

# CONDUCTING SUPPORTIVE SUPERVISION TO CHWS

## IMPORTANT THINGS CHW SUPERVISORS, DNUOS OR ASTUTE OFFICERS SHOULD LOOK AT WHEN CONDUCTING SUPPORTIVE SUPERVISION TO CHWS

### 1. HOW CHWS PREPARE FOR A HOME VISIT

#### See if CHW:

- Selects a household to visit and writes the **identity number and the priority criterion** on his/her diary
- Identifies/estimates age of the child by comparing the registration and the date of visit
- Selects the appropriate job aid for the age of the child/pregnant woman from the CHW guidelines. For example, if the client to be visited is a pregnant woman, the CHW should select job aid titled '*Kitedea kazi cha kutembelea kaya zenye mama wajawazito kwa ajili ya majadiliano ya kubadilisha tabia*'
- Selects topics for negotiation and goes through the sample questions that he/she can probe on, things he/she look at during negotiation
- Prepares appropriate counselling cards on the flip chart and brochures that may be used during discussion

### 2. DURING NEGOTIATION

#### See whether CHW:

- Follows the 8 steps of negotiation
- Uses appropriate communication skills as on page 8 of the CHWs guidelines, for example, sitting at the same level with the caregiver and praises the caregiver on what he/she does right.
- Is able to identify challenges/inappropriate behaviours; for example a pregnant woman who does not have time to rest and does hard chores such as cutting firewood.
- **Writes in his/her diary the agreed actions the caregiver is going to try**, for example, the husband agrees to fetch firewood and sister-in-law will prepare dinner to reduce workload for the pregnant mother.
- Writes in his/her diary the date for follow up visit

### 3. FILLING M&E FORM NO 3.

#### Assess whether CHW:

- Fills all parts of form no. 3 **completely** (Upper part, columns 1-10 and columns 11- 25)
- Discussed a topic relevant for the age of the child.
- Conducted follow up visits during the month. (Some households' identity numbers will appear twice in the month. For example, HH. No. 1010 was visited on 2nd September and 21st September.)

NOTE: Every CHW supervisor should prepare supportive supervision report in his/her diary and present it during monthly meeting with DNUO.

## IMPORTANT ISSUES TO DISCUSS IN EVERY MONTHLY MEETING BETWEEN CHW SUPERVISORS AND CHWs

1. Remind them of the meaning and consequences of stunting
2. Remind them of the goals of Mtoto Mwerevu project
3. Remind them of the 6 behaviours promoted by Mtoto Mwerevu to reduce stunting
4. Review the procedure for conducting home visit (preparations, negotiations and filling out M&E forms)
5. Remind them of the 4 criteria for prioritising home visits and discuss how to address the various challenges encountered when using them; for example what to do when CHW remain with only 12 households with the current priority criteria
6. Discuss the number of visits per month
7. Collect and review home visit reports

### IMPORTANT ISSUES THAT SHOULD BE DISCUSSED IN EVERY MONTHLY MEETING BETWEEN DNUO AND CHW SUPERVISORS

Review the meaning and consequences of stunting

Remind them of the goals of the Mtoto Mwerevu project

Remind them of the 6 behaviours promoted by Mtoto Mwerevu to reduce stunting

Remind them of the 4 criteria for prioritising home visits and discuss how to address the various challenges encountered when using them; for example what to do when CHW remain with only 12 households with the current priority criteria

Revise the procedure for conducting home visit (preparations, negotiations and filling out M&E forms) - role play

Present and discuss supportive supervision reports for each CHW supervisor

Discuss the work performance of CHW supervisors (By looking at the reporting rate and number of visits per month of the CHWs he/she supervises)

Prepare work plan for the next month

Submit monthly home visit reports to DNUO.

## AN EXAMPLE OF A MONTHLY WORK PLAN FOR CHW SUPERVISOR

OCTOBER 2018

DATE/WEEK	ACTIVITY
<b>WEEK 1 (1 – 5/10/2018)</b> <ul style="list-style-type: none"> <li>• 2/10/2018</li> <li>• 3/10/2018</li> <li>• 4/10/2018</li> </ul>	<b>To conduct supportive supervision to 3 CHWs:</b> <ol style="list-style-type: none"> <li>1. Mwanaidi lukali – Igalilimi</li> <li>2. Paulo Masonga – Mhongolo</li> <li>3. Teddy Mamboleo – Ufala</li> </ol>
<b>WEEK 2 (8 – 12/10/2018)</b> <ul style="list-style-type: none"> <li>• 8/10/2018</li> <li>• 10/10/2018</li> <li>• 12/12/2018</li> </ul>	<b>To conduct supportive supervision to 3 CHWs:</b> <ol style="list-style-type: none"> <li>1. Florah London - Shunu</li> <li>2. Mwajuma Hasani - Viwandani</li> <li>3. Kabula Masanja - Mwendakulima</li> </ol>
<b>WEEK 3 (15 – 19/10/2018)</b> <ul style="list-style-type: none"> <li>• 15/10/2018</li> <li>• 17/10/2018</li> <li>• 19/10/2018</li> </ul>	<b>To conduct supportive supervision to 3 CHWs:</b> <ol style="list-style-type: none"> <li>1. Kirk Dearden</li> <li>2. Adelaide Nkya</li> <li>3. Edson</li> </ol>
<b>WEEK 4 (22 – 26/10/2018)</b> <ul style="list-style-type: none"> <li>• 22/10/2018</li> <li>• 23/10/2018</li> <li>• 25/10/2018</li> </ul>	<b>Mkutano wa mwezi na WAJA katika kata zote 3</b> <ul style="list-style-type: none"> <li>• Monthly meeting with CHWs Ufala Ward</li> <li>• Monthly meeting with CHWs Lowa Ward</li> <li>• Monthly meeting with CHWs Kinaga Ward</li> </ul>
<b>WEEK 5 (29 – 30/10/2018)</b>	<b>MONTHLY MEETING WITH DNUO</b>

**MUHIMU: Every CHW supervisor must have monthly work plan**