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**Developing a Nationwide Sample Registration System**

**Electronic Data Collection Tools – Baseline Census and Household Registration**

This manual is for field supervisors and other relevant team members that will be working on registering households within a cluster.

**Pre-requisites:**

* Initial cluster mapping showing existing homes.
  + Name of head of household
  + Count of household members by gender
* Interactive map with cluster polygon overlaying satellite or street map. The cluster can encompass several enumeration areas. The mapping team should be able to provide this for each cluster, but a paper map can substitute.
* Community Surveillance Assistants (CSA) (or a similar data collector) has been trained and oriented to the project procedures and boundaries of the cluster.

**THE BASELINE HOUSEHOLD AND POPULATION CENSUS BY CSAs**

**Cluster Census Activities**

**Registration Requirements Guide:**

* Only Register homes within the cluster boundaries
* Ideally, only register complete work areas (enumeration areas).
* Only register the required number of homes. The supervisor should provide a target number of homes based on the mapping and household listing. If the target number is reached, team leadership should decide whether to keep or drop remaining enumeration areas.

**Procedures for CSA during household registration:**

* Inform household members about the study.
* Using the Household Registration form
  + Request permission from the head of household to participate
  + Conduct baseline census by interviewing the head or knowledgeable household member.

**Reference Documents Baseline Census Data Collection Tool:**

1. Household Registration Paper Tool (docx)
2. Household Registration ODK Tool (xlsx)

**Data items collected by the tool:**

1. **Household:**
2. Cluster ID (Note: this will be a reference to geographical location. Incorporates Province, District, etc. Redundant with Work Area.)
3. Household ID (from mapping and listing)
4. Location
   1. Work area: Code to confirm enumeration area.
   2. Household: GPS coordinates, and street address or landmarks
5. Household name
6. Phone availability
7. Phone numbers
8. Meta data captured by device
   1. WorkerID
   2. Datetime
9. **Member level:**
10. Full names (including surnames)
11. Residential status: visitor or resident
12. Age (completed years)
13. Sex
14. Relation to head of household