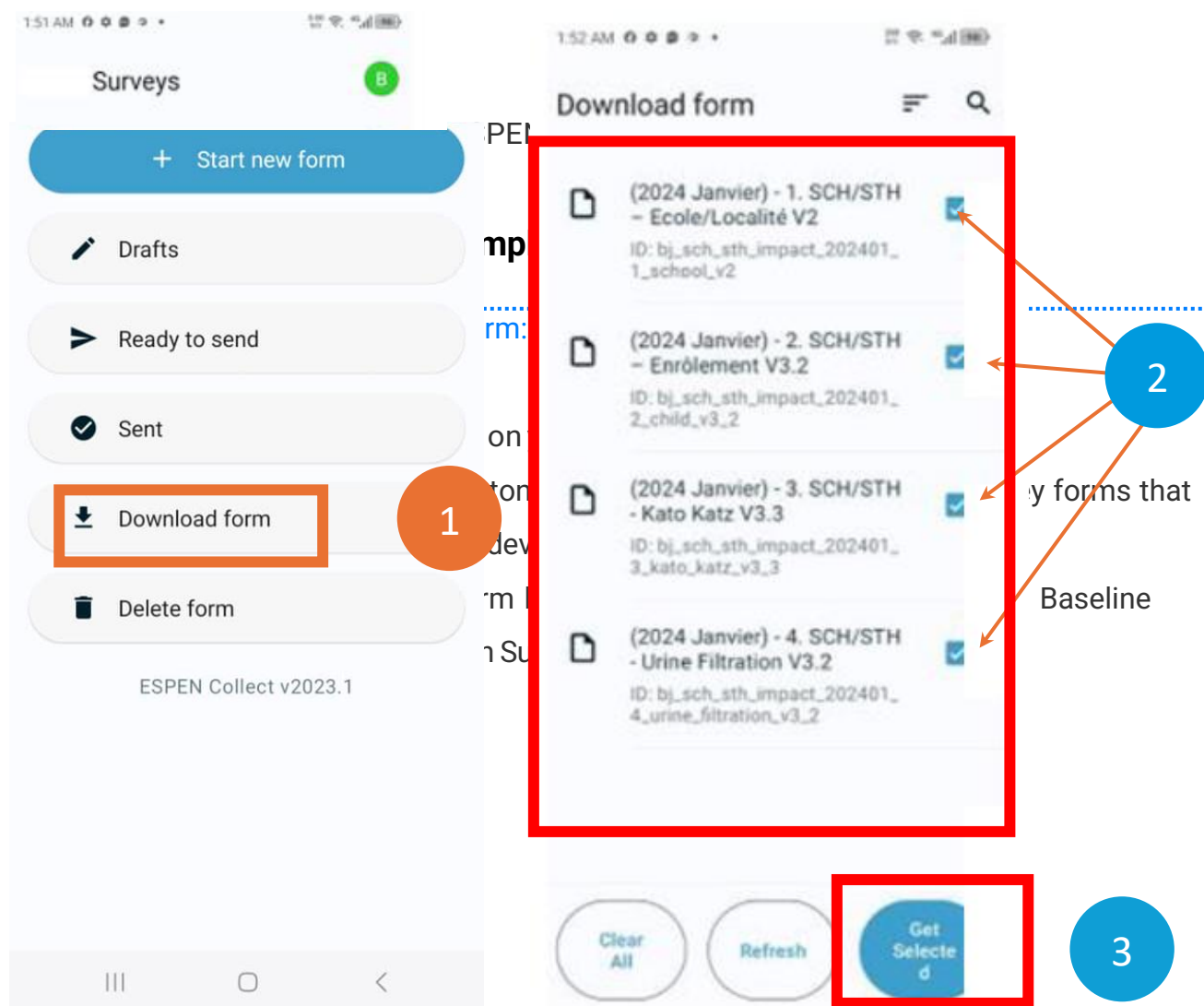


Figure 6: Downloading forms

b. Fill out new forms

To fill out a new form, (1) Press the 'Start new form' button, then (2) select the form you want to open by tapping it. (3) Navigating Through the Form: Swipe with your finger from right to left to move forward (go to the next question) or from left to right to move between questions.

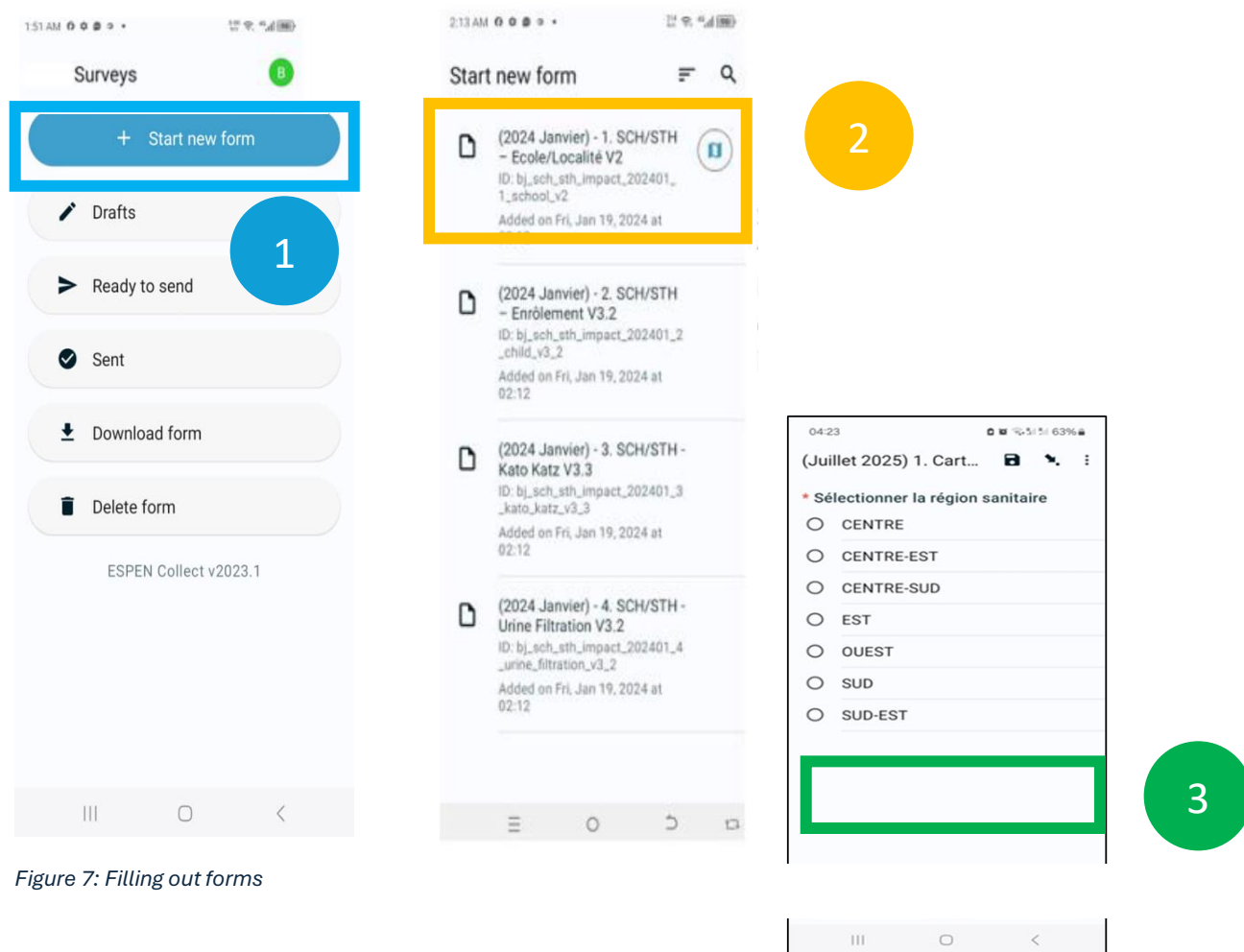


Figure 7: Filling out forms

c. The different types of questions

An accurate understanding of question types is fundamental to reliable data collection. Each question type is designed to capture specific information in a standardized format.

Depending on the question type, the phone's keyboard will activate numeric input, alphanumeric input, QR code or barcode scanning, camera capture via the phone's

integrated camera, GPS coordinate capture, date and time selector, radio buttons, checkboxes, etc.

Enumerators must be familiar with how each question functions and the expected input format.

Single-Select (Select One):

- Allow the respondent to choose only one answer from a predefined list. Commonly used for Yes/No, gender, or categorical questions.
- **Example:** What is your gender?
 - Male
 - Female

Multi-Select (Select Multiple):

- Allows the selection of multiple applicable responses from a list. Ensure the enumerator reads all options and clarifies to the respondent that more than one response may be acceptable.
- **Example:** Which of the following symptoms have you experienced?
 - Fever
 - Headache
 - Skin Rash

Text Fields (Free Text Entry):

- Use to capture names, comments, labels, or open-ended responses. Encourage enumerators to enter responses verbatim, as stated by the respondent, with correct spelling and appropriate capitalization. Avoid abbreviations unless specifically instructed.

Numeric Fields:

- Capture numeric data such as age, household size, individual or household numbers, or distances. Check for logical values (e.g., age should not exceed 120, distances should be within a reasonable range). Validate that responses match the expected units (e.g., kilometres vs. meters).

Date Fields:

- Record dates using a calendar pop-up interface. Use it to capture dates of birth, treatment, or visits. Ensure that future dates are not entered unless required by the question.

GPS Coordinates:

- Capture precise location data using the device's GPS. Ensure the device has GPS enabled and that the location fix is accurate (preferably within 5–10 meters). Collect GPS data outdoors where signal strength is optimal.

Image & Barcode Fields:

- Use to photograph documents, landmarks, or conditions. Ensure good lighting and that images are clear and relevant to the question prompt. Do not include personal or sensitive information unless explicitly required and permitted by the protocol.

Cascading Selects:

- Present options that depend on a previous selection. Example: After selecting a province, only relevant districts are shown. Enumerators must be aware of this logic and avoid skipping questions that affect dependent fields.

d. Using multiple languages

ESPEN Collect supports forms with a versatile structure that can be translated into multiple languages to meet your needs. Multilingual forms are beneficial in surveys conducted with diverse populations that communicate in different languages. This feature is especially advantageous in regions where surveys span areas with various linguistic groups.

To facilitate uninterrupted data collection, you can design a form with questions displayed in a primary language, such as French, while allowing the display language to be switched to others, such as English, Spanish, Portuguese, etc. This flexibility is beneficial not only in multicultural environments but also in countries with diverse linguistic subgroups.

e. Finalize Survey forms

At the end of the form, you can either save it as a draft or finalize it. Saving the form as a draft creates a preliminary version that you can modify at any time. However, once you finalize the form, you will no longer be able to edit it. You will then have only two options: send it or delete it.

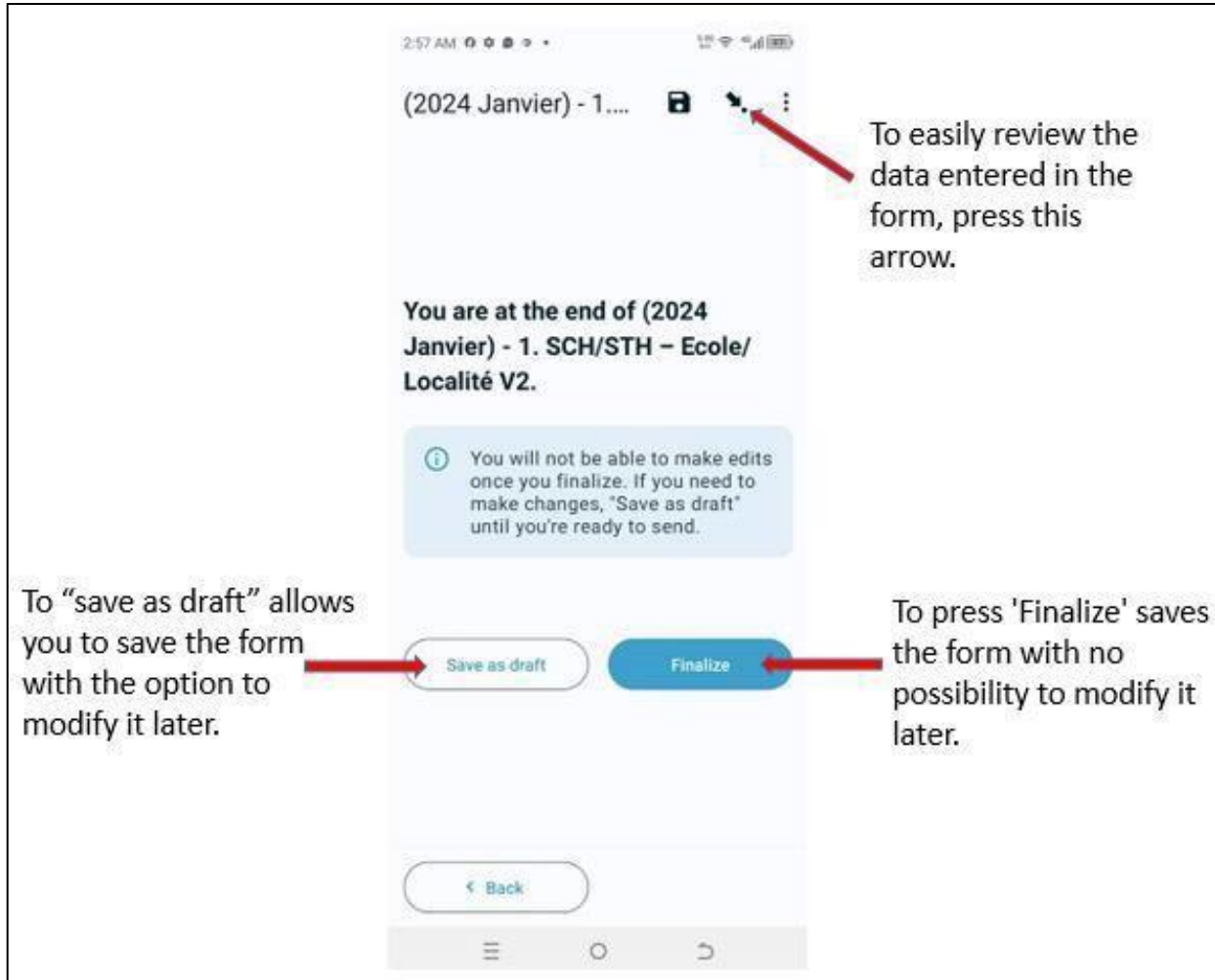


Figure 8: Finalizing forms

Before pressing the "Finalize" button, it is essential to review each response entered in the form. To review the entire record, press the arrow-shaped button at the top of the screen.

f. Link in ESPEN Collect and selection in cascades

Some forms are linked to ensure consistent data entry across levels. The site form contains the complete list of regions, districts, and sites. The participant form pulls region, district, and site data from the site form. The drop-down lists on the participant form (e.g., region, district) are empty unless the site form has been fully completed and saved (not saved as a draft). In this case:

- You cannot register a participant without a finalized site form.
- You cannot register a participant's result without a finalized participant site form.

Also, the selection is done in cascades. For a selected region, only the districts within that region will be visible for selection. For a given district, only lower-level units will be available for selection.

g. Cancelled Forms

While collecting data, you may realize you have started entering information into the wrong form. In that case, you need to cancel the input for that form. To do this:

- press the Back button on your phone,
- In the pop-up window (or dialog box) that appears, (2) press 'Discard Form.' This will take you back to the home page. Please note that in this dialog box, you can save the form as a draft by pressing the corresponding button.

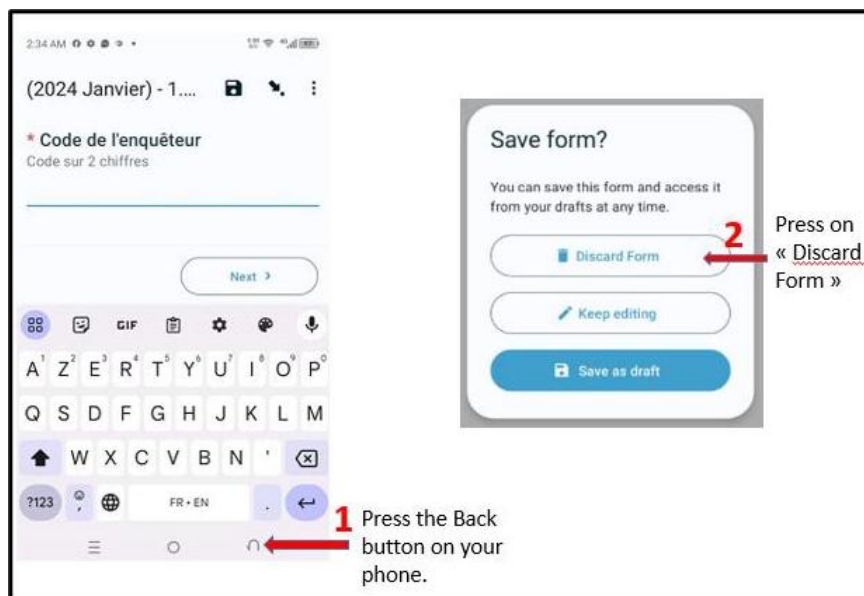


Figure 9: Cancelling forms

h. Cancelled participant form or participant result

While collecting data, you may realize that you have a wrong participant record or a wrong result in a form. In this case, you can delete it as follows. To do this:

Method 1:

- Click the arrow at the top of the phone.
- Check and be sure of the number or record to delete.
- Click the trash can icon to delete the record.

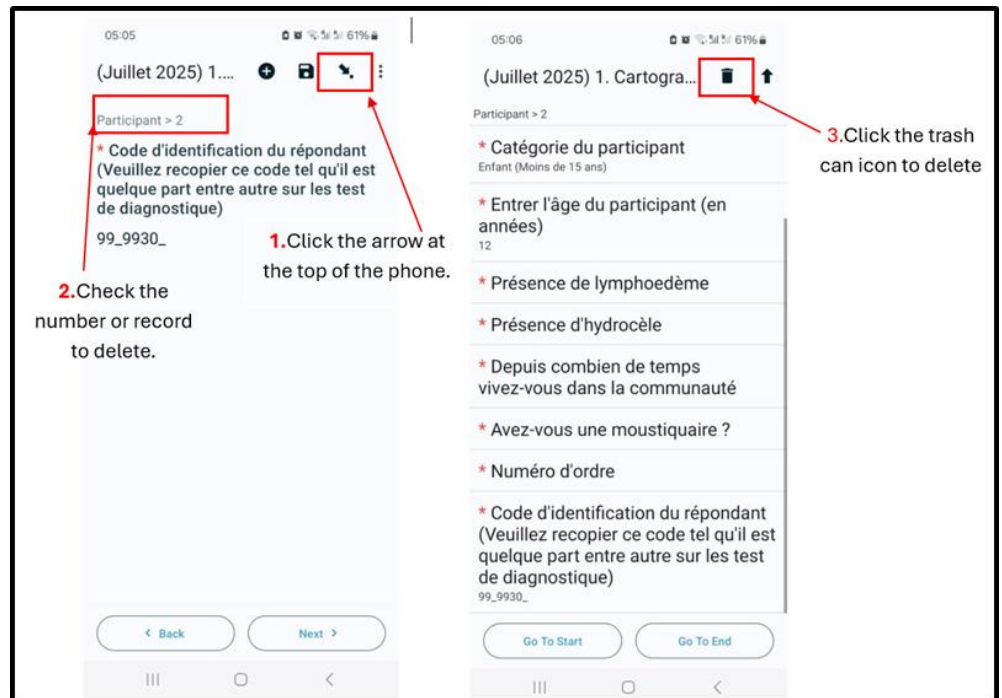


Figure 10: Cancelling participants form the participant results

Method 2: Return to the consent question and select the addition that was made by mistake

Participant > 1

Has the participant given his/her consent

1. Has given

2. Has refused

3. Added by mistake (To be deleted)

i. Edit a saved form

If you have saved the form as a draft after filling it out, you can reopen it to make changes to the information you previously recorded. To do this, (1) press the 'Drafts' button on the home page. A new page will appear with a list of all forms saved as drafts. You will then need to (2) select the form you wish to modify.

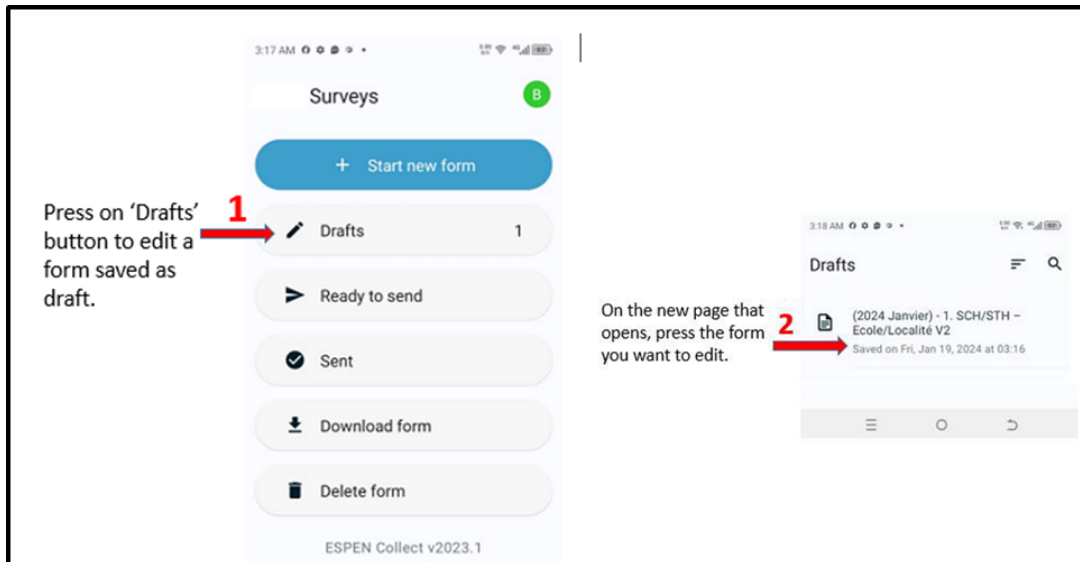


Figure 11: Edit a saved form

j. Sending Finalized Forms

- Navigate to “Ready to send” to view the list of surveys ready for submission.
- Ensure the device has an active internet connection (Wi-Fi or mobile data).
- Select all or select a specific form to send
- “Send Selected” to upload the completed forms to the server.
- A successful upload will move the form to the “View Sent Forms” section for recordkeeping.

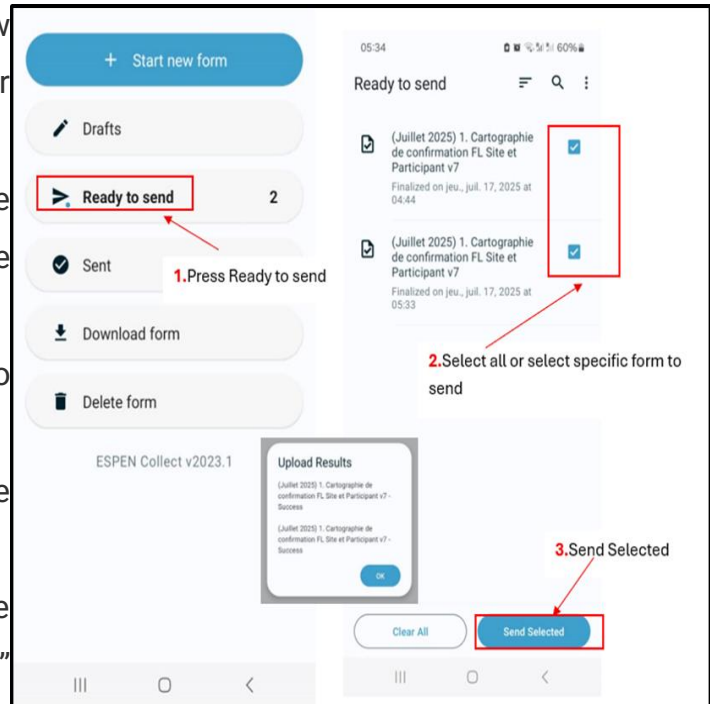


Figure 12: Sending finalized forms

k. Error Handling

- If submission fails due to connectivity issues or server downtime, the form will remain pending.
- Re-attempt sending once internet access is restored.

I. Deleting a form

The ESPEN Collect mobile application can retain certain data entered during a survey in its SQLite database on Android phones and tablets, even after the survey is complete. This may include data such as the district name or village code entered by the operator in the "village" form, which is then automatically retrieved in the "participants" form to avoid input errors. Therefore, before starting a new survey, it is important to clear the application's database by deleting all forms used in previous surveys.

To delete a form, go to the application's home page. (1) Press the "Delete form" button. ESPEN Collect then opens a new page that shows either the list of saved forms (2) or a blank form (3). These are the forms you have already used to collect data and then saved (4). Check the box for the form(s) you want to delete. You can also press the "Select all" button to check all forms at once. To delete the selected forms, press the "Delete selection" button.

If the forms to be deleted are blank forms, meaning they were not used (3), press "Blank forms" to get the list of all blank forms. Then follow the previous procedure to select and delete the forms.

3.7. Data and Sample Collection Best Practices

Maintaining high-quality data is critical to the success of NTD programs and national-level planning. Enumerators must adhere to strict standards during data collection to avoid bias, errors, and misinterpretation.

a. Data Quality and Accuracy

Ensure Consistency and Completeness

- Review responses to ensure they are logically consistent (e.g., age of child aligns with school grade).
- Do not leave mandatory fields blank unless skipped by form logic.
- Use built-in form validations and constraints as cues to identify entry errors.
- **Use the Correct Recorder ID:** Always ensure you are using your assigned recorder ID for every submission. This is essential for accurate data tracking
- **Double-Check Key Responses:** Always double-check important fields such as dates, numeric data, and dropdown selections before saving.
- **Review Forms Before Saving:** Take time to carefully review all information in the form before finalizing it. Once a form is finalized, it cannot be edited.
- **Saving as Draft vs Finalizing:**
 - **Draft:** Use for incomplete forms that need edits later.
 - **Finalize:** Finalize only when the form is complete. For **linked forms**, finalizing is required to make data available in dependent forms.

Avoid Fabricated or Estimated Data

- Do not guess or invent responses.
- Politely probe when respondents are unsure, using neutral language.
- Mark questions as “Don’t Know” or “Refused” only when these options are provided in the form.

Follow Notes, Hints, and Instructions

- Many questions include hints or instructions embedded by form developers to guide enumerators.

- These may include definitions, examples, or instructions for probing.
- Always read and follow these instructions carefully.

Verify GPS, Time, and Device Settings

- Ensure the date and time on the device are correct.
- Keep the device GPS turned on and fully functional.
- Calibrate or refresh the GPS if accuracy is low before capturing coordinates.
- Verify that GPS accuracy is ≤ 5 meters whenever possible

b. Collection and Storage of Biological Samples

Where biological sample collection is required (e.g., urine, stool, blood spots), enumerators must adhere to biosafety and sample integrity protocols.

Follow Standard Operating Procedures(SOPs)

- Use personal protective equipment (PPE) as guided (gloves, masks, etc.).
- Ensure informed consent has been obtained before sample collection.
- Use sterile tools and follow step-by-step instructions for collection to avoid contamination.

Sample Labelling and Identification

Label each sample with:

- Unique ID Code, such code barre or a manual ID
- Date and time of collection
- Enumerator initials
- Sample type and participant code
- Cross-check with the survey form for consistency.

Proper Sample Storage and Transport

- Store samples in cool boxes or thermal containers as required.
- Maintain appropriate cold chain protocols when applicable.
- Hand over samples to supervisors or designated lab teams at the end of the day, with accompanying logs.

c. End-of-Day Procedures

Efficient close-out activities at the end of each survey day are critical for team coordination, data security, and field readiness for the next day.

Submission of Finalized Forms

- Review all forms for completeness before finalization.
- Upload completed forms if internet access is available.
- If offline, ensure all finalized forms are ready for next-day submission.

Equipment Collection and Storage

- Gather all mobile devices used in data collection.
- Store devices in a lockable, dry, and secure location overnight.
- Avoid leaving equipment in unattended vehicles or outdoor settings.

Device Charging and Maintenance

- Ensure all devices (phones, power banks, tablets) are fully charged overnight.
- Check for any device malfunctions and report them to the supervisor.
- Wipe device screens and clean accessories to maintain hygiene.

Daily Log Sheet Completion

Fill in the Daily Field Activity Log, including:

- Number of households visited
- Number of surveys completed
- Issues encountered
- Action taken or pending follow-up

Technical Issue Reporting

- Document all app or device malfunctions in the Technical Issue Log.
- Troubleshoot minor issues as trained or escalate to ICT support.
- Reinstall or reconfigure the ESPEN Collect app if needed (under supervision).

Accurate documentation of daily activities and encountered issues enables continuous improvement of the data collection process and facilitates rapid resolution of obstacles.

d. Field Readiness Best Practices

Pre-Field Checklist each morning:

- Charged device with assigned SIM
- Latest version of assigned forms downloaded
- Backup power source and ID badge
- Consent forms, sample kits, and PPE (if required)

Team Debriefing :

- Conduct daily team huddles to review challenges and plan the next day.

Community Interaction :

- Community information and mobilization before going to the field
- Coordinate with local leaders where required for smooth entry and cooperation.
- Respect local norms and customs.
- Restitution of the survey results and thank the population

Module 4: Training Manual for Instructors

This section is intended for ESPEN Collect trainers and will serve as a guide for all training courses on the use of the ESPEN Collect platform. This training will be required before each survey and will be organized by the ESPEN Collect trainers for the data entry operators.

The ESPEN Collect trainer must be familiar with the ESPEN Collect application and the protocol for surveying with ESPEN Collect. The trainer must have a good knowledge of the “ESPEN Collect Step-by-Step Guide” and the “facilitators' guide”.

This guide provides details on organizing training, including planning, teaching methods, and materials required. It also includes practical advice and exercises on engaging participants and ensuring adequate training.

Trainers should read this facilitator guide carefully before delivering training to ensure a complete understanding of procedures and expectations. By following this guide, trainers can prepare and conduct practical training sessions, thereby contributing to the success of ESPEN Collect surveys.

4.1. Training Organization

The ESPEN Collect training can be delivered either face-to-face or online. We recommend face-to-face training when countries have no experience with the platform. In this case, it is necessary to request that the ESPEN Collect team send a trainer to train the data entry operators and supervisors.

If the country has experience with ESPEN Collect, the training can be conducted online. Online training takes place in two stages. The first stage is to train the trainers (instructors). These instructors will then train the data collectors. This manual is intended for the instructors who will provide this training.

The training takes place over two days. The first day includes a presentation of ESPEN Collect and all its functions. A survey protocol presentation may be necessary in some contexts. The training begins with a theoretical session, followed by a practical session. During the training,

practical exercises are carried out, and various aspects of ESPEN Collect's forms and functionalities are reviewed.

4.2. Preparation and preliminaries for the Data Collectors' Training

Before the training:

- Set up all phones that will be used
- Configuring all phones is a required step and must be completed before the training begins.
- Please use the step-by-step guide ([link](#)) to set up all phones that will be used.
- Create a training slide deck that focuses on the survey type they are conducting
- Prepare the training site and the field for survey simulation, if applicable

The training site should have the following

- The ability to present a PowerPoint presentation
- Wi-Fi access to test the data collection and submission process
- If you are collecting specimens or using barcodes, have the materials you will use available for the training
- Mobile phones for all data entry operators
- The QR code for the configuration required for the survey

4.3. Training agenda

The template below can be adapted for each training group.

Agenda for Trainers and Supervisors

| Day | Activity | Methods | Notes |
|------------|---|-------------------------------|--------------|
| Day1 | <ul style="list-style-type: none"> - Opening and training objectives - Pre-test - Protocol Overview - ESPEN Collect overview | Presentation + Q&A | |
| | <ul style="list-style-type: none"> - Device setup, App installation, Permissions | Hands-on setup | |
| | <ul style="list-style-type: none"> - ESPEN Collect step-by-step to collect NTD data - Practical exercise - Quick guide to reporting problems with ESPEN Collect | Hands-on setup | |
| Day 2 | <ul style="list-style-type: none"> - Dashboard use (Metabase) for data analysis and reviewing, including practical exercise - Overview of EPIRF and submission | Demo and Hands-on setup | |
| | <ul style="list-style-type: none"> - Good practices in data collection: chain of supervision, test quality, and logistics management (checklist use) - Preparation of data collectors training - Post-test and training evaluation | Presentation + Q&A | |

Agenda for Data Collectors

| Day | Activity | Methodes | Notes |
|------------|--|---|--------------|
| Day1 | <ul style="list-style-type: none"> - Opening and training objectives - Pre-test - Protocol Overview - ESPEN Collect overview | Presentation + Q&A | |
| | <ul style="list-style-type: none"> - ESPEN Collect step-by-step to collect NTD data - Practical exercise - Quick guide to reporting problems with ESPEN Collect | Hands-on setup | |
| Day 2 | <ul style="list-style-type: none"> - Sample collection SOPs - Good practices in data collection: logistics management (checklist use) - Post-test and training evaluation | Demo and Hands-on setup | |
| DAY3 | <ul style="list-style-type: none"> - Field training simulation and feedback | Application of data collection and supervision in the field | |

4.4. Training materials

To ensure successful training and understanding, you will need to prepare the following key materials.

Group 1 (Trainers): This group needs to be trained on how to set up the phones with the ESPEN Collect app and configure the settings to download the survey.

- Mobile Phones with ESPEN Collect Installed
- ESPEN Collect App
- Protocol Overview
- Step-by-step Guide
- ESPEN Collect training for the Data Collector
- ESPEN Collect Quick Troubleshooting Guide
- Other Useful Documents: This facilitator's guide.
- Link for pre and post training evaluation:

<https://forms.office.com/r/swP5ZUNEij?origin=lprLink>

Group 2 (data collectors): This group needs to be trained to use the phones once they are set up. The focus is on understanding the mobile application's user interface and the survey questions. This group will also likely be trained on other elements of the survey protocol, such as the sampling method, sample collection, and other protocol-specific implementation details.

- Protocol Overview
- Mobile Phones with ESPEN Collect Installed
- Step-by-step Guide
- ESPEN Collect training for the Data Collector
- ESPEN Collect Quick Troubleshooting Guide
- ESPEN Collect App
- Other Useful Documents: This facilitator's guide.

- Link for pre and post training evaluation:
<https://forms.office.com/r/swP5ZUNEij?origin=lprLink>
- Demo Video : <https://youtu.be/hRuii1AmDic> and <https://youtu.be/GcH6hXR5Kd8>
- Practical exercise

Group 3 (Supervisor): This group will not collect data using the ESPEN Collect app; instead, it will review data sent from the app via the ESPEN Collect dashboard.

Material:

- ESPEN Collect training for the data Collector
- Metabase Guide

Review this facilitator's guide with the corresponding PowerPoint for each material. Before using the training materials, you need to edit them and delete some slides. The sections to be deleted are those related to the specific forms for lymphatic filariasis, onchocerciasis, schistosomiasis, and soil-transmitted helminthiasis.

4.5. Training methods

To ensure practical and engaging training, it is essential to use a variety of teaching methods tailored to the participants' needs. Here are some recommendations for structuring your training sessions:

Visual presentations: Use PowerPoint slides to introduce key concepts and features of the ESPEN Collect platform. Make sure the slides are clear, concise, and visually appealing. Include screenshots of the application to illustrate key points.

Interactive Discussions: Encourage participants to ask questions and share their experiences. Interactive discussions help to clarify concepts and reinforce learning. Use open-ended questions to stimulate reflection and engagement.

Practical exercises: Incorporate them throughout the course to enable participants to put what they have learned into practice. For example, ask them to set up the ESPEN Collect application on their devices, complete the test forms, and synchronise the data.

Case studies: Use real-life scenarios to illustrate the application of concepts. Case studies help participants understand how to use ESPEN Collect in their surveys.

Feedback and review: At the end of each training session, ask participants to share what they have learned and identify areas for improvement. Use this feedback to adjust and improve future sessions. Also, review key points to reinforce learning.

Use of Support Materials: Distribute training materials such as the ESPEN Collect Quick Troubleshooting Guide. These resources can help participants review concepts after training and support their day-to-day work. By using these teaching methods, trainers will be able to create a dynamic and effective learning environment that promotes better understanding and use of the ESPEN Collect platform by data entry operators.

4.6. Training evaluation

To ensure the effectiveness of the training process and promote continuous improvement, it is essential to evaluate training sessions regularly. This section describes the methods used to assess participants' knowledge and the steps for continuously improving the training programme.

Pre-Training and Post-Training questionnaires

Pre-Training questionnaire:

Before the course begins, distribute a pre-training questionnaire link to assess participants' initial knowledge of the ESPEN Collect platform. This initial assessment will help identify specific areas where participants may need additional attention during the training sessions.

Post-Training Questionnaire:

At the end of the training, distribute a post-training questionnaire to assess participants' knowledge and skills. By comparing the results of the pre-training and post-training questionnaires, you can measure the effectiveness and impact of the training. This comparison will highlight areas for improvement and the overall success of the training program.

[ESPEN Collect - Data Collectors Pre/Post-Assessment](#)

[ESPEN Collect - Trainers/Supervisors Pre/Post-Assessment](#)

Post-Training feedback

Thank the trainees for participating in this ESPEN Collect training. Ask them to take a few minutes to complete the post-training form to share their feedback, which can help us improve ESPEN Collect services.

[ESPEN Collect Training – Post Training Evaluation](#)

By following the guidelines in this training manual, ESPEN Collect trainers will be well-prepared to deliver practical and engaging training sessions. This will ensure that data collectors are confident using the ESPEN Collect platform.

Module 5: Organizing Surveys

This section helps you organize surveys on the ESPEN Collect platform. It serves as a comprehensive guide that highlights best practices to ensure standardized and high-quality survey experiences. Drawing from the experiences of numerous countries that have utilized ESPEN Collect between 2018 and 2025, this guide provides valuable insights and practical advice.

The guide covers essential aspects of survey organization, including survey design, logistics, fieldwork descriptions, data collection, data management, and quality assurance. By following the guidelines outlined in this document, you can conduct efficient, effective surveys that ensure the accuracy and reliability of the collected data.

5.1. Survey protocol Design and preparation

Organizing a survey using ESPEN Collect begins with a request to use the platform through the ESPEN Portal. This process is detailed in “Module 2”: “Procedure for Requesting Access to ESPEN Collect Services.” Once access has been granted, the following steps are to review the survey protocol and prepare the necessary ethical clearance for WHO/AFRO. A survey protocol is a formally documented plan that outlines the methodology, purpose, and ethical considerations for data collection. The relevant authorities must approve all protocols before field activities begin.

Protocol review ensures that the survey complies with all WHO recommendations for the specific type of survey supported by ESPEN Collect. For this purpose, particular protocols and checklists can be found on the ESPEN Portal under Tools and Resources (<https://espen.afro.who.int/tools-resources/espen-collect/registration-summary>)

Keys Standard Components of a Survey Protocol:

- **Background and Rationale:** Justification for conducting the survey, including programmatic needs (e.g., mapping, impact evaluation, drug coverage validation, etc.).

- **Objectives:** Clearly defined goals of the data collection exercise.
- **Methodology:**
 - Sampling strategy and sampling units
 - Data collection tools (paper-based, mobile app, etc.)
 - Data analysis process, interpretation, and reporting
 - Consent and Ethical Considerations (Informed consent procedures, Risk mitigation, and participant confidentiality)
- **Survey implementation or organization:**
 - Timeline and key milestones
 - Roles and responsibilities of all participants
 - Logistics, training, and deployment plan
- **Annex:**
 - Questionnaires, survey forms
 - List of survey communities/locations

5.2. Survey form Design and preparation

Once the protocol has been reviewed and ethical clearance has been granted, preparation of the electronic form begins. This form is based on a standard questionnaire available on the ESPEN portal in the ESPEN Collect documents section

(<https://espen.afro.who.int/tools-resources/espen-collect/registration-summary>).

The preparation is carried out by an ESPEN Collect data manager.

The standard questionnaire is customized to meet the specific needs of the survey. For example, customization may include inserting the list of administrative divisions where the survey will be conducted (e.g., region, district, location). Due to the need to support multiple surveys and their interdependencies, modifications to the standard form are generally not accepted, except for changes related to administrative divisions and WASH (Water,

Sanitation, and Hygiene) questionnaires for SCH/STH (Schistosomiasis/Soil Transmitted Helminths) surveys.

There are generally three types of forms for mapping and impact assessment surveys:

1. **Site Form:** This form collects information relating to the survey site, such as the name of the site, GPS coordinates, and the consent of the site manager.
2. **Participant/Enrolment Form:** This form collects information relating to the participants, such as age, gender, etc. Participants' names are not collected; instead, a unique identifier is used. The name associated with the unique identifier must be recorded in a register and kept by the Ministry of Health (MOH). This register enables the MOH to identify the information stored in the ESPEN Collect database.
3. **Diagnostic Results Form:** This form stores information on diagnostic results. For SCH/STH surveys, there are two diagnostic results forms: one for Kato-Katz results and one for urinary results. For LF EMS surveys, two diagnostic results forms are also possible : one for RDT (FTS or QFAT) and one for MF.

Detailed instructions for installing and using the electronic form can be found in the “ESPEN Collect Step-by-Step Guide”. In addition, the presentation “ESPEN Collect Training for Data Collectors” provides more details on the forms.

5.3. Data collection

Data collection involves gathering accurate, reliable information in the field using standardized methods and tools. Before starting data collection, it is essential to train the data collection teams. The “Training Manual for Instructors” provides detailed information on how the training is organized.

To achieve optimal results, we recommend organizing the data collection teams as follows. Each team should consist of at least three members: two laboratory technicians and one data entry operator. The laboratory technicians are responsible for collecting samples and conducting examinations, while the data entry operator records participant forms and

laboratory results in ESPEN Collect and charges the equipment each day. One individual from the entire group (i.e., not from each team) should be selected as the national data manager, with responsibilities including monitoring survey data and collaborating with the ESPEN Collect team to ensure high data quality during data cleansing. This model serves as a reference for optimal results but can be adapted to field realities. The final decision rests with the survey organizers, who are familiar with the local context.

Data collection begins with a visit to the village chief or school principal. The team leader will conduct a briefing on the survey process at the school or in the village. Ideally, the village chief or principal should be informed in advance to facilitate preparatory work and coordination. During this briefing, it is advisable to ask questions from the site form related to the school or village, such as the village's total population. During the survey, it is important to record GPS coordinates outside the buildings.

The next form to be completed is the participant form. Before filling out this form, the laboratory technicians should use paper copies to record participant information (sex, age) and assign unique IDs for diagnostics. They should then collect the samples, conduct the examinations, and record the results on the forms. Both the participant form and the diagnostic result form will be completed on paper. Keeping both paper and electronic copies will be very useful during data cleaning. Data collection is a meticulous task, with an average error rate of 2% among data entry operators. Using paper copies as a paired-working method reduces the error rate. The diagnostic result form will also be completed using the paper copies. The following diagram provides more details.

5.4. Ethical Considerations

Ethical considerations are paramount when conducting surveys to ensure the protection and respect of participants' rights and well-being. This section outlines the key ethical principles and practices that must be followed throughout the survey process.

a. Informed Consent

Obtaining informed consent from participants is a fundamental ethical requirement. Participants must be fully informed about the purpose of the survey, the procedures involved, the potential risks and benefits, and their rights, including the right to withdraw from the study at any time without consequences. The informed consent process should include:

- Providing participants with a clear and concise information sheet.
- Ensuring that participants understand the information provided.
- Obtaining written or verbal consent before any data collection begins.

b. Confidentiality and Privacy

Maintaining participants' confidentiality and privacy is crucial. All personal information collected during the survey must be kept confidential and securely stored. Measures to ensure confidentiality and privacy include:

- Using unique identifiers instead of personal names to protect participants' identities.
- Limiting access to the data to authorized personnel only.
- Ensuring that any published results do not contain identifiable information.

c. Ethical Approval

Before commencing the survey, it is essential to obtain ethical approval from the relevant ethics committee or institutional review board. Additionally, ethical approval must be obtained from WHO/AFRO. The ethical approval process involves:

- Submitting a detailed survey protocol outlining the objectives, methodology, and ethical considerations.

- Providing information on how informed consent will be obtained and how confidentiality will be maintained.
- Addressing any potential risks to participants and how these will be mitigated.

d. Respect for Participants

Respecting the dignity, rights, and autonomy of participants is a core ethical principle. This includes:

- Treating all participants with respect and courtesy.
- Ensuring that participation is voluntary and free from coercion.
- Providing participants with the option to ask questions and receive answers throughout the survey process.

By following the guidelines in this section, you will be well-equipped to organize and conduct surveys on the ESPEN Collect platform. This document provides comprehensive instructions on survey design, logistics, data collection, fieldwork, data management, and ethical considerations. Adhering to these best practices will ensure your surveys are conducted efficiently and effectively, yielding accurate, reliable data.

5.5. Post-survey activities

After each survey, the key activities are :

- Data cleaning finalization
- Post survey meeting to share summary results and key lessons learned using the link below
- EPIRF and narrative report submission

Module 6: Guide to Metabase, Monitoring, and Supervising Results

Data collected through ESPEN Collect is stored in a secure database with automatic backups to prevent data loss in case of accidents or damage. The raw data sent daily by field teams requires cleaning before analysis can produce readable and understandable results, such as charts and summary tables. Since data analysis is conducted only after survey completion, it is challenging to predict results or identify trends for key indicators during the survey.

To address this, it is crucial to generate charts and tables that update automatically as data is received throughout the survey. These visualizations, presented in a dashboard format, enable the Ministry of Health to monitor field activities in real time. Dashboards facilitate easy visualization, monitoring, and utilization of relevant data in figures, ratios, and charts, linking indicators to objectives to support decision-making.

The ESPEN Collect survey support services rely on dashboards as a vital tool for national survey teams. This guide is designed to meet the specific needs of program managers, monitoring and evaluation officers, data managers, supervisors, and team leaders in tracking survey progress, locating survey sites, and assessing data quality.

This guide provides comprehensive instructions for using Metabase to monitor and supervise data, ensuring data quality and facilitating informed decision-making.

6.1. ESPEN Collect Dashboard Overview

Metabase is an open-source business intelligence tool that simplifies data analysis and visualization. It allows users to create interactive dashboards, generate reports, and query data without writing code [1]. Metabase is designed to be user-friendly, making it accessible to both technical and non-technical users.

A Metabase dashboard is a collection of visualizations, such as charts, tables, and maps, that provide a comprehensive view of your data. Dashboards group related questions into tabs on

a single page, allowing users to monitor and analyse data trends easily. You can customize dashboards by adding filter widgets, text cards, and links to other dashboards or external resources [2].

Regarding the design of the dashboards for the supported surveys, the ESPEN Collect team opted for Metabase, an easy-to-use, free, and powerful analysis tool that facilitates data-driven decision-making.

The ESPEN Collect Dashboard, hosted on the Metabase platform, is an interactive, web-based data visualization and analytics tool that allows authorized users to monitor, analyze, validate, and export data collected via the ESPEN Collect mobile application. It plays a critical role in supporting data-driven decision-making, timely reporting, and quality control for Neglected Tropical Disease (NTD) programs.

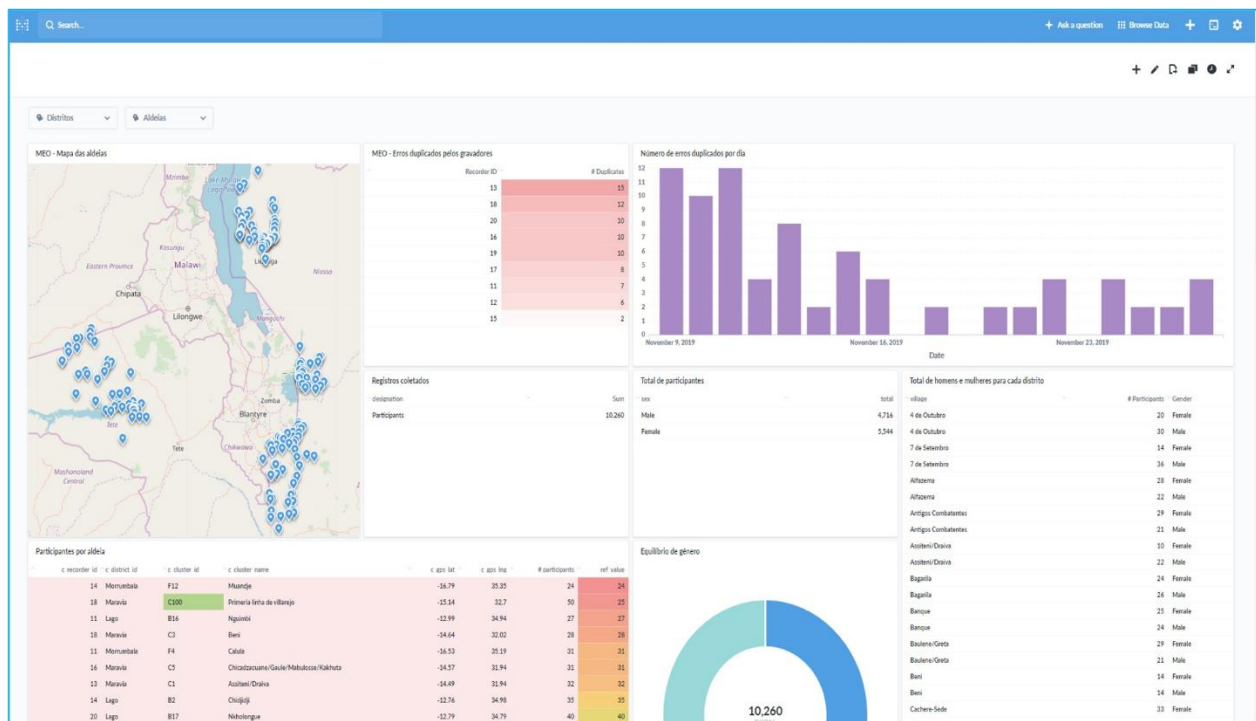


Figure 13: ESPEN Collect Dashboard Overview

6.2. Configuring the Metabase Dashboard

Configuration is centrally managed by the ESPEN data manager, who uses predefined standard templates. This approach ensures that each new survey launched has a consistent dashboard layout and content, eliminating the need for the supervision team to learn new dashboard structures for every project. Standardized templates streamline monitoring by providing familiar, uniform views of key data indicators and visualizations, thereby enhancing efficiency and accuracy in data oversight. This system supports quick adaptation, allowing teams to focus on data analysis rather than dashboard setup.

In the section below, the step-by-step process to follow from the moment the invitation to download the EPIRF is received through to the monitoring of data quality will be explained. It also outlines the key features of Metabase that you need to access the data.

6.3. Accessing the ESPEN Collect Dashboard

Access to the ESPEN dashboard is restricted to ensure data confidentiality and integrity. Only verified users with defined roles and responsibilities are granted access.

To access the data, the National NTD Programme Manager specifies the authorized users and their privileges (read/write or read-only) when submitting the request to use ESPEN Collect services.

The request to access the Metabase dashboard should include:

- Full Name
- Institution or Affiliation (e.g., Ministry of Health, WHO, Implementing Partner)
- Role/Designation (e.g., Supervisor, NTD Focal Point, M&E Officer, Data Analyst)
- Official Email Address (required for login and notifications)
- Purpose of Access (data validation, monitoring, analysis, etc.)

Note: Requests may be submitted during **ESPEN Collect Survey Registration** or formally via email.

Access to the Metabase dashboard is done through the following steps

- Receive Invitation Email
- Create Your Password and First Login to Metabase
- Future Logins

a. Receive invitation Email

The ESPEN Collect Data Manager sends an invitation to the specified persons using their email addresses, as shown in Figure 14.



Figure 14: Metabase Email Invitation

Figure 1. Invitation to Metabase

Note: A user's mailbox may classify the invitation message as spam. Therefore, if you cannot find the invitation message in your inbox, it is essential to check the spam folder before contacting the ESPEN Collect Data Manager.

b. Create Your Password and first log in to Metabase

Once you have received the email invitation, you must accept it by clicking the “Join now” registration button (Figure 14) and creating a new password (Figure 15). This password will be used for each new connection to Metabase. If you already have an account, click the link or go to Metabase at <https://metabase.espen.securedatakit.com> (as shown in Figure 15) and enter your identification details to connect.

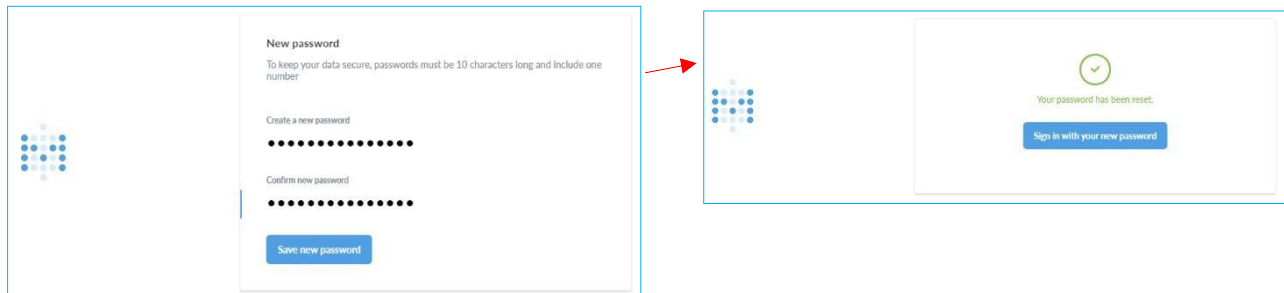
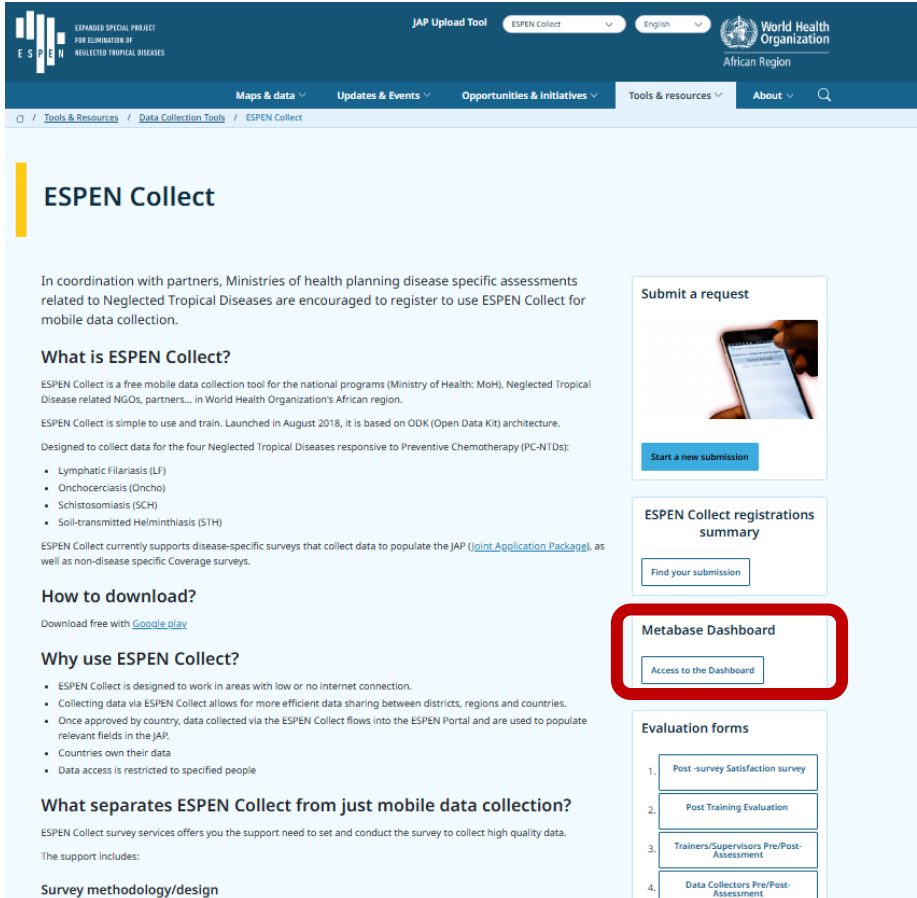


Figure 15: Create Your Password and first log in to Metabase

c. Future Logins

For future connections to Metabase, navigate to the ESPEN Collect page on the ESPEN Portal, below “Access to the dashboard” for the existing survey (Figure 3). You will be directed to Metabase and prompted to enter the username and password. (Use the details created when setting the password, Figure 2).



The screenshot shows the ESPEN Collect website interface. The top navigation bar includes 'JAP Upload Tool', 'ESPEN Collect', and 'English'. Below this, there are menu items for 'Maps & data', 'Updates & Events', 'Opportunities & Initiatives', 'Tools & resources', and 'About'. The main content area is titled 'ESPEN Collect' and contains several sections: 'Submit a request' with a 'Start a new submission' button; 'ESPEN Collect registrations summary' with a 'Find your submission' button; 'Metabase Dashboard' with an 'Access to the Dashboard' button (highlighted with a red box); and 'Evaluation forms' with a list of four forms: 1. Post-survey Satisfaction survey, 2. Post Training Evaluation, 3. Trainers/Supervisors Pre/Post-Assessment, and 4. Data Collectors Pre/Post-Assessment. Other sections include 'What is ESPEN Collect?', 'How to download?', and 'Why use ESPEN Collect?'.

Figure 16: Access to Metabase from the ESPEN Portal

You can also navigate to the tools and resources page under data collection tools, then select ESPEN Collect, and click “Access survey dashboard.”

<https://espen.afro.who.int/tools-resources/data-collection-tools/espen-collect/espen-collect-registrations-summary>

You will be directed to Metabase and requested to enter the username and password.

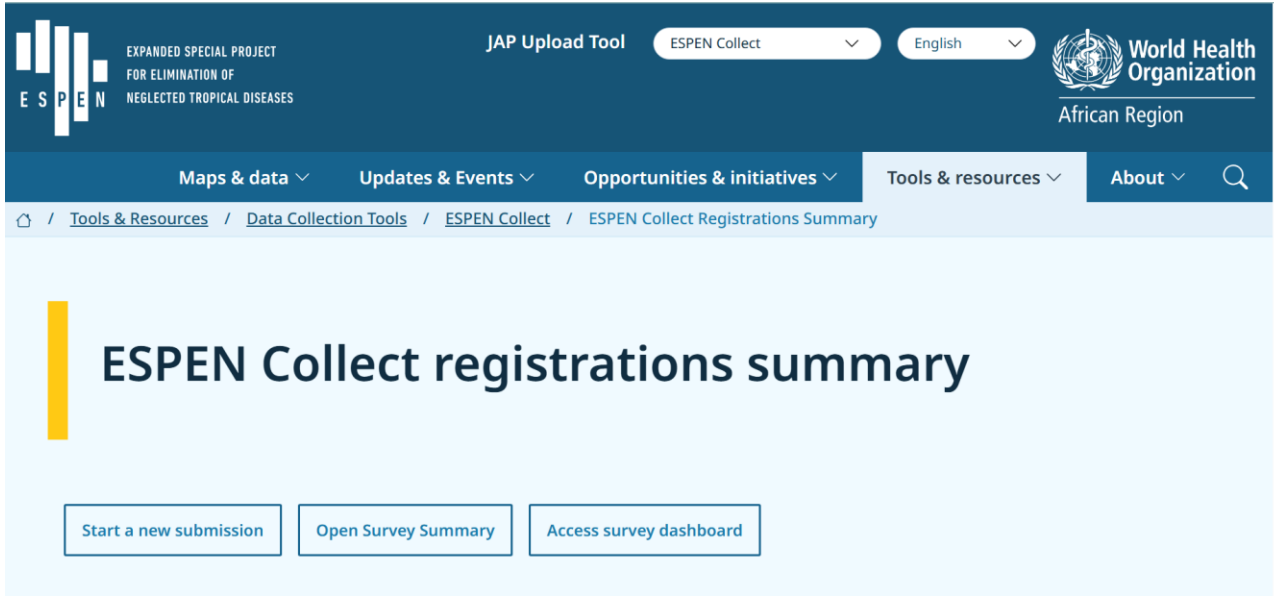


Figure 17: Access to Metabase from the ESPEN Portal

After logging in with your password, you will be automatically redirected to the Metabase homepage for your country.

Next, use the connection bar to select your collection. In Metabase, a collection is a set of items – questions, models, dashboards, and subcollections – stored together for organizational purposes. You can think of collections like folders within a file system [3].

Please select the collection you are looking for. The name of the collection corresponds to the survey you want to conduct. Once the collection is selected, you will see a list of dashboard names appear (Figure 17).

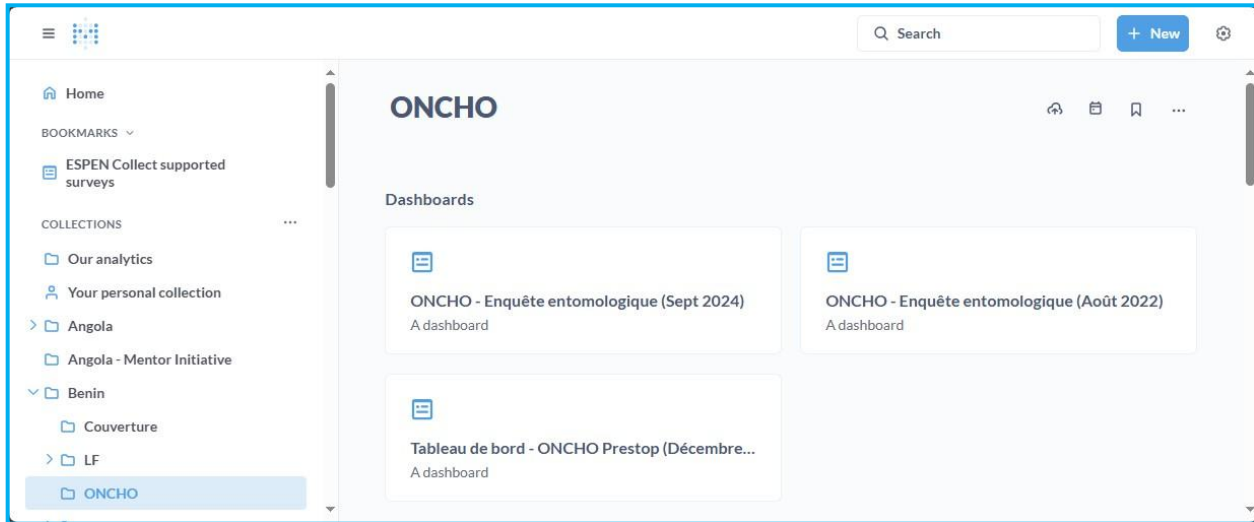


Figure 18: Metabase Home Page

First-time users must attend a short onboarding or orientation session (in person or virtual), covering:

- Dashboard navigation
- Data privacy and ethical use policies
- Exporting and using data responsibly
- Understanding limitations and interpreting analytics

A user manual or video tutorial may also be provided for reference.

6.4. Content of Metabase Dashboard

Once logged in, users can access a wide array of visualizations and tools that facilitate real-time program monitoring and data-driven insights.

The Dashboard contains four large blocks. Each is subdivided into visuals corresponding to the indicators chosen for each survey type. These visuals can therefore be the number of sites visited, participants per site, total number of participants, number/percentage of positive tests, distribution of males and females, and so on. Depending on the type of data, visuals are displayed as charts, tables, maps, text, and so on. Visuals are interactive, allowing users to hover over bars, filter by category, and view detailed data points. Below are the main blocks that form a dashboard:

a. Surveillance and errors

This block contains information on errors in the collected data. This part allows monitoring of data quality and provides a general idea of the elements to follow to avoid future mistakes. The main functions are:

- Measures the percentage of forms completed without missing key fields and tracks late submissions or incomplete data synchronizations to improve data timeliness and completeness.
- Displays the total number of survey sites visited, providing a quick snapshot of the geographic coverage of the data collection effort
- Identifies and flags duplicate participant records to prevent data inflation and ensure accurate reporting and analysis.
- Tracks participant records without results and results without corresponding participants, highlighting incomplete data entries for correction.
- Monitors GPS data quality by detecting missing or invalid coordinates, which is crucial for spatial data integrity in surveys.

b. Reporting block:

The report includes visuals with key indicators from the survey

- Displays geographic locations where surveys were conducted, enabling spatial monitoring of coverage and activities.
- Aggregates survey results by district, providing a clear view of regional performance and areas needing attention.
- Shows number of positive cases, prevalence rates, and treatment coverage percentages to assess disease burden and program reach.
- Visualizes distribution of positive cases by location, highlighting hotspots for targeted intervention.
- Breaks down data by demographic profiles (age, sex, and school attendance) to understand affected populations and tailor interventions
- Tracks daily or weekly submission rates and trends to monitor data flow and program progress over time

c. Raw data

The raw data is represented in the form of tables that include the data stored in the database

- Villages or communities' table
- Participants table
- Results table (by diagnostic method)
- Coverage table
- CAP table

d. Metadata

This refers to additional information from the survey, such as:

- List of people with access to Survey data
- Start date
- End date:
- Partners:
- Number of sites visited:
- Number of people trained for ESPEN Collect:
- Number of smartphones used
- And so, on

6.5. Downloading data from Metabase

To enable offline analysis or backup, users can export data from the dashboard in multiple formats. You can download the data directly from the dashboard. Below are the steps to download the data set using a Metabase dashboard.

- Access the dashboard and identify the data set you want to download
- Click on the title of the table or visual containing the data that you wish to download. It will redirect you to the Metabase visual (the question) containing the data set
- Wait until Metabase loads all the required data and click on the arrows in the lower right corner of the page. This will drop down the list of available data formats.
- Select one of the following export options:
 - CSV (.csv) – for spreadsheet applications like Excel
 - XLSX (.xlsx) – standard Excel format
 - JSON (.json) – for database and system integration
- Wait for the download to finish and go to the download folder to get the downloaded file

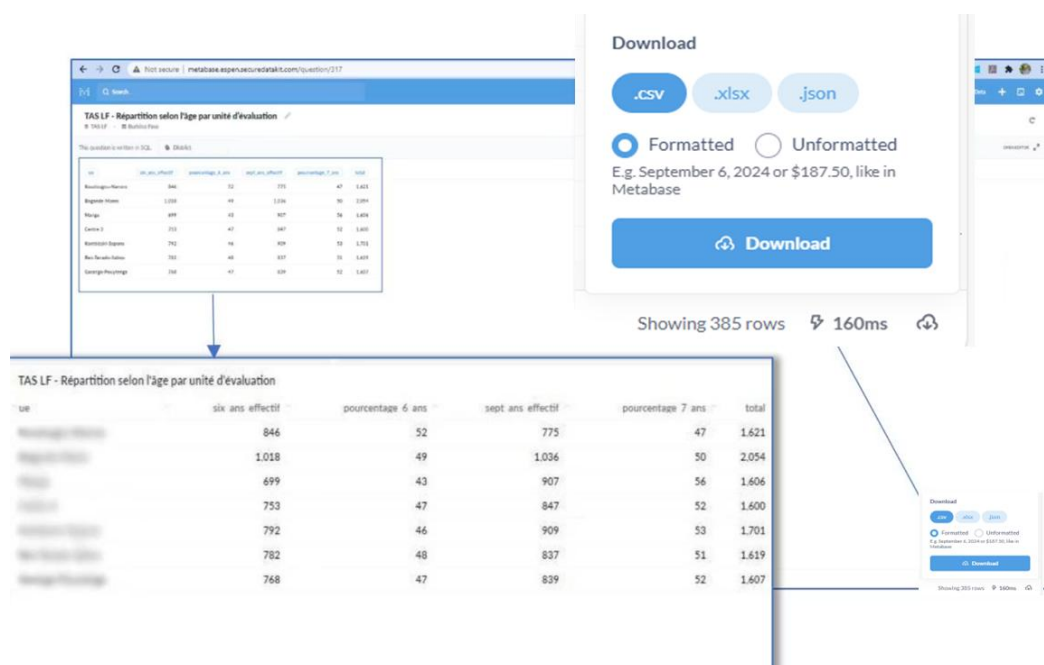


Figure 19 : Downloading data in the ESPEN Collect Metabase dashboard

6.6. Helpdesk/ Troubleshooting

I have forgotten mypassword.

Click on “I seem to have forgotten my password” on the connection page of Metabase and Follow the instructions. You will receive an email with instructions to reset your password.

I have reset my password, but I still cannot get connected

Some users of the old version of Metabase have reported this problem. If this happens again, contact the ESPEN Data Manager at espensupport@who.int for assistance.

Module 7: Data Cleaning and Validation Procedures

Data cleaning procedures are essential to ensure the accuracy, consistency, and reliability of collected data. They involve identifying and correcting errors, managing missing data, and standardizing data formats. As part of ESPEN Collect survey management, data cleansing includes error correction, data cleaning, and monitoring data collection. Data managers, supervisors, and field collectors should work together to identify and correct errors, thereby enhancing overall data quality and accelerating the cleaning process. Two data cleansing scenarios are used for ESPEN Collect support services.

- Scenario 1: Dedicated Data Team is present in the country
- Scenario 2: No Dedicated Team in country

7.1. Scenario 1: Dedicated Data Team is present in the country

The data manager in the country should have at least basic Excel skills. They should also understand how the Metabase dashboard works and be able to identify inconsistencies in Metabase. There are three stages to monitoring and cleaning data: identifying errors, cleaning errors, and applying error corrections in Metabase.

a. Error identification

Errors are identified in Metabase. The data manager connects to the dashboard in the "Monitoring and Errors" section to view details and any detected inconsistencies. This section updates automatically each time data is sent to the server. The data manager can download details of any discrepancies and review them. They can also download the entire database ("raw data") in XLS or CSV format for in-depth analysis of data quality.

b. Error clean-up

The data manager downloads error details from Metabase. Then, using the data registers and hard copies, he makes corrections to the Excel file and sends it back for the corrections to be applied. Data managers can download the entire database, make corrections, and return it so the ESPEN Collect data managers can check and apply the corrections in Metabase.

Data cleaning should start on day one for optimization reasons. The advantage is that data entry operators can easily remember the information they have entered and quickly recognize errors and suggest solutions.

c. Applying corrections

After data cleaning is complete, the country data managers send the data back to the ESPEN Collect data managers, who cross-check it. If there are any inconsistencies, they contact the country data managers to correct the remaining errors. This back-and-forth continues until there are no more errors in the data.

Once the data is error-free, the ESPEN Collect Data Managers will apply these corrections in Metabase so that everyone can access the corrected data. After this step, the ESPEN Collect Data Managers will generate the EPIRF if the survey results can be included in an EPIRF and then share it with the country so it can verify and complete any missing information. EPIRF contains information collected with ESPEN Collect and information submitted by the country at the time of the request, but it often requires completion, such as morbidity. The complete EPIRF is then submitted by the government via the ESPEN portal using the JAP upload tool.

7.2. Scenario 2: No Dedicated Team in the country

In this scenario, no dedicated in-country data managers are assigned to data cleansing. The following steps are used to monitor and clean up data:

- ESPEN data collection managers will monitor the data via Metabase and send identified errors to field supervisors.
- The supervisors will receive details of the errors, contact the data collectors, and verify the hard copies for accuracy. They will then send the corrected information back to the ESPEN Collect data managers. It is important to note that the ESPEN Collect data managers cannot make any corrections without the approval of the country data managers, as the data belongs to the country, not to WHO.
- Once the data has been cleaned and validated, the ESPEN Collect data managers will apply the corrections in Metabase, making the corrected data available to all.

- Finally, if the survey allows, an EPIRF will be generated and shared with the country for verification and additional information before submission through the ESPEN portal.

7.3. Tools for Data Cleaning

To ensure effective data cleansing, it is essential to use the right tools. The main tools recommended for ESPEN Collect surveys are Metabase and Microsoft Excel.

- **Metabase:** This open-source data visualization tool allows data to be monitored and analyzed in real time, identifying errors and inconsistencies.
- **Microsoft Excel:** Excel is widely used for data cleansing and analysis.

Using these tools, data management teams can ensure the quality and reliability of ESPEN Collect survey results.

By incorporating best practices for data cleaning and validation, users can ensure that data is ready for in-depth analysis and informed decision-making. Collaboration among data managers, supervisors, and data collectors is essential to maintain data quality throughout the process.

7.4. Data Handling Best Practices

- **Storage:** Save files on encrypted or secure devices/drives.
- **Anonymization:** Do not share personally identifiable information (PII) unless authorized.
- **Sharing Protocol:** Share only with authorized stakeholders, following data sharing agreements.
- **Compliance:** Adhere to national data protection policies, WHO guidance, and local institutional review board (IRB) protocols.
- **Important:** All users must sign or acknowledge a data use and confidentiality agreement before being granted dashboard access

APPENDIX

Annex 1: ESPEN Collect Quick Troubleshooting Guide



I can't find a region, district, or site

- The forms are linked, meaning that information entered in one form affects the options available in another. For example, the region, district, and site options on the participant form will only be available if they have been previously saved and finalized in the site form
- Check that you have selected the correct region and district. Remember, each dropdown depends on the previous selection
- Confirm that the site has been finalized. Only finalized sites will be available for selection in other forms. If the site is saved as a draft, it won't appear in the dropdown options

Notes:



Data entry: Reviewing records before finalizing

- Always review your form before clicking finalize. This step is important because you can't make changes after finalizing the form
- To review the form, click on the button that has a diagonal arrow pointing to a round dot. This will allow you to navigate through each question
- As you go through the questions, check if all the information is correct. Make sure there are no errors.
- After you have reviewed all the questions, press the "Go to End" button to complete the review process

Notes:



Data entry: Accidentally adding a new item in a repeating section

- If you accidentally added an extra item in the repeat section of the form and you don't need it, you can remove it before exiting the loop
- To remove the item, there are two methods and below the most easy
 - Go back to the participant consent question
 - Select selected add by mistake (to be delete).

Notes:



I can't find a region, district, or site

- The forms are linked, meaning that information entered in one form affects the options available in another. For example, the region, district, and site options on the participant form will only be available if they have been previously saved and finalized in the site form
- Check that you have selected the correct region and district. Remember, each dropdown depends on the previous selection
- Confirm that the site has been finalized. Only finalized sites will be available for selection in other forms. If the site is saved as a draft, it won't appear in the dropdown options

Notes:



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 - Select selected add by mistake (to be delete).

Notes:

Annex 2: ESPEN Collect Training Assessment

ESPEN Collect - Data Collectors Pre/Post-Assessment

The Data Collector is the frontline user of the ESPEN Collect mobile app. Their primary responsibility is to conduct household, school, or community-based surveys using a mobile device preloaded with the appropriate survey forms.

Type of Assessment

- Pre Assessment
- Post Assessment

National ID :

1. Which function in the ESPEN Collect app is used to start a new survey?

- Edit Saved Form
- Delete form
- Fill Blank Form
- View Sent Form

2. Before submitting a survey, what step must be taken?

- Delete saved form
- Mark form as finalized
- Download blank form
- None of the above

3. How do you save a completed form in the application?

- Click the "Save draft" button
- Click the "Finalize" button
- Click the "Submit" button
- Click the "Record" button

4. What should be done first at the start of the survey day?

- Delete old forms
- Charge the device
- Sync survey forms
- Start collecting data without preparation

5. Which of the following is a required step when handling bio samples?

- Store them in sunlight
- Use PPE and follow SOPs

- Label them with the name only
- Freeze all samples

6. How do you configure the ESPEN Collect application after installation?

- Manually enter the configuration settings
- Scan a QR code provided by the supervisor
- Download a configuration file from the website
- Use the default settings of the application

7. What are the key elements to check when entering data into an ESPEN Collect form?

- Accuracy of the entered information
- Completeness of required fields
- Verification of GPS coordinates
- All of the above

8. What should you do if you realize a mistake after finalizing a form?

- Edit the form in the application
- Immediately inform your supervisor
- Delete the form and start over
- Ignore the mistake

9. What should you do if you accidentally add an extra item in a repeating section of a form?

- Ignore the extra item
- Remove the item before exiting the loop or inform the supervisor
- Restart the application

10. How can you ensure accurate data collection?

- Verify GPS accuracy
- Review all responses before finalizing the form
- Use unique participant IDs
- All of the above

11. What should you do if you encounter a validation error like “age must be between 0 and 99 years”?

- Ignore the error and continue
- Check and correct the question where the error occurred
- Restart the application
- Inform the supervisor

12. What should you do if you can't find a region, district, or site in the participant form?

- Verify that the information was correctly entered in the site form
- Select the correct region and district
- Confirm that the site has been finalized
- All of the above

13. What steps can you take if you can't get GPS coordinates?

- Enable GPS
- Move outdoors to improve signal strength
- Contact your supervisor
- All of the above

14. Who should you contact if you don't know your Recorder ID

- A colleague
- Your supervisor
- Technical support
- The survey manager

15. What should you do if you need additional support or have questions during data collection?

- Consult the ESPEN Collect Quick Troubleshooting Guide
- Contact your supervisor
- Join the support WhatsApp group
- All the above

16. What is the first step in obtaining informed consent from a survey participant?

- Start asking questions immediately
- Explain the purpose of the survey and ensure the participant understands
- Ask for their name and ID number
- Hand them a written form to sign without explanation

17. What should you do if a form fails to upload due to network issues?

- Delete the form and redo the interview
- Wait for network availability and retry submission
- Ignore the error and move on
- Submit the form to another server

18. Which of the following must be checked before finalizing a survey form?

- Internet connection strength
- If all required fields are filled and GPS data is captured
- If the device is fully charged

- Whether the survey was conducted before noon

19. Which step should be followed when using GPS during data collection?

- Turn off location services to save battery
- Capture GPS coordinates indoors for better accuracy
- Ensure GPS is enabled and wait for signal lock before capturing
- Estimate the location based on memory

20. When should you finalize a survey form?

- Immediately after starting the form
- After completing all sections and reviewing for errors
- Before collecting GPS
- Before asking for consent

ESPEN Collect - Trainers/Supervisors Pre/Post-Assessment

The Trainer or Supervisor is an experienced user of the ESPEN Collect platform, often designated by the national program or partner organization to lead training sessions for field staff.

Type of Assessment

- Pre Assessment
- Post Assessment

National ID:

1. Which of the following is NOT a key component of ESPEN Collect?

- Registration
- Training
- Procurement
- Data Collection

2. What is the ESPEN Collect platform and its primary objective?

- A messaging application
- A data collection platform for PC-NTD surveys
- A project management tool
- Accounting software

3. What tool is used for real-time monitoring in ESPEN Collect?

- ODK Central
- Power BI
- Metabase
- DHIS2

4. What are the steps to download and install the ESPEN Collect application on a mobile device?

- Go to the ESPEN Collect website, download the application, and install it
- Download the application from Google Play Store or Apple App Store, then install it
- Receive the application via email and install it
- Use a direct download link provided by the supervisor

5. Which of the following is the minimum required Android version for ESPEN Collect?

- Android 6.0
- Android 7.0

- Android 8.0
- Android 9.0

6. Which role is responsible for configuring devices and providing ongoing support?

- Trainer or Supervisor
- Data Collector
- M&E Officer

7. How do you configure the ESPEN Collect application after installation?

- Scan a QR code provided by ESPEN
- Download a configuration file from the website
- Use the default settings of the application

8. Describe an activity you might perform using ESPEN Collect

- Create a new survey
- Collect data in the field
- Synchronize collected data
- All of the above

9. What tools are available in ESPEN Collect for data monitoring and visualization?

- Online Metabase dashboards
- ~~Interactive charts,~~ Power BI dashboards
- All of the above

10. Why is ethical review critical in ESPEN-supported surveys?

- To reduce the cost of surveys
- To protect participant rights and ensure research integrity
- To help collect more data

11. Which of the following is responsible for reviewing survey ethics?

- Local community leaders
- District health offices
- Institutional Review Boards (IRBs)
- Enumerators

12. What is a participant's right during data collection?

- To withdraw at any time without penalty
- To be interviewed without consent
- To be paid for participation
- To change their survey answers later

13. Under what condition is ethical review REQUIRED for a survey?

- When asking about medical history
- When surveys are online
- When human subjects or biosamples are involved

14. How does ethical review protect confidentiality?

- By limiting survey questions
- By enforcing anonymized data collection and informed consent
- By hiding the app name
- By using encrypted phones only

15. What is one of the key responsibilities of a trainer once field deployment begins?

- Collect household data personally
- Provide continued support and mentorship to data collectors
- Submit survey reports to WHO

16. How should trainers assist data collectors facing app login errors?

- Advise them to use paper forms
- Ignore the issue until the next day
- Troubleshoot the login settings and verify server credentials
- Instruct them to reinstall the device OS

17. Which method helps trainers monitor performance during survey execution?

- Review daily form submission reports and conduct debriefs
- Stop field visits once data collection starts
- Allow data collectors to work independently with no review
- Only communicate via email once a week

18. What is a good communication strategy for trainers during field deployment?

- Daily check-ins via WhatsApp or in-person
- End-of-week summary meetings only
- Silent monitoring of submissions with no contact
- Relying solely on emails

19. How can trainers ensure that field feedback is addressed promptly?

- Collect issues weekly and send to the national office at the end
- Directly report critical feedback to supervisors and support teams

- Document issues, but wait until survey completion to act
- Avoid escalating field concerns to avoid delays
- When human subjects or biosamples are involved

20. What must be done to ensure that the correct version of the survey form is available on the device?

- Rename the form on the device
- Use the 'Get Blank Form' function to download the latest version
- Request a printed version of the form
- Open all saved forms to check their content

ESPEN Collect – Practical Exercise with ESPEN Collect App

1. Use your mobile/tablet to open the ESPEN Collect app.
2. Register a record on all forms.
3. After completing the forms, review the data to ensure accuracy.
4. Upload the records by finalizing and sending each completed form.

Annex 3: Frequently Asked Questions (FAQs)

ESPEN Collect and ESPEN Portal Support Resources

This section provides answers to common questions from trainers, data collectors, and supervisors about the use of the ESPEN Collect application, dashboard tools, JAP forms, and the ESPEN Portal. These FAQs are designed to reinforce field readiness, improve data accuracy, and ensure compliance with WHO standards.

What is the ESPEN Portal?

The ESPEN Portal is a digital data platform developed by the World Health Organization (WHO) and partners to support African countries in eliminating Neglected Tropical Diseases (NTDs) through data-driven decision-making.

It acts as a centralized repository for:

- Epidemiological data
- Treatment coverage statistics
- Preventive chemotherapy (PC) planning
- Joint Application Package (JAP) forms
- Country reports and dashboards

Key Functions:

- Submit and access NTD-related data across diseases such as lymphatic filariasis, onchocerciasis, schistosomiasis, and soil-transmitted helminths.
- Generate key forms and reports, including the Joint Reporting Form (JRF) and PC Epidemiological Data Reporting Form (EPIRF).
- Facilitate MDA tracking, medicine forecasting, and intervention planning.
- Monitor national progress toward elimination and control targets with data visualizations and dashboards.

Access: <https://espen.afro.who.int>

Where Do We Get Survey Files for ESPEN Collect?

Survey forms used during field data collection are distributed through the following channels:

- **Pre-configured in the ESPEN Collect app and accessible via:**
 - “Get Blank Form” in the app when connected to the internet
- **Shared via APK bundles or sideloaded using:**
 - USB flash drives

Frequently Asked Questions (FAQs)

What is the ESPEN Portal?

The ESPEN Portal is a digital platform developed by WHO and partners to support national programs in managing and monitoring of Neglected Tropical Diseases (NTDs).

Where Do We Get Survey Files?

Shared via APK bundle, USB, or downloaded in ESPEN Collect using „Get Blank Form” provided by supervisors or

Where Can We Access Training Materials?

PDFs, videos, and guides during training or via WhatsApp/Google Drive or printed if supplied

What Are JAP Forms?

Joint Application Package forms

- Joint Request for Selected PC Medicines (JRSM)
- Joint Reporting Form (JRF)
- PC Epidemiological Data Reporting Form (EPIRF)
- Annual Work Plan (AWP)
- Trachoma Elimination Monitoring Form (TEMF)

How Are JAP Forms Submitted?

Via the ESPEN Portal or emailed to WHO country offices after national validation

- WhatsApp or secure file-sharing apps (e.g., Xender)

- **Provided by supervisors or national ESPEN administrators**

Each survey is uniquely tailored to specific campaigns (e.g., MDA validation, coverage surveys) and may include skip logic, GPS capture, or barcode scanning.

Where Can We Access Training Materials?

Training materials for ESPEN Collect and related NTD activities are shared through multiple formats to ensure accessibility at all levels.

Available Resources:

- PDF manuals and user guides
- Step-by-step video tutorials
- Slide decks and facilitator scripts
- Printed handouts (for in-person workshops)
- **Shared digital folders via:**
 - WhatsApp groups
 - Google Drive or SharePoint
 - The ESPEN Portal (Training Resources section)

Trainees are encouraged to bookmark or save a local copy for offline use during field deployments.

What Are JAP Forms and Their Purpose?

The Joint Application Package (JAP) consists of standardized forms used to plan, request, and report on PC-based interventions for NTDs. These tools support efficient coordination among governments, the WHO, and donors (e.g., Sightsavers, ESPEN).

Core JAP Forms:

- **Joint Request for Selected PC Medicines (JRSM):** Used to estimate, request, and forecast preventive chemotherapy needs based on disease endemicity, population size, and past coverage rates.
- **Joint Reporting Form (JRF):** Captures annual data on the number of people treated by disease, region, and demographic breakdowns, supporting accountability and program performance tracking.
- **PC Epidemiological Data Reporting Form (EPIRF):** Gathers epidemiological data such as disease prevalence, sentinel site findings, and mapping results for decision-making, continuing, scaling down, or stopping MDA.
- **Annual Work Plan (AWP):** Details planned NTD activities (MDA, IEC/ BCC, training, surveillance), timelines, and funding sources aligned with national and global goals.
- **Trachoma Elimination Monitoring Form (TEMF):** Annual monitoring tool specific to trachoma interventions, reflecting JRF-like data but tailored to trachoma-specific indicators and activities.

How Are JAP Forms Submitted?

Submission follows a formal validation and approval process:

- Drafted by national NTD program officers or data managers
- Reviewed and validated with support from stakeholders (e.g., WHO, partners)
- **Submitted electronically through:**
 - The ESPEN Portal
 - Email to WHO regional or country offices
- Feedback loop established with WHO for clarifications, final approvals, or resubmissions