Every Newborn-Measurement Improvement for Newborn & Stillbirth Indicators EN-MINI-PRISM Tools for Routine Health Information Systems

Management Assessment
EN-MINI-PRISM Tool 4

EN-MINI tools

May 2022 Version 1.2

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This publication was produced with the support of the United States Agency for International Development (USAID) under the terms of the Data for Impact (D4I) associate award 7200AA18LA00008, which is implemented by the Carolina Population Center at the University of North Carolina at Chapel Hill, in partnership with Palladium International, LLC; ICF Macro, Inc.; John Snow, Inc.; and Tulane University. The views expressed in this publication do not necessarily reflect the views of USAID or the United States government.

Publication ID Number TL-21-94d

May 2022 Version 1.2

Acknowledgments

The Every Newborn-Measurement Improvement for Newborn and Stillbirth Indicator (EN-MINI) tools for routine health information systems have been developed as part of the EN-BIRTH-2 study, funded by the United States Agency for International Development (USAID) through Data for Impact (D4I). USAID's Research for Decision Makers (RDM) Activity of icddr,b funded initial activities in Bangladesh. The EN-MINI-PRISM tools in this document are adapted from the Performance of Routine Information System Management (PRISM) Series, which was developed by MEASURE Evaluation.

The EN-BIRTH-2 study was conceptualized and implemented in partnership with D4I, the International Centre for Diarrheal Disease Research, Bangladesh (icddr,b), Ifakara Health Institute Tanzania, and the London School of Hygiene & Tropical Health (LSHTM), United Kingdom.

We acknowledge the collaborating teams at icddr,b and IHI for leading the pilot testing efforts and for their technical contributions. From icddr,b: Ahmed Ehsanur Rahman, Anisuddin Ahmed, Tazeen Tahsina, Shema Mhajabin, Shafiqul Ameen, Aniqa Tasnim Hossain, Tamanna Majid, Md. Taqbir Us Samad Talha, Qazi Sadeq-ur Rahman, and Shams El Arifeen. From IHI: Donat Shamba, Josephine Shabani, Getrud Joseph, Caroline Shayo, Jacqueline Minja, Irabi Kassim, Imani Irema, Nahya Salim and Honorati Masanja. From LSHTM: Louise Tina Day, Harriet Ruysen, Kim Peven, and Joy Lawn for leading the adaptation and for their technical support. From D4I: Gaby Escudero, Emily Weaver, Barbara Knittel, Dave Boone, and Kavita Singh for their technical support.

We thank the EN-BIRTH-2 Expert Advisory Group for their expertise and technical inputs. From Bangladesh: Muhammad Shariful Islam, Jahurul Islam, Sabina Ashrafee, Husam Md. Shah Alam, Ashfia Saberin, Farhana Akhter, Kanta Jamil, Fida Mehram. From Tanzania: Ahmed Makuwani, Georgina Msemo, Felix Bundala, Claud Kumalija, Defa Wane, Miriam Kombe, Mary Azayo and Albert Ikonje. Global: Tariq Azim, Ties Boerma, Tedbabe Degefie Hailegebriel, Kathleen Hill, Debra Jackson, Lily Kak, Marzia Lazzerini, Neena Khadka Allisyn Moran, Alison Patricia Morgan, Sri Perera, Barbara Rawlins, Jennifer Requejo, Lara Vaz, Jean Pierre Monet, Moise Muzigaba, Johan Ivar Sæbø, Katherine Semrau, and William Weiss.

Most importantly, we recognize the health workers, managers, leaders, data managers, policy makers, and all those who participated in the pilot testing. We are grateful to them for sharing their time and perspectives.

Finally, we thank D4I's Knowledge Management team for editorial, design, and production services.

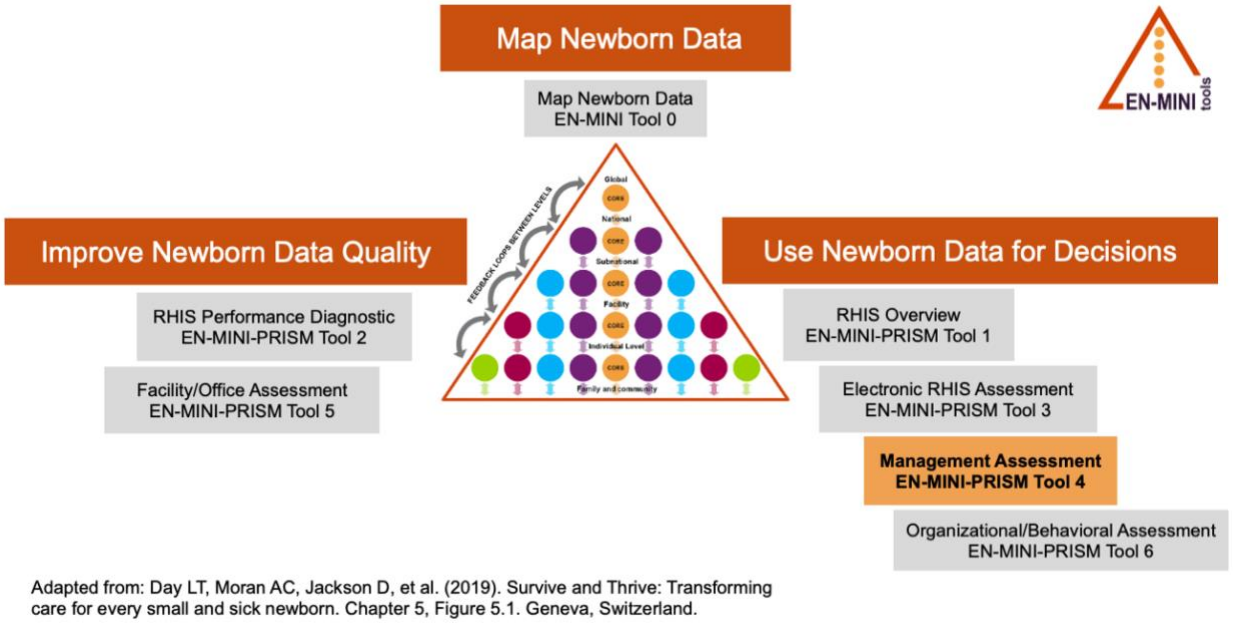
For any questions about the tools or implementing any part of the assessment, please contact: enapmetrics3@lshtm.ac.uk

EN-MINI-PRISM Tools

This individual tool version is designed to be used alongside the complete set of EN-MINI-PRISM tools. Full acknowledgements, background, abbreviations, overview of the original PRISM series and details of EN-MINI adaptation.

The EN-MINI-PRISM Tools 1–6 are linked to other EN-MINI tools as shown in Figure 1. This individual tool is the Management Assessment EN-MINI-PRISM Tool 4.

Figure 1. EN-MINI Tools



Adapted from: Day LT, Moran AC, Jackson D, et al. (2019). Survive and Thrive: Transforming care for every small and sick newborn. Chapter 5, Figure 5.1. Geneva, Switzerland.

EN-MINI-PRISM Tool 4 takes rapid stock of RHIS management practices and supports the development of action plans for better management.

Data Collection Methods

Desk review of office organogram/organizational chart; HIS/RHIS plans and reports (including a three- or five-year national RHIS/HIS strategic plan, a national HIS situation analysis/assessment; a training needs assessment, etc.); SOPs; training plan and manuals; supervision tools (guidelines, checklists, plans, calendars) and feedback reports/notes; financial plans/reports; etc.

Management Assessment EN-MINI-PRISM Tool 4

Purpose

This tool is designed to rapidly assess RHIS management practices and to aid in developing recommendations for better RHIS management. The tool is used to:

1. Assess the level of RHIS management functions, such as governance, planning, training, supervision, quality standards, and finance.
2. Identify the RHIS management functions that are weak and set priorities for actions.
3. Conduct a comparative analysis to understand the effects of the management functions on RHIS performance, RHIS processes, promotion of a culture of information, and behavioral determinants.

Summary of Information Collected Using the MAT

The MAT is primarily used at the district level and above to measure the effectiveness of RHIS management functions, including:

- **RHIS governance**: the organizational arrangements, mission, roles, and functions of the RHIS; presence of SOPs; description of who is doing what, how, and with what resources to manage and maintain the RHIS
- **Planning**: the availability of a copy of a multiyear national, regional, or district HIS/RHIS plan and targets for improving RHIS data quality and information use
- **Training**: existence of a national- or subnational-level RHIS training needs assessment and training plan, along with training manuals
- **Supervision**: existence of RHIS supervision guidelines/checklists, supervision plan, and feedback reports
- **Finance**: availability of financial resources dedicated to HIS (to cover recording and reporting supplies, training, and supervision costs)

Data Requirements, Collection, and Management and Analysis

Data Entry Platform

The EN-MINI tools have been set up for direct digital data collection using SurveyCTO and standardized automated analysis. Please see the full EN-MINI-PRISM tool version for further details.

Management Assessment EN-MINI-PRISM Tool 4

Apply this questionnaire by conducting a desk review of relevant documents at the district and higher levels. Ask the person in charge of the RHIS unit to provide you with the relevant documents to respond to the following questions. In some settings it may be possible to ask the RHIS unit to prepare these documents in advance.

Survey facilitator		
MAT_101	Survey date	
MAT_102	Facilitator name	
MAT_103	Facilitator code *Enter your 2-character identifier*	☐☐
MAT_104	Type of administrative unit *(Country-specific: adapt to the local country context and health system structure)*	6. District health office 7. Regional/provincial health office 8. Central MOH

Unit identification		
MAT_105	Central/region/state/province *Enter the alphanumeric code that identifies this level.*	☐☐
MAT_106	District *Enter the alphanumeric code that identifies this district.* [Valid when type of facility is 6]	☐☐
MAT_107	Unit name	
MAT_108	Location of the unit *Town/city/village*	
MAT_109	Office(s) visited *Note: It could be one or more offices from which information is collected. Please list them here.*	_____ _____ _____
MAT_110	Survey start time (Use the 24-hour clock system, e.g., 14:30)	☐☐ : ☐☐

Governance		
Added Explanation	**Added Explanation for EN-MINI-PRISM Tools Adaptation:** For questions below, please verify by asking to **OBSERVE** copies of these documents	
MAT_005	Does the central/region/district office have a written document describing the RHIS mission, roles, and responsibilities that are related to strategic and policy decisions at the district and higher levels? **(OBSERVE)**	1. Yes 2. No
MAT_006	Does the central/region/district office have a current health service organizational and staff chart showing positions related to health information? **(OBSERVE)**	1. Yes 2. No
MAT_007	A. Does the central/region/district office have written standard operating procedures (SOPs) and procedural guidelines for the RHIS that include: 1. Newborn and stillbirth data definitions 2. Data collection and reporting including newborns and stillbirths 3. Data aggregation, processing, and transmission including newborns and stillbirths 4. Newborn and stillbirth data analysis, dissemination, and use 5. Newborn and stillbirth Data quality assurance 6. Master facility list (MFL) 7. International Classification of Diseases (ICD) codes relevant to newborns and stillbirths 8. Data security 9. Data storage 10. Performance improvement processes **Select** *yes, partially* **if written SOPs and procedural guidelines for the RHIS are available, but they do not have all the listed RHIS data management areas.** **(OBSERVE)**	1. Yes 2. Yes, partially* 3. No
	B. *If yes, partially*, please identify the SOPs/guidelines that are lacking:	1. Newborn and stillbirth data definitions 2. Data collection and reporting including newborns and stillbirths 3. Data aggregation, processing, and transmission including newborns and stillbirths 4. Newborn and stillbirth Data analysis, dissemination, and use 5. Newborn and stillbirth Data quality assurance 6. MFL (master facility list) 7. ICD codes relevant to newborns and stillbirths 8. Data security 9. Data storage 10. Performance improvement processes
MAT_008	Does the central/region/district office have an overall framework and plan for information and communication technology (ICT), for example describing the required equipment and plans for training in the use of ICT for RHIS? **(OBSERVE)** *(Please verify by asking to see copies of these documents)*	1. Yes 2. No
MAT_009	Does the central/region/district office maintain a list/documentation of the dissemination of the RHIS monthly/quarterly reports to the various health program staff in the district, the community, local administration, nongovernmental organizations (NGOs), etc.?	1. Yes 2. No

	(OBSERVE)	
Planning		
MAT_010	Does the central/region/district office have a copy of the national HIS situation analysis/assessment report that is less than three years old? *(Not applicable if there was no national assessment done in the past three years.)* **(OBSERVE)**	1. Yes 2. No 3. N/A
MAT_011	Does the central/region/district office have a copy of the national three or five-year HIS strategic plan? *(Not applicable if there was no national three- or five-year HIS strategic plan.)* **(OBSERVE)**	1. Yes 2. No 3. N/A
MAT012.1	Has the central/region/district office set RHIS performance targets for data accuracy for their respective administrative area (country/region/district)? **(OBSERVE)**	1. Yes 2. No
MAT012.2	Has the central/region/district office set RHIS performance targets for data completeness for their respective administrative area (country/region/district)? **(OBSERVE)**	1. Yes 2. No
MAT012.3	Has the central/region/district office set RHIS performance targets for data timeliness for their respective administrative area (country/region/district)? **(OBSERVE)**	1. Yes 2. No

Capacity development/training		
Added Explanation	**Added Explanation for EN-MINI-PRISM Tools Adaptation:** For questions below, please verify by asking to see copies of these documents	
MAT_013	Does the central/region/district office have a copy of the national or regional HIS training needs assessment report? **(OBSERVE)** *(Not applicable if there was no national or regional HIS training needs assessment.)*	1. Yes 2. No 3. N/A
MAT_014	Does the central/region/district office have an RHIS training manual? **(OBSERVE)**	1. Yes 2. No → **Go to MAT_016**
MAT_015	If *yes*, has the central/region/district office conducted RHIS training in the past three years using the RHIS training manual?	1. Yes 2. No
MAT_016	Does the central/region/district office have a costed training and capacity development plan that has benchmarks, timelines, and mechanisms for on-the-job RHIS training, RHIS workshops, and orientation for new staff? **(OBSERVE)**	1. Yes 2. No
MAT_017	Does the central/region/district office have a schedule for planned training? **(OBSERVE)**	1. Yes, for one year 2. Yes, for two years or more 3. No

Supportive supervision		
MAT_018	Does the central/region/district office have copies of RHIS supervisory guidelines and checklists? **(OBSERVE)**	1. Yes 2. No
MAT_018 .5	Please list the names of guidelines and checklists _____ ___	
MAT_019	Does the central/region/district office maintain a schedule for RHIS supervisory visits? **(OBSERVE)**	1. Yes 2. No
MAT_019 .5	How often are the RHIS supervisory visits? **PROMPT:** Please enter the answer in months **(OBSERVE)**	Every _____ months
MAT_020	Does the central/region/district office have copies of the reports from RHIS supervisory visits conducted during the current fiscal year? **(OBSERVE)**	1. Yes 2. No
MAT_021	Do the health facilities that received a supervisory visit have copies of the report from the latest supervisory visit in which commonly agreed action points are listed? **(Verify that copies of the latest supervisory visit reports were sent to health facilities [OBSERVE])**	1. Yes 2. No

Financing		
MAT_022	Does the central/region/district office have a budget for RHIS supplies (e.g., registers, forms, guidelines)? **(OBSERVE)**	1. Yes 2. No 3. N/A
MAT_023	Do the central/region/district office HIS/monitoring and evaluation (M&E) officers have access to financial and logistics resources for RHIS supervision? **(OBSERVE)**	1. Yes 2. No
MAT_024	Does the central/region/district office have a copy of the long-term financial plan for supporting RHIS activities? **(OBSERVE)**	1. Yes 2. No

MAT_111	Survey end time (Use the 24-hour clock system, e.g., 14:30)	☐☐ : ☐☐

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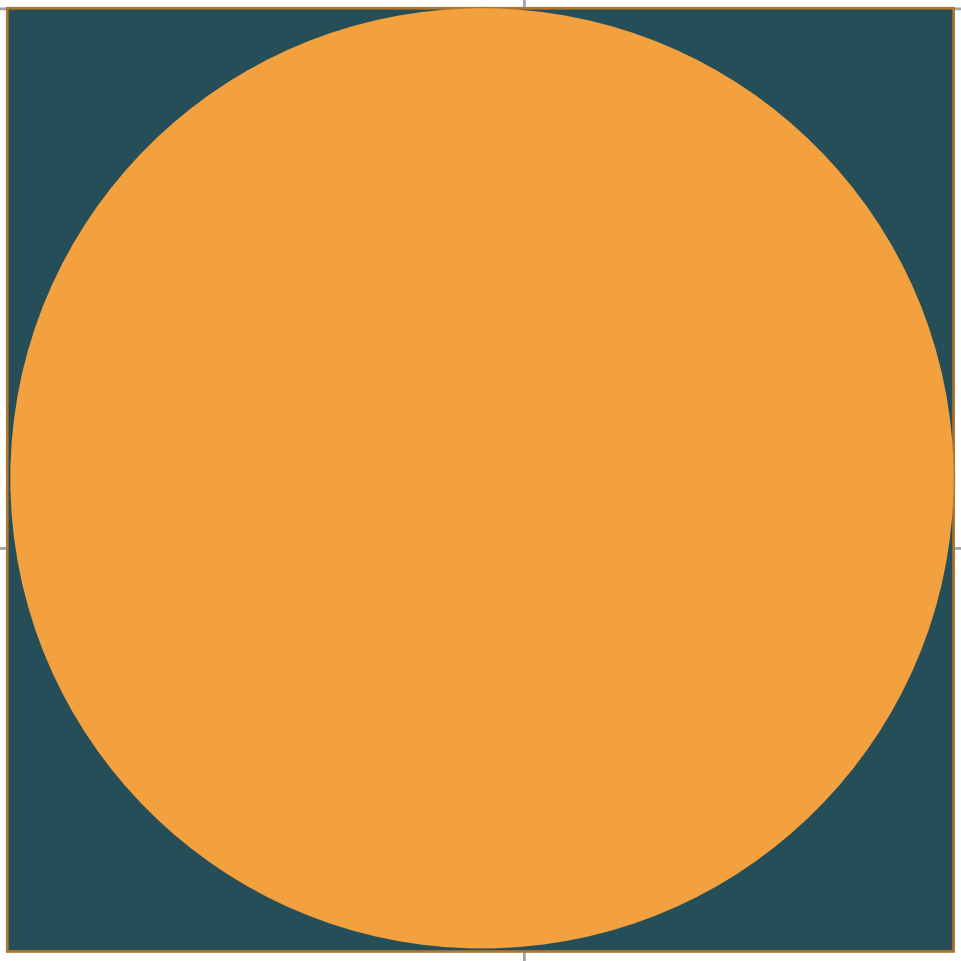

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Publication ID Number TL-21-94d