

# Newhints

## CBSV WORKBOOK



Name: ✍ \_\_\_\_\_

ID number: ✍ \_\_\_\_\_

Communities: ✍ \_\_\_\_\_

## Ten things to remember:

1. Actively look for all pregnant women in your community.
2. Conduct the first visit as early in pregnancy as possible.
3. Include all relevant family members in the visits.
4. Use the CBSV cards to guide your visits.
5. Ensure you understand and remember the content of the visits. Review your manual, attend the re-trainings and ask questions whenever you are unsure.
6. Don't just give information, problem solve. Identify any barriers the family has trying or maintaining the behaviors by listening and asking questions.
7. Try to visit on the day of delivery. Actively look for delivered women and ensure that the family knows the importance of calling you on the day of delivery.
8. Remember you are not alone - your supervisor is there to help.
9. Keep your materials safe and clean and keep your records up to date.
10. Keep motivated – you are working for the good of your community.

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# How to use the workbook

The workbook aims to help you remember any important information about the family, referrals you have made, appointments and upcoming visits. Keep the records in your workbook as complete and up to date as possible.

## **Section 1: Pregnant woman and visit record**

As soon as you locate a pregnant woman record her in this section. There is space to record the woman's name (as written on her ObaapaVitA card), her ObaapaVitA ID number, the date you identified her and the age of the pregnancy. If the woman is not sure of the pregnancy age you can use the calendar to help her estimate. There is also space to mark completed visits. When you complete a visit tick the box for that visit. This should help you keep track of which visits you have conducted.

## **Section 2: Referrals**

Whenever you refer a very small or sick baby to the hospital you must complete the referral section of your workbook. There is space to record the name of the mother, the date referred, the age of the baby (in days) and the reason for referral. You can use this list to remind yourself to check on referred babies

## **Section 3: Notes and comments**

Use this section to record information that is important to remember for the next visit. For example it could be a list of key family members to include in the visit, a note about a specific problem a family has with a behavior and the solution you negotiated to solve the problem. Start each note with the woman's name and the date. You should also record any issues that you want to discuss with your supervisor or at the group CBSV meeting.

## **Section 4: Supervisor's section**

This section is filled in by your supervisor at the end of their visit. It helps the supervisor remember what happened at each visit.

## **Section 5: Calendar and diary**

This section has a year and a month calendar. The year calendar helps you schedule the next visit to a family. The month calendar is to mark the date of scheduled visits. You will also mark this on the family card. There is space remember to record the name of the woman, where she lives and whether you have arranged to visit in the morning, afternoon or evening. You can also remind yourself when to start checking if the woman has delivered by mark when she will enter the last weeks of pregnancy.

You can also use the month calendar to record key events such as upcoming supervisory visits, CBSV group meetings or trainings.

# SECTION 1: PREGNANT WOMEN AND VISIT RECORD

*Section I: list of pregnant women and visits*

**Note:** If you make extra visits add extra ticks for that particular visit.

List of pregnant women in the community										
No	Name (as on ObaapaVitA ID card)	ObaapaVitA ID number	Date identified	Month of pregnancy	VISIT RECORDS (✓ after visit is complete)					Birth weight
					1	2	3	4	5	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										

List of pregnant women in the community										
No	Name (as on ObaapaVitA ID card)	ObaapaVitA ID number	Date identified	Month of pregnancy	VISIT RECORDS (✓ after visit is complete)					Birth weight
					1	2	3	4	5	
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										
36										
37										
38										
39										
40										

Section I: list of pregnant women and visits

List of pregnant women in the community										
No	Name (as on ObaapaVitA ID card)	ObaapaVitA ID number	Date identified	Month of pregnancy	VISIT RECORDS (✓ after visit is complete)					Birth weight
					1	2	3	4	5	
41										
42										
43										
45										
46										
47										
48										
49										
50										
51										
52										
53										
54										
55										
56										



# **SECTION 2: REFERRAL OF VERY SMALL OR SICK BABIES**

Section 2: list of referred babies

REGISTER OF REFERRED BABIES																	
				REASON FOR REFERRAL													
				DANGER SIGNS									WEIGHT				
Name (as on ObaapaVitA ID)	Date	Visit nr (3,4 or 5?)	Age of baby (days)	Not able to feed since birth or stopped feeding well ✓	Convulsed or fitted since birth ✓	Fast breathing ✓	Chest in- drawing ✓	High tem- perature 37.5 °C or more ✓	Very low tem- perature 35.4°C or less ✓	Only moves when stimu- lated ✓	Yellow soles ✓	Pus ✓	WEIGHT in RED, YELLOW OR GREEN ZONE ✓	Follow-up visit completed ✓	Baby taken to the hos- pital ✓		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		

Section 2: list of referred babies

REGISTER OF REFERRED BABIES																	
				REASON FOR REFERRAL													
				DANGER SIGNS									WEIGHT				
Name (as on ObaapaVitA ID)	Date	Visit nr (3,4 or 5?)	Age of baby (days)	Not able to feed since birth or stopped feeding well ✓	Convulsed or fitted since birth ✓	Fast breathing ✓	Chest in- drawing ✓	High tem- perature 37.5 °C or more ✓	Very low tem- perature 35.4°C or less ✓	Only moves when stimu- lated ✓	Yellow soles ✓	Pus ✓	WEIGHT in RED, YELLOW OR GREEN ZONE ✓	Follow-up visit completed ✓	Baby taken to the hos- pital ✓		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		
													R	Y	G		

# SECTION 3: NOTES AND COMMENTS







# SECTION 4: SUPERVISORS

## SECTION



### Supervisor section

This section is to be completed by your supervisor. Make sure you have your workbook available for the supervisor during their visit to you.

Visit No	Date	Name of Supervisor (Code)	Type of visit (individual or DOS)	Remarks	Sign
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

## Supervisor section

This section is to be completed by your supervisor. Make sure you have your workbook available for the supervisor during their visit to you.

Visit No	Date	Name of Supervisor (Code)	Type of visit (individual or DOS)	Remarks	Sign
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					

## Supervisor section

This section is to be completed by your supervisor. Make sure you have your workbook available for the supervisor during their visit to you.

Visit No	Date	Name of Supervisor (Code)	Type of visit (individual or DOS)	Remarks	Sign
34					
35					
36					
37					
38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
<b>49</b>					

# SECTION 5: CALENDAR AND DIARY

## 2008

### January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

### March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## 2009

### January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

### March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### July

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### October

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Section 5: Calendar and appointments

<b>June 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

<b>July 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Section 5: Calendar and appointments

<b>August 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



<b>September 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<b>October 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

<b>November 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<b>December 2008</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<b>January 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Section 5: Calendar and appointments

<b>February 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>

<b>March 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

Section 5: Calendar and appointments

<b>April 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



<b>May 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Section 5: Calendar and appointments

<b>June 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

<b>July 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Section 5: Calendar and appointments

<b>August 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>September 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Section 5: Calendar and appointments

<b>October 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>November 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>					

<b>December 2009</b>						
<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		









Kintampo Health  
Research Centre



Save the Children  
Saving Newborn  
Lives



London School of  
Hygiene & Tropical  
Medicine



World Health  
Organization



Department for  
International  
Development



Ghana Health  
Service

With support from United Nations International Children's Fund (UNICEF)