

Annex1: Assessment of HMIS Implementation for Health Centers

Zone: _____ Woreda: _____ Health Center: _____

Fill the facility assessment checklist: Put tick (✓) mark in appropriate place accordingly

	Activity	Yes (1)	Partial (0.5)	No (0)	Remark
1	Card room				
1.1	Have standard and adequate shelves				
1.2	Have MPI				
1.3	Have computer in MRU & use as Client tracker (MPI)				
1.4	Have two windows				
1.5	Integrated individual folders placed serially on shelf				
1.6	Card room workers know how to assign MRN				
1.7	Tracer card available and in use				
1.8	All integrated individual folders placed at one central card room				
1.9	Integrated individual folders returned to card room daily				
2	Service delivery point				
2.1	Registers are available (for all services)				
2.2	Registers filled properly				
2.3	Tally sheets available (for all services with tally sheet)				
2.4	Tally sheets filed properly on daily bases (If it corrected as tallied daily or filed monthly)				
2.5	Staffs at OPD department could define new and repeat, and filled in the register properly				
2.6	Staffs at FP service point define new and repeat properly				
2.7	Health care providers put HMIS disease classification in patient card and OPD/IPD registers correctly				
2.8	Health care providers fill summary sheet for all visits				
2.9	All Health cards (Individual Medical records) available in the health facility				
3	System assessment				
3.1	HMIS unit available				
3.2	HMIS focal person assigned				
3.3	HMIS/CHIS focal person has gotten training on Data quality & information use				
3.4	HMIS focal person full time worker				
3.5	HMIS focal person facilitates data collection from service delivery point				
3.6	Tally sheets maintained for the last 3 months				
3.7	PMT Logbook available for data quality check				
3.8	Record receipt dates of HMIS monthly report				
3.9	Record submission dates of HMIS monthly report				
3.10	Record completeness status of HMIS monthly report				
3.11	The recent last three months report were complete in-service type				
3.12	HMIS focal person regularly perform data accuracy check (LQAS)				
3.13	Data accuracy check sheet of previous 3 months available				
3.14	Start to notify birth (compare copies of birth notified against live births reported)				

3.15	Start to notify death (compare copies of death notified against institutional death reported)				
4	Digitalization & Networking				
4.1	Functional Computer available				
4.4	Has active/functional VPN/ADSL line				
4.5	Local area networking in place (Network expansion done)				
5	Display of Information				
5.1	Health center has displayed any charts or table of performance monitoring in HMIS unit and/or Office of PHCU Director				
5.2	Charts/Tables have been updated for the last month				
5.3	Charts/Tables have clear title, axes naming, plot area & legends				
5.4	Worksheets/data sources for the charts/table documented properly				
6	Performance Monitoring Team (PMT)				
6.1	PMT formally established				
6.2	PMT members participated in data quality check				
6.3	PMT meeting conducted regularly per month				
6.4	PMT meeting minutes documented				
6.5	PMT minutes book clearly shows date, time, and attendees, meeting agenda, summary of discussion & conclusions (decisions and action points agreed)				
6.6	PHCU Director or coordinator /CEO has chaired PMT meeting				
6.7	PMT identified performance gaps				
6.8	PMT set priority to solve performance gaps				
6.9	PMT identified root causes and developed action plan using problem investigation and action plan form				
6.10	PMT conducted resource mapping using stakeholder analysis				
6.11	PMT ensure and/or implement proposed interventions and started result monitoring (see documented data)				
7	Supportive supervision				
7.1	HC/Hosp received supportive supervision from WorHO or higher levels in the last quarter				
7.2	Supervisors checked data quality				
7.3	Supervisors discussed on performance of the facility				
7.4	Supervisors helped HFs in decision making				
7.5	HF received Written feedback (observe)				
7.6	HF has conducted supportive supervision to Health posts on CHIS in the last three months				
7.7	Checklist used in supportive supervision (Observe)				
7.8	Copies of supportive supervision feedback was documented (Observe)				

Annex2: Assessment of HMIS Implementation for Woreda Health Office

Zone: _____ Woreda: _____

Fill Woreda assessment checklist: Put tick (✓) mark in appropriate place accordingly

S. No	Items/Activity	Yes (1)	No (0)	Remark
1	M & E structure & function			
1.1	HMIS/CHIS focal person assigned			
1.2	HMIS/CHIS focal person has gotten training/orientation on Data quality & information use			
1.3	HMIS focal person presents summary report to PMT			
1.4	All relevant staffs received HMIS training/orientation			
2	Data Quality Assurance			
2.1	Report tracker Register available for data quality check			
2.2	Record receipt dates of HMIS monthly report			
2.3	Record submission dates of HMIS monthly report			
2.4	Record completeness status of HMIS monthly report (OPD, IPD, Service Delivery)			
2.5	Supported Health facilities to do LQAS (see feedback)			
2.6	Have plan to conduct RDQA (see plan document)			
2.7	Gave orientation to the staff on data quality & information use			
3	Digitalization			
3.1	Functional Computer available			
3.2	Has DHIS2 cloned computer			
3.3	VPN/ADSL line in place			
3.4	Has active/functional VPN/ADSL line			
4	Display of Information			
4.1	Zone/Woreda has displayed any charts or table of performance monitoring in HMIS unit and/or Office of institution head			
4.2	Charts/Tables have been updated for the last month			
4.3	Charts/Tables have clear title, axes naming, plot area & legends			
4.4	Worksheets/data sources for the charts/table were documented			
5	Information use			
5.1	Formally established PMT			
5.2	PMT members participated in data quality check (Completeness)			
5.3	PMT meeting conducted in the last month			
5.4	PMT meeting minutes documented			
5.5	PMT minutes book clearly shows date, time, and attendees, meeting agenda, summary of discussion & conclusions (decisions and action points agreed)			
5.6	Institution head or deputy head was chaired PMT meeting			

5.7	PMT identified performance gaps			
5.8	PMT set priority to solve performance gaps			
5.9	PMT identified root causes and developed action plan using problem investigation and action plan form			
5.10	PMT conducted resource mapping using stakeholder analysis			
4.1 1	PMT ensure and/or implement proposed interventions and started result monitoring (see documented data)			
6	Supportive supervision			
6.1	Zone/Woreda has a supportive supervision plan to HCs/ Hosp and HPs			
6.2	Zone/Woreda conducted supportive supervision to HCs/Hosp and HPs in the last quarter (write date of visit in the remark column)			
6.3	Checklist used in supportive supervision			
6.4	Zone/Woreda kept copies of filled supportive supervision checklist in the health facility			
6.5	Copies of supportive supervision feedback was documented			
7	HMIS/CHIS action plan & its implementation			
7.1	HMIS/CHIS action plan was developed			
7.2	Evidence of HMIS/CHIS action plan implementation observed (see documented data)			
7.3	Ways to monitor and follow the implementation of the proposed intervention were identified			