

PROGRESS OUT OF POVERTY INDEX® (PPI®) STANDARDS OF USE

Basic

The **BASIC PPI Standards of Use** lists the minimum standards for appropriate PPI use and reporting. The actions described below will help to ensure that your PPI data is accurate and reliable.

The following standards are required to achieve the Basic PPI® Certification. If an organization applies for but does not receive certification because they have not met all standards, the organization may take up to three months to provide documentation proving that it has taken measures to meet the missed standards.

PPI Definitions

PPI	PPI scorecard + PPI lookup table
PPI Scorecard	PPI questions + responses + associated values
PPI Lookup Table	Poverty lines + PPI score ranges + likelihoods for each PPI score range

BASIC Standards

INTENT

- 1 Agreement to the following statement:
My organization agrees to use PPI results to assess performance against our social mission as well as for product and service design and improvement.
- 2 The Board recognizes and approves the use of the PPI.
- 3 Written (action) plan for PPI use is in place.

COLLECTION

- 4 The PPI is administered inside the client's home (that is, not in a centralized place like the branch office or group meeting).
- 5 The PPI, as collected by the organization, has no significant deviations from the original country-specific PPI (questions, values and lookup table) as found on the website, www.progressoutofpoverty.org.
- 6 Translations of the PPI match the national income/expenditure survey, on which the PPI is based.
- 7 The latest available version of the PPI (scorecard and lookup table) is in use within one year of release.

PROCESS

- 8 PPI information (including client scores and lookup tables) is stored in an electronic manner that allows for analysis. A basic system like a spreadsheet is acceptable.
- 9 A quality control check of the accuracy of PPI collection occurs to verify that (a) the interview actually happened, and (b) the responses recorded by the staff (or enumerator) are reasonably close to those found also be the checker. This quality control check includes checking at least 5% of PPI scorecards collected. The check is performed by someone other than the original staff (or enumerator).

TRAINING

- 10 Field staff (or enumerators) involved in PPI survey process understand the precise meaning of the PPI questions and responses.
- 11 Data entry staff (or individuals involved in data entry) are properly instructed on the PPI data entry process.

REPORTING

- 12 PPI results are reported to management with an appropriate frequency according to the organization's PPI integration plan. For example, upon completion of one time data collection or quarterly for continuous data collection.
- 13 All reports must indicate what population the results represent. For example: incoming clients, mature clients, rural branches, all regions, all new clients in 2010, all mature clients as of 1/1/2010 etc. A description of how that representativeness is achieved must be provided.
- 14 PPI results include the number of PPIs analyzed.
- 15 Computation of the percentage of clients below each poverty line is accurately calculated.
- 16 PPI results indicate the dates when data collection occurred.
- 17 PPI results indicate the poverty line(s) used for analysis.
- 18 External reports and communications display confidence level and interval of PPI results, if information is available.
- 19 External reports and communications indicate the PPI version (or underlying dataset) upon which the results are based (such as, 2004 Annual Poverty Indicators Survey in the Philippines).