



August 2018

# RANM Client Logbook:

## Recording and Reporting Tools



**USAID**  
FROM THE AMERICAN PEOPLE



Fertility Awareness  
for Community  
Transformation



Government of Nepal  
Ministry of Health

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Name of client planned to be seen	Service/counseling needed	Planned date(s)	Actual date seen	Notes	Month follow-up needed (if any)
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**Monthly Individual Client follow-up**


**Group Activities plan**

Type of group	Planned activity	Planned collaborators (if	Actual date group activity	Notes
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any) for coordination conducted				

### Contacts with Influential People

Name of influential contact	Date contact is made	Status or remarks on contact (including further plans or follow up)





### List of clients from Household Assessment and family planning use

Date	Name	Address	Age	Phone number	Have ever used family planning methods before Yes/No	Reason for not using family planning methods	Follow-up

### Pregnant woman and Home visit record

S.N.	Pregnant	Age	Address	Expected	Date of HH	Date	Type of	Place of	Delivery	Details on	Health of a
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## Post-Partum Women Record

S.N.	Name	Address	Age	Phone Number	Date of Delivery	Postpartum Visit Date	Condition of a Mother and Child (make a note of each visit)
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## Caste/Ethnicity Code Sheet

Code	Group	Caste/Ethnicity			
1	<b>Dalit</b>	<b>Hill</b>	1. Biswokarma (Kami, Sunar, Od, Chunara, Parki, Tamata), 2. Pariyar (Damai, Darjee, Suchikar, Nagarchi, Hudrake), 3. Sarki (Mijar, Charmakar, Bhul) 4. Gandharwa (Gaine), 5. Badi		
		<b>Terai</b>	6. Kalar 7. Kakaihiya 8. Kori 9. Khatik 10. Khatwe (Mandal, Khadga) 11. Chamar (Ram, Mochi, Harijan, Rabidas)	12. Chidimar 13. Dom (Marik) 14. Tatma (Tati, Das) 15. Dushad (Paswan, Hajara), 16. Dhobi (Rajak) Hindu 17. Pattharkatta 18. Pasi, 19. Batar	20. Mushahar 21. Mestar (Halkhor) 22. Sarbhanga (Sarbariya) 23. Sonar 24. Lohar 25. Natuwa
2	<b>Janajati</b>	<b>Hill</b>	1. Sherpa 2. Bhote (Bhutia) 3. Thakali 4. Byansi 5. Wallung 6. Chhairotan 7. Dolpo	17. Thudam 18. Magar 19. Tamang 20. Newar 21. Rai 22. Gurung 23. Limbu	34. Hayu 35. Yehlmo 36. Kushbadia 37. Kusunda 38. Phree (Free) 39. Bankaria 40. Baramo/ Baramu

			8. Tangbe 9. Tin Gaule Thakali 10. Topkegola (Dhokpya) 11. Bara Gaunle Thakali 12. Marphali Thakali 13. Mugali 14. Lhopa 15. Lhomi (Shingsawa) 16. Siyar (Chumba)	24. Bhujel 25. Sunuwar 26. Chepang 27. Thami 28. Yakkha 29. Pahari 30. Chhantyal 31. Jirel 32. Dura 33. Lepcha	41. Larke 42. Surel 43. Kumal 44. Majhi 45. Danuwar 46. Darai 47. Bote 48. Raji 49. Raute
		<b>Terai</b>	50. Tharu 51. Dhanuk (Rajbanshi) 52. Rajbansi (Koch) 53. Satar/Santhal	54. Jhagar/Jhangar 55. Gangai 56. Dhimal	57. Tajpuriya 58. Meche (Bodo) 59. Kisan
<b>3</b>	Madhesi		1. Yadav 2. Teli 3. Kalwar 4. Sudhi 5. Koiri 6. Kurmi 7. Kanu	13. Mallah 14. Nuniya 15. Kumhar 16. Kahar 17. Lodha 18. Binna (Bing/Binda) 19.	25. Badai 26. Panjabi 27. Bangali 28. Marwadi 29. Nurang 30. Kayastha 31. Rajput

		8. Haluwai 9. Hajam/Thakur, 10. Badhae 11. Rajbhar 12. Kewat	Gaderi/Bhediya r 20. Mali 21. Kamar 22. Dhunia 23. Barae 24. Munda	32. Jaine 33. Brahman (Terai) 34. Baniya 35. Amat 36. Kathawaniya 37. Rajdhob 38. Kushbaha
<b>4</b>	<b>Muslim</b>	1. Muslim, 2. Churaute		
<b>5</b>	<b>Brahman/Chhetri</b>	1. Brahman (Hill), 2. Chhetri (Hill)		
<b>6</b>	<b>Others</b>	1. Thakuri, 2. Sanyasi/Dasnami, etc.,		

## Part 2: Service Delivery Records

### Individual Activity Sheet

**Instruction:** This sheet will be filled by the RANM on a monthly basis and will include the individual client's information. RANM should submit the carbon copy of the individual activity sheet to the Health Facility to be used for completing the facility registers and then to be kept in a file and the original copy of the log will be kept with the RANM. The RANM Project Office (PO) will compile the information into the RANM aggregated tool and submit to the District Project Coordinator (PC) and report to the M&E coordinator after thoroughly reviewing by the Senior PC.

Date (D/M/Y) of Interaction		Name of Client	Address	Ethnicity Code *(Write 1-6)	Age write specific age	M/F	New Problem (Write: New) OR Follow-Up from a previous visit (Write: F/U)	Expanded Health Services	Family Planning Services	Counseling	Referral made by FCHV to RANM	Referral made to the HF by RANM (Write in 1-5)
1								8 First aid service- Specify				
2								9 ANC Service/Examination				
3								10 Post-Natal care (Mother and New born)				
4								11 MUAC service				
5								12 New family	Type Of FAMILY PLANNING User			
6								13 Old family				
7								14 B	Method Switched			
8								15 O				
9								16 FP methods provided *(write-in)				
10								17 Consent for follow-up (Only if new SDM)				
11								18 Phone Number				
12								19 Interaction during counseling				
13								20 ANC *(Write in 1-7)				
14								21 PNC and new born *(Write 1-7)				
15								22 Under-five Child Health				
16								23 Family Planning				
17								24 Fertility Awareness				
18								25 Other *(Write-in)				
19								26 Y				
20								27 Z				
21								28				

(Note: Counseling should always be provided (and ticked) when service is given)





topics discussed with influential people.

**\*Ethnicity Codes:** 1) Dalit 2) Janajati 3) Madeshi 4) Muslim 5) Brahmin/Chhetri 6) Others

**\*Game Codes:** A. Hot potato B. Agree/Disagree C. Menstrual Cycle D. Son or Daughter Determination E. Life Cycle Hopscotch F. Method Match Memory G. Side Effect Puzzle game H. Side Effects & Method matching game I. Role-play

**\*Promoter leading the session:** 1. FCHV 2. HMG Champion 3. Male Champion 4. RANM

### Coaching and Mentoring with FCHVs and Promoters

**Tally of the number of interactions with the FCHV for individual coaching and mentoring**

**At the end of the month please write-in what are the most common discussion themes during coaching/mentoring the FCHVs**

**(For e.g. Games, family planning, fertility awareness, MNCH, First-aid)**





# RANM aggregated tools – Ideas for monthly reporting:

## RANM Individual Monthly Aggregated Data Summary Sheet

**INSTRUCTIONS:** The data from the **Monthly RANM Individual Activity Sheet** should be aggregated and carefully entered by the RANM PO. This aggregated tool should be submitted to the RANM PC who should review and tally the total with Senior PC before entering into the RANM program database. Please note the Nepali and English Date Calendar on the last page. Use the calendar dates to include only data **for the first half of Nepali month in Section 1 and the second half of Nepali month in Section 2**. The reason for this is so that the data can be grouped into corresponding English months for reporting purposes.

**For missing data:**

NA=Not Applicable: the service is not offered at this facility.

ND = Missing data: the service is offered at this facility but the data are not available.

0 = True zero: the service is offered at this facility, but no clients received it during the month.

Name of RANM: ..... Village Municipality ..... Cluster: .....

**SECTION 1:** Nepali First Half Month:                      Days:                      Year:                      Corresponding English Dates:

## Summary Client-Profile

	Total individual clients seen by ethnicity						Total clients seen, by age			Total client seen by gender		Total clients seen, by new problem or follow-up problem visit	
	Dalit	Janjati	Madeshi	Muslim	Brahman/Chhetri	Others	15-19 age group	20-25 age group	26 and above age group	Male	Female	New problem visit	Follow-up Visit
<b>TALLY ROW</b>													
<b>TOTAL</b>													

## Expanded Health Services

	TOTAL No. of First Aid Service provided	TOTAL No. of ANC service/examination provided	TOTAL No. of post-Natal care	TOTAL No. of MUAC service
<b>TALLY ROW</b>				
<b>TOTAL</b>				

## Family Planning Services

Family Planning METHOD	NEW USERS										CONTINUING (OLD) USERS											
	ETHNICITY						AGE		ND		ETHNICITY						AGE		ND			
	1. Dalit	2. Janjati	3. Madeshi	4. Muslim	5. Brahmin/Chhetri	6. Other	<20	≥20	Age	Ethnicity	1. Dalit	2. Janjati	3. Madeshi	4. Muslim	5. Brahmin/Chhetri	6. Other	<20	≥20	Age	Ethnicity		
Pills																						
Depo Provera																						
CycleBeads																						

**Family Planning METHOD SWITCHING:** Please collect only the following two data points from the "Method Switched To" Column of the Individual Activity Sheet:

Number of NEW Family Planning clients who switched to CycleBeads from any other family planning method .....

Number of NEW Family Planning clients switched to Depo from any other method .....



**Referral Summary Data** (In the boxes below, the numbers in parentheses refer to the category number assigned for the type of service in the RANM Client Logbook, in column # 24 of the Individual Activity Sheet)

	Total Number of clients seen who were REFERRED BY an FCHV	Details on referral made by RANM to the Health Facility					
		No. of referral made for family planning services (1)	No. of referral made for ANC (2)	No. of referral made for Delivery (3)	No. of referral made for PNC Child Health (4)	No. of referral made for First-aid (5)	No. of referral made for others services (6)
<b>TALLY ROW</b>							
<b>TOTAL</b>							

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**SECTION 2:** Nepali **Second Half** Month:  
**Summary Client-Profile**

Days:

Year:

Corresponding English Dates:

Total Individual Clients Seen, By Ethnicity

Total Clients Seen, By Age

Total Client Seen,  
By Gender

Total Clients Seen, By New  
Problem or Follow-up  
Problem Visit

	Dalit	Janjati	Madeshi	Muslim	Brahman /Chhetri	Others	15-19 age group	20-25 age group	26 and above age group	Male	Female	New Problem Visit	Follow-up Visit
<b>TALLY ROW</b>													
<b>TOTAL</b>													

### Expanded Health Services

	TOTAL No. of First Aid services provided	TOTAL No. of ANC services/examinations provided	TOTAL No. of Post-Natal care	TOTAL No. of MUAC service
<b>TALLY ROW</b>				
<b>TOTAL</b>				



## Family Planning Services

Family Planning METHOD	NEW USERS									CONTINUING (OLD) USERS										
	ETHNICITY						AGE		ND		ETHNICITY						AGE		ND	
	1. Dalit	2. Janjati	3. Madeshi	4. Muslim	5. Brahmin/Chhetri	6. Other	<20	≥20	Age	Ethnicity	1. Dalit	2. Janjati	3. Madeshi	4. Muslim	5. Brahmin/Chhetri	6. Other	<20	≥20	Age	Ethnic
Pills																				
Depo Provera																				
CycleBeads																				

**Family planning METHOD SWITCHING:** Please collect only the following two data points from the "Method Switched To" Column of the Individual Activity Sheet:

Number of NEW family planning clients who switched to CycleBeads from any other method .....

Number of NEW family planning clients switched to Depo from any other method .....



**Referral Summary Data** (In the box below refer the number assigned for the referral in the RANM Client Logbook in column # 24 of individual activity sheet)

Total Number of Clients Seen who were REFERRED BY an FCHV		Details on referral made by RANM to the Health Facility					
		No. of referral made for family planning services (1)	No. of referral made for ANC (2)	No. of referral made for Delivery (3)	No. of referral made for PNC Child Health (4)	No. of referral made for First-aid (5)	No. of referral made for Others services (6)
<b>TALLY ROW</b>							
<b>TOTAL</b>							

## Reference for Dates and Months

Nepali Dates	English Dates
<b>Baisakh (1-17)</b>	April (14-30)
<b>Baisakh (18-31)</b>	May (1-14)
<b>Jestha (1-17)</b>	May (15-31)
<b>Jestha (18-31)</b>	June (1-14)
<b>Ashar (1-16)</b>	June (15-30)
<b>Ashar (17-31)</b>	July (1-15)
<b>Shrawan (1-16)</b>	July(16-31)
<b>Shrawan (17-32)</b>	August (1-16)
<b>Badhra (1-15)</b>	August (17-31)
<b>Badhra (16-31)</b>	September (1-16)
<b>Ashoj (1-14)</b>	September (17-30)
<b>Ashoj (15-31)</b>	October (1-17)
<b>Kartik (1-14)</b>	October (18-31)
<b>Kartik (15-30)</b>	November (1-16)
<b>Mangsir (1-14)</b>	November (17-30)
<b>Mangsir (15-29)</b>	December (1-15)

<b>Poush (1-16)</b>	December (16-31)
<b>Poush (17-30)</b>	January (1-14)
<b>Magh (1-17)</b>	January (15-31)
<b>Magh (18-29)</b>	February (1-11)
<b>Falgun (1-17)</b>	February (12-28)
<b>Falgun (18-30)</b>	March (1-13)
<b>Chaitra (1-18)</b>	March (14-31)
<b>Chaitra (19-31)</b>	April (1-13)

## RANM Group Monthly Aggregated Data Summary Sheet

**INSTRUCTION:** The data from the **Monthly RANM Group Activity Sheet** should be aggregated and carefully entered by the RANM PO. This aggregated tool should be submitted to the RANM PC who should review and tally the total with Senior PC before entering into the RANM program database. Please note the Nepali and English Date Calendar on last page. Use the calendar dates to include only data **for the first half of Nepali month in Section 1 and the second half of Nepali month in Section 2**. The reason for this is so that the data can be grouped into corresponding English months for reporting purposes.

**For missing data:**

NA=Not Applicable: the service is not offered at this facility.

ND = Missing data: the service is offered at this facility but the data are not available.

0 = True zero: the service is offered at this facility, but no clients received it during the month.

Name of RANM: ..... Village Municipality ..... Cluster: .....

**SECTION 1:** Nepali **First Half** Month:                      Days:                      Year:                      Corresponding English Dates:

**Overall Details on Total Groups Conducted** (See Column 4 Group Activity Sheet)

	Total number of community group events led by RANMs	Total number of community group events led by FCHV (and attended by RANMs)	Total number of community group events led by HMG Champions (and attended by RANMs)	Total number of community group events led by Male Champion (and attended by RANMs)
<b>TALLY ROW</b>				
<b>TOTAL</b>				

Details on total **Participants Reached** through **ALL Group Activities** LED by RANMs



<b>TOTAL</b>									
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**Group Activity Information Included in Group Events LED by RANMs** (See Columns 24 - 30 group activity sheet and only include those groups LED by RANMs - See Column 4)

	<b>Games Played</b>	<b>Family Planning</b>	<b>Fertility Awareness</b>	<b>ANC</b>	<b>PNC</b>	<b>Under-Five Care</b>	<b>Other (write -in)</b>
	<b>Total Number of Community Group Events LED by RANM that included Playing ANY Game</b>	<b>Total Number of Community Group Events LED by RANM that included <u>family planning</u> information</b>	<b>Total Number of Community Group Events LED by RANM that included <u>fertility awareness</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included <u>ANC</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included <u>PNC</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included information on <u>Under - five care</u></b>	<b>Total Number of Community Group Events LED by RANM that included any <u>OTHER</u> Types of Information</b>
<b>TALLY ROW</b>							
<b>TOTAL</b>							

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**SECTION 2:** Nepali **Second Half** Month:                      Days:                      Year:                      Corresponding English Dates:

**Overall Details on Total Groups Conducted** (See Column 4 Group Activity Sheet)

<b>Total Number of Community Group</b>	<b>Total Number of Community Group Events LED by FCHV</b>	<b>Total Number of Community Group Events LED by HMG</b>	<b>Total Number of Community Group Events LED by Male</b>
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**Group Activity Information Included in Group Events LEAD by RANM's** (See Columns 24 - 30 Group Activity Sheet and only include those groups LED by RANM - See Column 4)

	<b>Games Played</b>	<b>Family Planning</b>	<b>Fertility Awareness</b>	<b>ANC</b>	<b>PNC</b>	<b>Under-Five Care</b>	<b>Other (write -in)</b>
	<b>Total Number of Community Group Events LED by RANM that included Playing ANY Game</b>	<b>Total Number of Community Group Events LED by RANM that included <u>Family Planning</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included <u>fertility awareness</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included <u>ANC</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included <u>PNC</u> Information</b>	<b>Total Number of Community Group Events LED by RANM that included information on <u>Under -five Care</u></b>	<b>Total Number of Community Group Events LED by RANM that included any <u>OTHER</u> Types of Information</b>
<b>TALLY ROW</b>							
<b>TOTAL</b>							

**Coaching/Mentoring/Contacts with Influential People Summary Sheet** (Provide the total coaching and mentoring data for the particular entire month in the box below.

<b>No. of interactions with FCHV for individual coaching and mentoring during the month</b>		<b>No. of interactions with influential contacts during the month</b>
<b>TALLY ROW</b>		
<b>TOTAL</b>		

**Key findings and observation during the data collection**

SN	Findings	Recommendation	Course of Action	Date of Completion
1.				
2.				
3.				

## Reference for Dates and Months

Nepali Dates	English Dates
<b>Baisakh (1-17)</b>	April (14-30)
<b>Baisakh (18-31)</b>	May (1-14)
<b>Jestha (1-17)</b>	May (15-31)
<b>Jestha (18-31)</b>	June (1-14)
<b>Ashar (1-16)</b>	June (15-30)
<b>Ashar (17-31)</b>	July (1-15)
<b>Shrawan (1-16)</b>	July(16-31)
<b>Shrawan (17-32)</b>	August (1-16)
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<b>Ashoj (15-31)</b>	October (1-17)
<b>Kartik (1-14)</b>	October (18-31)
<b>Kartik (15-30)</b>	November (1-16)
<b>Mangsir (1-14)</b>	November (17-30)
<b>Mangsir (15-29)</b>	December (1-15)
<b>Poush (1-16)</b>	December (16-31)
<b>Poush (17-30)</b>	January (1-14)
<b>Magh (1-17)</b>	January (15-31)
<b>Magh (18-29)</b>	February (1-11)
<b>Falgun (1-17)</b>	February (12-28)
<b>Falgun (18-30)</b>	March (1-13)
<b>Chaitra (1-18)</b>	March (14-31)
<b>Chaitra (19-31)</b>	April (1-13)