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## Guidance to use the Model Questionnaire for Assessing Client Profile to Calculate Additionality

The model questionnaire has 10 questions, including questions to determine eligibility, and to differentiate between first time user and lapsed user, and identify a method switcher.

Q1: The questionnaire has been written for women of reproductive age, between ages 15-49. The age range should be adjusted to meet local needs.

Q2: Only women who receive family planning services should be interviewed.

Consent: A model consent statement has been provided. If no ethical approval is required for the client exit survey, then this statement can be used or adapted to fit the local context. If ethical approval is required, then the approved consent form should be used in its place.

Q3: Only women who agree to participate should continue the survey.

Q4: Determine what method(s) of family planning were received at the visit. The questionnaire is only applicable to women who received a method. Interviewer can read list of methods presented. If a women answers with options J, K, or L, the interviewer should probe to ensure that no other method was received at the same visit.

*[Note: There are some special circumstances, such as a woman who is continuing to use condoms, but went to the facility to have her IUD removed. She did not receive additional condoms at this visit. For the sake of simplicity in data analysis, she is not eligible for this remainder of the survey.]*

Q5: There is no fixed time period associated with this question. This is done intentionally, and has been tested against a question that has been previously used in several surveys. For more details on choice of question wording, please see [Identifying Adopters of Family Planning in Client Exit Interviews: Does Recall Period Matter?](#) If the respondent exhibits confusion with regard to the time period in question, a suggested alternate explanation is as follows: "In the days or weeks before your visit to the clinic today, were you and your partner doing anything to prevent or delay getting pregnant?"

Women who respond NO would be considered a family planning adopter.



Q6: This question determines if a woman was previously using a modern method of contraception. Women who respond yes only to responses K-P are considered not having used a modern method prior to the visit, and would be considered a family planning adopter. For women who respond yes to any method B-J, they are a continuing user, and we need to determine if they previously received services at this same facility.

*[Note: We recognize that some fertility awareness methods and LAM are considered modern contraceptive methods. However, for the purpose of the additionality calculation, a woman who transitions from LAM to a family planning commodity will be counted as an adopter.]*

Q7: The response options in this question can be changed based upon local needs. If the survey is administered to clients of a clinic network or social franchise, then we might consider responses 1-3 to be provider continuers, whereas any other source would indicate a provider changer. Response options should include all possible sources of contraception, and should be worded in such a way as to help clients determine if their source of contraception was from the same 'program' whose service statistics are used for data source 1.

Q8: This question is not strictly necessary, even to determine if a woman switched methods. It is a faster way of determining if a woman switched than analyzing the responses from Q3 and Q6, but the latter is also possible. Understanding who switched methods is not necessary for the additionality calculation, but may be programmatically useful.

Q9: This question is not necessary for calculating additionality. It helps to determine if a woman is a first-time user of modern contraception, which may be programmatically useful.

Q10: This question is not necessary for calculating additionality. It helps to determine if a woman is a first-time user or a lapsed user of modern contraception, which may be programmatically useful. Women who respond with items K-P only for Q10 would also be considered first time users, whereas all other women would be considered lapsed users, as they have returned to use of a modern method after some unspecified gap.

**MODEL QUESTIONNAIRE FOR ASSESSING CLIENT PROFILE TO CALCULATE ADDITIONALITY**

Developed by Metrics for Management

2017

Read to respondent: Hello. My name is \_\_\_\_, and I am from \_\_\_\_ agency. We are conducting a brief survey of women who have attended this clinic. I would like to ask you two questions to know if you are eligible for our survey. May I proceed?

Number	Question	Response	Skip
1 q001	How old are you?	Age in completed years: <input type="text"/> <input type="text"/>	If age is less than 15 or greater than 49, go to
2 q002	Did you receive any family planning services from this clinic today?	Yes 1 No 0	Go to "ELIGIBLE" Go to "NOT ELIG"
<b>NOT ELIG</b>	Read to respondent: Thank you for your time. I do not have any further questions for you.		
<b>ELIGIBLE</b>	<p>Read to respondent: Thank you. You are eligible for this study. This study is being conducted by my agency on behalf of ____ franchise. We would like to understand a few more details about users of family planning services at this clinic. The survey should take no more than 10 minutes, and you are free to stop at any time, or to refuse to answer a question. There are no direct benefits to you for participating in our survey. Choosing to participate in this survey will not affect your care at this clinic, but our results may improve family planning services for women in your country. Risks of participating in our survey are minimal. All of your responses are confidential, and we are not recording your name or other personal details which could lead to someone identifying you. However, our conversation today may be overheard, or the data from this survey may be seen by someone who is not supposed to see it. We will take precautions against this. This study has been approved by the XXX ethical review board. If you have any questions that I cannot answer, you may call the study coordinator, at XXX number.</p>		
3	Does the respondent give consent to	Yes	1



	they have ever used, please clarify this question. Say: "In the days or weeks before your visit to the clinic today, what were you doing to avoid or delay getting pregnant."	K. Other fertility based awareness method 1 0 L. Lactational amenorrhea (exclusive breastfeeding) 1 0 M. Withdrawal 1 0 N. Abstinence (No sex) 1 0 O. Pregnancy 1 0 P. OTHER _____ 1 0 <i>SPECIFY</i>	Response K-P only, Skip to 9															
7 q007	Where did you go to get or buy the method you were using before you came here today?  [SINGLE RESPONSE - Ask about the most recent time the respondent got a FP method]	This same clinic 1 Another clinic of the same franchise 2 A mobile clinic or fieldworker from the franchise 3 Other private clinic or hospital 4 Government dispensary or clinic 5 Government hospital 6 Mobile clinic or fieldworker 7 Pharmacy or drug shop 8 Store or market 9 OTHER _____ 10 <i>SPECIFY</i>																
8 q008	In today's visit, did you change the method of family planning that you were most recently using?	Yes 1 No 0	Go to END															
9 q009	Have you EVER done anything (else) to prevent or delay getting pregnant?	Yes 1 No 0	Go to END															
10 q010	What methods have you used in the past to prevent or delay getting pregnant?	<table border="0"> <tr> <td></td> <td><b>YES</b></td> <td><b>NO</b></td> </tr> <tr> <td>B. IUD INSERTION</td> <td>1</td> <td>0</td> </tr> <tr> <td>C. IMPLANT INSERTION</td> <td>1</td> <td>0</td> </tr> <tr> <td>D. INJECTABLE</td> <td>1</td> <td>0</td> </tr> <tr> <td>E. ORAL CONTRACEPTIVE PILL</td> <td>1</td> <td>0</td> </tr> </table>		<b>YES</b>	<b>NO</b>	B. IUD INSERTION	1	0	C. IMPLANT INSERTION	1	0	D. INJECTABLE	1	0	E. ORAL CONTRACEPTIVE PILL	1	0	
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B. IUD INSERTION	1	0																
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F. EMERGENCY CONTRACEPTION	1	0
G. MALE CONDOM	1	0
H. FEMALE CONDOM	1	0
I. CYCLE BEADS	1	0
J. Contraceptive sponge, gel or foam	1	0
K. Other fertility based awareness method	1	0
L. Lactational amenorrhea (exclusive breastfeeding)	1	0
M. Withdrawal	1	0
N. Abstinence (No sex)	1	0
O. Pregnancy	1	0
P. OTHER _____	1	0

*SPECIFY*

**END**

Read: Thank you for your time. I do not have any more questions for you today.



