

Module 2: Baseline Assessment  
**SESSION 16: STORING BASELINE DATA**

**FACILITATOR NOTES**

<b>Presentation</b>	<i>Storing Baseline Data.ppt</i>
<b>Handouts</b>	<i>H2.16 Handout - Introduction to the Baseline Storage Sheet</i>
<b>Practitioners' Guide Reference</b>	<b>Chapter 3</b> HOW TO ANALYSE AND STORE FIELD INFORMATION: <u>Activity 2. Filling in the Baseline Storage Sheet</u>
<b>Time</b>	30 minutes

**Purpose and content**

To introduce participants to the Baseline Storage Sheet.

*Note:*

This session is very much an introductory session. It aims to outline the main uses of the Baseline Storage Sheet and the advantages it offers over recording, analysing and cross checking data by hand.

It does not aim to lead participants through the layout of Baseline Storage Sheet, nor to provide guidance on how data is entered or analysed within it. Because entering the baseline data into the Storage Sheet is the task of the team leader, this information will not be covered in Module 2, which is aimed at general HEA practitioners.

**Objectives**

By the end of this session, participants should be able to:

- Describe what the Baseline Storage Sheet is and why it is useful

**When to run this session**

This is Session 16 in the Baseline Assessment Training Module.

**Handouts**

- *H2.16 Handout - Introduction to the Baseline Storage Sheet*  
This outlines what the Baseline Storage Sheet is for and the advantages it offers over recording, analysing and cross checking data by hand.

**Key learning points**

- The Baseline Storage Sheet enables field teams to **enter, check and analyse** field data from interviews with **community representatives and household representatives of different wealth groups**.

- It encourages **active checking and cross-checking** of data by the field teams themselves, so that any inconsistencies or questions can be resolved by the field teams before they leave the survey area;
- It **minimises data entry errors**, while at the same time speeding up the processing of basic field data;
- It provides a **permanent record** of individual interview results and the analyses completed by the field teams.

### Session plan

Session plan summary		
<i>Activity</i>	<i>Methodology</i>	<i>Timing</i>
Introduction to the Baseline Storage Sheet	Presentation and discussion	30 minutes
Total		30 minutes

#### ACTIVITY: INTRODUCTION TO THE BASELINE STORAGE SHEET

(30 MINUTES)

As this is very much an introductory session to the Baseline Storage Sheet, it is centred on the presentation. Remember that the aim of the session is simply for participants to understand what the Baseline Storage Sheet is and why it is useful.