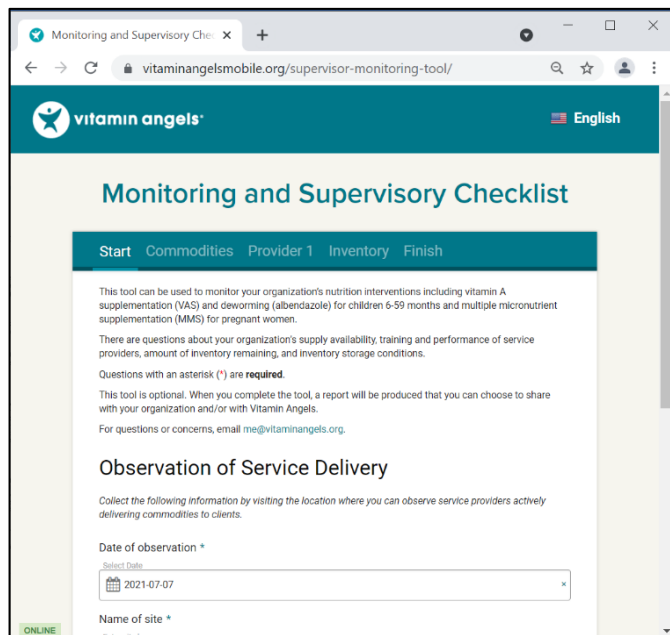


How to Use the Monitoring and Supervisory Checklist



About

The Monitoring and Supervisory Checklist supports Vitamin Angels (VA) program partners in monitoring their own nutrition interventions for vitamin A supplementation and deworming (VAS+D) in children 6 – 59 months and multiple micronutrient supplementation (MMS) for pregnant women.

The Monitoring and Supervisory Checklist allows partners to confirm that services are given safely. It also assists in inventory management.

After completing and submitting the checklist, the app will immediately generate a report that lists the successes of the services given and inventory management as well as recommendations for improvements.

Accessing and using the tool online

1. Go to the link: <https://vitaminangelsmobile.org/supervisor-monitoring-tool/> on an internet browser on your phone, mobile device or computer.
2. Select your language on the top right corner of the screen.
3. Complete the form following the instructions for each question. Any questions with an asterisk (*) are required and must be completed to generate the summary report.
4. Submit the form by clicking the “Submit” button on the last page.
5. A summary report will automatically be generated which you can view, print, or email.

Accessing and using the tool offline

1. Your phone, mobile device or computer must first be online to access the checklist. Go to: <https://vitaminangelsmobile.org/supervisor-monitoring-tool/>
2. Once the page is open you can turn off the internet on your device. *Do not close the page while you are offline.*
3. Complete the form.
4. *Do not close the form while offline.* Connect to WiFi or your cell phone network to submit and produce a report.

Note that you can only fill and submit one form at a time. To fill out a new form, submit the current one or restart the tool.

A printable version of the tool is also available in multiple languages at <https://vitaminangels.org/reporting-monitoring>. If you have any questions or comments, please email VA’s Monitoring and Evaluation Unit at me@vitaminangels.org.

The checklist will allow supervisors to respond to the following questions:

- Do service providers have the necessary supplies to deliver commodities?
- Are service providers trained?
- Are interventions being delivered according to international best practices?
- Are commodities stored properly?
- Are there sufficient commodities in stock for the program?