# THE DATA QUALITY ASSESSMENT (DQA) TOOL

Structure of the Tool

Structure of the Tool The tool is structured based on how valid the reports on DATIM is linked to the IP. A brief description of validity in this context is provided below:

> **Validity** – This context deals with simple calculation errors, or failing to correctly sum data from registers and lower-level data entry tools into monthly summary reports. The monthly summary reports are the main source of data used to assess progress in service provision, and feed into government and donor reports. It is not feasible to assess all possible errors, so this tool is focusing on verifying a selection of the most important variables. Instructions on how to use the tool

Instruction on how to use the DQA tool

1. Download the pivot table template from the SHIELD portal by clicking on the circled pivot table button from the platform. By clicking on the pivot table template, it downloads an excel pivot table which should be filled with figures from pivot table generated from DATIM for all facilities which Implementing partners reported for Q2
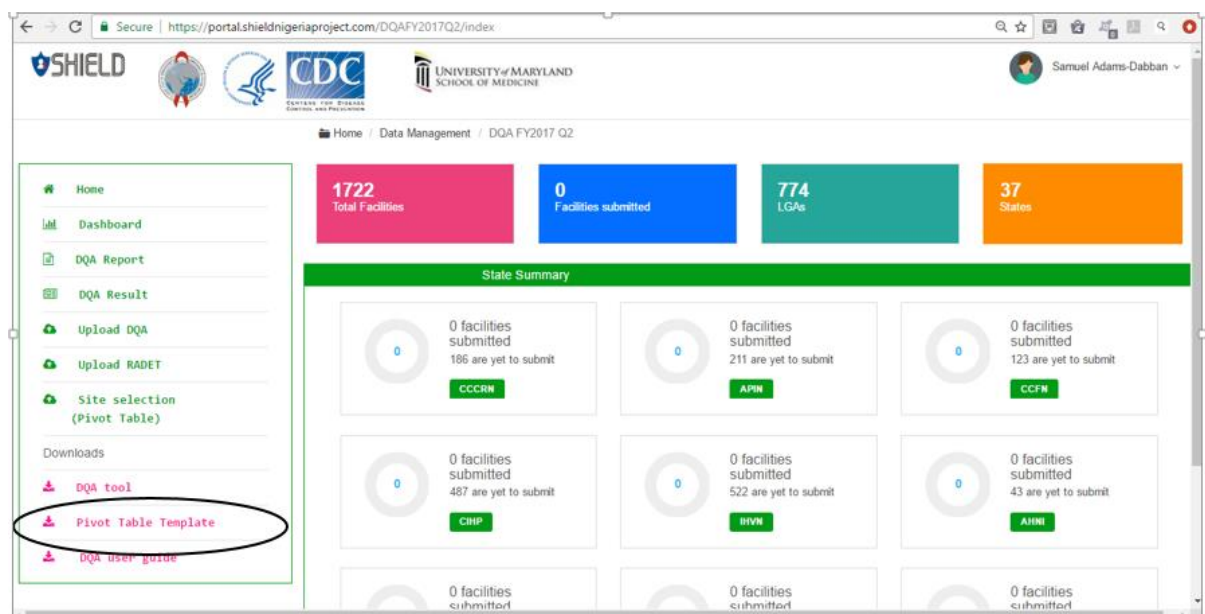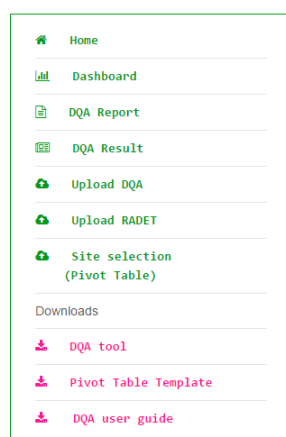
2. After filling out the pivot table with the required DATIM figure reported by IP, it should look similar to the one shown below. The pivot table should be uploaded on the portal.
NB: The pivot table to be uploaded must conform to the template so that it will allow for upload on the SHIELD portal.

	A	B	C	D	E	F	G
1	organisationunitid	organisationunitname	pmtct_art (n, dsd, newexistingar	tx_curr (n, dsd)	tb_art (n, dsd)	ovc_hivstat (n, dsd, reportedstatu	total
2	ccEqDMosxj8	Nkworgwu Health Center	8		85		93
3	jRwU6kFKmtR	Ekwereazu Town Primary Health Cente	2		75		77
4	NiviaoJZNyh	Mbutu Primary Health Center	55	7			62
5	QiypT8ow3ml	Eastern Nigeria Medical Center	15		35		50
6	NaG6FuzlAnL	Umuokirika Primary Health Center	16		21		37
7	vidxf7Mjwn0	Holy Rosary Hospital Ogbor Nguru	9	16	6		31
8	ssrXK0edvoQ	Nnariambia Primary Health Center				19	
9	qGQliH5UA4W	Aboh Mbaise General Hospital				67	
10	iv0qlMT9FCJ	Amuzu Primary Health Center				20	
11	aMKXrfGkE1q	Mbieri General Hospital	40	9	12		350

3. Upload pivot table on the SHIELD portal.

4. After uploading the IP pivot table, upload all RADET Report for thee IP on the SHIELD Portal at https://portal.shieldnigeriaproject.com/DQAFY2017Q2/UploadRadet by clicking on the button in the circled area on the SHIELD portal as seen below

Data Quality Assessment Tool v2   **02 May 2017**
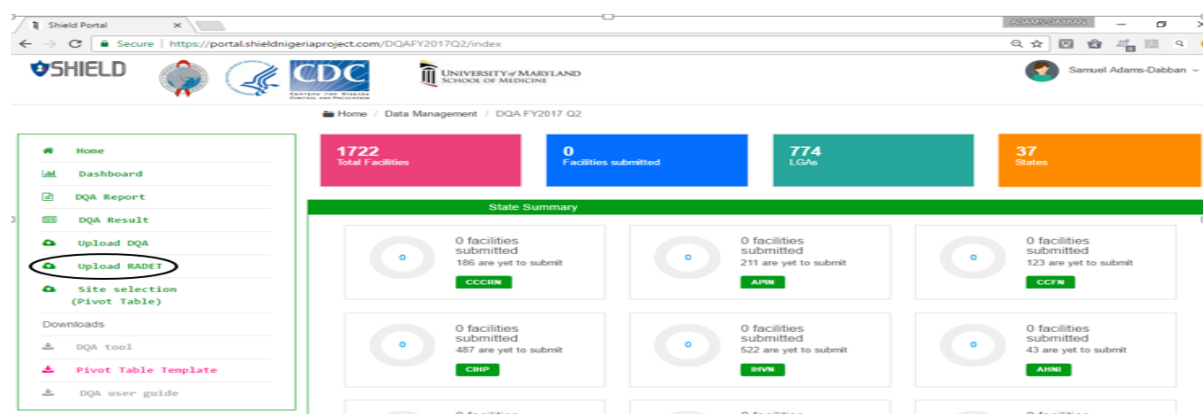
5. After clicking the upload button it gives you an option to upload the RADET file on the portal. Make sure you upload all the RADET files for all ART Sites

6. Download the Microsoft Excel file tool with file "Data Quality Assessment Tool.Q2R" from http://portal.shieldnigeriaproject.com/DQA after clicking on the DQA tool, it gives you a list of the sites in the pivot table with check boxes which should be checked for the DQA tools to be down
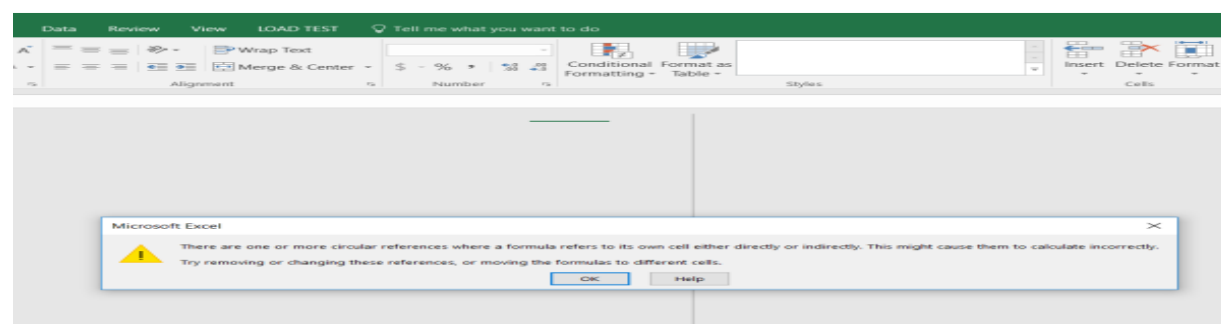

7. Open the downloaded file using Microsoft Excel 2008 or Higher. Excel would usually show a message with the prompt displayed below, click on "OK"

8. On the orange bar a security warning would appear asking you to click to "Enable Content", please click to enable the formulas on the workbook

9. Excel would usually show a second (2nd) message with the prompt displayed below, click on "Continue"

10. First, select the Implementing Partner from the drop down in cell "P2"
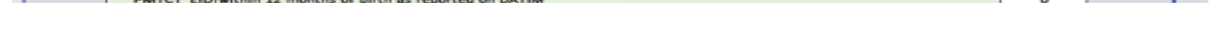
11. Select the state from the drop down that matches the state of the facility for the intended DQA in cell "R2"

12. Select the LGA for facility of the intended DQA report from cell "T2"

13. Select the Facility from the drop down in cell "V2"

14. Select the Reporting Period from the cell "Y2"

15. Select the thematic area from the drop down in cell "M2"

16. Changing thematic area would load the data entry questions displayed in column C to G.

17. The reporting tools to reviewed are highlighted in red on the worksheet

18. DATIM figure reported for Q2 should imputed into the fields provided on the worksheet as circled below

19. The records for Q2 reports should be imputed in the fields provided for the different months on the tool

20. After completing the all the thematic area click on the "Complete" button to lock the form and display the result in the excel form

21. For treatment current open the TX_CURR tab, fill out the details from the patient charts of the required variable which are highlighted the darker colour to validated the RADET report of randomly selected patient's numbers. The result will be auto-populated for TX_CURR

22. OVC DQA: For the OVC DQA, click on the OVC DQA tab on the DQA tool and fill out the information for OVC from the OVC Register. Select the Implementing Partner, State, LGA, and Reporting period. After filling out the information on the tool, *Click* on the complete Assessment button and fill the hard copy summary sheet. The OVC DQA should be filled for all LGA which collect OVC information

23. Save the completed DQA report using the following format DQA.Q2R_IP_FacilityName example DQA.Q2R_CCCRN_General Hospital Aboh Mbaise
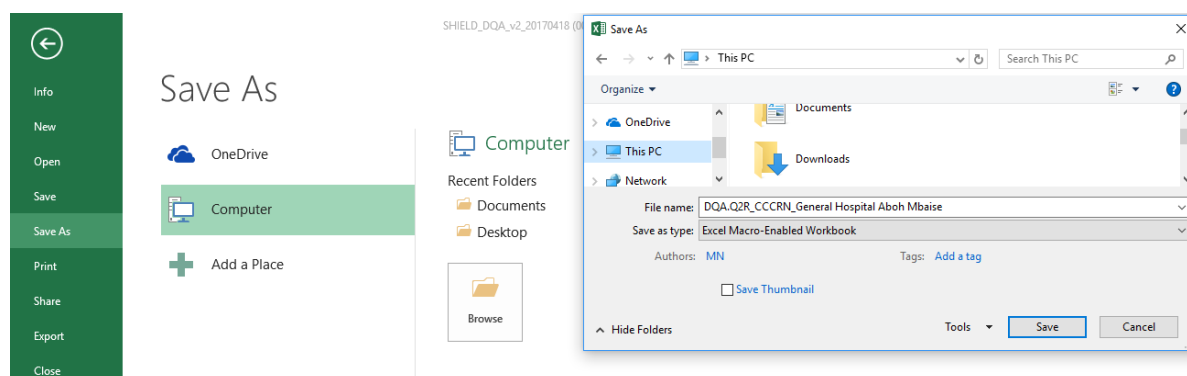
24. Transcribe the results from the Summary sheet to the hard copy signed by the facility M & E officer.

25. Upload all completed DQAs on the SHIELD portal by clicking the Upload DQA button as seen in the circled area below and uploading all completed DQAs. The completed DQAs can be uploaded by facility or DQAs for all facilities zipped up in a folder and uploaded.