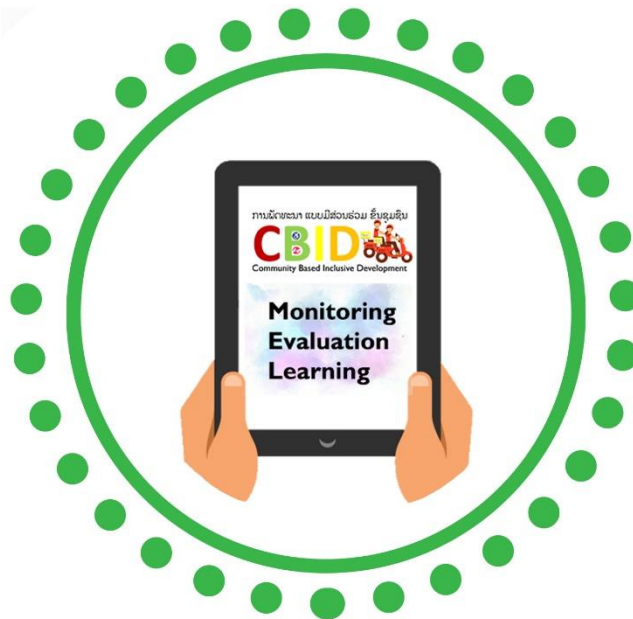




USAID Okard ໂອກາດ

Introduction to Tablet and Basics of MEL for CBID



USAID Okard (ໂອກາດ) supports Disability Inclusive Development in Lao PDR

USAID Okard (Introduction to Tablet and Basics of MEL for CBID) Handbook

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Stage of Program Cycle Management

What is a project?

A project is a series of activities aimed at bringing about clearly specified objectives within a defined time-period and with a defined budget.

What is a Project Cycle Management?

Project Cycle Management designates the management of activities and decision-making procedures used during the life-cycle of a project.

1. Project Identification and Design:

During this phase, the project teams define needs, explore opportunities, analyze the project environment, and design alternatives for project design. Decisions made during this phase set the strategic and operational framework within which the project will subsequently operate.

2. Set up and planning:

This phase aims to prepare the implementation and monitoring phase. A detailed plan is needed for monitoring the activities in the field.

3. Implementation and Monitoring:

After planning, you can start to implement your planned activities in order to deliver results.

All other stages in the cycle are, therefore, essentially supportive of this implementation stage.

4. Evaluation: is often the last part of a project but, at the same time, the beginning of the next phase, extension or new proposal.

5. End Project: Document and disseminate lessons learned should happen throughout the project cycle as well as at the end of the project.

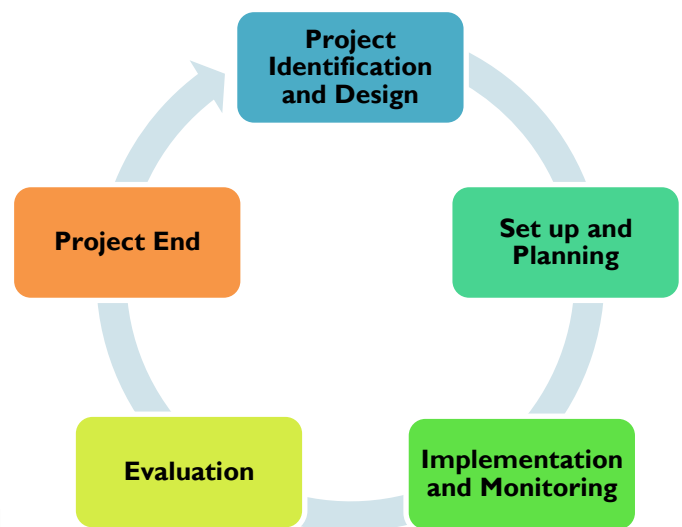


Figure 1: Project Cycle Management

Monitoring, Evaluation and Learning

What is Monitoring, Evaluation and Learning (MEL)?

Let's begin with defining the basic term in this concept.

- **Monitoring** refers to the routine monitoring of project resources, activities and result, and analysis of the information to guide project implementation
- **Evaluation** refers to the periodic (mid-term, final) assessment and analysis of on-going and completed project
- **Learning** is the process through which information generated from M&E is reflected upon and intentionally used to continuously improve a project's ability to achieve result

Monitoring and evaluation can help you to work out what difference you make through your projects. Your organisation and partners can then go on and learn from this to improve your performance in the future.

How does MEL link to Project Cycle Management?

MEL is an integral part of project design, implementation and completion; MEL is done at all stage within project cycle. The MEL cycle helps you position MEL in the life of project; as shown in diagram below:

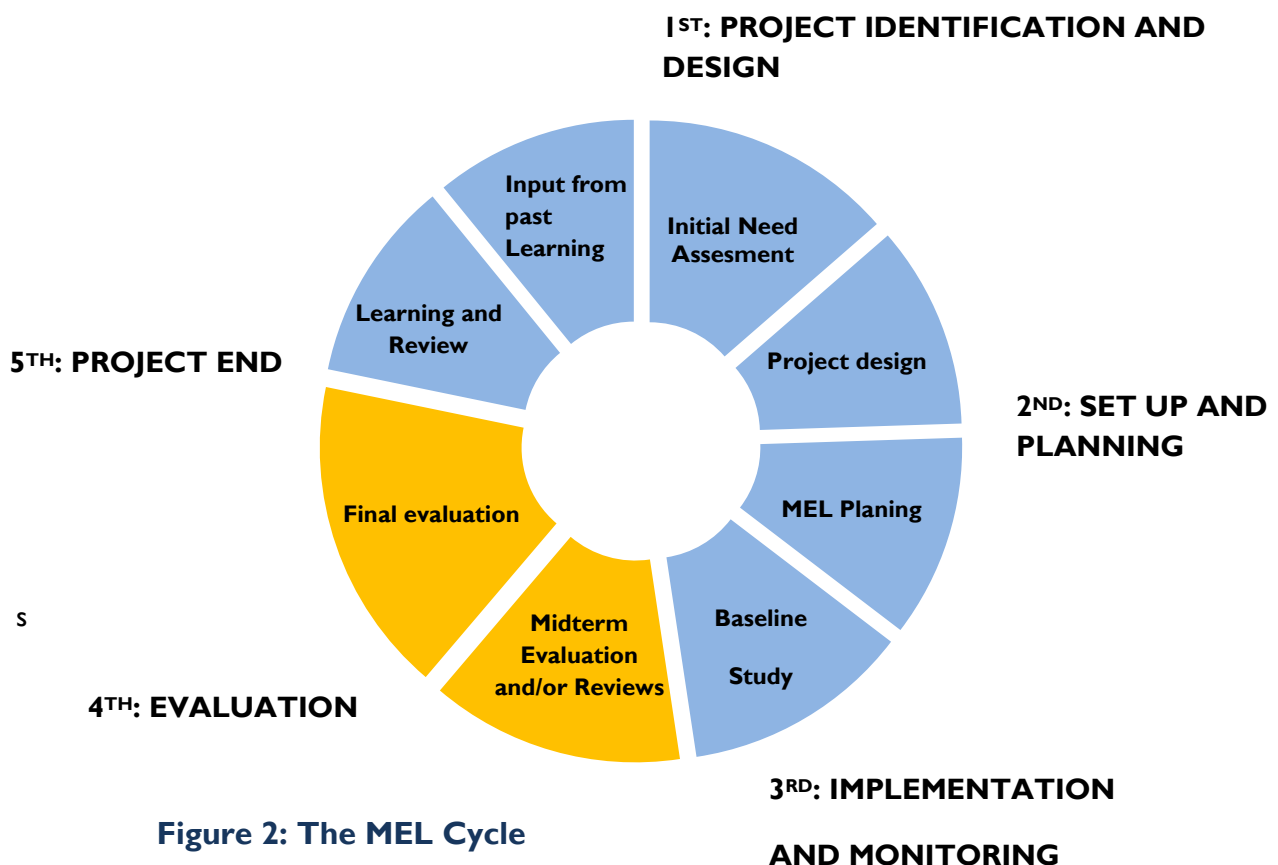


Figure 2: The MEL Cycle

Data System for CBID

How does the data flow in USAID Okard?

Data management refers to the processes and systems for how a project will systematically and reliably store, manage and access M&E data. Data management begins when data have been collected. Data management should be timely and secure, and in a format that is practical and user-friendly. For USAID Okard data management and team responsibilities are as below:

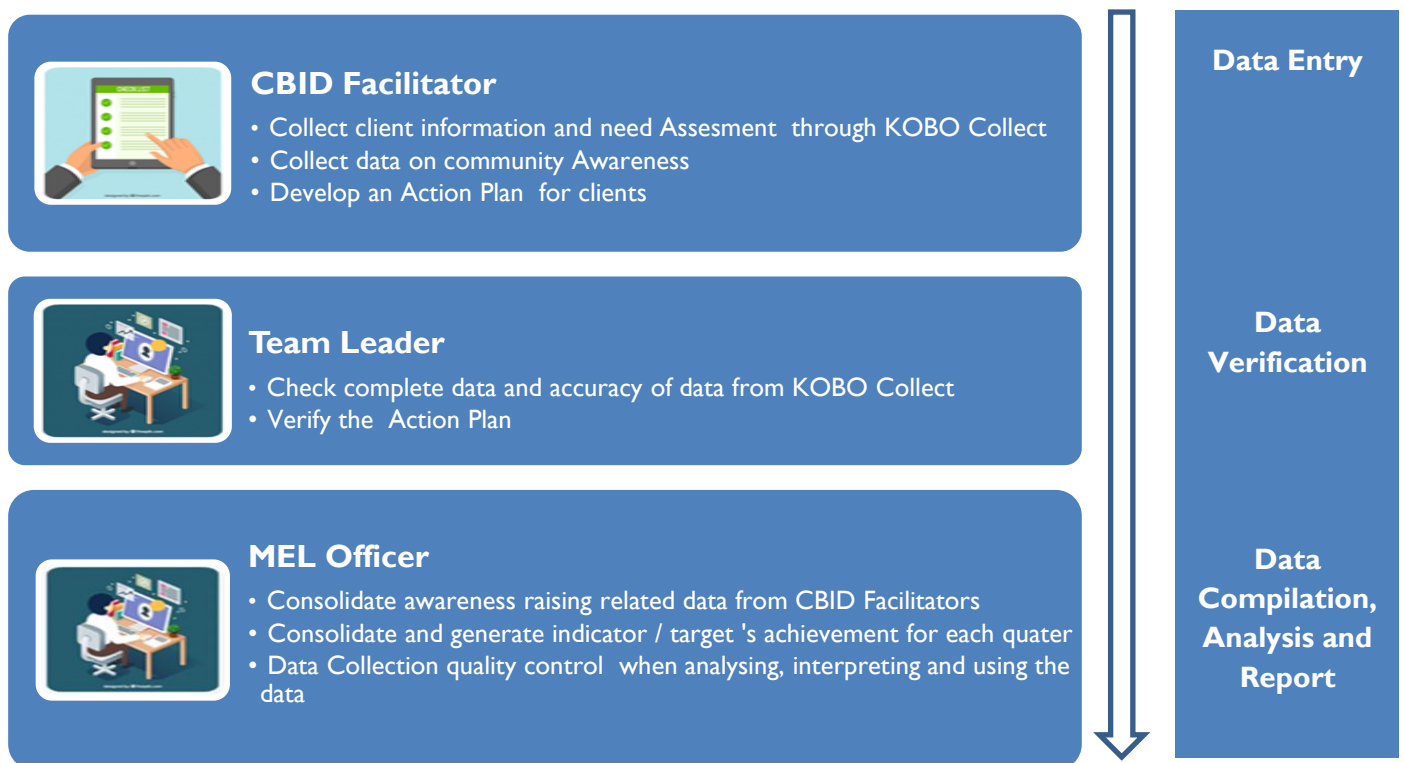







Figure 3: Data Flow and Role of CBID Team Member in Data Collection

Why is it needed to have good quality data? What if CBID team uses bad data quality?

Relatively low quality of your data can be either extremely harmful or not that serious. For example, if CBID facilitators used incorrect data, this can possibly resulting in making a wrong decision in some aspects such as: deliver the mismatch Assistive product for client, delay the process in delivering the interventions, and conducting activities with client.

Inaccurate data are often entered into data collection instrument. Data quality control procedure is the process of checking the entered data as it helps to identify and remove errors. Poor data can be the result of mistyped data, duplicate data entries, inconsistent data, and accidental deletion.

To ensure quality data, the data should have:

| | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• Logical Relation : <p>In correlated data sets, there should be no inconsistencies, such as duplications, contradictions and gaps.</p> <p>Consistency </p> | <ul style="list-style-type: none">• The real state of things <p>Data should be precise, continuous and should reflect how things really are.</p> <p>Accuracy </p> | <ul style="list-style-type: none">• All needed elements <p>Your data probably consist of multiple elements. In this case, you need to have all the interdependent elements to ensure that the data can be</p> <p>Completeness </p> |
| <ul style="list-style-type: none">• Maintenance and control <p>Data itself and data management process as a whole should be organized in such a way that you can perform data quality audits</p> <p>Auditability </p> | <ul style="list-style-type: none">• Structure and format <p>Data should be organized in a particular order. It needs to comply with all your requirements concerning data format and accuracy</p> <p>Orderliness </p> | |

Basic Guideline for CBID Tablet Usage

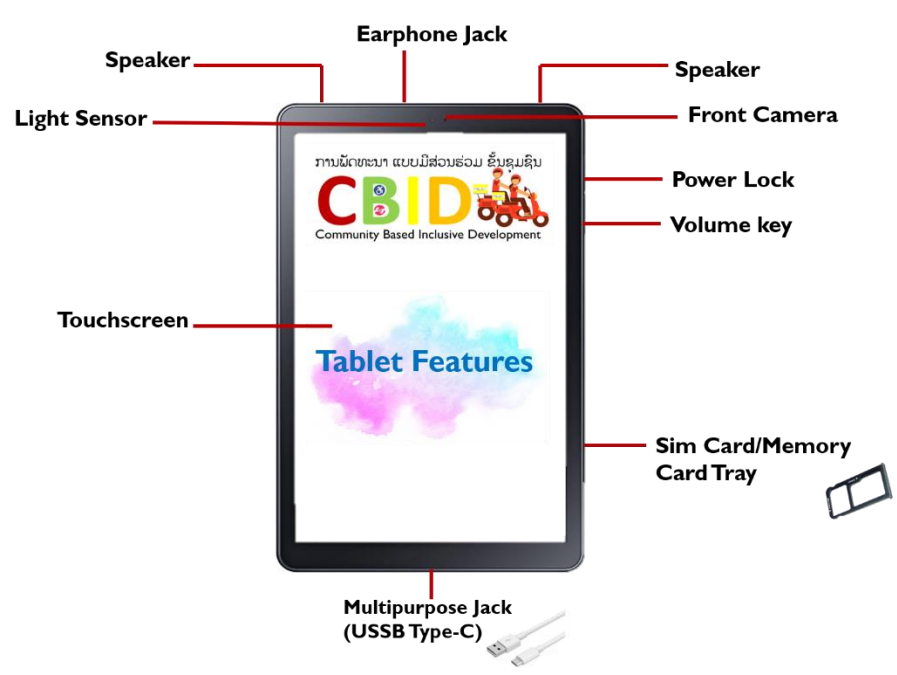


I. Basic Features

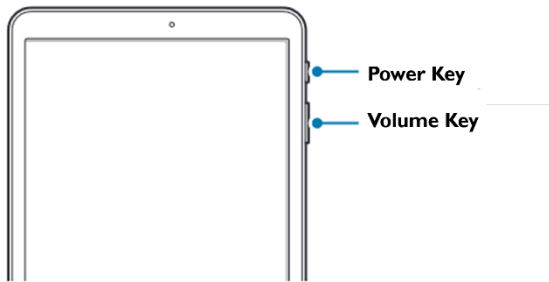


Tablet Layout

Front View



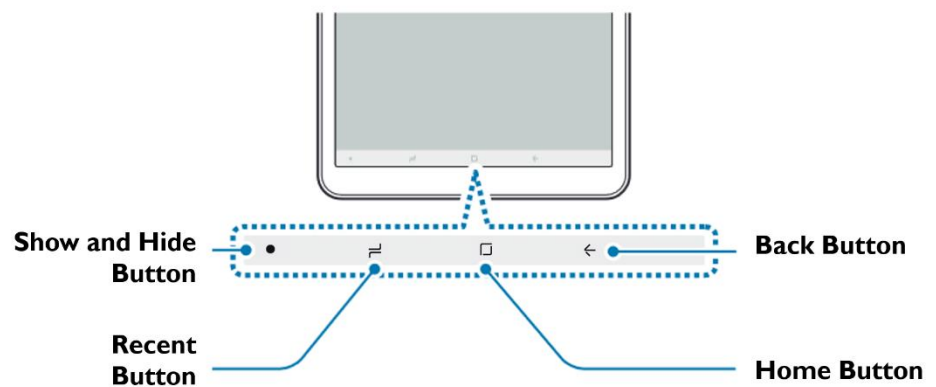
Back view



➤ Hard Keys

- **Power key:** Press and hold to turn device on or off. Press to turn on or lock the screen.
- **Volume Key:** Press to adjust the device volume

Soft Key



- **Show and Hide Button:** Double-Tap to pin or hide the navigation bar.
- **Recent Button:** Tap to open the list of recent apps.
- **Home Button:** Tap to return to the Home screen.
- **Back Button:** Tap to return to the previous screen.

Security

➤ Passwords:

- You will enter the Screen Lock password to access the tablet.
- The Screen Lock password will be set for CBID facilitator. **Please do not change this password.**
- Do not share the password with anyone.
- If you forget the password, please contact the CBID team leader or USAID Okard Communication and Liaison Officer.

➤ Keeping the Tablet Safe:

- Please do not remove the tablet from its case, and do not remove the screen protector from the tablet.
- Do not allow anyone else to use the tablet.
- Even a small amount of water can damage the tablet. Keep it away from drinks, and clean it with a dry cloth if it is dirty.
- Do not leave the tablet unattended while you are working, because it might get damaged or stolen. You should keep it with you at all times.
- Store the tablet in a safe place in your home or guest house. Find a place where it is unlikely to get wet, used by other people, or stolen. Do not store the device in a very hot or very cold place, such as near a stove or in the sun.
- Only touch the screen using your fingers. Do not use any unequipped objects.

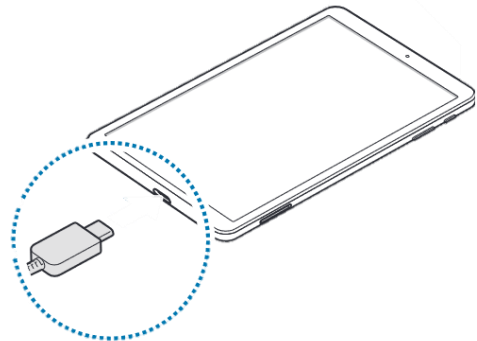
Attention

- If the device gets very hot:
 - Restart the device.
 - Close any apps that you are not using.
 - Turn off Wi-Fi, GPS, and/or Bluetooth if you are not using them.
 - Decrease the screen brightness.
 - If possible, stop using the device for a while.
 - If this occurs regularly, contact the CBID team leader or WEI.

- If the case, tablet, power bank, or charging cord are damaged, contact the CBID team leader or WEI.

Battery Life

- Go to **Settings > Device Maintenance > Battery** to see the estimated amount of time the battery will last before dying.
- If you need to extend the battery life, go to **Settings > Device Maintenance > Battery** and select “Mid” or “Max” under “Power Saving Mode.” “Mid” will limit **some** device functions, while “Max” will limit **many** device functions, so only use them when you have to.
- If your tablet is often running out of battery too quickly during the day, here are some ways to make the battery last longer:
 - Turn off the screen by pressing the power button when you are not using the tablet.
 - Close apps that you are not using.
 - Turn off Wi-Fi, Bluetooth, and GPS when you are not using them.
 - Decrease the screen brightness.
(Go to **Settings > Display**.)
 - Decrease the screen timeout time. (Go to **Settings > Display**.)



Charging the Tablet

➤ Charging

- Charge the tablet every night. Use only the original charging cord and charging block provided with the tablet. The tablet will charge faster if you do not use it while it is charging.
- Like a smartphone, you can check that it is charging because the battery symbol in the upper right corner will show a lightning bolt.
- The tablet and/or charger may get hot while charging. If the tablet and/or charger get hotter than usual, unplug the device and charger, make sure all apps are closed, and wait for them to cool down. Then, start charging again. If it occurs regularly or only the bottom part of the tablet gets hot, please contact your Team leader.
- If the battery encounters a problem, please contact the CBID team leader for a new charger. (Please refer to Internal Rule and Agreement)

Power bank

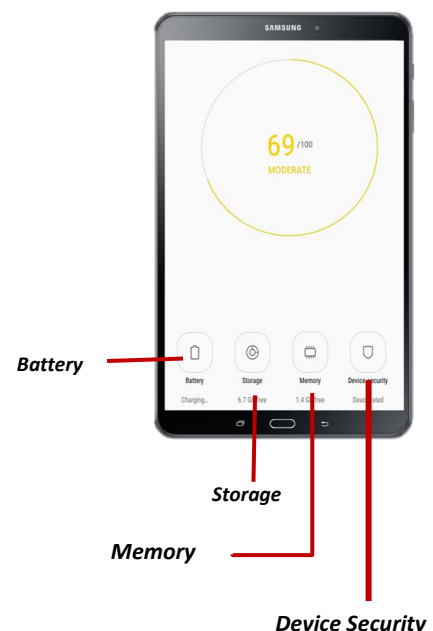


- Charge the powerbank every night as well. You can charge it by plugging the small (Micro USB) end of the charging cord into the powerbank and the large (USB) end into the charging block and into the outlet.
- To charge your tablet using the powerbank, connect the large (USB) end to the powerbank and the small (Micro USB) end to the tablet. The battery symbol in the upper right corner will show a lightning bolt.
- It is possible to use the tablet while it is connected to the powerbank, but it is not good for the battery and will charge more slowly. If possible, charge the tablet while you are not using it, such as when you are eating lunch.

2. Device Maintenance

Device Maintenance

The device maintenance feature provides an overview of the status of Tablet's device battery, storage, memory, and system security. User can also automatically optimize the device with a tap of finger.



I. From a Home screen,  tap Apps > Settings.

2. Tap Device Maintenance

- The Device maintenance displays percentage of Total Space, Battery Percentage, Storage, Memory and Device Security.

Using the quick optimization feature:

On the setting screen, tap **Device maintenance** → **Fix Now** or **Optimize Now**.

The quick optimization feature improves device performance through

following action:

- Clearing some memory
- Deleting unnecessary files and closing apps running in the background
- Managing abnormal battery usage
- Scanning for malware

Storage

CBID Tablet's storage has **32 GB**.

To view the storage, on the Settings Screen, tap **Device maintenance** → **Storage**.



➤ **Managing the memory**

To speed up your device by reducing the amount of RAM you are using, On the settings screen, tap **Device maintenance** → **Memory**, tick apps from the apps list, and tap **CLEAN NOW**.

Device Security


Check the device's security status. This feature scans your device for malware.

On the Settings screen, tap **Device maintenance** → **Device security** → **SCAN TABLET**

-  Please scan the tablet when there is a  notice from tablet to scan

3. Accessibility Option <

Accessibility services are special features that make using the device easier for those with certain physical disabilities.

1. From a Home screen, tap **Apps**  > **Settings**.
2. Tap **Accessibility** for options:

Vision

Customize the settings to improve accessibility for visually impaired users.

- **Voice Assistant:**
Give spoken feedback aloud to assist blind and low-vision users. Voice Assistant will read everything you touch. Learn how to turn on Voice Assistant, so using your tablet can be a little easier.
- **Font Size:** Set the appropriate font size



Hearing

Customize the settings to improve accessibility for users with hearing impairment.

- **Flash notification:** Set your camera light to blink whenever you receive a notification.
- **Samsung Subtitles (CC):** Extremely helpful when you are having difficulty hearing. From Settings, search for and select Hearing. To add subtitles, touch Samsung subtitles (CC) and then touch the slider. Next, adjust your desired settings for font and text size.



Dexterity and interaction

Customize the settings to improve accessibility for users who have reduced dexterity.

- **Universal switch:** Control your device with your customized switches.
- **Interaction control:** Block areas of the screen from touch interaction. Disable Auto rotate screen and hard key functions. Only show application notifications in the Notification panel and the Status bar.



4. Apps and Features

The needed applications and other features for awareness raising and case management will be installed on the device. Please do not install or remove them without consulting CBID team leader and/or WEI.

Following are the main applications:

KoboCollect

KoBoCollect is a suite of tools for field data collection to use in the community. It is a free open-source tool. USAID Okard will use Kobo collect for primary case management, screening form and modular tools and etc.

Lao Autism Talks

Lao Autism Talks is the first Lao Language communication app which allows users to develop their communication skills in everyday situations. The app is easy to use and navigate through different screens. For young children with autism, this app offers the opportunity to give voice to their ideas, needs and wants as their vocabulary grows from single words to using sentences.

World Health Organization


HearWHO is the app launched by WHO. All people could check their hearing from time to time, especially those who are at a higher risk of hearing loss such as adults above 50 years, those working in noisy places, those listening to music at high volumes for long periods of time and those experiencing ear problems. The app helps for early identification.

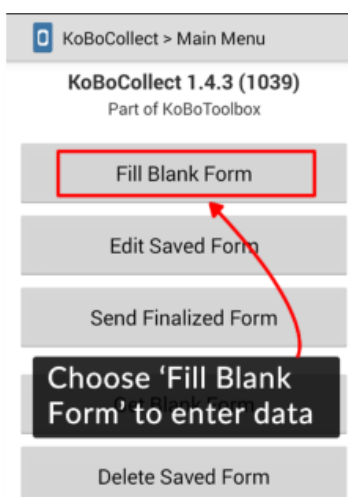
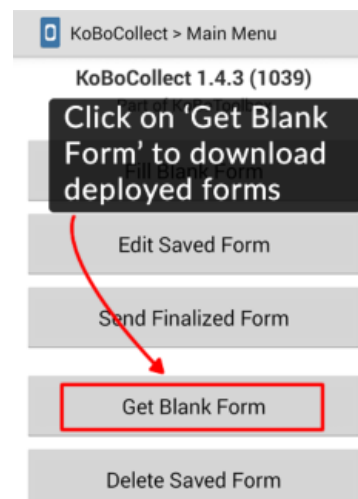
5. Data Collection Process <

Comparisons of electronic versus paper-based data collection have shown advantages in terms of effectiveness and efficiency. Electronic data collection reduces the potential for errors or omissions in the data and makes results available more rapidly than paper-based data collection. Electronic data collection results can be uploaded from the field, and can be processed and analyzed sooner. This feature also provides an opportunity to detect and rectify issues while assessors are still in the field. Electronic data collection therefore improves and strengthens fieldwork. It is important to keep in mind that electronic data collection does not change the basic data collection procedures.

In the Tablet, you will find  KoboCollect app which already linked to USAID Okard server account.

➤ **To get blank forms:**

- Make sure Tablet is connected to the internet 
- In KoboCollect app go to **Get Blank Form**
- This will connect to the server. All forms that have been deployed in the server will appear here. Then, select one form that you wish to download. This only need to be done once, unless there is an update.



➤ **Data entry:**

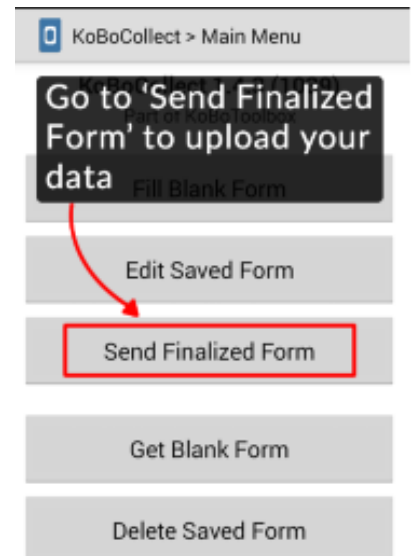
- In the Main Menu of **KoboCollect**, click **Fill Blank FORM**
- Select a form that you want to enter
- Go through and fill all questions in the questionnaire (Swipe your finger from right to left, and save frequently)
- At the end, you are required to **Save Form and Exit**
- Before saving, be sure your form is finalized and

the name of the form has changed.

Example: Modular Tool 2 Function_IDP001

➤ **Send Finalized Form**

- From the Main Menu in KoboCollect, click on **Send Finalized Form**
- All the forms that you have recently saved will appear
- Select the form that you want to upload and then click **Send Selected**
- However, if you do not have all the data that you need to complete the form, you choose the **Save as Draft** option, and then on the Save Draft so that the data is saved. You can then return to the form, reload it, complete the data (e.g. in consultation with other assessment team members and the team leader) and submit it.



The form will then be submitted to the server of USAID Okard.

6. Back Up

➤ **Samsung Cloud Backup**

- The Samsung Cloud Backup is set to back up your settings, contacts, and data automatically. If your tablet is lost or damaged, you will be able to restore these aspects using your Samsung account.
- Do not use your work Samsung account on any personal devices. If you do, your work and personal contacts and other information will get mixed together.
- This is a backup is separate from backing up Kobo and other apps.

