**Guide: Siyenza Data Collection Tools**

Dates of Implementation: March 1, 2019 – May 10, 2019

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| --- | --- | --- | --- | --- | --- |
|  | Tool Name | Who Completes (CDC Site Lead vs. Partner)? | Is Tool Required or Recommended? | Frequency of Tool Completion | Method of Submission |
| 01 | **Minimum Requirements Checklist\_March 27 2019** | CDC Site Lead | Required for Submission to CDC | April 1, 2019  April 19, 2019 | Email to Alaya Koneru at [xjq8@cdc.gov](mailto:xjq8@cdc.gov) |
| 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\_March 28 2019** | Partner | Required for Submission to CDC | **Weekly**:  Tuesday by 10am | Email to Alaya Koneru at [xjq8@cdc.gov](mailto:xjq8@cdc.gov) |
| 09 | **Revised tracing and tracking tool\_March 26 2019\_revised** | 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) |

If you have questions regarding any of these tools or need assistance, please contact XXXXXX at XXXXXX.

**Visual Reference Guide**

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| --- | --- |
|  | Tool Name |
| 01 | **Minimum Requirements Checklist\_March 27 2019** |
|  |  |
| 02 | **Facility HTS metrics draft\_25Feb2019** |
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| 06 | **Feb\_Tracking and Tracing Intervention\_Feb 5 2019** |
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| 07 | **Feb\_Data Quality Checklist\_Final\_Feb 5 2019** |
|  |  |
| 08 | **Rapid survey of Missed Appts\_March 28 2019** |
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| 09 | **Revised tracing and tracking tool\_March 26 2019\_revised** |
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