

DCO Checklist for Verbal Autopsy

RG / CGHR Special Survey of Deaths

Brief Instructions: To be completed by a senior officer in the DCO. The senior officer should select about 3-5 forms randomly for each RG surveyor from 2002/2003 HYS. They should check all six components of the VA form two to three weeks prior to the training, and complete the attached spreadsheet. The senior officer should then pass this information to the Academic Partner.

Please check <u>each</u> of the selected VA Forms for the following information:	
Item	Component
1.	All boxes have been completed (completeness in general)? Yes=1, No=0
2.	Cause of death (as thought by the respondent) completed? Yes=1, No=0
3.	Is the narrative filled out? Yes=1, No=0
4.	Is the narrative readable? Yes=1, No=0
5.	Signature and thumb impression of the Respondent? Yes=1, No=0
6.	Full name, code, and signature of RG Supervisor written? Yes=1, No=0
7.	Date of Interview written? Yes=1, No=0

Criteria:

Item 1. Completeness in general: Briefly scan the form to ensure that **most** questions have been filled out. Any systematic errors should be pointed out to the field staff immediately.

Item 2. Cause of death: Please make sure that the respondent's response is filled out and readable.

Item 3. Narrative filled out: Some of the field staff deposit without writing a single word in the space provided for the narrative. This should be pointed out and suitable action taken.

Item 4. Narrative readable: In general, the narrative should be interpretable and written in such a way that allows others to easily read and identify key information.

Item 5. Signature and thumb impression of Respondent

Item 6. Full name, code, and signature of RG Supervisor: All components (name, code, and signature) should be filled out.

Item 7. Date of interview: This may be confirmed against the tour program.

	RGS name	RGS code	No of VA reports reviewed	1. Boxes complete?	2. Cause of death by respondent?	3. Narrative filled?	4. Narrative readable?	5. Signature of respondent?	6. Code of RGS	7. Date of interview?
<i>Eg</i>	<i>VS Naipul</i>	<i>122</i>	<i>5</i>	<i>5/5</i>	<i>3/5</i>	<i>3/5</i>	<i>2/5</i>	<i>5/5</i>	<i>5/5</i>	<i>5/5</i>
	<i>James Bond</i>	<i>007</i>	<i>4</i>	<i>2/4</i>	<i>1/4</i>	<i>1/4</i>	<i>2/4</i>	<i>2/4</i>	<i>2/4</i>	<i>2/4</i>
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										

	RGS name	RGS code	No of VA reports reviewed	1. Boxes complete?	2. Cause of death by respondent?	3. Narrative filled?	4. Narrative readable?	5. Signature of respondent?	6. Name code of RGS	7. Date of interview?
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										
41										
42										
43										
44										
45										
46										
47										
48										
49										
50										
51										
52										
53										
54										
55										
56										
57										
58										
59										
60										

SIGNATURE OF DCO OFFICIAL _____-