

RHS step by step

1. Community signs a BCR and statement of Participation
2. Hire data collector (s) from the community
3. Data collectors get trained - using consent forms, confidentiality, familiarity with laptop surveys and sampling. Get paid for training, travel to training, meals and per diems.
4. Their personal information is then sent to the contract people so a contract can be developed.
5. Data collectors go back to their communities work with membership clerk to get the sample and replacement list. Once they get the list they fill out the Community Population Estimate Form and send in. They get paid for the hours it takes them to develop the sample and replacement list.
6. Start collecting data - adult, youth and child
7. Community survey is filled out by the person responsible, eg housing, education, social development, nutrition, external environment etc. once completed need to send it.
8. Once data is collected data collectors must sync the surveys (go to national server) that is how they get paid
9. Send package in once a week using prepaid Purolator envelopes and mailing labels, we ask that they do 3 – 5 surveys per day
10. Once the regional coordinator receives the package, they check the surveys against the national server and pay \$22 for a completed survey, \$4 for a non completed survey and any mileage they may have.
11. When they are finished collecting the data the data collectors send back their laptops and receive \$91 for the return of the laptop and \$150 for completion of the surveys.