**Reproductive Health Assessment After Disaster (RHAD) Toolkit**

**Planning Checklist**

This checklist will help you plan for and conduct assessments of the reproductive health needs of women affected by natural disaster. The planning process should be initiated prior to securing funding. The amount of time required for the planning process will vary depending on your agency’s infrastructure and resources. Consider this checklist as a model that can be adapted as necessary to meet your specific needs and situation. You can also change the sequence of activities as needed.

If possible, complete steps 1 and 2 prior to the disaster or during the disaster. This will allow you to begin assessment soon after the disaster.

**1. Prepare for the Assessment**

 **Prioritize data needs.** Be certain that you are collecting data most relevant to the interests of your agency. Identify what are your objectives for data collection and who your priority population is – e.g., do you want to know about needs among *all* women of reproductive age or only pregnant women? This question will help you select which questions to use.

 **Select a convenience sample of your priority population to include in your assessment.** Selection criteria might include:

 Experienced a man-made or natural disaster in the past 4-6 months.

 Women between the ages of 25-45 living in my community.

 **Develop the project timeline.** Include activities such as preparing the questionnaire, recruiting and training the questionnaire team, data collection, data analysis and

dissemination of findings.

 **Develop budget, if needed**. The Cost Estimate describes items to consider, and the Budget Template may be adapted to your needs. You will need to adjust your budget accordingly as you work through the following activities.

 **Identify the Questionnaire Coordinator, Supervisor(s), Data Entry/Data Analysis Personnel on your team** (see Identify your team).

 **Adapt and edit questionnaire.** Tailor the pilot-tested Questionnaires to fit the goals of your agency or community.

 **Ensure compliance with your agency’s Institutional Review Board (IRB) requirements.** Review the toolkit’s IRB guidelines for assistance.

 **Modify forms.** Update the consent form and/or the fact sheet to meet your IRB requirements.

 **Determine how data will be collected.** Depending on your resources, data can be collected via paper surveys, online surveys, or interviews.

 **Determine the number of interviewers or survey administrators needed and recruit based on your agency’s capacity**. Use the guidance in the Cost Estimate for ideas.

 **Create a** Referral List **of services for respondents and** gather other relevant resource materials.

**2. Train the Interviewers, if conducting interviews**

 **Identify trainer(s) and develop training materials.** Modify the toolkit’s Training Agenda and Interviewer Training Power Point to train interviewers on ethics, interviewing techniques, the questionnaire, data collection, and emergency procedures.

 **Create well-balanced interview teams.** Be sure that each team has access to transportation and an eligible driver, if appropriate.

 **Secure a location for training.** Ensure tables, chairs, extension cords, power strips and other supplies are available, as needed.

 **Prepare supplies for training, including copies of training handouts**. Supplies could include: laptop and projector, sign-in sheets, nametags, pens/pencils, paper questionnaires, and refreshments. If you are collecting data electronically, be sure you have the appropriate equipment for interviewer practice.

 **Conduct training session for interviewers.**

**3. Conduct the Assessment**

 **Compile interview team or surveys packets.** Include multiple copies of relevant handouts, a clipboard, paper questionnaires, Tracking Form, paper maps, copies of the Referral List, an assessment team contact sheet, and incentives for respondents (optional).

 **Conduct data collection.** Remember water and refreshments for the interviewers, if providing.

 **Ensure that the data is secure.** If using paper-based collection, be sure all documents are secured in a locked cabinet. If using electronic data collection, follow your IRB guidelines and be sure all files are password protected.

**4. Data Entry and Analysis**

 **Enter data into the software program you plan to use (e.g., Microsoft Excel) or use the** Data Analysis Sheets. Always save a copy of the raw data and save it in a safe location before beginning data cleaning or analysis.

 **Clean the data.** Save a new copy of the raw data and check for inconsistencies,

implausible entries, missing data, and skip patterns. Address errors by checking digital files against any paper-based questionnaires. When a paper-based survey isn’t available, set suspect data to missing or flag it for errors. Save a new copy of the clean data before beginning data analysis.

 **Analyze the data.** Use formulas in Microsoft Excel or tally responses using the Data Analysis Sheets to perform data analysis. See the Data Analysis Instructions for step-by-step guidance.

**5. Report Writing and Dissemination – Use the Data**

 **Decide who will benefit most from your results.** You will need to identify possible stakeholders early in the planning process. Stakeholders to consider may include: your director supervisor and other internal team members.

 **Prepare report(s).** It is important to write a summary report of your assessment. These reports are likely to be in the form of brief presentations and written reports but may also include media and press releases based on your data. Consider the audience for each report and write according to their needs. Suggested sections for the report include executive summary, background, methodology, findings, and discussion. The actual names of the sections depend on your audience and whether you must follow specific guidelines for a conference abstract or publication.

 **Disseminate findings to supervisors and other appropriate internal parties.** It will be important for you to consider the most appropriate methods of dissemination for your agency.

 **Work with partners and other appropriate parties to use the data.** Data may be used to:

 develop or modify programs or services, such as the addition of or referrals to services that women report they need;

 develop or modify systems of care, such as changes in locations or hours of services to reduce reported barriers;

 develop new or modify existing policies, such as offering services based on a sliding fee scale for women who lost insurance after disaster; or

 advocate for needs, such as advocacy for increased access to mental health and

obstetric services among pregnant women with high disaster exposure.