NATIONAL EMERGENCY COORDINATION AND OPERATIONS CENTRE (NECOC)
OFFICE OF THE PRIME MINISTER

Mobile Data Collection

GUIDEBOOK

National Early Warning System
Mobile Application

Running on Android OS

[Version: March 2016]

Building Uganda's Resilience to Disasters

The mission of the National Emergency Coordination and Operations Centre (NECOC) at the Office of the Prime Minster is to create an effective framework through which Disaster Preparedness and Management is entrenched in all aspects of development processes, focusing on saving lives, livelihoods and the country's resources.

The NECOC is committed to using the latest technology to support evidence-based decision making. The use of mobile technology enables District Disaster Management Committees to provide the latest data and information to the Office of the Prime Minister through the NECOC.

Outline

1. Note about the phone
2. Introducing the phone
   - The Samsung Galaxy S, GT-7582
3. Battery management
4. Letting the community know you are using new technology
5. The Application:
   - NEWS technology (ODK)
6. The DisInventar data for and regular National Early Warning System (NEWS) questionnaire
7. Standard Operating Procedures
   - Uploading data
8. Tips
9. Contacts
10. Annex

- Questionnaires available on ODK
- Disaster loss profiling tool (Desinventar)

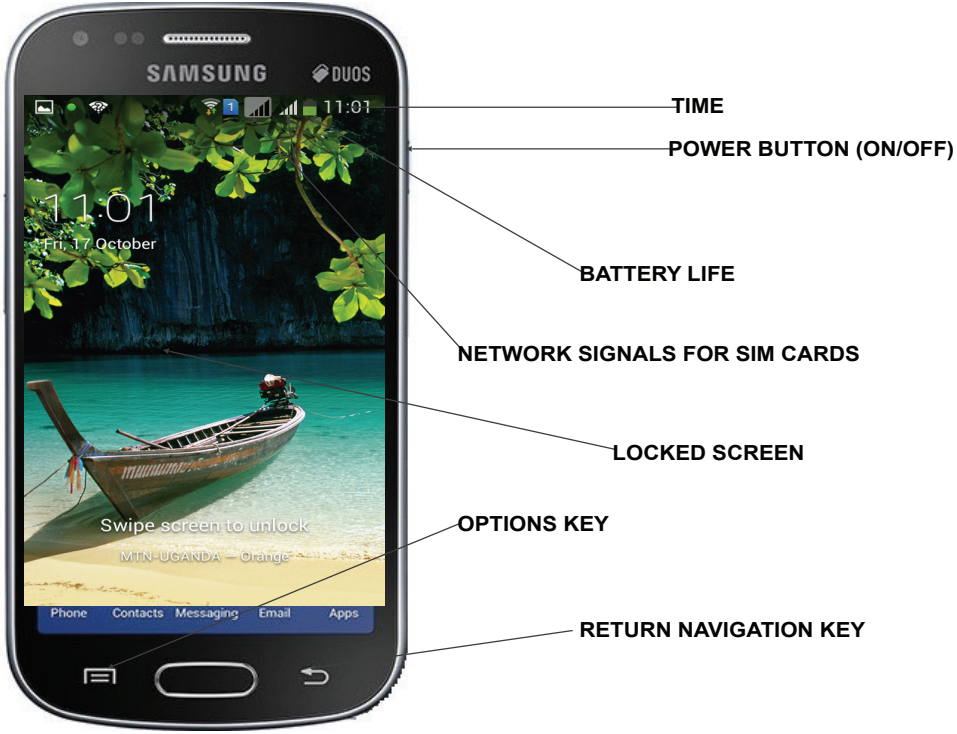
Note on the Phone

This phone is property of the Government of Uganda, provided by the United Nations Development Programme (UNDP).

Once a district has signed-out the phone, it is the designated official's responsibility to keep it safe and to use in appropriately.

Do not leave the phone unattended at any time.

INTRODUCING THE PHONE
SAMSUNG GALAXY S GT-7582



Home

ODK App

This is the software use for data collection

WIFI

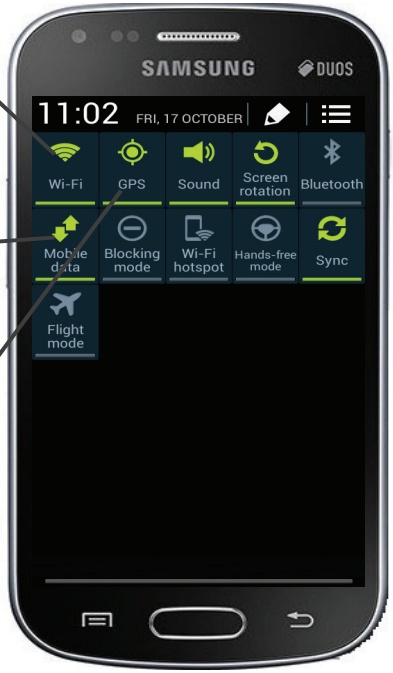
This is the button used to connect / sync to the wireless network

MOBILE DATA

This is the button used to connect / sync to the mobile data network

GPS

This is the button to be able to get geo-coordinates



Battery Management

- To conserve and extend battery life:
  - Put the phone in airplane mode (see ON/OFF button)
  - Disable the GPS function, except when capturing geo-coordinate data
  - Disable the WIFI function, unless you are at the office or an area with WIFI connectivity
  - When battery icon is low, charge the battery with the provided chargers.

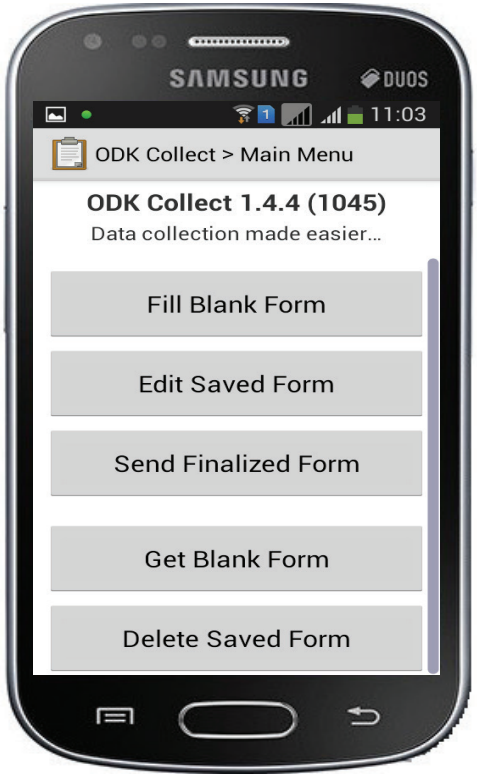
Letting the community know you are using new technology

- Something to consider is that this new technology might be intimidating.
- Therefore, before you start collecting data, consider explaining and showing the phone.

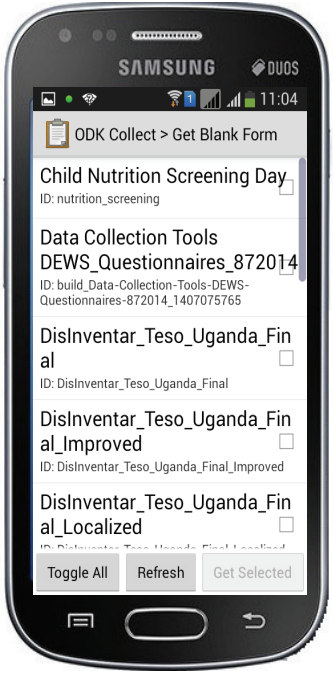
ODK App

This is the application, or ‘app’, interface where data collectors can provide information:

1. Fill Blank Form: to start the data entry
2. Edit Saved Form: to edit already entered questionnaire or information.
3. Send Finalized Form: to post entries on to Aggregate server.
4. Get Blank Form: to get a survey or questionnaire from the server.
5. Delete Saved Form: enables users / enumerator to delete saved forms with mistakes or un-wanted forms.



Navigating the Questionnaire



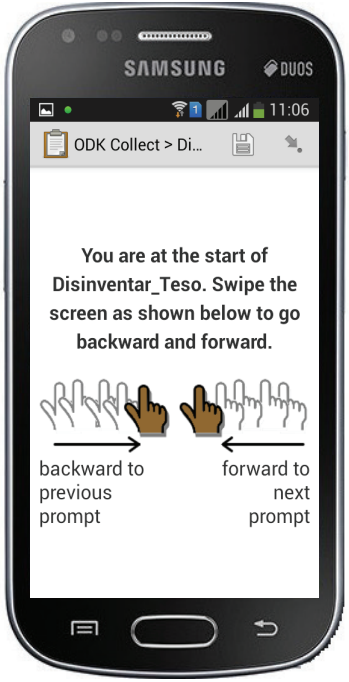
- After selecting “Get a blank form” select the desinventer form from the provided forms, as listed in the picture below .

- When the form is selected, by checking the boxes, the forms are downloaded onto the phone’s local memory.

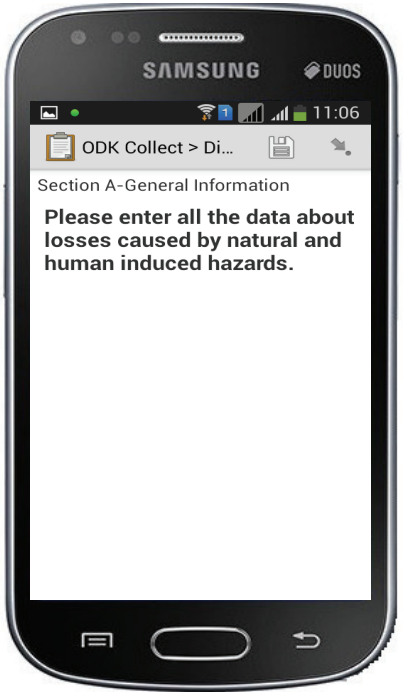
Desinventer Assessment Form

- When the user reaches this screen, the screen of the phone needs to be “swiped” with the finger.

- The user will swipe the screen every time he/she needs to go to the next question.



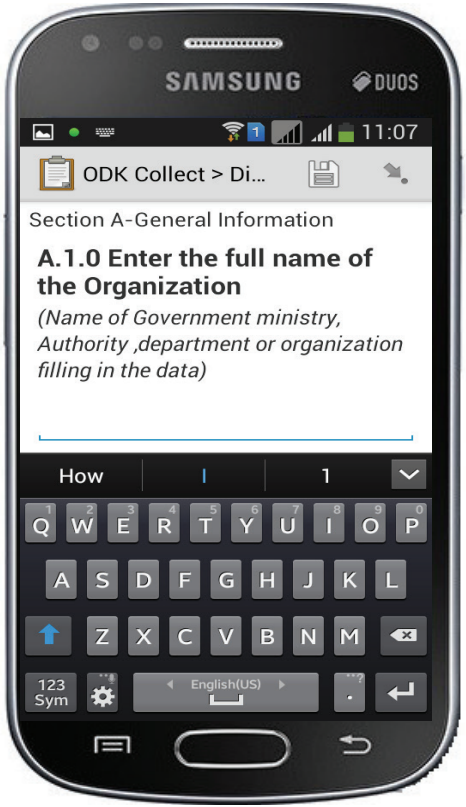
Desinventer Assessment Form



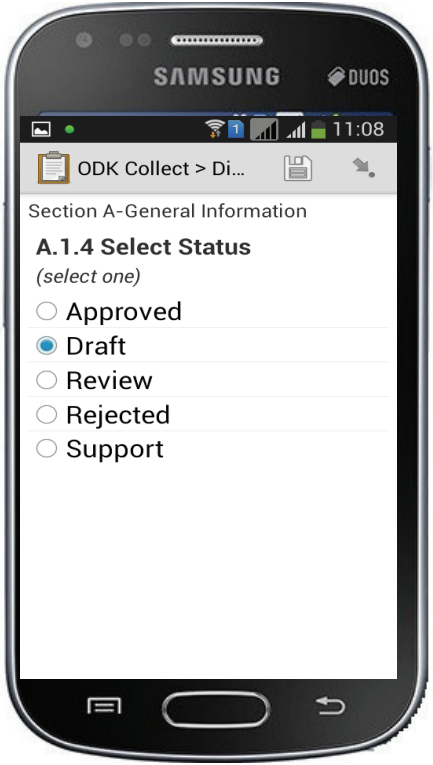
- The Desinventor assessment form has three main input methods namely: 1. Text/ Character input.
    1. Pre-coded items
    2. Multiple selections
    3. Button invoked events (e.g capture coordinates, picture)

Desinventer Assessment Form (Text input)

- This is an example of where a user fills out a form with text.
- The user can use the key pad on the screen, or the phone's key pad.
- For some fields, ONLY letters can be used, and for other fields, ONLY numbers can be used.



Desinventer Assessment Form (Pre-coded items)



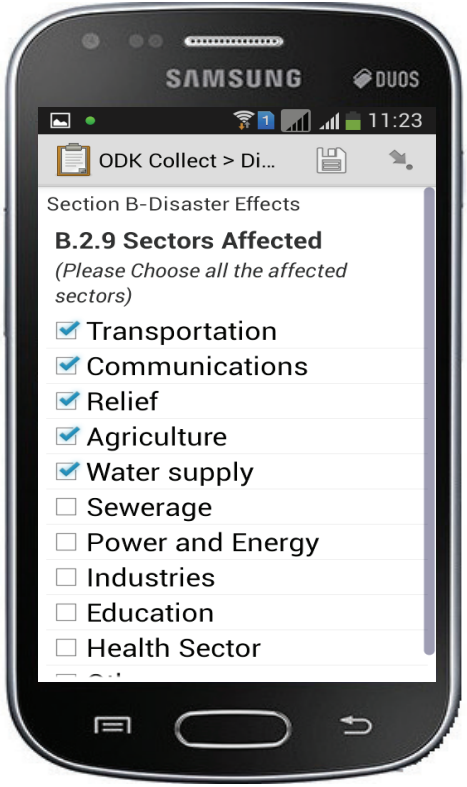
- This is an example of selecting one of the pre-coded items on the form.
- When there is a circle, only one can be checked.

Desinventer Assessment Form

(Multiple selection)

This is an example of selecting one OR more items on a list.

When there is a box with a check-box, more than one choice can be checked

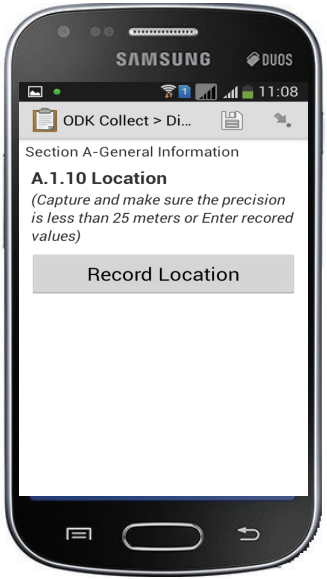


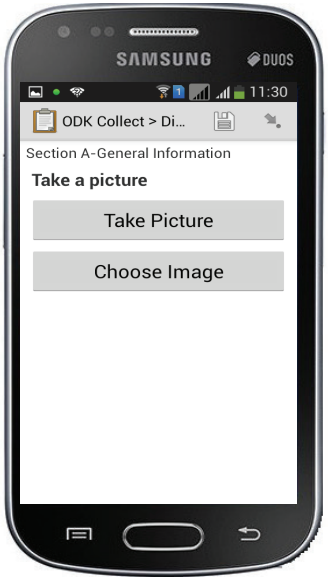
Desinventer Assessment Form (Button invoked events)

To successfully capture the GPS coordinates, you will have to turn on the GPS by going HOME…

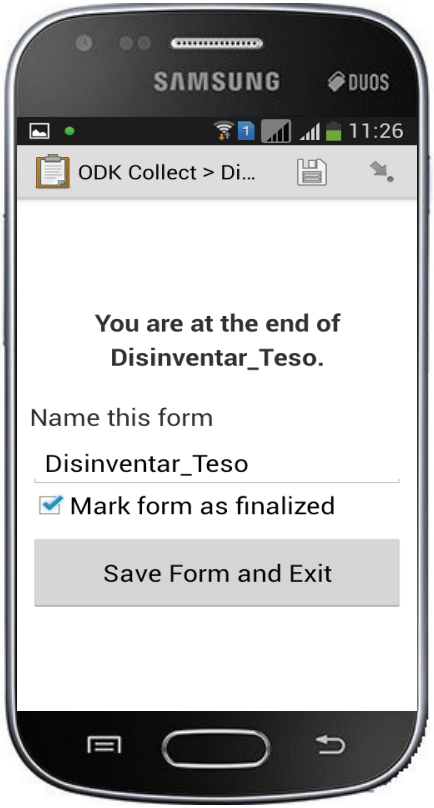
Then turn on the GPS by pressing:

For the photograph you can either take it after filling the form or select a photograph that is already taken from the reference memory.





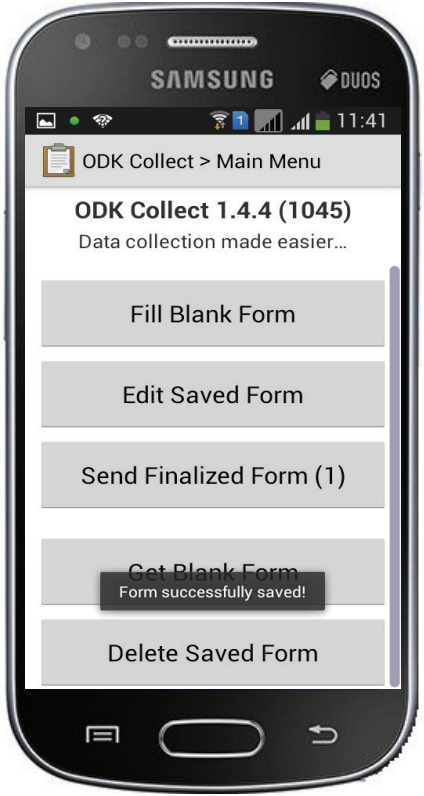
Saving the Questionnaire



- When the user has completed the questionnaire, it must be saved.
- Data can be reviewed by users before submission to the server.

Review Saved Data

Users can choose to review saved data, by pressing the ‘Review Saved Data’ button.

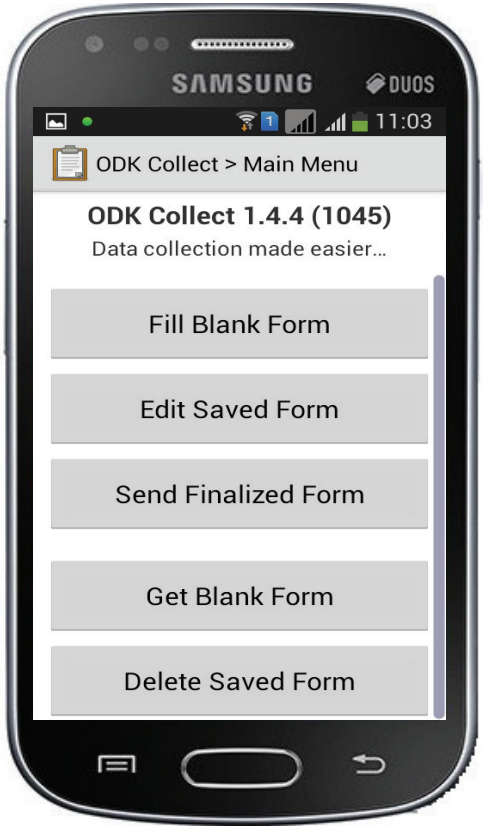


Deleting Saved Forms

- If the user wants to deleted a questionnaire, navigate to "Delete Saved Form" and select the form you want to delete by tapping on the check box.
- After selecting, touch delete selected

Standard Operating Procedure

- As agreed with the Office of the Prime Minister, users will have to upload data to the server or save the data files securely on a computer hard disk.



Tips...

- Always have a few paper questionnaire around just in case the electronic form crashes.

- What to do when the form crashes?
  - Turn the mobile phone off and back on again to restart modules.

Contacts

To report technical issues, or ask questions, please contact the NECOC on:

0800 177 777

Office of the Prime Minister
National Emergency Coordination and Operation Center (NECOC)
5th Floor, Postel Building, Clement Hill Road
P.O Box 341, Kampala Uganda.
Tel No. 0414 342 104

Annex
Questionnaires available on ODK

Questionnaires available:

- Disaster loss profiling tool (Desinventar)
- Household data collection tool for EWS
- Hypertension screening tool
- EWS Kraal Survey tool
- EWS Market survey tool
- SMS Tester
- Consent Signature
- Child Nutrition Screening

Annex

Disaster loss profiling tool (Desinventar)

[header] NAME OF YOUR INSTITUTION
DRR
Information Collection DataCard

Serial: **Date (YMD):** **Duration:** **Source:**

Province **District** **Block**

Event **Place**

Cause **Descr.Cause**

	Killed	**Missing**	**Injured**	**Magnitude**
Men				
Women				Latitude:
Children				Longitude:
Elder				GLIDE number:

	Afectados	**Vitimas**	**Transferidos**	**Evacuados**
Families				
Men				
Women				
Children				
Elder				

	Houses destroyed	**Houses damaged**	**Schools destroyed**	**Schools damaged**
	Brick/Concrete	Brick/Concrete	Classrooms	Classrooms
	Wood/Bamboo	Wood/Bamboo	Students	Students

Hospitals destroyed	**Health Centres destroyed**	**Heath posts destroyed**	
Hospitals damaged	**Health Centres damaged**	**Heath posts damaged**	
Religious buildings destroyed	**Public buildings destroyed**	**Cost damages (local)**	
Religious buildings damaged	**Public buildings damaged**	**Cost damages ($ USD)**	
Hectares crops destroyed	**Damaged Roads (Mts)**	**Bridges destroyed**	
Hectares crops damaged	**Destroyed Roads (Mts)**	**Bridges damaged**	
Cabezas de Gado	**Afected Roads #**		
Water sources affected	**Wells destroyed**	**Wells damaged**	
OTHER DAMAGES:			

AFFECTED SECTORS

Transport	Communications	Relief	Tourism
Agricultural	Water supply	Sewerage	Minery
Energy/Power	Industrial	Education	Commerce
Other sectors	Health	Fisheries	

Comments:

Collector: Date

Supported by UNDP

Empowered lives.
Resilient nations.