# 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 FY18 Q3
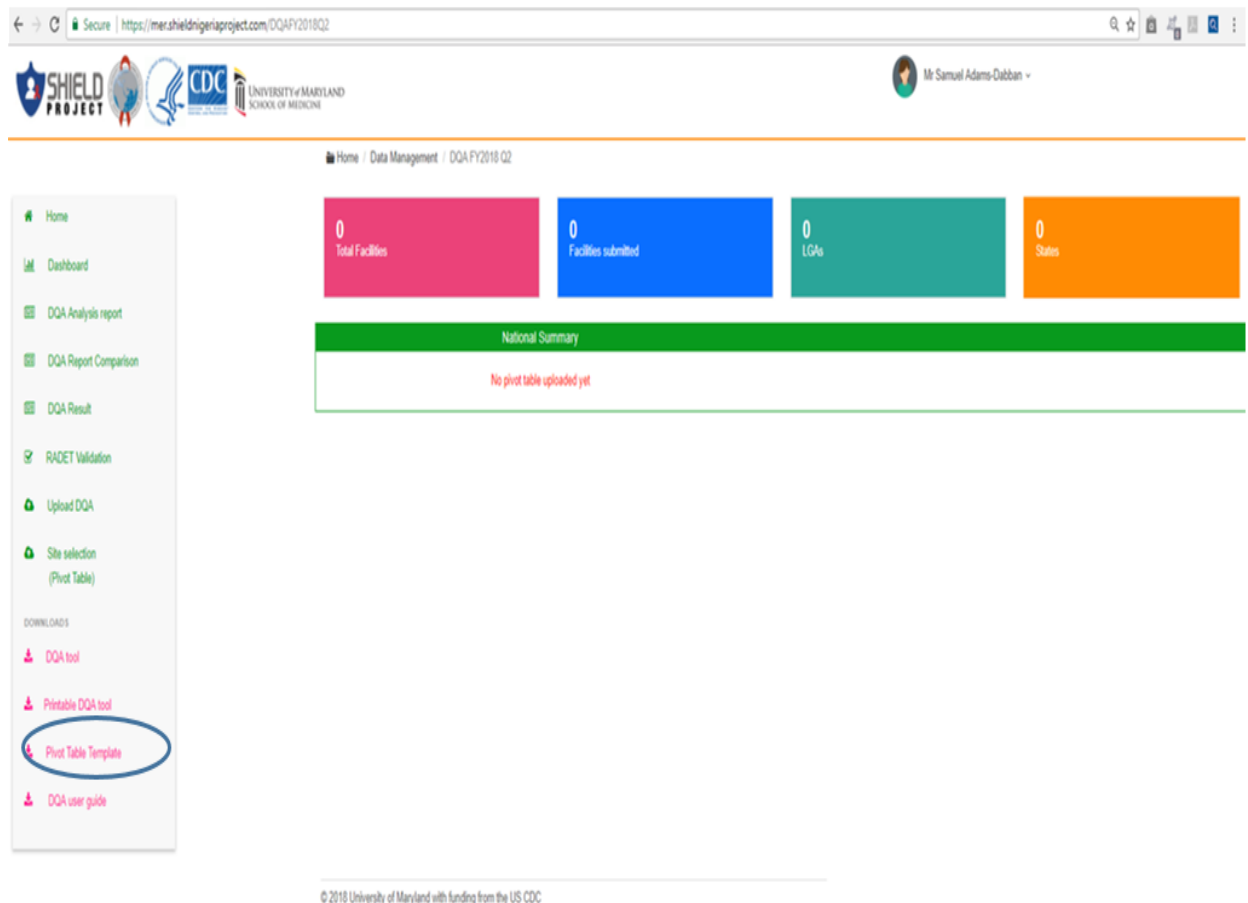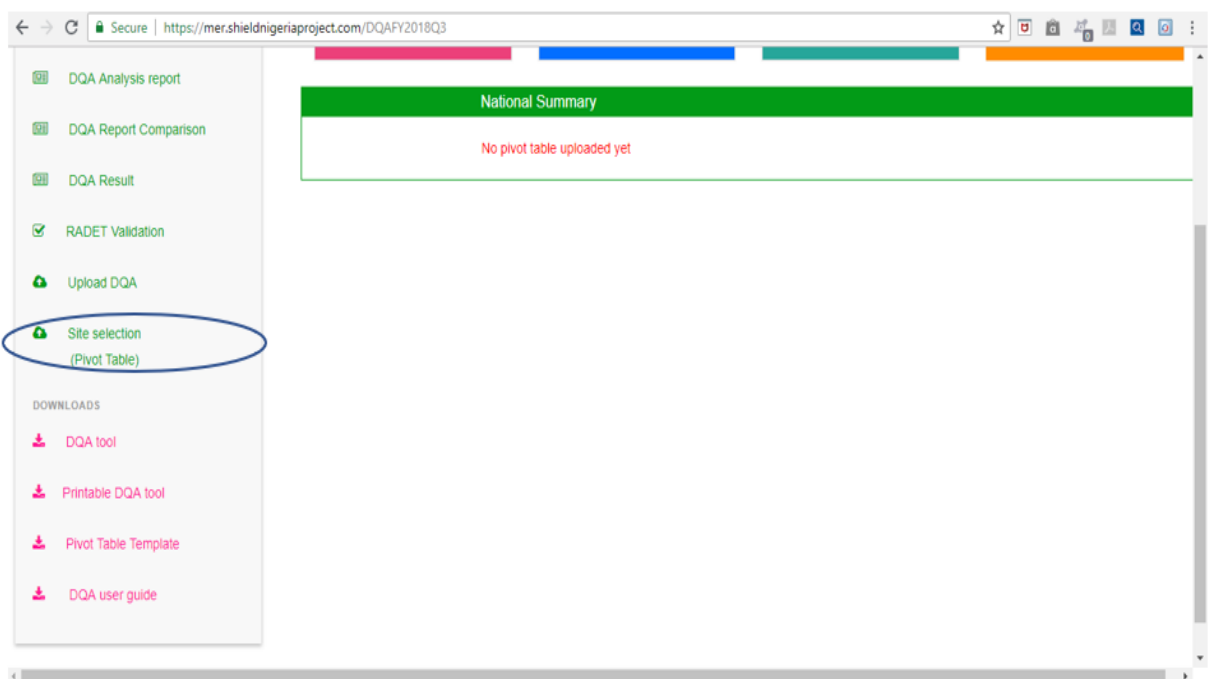
2. After filling out the pivot table with the required figure reported by IP. The pivot table should then be uploaded on the portal. The pivot table will then look like the one below. The pivot table format should not be changed so that it will allow for upload on the SHIELD portal with all information imputed.
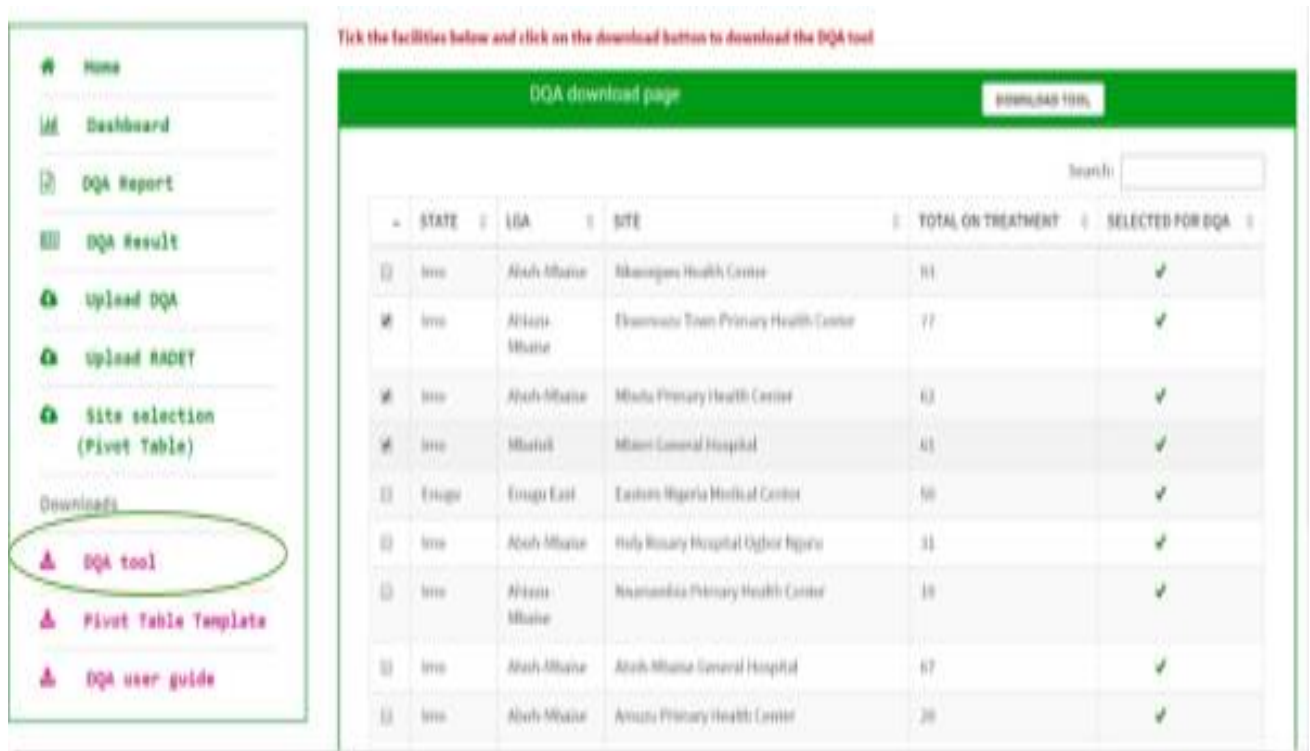
	organisationunit id	organisationunitname	HTS_TST (N, DSD): HTS received results	HTC (All testing modalities: Impatient services, Paediatric Services, Malnutrition clinics, TB Clinic, STI Clinic, Emergency ward, Other PITC, Community modality: Other services, Mobile service, VCT, Index testing) excluding, PMTCT_STAT, VMMC_CRC, PP_PRE, KP_PREV, OVC_HIVSTAT	HTC_Only_Pos (excluding positives from PMTCT_STAT, testing done in TB_STAT, VMMC_CRC, PP_PRE, KP_PREV, OVC_HIVSTAT)	PMTCT_STAT (N, DSD, Age/KnownNewResult): Known Results	PMTCT_STAT (N, DSD, Age/KnownNewResult): Newly Identified Positive	PMTCT_STAT (N, DSD, Age/KnownNewResult): Known Results, Known at Entry Positive	PMTCT_ART (N, DSD, NewExistingArt):ARVs	PMTCT_EID (N, DSD, Age/HIVStatus): Infant Testing	PMTCT_HEI_POS (N, DSD, Age/HIVStatus): Infant Testing	TX_NEW (N, DSD): New on ART	TX_CURR (N, DSD): Receiving ART
1													
2	ccEqDMosxj8	Nkworgwu Health Center	85	60	10	30	5	5	10	12	5	15	160
3	jRwU6kFKmtR	Ekwereazu Town Primary Health Center	60	60	5					2			
4	NiviaoJZNyh	Mbutu Primary Health Center	19	5	0	15	1	1	2	5	3		
5	QjypT8ow3ml	Eastern Nigeria Medical Center	155	100	10	60	5	5	10	16	5	5	3600
6	NaG6FuzIAnL	Umuokirika Primary Health Center	16		21					1			
7	vidxf7Mjwn0	Holy Rosary Hospital Ogbor Nguru	193	160	5	40	3	7	10	6	7	10	422
8	ssrXK0edvoQ	Nnariambia Primary Health Center	19			20	1	1	2	5	5		
9	qGQiH5UA4W	Aboh Mbaise General Hospital	62			67	5	5	10		1		
10	iv0qIMT9FCJ	Amuzu Primary Health Center	55	40		20	1	5			7		
11	aMKXrfGkE1q	Mbieri General Hospital	47	40	12	10	4	3	1	0	10	10	72

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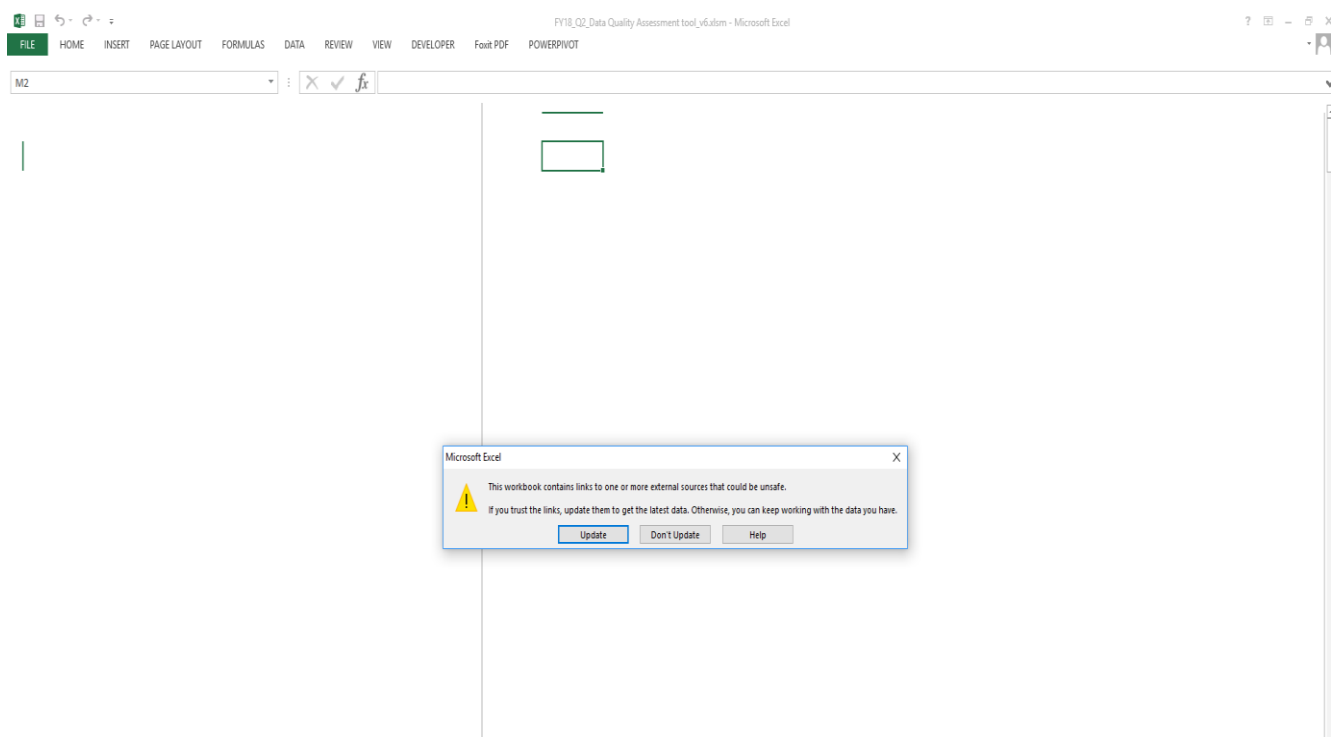
4. Download the Microsoft Excel file tool with file "Data Quality Assessment Tool.Q3R" from http://mer.shieldnigeriaproject.com/DQA after clicking on the DQA tool, it gives you a download tool button which should be clicked for the DQA tools to be downloaded.

5. Open the downloaded file using Microsoft Excel 2013 or Higher. Excel would usually show a message with the prompt displayed below, click on "Don't Update"
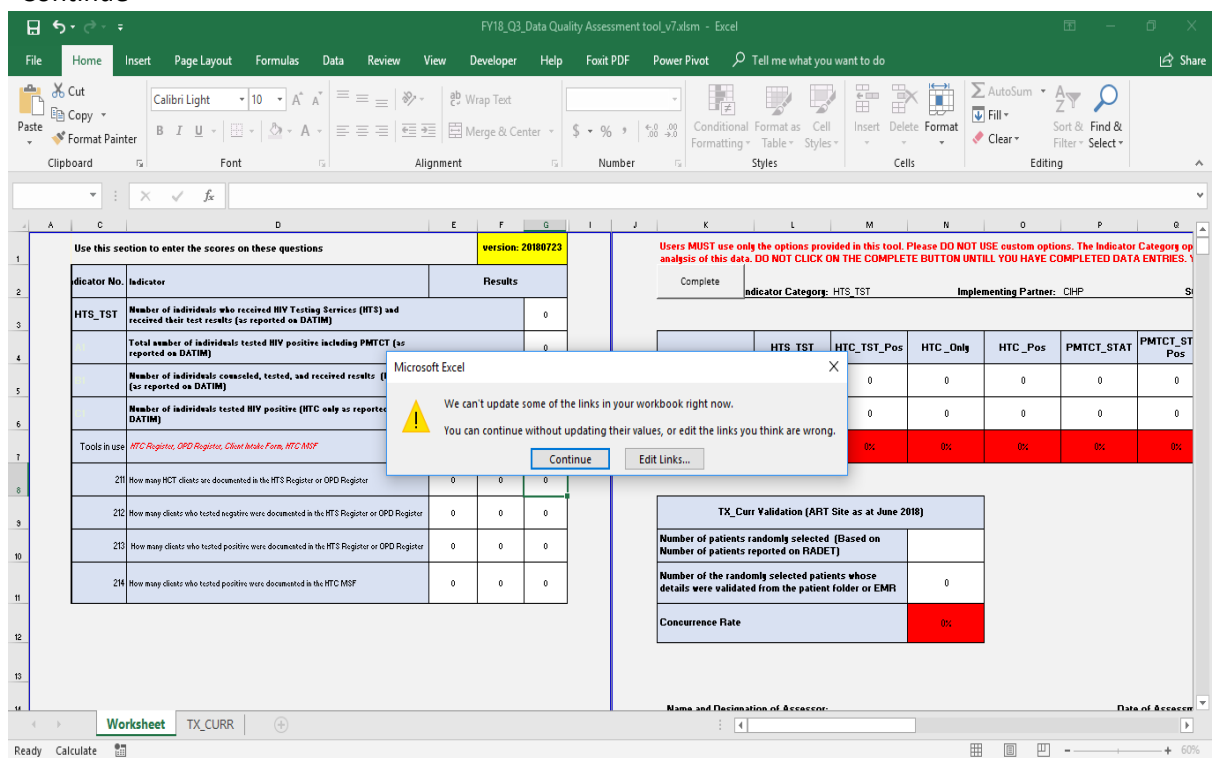
6. On the orange bar, a security warning would appear asking you to click to "Enable Content", please click to enable the formulas on the work book
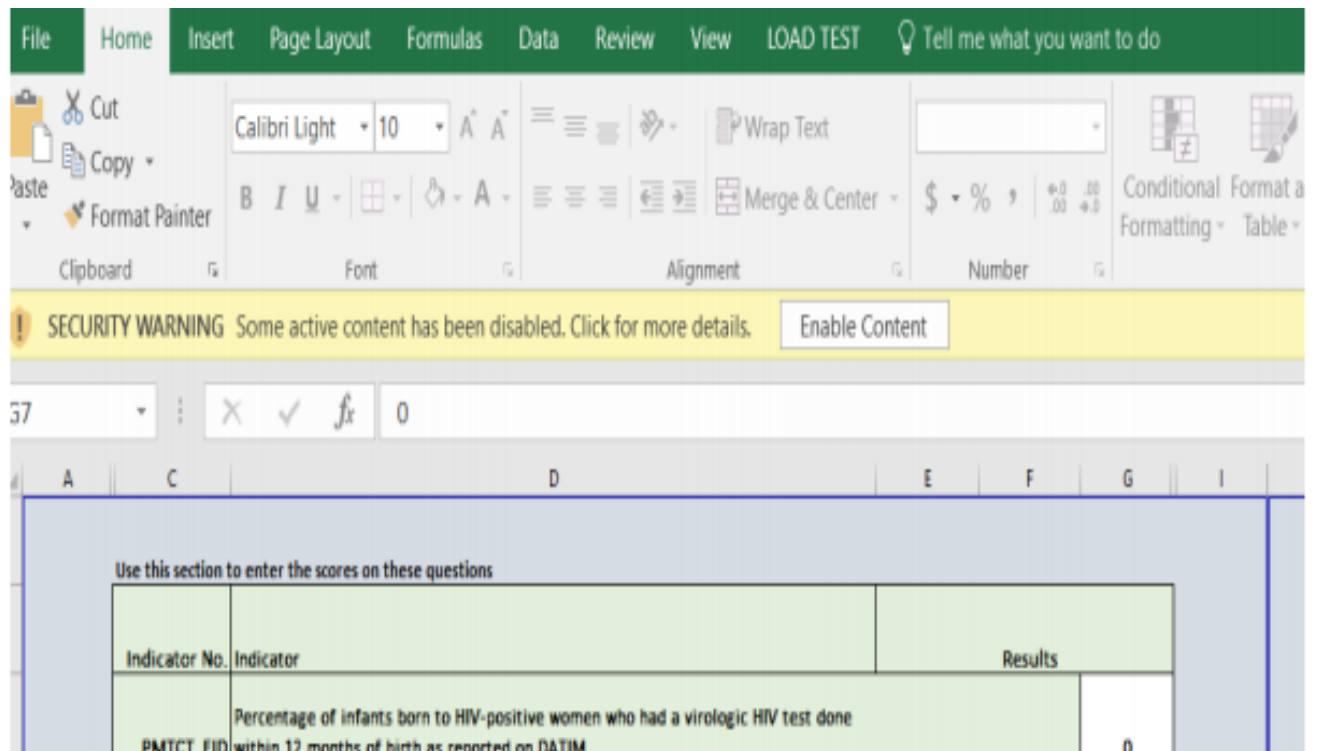
7. Excel would usually show a second (2nd) message with the prompt displayed below, click on "Continue"

8. Select the indicator from the drop down in cell "M2"

9. Changing the indicator would load the data entry questions displayed in column C to G.

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

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

12. The records for Q3 reports should be imputed in the fields provided for the different months on the tool

13. After completing the entry into all the thematic areas, click on the "Complete" button to lock the form and display the result in the excel tool

14. 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
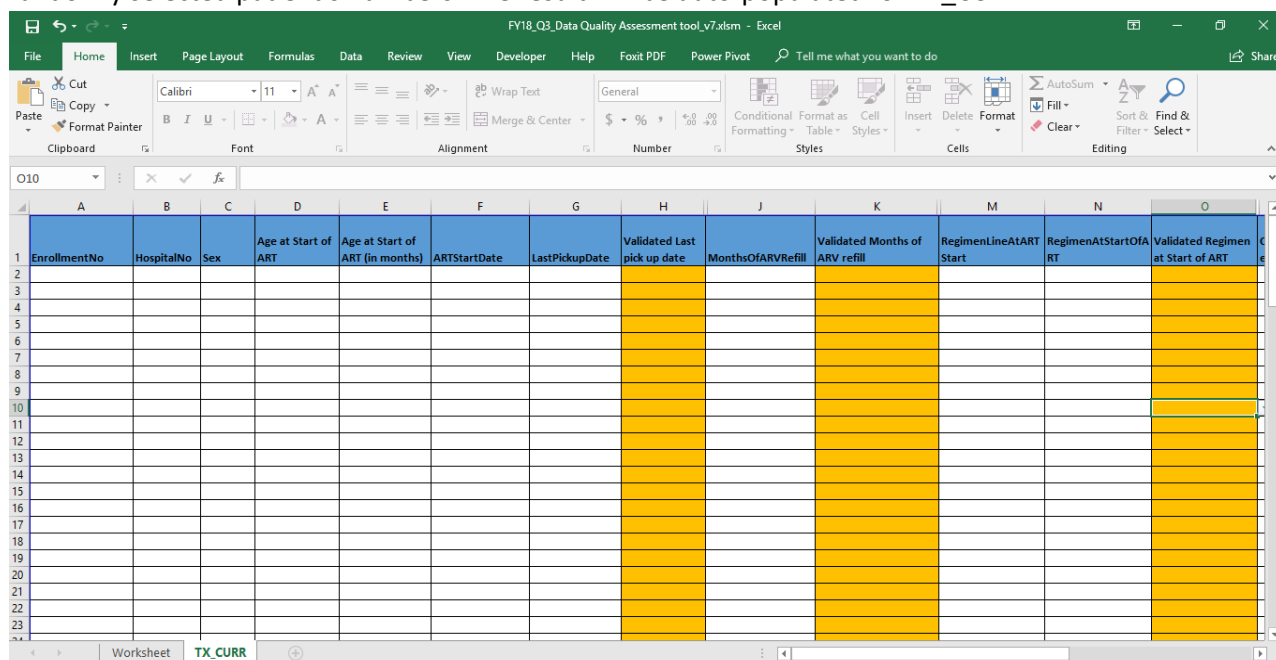
15. Save the completed DQA report using the following format DQA.Q3R_IP Name_FacilityName example DQA.2R_CCFN_General Hospital Aboh Mbaise

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

17. 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.