

THE DATA QUALITY ASSESSMENT (DQA) TOOL

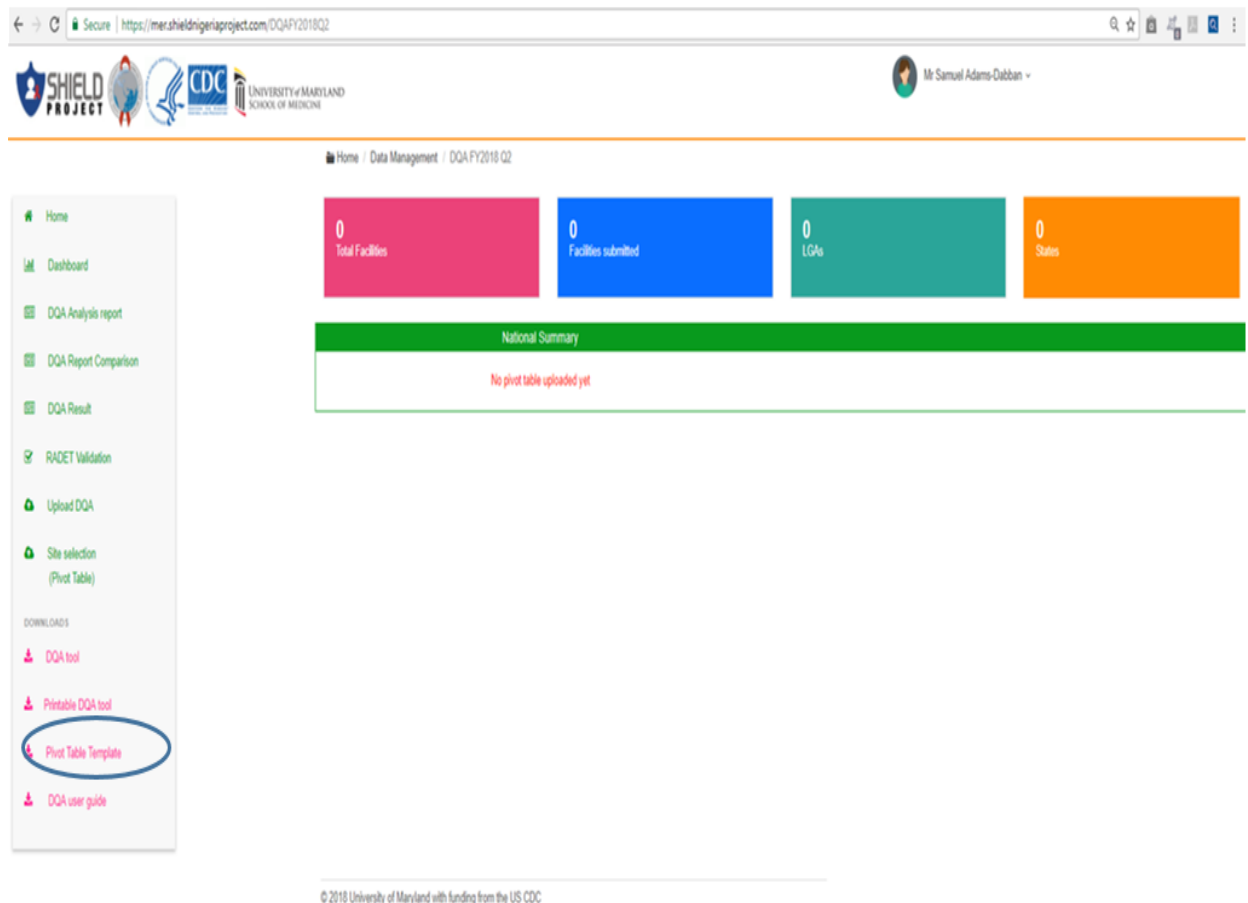
Structure of the Tool

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 Q2



- 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.

Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER Font PDF POWERPivot

U15

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
	organisationunitid	organisationunitname	HTS_TST (N, OSO) 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, VMNC_CRC, PP_PRE, KP_PREV,	HTC_Only_Pos (excluding positives from PMTCT_STAT, VMNC_CRC, PP_PRE, KP_PREV,	PMTCT_STAT (N, OSO), Age/Known/NewResult	PMTCT_STAT (N, OSO), Age/Known/NewResult: Identified Positive	PMTCT_STAT (N, OSO), Age/Known/NewResult: Known Results, Known at Entry Positive	PMTCT_ART (N, OSO), New/Existing/Art	PMTCT_ED (N, OSO), Age/HIVStatus: Infant Testing	PMTCT_HEI_POS (N, OSO), Age/HIVStatus: Infant Testing	TX_NEW (N, OSO), New on ART	TX_CURR (N, OSO), Receiving ART	TB_STAT	TB_ART	TX_TB	
1																	
2	cm03a0UC0VF	Abba 1 Primary Health Center - Umuopara	103		81	0	22	0	0	0	0	0	0	5	0	0	
3	gQ0W5UAMW	Abon Mboase General Hospital	264		175	53	97	4	8	12	44	0	39	1008	2	2	
4	SQZUBMPZBM	Abirika General Hospital	1055		816	15	239	1	0	1	8	0	14	140	10		
5	Wd57huq2Y8	Achi Joint Hospital	21		14	0	7	0	0	0		0	81	2	1	1	
6	bg53QhDdLj	Akiko Medical Center	85		85	0	0	0	0	0		0	62				
7	JuqYCTes0F	Agbadala Health Center	71		61	1	10	0	0	0	0	1	1	0	0	0	
8	C8enPQgkqD	Agbaho Primary Health Center - General Hospital	1971		1279	1	699	5	7	12	83	0	33	279			
9	Hfp0L63404	Agbor Central Hospital	2125		1498	86	630	1	3	4	0	0	66	2852	3	1	1
10	6V/MuHCBvbm	Agbor-Aladima General Hospital	78		74	21	4	0	0	0	0	5	77	1	0	0	
11	ygbuYunTU	Alabo Health Center	45		38	0	7	0	0	0	0	0					
12																	
13																	
14																	

- Upload pivot table on the SHIELD portal.

Secure | https://mer.shieldnigeriaproject.com/DQA/FY2018Q2/UploadPivotTable

SHIELD PROJECT | CDC | UNIVERSITY OF MARYLAND SCHOOL OF MEDICINE | Mr Samuel Adams Oabian

Home / Data Management / DQA FY2018 Q2

Download pivot table template. Using the pivot table template downloaded, complete it with information reported on DATIM for Q2 FY18. 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 Q2 FY18.

UPLOAD DATIM PIVOT TABLE

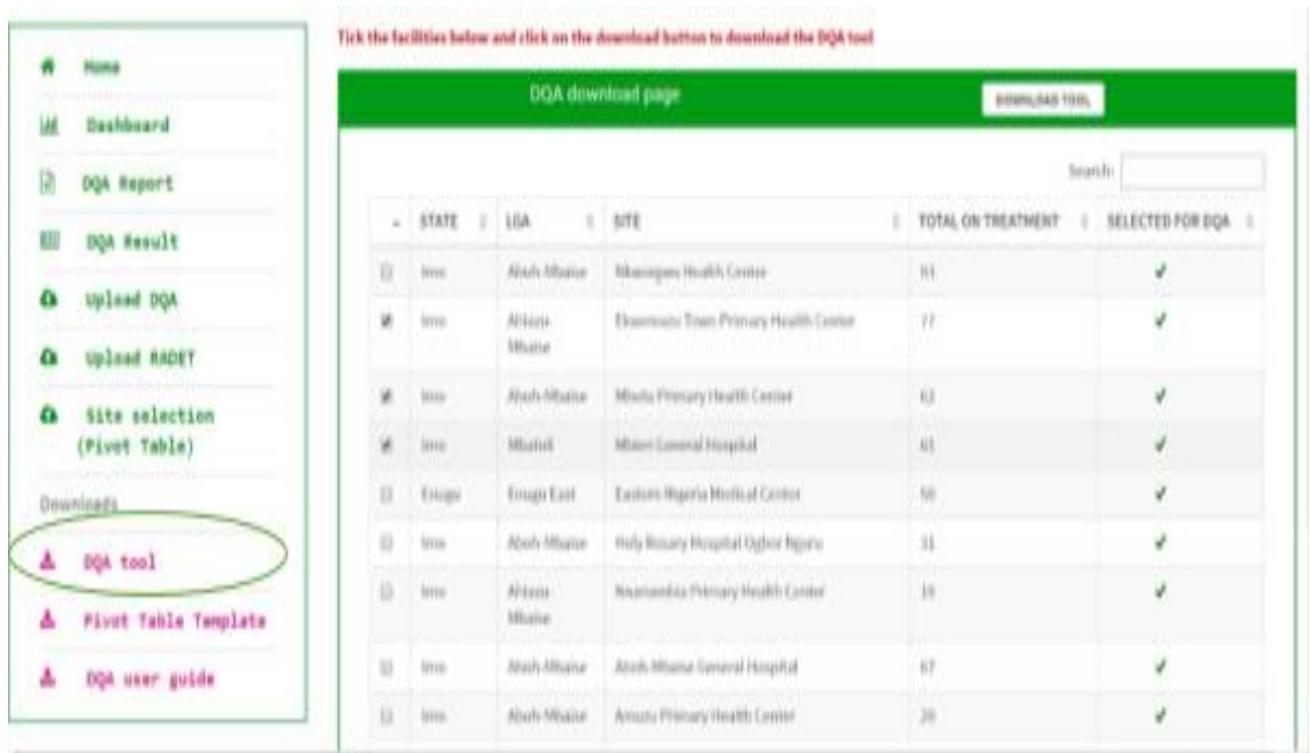
File: No file chosen | Q2 FY18

Previous uploads

IP	PERIOD	DATE UPLOADED	UPLOADED BY

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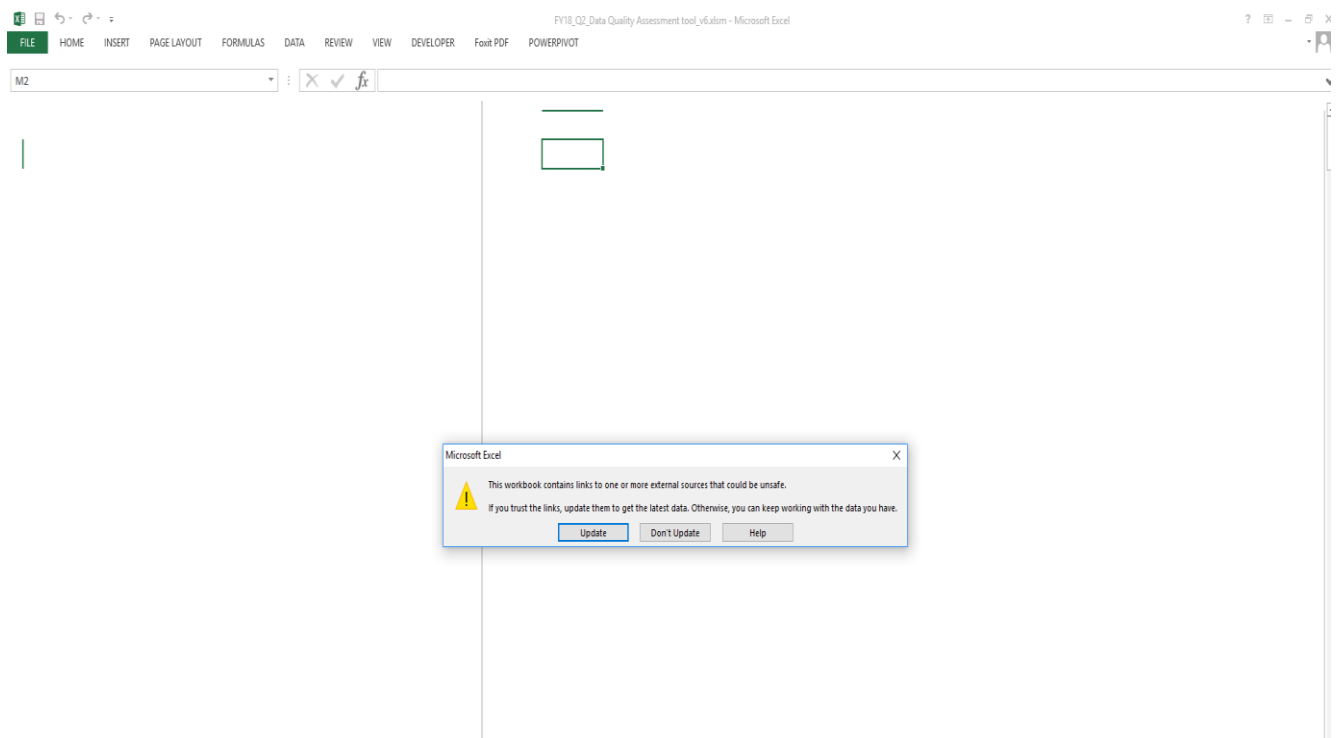
- Download the Microsoft Excel file tool with file “Data Quality Assessment Tool.Q2R” from <http://mer.shieldnigeriaproject.com/DQA> after clicking on the DQA tool, it gives you a download tool button which should be clicked for the DQA tools to be downloaded.



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.

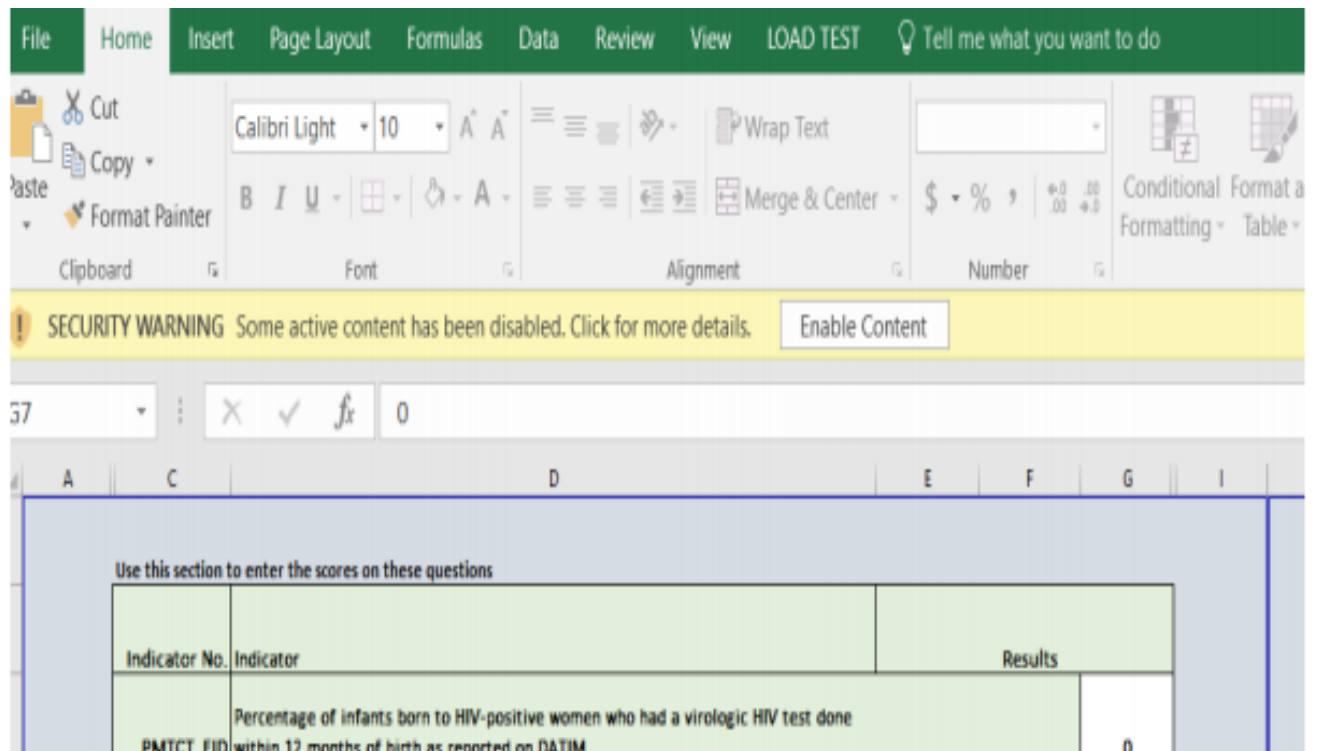
STATE	LGA	SITE	TOTAL ON TREATMENT	SELECTED FOR DQA
Imo	Alorh Mbaise	Alorh Mbaise Health Center	81	✓
Imo	Alorh Mbaise	Elamwodo Town Primary Health Center	77	✓
Imo	Alorh Mbaise	Mbaise Primary Health Center	63	✓
Imo	Mbarik	Mbarik General Hospital	41	✓
Enugu	Enugu East	Enugu Nigeria Medical Center	50	✓
Imo	Alorh Mbaise	Holy Rosary Hospital Ogbor Ngworo	31	✓
Imo	Alorh Mbaise	Nnamdi Azikiwe Primary Health Center	18	✓
Imo	Alorh Mbaise	Alorh Mbaise General Hospital	67	✓
Imo	Alorh Mbaise	Alorh Mbaise 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”

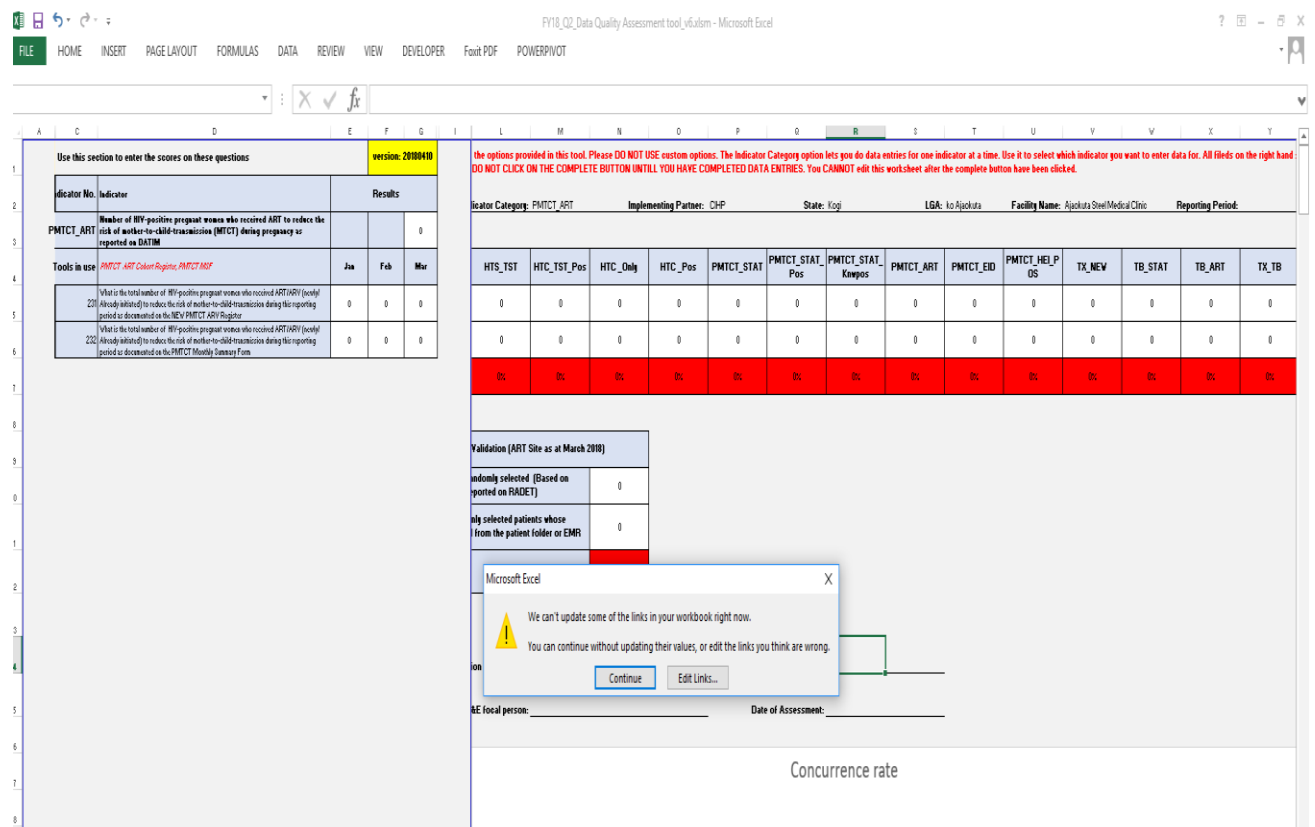


The screenshot shows the Microsoft Excel interface with the file 'FY18_Q2_Data Quality Assessment tool_v6.xlsx' open. A security warning dialog box is displayed, stating: 'This workbook contains links to one or more external sources that could be unsafe. If you trust the links, update them to get the latest data. Otherwise, you can keep working with the data you have.' The dialog box has three buttons: 'Update', 'Don't Update', and 'Help'. The 'Don't Update' button is highlighted.

- 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”

FY18_Q2_Data Quality Assessment tool_v6.xlsm - Microsoft Excel

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M2

Use this section to enter the scores on these questions **version: 20180410**

Indicator No.	Indicator	Results		
PMTCT_ART	Number of HIV-positive pregnant women who received ART to reduce the risk of mother-to-child-transmission (MTCT) during pregnancy as reported on DATIM			0
Tools in use: <i>PMTCT ART Cohort Register, PMTCT MSF</i>		Jan	Feb	Mar
231	What is the total number of HIV-positive pregnant women who received ART/ARV (newly initiated) to reduce the risk of mother-to-child-transmission during this reporting period as documented on the NEW PMTCT ARV Register	0	0	0
232	What is the total number of HIV-positive pregnant women who received ART/ARV (newly initiated) to reduce the risk of mother-to-child-transmission during this reporting period as documented on the PMTCT Monthly Summary Form	0	0	0

the options provided in this tool. Please DO NOT USE custom options. The Indicator Category option lets you do data entries for DO NOT CLICK ON THE COMPLETE BUTTON UNTILL YOU HAVE COMPLETED DATA ENTRIES. You CANNOT edit this worksheet

Indicator Category: PMTCT ART Implementing Partner: CHP State: Kogi

HTS_TST	HTC_Only	HTC_Pos	PMTCT_STAT_Pos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0%	0%	0%	0%	0%	0%	0%

Validation (ART Site as at March 2018)

Randomly selected (Based on reported on RADET)	0
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: _____

Site M&E focal person: _____ Date of Assessment: _____

Concurrence rate

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

FY18_Q2_Data Quality Assessment tool_v6.xlsm - Microsoft Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER FORMULAS POWERPivot

M2

Use this section to enter the scores on these questions **version: 20180410**

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: <i>HTS Register, HTS MSF</i>		Jan	Feb	Mar
231	How many NCT clients were documented in the HTS Register or QPD Register	0	0	0
232	How many clients who turned positive were documented in the HTS Register or QPD Register	0	0	0
233	How many clients who turned positive were documented in the HTS Register or QPD Register	0	0	0
234	How many clients who turned positive were documented in the HTS MSF	0	0	0

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 want to enter data analysis of this data. DO NOT CLICK ON THE COMPLETE BUTTON UNTILL 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: Kogi LGA: Akoka Facility Name: Akoka Street Medical Clinic

	HTS_TST	HTC_Only	HTC_Pos	PMTCT_STAT_Pos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos	PMTCT_STAT_Kwpos
Q2 FY18 DATIM Report	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX_Curr Validation (ART Site as at March 2018)

Number of patients randomly selected (Based on Number of patients reported on RADET)	0
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: _____

Site M&E focal person: _____ Date of Assessment: _____

Concurrence rate

100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%

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

File HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER Font PDF POWERPivot

M2

Use this section to enter the scores on these questions

version: 20180410

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 used	HTS Register, HTS MIP	Jan Feb Mar
20	How many PCT clients are documented in the HTS Register or OPO Register	0 0 0
21	How many clients who tested negative were documented in the HTS Register or OPO Register	0 0 0
22	How many clients who tested positive were documented in the HTS Register or OPO Register	0 0 0
23	How many clients who tested positive were documented in the HTC MIP	0 0 0

Complete Indicator Category: HTS_TST Implementing Partner: CHP State: Kogi LGA: Ito Ajokuta Facility Name: Ajokuta Steel Medical Clinic

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_STAT_Pos	PMTCT_STAT_Kwpos	PMTCT_ART	PMTCT_EID	PMTCT_HELP_OS	TX_NEW	TB_STAT
Q2 FYB DATIM Report	0	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX_Cm Validation (ART Site as at March 2018)

Number of patients randomly selected (Based on Number of patients reported on RADET)	0
Number of the randomly selected patients whose details were validated from the patient folder or EMR	0
Concurrence Rate	0%

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

File HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW DEVELOPER Font PDF POWERPivot

M2

Use this section to enter the scores on these questions

version: 20180410

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 used	HTS Register, HTS MIP	Jan Feb Mar
20	How many PCT clients are documented in the HTS Register or OPO Register	0 0 0
21	How many clients who tested negative were documented in the HTS Register or OPO Register	0 0 0
22	How many clients who tested positive were documented in the HTS Register or OPO Register	0 0 0
23	How many clients who tested positive were documented in the HTC MIP	0 0 0

Complete Indicator Category: HTS_TST Implementing Partner: CHP State: Kogi LGA: Ito Ajokuta Facility Name: Ajokuta Steel Medical Clinic

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_STAT_Pos	PMTCT_STAT_Kwpos	PMTCT_ART	PMTCT_EID	PMTCT_HELP_OS	TX_NEW	TB_STAT
Q2 FYB DATIM Report	0	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX_Cm Validation (ART Site as at March 2018)

Number of patients randomly selected (Based on Number of patients reported on RADET)	0
Number of the randomly selected patients whose details were validated from the patient folder or EMR	0
Concurrence Rate	0%

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

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M2

Use this section to enter the scores on these questions version: 20180418

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>HTS Register, HTC MIP</i>		
		Jan Feb Mar
20	How many HTC clients are documented in the HTS Register or QPO Register	0 0 0
22	How many clients who tested negative were documented in the HTS Register or QPO Register	0 0 0
23	How many clients who tested positive were documented in the HTS Register or QPO Register	0 0 0
24	How many clients who tested positive were documented in the HTC MIP	0 0 0

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 want to enter data analysis of this data. 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: CHP State: Kogi LGA: Ito Alajokuta Facility Name: Alajokuta Steel Medical Clinic Re

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_STAT_Pos	PMTCT_STAT_Kwpos	PMTCT_ART	PMTCT_EID	PMTCT_HEL_P OS	TX_NEW	TB_STAT
Q2 FY18 DATIM Report	0	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX_Cur Validation (ART Site as at March 2018)	
Number of patients randomly selected (Based on Number of patients reported on RADET)	0
Number of the randomly selected patients whose details were validated from the patient folder or EMR	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 entries for one indicator at a time. Use it to select which indicator you want to enter data analysis of this data. 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: CHP State: Kogi LGA: Ito Alajokuta Facility Name: Alajokuta Steel Medical Clinic Re

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PMTCT_STAT	PMTCT_STAT_Pos	PMTCT_STAT_Kwpos	PMTCT_ART	PMTCT_EID	PMTCT_HEL_P OS	TX_NEW	TB_STAT
Q2 FY18 DATIM Report	0	0	0	0	0	0	0	0	0	0	0	0
Validation	0	0	0	0	0	0	0	0	0	0	0	0
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

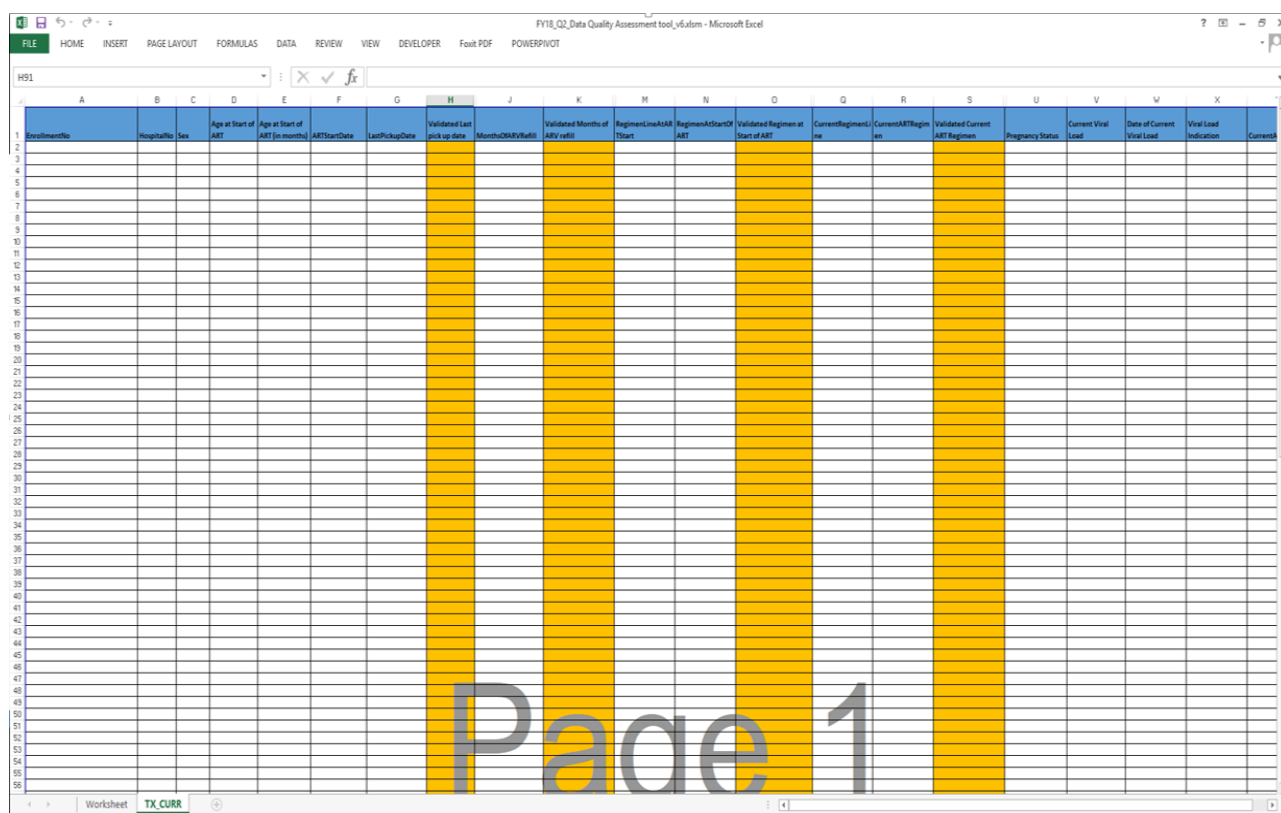
TX_Cur Validation (ART Site as at March 2018)	
Number of patients randomly selected (Based on Number of patients reported on RADET)	0
Number of the randomly selected patients whose details were validated from the patient folder or EMR	0
Concurrence Rate	0%

Name and Designation of Assessor: _____ Date of Assessment: _____

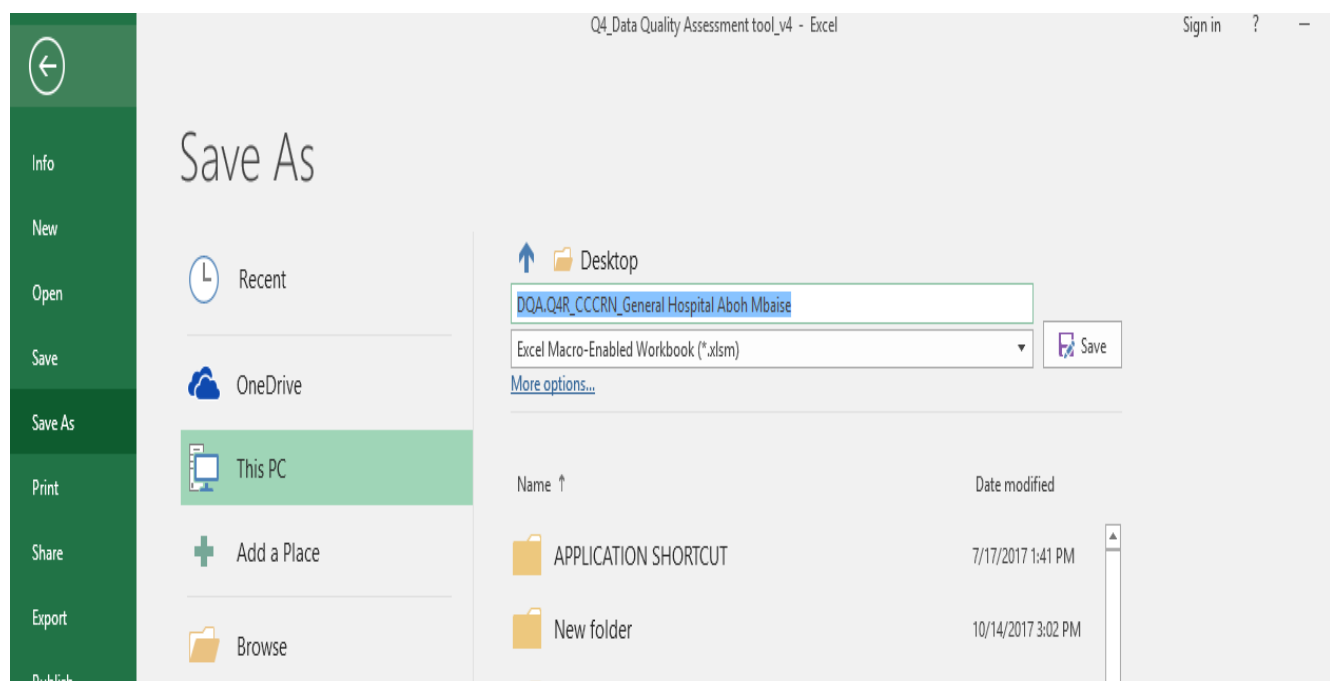
Site M&E focal person: _____ Date of Assessment: _____

Concurrence rate

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.Q4R_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_ST_AT	PMTCT_ST_AT_Pos	PMTCT_ST_AT_Knowpos	PMTCT_ART	PMTCT_EID	PMTCT_HEI_POS	TX_NEW	TB_STAT	TB_ART	TX_TB	
Q2 DATIM Report															
Validation															
Concurrence rate															

TX_Curr Validation (ART Site as at March, 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.

The screenshot shows the SHIELD portal interface. The left sidebar contains a menu with the following items: Home, Dashboard, DQA Analysis report, DQA Report Comparison, DQA Result, RADET Validation, **Upload DQA** (circled), Site selection (Pivot Table), DOWNLOADS, DQA tool, Printable DQA tool, Pivot Table Template, and DQA user guide. The main content area displays the 'Upload DQA' form, which includes a 'File' input field with a 'Choose File' button and an 'UPLOAD' button. A red note above the form states: 'The DQAs when completed at the facility can be uploaded using any of these two ways; upload the individual DQA tool for each facility or upload a zipped folder of all facilities DQAs for the IP and uploaded on the portal. After uploads are done be sure that the submission box is checked as uploaded.'