

# USAID AMPATH Uzima



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## **SOP for OVC Data Correction & Verification at Site Level**

**Purpose:** This SOP provides guidelines on correcting data-related errors at the Site level, both at source documents and the OVC CPIMS.

**Persons responsible:** M&E Officer, Site Data Assistant

### **Possible scenarios for discovering errors**

The following are the possible ways in which data errors may be noticed;

- a) By the M&E Officer or Data Assistant at the receipt of the OVC service tracking form, Caregiver service tracking, OVC biodata form or other source reports before entry into CPIMS
- b) By roving Data Assistants either during site supportive supervision visits or through routine/scheduled data quality assessments (DQAs) after data has been entered in CPIMS
- c) By program implementing partner during site supportive supervision, site improvement through monitoring system (SIMS) administration, DQAs, at the review of the quarterly data through CPIMS or during other data review activities at program level
- d) Glaring errors noticed in CPIMS by program implementing partner and/or donors
- e) During Program monthly technical data review meetings

### **Procedures for data correction**

- a) Whatever the scenario, but before entry of the data in CPIMS, the following is the 6 step procedure expected to be followed to correct the errors:
  - Verify data at the at site level by looking at the source documents. This should involve the person who summarizes and records data and the Case manager.
  - If error is ascertained and all parties are in agreement, then the case worker/Lead case worker is informed who makes the correction in the files and/or the relevant forms.
  - Then the corrected/revised form/tool is taken back to the site data assistant for verification and confirmation.
  - All corrections done are signed against and dated on hard copy documents
  - Data assistant then in consultation with the case manager/corrects the data in CPIMS
  - The M&E staff at County level will review CPIMS to ensure that the agreed changes are effected.

**Name of Case Manager: -----Sign: -----Date: -----**

**Name of Data Assistant: -----Sign: -----Date: -----**