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| **How to Debrief with Data Collectors** | Text, logo  Description automatically generated |

The purpose of any debriefing is to identify where trainees experienced difficulty, had questions, were uncertain,

or wrongly implemented, interpreted, or recorded data so the trainer can correct misconceptions and retrain where needed. They do this by asking a series of mostly open-ended questions, starting with very general and then narrowing down to areas they anticipate (or observed) were problematic. Here are some ways to uncover problem areas (some are variations of same topic):

1. **How did it go?** (Allow team to describe their experience conducting the survey/observation/ interview) **Which questions were fairly easy or straightforward? Which were harder to ask?** (Opportunity to model proper way to say) **Where did you experience uncertainties or difficulties?**  (Try to identify what problems to watch for going forward, which data collectors are having more trouble than others, where retraining might be necessary)
2. **What about \_\_\_\_\_\_\_ [specify topic], did anyone have questions about/any trouble with that?** (Ask about parts of the protocol that you anticipated could be problematic; retrain as necessary to emphasize the correct way to conduct/interpret/record.) **Did anyone experience \_\_\_\_\_\_\_ [specify topic]? What happened? How did you handle that?** (Ask about anticipated trouble spots and find out if they handled it correctly, e.g., questions or ambiguous responses from a survey taker or interviewee, specific observation conditions)
3. **How easy or difficult was it to distinguish \_\_\_\_\_ [specify topic] from \_\_\_\_\_\_ [specify topic]?** (Opportunity to reteach or reaffirm correct way to deal with or to interpret and code.) **Which parts of the survey/observation were more difficult? Where did you have questions/feel uncertain/need to consult your training manual?** (Opportunity to reiterate correct procedures/ answers, identify what to monitor when in the field or debriefing.)
4. **Where do you feel respondents may not have understood the questions or answer choices?**  (Probe to find out how the data collector asked or stated the information to see if they misread or did not emphasize the right words, etc. Model how they could do it better.) **Did any of the people you surveyed/interviewed have difficulty with any of the questions or response choices? Where did they hesitate or ask for assistance? How did you help? Did you provide additional explanation, or did you just repeat the question and response choices? Where did you offer additional explanation if people did not initially understand the question or response choice? What did you say?** (Use to reiterate the importance of NOT going off script to minimize variation across data collectors)
5. **Describe or show a specific condition or situation and ask: How would you code that?** OR How would you respond to that person [who does not understand the question or wonders what you are observing]? Ensure they are not deviating from the protocol or understand how to politely deflect attention.

Always end the debrief by correcting any misconceptions, reminding them to refer to their training manual when

they experience uncertainties or have questions, and check in with team leads. Recommend that data collectors use the comments field on the instrument to mention any instances when they were uncertain how to code or handle situations. Stick to the protocol to minimize data variability across data collectors.

## References

World Health Organization. 2008. “Measuring medicine prices, availability, affordability and price components,”

2nd ed., p.55 <https://haiweb.org/publication/measuring-medicine-prices-availability-affordability-and-price-components-2nd-ed/>

<http://www.nationalserviceresources.org/node/17592>