ARMS II & VCUS Training Checklist

Done   Home Study

☐   Verify that all contents of enumerator packet were received (refer to list of "Enclosures" on cover letter). Contact the GLR Office if something appears missing.

☐   Verify that you have received all samples assigned, comparing to your assignment listings in CAPI.

☐   Contact your supervisor and/or the GLR Office if there is a discrepancy in your assignments.

☐   REVIEW ALL ENUMERATOR COMMENTS on the sample listings and acreage inserts.

☐   Read the questionnaire(s)

☐   Review Interviewer Manual(s). Make notes as needed.

☐   Review Practice Exercises on Purdue Site.

☐   Review Content on the Purdue/GLR Website Survey Pages

☐   Watch All ARMS II and/or VCUS Training Videos

☐   Complete ARMS II and/or VCUS Enumerator Quiz

☐   Document all questions, concerns, issues or problems with questionnaire(s) and manual(s)

☐   Document questions, concerns, issues, or problems with videos and quizzes

☐   Contact your supervisor to discuss how and when you will meet for your region's mini-school

☐   Notify your supervisor IMMEDIATELY regarding any problems.

Done   Teamwork with Supervisors and other Enumerators in Groups:

☐   Meet with Supervisor for Mini-School

☐   Understand your supervisor's expectations for benchmark due dates, work to be saved for review, and how you are to complete your mock interviews.

☐   Discuss with your supervisor strategies for how you will collect spray records if they cannot be provided during the phone interview (many VCUS assignments are phone only).

☐   Address questions you still have about this year's survey to your supervisor (the questionnaire, the videos, the quizzes, the CAPI instrument, data collection strategies)

☐   Work with a partner (either your supervisor or another enumerator in your group) to conduct at least one mock telephone interview in order to get yourself comfortable with how you might collect this data over the phone. Use data from one of the practice exercises as the basis for conducting the mock interview.

☐   Have your supervisor certify that you have been sufficiently "trained" and are ready to begin data collection.