

# **THE DATA QUALITY ASSESSMENT (DQA) TOOL**

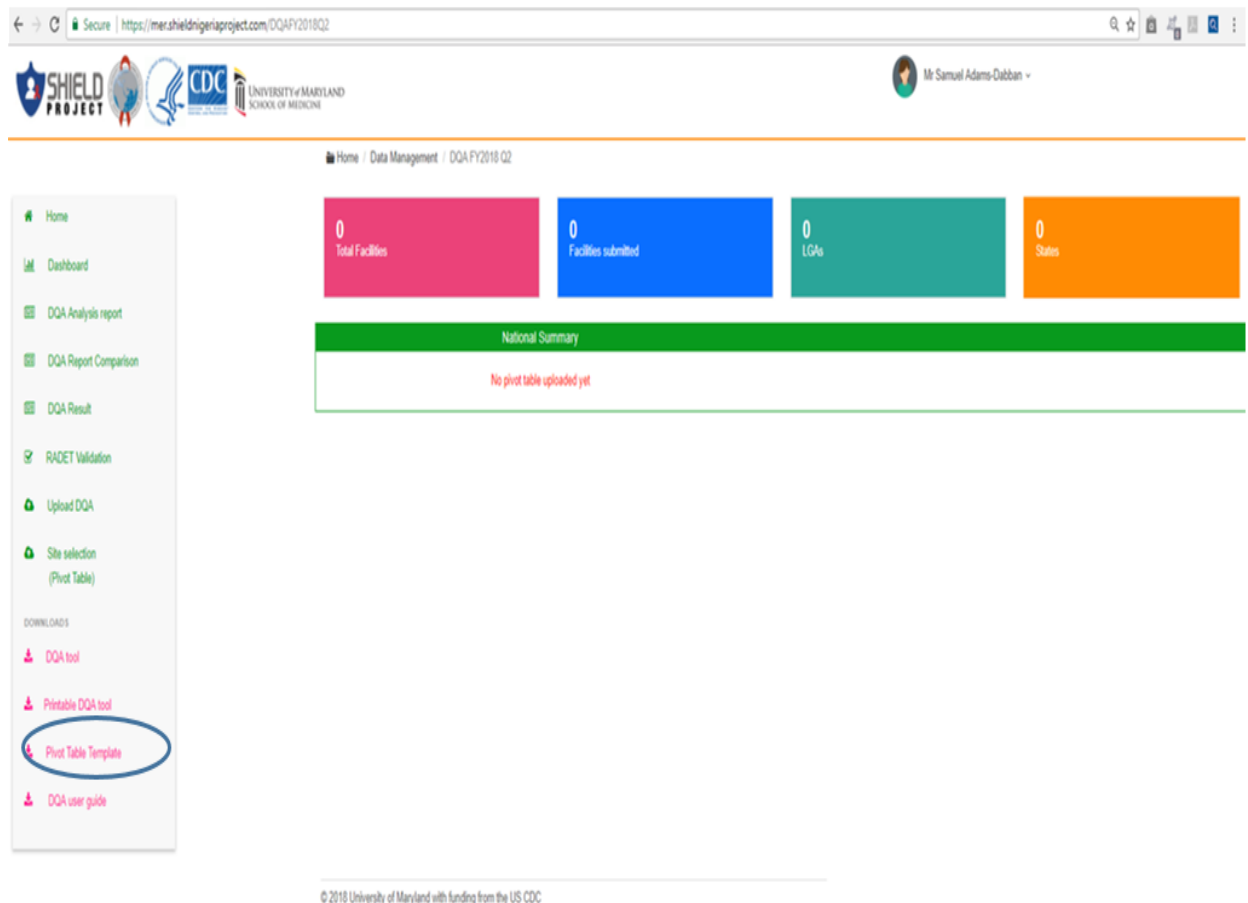
## Structure of the Tool

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

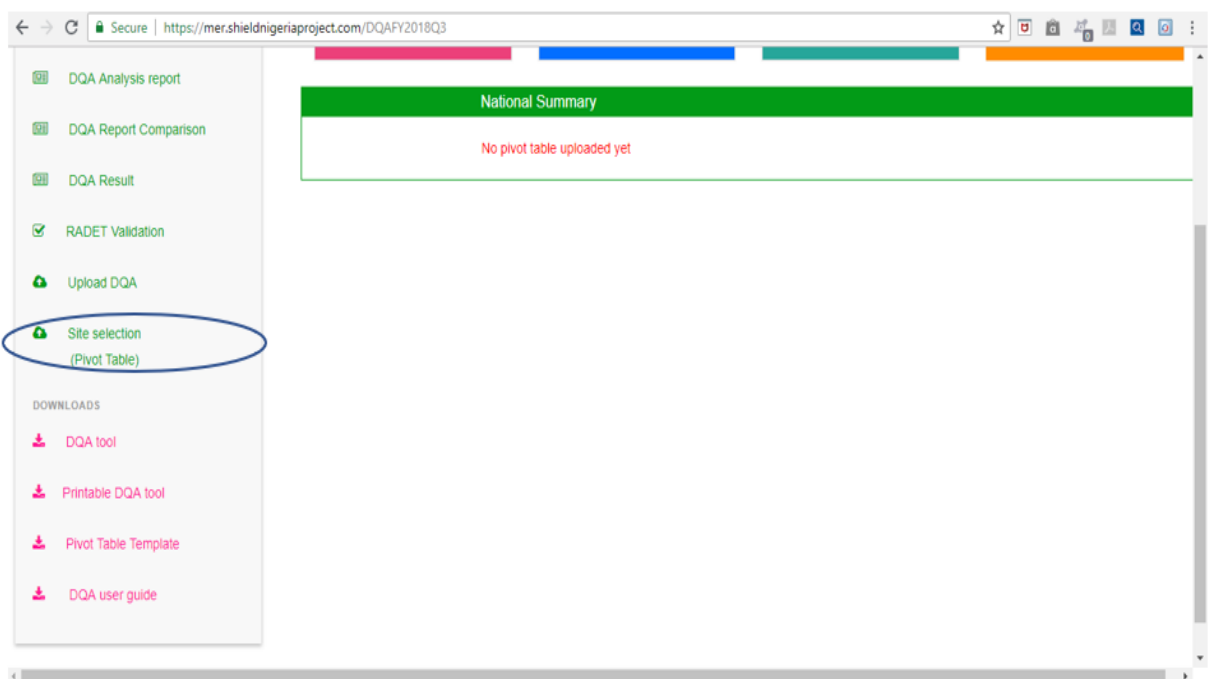


- After filling out the pivot table with the required figure reported by IP. The pivot table should then be uploaded on the portal. The pivot table will then look like the one below. The pivot table format should not be changed so that it will allow for upload on the SHIELD portal with all information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

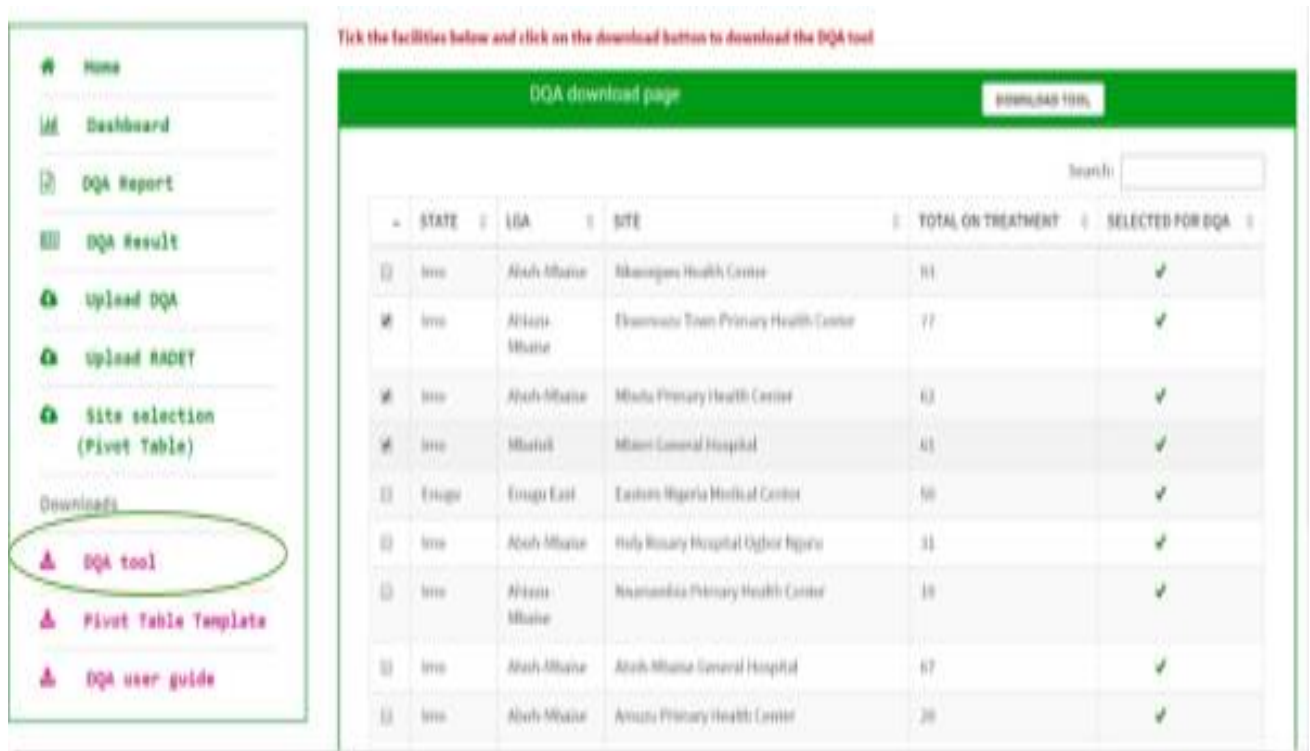
DATIM PIVOT TABLE FOR Q3 FY18.xlsx - Excel

organisationunit id	organisationunitname	HTS_TST (N, DSD): HTS received results	HTC (All testing modalities: Inpatient 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/KnownNewResults): Known Results	PMTCT_STAT (N, DSD, Age/KnownNewResults): Newly Identified Positive	PMTCT_STAT (N, DSD, Age/KnownNewResults): Known at Entry Positive	PMTCT_ART (N, DSD, NewExistingArt): tJARVs	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	ccEqDMosyB	Nkworgwu Health Center	85	60	10	30	5	5	10	12	5	15
3	JwU6KfKmR	Enwereazu Town Primary Health Center	60	60	5						2	
4	NiviaoIZnyh	Mbutu Primary Health Center	19	5	0	15	1	1	2	5	3	
5	QlypT8ow3ml	Eastern Nigeria Medical Center	155	100	10	60	5	5	10	16	5	3600
6	Na6SFu5kLnL	Umuokirika Primary Health Center	16		21						1	
7	vidw7Mjw0	Holy Rosary Hospital Ogbor Nguru	193	160	5	40	3	7	10	6	7	422
8	ssrXXQedvoQ	Nnariambia Primary Health Center	19			20	1	1	2	5	5	
9	qQOIHSUAW	Abob Mbaise General Hospital	62			67	5	5	10		1	
10	lvQqIMT9FCJ	Amuzu Primary Health Center	55	40		20	1	5			7	
11	aMKXHGkE1q	Mbieri General Hospital	47	40	12	10	4	3	1	0	10	72
12												
13												
14												
15												

- Upload pivot table on the SHIELD portal.



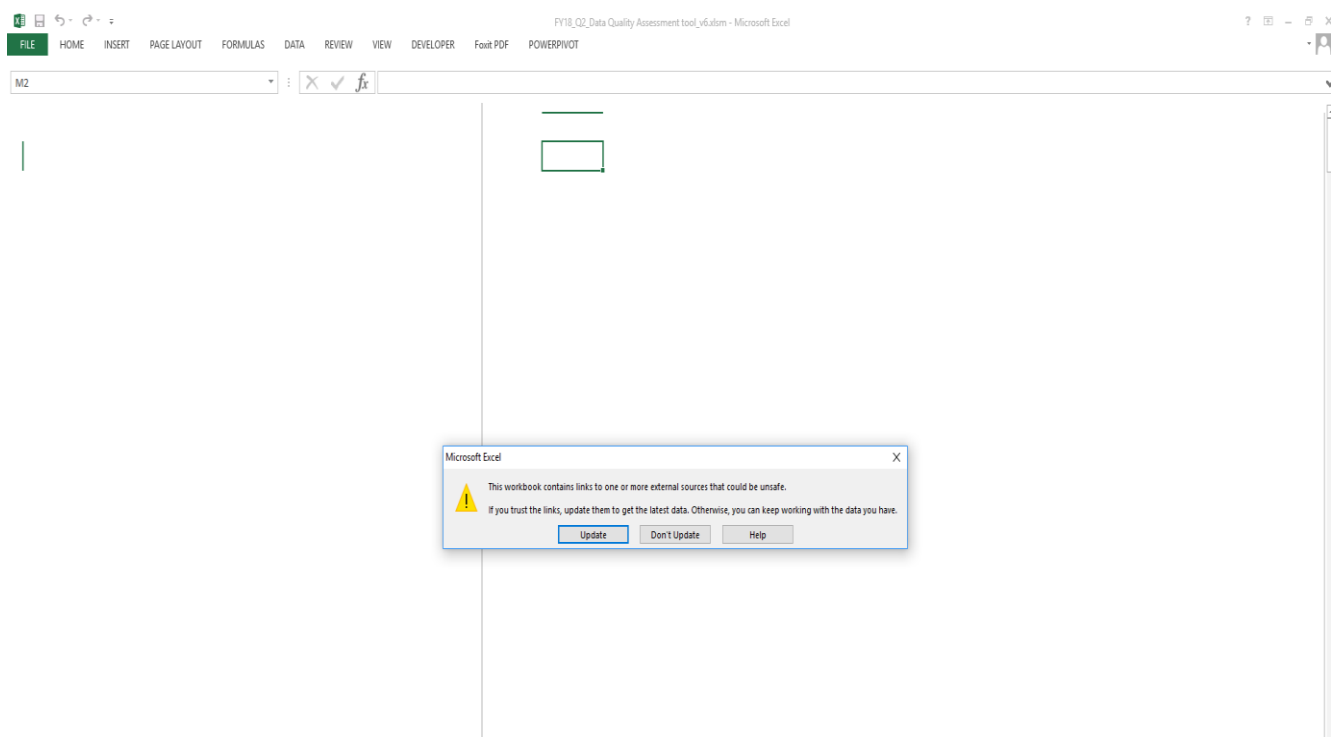
- Download the Microsoft Excel file tool with file “Data Quality Assessment Tool.Q3R” from <http://mer.shieldnigeriaproject.com/DQA> after clicking on the DQA tool, it gives you a download tool button which should be clicked for the DQA tools to be downloaded.



The screenshot shows the 'DQA download page' with a sidebar on the left and a main table of facilities. The sidebar includes links to Home, Dashboard, DQA Report, DQA Result, upload DQA, upload RADET, Site selection (Pivot Table), Downloads, DQA tool (highlighted), Pivot Table Template, and DQA user guide. The main table lists facilities with columns for STATE, LGA, SITE, TOTAL ON TREATMENT, and SELECTED FOR DQA. A 'DOWNLOAD TOOL' button is visible in the top right corner.

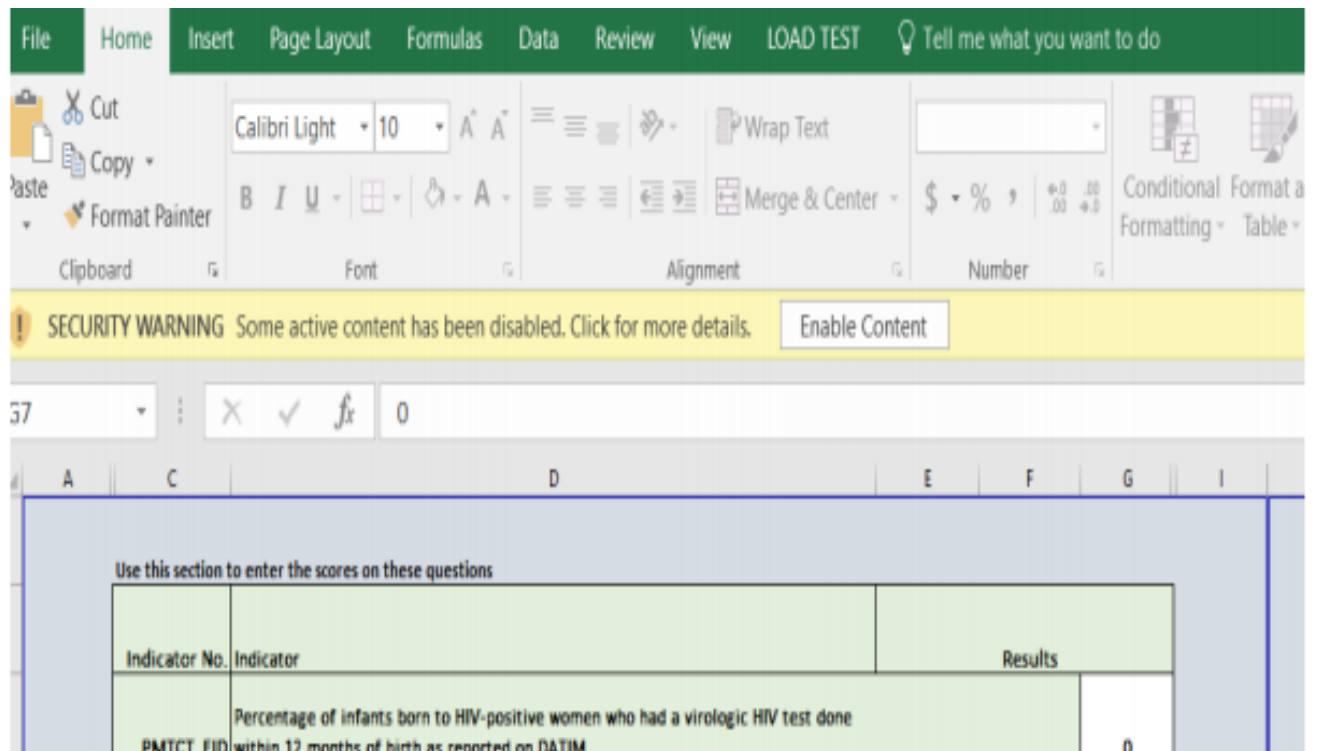
STATE	LGA	SITE	TOTAL ON TREATMENT	SELECTED FOR DQA
Imo	Alorh Mbaise	Alorh Mbaise Health Center	61	✓
Imo	Alorh Mbaise	Elamwodo Town Primary Health Center	77	✓
Imo	Alorh Mbaise	Mbaise Primary Health Center	63	✓
Imo	Mbarik	Mbarik General Hospital	41	✓
Enugu	Enugu East	Enugu Nigeria Medical Center	50	✓
Imo	Alorh Mbaise	Holy Rosary Hospital Ogbor Ngwa	31	✓
Imo	Alorh Mbaise	Nnamkwa Primary Health Center	18	✓
Imo	Alorh Mbaise	Alorh Mbaise General Hospital	67	✓
Imo	Alorh Mbaise	Amara Primary Health Center	20	✓

- 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”

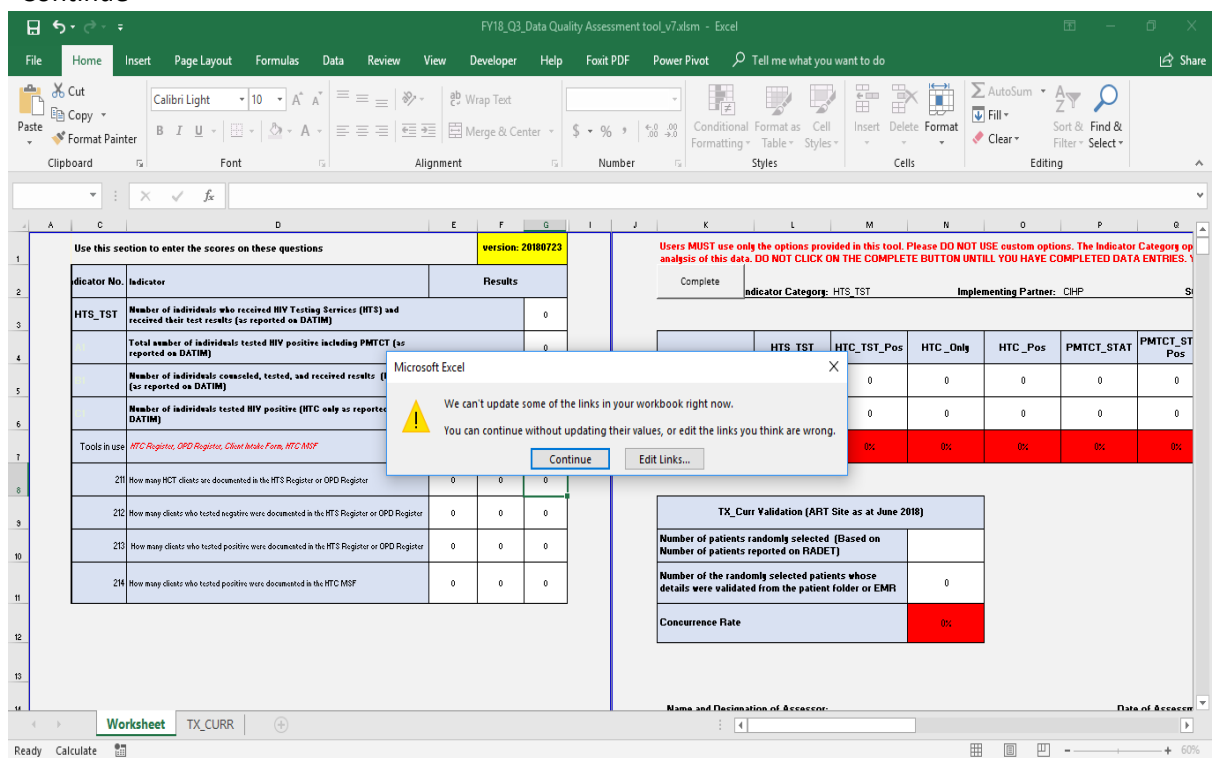


The screenshot shows the Microsoft Excel interface with the file 'FY18\_Q2\_Data Quality Assessment tool\_v6.xlsx' open. A security warning dialog box is displayed, stating: 'This workbook contains links to one or more external sources that could be unsafe. If you trust the links, update them to get the latest data. Otherwise, you can keep working with the data you have.' The dialog box has three buttons: 'Update', 'Don't Update', and 'Help'.

- 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”



8. Select the indicator from the drop down in cell “M2”

Use this section to enter the scores on these questions

version: 20180723

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 connected, 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, OPD Register, Client Index Form, HTC MSF				
	Apr	May	Jun	
211	How many HTC clients were documented in the HTS Register or OPD Register	0	0	0
212	How many clients who tested negative were documented in the HTS Register or OPD Register	0	0	0
213	How many clients who tested positive were documented in the HTS Register or OPD Register	0	0	0
214	How many clients who tested positive were documented in the HTC MSF	0	0	0

Users MUST use only the options provided in this tool. Please DO NOT USE custom options. The Indicator Category options are for data entry for use indicators at a time. Do not select which is very critical to the analysis of this data. DO NOT CLICK ON THE COMPLETE BUTTON UNTIL YOU HAVE COMPLETED DATA ENTRIES. You CANNOT edit the worksheet after the complete button has been clicked.

Complete Indicator Category: HTS\_TST Implementing Partner: CHP State: Kaji LGA: Iganga District Facility Name: Iganga District

	HTS_TST	HTS_TST_Par	HTS_Only	HTS_Pos	PMTCT_STAT	PMTCT_STAT_Par	PMTCT_STAT_Kenya	PMTCT_ART	PMTCT_EID	PMTCT_HELP_OS	TX_NEW
Q3 FY18 DATIM Report	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0
Concurrency rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX Curr Validation (ART Site as at June 2018)

	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	Concurrency Rate
	0	0	0%

Name and Designation of Assessor: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Site M&E focal person: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Concurrency rate

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

Use this section to enter the scores on these questions

version: 20180723

Indicator No.	Indicator	Results		
HTS_TST	Number of individuals who received HIV Testing Services (HTS) and received their test results (as reported on DATIM)	1		
	Total number of individuals tested HIV positive including PMTCT (as reported on DATIM)	1		
	Number of individuals connected, tested, and received results (HTC Only) (as reported on DATIM)	1		
	Number of individuals tested HIV positive (HTC only as reported on DATIM)	1		
Tools in use: HTC Register, OPD Register, Client Index Form, HTC MSF				
	Apr	May	Jun	
211	How many HTC clients were documented in the HTS Register or OPD Register	1	1	1
212	How many clients who tested negative were documented in the HTS Register or OPD Register	1	1	1
213	How many clients who tested positive were documented in the HTS Register or OPD Register	1	1	1
214	How many clients who tested positive were documented in the HTC MSF	1	1	1

Users MUST use only the options provided in this tool. Please DO NOT USE custom options. The Indicator Category options are for data entry for use indicators at a time. Do not select which is very critical to the analysis of this data. DO NOT CLICK ON THE COMPLETE BUTTON UNTIL YOU HAVE COMPLETED DATA ENTRIES. You CANNOT edit the worksheet after the complete button has been clicked.

Complete Indicator Category: HTS\_TST Implementing Partner: CHP State: Kaji LGA: Iganga District Facility Name: Iganga District

	HTS_TST	HTS_TST_Par	HTS_Only	HTS_Pos	PMTCT_STAT	PMTCT_STAT_Par	PMTCT_STAT_Kenya	PMTCT_ART	PMTCT_EID	PMTCT_HELP_OS	TX_NEW
Q3 FY18 DATIM Report	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0
Concurrency rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX Curr Validation (ART Site as at June 2018)

	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	Concurrency Rate
	0	0	0%

Name and Designation of Assessor: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Site M&E focal person: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

Concurrency rate

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

Use this section to enter the scores on these questions

version: 20180723

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 consented, 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: <i>HTC Register, OPD Register, Client Intake Form, HTC MISF</i>				
	Apr	May	Jun	
21	How many HTC clients are documented in the HTC Register or OPD Register	0	0	0
22	How many clients who tested negative were documented in the HTC Register or OPD Register	0	0	0
23	How many clients who tested positive were documented in the HTC Register or OPD Register	0	0	0
24	How many clients who tested positive were documented in the HTC MISF	0	0	0

Users MUST use only the options provided in this tool. Please DO NOT USE custom options. The Indicator Category of analysis of this data. DO NOT CLICK ON THE COMPLETE BUTTON UNTILL YOU HAVE COMPLETED DATA ENTRIES.

Complete Indicator Category: HTS\_TST Implementing Partner: CH-P

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_ST_Pos
Q3FY18 DATIM Report	0	0	0	0	0	0
Validation	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%

TX\_Curr Validation (ART Site as at June 2018)

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	0
Concurrence Rate	0%

Name and Designation of Assessor: Date of Assessment:

11. 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

version: 20180723

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 consented, 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: <i>HTC Register, OPD Register, Client Intake Form, HTC MISF</i>				
	Apr	May	Jun	
21	How many HTC clients are documented in the HTC Register or OPD Register	0	0	0
22	How many clients who tested negative were documented in the HTC Register or OPD Register	0	0	0
23	How many clients who tested positive were documented in the HTC Register or OPD Register	0	0	0
24	How many clients who tested positive were documented in the HTC MISF	0	0	0

Users MUST use only the options provided in this tool. Please DO NOT USE custom options. The Indicator Category of analysis of this data. DO NOT CLICK ON THE COMPLETE BUTTON UNTILL YOU HAVE COMPLETED DATA ENTRIES.

Complete Indicator Category: HTS\_TST Implementing Partner: CH-P

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_ST_Pos
Q3FY18 DATIM Report	0	0	0	0	0	0
Validation	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%

TX\_Curr Validation (ART Site as at June 2018)

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	0
Concurrence Rate	0%

Name and Designation of Assessor: Date of Assessment:

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

version: 20180723

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

Complete Indicator Category: HTS\_TST Implementing Partner: CHP

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_Pos
Q3FY18 DATIM Report	0	0	0	0	0	0
Validation	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%

TX\_Curr Validation (ART Site as at June 2018)

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 EHR	0
Concurrence Rate	0%

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

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

Complete Indicator Category: HTS\_TST Implementing Partner: CHP State: Kaji LGA: Ishele Facility Name: Ishele Street Medical Clinic

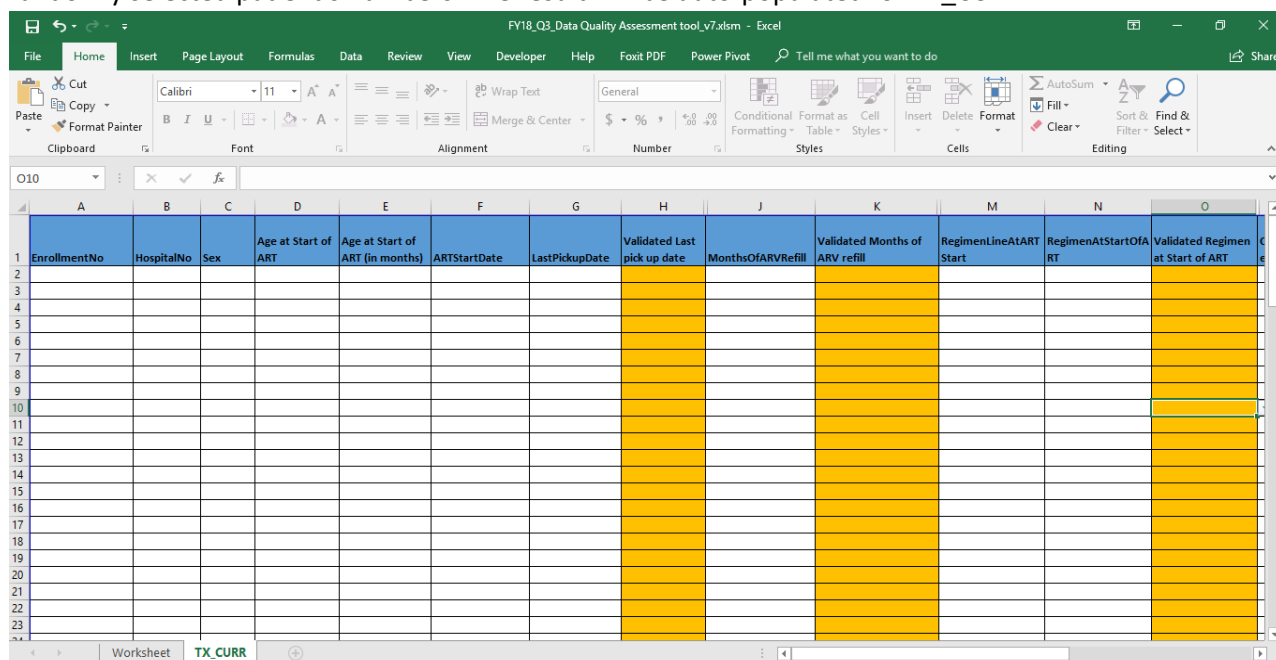
	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_STAT_Pos	PMTCT_STAT_Emp	PMTCT_ART	PMTCT_EID	PMTCT_REL_Pos	TX_NEW
Q3FY18 DATIM Report	1	1	1	1	1	1	1	1	1	1	1
Validation	1	1	1	1	1	1	1	1	1	1	1
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX\_Curr Validation (ART Site as at June 2018)

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 EHR	1
Concurrence Rate	0%



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 Abob Mbaise
16. 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							
	HTC_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STA T	PMTCT_ST AT_Pos	PMTCT_ST AT_Knwpos	PMTCT_ART	PMTCT_EID	PMTCT_HEI_POS	TX_NEW
Q1 DATIM Report											
Validation											
Concurrence rate											
TX_Curr Validation (ART Site as at June 2018)											
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											

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.

