**B-7: CBS Checklist for County Supervisor (CS)**

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| **Date of the visit:** | **Name of the Supervisor:** |  | **REMARKS** |
| **County:** | **State:** |
| **Name of the county supervisor:** | |
| 1) Does the county supervisor (CS) have a work plan for the current month (including a supervision plan)? | | Yes 🞎 No 🞎 |  |
| 2) Does the CS have a list of the key informants (KI) by payam indicating the location and type KI? | | Yes 🞎 No 🞎 |  |
| 3) Does the CS have a social map of the county map showing in which boma the payam assistant (PA) lives? | | Yes 🞎 No 🞎 |  |
| 4) Does the CS have a copy of the PAs payam map showing KIs? | | Yes 🞎 No 🞎 |  |
| 5) Does the CS have a diary/log book which shows all activities conducted during the last month? | | Yes 🞎 No 🞎 |  |
| 6) Does the CS have the monthly reports by **all** PAs for last month? | | Yes 🞎 No 🞎 |  |
| 7) Did the CS carry out planned visits to Payams during the previous month? | | Yes 🞎 No 🞎 |  |
| 8) Does the CS have a copy of the filled-out checklists from previous visits to payams? | | Yes 🞎 No 🞎 |  |
| 9) Does the CS have a copy of his monthly report of the previous month? | | Yes 🞎 No 🞎 |  |
| 10) Does the CS keep a line-list of the suspect AFP cases reported? | | Yes 🞎 No 🞎 |  |
| 11) Is the above line-list properly filled? | | Yes 🞎 No 🞎 |  |
| 12) Did the CS conduct the planned coordination meetings during the previous month? | | Yes 🞎 No 🞎 |  |
| 13) Does the CS know the name and have contact with the WHO disease surveillance staffs (all) in the county ? | | Yes 🞎 No 🞎 |  |
| 14) Does the CS have both Budget Trackers (Funds Received and Funds Spent) format for the current quarter? | | Yes 🞎 No 🞎 |  |
| 15) Is the Funds Received format for the current quarter filled-out correctly and up-to-date? | | Yes 🞎 No 🞎 |  |
| 16) Is the Funds Spent format for the current quarter filled-out correctly and up-to-date? | | Yes 🞎 No 🞎 |  |
| 17) Does the CS have receipts available for expenditures on the “Fund Spent” format? | | Yes 🞎 No 🞎 |  |
| **TOTAL YES 🡪** | |  | **% YES:** |
| 18) Did the CS receive all operational funds for the quarter by the 5th day of the first month of the quarter? | | Yes 🞎 No 🞎 |  |
| 19) Does the information on the CS Budget Tracker (Funds Received) match information from partner’s headquarters? | | Yes 🞎 No 🞎 |  |