

Model Injection Centres (MICs)
A Program to Improve Injection Practices in the Country
Assessment of Communication Needs
Intelligent Character Recognition (ICR) Forms

A. Preparing Assessment of Communication Needs (ACN) forms for data transfer

1. All the Assessment of Communication Needs forms that have been filled during the MIU- H and CHC/PHC sessions at your centre need to be numbered serially (1, 2, 3, 4.....600).
2. The responses for each of the questions in the ACN forms have to be coded using the Code Book already provided.
3. A random quality assurance check is requested at this point of time by the Principal Investigators ensuring appropriate coding.

B. Filling the ICR sheets

1. Ensure that all the filled ACN forms and the blank ICR sheets are arranged by serial number.
2. Now pick up the first ACN form and the corresponding ICR sheet (matching for Unique ID number)
3. Transfer the data on to ICR sheet. For each question place the cross mark [X] in the appropriate box(es) corresponding to the number(s) of the coded response(s) in the ACN form.
4. The [X] mark should not extend beyond the boundary of the square box
5. The Principal Investigator is requested to check the data transferred on to the ICR forms and countersign.

C. Sending the ICR sheets to the Central Coordinating Office, New Delhi

1. For pilot testing, ONLY the first ten ACN forms are to be sent to CCO along with the filled ICR sheets.
2. Folded or crumpled ICR sheets will create problems while scanning. So please handle them with care.
3. Please use cloth lined brown envelopes for sending the forms.