**B-6: Monthly Report by County Supervisors**

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| **Name of County Supervisor:** | **Reporting Month** | **Implementing partner:** |
| **County:** | **State:** |

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**Visits to Payam Assistants**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SN** | **Name of PA** | **Date of planned visit** | **Date of actual visit**  | **Summary score of checklist**  | **Issues detected during the visit**  |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |

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**Summary of checklist for supervising Payam Assistants**

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| --- | --- | --- | --- | --- | --- |
| **SN**  | **Question from Checklist** | **Total PAs visited in the month** | **Number of Checklists filled-out** | **Number of “Yes” answers from checklists** | **%****Yes** |
| **1** | **Up-to-date work plan**  |  |  |  |  |
| **2** | **List of the Key Informants (KI)**  |  |  |  |  |
| **3** | **Number of KI appropriate**  |  |  |  |  |
| **4** | **Type of KI appropriate** |  |  |  |  |
| **5** | **Map of distribution of the KI?** |  |  |  |  |
| **6** | **KI fully cover the population of the county** |  |  |  |  |
| **7** | **A log book for contacts with key informant** |  |  |  |  |
| **8** | **key informants sign the log book**  |  |  |  |  |
| **9** | **PA carried out the planned visits to KI last month** |  |  |  |  |
| **10** | **PA conducted planned meetings last month** |  |  |  |  |
| **11** | **A line-list of the suspect AFP cases reported** |  |  |  |  |
| **12** | **Line-list properly filled**  |  |  |  |  |
| **13** | **Has the monthly report for the previous month** |  |  |  |  |
| **14** | **Knows WHO surveillance staff** |  |  |  |  |
| **Total** |  |  |  |  |

**Compilation of monthly activities by Payam Assistants**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Payam** |  |  |  |  |  |  | **Total** |
| **Total # of KIs** |  |  |  |  |  |  |  |
| **# KI visited during the month** |  |  |  |  |  |  |  |
| **% of KI visited during the month**  |  |  |  |  |  |  |  |
| **# Planned community meeting** |  |  |  |  |  |  |  |
| **# Conducted community meetings** |  |  |  |  |  |  |  |
| **% of community meeting conducted** |  |  |  |  |  |  |  |
| **# of Participants attended meetings** |  |  |  |  |  |  |  |

**County level meetings**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Location of meeting**  | **Planned date of meeting**  | **Actual date of meeting**  | **If meeting not conducted explain why?**  | **# of people attended meetings** | **Purpose of meeting** | **Main points discussed** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |

**Summary of monthly activities by County Supervisor**

|  |  |
| --- | --- |
| **Total # of PAs**  |  |
| **# PA visited during the month** |  |
| **% of PAs visited during the month**  |  |
| **# Planned county-level meetings** |  |
| **# Conducted county-level meetings** |  |
| **% of county-level meetings conducted** |  |
| **# of Participants attended meetings** |  |

-**Other implemented activities**

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**Challenges experienced during the month**

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