

## Field Guide Supplement

- **Enumerator names.** Please write in English! Thank you!
- **Study Description.** Study should be described as a professional advice network study, not an evaluation of CBNC. We ask about services related to CBNC and training dates, but this is independent of the CBNC evaluation
- **Frequency** of communication can be challenging for some healthcare workers to understand. First ask for names of people then ask, “how many times in the last year...” You then code their responses as daily, weekly, etc. If they struggle with “how many times...” you can probe “have they come to you daily, weekly, etc for advice.” If they are in between time categories, circle the one on the right. So if they are between “0” and “1”, circle “1”.
- **Roster**—when administering the Roster Generator, probe to ensure all healthcare workers within the PHCU are included. This includes anyone, even if they are not being paid, or if they are in training, performing their “free service.”
  - **Former Employees.** **NO**, if someone left within the last year, they should not appear on the roster. However, write down their names, position, health facility and date of departure in the PHCU cover sheet. After all interviews have taken place, go back and code them, starting from individual number 50 (last two digits). They will appear in the off roster section. This will help during analysis.
  - **New Employees.** **YES**, they belong on the roster. All questions should be asked. Assure the respondent that we understand they just arrived and that it is OK if they haven’t starting providing advice or asking for advice.
  - **Leave.** If an employee is on leave how they are handled depends on the duration of their leave period.
    - **Short term leave** (1 week- 4 months). **YES**, they belong on the roster. Please call them and try and schedule an in-person interview if they are still in the area. If they are not in the area, try and conduct the interview over the phone. If you are unable to interview them, note this on the PHCU Cover sheet
    - **Long term leave** (4 months or more). **NO**, they do not appear on the roster. Their name, position, facility and date of departure should be noted on the PHCU cover sheet.
  - **Roster Inaccuracies.** The roster may be inaccurate initially. If there is someone listed as either giving or receiving advice from a respondent who is not on the roster, be sure to find out and write down their name, position and health facility. Before moving on, confirm they haven’t worked within the PHCU in the last year. If they are on a short term leave or are a volunteer (free service, for example), then they need to be included. Pause the interview and contact your supervisor so they may confirm and adjust the other rosters as needed.
- **Dates**—all dates should appear in Ethiopian Calendar.
- **Advice communication**—what is it?
  - We are interested in learning about who you go to for advice and who comes to you for advice
  - **Between Healthcare Providers.** We are interested in advice exchange between health care providers. These providers can be midwives, nurses, health officers and HEWs. Typically they are not community members, unless they are volunteers or traditional birth attendants who work with pregnant women and/or newborns.

- **Supportive supervision?** Not all supportive supervision visits will have advice exchanged. Please do not just tell us when you saw someone during a supervision visit. If you conducted a supervision visit, we are only interested to know if someone asked you for advice specifically during that visit.
- **Patient referrals?** Not all patient referrals involve healthcare workers exchanging advice. Sometimes before patients are referred to other facilities advice is exchanged between healthcare workers. We are only interested in referrals if advice is exchanged. Remember that we are interested in exchanges between individuals. So a single advice exchanged around a patient referral would be added to the yearly estimate between those individuals.