

THE DATA QUALITY ASSESSMENT (DQA) TOOL

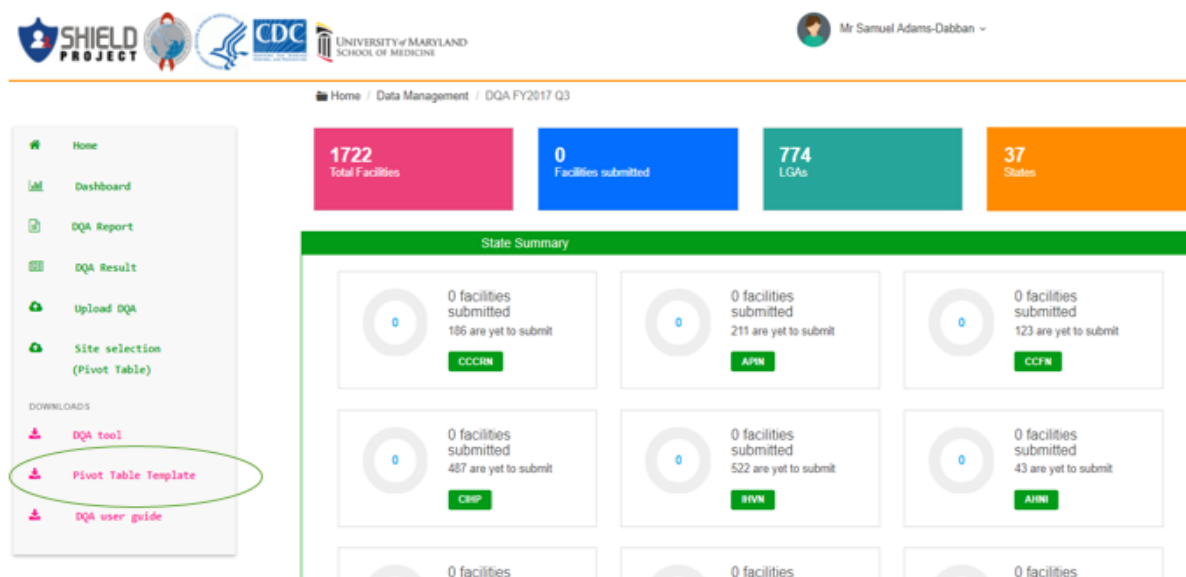
Structure of the Tool

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 pivot table template it downloads an excel pivot table will be imputed with figure from pivot table generated from DATIM for all facilities which Implementing partners reported for Q3



- After filling out the pivot table with the required figure reported by IP. The pivot table should then be uploaded on the portal. The pivot table will then look like the one below. The pivot table format should not be changed so that it will allow for upload on the SHIELD portal with all information imputed.

DATIM PIVOT TABLE SAMPLE - Excel

organisation unit id	organisation unit name	HTS_TST (N, DSD): HTS received results	HTC_Only (excluding PMTCT_STAT, TB_STAT, VMNC_CRC, PP_PREV, KP_PREV, OVC_HIVSTAT)	HTC_Only_Pos (excluding positives from PMTCT_STAT, TB_STAT, VMNC_CRC, PP_PREV, KP_PREV, OVC_HIVSTAT)	PMTCT_STAT (N, DSD, AgeKnownNewResult): Known Results, Newly Identified Positive	PMTCT_STAT (N, DSD, AgeKnownNewResult): Known Results, Known at Entry Positive	PMTCT_STAT (N, DSD, AgeKnownNewResult): Known Results, Known at Entry Positive	PMTCT_ART (N, DSD, NewExistingArt): ARTs	PMTCT_EID (N, DSD, AgeHIVStatus): Infant Testing	TX_NEW (N, DSD): New on ART	TX_CURR (N, DSD): Receiving ART
1	ccEEdMoxnB	Nkorogwu Health Center	85	60	10	25	5	5	10	12	15
2	fluU6lKcnP	Ekweazu Town Primary Health Center	60	60	5						
4	NivaoL2Nyh	Mbunu Primary Health Center	20	5	0	15	1	1	2	5	
6	QnpT8ow3ml	Eastern Nigeria Medical Center	160	100	10	60	5	5	10	16	55
7	NuG8FugBdL	Unuakula Primary Health Center	16		21						
8	vids77MyrD	Holy Rosary Hospital Dgbor Nguru	200	160	5	40	3	7	10	6	422
9	spXKQedvoQ	Nnarambia Primary Health Center	19		19	1	1	2	5		
10	cQdHSLUdhJ	Aboki Mbaise General Hospital			67	5	5	10			
11	luQgMT3FCJ	Amuzu Primary Health Center			20						
12	shKXtGLEtq	Mbien General Hospital	40	40	12					10	72

- Upload pivot table on the SHIELD portal.

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Home / Data Management / DQA FY2017 Q3

Download pivot table template. Using the pivot table template downloaded, complete it with information reported on DATIM for Q3. After populating the template, upload back on the portal and this information will give you a list of all the sites for which DQAs should be done for Q3.

UPLOAD DATIM PIVOT TABLE

File: No file chosen | | |

Previous uploads

IP	PERIOD	DATE UPLOADED	UPLOADED BY

- Download the Microsoft Excel file tool with file "Data Quality Assessment Tool.Q3R" from <http://portal.shieldnigeriaproject.com/DQA> after clicking on the DQA tool, it gives you a download tool button which should be clicked for the DQA tools to be downloaded.

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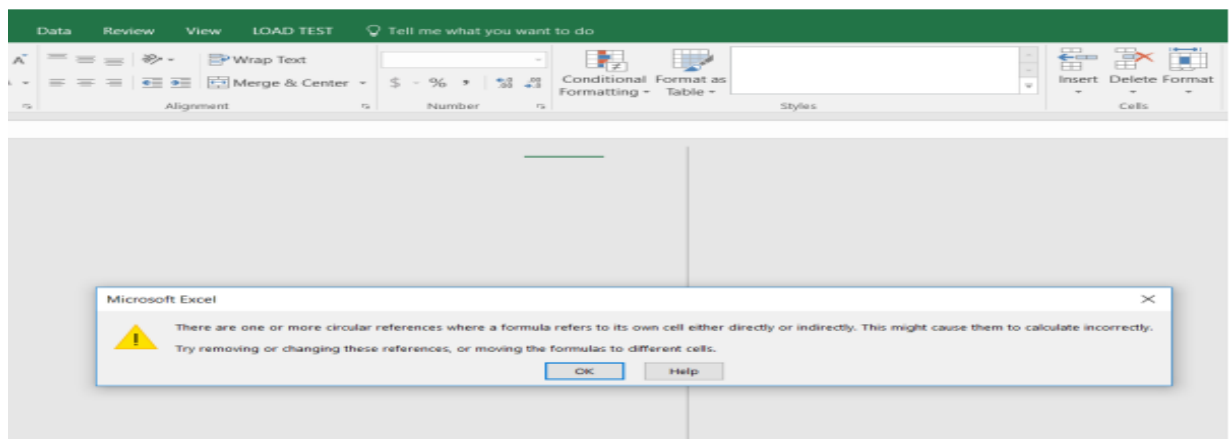
DOWNLOAD DQA TOOL

Tick the facilities below and click on the download button to download the DQA tool

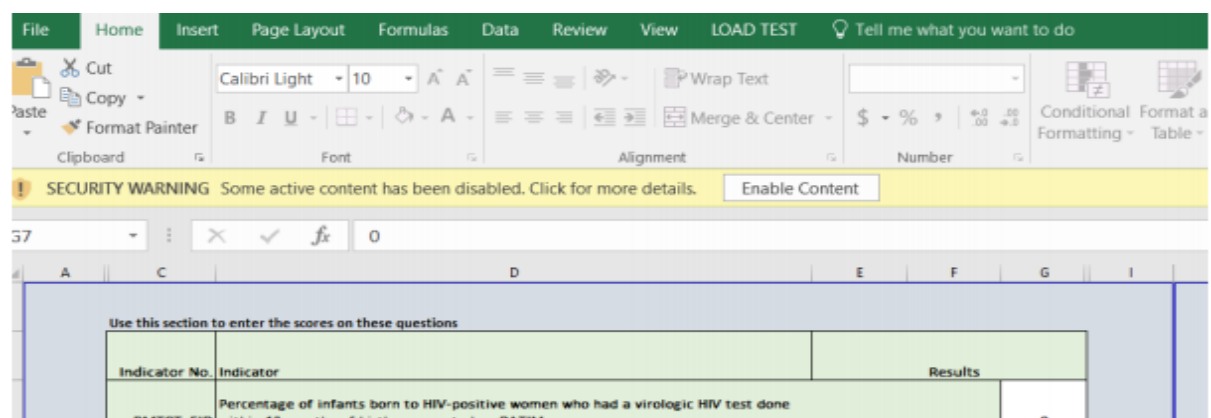
DQA download page

STATE	LGA	SITE	TOTAL ON TREATMENT	SELECTED FOR DQA
Imo	Abia-Mbaize	Nkorogwu Health Center	91	✓
Imo	Abia-Mbaize	Ekweazu Town Primary Health Center	77	✓
Imo	Abia-Mbaize	Mbunu Primary Health Center	63	✓
Imo	Mbunu	Mbunu General Hospital	63	✓
Enugu	Enugu East	Eastern Nigeria Medical Center	160	✓
Imo	Abia-Mbaize	Holy Rosary Hospital Dgbor Nguru	200	✓
Imo	Abia-Mbaize	Nnarambia Primary Health Center	19	✓
Imo	Abia-Mbaize	Aboki Mbaise General Hospital	67	✓
Imo	Abia-Mbaize	Amuzu Primary Health Center	20	✓

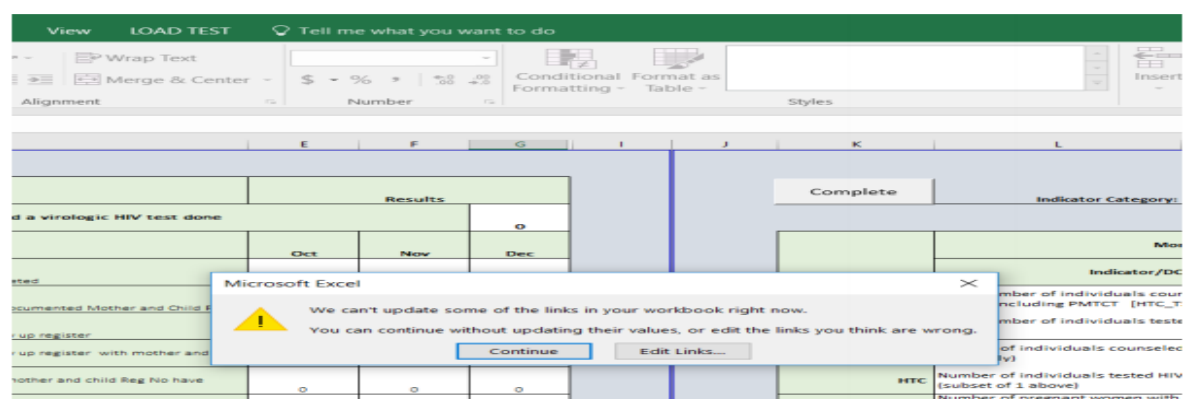
- Open the downloaded file using Microsoft Excel 2008 or Higher. Excel would usually show a message with the prompt displayed below, click on “OK”



- On the orange bar, a security warning would appear asking you to click to “Enable Content”, please click to enable the formulas on the work book



- Excel would usually show a second (2nd) message with the prompt displayed below, click on “Continue”



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- The screenshot shows the Microsoft Excel interface with the 'Formulas' tab selected. The main area displays a data table with the following structure:
- | Indicator No. | Indicator | Results | |
|---------------|--|--|-------------|
| HTS_TST | Number of individuals who received HIV Testing Services (HTS) and received their test results (as reported on DATIM) | | |
| | Total number of individuals tested HIV positive including PMCT (as reported on DATIM) | | |
| | Number of individuals counseled, tested, and received results (HTC Only) (as reported on DATIM) | | |
| | Number of individuals tested HIV positive (HTC only as reported on DATIM) | | |
| Totals in use | | HTC Register: DPD Register: Client Insee Form: HTC MFV | Apr May Jun |
| 211 | How many HCT clients are documented in the HTS Register or DPD Register | | |
| 212 | How many clients who tested negative were documented in the HTS Register or DPD Register | | |
| 213 | How many clients who tested positive were documented in the HTS Register or DPD Register | | |
- A dropdown menu is open for the 'HTC_Pos' cell, showing the following options: 'HTC_Pos', 'HTC_Neg', 'HTC_Unknown', and 'HTC_Stat_P'. The 'Formulas' tab also shows the 'Data Table' range and the 'Data Table' range.

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- The screenshot shows the Microsoft Excel interface with the 'Data Quality Assessment tool_v3 - Excel' window. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Fast PDF, Power Pivot, and Tell me what you want to do. The 'Home' ribbon is active, showing Font, Paragraph, Styles, and Cells groups. The 'Formulas' ribbon is also visible, showing the 'Calculate' group. The main worksheet area displays a 'Data Quality Assessment tool_v3 - Excel' form. The form has a header section with 'Indicator No.' and 'Indicator' columns. Below this, there are rows for 'HTS_TST' and 'PMTCT_STAT'. The 'HTS_TST' row has a 'Results' column with a dropdown menu. The 'PMTCT_STAT' row has a 'Results' column with a dropdown menu. The 'Formulas' ribbon is active, showing the 'Calculate' group. The 'Formulas' ribbon is also visible, showing the 'Calculate' group.

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11. Select the Facility from the drop down in cell “V2”

Use this section to enter the scores on these questions

Indicator No.	Indicator	Results
HTS_TST	Number of individuals who received HIV Testing Services (HTS) and received their test results (as reported on DATIM)	0
	Total number of individuals tested HIV positive including PMTCT (as reported on DATIM)	0
	Number of individuals counseled, tested, and received results (HTC Only) (as reported on DATIM)	0
	Number of individuals tested HIV positive HTC only as reported on DATIM	0
Tools in use		
HTC Register, Q3FY17 DATIM Report, PMTCT HTC Register		
221	How many HTC clients are documented in the HTC Register or Q3FY17 DATIM Report	0
222	How many clients who tested negative were documented in the HTC Register or Q3FY17 DATIM Report	0
223	How many clients who tested positive were documented in the HTC Register or Q3FY17 DATIM Report	0
224	How many clients who tested positive were documented in the HTC Register or Q3FY17 DATIM Report	0

Reporting Period: Q3FY17 DATIM Report

Validation: Concurrence rate

12. Select the Reporting Period from the cell “Y2”

Use this section to enter the scores on these questions

Indicator No.	Indicator	Results
HTS_TST	Number of individuals who received HIV Testing Services (HTS) and received their test results (as reported on DATIM)	0
	Total number of individuals tested HIV positive including PMTCT (as reported on DATIM)	0
	Number of individuals counseled, tested, and received results (HTC Only) (as reported on DATIM)	0
	Number of individuals tested HIV positive HTC only as reported on DATIM	0
Tools in use		
HTC Register, Q3FY17 DATIM Report, PMTCT HTC Register		
221	How many HTC clients are documented in the HTC Register or Q3FY17 DATIM Report	0
222	How many clients who tested negative were documented in the HTC Register or Q3FY17 DATIM Report	0
223	How many clients who tested positive were documented in the HTC Register or Q3FY17 DATIM Report	0
224	How many clients who tested positive were documented in the HTC Register or Q3FY17 DATIM Report	0

Reporting Period: Q3FY17 DATIM Report

Validation: Concurrence rate

13. Select the thematic area from the drop down in cell “M2”

Use this section to enter the scores on these questions

Indicator No.	Indicator	Results
PMTCT_STAT	Number of Pregnant women with known HIV status at antenatal care (includes those who already knew their HIV status prior to ANC) as reported on DATIM	0
	Number of pregnant women tested HIV positive (subset of 2 above)	0
	Number of pregnant women with previously known HIV positive status at entry (subset of 2 above)	0
Tools in use		
PMTCT Daily ANC Register, PMTCT HTC Register		
221	How many pregnant women were tested as documented in the PMTCT HTC Register or PMTCT Daily ANC Register	0
222	How many pregnant women were HIV Positive as documented in the PMTCT HTC Register or PMTCT Daily ANC Register	0
223	How many pregnant women were HIV Negative as documented in the PMTCT HTC Register or PMTCT Daily ANC Register	0
224	How many pregnant women newly tested HIV Positive as documented in the PMTCT Monthly Summary form	0
225	How many pregnant women with previously known HIV + as documented in the PMTCT HTC Register or PMTCT Daily ANC Register	0
226	How many pregnant women with previously known HIV + as documented in the PMTCT Monthly Summary form	0

Reporting Period: Q3FY17 DATIM Report

Validation: Concurrence rate

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

Use this section to enter the scores on these questions

Indicator No. 231

Indicator Number of individuals who reported HIV Testing Services (HTS) and received their test results (as reported on DATIM)

Results

Apr	May	Jun
0	0	0

Tools to use: HTS_Regimen, OPD_Regimen, Client Data Form, HTS_MSP

Concurrence rate

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

Use this section to enter the scores on these questions

Indicator No. 231

Indicator Number of individuals who reported HIV Testing Services (HTS) and received their test results (as reported on DATIM)

Results

Apr	May	Jun
0	0	0

Tools to use: HTS_Regimen, OPD_Regimen, Client Data Form, HTS_MSP

Concurrence rate

16. DATIM figure reported for Q3 should imputed into the fields provided on the worksheet as circled below

Use this section to enter the scores on these questions

Indicator No. 231

Indicator Number of individuals who reported HIV Testing Services (HTS) and received their test results (as reported on DATIM)

Results

Apr	May	Jun
0	0	0

Tools to use: HTS_Regimen, OPD_Regimen, Client Data Form, HTS_MSP

Concurrence rate

[illegible]

Users **MUST** use only the options provided in this tool. Please DO NOT use custom options. The Indicator Category option lets you do data entries for one indicator at a time. Use it to select which indicator you DO NOT CLICK ON THE COMPLETE BUTTON UNTILL YOU HAVE COMPLETED DATA ENTRIES. You CANNOT edit this worksheet after the complete button have been clicked.

Complete ☐ Indicator Category: HTS_TST Implementing Partner: AHNI State: Ogun LGA: Facility Name:

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMICT_STAT	PMICT_STAT_Pos	PMICT_STAT_Knwpos	PMICT_ART	PMICT_EID	TX_NEW
Q3FY17 DATIM Report										
Validation										
Concurrence rate										

TX_Curr Validation (ART Site as at June 2017)

Number of patients randomly selected (Based on Number of patients reported on RADET)	
Number of the randomly selected patients whose details were validated from the patient folder or EMR	
Concurrence Rate	

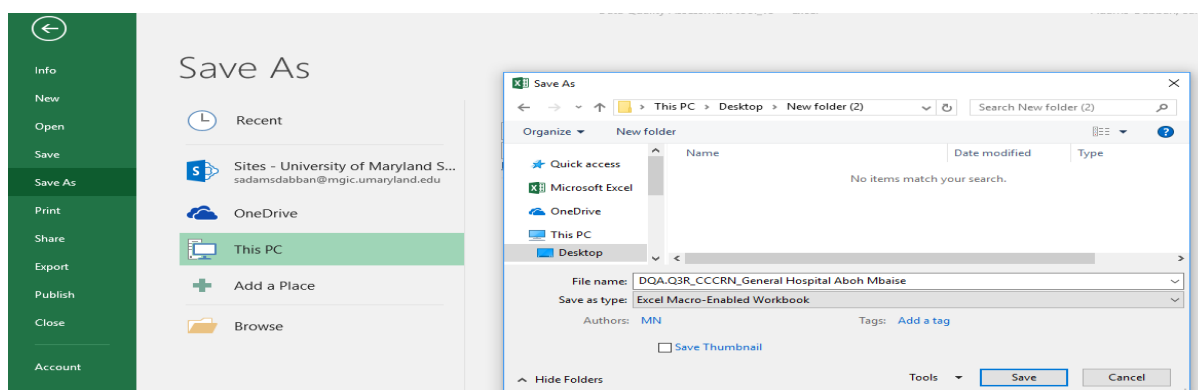
Name and Designation of Assessor: _____

Site M&E focal person: _____

Concurrence rate

[illegible]

20. Save the completed DQA report using the following format DQA.Q3R_IP Name_FacilityName
example DQA.Q3R_CCCRN_General Hospital Aboh Mbaise



24. Transcribe the results from the Summary sheet to the hard copy signed by the facility M & E officer.

Data Quality Assessment Summary										
Implementing Partner					Name of Assessor					
State					Designation					
LGA					Signature					
Facility Name					Site M&E focal person					
Date of DQA					Signature					
	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_STAT_Pos	PMTCT_STAT_Knwpos	PMTCT_ART	PMTCT_EID	TX_NEW
Q2 DATIM Report										
Validation										
Concurrence rate										

TX_Curr Validation (ART Site as at June 2017)	
Number of patient number randomly selected (Based on Number of patients reported on RADET)	
Number of patient whose details were validated from the Patient folder or EMR	
Concurrence Rate	

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.

