

# **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 FY19 Q1
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.

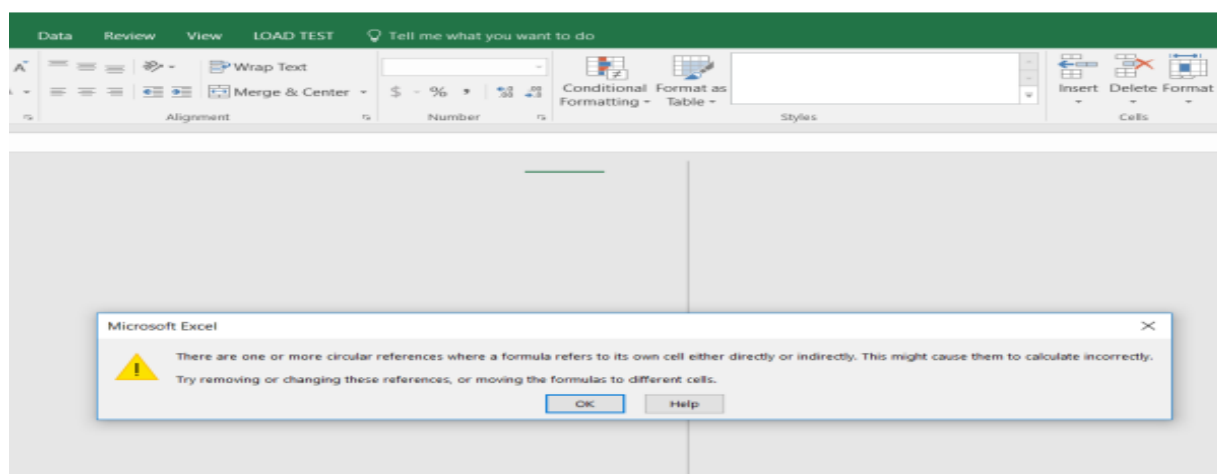
O1		TX_PVLS(N, DSD, routinetargeted)																	
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R		
organisatio numid	organisationunitname	HTS_TST (N, DSD): received results	HTC ( All testing modalities: Inpatient services, Paediatric Services, Malnutrition clinics, TB Clinic, STI Clinic, Emergency ward, Other PITC, Community modality: Other services, Mobile service, VCT, Index testing) excluding, PMTCT_STAT_	HTC_Only_Pos (excluding positives from PMTCT_STAT_ testing done in VMMC, CRC, PP, PRE, KP, PREY, OVC, HYSTAT)	PMTCT_S TAT (N, DSD, AgeKnown R): Known Results	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive	PMTCT_STA T (N, DSD, AgeKnown ewResult: Known Results, Newly Identified Positive		
1	ccEqDMocq@	85	60	10	30	5	5	10	12	5	15	160	100	60	10	10	10		
2	JhuURFKmRl	60	60	5	5	5	5	10	12	5	15	160	100	60	10	10	10		
3	NivlaouZlgh	19	5	0	15	1	1	2	5	3	5	3600	50	40	4	4	4		
4	OgjeTBozJm	155	100	10	60	5	5	10	16	5	5	3600	50	40	4	4	4		
5	NasSfuzQdL	16	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21		
6	vidaf7Mw0	193	160	5	40	3	7	10	6	7	10	422	500	245	8	8	8		
7	ssrXKedvoQ	19	19	20	1	1	2	5	5	5	5	5	5	5	5	5	5		
8	QDQKRUAV	62	62	67	5	5	5	10	1	1	1	1	1	1	1	1	1		
9	lvogMT9FCJ	55	40	20	1	5	0	7	0	7	0	7	0	7	0	7	0		
10	aMCO9GHEt	47	40	12	10	4	3	1	0	10	10	72	29	10	2	2	2		

3. Upload pivot table on the SHIELD portal.

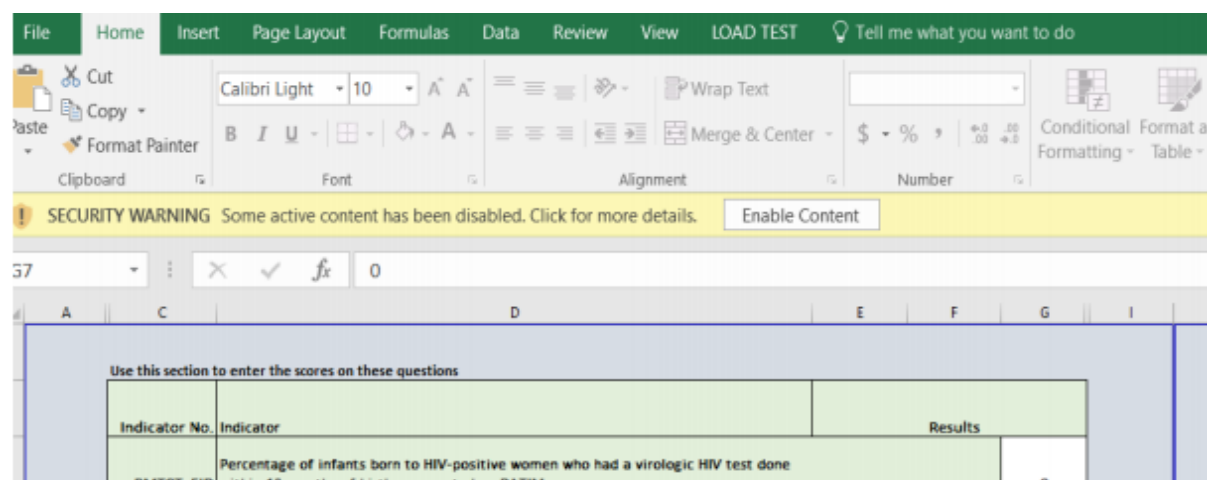
- Download the Microsoft Excel file tool with file “Data Quality Assessment Tool.Q4R” from <http://portal.shieldnigeriaproject.com/DQA> after clicking on the DQA tool, it gives you a download tool button which should be clicked for the DQA tools to be downloaded.



- 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”



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

Use this section to enter the scores on these questions

version: 20190123

Indicator No.	Indicator	Results
TX_NEW	Number of Adults and Children newly enrolled on antiretroviral therapy (As was reported on DATIM)	0
Tools in use	ART Register, EMR	
251	How many Adults and Children were commenced on ART as reported in the ART Register per each month	0 0 0
252	How many Adult and Children were commenced on ART as reported in the EMR during the period under review	0 0 0

State: Kogi LGA: Alimosho Facility Name: Alimosho Steel Medical Clinic

PMTCT_STAT_Pos	PMTCT_STAT_Kn	PMTCT_ART	PMTCT_HELPOS
0	0	0	0
0	0	0	0
0%	0%	0%	0%

PVL5 (ART Sites as at December 2018)

who had a viral load test done (Based on patients reported on NDR)

who were virally suppressed (Based on patients reported on NDR)

Rate

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

Use this section to enter the scores on these questions

version: 20190123

Indicator No.	Indicator	Results
TX_NEW	Number of Adults and Children newly enrolled on antiretroviral therapy (As was reported on DATIM)	0
Tools in use	ART Register, EMR	
251	How many Adults and Children were commenced on ART as reported in the ART Register per each month	0 0 0
252	How many Adult and Children were commenced on ART as reported in the EMR during the period under review	0 0 0

Facility Name: Alimosho Steel Medical Clinic Reporting Period: Q1FY19

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

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

Use this section to enter the scores on these questions

version: 20190123

Indicator No.	Indicator	Results
TX_NEW	Number of Adults and Children newly enrolled on antiretroviral therapy (As was reported on DATIM)	0
Tools in use	ART Register, EMR	
251	How many Adults and Children were commenced on ART as reported in the ART Register per each month	0 0 0
252	How many Adult and Children were commenced on ART as reported in the EMR during the period under review	0 0 0

Facility Name: Alimosho Steel Medical Clinic Reporting Period: Q1FY19

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

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

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

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

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: 20190123

Users MUST use only the options provided in this tool. Please DO NOT USE custom options. CLICK ON THE COMPLETE BUTTON UNTIL YOU HAVE COMPLETED DATA ENTRIES. You

Complete Indicator Category: HTS\_TST Implementing

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC
Q1 FY19 DATIM Report	0	0	0	0
Validation	0	0	0	0
Concurrence rate	0%	0%	0%	0%

TX\_Cur Validation (ART Site as at December 2018)

Number of patients randomly selected (Based on Number of patients reported on the NDR)

Number of the randomly selected patients whose details were validated from the patient folder or EMB

Concurrence Rate

Name and Designation of Assessor:

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: 20190123

Users MUST use only the options provided in this tool. Please DO NOT USE custom options. CLICK ON THE COMPLETE BUTTON UNTIL YOU HAVE COMPLETED DATA ENTRIES. You

Complete Indicator Category: HTS\_TST Implementing

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC
Q1 FY19 DATIM Report	0	0	0	0
Validation	0	0	0	0
Concurrence rate	0%	0%	0%	0%

TX\_Cur Validation (ART Site as at December 2018)

Number of patients randomly selected (Based on Number of patients reported on the NDR)

Number of the randomly selected patients whose details were validated from the patient folder or EMB

Concurrence Rate

Name and Designation of Assessor:

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: HTS\_TST Implementing

Site: Kari

ECG: Isabel

2019 Name: Njohuwa Steel Medical Clinic

Reporting Period:

	HTS_TST	HTC_TST_Pos	HTC_Only	HTC_Pos	PHYCY_ST	PHYCY_ST_Pos	PHYCY_STA	PHYCY_AR	PHYCY_EI	PHYCY_RE	TX_NEW	TP_STAT	TP_ART
Q1 FY19 DATIM Report	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
Concurrence rate	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%

TX\_Cur Validation (ART Site as at December 2018)

Number of patients randomly selected (Based on Number of patients reported on the NDR)

Number of the randomly selected patients whose details were validated from the patient folder or EMB

Concurrence Rate

TX\_PVL Validation (ART Site as at December 2018)

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

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

Viral Suppression Rate

Name and Designation of Assessor:

Date of Assessment:

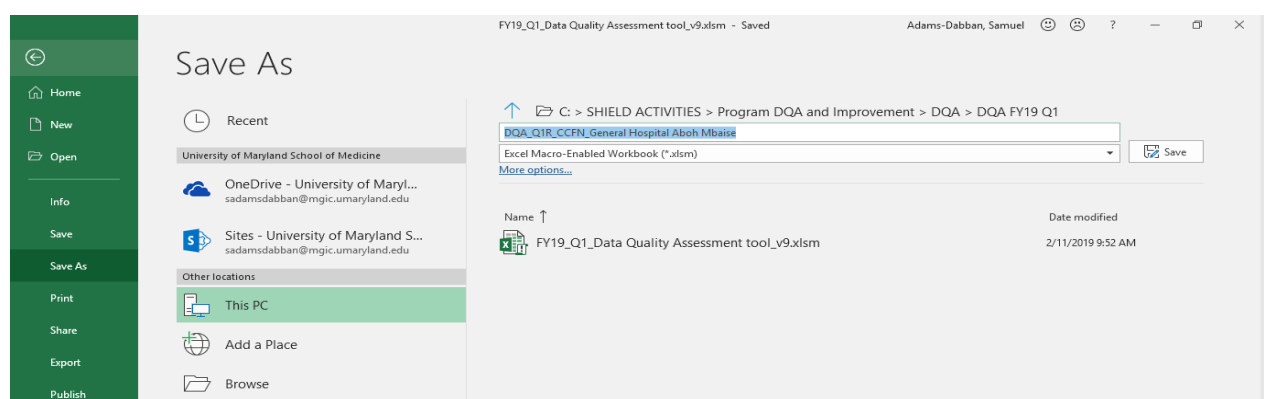
Site NINE final version:

Date of Assessment:

19. 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

	A	B	C	D	E	F	G	H	J	K	M	N	O	Q
	EnrollmentNo	HospitalNo	Sex	Age at Start of ART	Age at Start of ART (in months)	ARTStartDate	LastPickupDate	Validated Last pick up date	Months of ART refill	Validated Months of ART refill	RegimenLineAtART Start	RegimenAtStartOf ART	Validated Regimen at Start of ART	CurrentRegimenLine
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
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20. Save the completed DQA report using the following format DQA.Q4R\_IP Name\_FacilityName  
example DQA.Q4R\_CCFN\_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_S_TAT	PMTCT_ST_AT_Pos	PMTCT_S_TAT_Knw_pos	PMTCT_AR_T	PMTCT_EI_ID	PMTCT_HEI_POS	TX_NEW	TB_STAT	TB_ART
Q1 DATIM Report													
Validation													
Concurrence rate													
TX_Curr Validation (ART Site as at December 2018)					TX_PLVS (ART Site as at December 2018)								
Number of patient number randomly selected (Based on Number of patients reported from the NDR)					Number of patient who had a viral load test done (Based on Number of patients reported on NDR)								
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 on NDR)								
Concurrence 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.

