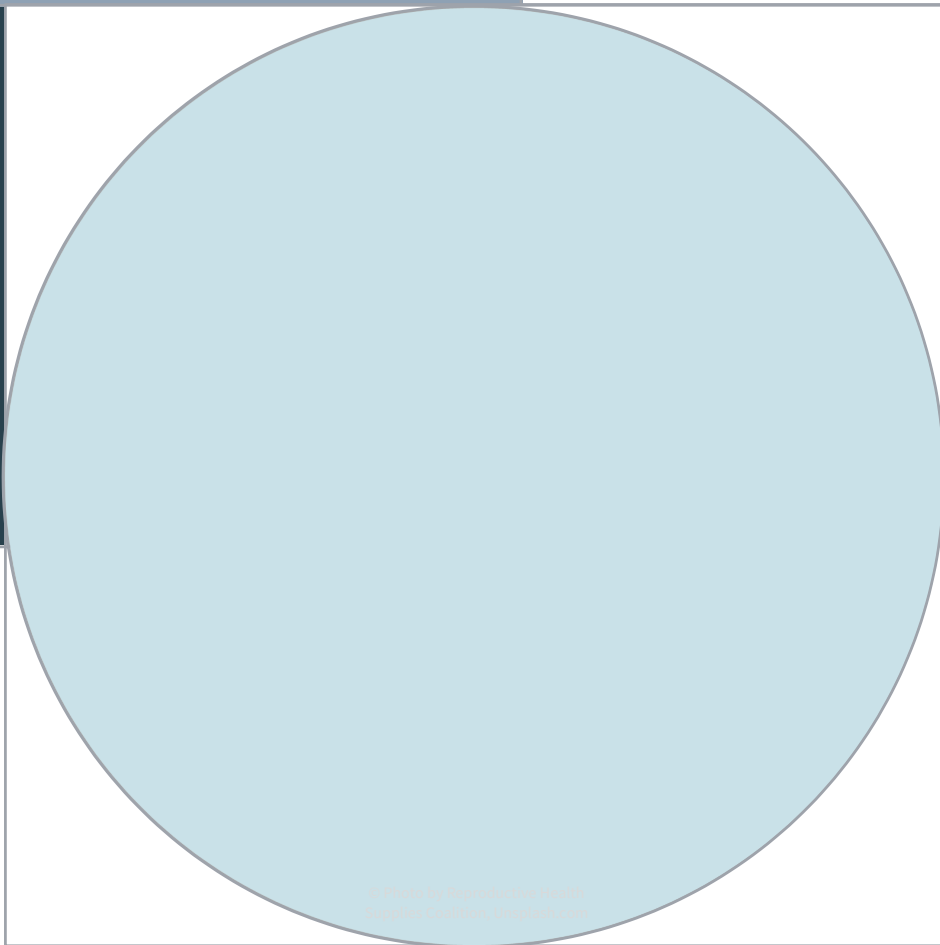# High Impact Practices (HIPs) in Family Planning

Measuring and Monitoring HIP Implementation with Core Components: Example HIP Core Component Checklists

September 2023

High Impact Practices (HIPs) in Family Planning

Measuring and Monitoring HIP Implementation with Core Components: Example HIP Core Component Checklists

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Contents

Related Resources

A brief summarizing the core component checklist methodology used by D4I can be found here: *High Impact Practices (HIPs) in Family Planning (FP): Measuring and Monitoring HIP Implementation with Core Components Methodological Brief,* (2023).

The report on the D4I assessment can be found here: *High Impact Practices (HIPs) in Family Planning (FP): A qualitative assessment of quality and scale of implementation for three service delivery HIPs in Bangladesh and Tanzania*, by Pietrzyk, S., Pantazis, A., Roy, J., and Kahabuka, C. (2023).

Background

The High Impact Practices (HIPs) in family planning (FP) are a collection of evidence-based practices, identified by global experts, that have demonstrated impact on contraceptive uptake and other related outcomes in varied settings. The HIPs fall into four categories: (1) Service Delivery, (2) Enabling Environment, (3) Social and Behavior Change (SBC), and (4) HIP Enhancement. Six co-sponsor lead the HIPs initiative, including the US Agency for International Development (USAID), United Nations Population Fund (UNFPA), World Health Organization (WHO), International Planned Parenthood Federation (IPPF), Family Planning 2030 (FP 2030), and the Bill and Melinda Gates Foundation.

Monitoring HIPs

As FP programs increasingly integrate HIPs, questions have arisen about defining the essential elements that make up a HIP. Data for Impact (D4I) assessed three of eight service delivery HIPs across selected USAID-funded projects in Bangladesh and Tanzania to address these questions. The assessment sought to understand the extent that the three service delivery HIPs follow implementation standards or core components.

Determination of the core components was informed by the HIPs briefs, literature review, and consultation with subject matter experts. Before this assessment, no implementation standards for HIPs were established. D4I and Results for Scalable Solutions (R4S) worked collaboratively to develop core components. Overall, 20 core components for three service delivery HIPs were developed and used in the D4I assessment. Data were collected through the administration of core component checklists via facilitated small group discussions. Because 20 core components were established across the three service delivery HIPs, in turn there were 20 core component checklists.

Example HIP Core Component Checklists

This document includes the 20 core component checklists that were used by the data collection teams in the D4I assessment. Each of the 20 checklists includes two types of questions, as noted in Table 1.

Table 1. Questions for a HIPs core components checklist

Standard Questions for Administering a HIP Core Component Checklist for any HIP under any Project	Tailored Questions for Administering a HIP Core Component Checklist
• Does the project implement [*insert core component*]? • Are there indicators for the core component? • What challenges and successes have there been in relation to the core component?	• Probing questions around whether policies are in place to implement the core component. • Probing questions around if there is readiness at the service delivery level to implement the core component.

Core Component Checklist Tools

CHW Core Component Checklist Tool

Integrate trained, equipped, and supported community health workers (CHWs) into the health system

Date of the small group discussion

Assessment team (name, role)

Small group discussion participants (name, title)

Core Components for the HIP

1. Assures CHWs have necessary supplies and materials to fulfill their roles

2. Monitors, reports, and assesses data on CHW services and referrals provided

3. Monitors data on CHW logistics and commodities at both the health center and district level to avoid stockouts

4. Trains and assesses CHWs' abilities to provide services and behavior change messages

5. Provides regular and as-needed supportive supervision from health system to CHWs

6. Engages communities in recruiting and supporting CHWs

7. Formalizes the role of CHWs as part of the health system to recognize their services

Core Component Ranks

1	2	3	4
LIMITED	**EMERGING**	**ADVANCING**	**FOUNDATIONAL**
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Instructions for the Small Group Session

1. The purpose and approach for completing the checklist will have been explained ahead of time, and they will have received the core components and the ranks for reference.

2. At least two people will work together to conduct the assessment (for example, one person to ask the questions and facilitate discussion and a second person to take notes)

3. With permission of the small group, the meeting will be recorded to enable verification and enhancement of the notes.

4. The small group is likely to be 3–6 people comprised of project staff with technical expertise in relation to the HIP, with the possible inclusion of an M&E focused staff member.

5. For each component, begin with a yes-no question: Does your team [insert core component]?

6. If yes or partially yes, ask follow-up questions about how implementation of the core component is monitored. Are there specific indicators? Is the monitoring through quarterly reports and presented more in textual form? Is there another way that implementation of the core component is monitored?

7. If not, ask follow-up questions about why the team does not implement the core component. Was it implemented in the past and something changed? Does the project believe the core component is not necessary? Is implementing the core component not feasible?

8. Ask the probing questions, and possibly other probing questions based on how the discussion unfolds.

9. Ask what specific successes and challenges have been experienced.

10. Use the space provided for notes, or if preferred, use a computer or separate pages for notes. Be sure to label any separate notes per the information noted at the top of this page.

11. Once the discussion is completed for the core component, ask the group to select a rank: 1, 2, 3, 4. Work to encourage the group to agree on a rank; however, if agreement is not possible note the multiple ranks.

12. When working with the group on the rank, be sure to convey that the rank is not binding in any way. The rank does not function like a baseline indicator or any type of metric. Instead, the rank is a way for the evaluation team (and in turn USAID) to better understand various challenges and successes across family planning projects, and gain insight into how indicators could be better standardized across projects.

What to do after the Small Group Session

13. After the meeting, review the notes and establish what rank you as the assessment team would give in terms of the extent the project is implementing the core component. Your rank might be the same and might be different from the small group. Either way is ok, and remember, the rank is not a binding metric that the project is accountable to track.

14. Follow the protocols that will be established in terms of saving the audio recording, organizing the notes, contributing to the analysis of the session, and alerting the larger evaluation team of any challenges of follow up that is needed.

Integrate trained, equipped, and supported community health workers (CHWs) into the health system				
Core Component (supplies, materials)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
1 [Does the project] assure CHWs have the necessary supplies and materials to fulfill their roles?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *To what extent is a national norms or procedures document that describes how CHWs will be re/supplied used?*
- *To what extent do CHWs have appropriate methods (the ones they can offer) and counseling materials on-hand?*
- *Are there ever disagreements between the project staff and CHWs regarding what supplies and materials are needed?*
- *What is the process by which CHWs request supplies and materials, and how they held accountable for the supplies and materials they use to fulfill their roles?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Integrate trained, equipped, and supported community health workers (CHWs) into the health system					
Core Component (services, referrals)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**			
		Indicator	**Report (textually)**	**Other (specify)**	
2 [Does the project] monitor, report, and assess data on CHW services and referrals provided?					

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *Does the CHW and/or associated health facility regularly document relevant indicators through registers or other means?*
- *Are the indicators aligned with the activities and approaches defined as a HIP?*
- *Are the indicators disaggregated by specific services? And specific referrals?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Integrate trained, equipped, and supported community health workers (CHWs) into the health system				
Core Component (avoiding stockouts)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
3 [Does the project] monitor data on CHW logistics and commodities at both the health center and district level to avoid stockouts?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *Does the CHW and/or associated health facility regularly document relevant indicators through registers or other means?*
- *Are the indicators disaggregated by specific logistics? And specific commodities?*
- *Are there plans and procedures in place if there is a stockout?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Integrate trained, equipped, and supported community health workers (CHWs) into the health system				
Core Component (training)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
4 [Does the project] train and assess CHWs' abilities to provide services and behavior change messages?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *To what extent is a national training curriculum used and does it include appropriate services and messages for CHWs?*
- *Are CHWs who provide family planning services screening mothers for unmet need for family planning?*
- *Are CHWs who provide family planning services providing behavior change messages?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Integrate trained, equipped, and supported community health workers (CHWs) into the health system				
Core Component (supervision)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
5 [Does the project] provide regular and as-needed supportive supervision from health system to CHWs?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *To what extent are national norms or procedures used in establishing a plan for supervision visits?*
- *At what interval do supervisory visits occur?*
- *Do CHWs have contact information of supervisors?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Integrate trained, equipped, and supported community health workers (CHWs) into the health system				
Core Component (engagements)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
6 [Does the project] engage communities in recruiting and supporting CHWs?				

Possible Probing Questions: These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.
▪ *Describe the procedures for managing authorities to seek feedback from communities on CHW recruitment and support*
▪ *Are CHWs are recruited from local communities?*
▪ *What procedures are followed to monitor if CHWs have good rapport with local communities?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Integrate trained, equipped, and supported community health workers (CHWs) into the health system				
Core Component (HS integration)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
7 [Does the project] formalize the role of CHWs as part of the health system to recognize their services?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *To what extent does the managing authority use/refer to a national norms or procedures document as part of how CHWs are formalized into the health system?*
- *Do CHWs see their role as formalized in the health system?*
- *Do CHWs receive financial and/or non-financial incentives for their work?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

MOSD Core Component Checklist Tool

Support mobile outreach service delivery (MOSD) to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods

Date of the small group discussion

Assessment team (name, role)

Small group discussion participants (name, title)

Core Components for the HIP

1. Ensures adequate attention to relevant cultural, economic, and social factors as well as the overall context and needs in relation to the intended client base.

2. Coordinates with community leaders as part of aligning staff to the specific needs, establishing a plan to raise awareness for the service, and communicating the relevant details to potential clients.

3. Ensures the necessary equipment and supplies are in place and used appropriately to provide family planning services as well as integrated services, including preparedness for any emergency needs.

4. Trains service providers in providing respectful care including counselling services and recognizing instances when a referral for additional care is appropriate.

5. Procedures in place for discussing the importance of follow-up care with their clients and helping clients understand how to access follow-up care.

6. Follows a plan for collecting and recording relevant data and inputting that information into the relevant national, sub-national, and/or project repositories to ensure follow-up.

Core Component Ranks

1	2	3	4
LIMITED	**EMERGING**	**ADVANCING**	**FOUNDATIONAL**
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Instructions for the Small Group Session

1. The purpose and approach for completing the checklist will have been explained ahead of time, and they will have received the core components and the ranks for reference.

2. At least two people will work together to conduct the assessment (for example, one person to ask the questions and facilitate discussion and a second person to take notes)

3. With permission of the small group, the meeting will be recorded to enable verification and enhancement of the notes.

4. The small group is likely to be 3–6 people comprised of project staff with technical expertise in relation to the HIP, with the possible inclusion of an M&E focused staff member.

5. For each component, begin with a yes-no question: Does your team [insert core component]?

6. If yes or partially yes, ask follow-up questions about how implementation of the core component is monitored. Are there specific indicators? Is the monitoring through quarterly reports and presented more in textual form? Is there another way that implementation of the core component is monitored?

7. If no, ask follow-up questions about why the team does not implement the core component. Was it implemented in the past and something changed? Does the project believe the core component is not necessary? Is implementing the core component not feasible?

8. Ask the probing questions, and possibly other probing questions based on how the discussion unfolds.

9. Ask what specific successes and challenges have been experienced.

10. Use the space provided for notes, or if preferred, use a computer or separate pages for notes. Be sure to label any separate notes per the information noted at the top of this page.

11. Once the discussion is completed for the core component, ask the group to select a rank: 1, 2, 3, 4. Work to encourage the group to agree on a rank; however, if agreement is not possible note the multiple ranks.

12. When working with the group on the rank, be sure to convey that the rank is not binding in any way. The rank does not function like a baseline indicator or any type of metric. Instead, the rank is a way for the evaluation team (and in turn USAID) to better understand various challenges and successes across family planning projects, and gain insight into how indicators could be better standardized across projects.

What to do after the Small Group Session

13. After the meeting, review the notes and establish what rank you as the assessment team would give in terms of the extent the project is implementing the core component. Your rank might be the same and might be different from the small group. Either way is ok, and remember, the rank is not a binding metric that the project is accountable to track.

14. Follow the protocols that will be established in terms of saving the audio recording, organizing the notes, contributing to the analysis of the session, and alerting the larger evaluation team of any challenges of follow up that is needed.

Support mobile outreach service delivery to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods				
Core Component (context)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
1 [Does the project] ensure consideration of cultural, economic, and social factors and needs in relation to client base?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *Does the project follow national guidelines or standards in designing and determining locations for mobile outreach services?*
- *Is data being collected that helps to assess if contextual factors create barriers for clients to access mobile outreach services?*
- *Do health facilities have the needed resources to manage both service delivery at the facility and mobile service delivery?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Support mobile outreach service delivery to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods				
Core Component (engage community)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
2 [Does the project] coordinate with community leaders as part of aligning staff to the specific needs, establishing a plan to raise awareness for the service, and communicating the relevant details to potential clients?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *What approaches are used to engage the community and who is involved in this effort?*
- *What information is collected as part of establishing community and client needs and to what extent are existing health facilities involved in this effort?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Support mobile outreach service delivery to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods				
Core Component (equipment, supplies)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
3 [Does the project] ensure the necessary equipment and supplies are in place and used appropriately to provide family planning services as well as integrated services, including preparedness for any emergency needs?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *What management and supervisory systems are in place to track the work of the mobile outreach team?*
- *How are referrals tracked by the mobile outreach team and coordinated with facility-based staff?*
- *What planning and staffing is incorporated to ensure a mobile outreach team can handle emergency needs?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Support mobile outreach service delivery to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods				
Core Component (training)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
4 [Does the project] train service providers in providing respectful care including counselling services and recognizing instances when a referral for additional care is appropriate?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *What oversight and client feedback mechanisms are in place to track satisfaction with the services provided?*
- *Do standard of care expectations for mobile services align to the same standards for facility-based care?*
- *What types of trainings are mobile services staff required to take and what is the frequency with which they take trainings?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Support mobile outreach service delivery to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods				
Core Component (follow-up care)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
5 [Does the project] have procedures in place for discussing the importance of follow up care with their clients and helping clients understand how to access follow-up care?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *How common is it that mobile outreach clients need follow-up care?*
- *Are most clients open to the idea of seeking follow up care?*
- *What process does the mobile outreach team follow to determine the need for follow-up care and then in turn, track if the client seeks follow-up care?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

Support mobile outreach service delivery to provide a wide range of contraceptives, including long-acting reversible contraceptives and permanent methods				
Core Component (data)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
6 [Does the project] follow a plan for collecting and recording relevant data and inputting that information into the relevant national, sub-national, and/or project repositories to ensure follow-up?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*
- *Do mobile outreach teams record data while in their mobile location, or do they wait until they return to the home base?*
- *Are data collected by the mobile outreach team that do not get entered in a national, sub-national, or project repository? If so, what data?*
- *Who uses the data that mobile outreach teams collect, and is the data sufficient and helpful in drawing lessons and making programming adjustments?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

IPPFP Core Component Checklist Tool

Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[1]

Date of the small group discussion

Assessment team (name, role)

Small group discussion participants (name, title)

Core Components for the HIP

1. Ensures consistent availability of essential supplies, equipment (i.e., medical instruments), and methods appropriate per local demand and preferences

2. Monitors, reports, and assesses on counseling, offering, and uptake of methods for postpartum clients

3. Trains providers for IPPFP on counseling and service provision per local guidance

4. Engages health facility leadership and staff to promote the practice

5. Ensures staff availability for FP services and products prior to discharge

6. Assures that national service delivery guidelines are readily available and widely disseminated

7. Communicates the role of service providers as outlined in national service delivery guidelines

Core Component Ranks

1 LIMITED	2 EMERGING	3 ADVANCING	4 FOUNDATIONAL
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

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[1] After the protocol and data collection tools for this assessment were developed, the HIPs initiative revised the definition for the immediate postpartum family planning (IPPFP) HIP, as follows: Offer contraceptive counseling and services as part of facility-based childbirth care prior to discharge from the health facility. In this report, the previous definition is presented because this is the definition that was used across all data collection activities.

Instructions for the Small Group Session

1. The purpose and approach for completing the checklist will have been explained ahead of time, and they will have received the core components and the ranks for reference.

2. At least two people will work together to conduct the assessment (for example, one person to ask the questions and facilitate discussion and a second person to take notes)

3. With permission of the small group, the meeting will be recorded to enable verification and enhancement of the notes.

4. The small group is likely to be 3–6 people comprised of project staff with technical expertise in relation to the HIP, with the possible inclusion of an M&E focused staff member.

5. For each component, begin with a yes-no question: Does your team [insert core component]?

6. If yes or partially yes, ask follow-up questions about how implementation of the core component is monitored. Are there specific indicators? Is the monitoring through quarterly reports and presented more in textual form? Is there another way that implementation of the core component is monitored?

7. If no, ask follow-up questions about why the team does not implement the core component. Was it implemented in the past and something changed? Does the project believe the core component is not necessary? Is implementing the core component not feasible?

8. Ask the probing questions, and possibly other probing questions based on how the discussion unfolds.

9. Ask what specific successes and challenges have been experienced.

10. Use the space provided for notes, or if preferred, use a computer or separate pages for notes. Be sure to label any separate notes per the information noted at the top of this page.

11. Once the discussion is completed for the core component, ask the group to select a rank: 1, 2, 3, 4. Work to encourage the group to agree on a rank; however, if agreement is not possible note the multiple ranks.

12. When working with the group on the rank, be sure to convey that the rank is not binding in any way. The rank does not function like a baseline indicator or any type of metric. Instead, the rank is a way for the evaluation team (and in turn USAID) to better understand various challenges and successes across family planning projects, and gain insight into how indicators could be better standardized across projects.

What to do after the Small Group Session

13. After the meeting, review the notes and establish what rank you as the assessment team would give in terms of the extent the project is implementing the core component. Your rank might be the same and might be different from the small group. Either way is ok, and remember, the rank is not a binding metric that the project is accountable to track.

14. Follow the protocols that will be established in terms of saving the audio recording, organizing the notes, contributing to the analysis of the session, and alerting the larger evaluation team of any challenges of follow up that is needed.

Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[2]				
Core Component (supplies, equipment)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
1 [Does the project] ensure consistent availability of essential supplies, equipment (i.e., medical instruments), and methods appropriate per local demand and preferences?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*

- *Is there a monitoring report (via HMIS or other database) of supplies, equipment, and methods and who accesses and uses this report? How frequently and for what purpose?*
- *Are facilities are appropriately equipped with supplies, equipment, and methods to meet local demands for family planning?*
- *Are there systems in place to understand what local demand and preferences are and act accordingly?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
The core component is being implemented partially and/or in limited ways.	*Plans are in place to implement and monitor the core component.*	*The core component has always been and is being implemented fully, but there are no indicators to track.*	*The core component has always been and is being implemented fully, with indicators to track.*

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Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities [3]				
Core Component (uptake of methods)	Yes Partially No	HOW IS THE CORE COMPONENT MONITORED?		
		Indicator	Report (textually)	Other (specify)
2 [Does the project] monitor, report, and assess on counseling, offering, and uptake of methods for postpartum clients?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*

- *Is there a monitoring report (via HMIS or other database) of relevant indicators and who accesses and uses the report? How frequently and for what purpose?*

- *Are facilities regularly documenting relevant indicators through registers or other means?*

- *To what extent are indicators aligned to the specific activity and approach defined as the HIP?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
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Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[4]				
Core Component (counseling, service)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
3 [Does the project] train providers for IPPFP on counseling and service provision per local guidance?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*

- *Does facility management use and refer to a national training curriculum for IPPFP counseling and service provision?*
- *How motivated are providers to seek training opportunities around IPPFP counseling and service provision?*
- *What is the process for providers to screen postpartum mothers for unmet need for family planning?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
Rank =	Rank =

1 Limited	2 Emerging	3 Advancing	4 Foundational
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Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[5]				
Core Component (engage facility)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	Report (textually)	Other (specify)
4 [Does the project] engage health facility leadership and staff to promote the practice?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*

- *How commonly do health facility managers use and refer to national procedures on how to promote IPPFP and at what interval?*
- *To what extent does health facility leadership promote IPPFP at their health facility?*
- *Do health facility managers and leaders have data available to promote IPPFP and understand how to effectively use the data?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
Rank =		Rank =	

1 Limited	2 Emerging	3 Advancing	4 Foundational
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Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[6]				
Core Component (staff availability)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
5 [Does the project] ensure staff availability for FP services and products prior to discharge?				

Possible Probing Questions: These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.

- *Do the managers at facilities use and refer to procedures outlining provider time and capacity? And are the procedures part of a national-level policy?*

- *Are providers consistently available to provide family planning services and counseling to postpartum mothers?*

- *What do health facility managers do when they face staff availability challenges?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
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Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[7]				
Core Component (guidelines)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
6 [Does the project] assure that national service delivery guidelines are readily available and widely disseminated?				

Possible Probing Questions: *These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.*

- *Does health facility management use and refer to a procedures document on how IPPFP is implemented at facilities? And is the document a national-level policy or guidance document?*

- *To what extent are providers able and ready to screen postpartum mothers for unmet need for family planning?*

- *What are the specific national service delivery guidelines that are used at health facilities?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component		After the meeting, review the notes and rank the extent the project is implementing the core component	
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Immediate postpartum family planning (IPPFP): Offer contraceptive counseling and services as part of care provided during childbirth at health facilities[8]				
Core Component (role of providers)	**Yes Partially No**	**HOW IS THE CORE COMPONENT MONITORED?**		
		Indicator	**Report (textually)**	**Other (specify)**
7 [Does the project] communicate the role of service providers as outlined in national service delivery guidelines?				

Possible Probing Questions: These questions are to help understand if policies are in place to implement the core component and if at the service delivery level there is readiness to implement the core component.

- *Do health facility managers use and refer to a procedures document outlining specific roles of providers in implementing IPPFP? Does the document align to national level policy?*
- *Are the different roles of providers relating to IPPFP clear among providers and health facility management?*
- *What procedures do health facility managers follow if there is confusion about the different roles of providers?*

Use this space for notes about the yes-partially-no discussion, monitoring, and probing questions

Ask about successes, challenges, how challenges are addressed, and summarize here

Ask the small group how they would rank the extent the project is implementing the core component	After the meeting, review the notes and rank the extent the project is implementing the core component
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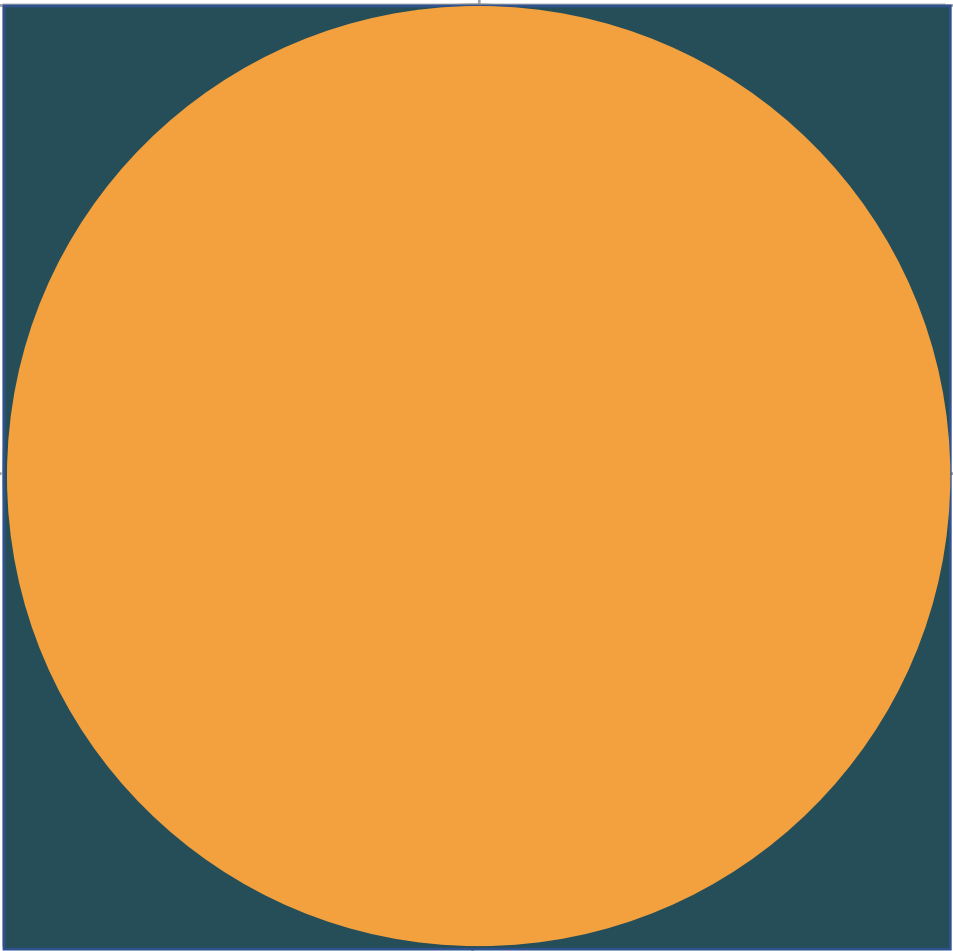
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