

Data collection tool for malaria indicators
Structured questionnaire for health facility

CONFIRMED AND SUSPECTED MALARIA CASES			
1	Does this facility diagnose and treat malaria?	1. Yes <input type="checkbox"/>	0. No <input type="checkbox"/>
SOURCE DOCUMENTS AND REPORTS			
2	Does this facility report malaria data to a reporting system?	1. Yes <input type="checkbox"/>	0. No <input type="checkbox"/>
3	To which of the following reporting systems does the facility report malaria data?	1. Health Management Information System (HMIS) 2. Public health Emergency Management (PHEM) 3. Malaria program 4. Nongovernmental organizations or institutions 5. Other reporting system (Specify)	
4	What is the source document used by this facility for monthly/weekly reporting of malaria?	1. Laboratory register 2. OPD register 3. Inpatient register 4. Emergency register 5. Other (specify)	
REPORT TIMELINESS			
5	Is there a deadline for submission of the malaria report by the health facilities?	1. <u>Yes</u> 2. <u>No</u>	
6	If yes, what is the deadline (date of month)? (Write the end date of the deadline)	Reporting deadline: _____	
7	Does the health facility record the dates of submission of monthly/weekly malaria reports to the Woreda/Zone/Region (see logbook/computer)?	1. <u>Yes</u> 2. <u>No</u>	
IF AVAILABLE, REVIEW THE RECORDS AND CHECK THE DATES OF SUBMISSION FOR THE THREE REVIEW MONTHS			
8	Month 1	Reported date _____	
	Month 2	Reported date _____	
	Month 3	Reported date _____	
9	If any discrepancy is observed between Reporting deadline and each reporting date, what are the possible reason?	1. <u>Shortage of man power</u> 2. <u>Interruption of electricity/computer</u> 3. <u>Shortage of reporting formats</u> 4. <u>Competing priority (Campaign)</u> 5. <u>Reporting date aligned with holiday</u> 6. <u>Other (Specify)</u>	If there is no discrepancy skip to Q10
10	What method of reporting system does the facility use	1. <u>Paper based system</u> 2. <u>Electronic system</u>	

		3. Both	
DATA USE FOR DECISION MAKING			
11	Does the health facility have analysed malaria data (e.g., summary tables, charts, maps)?	0. No 1. Yes, observed paper-based 2. Yes, observed electronic 3. Both	
12	Does the health facility uses analysed malaria data for decision making	1. Yes 2. No	If no Skip to Q14
13	If Yes, for what purpose	1. Performance management (Planning and reporting) 2. Supply requesting and reporting 3. Priority setting 4. Monitoring targets 5. Advocacy 6. Other (Specify)	Skip to Q16
14	If no, what are the possible bases for decision making in your health facility	1. Personal preference for decision making 2. Superior directives 3. What was done in last year 4. Funding directives from higher level. 5. Political considerations Other (Specify)	
15	If No, what are the possible reasons for not using malaria data for decision making in your health facility	1. Poor data quality 2. Unavailability of data 3. Negative Perception 4. Other (Specify)	
REVIEW THE SOURCE DOCUMENTS AND MONTHLY REPORT FOR SUSPECTED MALARIA CASE			
1	Please confirm the availability of source documents for malaria for month 1 to month 3. If available, please Recount the number of Suspected malaria cases recorded in the source document month 1 to month 3.	(A) Source documents available	(B) Recount the number of Suspected malaria cases in the source documents (if none, please enter 0)
			(C) Record monthly Suspected malaria cases from monthly report

	Months	Yes, available and complete*	Yes, available but partly** complete	Yes, available but no data recorded	No		
01	Month 1	1	2	3	0		
02	Month 2	1	2	3	0		
03	Month 3	1	2	3	0		
REVIEW THE SOURCE DOCUMENTS AND MONTHLY REPORT FOR CONFIRMED MALARIA CASE							
2	Please confirm the availability of source documents for malaria for month 1 to month 3. If available, please Recount the number of conf. malaria cases recorded in the source document month 1 to month 3.	(A) Source documents available			(B) Recount the number of conf. malaria cases in the source documents (if none, please enter 0)	(C) Record monthly confirmed malaria cases from monthly report	
	Months	Yes, available and complete*	Yes, available but partly** complete	Yes, available but no data recorded	No		
	Month 1	1	2	3	0		
	Month 2	1	2	3	0		
	Month 3	1			0		
REVIEW THE SOURCE DOCUMENTS AND MONTHLY REPORT FOR TOTAL MALARIA CASE							
1	Please confirm the availability of source documents for malaria for month 1 to month 3. If available, please Recount the number of total malaria	(A) Source documents available			(B) Recount the number of total malaria cases in the source documents (if none, please enter 0)	(C) Record monthly total malaria cases from monthly report	

	cases recorded in the source document month 1 to month 3.					
	Months	Yes, available and complete*	Yes, available but partly**	Yes, available but no data recorded	No	
	Month 1	1	2	3	0	
	Month 2	1	2	3	0	
	Month 3	1	2		0	
<p>Take the last 15 entries recorded in the Lab register for each reporting period and check if all the data elements relevant to the selected indicator are filled in.</p> <p>*COMPLETE means that the source document contains the data relevant to the selected indicator.</p> <p>**PARTLY: the register is available but some information is missing.</p>						
2	If the source document (Lab register) is not available, what are the possible reasons?	<ol style="list-style-type: none"> 1. Storage or archiving problems 2. Absence of designated staff 3. Stock out of source document 4. Other (specify): — 				
3	If the source documents (Lab register/) are partially complete or has no data, what are the possible reasons for the missing data?	<ol style="list-style-type: none"> 1. Staffing issue(s)(shortage, absence) 2. Not understanding the data element 3. Presence of other vertical reporting requirement 4. Data burden (too much data elements to be recorded) 5. The recording tool is not designed as user friendly 6. Other (specify): — 				
DATA COMPLETENESS						

5	If the monthly report for malaria is not available, what are the possible reasons?	<ol style="list-style-type: none"> 1. Storage or archiving problems 2. Absence of designated staff 3. Stock out of source document 4. Other (specify): _____
6	If the monthly report of malaria is partially complete or has no data, what are the possible reasons for the missing data?	<ol style="list-style-type: none"> 1. Staffing issue(s)(shortage, absence) 2. Not understanding the data element 3. Presence of other vertical reporting requirement 4. Data burden (too much data elements to be recorded) 5. The recording tool is not designed as user friendly 6. There is no client to be reported 7. Other (specify): _____
DISCREPANCIES		
7	If there was a discrepancy observed between the source document and the monthly report , what are the reasons for the discrepancy?	<ol style="list-style-type: none"> 1. Data entry errors 2. Arithmetic errors 3. Information from all source documents not compiled correctly 4. Data burden (too much data elements to be reported) 5. Illegible writing on the source document (not readable) 6. Lack of emphasis for data accuracy 7. Other (specify) _____
8	If there was a discrepancy observed between the source document and the monthly report , what are the reasons for the discrepancy?	<ol style="list-style-type: none"> 1. Data entry errors 2. Arithmetic errors 3. Information from all source documents not compiled correctly 4. Data burden (too much data elements to be reported) 5. Illegible writing on the source document (not readable) 6. Lack of emphasis for data accuracy 7. Other (specify) _____