


# User-Centered Community Engagement

## Project Manager Guide: Report Output Session

This guide is for the Project Manager who is responsible for facilitating the Report Output Session with the project team.




 3 - 4 hours

 Lead and team

### In this guide you will find:

What is a Report Output Session?	2
What are the Report Output Session objectives?	2
Who participates in the Report Output Session?	2
How to access survey findings	3
How to filter data by age groups in reports	4
Which findings to take into Co-Creation Sessions	5
How to decide which findings to use	6
What is the Problem Tree activity?	7
How are Problem Trees used in Co-Creation Sessions?	8
What does a Problem Tree poster look like?	9
What to do next	10

### Icons:

-  Tips and examples
-  Important information to remember
-  Team members' roles.



# What is a Report Output Session?

During the Report Output Session UCCE project team review the results of the Interactive Digital Surveys and decide which findings they want to further explore with community members in Co-Creation Sessions. As such, the Report Output Session is the key link between Interactive Digital Surveys and Co-Creation Sessions.

# What are the Report Output Session objectives?

- Review survey 1 outputs
- Decide which themes you want to explore in more detail in the Co-Creation Sessions
- Prepare materials for the Co-Creation Sessions

# Who participates in the Report Output Session?

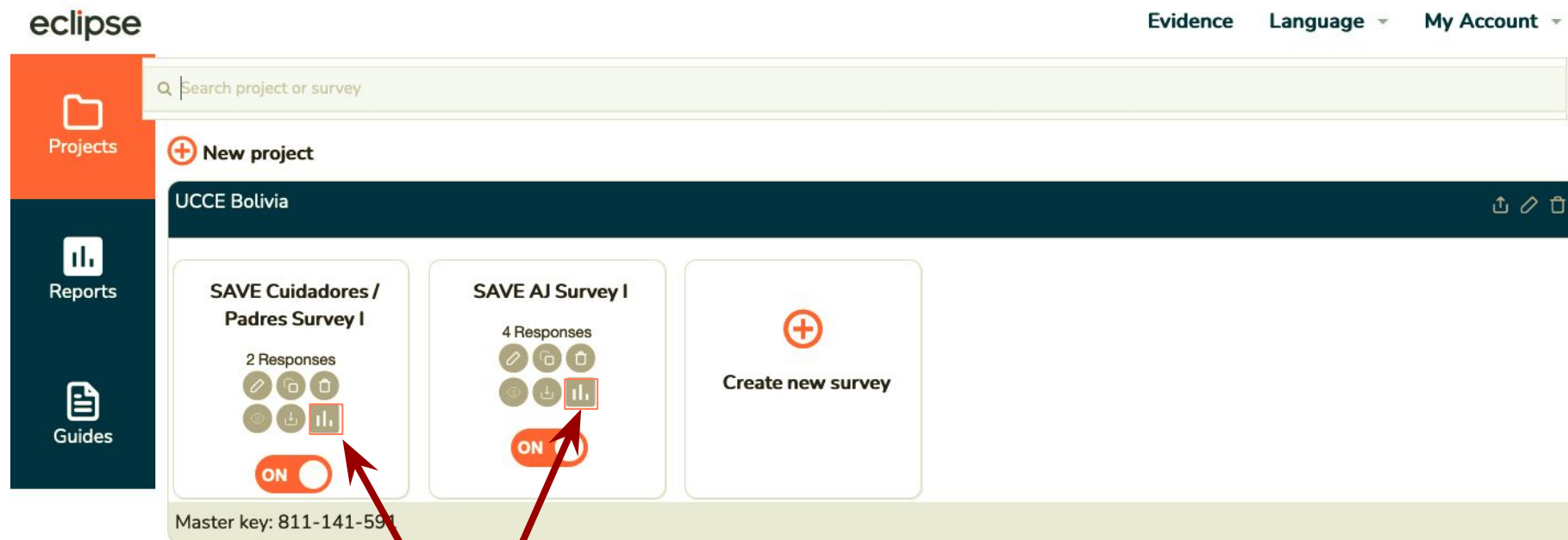
This will depend on the project and staff capacities. For the pilot in Bolivia, the participants should include:

- Project manager (facilitates the session);
- Data collectors and those who will guide the sessions



# How to access survey findings?

1. Check that all responses have been uploaded from the tablets to the Web Hub
2. Using the login details provided to you by the Eclipse team, log in to the UCCE Web Hub: <http://ucce.aidiq.com/>
3. In the hub, you will see two surveys for this pilot:
  - a. *Padres y cuidadores / Caregivers - Survey 1*
  - b. *Jóvenes y adolescentes - Survey 1*
4. To access the report from each survey, click on the Report icon, as demonstrated on the image on this page.



**Report Icon**



# How to filter data by age groups in reports:

In the report given by the survey of parents and caregivers, the responses can be filtered by adolescents from 13 to 15 years of age and young people from 16 to 19 years of age.

The filters are now ready to be used. To use it, simply add the number '1' in the 'minimum' box (as shown in the second image). Which means you want to see all responses from parents/caregivers who have at least 1 AYS.

Total number of responses

Filters

The screenshot shows a survey report for 'SAVE AJ Survey I' by 'UCCE Bolivia'. At the top, it displays 'Total Responses: 4' and 'Survey responses last uploaded on: 05/May/2022'. A red box highlights the 'Edad:' filter dropdown menu, which currently shows 'Select'. Below the filter is a 'Clear Filter' button. The main content area shows a question: '¿Quién está realizando esta encuesta?' with '3 Responses' listed below it.

Filtered answers

Select as many filters as needed for your analysis

This screenshot shows the same survey report interface, but the 'Edad:' filter dropdown menu is now set to '16 - 19 años'. The 'Clear Filter' button remains visible below the filter.

In this case, only 2 out of 4 answers will be displayed

This screenshot shows the survey report interface with the question '¿Entiendes de qué se trata el proyecto?'. It displays '2 Responses' and a bar chart with two bars: a green bar for 'Si' and a blue bar for 'No'. The 'Si' bar is significantly longer than the 'No' bar, indicating a higher number of 'Si' responses.



# How to filter data by age groups in reports:

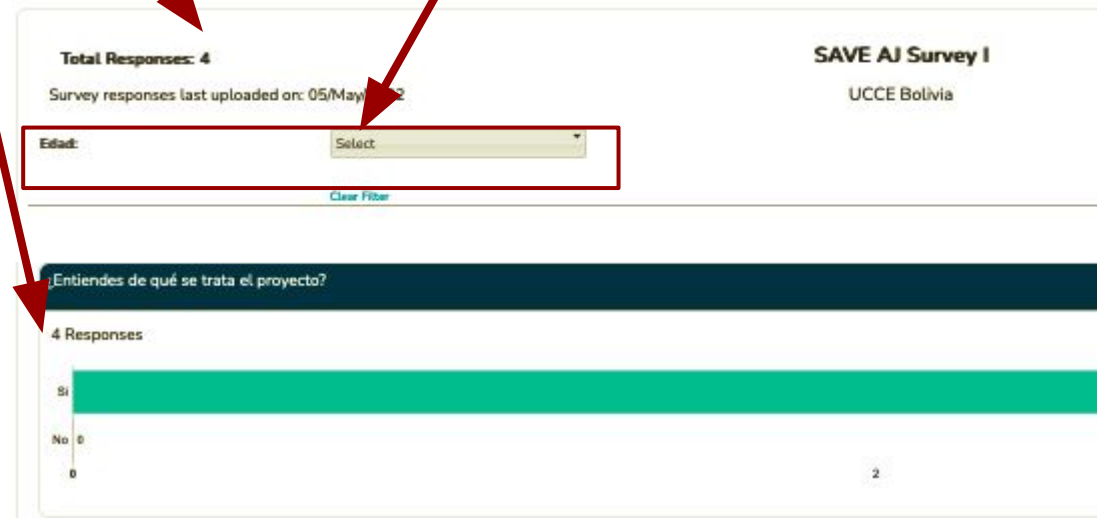
In the report given by the survey of adolescents and young people, the answers can be filtered by answers from adolescents from 13 to 15 years old or young people from 16 to 19 years old, it can also be differentiated by AJs with or without studies.

The filters are now ready to be used. To use it, simply select the age range which responses you want to see.

For example, as shown in the second image, the answers are filtered by those that were given by AJs from 13 to 15 years old.

**Total number of answers**

**Filters**



**Select age range here**

**In this case, only 2 out of 4 answers will be displayed**



# Which findings to take into Co-Creation Sessions

The surveys were designed to collect information in the following areas which are brought back to co-creation sessions to explore further.

## For sessions with parents and/or caregivers:

- Difficulties that parents/carers see in accessing WASH sanitary infrastructure:
  - Question 23: "Tell us if there is a problem with the facilities of the services that AJs use the most...."
  
- Difficulties that parents/caregivers believe that AJs may have in accessing products to care for their menstrual hygiene:
  - Question 35: "Indicate which products the AJs under your charge have access to when the rule arrives: ..."
  
- Support or capacity building for AJs:
  - Question 37: "When you advise your AJs in charge about a career option, what do you give priority to?"



# How to decide which findings to use?

The surveys were designed to collect information in the following areas which are brought back to co-creation sessions to explore further.

## For sessions with Adolescents and Youth:

- Health infrastructure: What kind of infrastructure do they access, what is their perception of this, what resources do they have access to.
- Sexual and Reproductive Health: knowledge and information on general SRH issues, access to hygiene and health products.
- Personal empowerment: self-perception.
- Career: life project, vocation.



To create the problem trees, choose the main problem that the AYs identified.



# How to decide which findings to use?

1. Focus on one demographic (i.e., one Co-Creation Session) at a time.
  - a. Adolescents from 13 to 15 years old
  - b. Youth from 16 to 19 years old
  - c. Parents of teenagers from 13 to 15 years old
  - d. Parents of young people between the ages of 16 and 19
2. Look at the questions listed on the previous page for this demographic and consider what proportion of the respondents answered each of these questions.
3. Generally, if the number of responses to a question is high, it is worth exploring it further in the Co-Creation Session.
4. This is not exact science, however. You and your team will need to make a decision about how many problem areas you want to explore in the Co-Creations sessions.
5. You can use findings from all the themes listed above. Or, if from the data you see that only one or two themes stand out as particularly problematic, you can focus only on these themes and discard the rest.
6. Once you decide to take a theme into the Co-Creation Sessions, consider which response options in this question in the survey have the most responses.
7. Select 2-3 top issues identified by survey respondents.
8. Write down the themes and issues you want to explore further on a separate piece of paper. You will use them to create the Problem Tree posters next.





# Why use Problem Tree activities?

The Co-Creation Sessions we're testing in this pilot are structured around an activity called The Problem Tree.

This activity is used for two reasons:

1. It helps the project team and community members to explore specific issues with POWER4AY design in more detail in order to understand the deeper - or 'root' - causes of these issues.
2. It facilitates creative collaboration that helps community members and staff to come up with ideas for possible improvements and solutions to these root causes.



For a detailed description of the Co-Creation Session activity see the Co-Creation Session Facilitation Guides.



# How are Problem Trees used in Co-Creation Sessions?

- An issue tree includes selected survey topics to explore with UCCE.
- Depending on the number of people that come to the co-creation sessions, we will have one or two small groups per session.
- Depending on what topics they want to explore in the session and the number of participants expected in each session, each group will complete one or two problem trees per session.

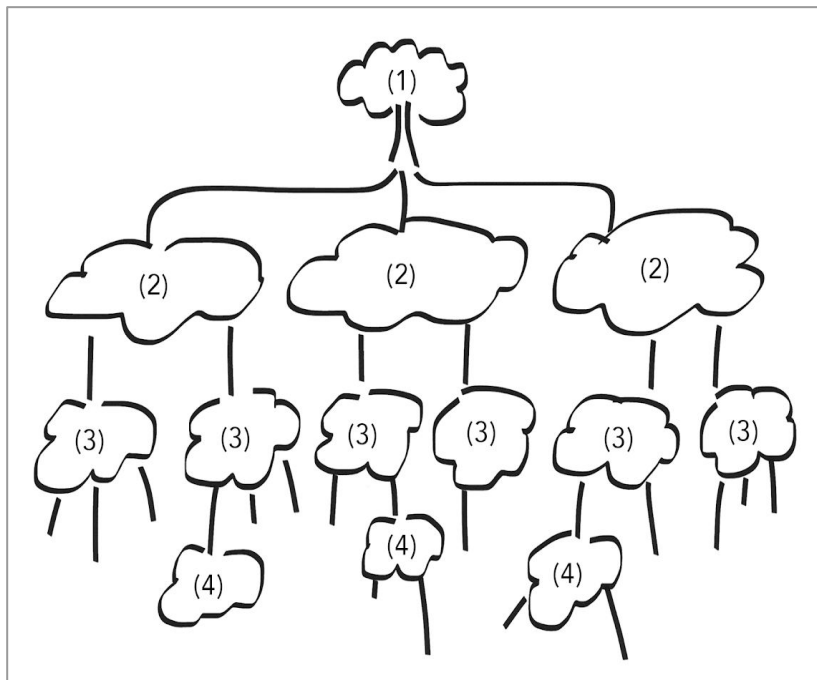
! Since the number of participants per session may be less than expected, groups may not have time to complete 2 problem trees within the time available. We must be prepared for this possibility of working with a single problem tree.

The distribution of problems in the tree is based on the number of responses per question in the areas that have been explored (which can be seen in the report), or based on those areas that you feel are most important to explore with community.



# What does a Problem Tree poster look like?

Each Problem Tree poster will be slightly different from the rest. Here's an example of what a Problem Tree poster would generally look like.



## Before the session

- (1) Write the name of a theme you will be exploring here. For children's Problem Trees, you can attach an image or photo of the theme for visual help.
- (2) Write the top 2-3 issues uncovered under this theme in these spaces. These are the response options with the highest number of responses.
- (3) Write the main causes related to each issue area in these spaces. These will be the causes with the most number of responses. Note that this is needed only for themes with questions, such as the Classroom Environment questions.
- (4) In the session, add the root causes identified by participants' - i.e., their answers to the facilitators' Why questions - in blank spaces. Add more spaces as needed.

Avoid asking "why?" Instead, ask questions that invite further reflection: What could be the causes of... ? How do you think this problem arose?



# What to do next:

1. Using the findings from the surveys that you selected earlier, create the necessary Problem Tree posters. Also take into account the number of participants for the co-creation sessions.
2. Give the posters to the data collectors who are facilitating the Co-Creation Sessions.
3. Read the Co-Creation Session guide for the Project Manager and complete the preparation checklist.

