

## CONDUCTING ROUTINE WORKFLOW TRACKING

---

### 1. PURPOSE

In order to better understand the way in which MDA is delivered in each cluster, process mapping will be conducted in all clusters following each round of MDA. In most clusters, this will require completing short routine workflow tracking sheets. This document describes the process by which the DeWorm3 implementation science team will complete these worksheets during each round of MDA.

### 2. INTENDED USERS

Implementation science teams and selected individuals in each cluster tasked with completing routine workflow tracking activities.

### 3. RESPONSIBILITIES

All DeWorm3 implementation science teams should understand and follow this SOP during routine workflow tracking activities. It is the responsibility of the site's Principal Investigator (PI) to ensure that all study staff and implementation science teams comply with this SOP.

### 4. DEFINITIONS

- 4.1. **Process mapping:** Process mapping is a systems analysis approach to identifying the flow of inputs required to achieve an optimal output, such as high treatment coverage.
- 4.2. **Routine workflow tracking worksheet:** Tool used to record characteristics of MDA delivery in a given cluster.

### 5. REQUIRED MATERIALS

- 5.1. Control (school-age-targeted MDA) routine workflow tracking worksheet
- 5.2. Intervention (community-wide MDA) routine workflow tracking worksheet

### 6. PROCEDURE

- 6.1. Routine workflow tracking worksheets will be completed during each round of MDA.
  - a. In control clusters, the school-age-targeted MDA routine worksheets will be completed once per year.
  - b. In intervention clusters, the community-wide MDA routine worksheets will be completed twice per year.
- 6.2. A workflow tracking leader should oversee the completion of the routine workflow tracking worksheet in each cluster during each round of MDA.
  - a. The workflow tracking lead should be selected by the cluster lead from each cluster at baseline. In some instances, this workflow tracking lead may also serve as the process mapping lead.
  - b. The workflow tracking lead will not undergo any specific training. It is the responsibility of the site implementation science point person to ensure that all workflow tracking leads understand the purpose of the worksheet and how to accurately complete the worksheet at baseline before starting any implementation activities.
  - c. It is very important that the workflow tracking lead:
    - a. Is involved in MDA planning and delivery in the cluster in order for him/her to have the knowledge necessary – or know where to find the necessary data – to accurately complete the worksheet.
    - b. Has access to the personnel responsible for school-age-targeted MDA delivery. This access is very important for collecting information from the control clusters needed to complete the school-age-targeted routine workflow tracking worksheet.
    - c. Is aware that the purpose of the exercise is to understand how activities are

carried out in different clusters and not to identify or assign blame for any activity deviations.

- d. It is important that worksheets reflect the reality of how MDA planning and delivery are conducted in each cluster.
- 6.3. The workflow tracking lead and/or cluster lead should complete the worksheet by hand or by computer (directly in SurveyCTO) during the process of MDA delivery and should not wait until the implementation round is already complete. They are responsible for submitting the completed worksheet to the site implementation science point person within one week of the last day of the post-MDA coverage survey or mop-up treatment campaign, whichever occurs later in the cluster.
  - a. It is the responsibility of the site implementation science point person to ensure that all clusters submit their worksheets accurately and on schedule.
- 6.4. The DeWorm3 site implementation science point person should provide the completed worksheets to the site office data manager
- 6.5. The site data manager is responsible for entering the worksheet data from all clusters into the SurveyCTO Workflow Tracking form within one month of receipt.
- 6.6. Paper copies of the workflow tracking worksheets should be saved for the remainder of the trial.
  - a. For the first round of submission, the data manager should also submit a scan or picture of each of the 40 worksheets in order for the central data management team to conduct quality assurance spot checks.

Current Document			
<b>Version No.:</b>	1		
<b>Developed by:</b>	Arianna Means	<b>Date:</b>	27 December 2016
<b>Reviewed by:</b>	Claire Gwayi-Chore	<b>Date:</b>	9 February 2017
<b>Effective Date:</b>			
Approvals			
<i>I have reviewed and approve this SOP for implementation.</i>			
<b>Principal Investigator</b>	<b>Signature</b>	<b>Date</b>	
<b>Site Principal Investigator</b>	<b>Signature</b>	<b>Date</b>	

Document History		
Version No.	Effective Date	Author(s)
1		Arianna Means



**SITE NAME**  
**Read and Review Log**  
**List of individuals who read and reviewed the SOP**

Date	Name	Title	Signature*

\*By signing this log, study staff confirm that they have read and understood the content of the SOP