Back Data Entry

The back data entry (BDE) is a process of capturing data from the paper master cards into the electronic systems retrospectively arranging from demographics details, routine visits which cover drug dispensation,appointments and adherence assessment.

DATA ENTRY

- Communicating with the Head of the Facility (refer to Stakeholders Communication SOP)
- Identifying total recent cumulative registered figures of that facility with reference from Technical site assessment SOP

- number of working days will be determined by information from Technical site assessment SOP
- Identifying a team to do the BDE
- Standard minimum target per day is 50 mastercards.
- Train the identified team on the system with emphasis on all the important aspects in regard to the system
- Setting up server for BDE (refer to server setup SOP)
- Create user account for Data entry clerks.
- Setting up the working environment
- supervise Data entry process
  Data clerks will need to do the following:
  - New registered- enter first visit and the last two visits
  - Transfer in   - enter first visit on that facility and the last two visits.
  - Update outcomes according to the master card.
    - Transfer out
    - Patient died
    - Treatment stopped
  - supervisor checks for
    - Completeness of data (e.g patient visit)
    - inconsistencies (e.g outcomes,duplicates)
    - Missing data (eg missing mastercards,skipped ARV numbers)
    - produce a post deployment report
- Data Cleaning (refer to the data cleaning SOP)

COST ARRANGEMENTS
- Cost per mastercard is MK200
  - Part payments of mastercards shall be given to clerks before departure to site.
- Travel allowance is MK5000
- Accommodation and food allowance is MK15000
- Daily allowance (within Baobab/LIN offices or activities requiring flat rate) is MK10000
- Transport allowance is MK1000 per day for Clerks working within Baobab/LIN offices

TRANSPORT ARRANGEMENTS

- Baobab/LIN shall provide transportation for BDE clerks to and from site.
- Travel days should be separate from working days.(travel and return days)

ACCOMMODATION ARRANGEMENTS

- Clerks shall find their own accommodation close to the site.