

# MONITORING AND SUPERVISORY CHECKLIST



**Instructions:** This tool can be used to monitor your organization's nutrition interventions including vitamin A supplementation (VAS) and deworming (albendazole) for children 6-59 months and multiple micronutrient supplementation (MMS) for pregnant women. There are questions about your organization's supply availability, training and performance of service providers, amount of inventory remaining, and inventory storage conditions. The use of this tool is optional. For questions or concerns, email [me@vitaminangels.org](mailto:me@vitaminangels.org).

## PART 1: OBSERVATION OF SERVICE DELIVERY

**Instructions:** Collect the following information by visiting the location where you can observe service providers actively delivering commodities to clients.

### SITE INFORMATION

<b>1</b>	Date of Observation:
<b>2</b>	Name of Site:
<b>3</b>	Location:
<b>4</b>	<p><b>Which Vitamin Angels' commodities has this site received?</b></p> <p><input type="checkbox"/> Vitamin A</p> <p><input type="checkbox"/> Deworming/Albendazole</p> <p><input type="checkbox"/> Multiple Micronutrient Supplementation (MMS)</p> <p><input type="checkbox"/> None (if selected, skip to Question 10)</p>

### SUPPLIES

<b>5</b>	<b>Are there adequate supplies for providing commodities today?</b>			
	<b>COMMODITIES</b>	<b>SUPPLIES</b>	<b>YES</b>	<b>NO</b>
	<b>General</b>	Visual checklists/job aids		
		Hand sanitizer and/or soap and clean water		
		Writing tools/pens		
		Waste bags		
		Tally sheet and/or distribution register		
	<b>Vitamin A</b>	100,000 IU and/or 200,000 IU vitamin A capsules		
		Scissors (used to cut off the tip of the capsule)		
		Serviettes/napkins (used to remove excess oil)		
	<b>Deworming/ Albendazole</b>	Deworming/albendazole tablets		
		Glass bottle (or another object) for crushing albendazole		
		Plain paper for crushing albendazole		
	<b>MMS</b>	Multiple Micronutrient Supplementation (MMS) bottles for pregnant women		

### PROVIDERS

<b>6</b>	<b>How many service providers are directly providing commodities today? (write in number) _____</b>
----------	---

### TRAINING

<b>7</b>	<p><b>How did these service provider(s) learn to administer the commodities? (select all codes that apply per service provider)</b></p> <p><b>SERVICE PROVIDER #</b></p>	<b>TRAINING TYPE</b>	<b>CODE</b>	<b>TRAINING TYPE</b>
			0	Not trained
	1		1	Vitamin Angels' Course (eLearning or instructor-led)
	2		2	Vitamin Angels' Educational Materials (video, visual checklist, steps card, mobile application, etc.)
	3		3	Trained by government
	4		4	Medical/nursing school
	5		5	Other, specify: _____

### VITAMIN A AND DEWORMING STEPS CHECKLIST

**Instructions:** If vitamin A or deworming/albendazole selected for Q4, observe each service provider giving these commodities. To score, select "Yes" (Y) when the service provider performs the step correctly. Select "No" (N) when the step is incorrectly performed or not performed. Select "Not Applicable" (NA) when a step does not apply to a particular service provider because the specific commodity associated with the step was not provided, or because a different provider is responsible for the step.

8	COMMODITY	STEPS	PROVIDER 1			PROVIDER 2			PROVIDER 3			PROVIDER 4			PROVIDER 5		
			Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA
		<i>The service provider...</i>															
	<b>Vitamin A or Deworming/ Albendazole</b>	Confirms the child <b>has not</b> received vitamin A or deworming in the past 1 month.															
		Confirms the child <b>does not</b> have severe difficulty breathing.															
		Washes hands using alcohol-based hand sanitizer or soap and clean water.															
	<b>Vitamin A</b>	<b>Does not</b> force child to take vitamin A.															
		Selects the age-appropriate dose of Vitamin A (Blue capsules (100,000 IU) for children 6-11 months; Red capsule (200,000 IU) for children 12-59 months).															
		Uses scissors to cut off the narrow tip of the capsule.															
		<b>Does not</b> touch the child when giving vitamin A.															
		Wipes excess oil from hands and scissors.															
	<b>Deworming/ Albendazole</b>	Selects the age-appropriate dose of deworming/albendazole (Half tablet (200 mg) for children 12-23 months; Whole tablet (400 mg) for children 24-59 months).															
		Crushes the deworming/albendazole tablet.															
		<b>Does not</b> force child to take deworming/ albendazole.															
		<b>Does not</b> touch the child when giving deworming/ albendazole.															
	<b>Vitamin A or Deworming/ Albendazole</b>	<b>Does not</b> give vitamin A or deworming/ albendazole to caregiver to take home.															
		Records the dose on the child health card (if available).															
		Records the dose on the organization's records (e.g. distribution register, tally sheet, etc.).															

### MULTIPLE MICRONUTRIENT SUPPLEMENTATION (MMS) STEPS CHECKLIST

**Instructions:** If MMS selected for Q4, observe each service provider giving MMS. To score, select “Yes” (Y) when the service provider performs the step correctly. Select “No” (N) when the step is incorrectly performed or not performed. Select “Not Applicable” (NA) when a step does not apply to a particular service provider.

9	STEPS	PROVIDER 1			PROVIDER 2			PROVIDER 3			PROVIDER 4			PROVIDER 5		
		Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA
	<i>The service provider...</i>															
	Gives MMS to a pregnant woman.															
	Verifies the woman <b>does not</b> have a current supply of MMS or iron and folic acid (IFA).															
	Instructs pregnant woman to take 1 capsule/tablet daily.															
	Provides MMS counseling during visit (e.g. benefits, side effects, how to take, etc.)															
	Records the dose on the pregnancy health card (if available).															
	Records the dose on the organization’s records (e.g. distribution register, tally sheet, etc.)															

## PART 2: OBSERVATION OF INVENTORY

**Instructions:** Collect the following information by visiting the location where commodities are stored and remaining inventory can be observed.

**10** How many doses of each Vitamin Angels' commodity do you have remaining in inventory? (write in amount; write "0" doses if none remaining or NA (Not Applicable) if your organization did not receive the commodity)

VA COMMODITY	DOSES REMAINING
Vitamin A 100,000 IU (blue capsule)	
Vitamin A 200,000 IU (red capsule)	
Deworming/Albendazole	
Multiple Micronutrient Supplementation (MMS)	

**11** Do you have sufficient inventory in stock? (select one)

Yes  No

**12** Indicate the storage conditions for Vitamin Angels commodities. (select one per condition)

CONDITION	YES	NO
Cool Temperature (between 15 - 30°C)	<input type="checkbox"/>	<input type="checkbox"/>
Dry	<input type="checkbox"/>	<input type="checkbox"/>
Protected from direct sunlight	<input type="checkbox"/>	<input type="checkbox"/>
Protected from pests	<input type="checkbox"/>	<input type="checkbox"/>
Secure	<input type="checkbox"/>	<input type="checkbox"/>
Kept off floor	<input type="checkbox"/>	<input type="checkbox"/>
Stored in original bottle	<input type="checkbox"/>	<input type="checkbox"/>

**13** Do you have any expired Vitamin Angels' inventory? (select one per commodity, select NA (Not Applicable) if your organization did not receive the commodity)

VA COMMODITY	YES	NO	IF YES, WRITE IN EXPIRED AMOUNT (IN DOSES)	NA
Vitamin A 100,000 IU	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Vitamin A 200,000 IU	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Deworming/Albendazole	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Multiple Micronutrient Supplementation (MMS)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**14** What are your overall comments about the distribution today? (Include comments on local COVID protocols; successes or challenges of service providers, etc.)

**What went well?**

**What could improve?**

PART 3: ACTION STEPS		
SECTION	RESULTS	VA RECOMMENDED ACTIONS
Supplies (Q5)	<i>If supplies are not adequate...</i>	Before your next distribution ensure that you have the supplies to safely delivery the commodities. A list of the supplies can be found on the last page of the Visual Checklist: <a href="https://www.vitaminangels.org/vasd-service-delivery#Visual%20Checklist">https://www.vitaminangels.org/vasd-service-delivery#Visual%20Checklist</a>
Training (Q7)	<i>If any of the service providers are not trained...</i>	Contact VA's Learning Solutions Unit at <a href="mailto:technicalservices@vitaminangels.org">technicalservices@vitaminangels.org</a> or go to <a href="https://www.vitaminangels.org/vasd-service-delivery">https://www.vitaminangels.org/vasd-service-delivery</a> to access training/educational materials.
Vitamin A and deworming/ albendazole steps checklist (Q8)	<i>If any service provider missed a step ...</i>	Go to: <a href="https://www.vitaminangels.org/vasd-service-delivery">https://www.vitaminangels.org/vasd-service-delivery</a> to access training/educational materials to train or refresh training for service providers that missed steps or contact VA's Learning Solutions Unit at <a href="mailto:technicalservices@vitaminangels.org">technicalservices@vitaminangels.org</a>
Multiple micronutrient supplementation (MMS steps checklist) (Q9)	<i>If any service provider missed a step ...</i>	Refer to FAQs for Service Providers Distributing MMS to Pregnant Women for guidance: <a href="https://www.vitaminangels.org/assets/content/uploads/MMS_FAQs_for_service_providers_final.pdf">https://www.vitaminangels.org/assets/content/uploads/MMS_FAQs_for_service_providers_final.pdf</a>
Observation of inventory: Doses remaining (Q10)	<i>If you have remaining inventory...</i>	Keep track of the expiration dates of any remaining bottles and plan for their distribution accordingly.
Observation of inventory: Sufficient inventory in stock (Q11)	<i>If you don't have sufficient stock...</i>	Contact your VA representative to explore solutions.
Observation of inventory: Storage conditions (Q12)	<i>If any storage conditions were not met...</i>	Refer to pages 20-21 of the Vitamin A and Deworming Reference Manual <a href="https://www.vitaminangels.org/assets/content/uploads/VAS_Reference_Manual_121818.pdf">https://www.vitaminangels.org/assets/content/uploads/VAS_Reference_Manual_121818.pdf</a>
Observation of inventory: Expired inventory (Q13)	<i>If you have expired products...</i>	Contact your VA representative to explore solutions.