

BASIC Progress Out of Poverty Index (PPI) Standards of Use

The **BASIC PPI Standards of Use** enumerate the minimum standards for appropriate PPI use and reporting. A PPI User fulfilling all of the following required standards is using and reliably producing accurate and transparent PPI results.

If the standards below are not met prior or during the validation onsite, an organization (if desired) will have three months to meet those standards by providing the requested documentation.

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: <i>My organization agrees to use PPI results to assess performance against our social mission as well as for product and service design and improvement.</i>
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 asked (administered) inside the client's home (that is, not in a centralized place like the branch office or group meeting).
5	There are no deviations from the original country-specific PPI (questions, values and lookup table) on the www.progressoutofpoverty.org website.
6	Translations of the PPI match the national income/expenditure survey, which the PPI is based, translations (if available).
7	The latest available version of the PPI (scorecard and lookup table) is in use within one year of release.
PROCESS	
8	The PPI (including responses 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) is 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	Results must indicate what population the results are representative of (incoming/mature clients, certain branches or regions, all new clients in 2010, all mature clients as of 1/1/2010, only rural clients, etc.) A description of how representation 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).