**A-7: CBS Checklist for Payam Assistants (PA)**

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| **Supervisor/visitor’s name:** | **Date of visit:** | **REMARKS** |
| **County:** | **Payam:** |
| **Name of the payam assistant 🡪** |  |
| 1) Does the payam assistant have an up-to-date work plan for the current month? | Yes 🞎 No 🞎 |  |
| 2) Does the payam assistant have a list of the Key Informants (KI) indicating the location and the type of the KI? | Yes 🞎 No 🞎 |  |
| 3) Is the number of the key informants appropriate?  | Yes 🞎 No 🞎 |  |
| 4) Is the selection of the Key Informants appropriate? | Yes 🞎 No 🞎 |  |
| 5) Does the payam assistant have map of distribution of the KI? | Yes 🞎 No 🞎 |  |
| 6) Does the distribution of the KI provide full coverage of the population of the payam? | Yes 🞎 No 🞎 |  |
| 7) Does the payam assistant (PA) keep a log book for contacts with key informant? | Yes 🞎 No 🞎 |  |
| 8) Do the key informants sign the log book when visited by the PA? | Yes 🞎 No 🞎 |  |
| 9) Did the PA carry out all planned visits to KI last month? | Yes 🞎 No 🞎 |  |
| 10) Did the PA conduct all planned community meetings last month? | Yes 🞎 No 🞎 |  |
| 11) Does the PA keep a line-list of the suspect AFP cases reported? | Yes 🞎 No 🞎 |  |
| 12) Is the above line-list properly filled?  | Yes 🞎 No 🞎 |  |
| 13) Does the Payam Assistant (PA) have a copy of the monthly report for the previous month? | Yes 🞎 No 🞎 |  |
| 14) Does the PA know the name and have contact with the WHO disease surveillance staffs in his/her payam & the county (If any)? | Yes 🞎 No 🞎 |  |
| **TOTAL YES 🡪** |  | **PERCENT YES:** |