

# PART II

## Summary of TIPs Tools and When to Use Them

### List of the TIPs Tools to be used by District TIPs implementers

**Tool 1:** Checklist for Initial Assessment Home Visit

**Tool 2:** Child Feeding Classification Form and Tool of Identifying Possible Improvements

**Tool 3:** Counselling Guide

**Tool 4:** Recording Form on Outcome of Counselling & Follow-up Visits

**Tool 5:** Recording Form on Issues Requiring the Advice of the Provincial Supervisor

**Tool 6:** TIPs Evaluation Form 1- for District TIPs Implementers

**Tool 7:** TIPs Evaluation Form 2 - for Provincial Supervisors

**Tool 8:** Checklist for Monitoring Visits by Provincial and National level Supervisors

## Summary of TIPs Tools and When to Use Them

The 8 TIPs tools are for use during home visits as well as for summarizing outcomes of these visits and to facilitate compilation of information and experiences gained during the trials. They include brief guidance on when and how to use each tool, i.e.:

- **Tool 1:** Checklist to use during the “Initial Assessment Visit”, including brief summary of how to use this checklist and summarize outcomes of discussions.
- **Tool 2:** is divided into 2. **Tool 2.A** is for classifying infant and young child feeding practices into good and harmful practices. **Tool 2.B** summarizes types of foods available, complementary foods prepared, types of mashed fruits given, daily meal frequency, how often caregiver prepares meals daily and weekly frequency of consuming flesh foods and fruits. Space is provided in the last 2 Columns for writing down:
  - (i) possible improvements to suggest to caregiver during counselling visits
  - (ii) possible challenges, in preparation for the counselling visit.
- **Tool 3:** is a Counselling Guide, which serves as reference material when preparing for the counselling visit.
- **Tool 4:** is the Recording Form on Outcomes of Counselling and Follow-up Visits. It is completed at the end of the counselling visit and at the end of each follow-up visit.
- **Tool 5:** is the Recording Form on Issues Requiring the Advice of the Provincial Supervisor, which includes 2 columns:
  - **Column I:** is completed by the district officer if necessary. The district officer records feeding practices that he/she cannot clearly identify as good or bad practice. Also other problems that may require the attention of the provincial supervisor should be recorded accordingly.
  - **Column II:** Once Column I has been completed by the district officer, during the monitoring visits, the provincial supervisor responds to concerns raised by the district officer in Column I and writes down the response against each concern in Column II.
- **Tool 6:** TIPs Evaluation Form 1- for District TIPs Implementers is for:
  - Summarizing child feeding problems identified in all households covered by a District TIPs Implementer, recommendations implemented during TIPs and willingness of households to continue implementing the improvements; and
  - Recording the total number of households unable to make significant improvements in feeding practices without additional support.
- **Tool 7:** TIPs Evaluation Form 2 - for Provincial Supervisors is for:
  - Summarizing child feeding problems in all households in a province, recommendations implemented and willingness of households to continue implementing improved practices.
  - Recording the total number of households unable to make significant improvements in feeding practices without additional support.
- **Tool 8:** Checklist for Monitoring Visits by Provincial and National level Supervisors during TIPs implementation. It summarizes tasks to be undertaken and issues to look into during each monitoring visit. It also includes tasks to be undertaken by district, provincial and national level supervisors during the promotion and dissemination of well-tested recipes in communities.

**Table: Summary of TIPs Tools and Their Purpose**

TIPs Tools	Purpose of Tool	When and how to Use Tool
<p><b>1. Tool 1:</b> Checklist for Initial Assessment Home Visit</p>	<p>Collect background information from participating household on:</p> <ul style="list-style-type: none"> <li>• Year-round food availability pattern</li> <li>• General household feeding practices (main dishes, daily meal frequency and frequency of consumption of certain foods</li> <li>• Feeding the sick</li> <li>• Overall hygiene and sanitation</li> <li>• Food preparation and processing equipment available to the household</li> </ul>	<p>During the Initial Home Visit. It has space to fill answers. For some questions, it provides possible answers for the field worker to <i>tick</i> the <u>correct answer</u>, where appropriate</p>
<p><b>2. Tool 2:</b> Consisting of <b>Tool 2.A</b> - Child Feeding Classification Form; and <b>Tool 2.B</b> - Identification of Possible Improvements</p>	<p><b>Tool 2.A</b> is for summarizing the outcome of the initial home visit, with focus on infant and young child feeding, i.e., child feeding practices are classified into 3 categories:</p> <ul style="list-style-type: none"> <li>• <i>Useful ones</i>. During the next visit, the facilitator will praise and encourage the mother to continue these.</li> <li>• <i>Harmful ones</i>. These will form the basis for counselling.</li> <li>• <i>Ones which TIPs implementer is not sure of their benefits</i>. The facilitator asks for advice from the provincial supervisor during his/her next monitoring visit.</li> </ul>	<p>Completed by the district officer immediately after the initial assessment home visit, using the information written on the checklist during the assessment visit.</p>
	<p><b>Tool 2.B</b> is for</p> <ul style="list-style-type: none"> <li>• Summarizing (i) types of foods available to the household, (ii) types of complementary foods given the child and ingredients used, (iii) number of meals given to child daily, how often the mother prepares these meals daily, and (iv) weekly frequency of consuming meat and mashed fruits.</li> <li>• Writing possible improvements to suggest to the caregiver during the counselling visit and possible challenges which the mother may face (for the fieldworker to write in the last 2 columns of the matrix).</li> </ul>	<p>The last 2 columns of Tool 2.B are for the district officer to write possible feeding improvement to suggest to the household and possible challenges which the household may face, if any.</p>
<p><b>3. Tool 3:</b> Counselling Guide</p>	<p>Serves as reference material when preparing to undertake the counselling visit, i.e., give feedback on good feeding practices and praise mother for practicing useful feeding practices summarized Tool 2.A and:</p> <ul style="list-style-type: none"> <li>• Recommend improved practices, while referring to the Counselling Guide; and</li> <li>• Negotiate and encourage the caregiver to select some practical options to try out.</li> </ul>	<p>Reference guide for the TIPs implementer(district officer)</p>
<p><b>4. Tool 4:</b> Recording Form on Outcomes of Counselling &amp; Follow-up Visits</p>	<p>For the district TIPs implementer to record:</p> <ul style="list-style-type: none"> <li>• Caregiver’s response to the advice given by the District TIPs implementers; and</li> <li>• Specific actions that caregiver selected, following negotiations with the District TIPs implementers; and</li> <li>• Reason why the caregiver implemented or did not implement some of the recommendations.</li> </ul>	<p>At the end of each Counselling and Follow-up Visit. It has 3 columns:</p> <ul style="list-style-type: none"> <li>• <b>Column A:</b> For completion shortly after the counselling visit,</li> <li>• <b>Column B:</b> for completion after the 1<sup>st</sup> follow-up visit; and</li> <li>• <b>Column C:</b> for completion towards the end of the trials</li> </ul>

TIPs Tools	Purpose of Tool	When and how to Use Tool
<p><b>5. Tool 5:</b> Recording Form on Issues Requiring the Advice of Provincial supervisor</p>	<p><b>Column I</b> of this Form is for the district TIPs implementer to record:</p> <ul style="list-style-type: none"> <li>• Feeding practices that the district TIPs implementer is not sure of how to classify, i.e., whether it is a good or bad practice; and</li> <li>• Any other problems that the district TIPs implementer may be encountering during TIPs implementation.</li> </ul> <p><b>Column II</b> of this Form is for the provincial supervisor to record:</p> <ul style="list-style-type: none"> <li>• Advice that the provincial supervisor gives on feeding practices that the district TIPs implementer is not sure of how to classify.</li> <li>• Advice that the provincial supervisor gives on any other problems that the district TIPs implementer may encounter during TIPs implementation.</li> </ul>	<p><b>Column I:</b> To be completed, <b><u>if necessary</u></b> when the district officer requires advice from provincial supervisor</p> <p><b>Column II:</b> To be completed, only <b><u>if Column I of form is completed.</u></b> The provincial supervisor completes this, if necessary</p>
<p><b>6. Tool 6:</b> TIPs Evaluation Form1: for District TIPs Implementers</p>	<p><b>Tool 6</b> is for summarizing:</p> <ul style="list-style-type: none"> <li>• Child feeding problems identified in all the households covered by the District TIPs Implementer during the first assessment home visit to households participating in the trials;</li> <li>• Recommendations implemented and observed changes in IYCF during TIPs;</li> <li>• Willingness of households to continue implementing improved practices;</li> <li>• Recommendations not accepted and the reasons why; and</li> <li>• Total number of households unable to make significant improvements in feeding practices because of lack of materials resources</li> </ul>	<p>Completed by the district officer immediately after the last Follow-up-Evaluation home visit, using the information written on <u>All</u> the Tools No. 4, completed for each household covered by the district officer</p>
<p><b>7. Tool 7:</b> TIPs Evaluation Form2: for Provincial Supervisors and National supervisors</p>	<p><b>Tool 7</b> is for summarizing:</p> <ul style="list-style-type: none"> <li>• Child feeding problems identified in <u>all the households in the province</u>;</li> <li>• Recommendations implemented and observed changes in IYCF during TIPs;</li> <li>• Willingness of households to continue implementing improved practices;</li> <li>• Recommendations not accepted and the reasons why; and</li> <li>• Total number of households unable to make significant improvements in feeding practices because of lack of materials resources</li> </ul>	<p>Completed by the provincial supervisor during the last Supervisory-Evaluation visit, using the information written on <u>All</u> the Tools No. 6, completed district officers after the last Follow-up-Evaluation home visit</p>
<p><b>8. Tool 8:</b> Checklist for Monitoring Visits by Provincial and National level Supervisors</p>	<p><b>Tool 8</b> summarizes:</p> <ul style="list-style-type: none"> <li>• Issues that Provincial Supervisors and National Supervisors should look at during each monitoring visit</li> </ul>	<p>Details are provided in the checklist</p>