## Curriculum of training session

## Chapter I: Review of SOPs for data management in health facilities

### Session 1: introduction to HMIS SOPs. (3h 30m)

### Learning Objectives: By the end of the session, participants should be able to

* Describe the different data managements functions required in health facilities
* Identify the different staff involved in data management
* List procedures for which additional capacity building is required

| Time | Specific Objectives | Content | Duration | Activities | Materials Required |
| --- | --- | --- | --- | --- | --- |
|  | * Describe the different data managements functions required in health facilities | Format of SOP  Major functions of data management | 15 m  15 m | **Brainstorm:** Facilitator asks participants what are the major functions or tasks that are required for good data management?  **Mini-exposé:** the facilitator shares copies of the SOP document and gives a brief presentation of the purpose and organization of the SOP manual. | flip chart  Powerpoint on SOP purpose and key functions |
|  | * Identify the different staff involved in data management * List procedures for which additional capacity building is required |  | 1 h  45m | **Group work:** participants are divided into 6 groups by functional area, all will have electronic copies of the SOP. Groups are asked to read through their section and prepare a short presentation listing:   1. List the people on their staff who are responsible for the functions in their section 2. The tasks that are new or that they didn’t know they were supposed to do. 3. The tasks for which additional capacity building may they require   **Plenary session:** each group presents their work and the facilitator makes a list of capacity building activities that should be planned. | Copies of SOPs by level  Projector or flip charts for presentations |

## Session 2: How to complete the client form(s) and related register(s) (3h 10m)

### Learning Objectives: By the end of the session, participants should be able to:

* Calculate routine common indicators that are required at their level
* Understand issues related to data quality when completing or updating forms and registers

| Time | Specific Objectives | Content |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | * Find instructions for common questions regarding data recording and reporting |  | 30 m  30 m | **Module 2- Rwanda HMIS User Manual**  ***Activity 6*:** Facilitator shares the HMIS user manual with participants as an electronic copy and describes the different sections, highlighting the data flow chart and which forms are registers are included and which are missing.  ***Activity 7***: Q&A about differences in recording and reporting formats | Powerpoint  User manual |
|  |  |  |  | **Tea Break** |  |
|  | * Review of different reporting formats; TB, SISCom, Individual record |  | 2hr | **Module 3- Rwanda HMIS Reporting tools**  **Activity 8**: Overview of changes to HMIS forms in 2013  **Activity 5:** Overview of TB modules  **Activity 6:** Overview of Sis Com modules  **Activity 7:** Overview of Neonatal, Child and Maternal death modules | Powerpoint |

## Session 2: How to measure health facility performance using HMIS indicators

### Learning Objectives: By the end of the session, participants should be able to:

* Calculate routine common indicators that are required at their level
* Describe the process of analyzing data and using the 5 Ws

| Time | Specific Objectives | Content |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | * Calculation of routine common indicators |  | 45 m  30 m  1 hr  30 m | **Module 1- Measuring health facility performance with routine common indicators**  Activity 1: Brainstorm: How can you tell if your health facility is functioning well? What indicators would you use?  Activity 2: Mini exposé Facilitator presents an overview of health key Indicator definitions for health problems, health services and resources  Activity 3: Group work: Participants break into small groups, and calculate selected indicators analyzing in different ways to identify problems  Activity 4: Presentation of group work by selected groups – others provide feedback |  |
|  | * Describe the process of analyzing data and using the 5 Ws |  | 30 m  30 m | **Module 4:** data analysis  Brainstorm: “50 children vaccinated for measles”. Facilitator asks is this good or bad?  How do we know? Compare with target population. Compare numbers over time. Compare with other health facilities. How can these analyses be displayed (line graph, bar graph, map, tables)  Mini-Exposé: the 5 Ws: Who, What, Where, When, Why |  |

## Session 3: Using R-HMIS analysis tools

### Learning Objectives: By the end of the session, participants should be able to:

* Describe the new features of the latest version of DHIS-2 for data analysis
* Use the R-HMIS analysis tools to produce graphs, tables and maps that display performance indicators
* Create a dashboard that integrates selected analysis objects

| Time | Specific Objectives | Content | Duration | **Activities** | Materials/Facilitators |
| --- | --- | --- | --- | --- | --- |
|  | * Describe the new features of the latest version of DHIS-2 for data analysis | pivot table; category combos in visualiser, map and pivot table; html standard reports | 30 m | Overview of new data analysis features in the latest releases 2.12 Version. | Powerpoint |
|  | * Use the R-HMIS analysis tools to produce graphs, tables and maps that display performance indicators | Creating pivot table  Changing layout  Saving favorites  Exporting to Excel | 30 m  1 h | **Module 3-**  **Using R-HMIS analysis tools**  Activity 7**:** Creating pivot tables  Step 2: Demo of pivot table module in R-HMIS  Step 3: Group/Individual exercises using data pivot tables to analyze group theme |  |
|  | * Charts | Chart types and common errors  Creating charts with data visualize  Saving favorites  Copying charts to powerpoint or Word | 30 m  1 h | Activity 7**:** Creating charts  Step 1: Presentation of graph errors and best practices regarding chart types for different types of analysis.  Step 2: Demo of data visualiser in DHIS-2  Step 3: Individual exercises using data visualiser to graph selected indicators |  |
|  | * Maps | Map types: facility maps, cloropeth maps, hybrid and street maps. | 45 m  2 h | Activity 8: Creating maps with the GIS module  Step 1: Demo of GIS module: Facility maps, Cloropeth maps, using Google maps hybrid and streetmaps. Exporting maps, Using in Dashboard  Step 2: individual exercises: map specific indicators and write observation of geographic trends. |  |
|  | * Standard reports |  | 30 m | Activity 12: Running iReports and HTML reports.  Demonstration of iReport and HTML reports, inserting Standard reports into the dashboard |  |
|  | * MyDatamart |  | 30 m | Activity 13: Using the Mydatamart and exporting data to Pivot tables for analysis |  |
|  | * Create a dashboard that integrates selected analysis objects | Create a dashboard  Explore existing chart objects | 15 m  30 m | Activity 9: Creating a dashboard demo  Activity 10: Individual exercises: select graphs, maps, tables and insert into your dashboard |  |

## Session 4: Group presentations and closing

### Learning Objectives: By the end of the session, participants should be able to:

* Make an effective presentation using RHMIS data on a selected theme and give constructive feedback to peers

| Time | Specific Objectives | Content | Duration | Activities | Materials Required |
| --- | --- | --- | --- | --- | --- |
|  | * Make an effective presentation using RHMIS data on a selected theme and give constructive feedback to peers |  | 1 h  1 h | **Group work**: in each group, select the best graphs/charts/maps for your theme and prepare a group presentation and brief narrative describing their analysis  **Plenary presentation:** each group presents their theme and the others give feedback  Award of Prizes for the best presentations | flip chart  Powerpoint on SOP purpose and key functions |
|  | * Closing and next steps |  | 15m  30 m  30 m | Course evaluation  Next steps brainstorming  Presentation of certificates and closing speech |  |