**Guide: Siyenza Data Collection Tools**

Dates of Data Collection: March 18, 2019 – May 09, 2019

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Tool Name | Who Completes (CDC Site Lead vs. Partner)? | Is Tool Required or Recommended? | Frequency of Tool Completion | Method of Submission |
| 01 | **MinimumRequirements** | CDC Site Lead | Required for Submission to CDC | **Weekly**:  Mondays by COB | **Upload to Shared Drive**\*:  [S:\\_Siyenza\Data Collection Tools](file:///S:\_Siyenza\Data%20Collection%20Tools) |
| 02 | **Facility HTS metrics draft\_25Feb2019** | CDC Site Lead | Recommended for Use by Site Lead |  | Usage Only |
| 03 | **FF Case Identification screening tool** | CDC Site Lead | Recommended for Use by Site Lead |  | Usage Only |
| 04 | **Feb\_PICT Guidance Checklist\_Final Feb 6 2019** | CDC Site Lead | Recommended for Use by Site Lead |  | Usage Only |
| 05 | **Feb\_Linkage Intervention\_Feb 5 2019** | CDC Site Lead | Recommended for Use by Site Lead |  | Usage Only |
| 06 | **Feb\_Tracking and Tracing Intervention\_Feb 5 2019** | CDC Site Lead | Recommended for Use by Site Lead |  | Usage Only |
| 07 | **Feb\_Data Quality Checklist\_Final\_Feb 5 2019** | CDC Site Lead | Recommended for Use by Site Lead |  | Usage Only |
| 08 | **Rapid survey of Missed Appts and TT Register\_Updated\_April082019**  *[Sheet “Missed Appt Survey to Submit”]* | Partner | Required for Submission to CDC | **Weekly**:  Tuesday by 10am | Email to Alaya Koneru at [xjq8@cdc.gov](mailto:xjq8@cdc.gov) |
| 09 | **Rapid survey of Missed Appts and TT Register\_Updated\_April082019**  *[Sheet “TT Register to Print”]* | Partner | Required for Use in Facilities |  | Usage Only |
| 10 | **Tier\_ReportTool\_\_2.28.19\_for dropbox** | Partner | Required for Use in Facilities |  | Usage Only |
| 11 | **Staff Hiring Count Survey v1\_5** | Partner | Required for Submission to CDC | April 3, 2019 by 10am  April 19, 2019 by 10am | Email to Alaya Koneru at [xjq8@cdc.gov](mailto:xjq8@cdc.gov) |
| 12 | **Facility Recommendation Tracker\_April52019** | CDC Site Lead | Required for Submission to CDC | **Weekly**:  Fridays by COB | **Upload to Shared Drive**\*:  [S:\\_Siyenza\Data Collection Tools](file:///S:\_Siyenza\Data%20Collection%20Tools) |

**\* Each site lead and TDY team has individual folders by person’s/team’s name – Upload your facility data to your folder. If you have difficulties accessing and 7uploading data to shared drive, please email completed file to Alaya Koneru at** [**xjq8@cdc.gov**](mailto:xjq8@cdc.gov) **with “Site Lead Data Upload” in email subject line.**

**Visual Reference Guide**

|  |  |
| --- | --- |
|  | Tool Name |
| 01 | **MinimumRequirements** |
|  | NOTE: There is a version for PRINT ONLY that can be used while in the facilities. Data collected on the PRINT ONLY form should be entered electronically onto the version on the Shared Drive.  PRINT ONLY version (for ease of recording data on paper while in facility)    Shared Drive version (for entering data electronically onto S Drive – refer to your folder on the S Drive to access/download form): |
| 02 | **Facility HTS metrics draft\_25Feb2019** |
|  |  |
| 03 | **FF Case Identification screening tool** |
|  |  |
| 04 | **Feb\_PICT Guidance Checklist\_Final Feb 6 2019** |
|  |  |
| 05 | **Feb\_Linkage Intervention\_Feb 5 2019** |
|  |  |
| 06 | **Feb\_Tracking and Tracing Intervention\_Feb 5 2019** |
|  |  |
| 07 | **Feb\_Data Quality Checklist\_Final\_Feb 5 2019** |
|  |  |
| 08 | **Rapid survey of Missed Appts and TT Register\_Updated\_April082019**  *[Sheet “Missed Appt Survey to Submit”]* |
|  |  |
| 09 | **Rapid survey of Missed Appts and TT Register\_Updated\_April082019**  *[Sheet “TT Register to Print”]* |
|  |  |
| 10 | **Tier\_ReportTool\_\_2.28.19\_for dropbox** |
|  |  |
| 11 | **Staff Hiring Count Survey v1\_5** |
|  |  |
| 12 | **Facility Recommendation Tracker\_April52019** |
|  |  |