

THE DATA QUALITY ASSESSMENT (DQA) TOOL

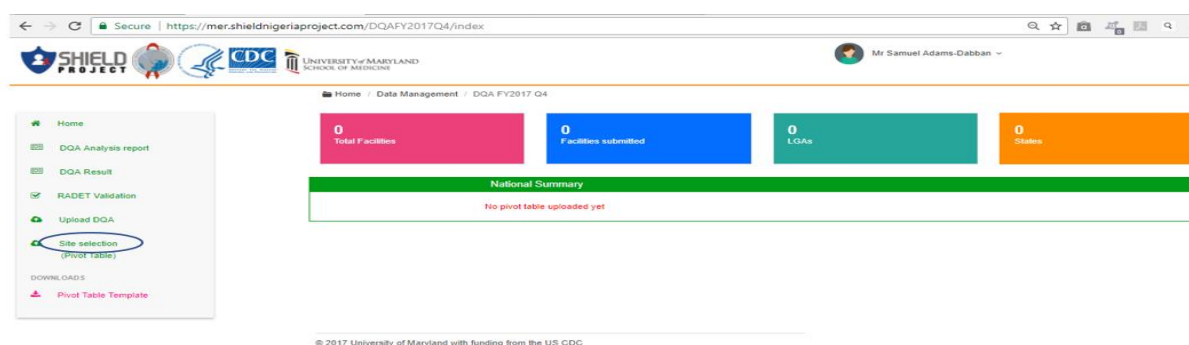
Structure of the Tool

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

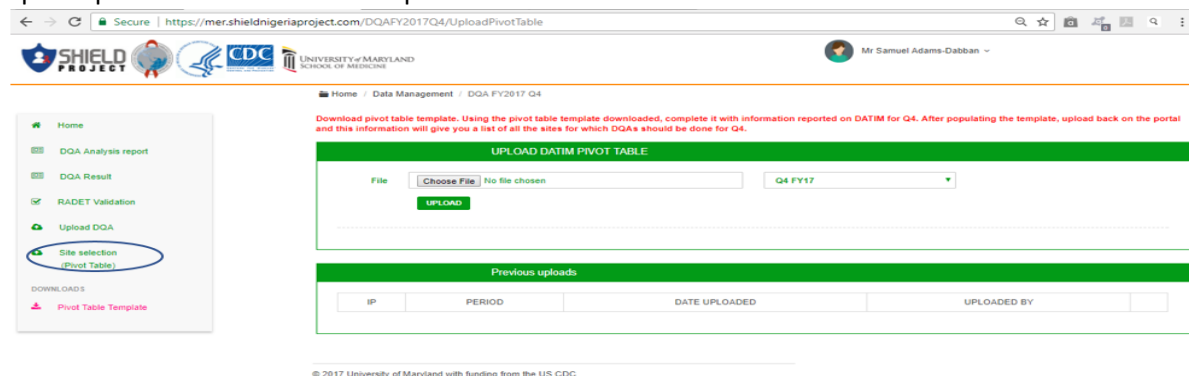
1. Download the pivot table template from the SHIELD portal by clicking on the circled pivot table button from the platform. By clicking pivot table template it downloads an excel pivot table will be imputed with figure from pivot table generated from DATIM for all facilities which Implementing partners reported for Q4



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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	organisationunit id	organisationunitname	HTS_TST (N, DSD): HTS received results	HTC_Only (excluding PMCTCT_STAT, TB_STAT, VMMC_CRC, PP_PRR, PP_PRR)	HTC_Only_Pes (including positives from PMCTCT_STAT, TB_STAT, VMMC_CRC, PP_PRR, PP_PRR, OVC_RIVSTAT)	PMCTCT_STAT (N, DSD): Age/Known/ Unknown Results	PMCTCT_STAT (N, DSD): Age/Known/ Unknown Results, Newly Identified Positive	PMCTCT_STAT (N, DSD): Age/Known/ Unknown Results, Known Entry Positive	PMCTCT_ART (N, DSD): New/Existing/ r/r/ARVs	PMCTCT_EID (N, DSD): Age/HIVStatus/ Unknown Testing	PMCTCT_ID (N, DSD): Outcome	TX_NEW (N, DSD): New on ART	TX_CURR (N, DSD): Receiving ART	TX_RET (N, DSD)	TX_PVLIN (N, DSD): routinestart getted	TB_STAT (N, DSD)	TB_ARTEN (N, DSD)
1	ccEaDMosxj8	Nkwogwu Health Center	85	60	10	25	5	5	10	12		15	160	100	60	10	3
2	JhuL6xRfmr	Ekwerre Town Primary Health Cen	60	60	5												
3	NwcauZlgh	Mbushu Primary Health Center	20	5	0	15	1	1	2	5							
4	QyptBew3ml	Eastern Nigeria Medical Center	160	100	10	60	5	5	10	16		5	55	50	40	4	
5	Nad6Fudfnd	Unuokorika Primary Health Center	16		21												
6	visuf7Mjwrd	Holy Rosary Hospital Ogbor Nguru	200	160	5	40	3	7	10	6		10	422	500	245	8	
7	amKdDevoDQ	Newatamba Primary Health Center	19			19	1	1	2	5							
8	qSQIH5UAARV	Abasi Mbaisa General Hospital				67	5	5									
9	hQdM7PFCJ	Amasu Primary Health Center				19	1	1	2	5							
10	amKdDevoDQ	Mbieri General Hospital				19	1	1	2	5							
11	amKdDevoDQ	COMM A	40	40	12							10	72	29	10	2	
12	WWOFUDVVFPS																
13																	
14																	
15																	
16																	
17																	
18																	
19																	
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31																	

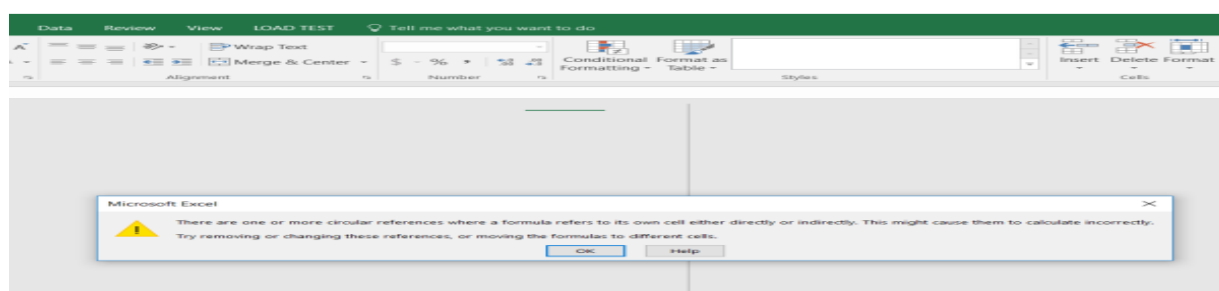
3. Upload pivot table on the SHIELD portal.



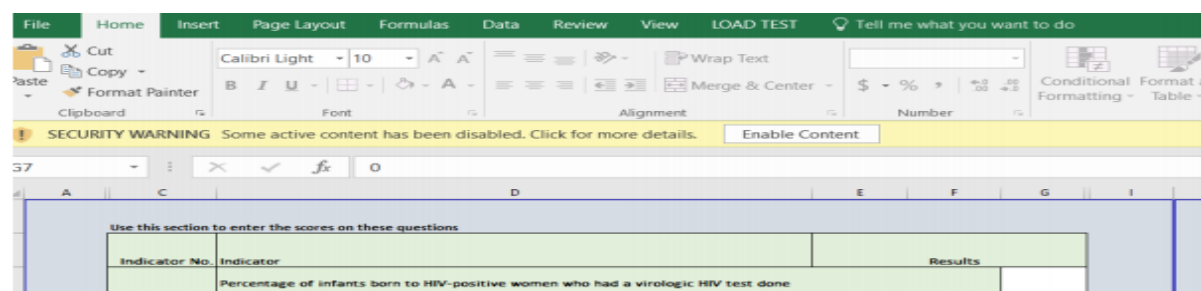
4. Download the Microsoft Excel file tool with file “Data Quality Assessment Tool.Q4R” from <http://portal.shieldnigeriaproject.com/DQA> after clicking on the DQA tool, it gives you a download tool button which should be clicked for the DQA tools to be downloaded.



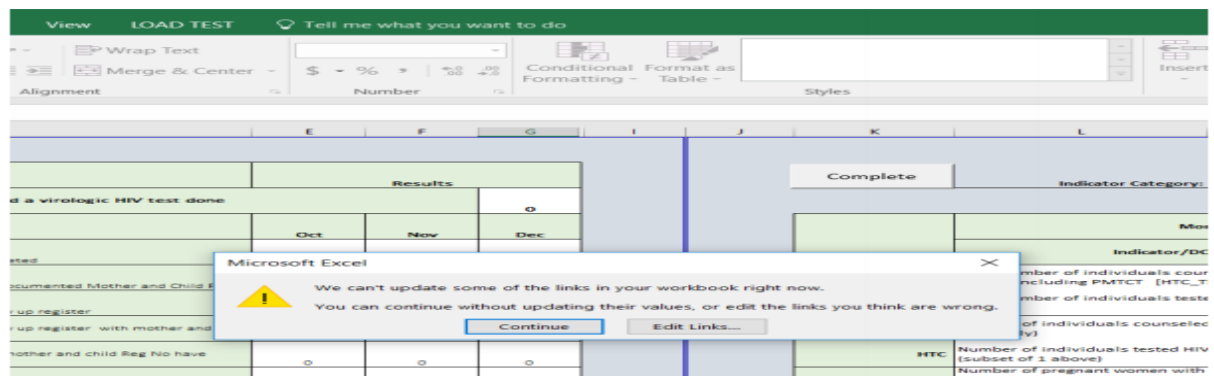
5. Open the downloaded file using Microsoft Excel 2008 or Higher. Excel would usually show a message with the prompt displayed below, click on “OK”



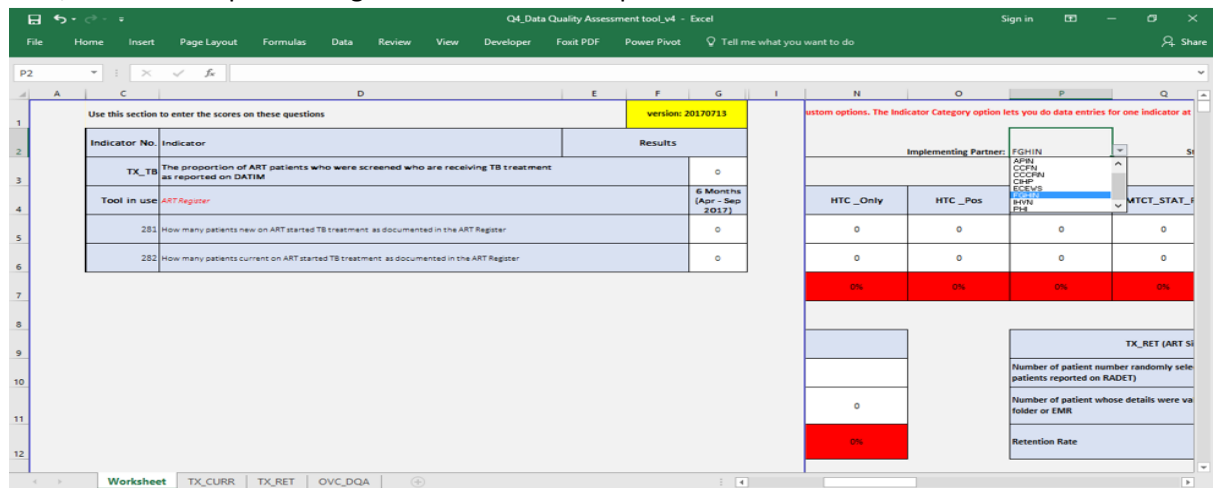
6. On the orange bar, a security warning would appear asking you to click to “Enable Content”, please click to enable the formulas on the work book



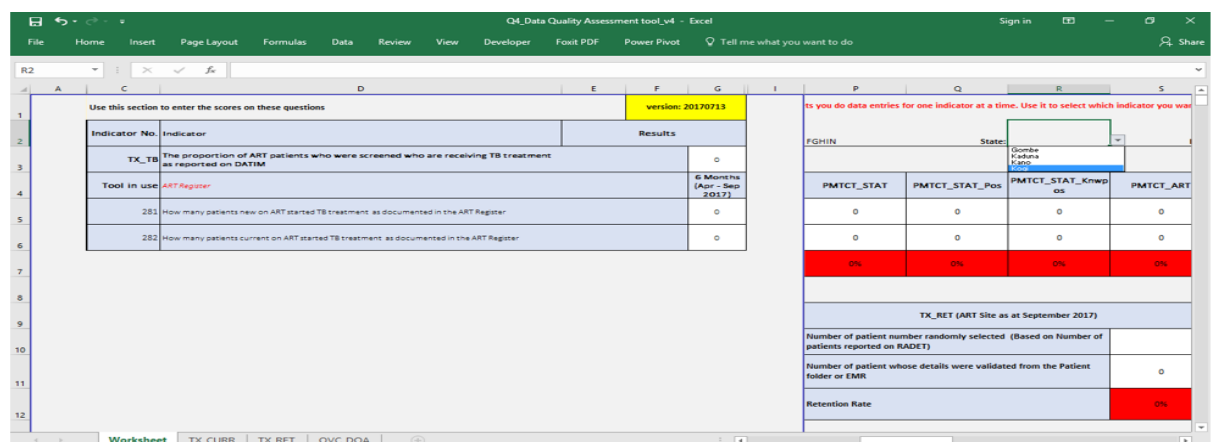
- Excel would usually show a second (2nd) message with the prompt displayed below, click on “Continue”



- First, select the Implementing Partner from the drop down in cell “P2”



- Select the State from the drop down that matches the state of the facility for the intended DQA in cell “R2”



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

Q4_Data Quality Assessment tool_v4 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxt PDF Power Pivot Tell me what you want to do

T2

Use this section to enter the scores on these questions

version: 20170713

enter data for. All fields on the right hand side of this work sheet are compulsory and are

Indicator No.	Indicator	Results
TX_TB	The proportion of ART patients who were screened who are receiving TB treatment as reported on DATIM	0
Tool in use	ART Register	6 Months (Apr - Sep 2017)
281	How many patients new on ART started TB treatment as documented in the ART Register	0
282	How many patients current on ART started TB treatment as documented in the ART Register	0

im Overri Municipa
im Ush Edema
im Odu
im Odu
im Odu East
im Odu West
im Odu North
im Odu West

Facility Name:

TX_NEW	TB_STAT	TB_ART
0	0	0
0	0	0
0%	0%	0%

TX_PVL5 (ART Site as at September 2017)

Number of patients who had a viral load test done (Based on the number of patients reported on RADET)

Number of patients who were virally suppressed (Based on the number of patients reported on RADET)

Viral Suppression Rate

Worksheet TX_CURR TX_RET OVC_DQA

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

Q4_Data Quality Assessment tool_v4 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxit PDF Power Pivot Tell me what you want to do

V2

Use this section to enter the scores on these questions		version: 20170713	enter data for. All fields on the right hand side of this work sheet are compulsory and are				
Indicator No.	Indicator	Results		im Owerri Municipal	Facility Name:	<div> <div></div> <div>Amanda Hospital Federal Medical Center - Owerri International Christian Hospital St. David Hospital Umunzuoke Hospital - Owerri</div> </div>	
TX_TB	The proportion of ART patients who were screened who are receiving TB treatment as reported on DATIM	0		PMTCT_EID	TX_NEW	TB_STAT	TB_ART
Tool in use	ART Register	6 Months (Apr - Sep 2017)		0	0	0	0
281	How many patients new on ART started TB treatment as documented in the ART Register	0		0	0	0	0
282	How many patients current on ART started TB treatment as documented in the ART Register	0		0%	0%	0%	0%
TX_PVL5 (ART Site as at September 2013)							
Number of patients who had a viral load test done (Based on the number of patients reported on RADET)							
Number of patients who were virally suppressed (Based on the number of patients reported on RADET)							
Viral Suppression Rate							

Worksheet TX_CURR TX_RET OVC DOA

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

The screenshot displays the Q4 Data Quality Assessment tool v4 Excel spreadsheet. The interface includes a green header bar with navigation icons and tabs such as File, Home, Insert, Page Layout, Formulas, Data, Review, View, Developer, Foxt PDF, Power Pivot, and Tell me what you want to do. Below the header, a formula bar shows '=Y2'. The main grid features columns A through AA and rows 1 through 12.

Row 1 contains instructions: "Use this section to enter the scores on these questions" and a version number "version: 20170713".

Rows 2-6 contain a table for TB treatment indicators:

Indicator No.	Indicator	Results
1	The proportion of ART patients who were screened who are receiving TB treatment as reported on DATIM	0
Tool in use: ART Register		6 Months (Apr - Sep 2017)
281	How many patients new on ART started TB treatment as documented in the ART Register	0
282	How many patients current on ART started TB treatment as documented in the ART Register	0

To the right of the table, there is a "Reporting Period" dropdown menu set to "Q1 FY19", a "Facility Code" field with the value "KZ12MeWfpUp", and a "TX_TB" dropdown menu set to "PMTCT_FO". Below these fields are two red boxes labeled "0%".

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

Q4 Data Quality Assessment tool v4 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Font PDF Power Pivot Tell me what you want to do

M2

Use this section to enter the scores on these questions

version: 20170713

Indicator No.	Indicator	Results
TX_TB	The proportion of ART patients who were screened who are receiving TB treatment as reported on DATIM	0
Tool in use	ART Register	6 Months (Apr - Sep 2017)
281	How many patients new on ART started TB treatment as documented in the ART Register	0
282	How many patients current on ART started TB treatment as documented in the ART Register	0

ons provided in this tool. Please DO NOT USE custom options. The Indicator Category opt after the complete button have been clicked.

Indicator Category	Implementing Part
TX_TB	
TX_NEW	
TX_CURR	
TX_STAT	
TX_ART	
TX_TB	
TX_TB	
TX_TB	
HTS_TST	HTC_Only HTC_Pos
0	0
0	0
0%	0%

err Validation (ART Site as at September 2017)

selected (Based on Number of patients)

ected patients whose details were validated

R

0%

Workbooks

TX_CURR TX_STAT TX_TB TX_TB

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

Q4: Data Quality Assessment tool_v4 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Excel PDF Power Pivot Tell me what you want to do

M2

Use this section to enter the scores on these questions

version: 20170713

ons provided in this tool. Please DO NOT use custom options. The Indicator Category opt after the complete button have been clicked.

Indicator Category: PMTCT_STAT Implementing Part

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				
	Number of pregnant women tested HIV positive (subset of 2 above)				
	Number of pregnant women with previously known HIV positive status at entry (subset of 2 above)				
Tools in use		Jul	Aug	Sep	
223	How many pregnant women were tested as documented in the PMTCT HTC Register or NHMIS Daily ANC Register				
224	How many pregnant women were newly tested HIV positive as documented in the PMTCT HTC Register or NHMIS Daily ANC Register				
225	How many pregnant women were HIV Negative as documented in the PMTCT HTC Register or NHMIS Daily ANC Register				
226	How many pregnant women newly tested HIV Positive as documented in the PMTCT Monthly Summary form				
227	How many pregnant women with previously Known HIV + as documented in the PMTCT HTC Register or NHMIS Daily ANC Register				
228	How many pregnant women with previously Known HIV + as documented in the PMTCT Monthly Summary form				

HTS_TST HTCTCT_Pos HTCTCT_Only HTCTCT_Pos

0 0 0 0

0 0 0 0

0% 0% 0% 0%

ART Validation (ART Site as at September 2017)

selected (Based on Number of patients

ected patients whose details were validated R

0

0%

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

Q4: Data Quality Assessment tool_v4 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxit PDF Power Pivot Tell me what you want to do

M2

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Use this section to enter the scores on these questions							version: 20170719		ons provided in this tool. Please DO NOT use custom options. The Indicator Category option after the complete button have been clicked.					
2	Indicator No.		Indicator			Results			Indicator Category: PMTCT_STAT Implementing Part						
3	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			HTS_TST HTCT_TST_Pos HTCT_Only HTCT_Pos						
4			Number of pregnant women tested HIV positive (subset of 2 above)			0			0 0 0 0						
5			Number of pregnant women with previously known HIV positive status at entry (subset of 3 above)			0			0% 0% 0% 0%						
6	Tools in use		NHMS Daily ANC Register, PMTCT HTC Register			Jul Aug Sep			err Validation (ART Site as at September 2017)						
7	221		How many pregnant women were tested as documented in the PMTCT HTC Register or NHMS Daily ANC Register			0 0 0			selected (Based on Number of patients)						
8	222		How many pregnant women were newly tested HIV positive as documented in the PMTCT HTC Register or NHMS Daily ANC Register			0 0 0			ected patients whose details were validated R 0						
9	223		How many pregnant women were HIV Negative as documented in the PMTCT HTC Register or NHMS Daily ANC Register			0 0 0			0%						
10	224		How many pregnant women newly tested HIV Positive as documented in the PMTCT Monthly Summary form			0 0 0									
11	225		How many pregnant women with previously Known HIV as documented in the PMTCT HTC Register or NHMS Daily ANC Register			0 0 0									
12	226		How many pregnant women with previously Known HIV as documented in the PMTCT Monthly Summary form			0 0 0									

Worksheet TX_CURR TX_RET OVC_DQA

16. DATIM figure reported for Q4 should imputed into the fields provided on the worksheet as circled below

Use this section to enter the scores on these questions

version: 20170713

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 NHMIS Daily ANC Register, PMTCT/HTC Register

Jul Aug Sep

224 How many pregnant women were tested as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

225 How many pregnant women were newly tested HIV positive as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

226 How many pregnant women were HIV Negative as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

227 How many pregnant women newly tested HIV Positive as documented in the PMTCT Monthly Summary form 0 0 0

228 How many pregnant women with previously Known HIV + as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

229 How many pregnant women with previously Known HIV + as documented in the PMTCT Monthly Summary form 0 0 0

Indicator Category: PMTCT_STAT

Implementing Part

HTS_TST HTC_TST_Pos HTC_Only HTC_Pos

0 0 0 0

0 0 0 0

0% 0% 0% 0%

Validation (ART Site as at September 2017)

selected (Based on Number of patients)

Validated patients whose details were validated

0

0%

17. The records for Q4 reports should be imputed in the fields provided for the different months on the tool

Use this section to enter the scores on these questions

version: 20170713

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 NHMIS Daily ANC Register, PMTCT/HTC Register

Jul Aug Sep

224 How many pregnant women were tested as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

225 How many pregnant women were newly tested HIV positive as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

226 How many pregnant women were HIV Negative as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

227 How many pregnant women newly tested HIV Positive as documented in the PMTCT Monthly Summary form 0 0 0

228 How many pregnant women with previously Known HIV + as documented in the PMTCT/HTC Register or NHMIS Daily ANC Register 0 0 0

229 How many pregnant women with previously Known HIV + as documented in the PMTCT Monthly Summary form 0 0 0

Indicator Category: PMTCT_STAT

Implementing Part

HTS_TST HTC_TST_Pos HTC_Only HTC_Pos

0 0 0 0

0 0 0 0

0% 0% 0% 0%

Validation (ART Site as at September 2017)

selected (Based on Number of patients)

Validated patients whose details were validated

0

0%

18. 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

Complete

Indicator Category: PMTCT_STAT

Implementing Part: CCM

Site: In

Validation (ART Site as at September 2017)

selected (Based on Number of patients)

Validated patients whose details were validated

0

0%

Results

HTS_TST HTC_TST_Pos HTC_Only HTC_Pos

0 0 0 0

0 0 0 0

0% 0% 0% 0%

Validation (ART Site as at September 2017)

selected (Based on Number of patients)

Validated patients whose details were validated

0

0%

- [illegible]

- | | A | B | C | D |
|----|--------------|-----------------|----------------|---|
| 1 | EnrollmentNo | Hospital number | ART START Date | Patient Status 12 months after initiation |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
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| 26 | | | | |

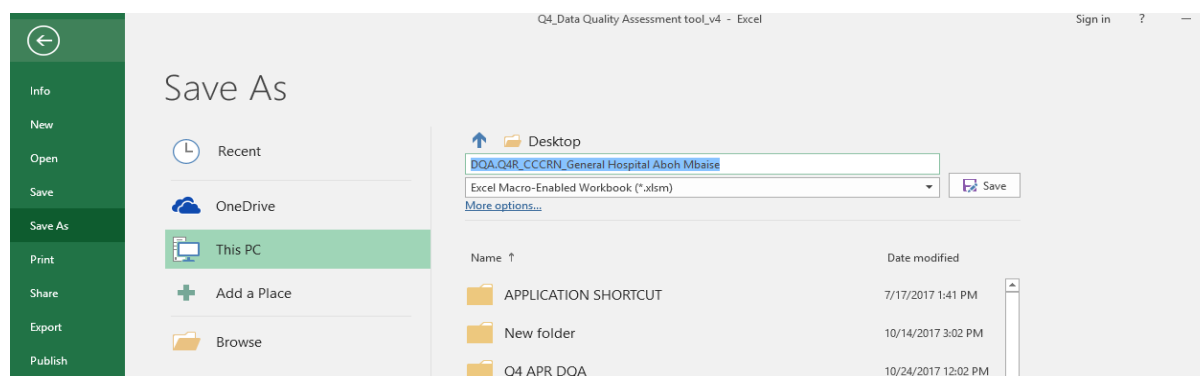
- Q4 Data Quality Assessment tool_v4 - Excel

File Home Insert Page Layout Formulas Data Review View Developer Foxit PDF Power Pivot Tell me what you want to do

112

	A	B	C	D	E	F	G	H	I	J	K	L	M	
1														
2	Implementing Partner:		FGHN											
3	State:		Kaduna											
4	LGA:		Ida Kuru											
5	Reporting Period:		Q4 FY17											
6	Use this section to enter the scores on these questions													
7	Indicator No.		Indicator								Results			
8			Percentage of orphans and vulnerable children (18 years old) with HIV status reported to implementing partner as reported on DATIM											
9	221		CVC Enrolment Register: CVC/ASIP/ACRIS								6 MONTHS (Apr - Sep 2017)			
10			How many orphans and vulnerable children with HIV status reported to implementing partners were documented in the CVC Enrolment Register were Positive								0			
11	222		How many orphans and vulnerable children with HIV status reported to implementing partners were documented in the CVC Enrolment Register were Negative								0			
12	223		How many orphans and vulnerable children with HIV status reported to implementing partners were documented in the CVC Enrolment Register had unknown HIV status								0%			
13														

22. Save the completed DQA report using the following format DQA.Q4R_IP Name_FacilityName
example DQA.Q4R_CCCRN_General Hospital Aboh Mbaise



23. 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_T_STA T	PMTCT_S TAT_Pos	PMTCT_S TAT_Knw pos	PMTCT_ART	PMTCT_ EID	TX_NEW	TB_STAT	TB_ART	TX_TB	TB_PREV	PMTCT_FO
Q4 DATIM Report															
Validation															
Concurren ce rate															
TX_Curr Validation (ART Site as at March 2017)					TX_RET (ART Site as at October 2017)					TX_PLVS (ART Site as at September 2017)					
Number of patient number randomly selected (Based on Number of patients reported on FACILITY)					Number of patient number randomly selected (Based on Number of patients reported on FACILITY)					Number of patient who have a viral load test done (Based on Number of patients reported on FACILITY)					
Number of patient whose details were validated from the Patient folder or EMR					Number of patient whose details were validated from the Patient folder or EMR					Number of patient who were virally suppressed (Based on Number of patients reported)					
Concurrence Rate					Retention Rate					Suppression Rate					

24. 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.

