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

EN-MINI tools

May 2022 Version 1.1

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Contents

Abbreviations

DHIS 2	District Health Information Software version 2
DQR	Data Quality Review [Tool]
eRHIS	electronic routine health information system
HIS	health information system
HMIS	health management information system
IDSR	integrated disease surveillance and response (notifiable diseases)
LQAS	lot quality assurance sampling
MAT	Management Assessment Tool
MCH	maternal and child health
MFL	master facility list
MOH	Ministry of Health
OBAT	Organizational and Behavioral Assessment Tool
OPD	outpatient department
PRISM	Performance of Routine Information System Management
RDQA	routine data quality assessment
RHIS	routine health information system
SBA	skilled birth attendance
SOP	standard operating procedure
USAID	United States Agency for International Development

Overview of the PRISM Series

Using data to make evidence-informed decisions is still weak in most low- and middle-income countries. Especially neglected are data produced by routine health information systems (RHIS). RHIS comprise data collected at public, private, and community-level health facilities and institutions. These data, gleaned from individual health records, records of services delivered, and records of health resources, give a granular, site-level picture of health status, health services, and health resources. Most are gathered by healthcare providers as they go about their work, by supervisors, and through routine health facility surveys.

When routine data are lacking or are not used, the results can be lower-quality services, weak infection prevention and control responses, lack of skilled health workers available where they are needed, and weak supply chains for drugs and equipment. These factors contribute to poor health outcomes for people.

MEASURE Evaluation, funded by the United States Agency for International Development (USAID), provided technical and financial assistance to strengthen RHIS for more than 15 years. The project contributed to best practices at the global level and to strengthening RHIS data collection, data quality, analysis, and use at the country level. One of the project's mandates was to strengthen the collection, analysis, and use of these data to deliver high-quality health services.

MEASURE Evaluation developed the Performance of Routine Information System Management (PRISM) Framework and suite of tools in 2011 for global use in assessing the reliability and timeliness of an RHIS, in making evidence-based decisions, and in identifying gaps in an RHIS so they can be addressed, and the system can be improved. The framework acknowledges the broader context in which RHIS operate. It also emphasizes the strengthening of RHIS performance through a system-based approach that sustains improvements in data quality and use. PRISM broadens the analysis of RHIS performance to cover three categories of determinants that affect performance:

- **Behavioral determinants:** The knowledge, skills, attitudes, values, and motivation of the people who collect, analyze, and use health data

- **Technical determinants:** The RHIS design, data collection forms, processes, systems, and methods

- **Organizational determinants:** Information culture, structure, resources, roles, and responsibilities of key contributors at each level of the health system

Figure 1. PRISM Framework
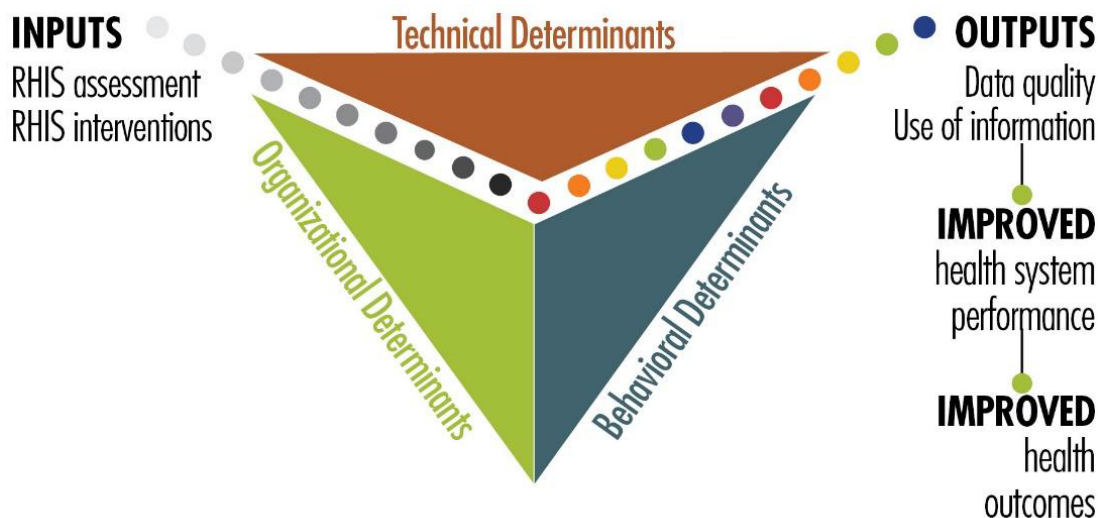
What the 2018 PRISM Series Offers

With USAID's support in 2018, MEASURE Evaluation revised the PRISM Tools and developed other elements, based on the PRISM Framework, to create a broad array of materials: the "PRISM Series." This new, more comprehensive PRISM Series is useful for designing, strengthening, and evaluating RHIS performance and developing a plan to put the results of a PRISM assessment into action, available on the MEASURE Evaluation website (https://www.measureevaluation.org/prism)

Components of the PRISM series relevant to the EN-MINI-PRISM tools adaptation include:

- PRISM Toolkit

    o PRISM Tools
      Designed to be used together to gain an in-depth understanding of overall RHIS performance, to establish a baseline, and to rigorously evaluate the progress and effectiveness of RHIS strengthening interventions, contributing to the national RHIS strategic planning process. Each PRISM tool can also be used separately for in-depth analysis of specific RHIS performance areas and issues

    o PRISM Analysis Tool for Data from a PRISM Assessment

- PRISM User's Kit (consisting of four guidance documents)

    o Preparing and Conducting a PRISM Assessment

    o Using SurveyCTO to Collect and Enter PRISM Assessment Data

    o Analyzing Data from a PRISM Assessment

    o Moving from Assessment to Action

- PRISM Training Kit

Information on the EN-MINI-PRISM adaptation

Rationale and aim

The Every Newborn-Measurement Improvement for Newborn & Stillbirth Indicators (EN-MINI) PRISM tools are an adaption of the 2018 PRISM Tools and Analysis Tool. Using these validated PRISM tools for newborns and stillbirths extends their potential beyond their original focus to strengthen RHIS measurement using indicators for HIV, malaria, immunization, and antenatal care.

The aim of implementing the EN-MINI tools is to enable countries to strengthen newborn and stillbirth indicator measurement in RHIS. The relationship of EN-MINI-PRISM tools to the whole set of EN-MINI tools is shown in Figure 2.

Figure 2. EN-MINI tools
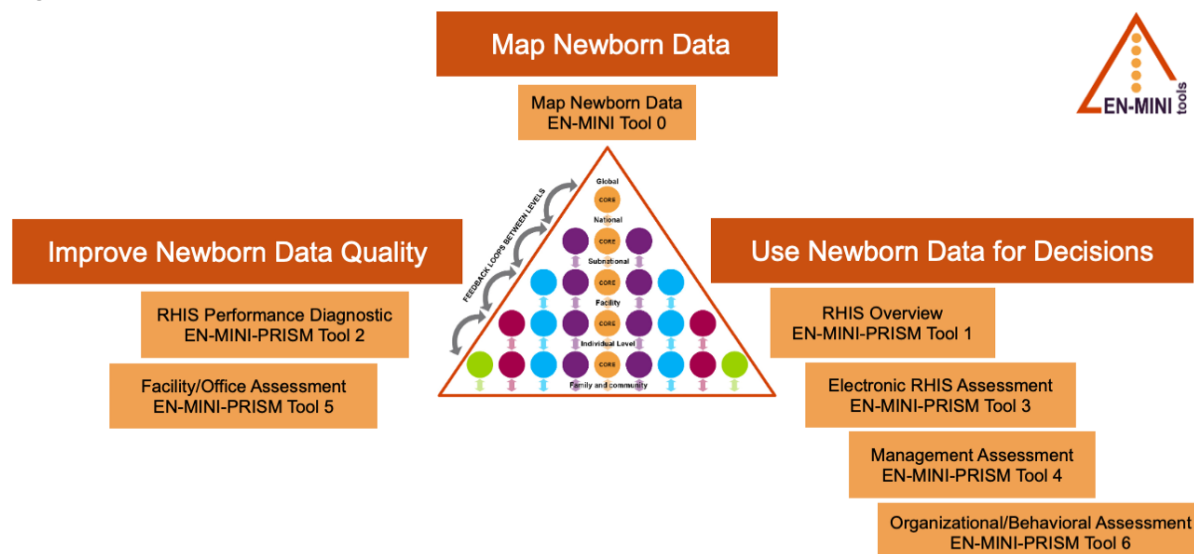
Adapted from: Day LT, Moran AC, Jackson D, et al. (2019). Survive and Thrive: Transforming care for every small and sick newborn. Chapter 5, Figure 5.1. Geneva, Switzerland.

Process

The EN-MINI Tools adaptation of PRISM tools was designed by the EN-BIRTH phase 2 study team in consultation with an expert advisory group of key stakeholders in maternal and newborn health programming and measurement including the World Health Organization (WHO), UNICEF, and Every Newborn Action Plan collaborators. Development of the EN-MINI tools was supported by USAID through D4I.

Fidelity to the original PRISM tools has been maintained as closely as possible. Indicator specific questions were adapted by the EN-BIRTH study team using a consultative process for core newborn indicators as prioritized by Every Newborn.[1]

EN-MINI-PRISM Tools 1, 3, 4, 5, and 6, include a broad range of these prioritized newborn indicators (impact, coverage, and output). EN-MINI-Tool 2 uses a smaller set of prioritized

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[1] https://www.who.int/initiatives/every-newborn-action-plan

indicators identified through multi-country team discussion and feedback. Detailed instructions for data collectors (standard operating procedures) were added. EN-MINI-PRISM adaptations are shaded in beige in this paper version and listed in a summary table (Appendix 1).

The EN-MINI-PRISM Tools offer the following data collection instruments:

RHIS Overview EN-MINI-PRISM Tool 1

This tool examines technical determinants, including the structure and design of existing information systems for newborns, information flows, and interaction of different information systems. It looks at the extent of RHIS fragmentation and redundancy and helps to initiate discussion of data integration and use.

RHIS Performance Diagnostic EN-MINI-PRISM Tool 2

This tool determines the overall level of RHIS performance: the level of data quality and use of information. This tool also captures technical and organizational determinants, such as indicator definitions and reporting guidelines, the level of complexity of data collection tools and reporting forms, and the existence of data-quality assurance mechanisms, RHIS data use mechanisms, and supervision and feedback mechanisms.

Electronic RHIS Functionality and Usability Assessment EN-MINI-PRISM Tool 3

This tool examines the functionality and user-friendliness of the technology employed for generating, processing, analyzing, and using routine health data.

Management Assessment EN-MINI-PRISM Tool 4

The Management Assessment Tool (MAT) takes rapid stock of RHIS management practices and supports the development of action plans for better management.

Facility/Office Checklist EN-MINI-PRISM Tool 5

This checklist assesses the availability and status of resources needed for RHIS implementation at supervisory levels.

Organizational and Behavioral Assessment Tool EN-MINI-PRISM Tool 6

The Organizational and Behavioral Assessment Tool (OBAT) questionnaire identifies behavioral and organizational determinants, such as motivation, RHIS self-efficacy, task competence, problem-solving skills, and the organizational environment promoting a culture of information.

Data Requirements, Collection, and Management

Direct Digital Data Entry on SurveyCTO

In line with original PRISM tools, the EN-MINI-PRISM tools have been designed for direct digital data entry on SurveyCTO[2] based on Open Data Kit (ODK) which is GDPR compliant using

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[2] https://www.surveycto.com/

transport encryption, device-side and server-side data redundancy, and the option for restricting unencrypted data.

Original PRISM documents that currently exist to support training for data entry include Using SurveyCTO to Collect and Enter PRISM Assessment Data.

Data collection procedure, security, and storage

EN-MINI-PRISM specific SurveyCTO forms can be downloaded from the EN-MINI tools webpage.

Data are collected on password-protected tablets or mobile devices onto a password-protected the SurveyCTO data collection app. Separate log-in details and passwords can be used for data collectors and research managers allowing differential access to portions of the app.

EN-MINI-PRISM data can be collected via SurveyCTO online or offline then transferred securely to a project specific SurveyCTO server. When data are transmitted via the internet, they are encrypted using Secure Sockets Layer (SSL).

Data elements that are personally identifiable can have an extra level of data encryption (see the SurveyCTO website). Data stored and managed on the project specific SurveyCTO server can be monitored and analyzed for data quality as needed to inform data collection processes. When data collection is completed, all data are downloaded and removed from the SurveyCTO server and should be stored securely locally.

Analysis

PRISM tools have standardized analysis methods which have been adapted for use with the EN-MINI adaptation and the EN-MINI-PRISM Analysis Tool, a macro-enabled excel tool, can be downloaded from the EN-MINI tools webpage.

The EN-MINI-PRISM tools were pilot tested in Tanzania and Bangladesh in 2021.

Introduction to the EN-MINI-PRISM Training

To support the use of the EN-MINI-PRISM Tools, training materials have been developed, which include:

Session 1: Opening: Training Content and Orientation

Session 2: Introduction to the Routine Health Information System

Session 3: Introduction to the PRISM framework

Session 4: Overview of the EN-MINI Tools

Session 5: Assessment Implementation

Session 6: Introduction to SurveyCTO

Session 7: USE Newborn Data for Decisions

Session 8: Data collection using the EN-MINI-PRISM Tools

Session 9: RHIS Overview EN-MINI-PRISM Tool 1

Session 10: Electronic RHIS Performance Assessment EN-MINI-PRISM Tool 3

Session 11: Management Assessment Tool [MAT] EN-MINI-PRISM Tool 4

Session 12: Organizational and Behavioral Assessment Tool [OBAT] EN-MINI-PRISM Tool 6

Session 13: IMPROVE Newborn Data Quality

Session 14: Performance Diagnostic EN-MINI-PRISM Tool 2a & 2b

Session 15: Facility/Office Assessment EN-MINI-PRISM Tool 5

Session 16: Recap

This EN-MINI-PRISM training manual is for both facilitators and participants and explains how to conduct the training sessions using the complementary training slides. The resources are available at www.data4impactproject.org/resources/en-mini-tools/.

EN-MINI-PRISM Training is for tool users preparing to conduct an EN-MINI-PRISM assessment, including data collectors and supervisors.

By the end of the training, participants will be able to:

- Describe the role and function of Routine Health Information systems (RHIS)

- Explain why data quality and data use matters

- Understand the EN-MINI-PRISM Tools content and digital data collection tools (SurveyCTO)

- Conduct an EN-MINI-PRISM Tools assessment of RHIS performance for newborn and stillbirth indicators

- Analyze and use the EN-MINI-PRISM Tools assessment data.

This training manual presents the learning objectives for each session, materials needed, topics covered, a session plan, and teaching methods and activities. The training is conducted over five days, with three days in the classroom and two days of field practice.

The EN-MINI Tools training kit

This EN-MINI-PRISM Training forms one component of the wider EN-MINI Tools Training Kit, available at www.data4impactproject.org/resources/en-mini-tools/.

Training Agenda

Time	Topics
DAY 1: Overview RHIS, EN-MINI Tools, Introduction Data Use (EN-MINI-PRISM Tool 1)	
9:00–9:30	Registration
9:30–10:30	Session 1: Opening of the training Welcome remarks Introductions (participants and facilitators) Participant expectations Training Content and Orientation
10:00–10:45	Session 2: Introduction to the Routine Health Information System
10:45–11:15	Tea break
11:15–11:45	Session 3: Introduction to the PRISM framework
11:45–12:15	Session 4: Overview of the EN-MINI Tools
12:15–13:15	Lunch
13:15–14:00	Session 5: Assessment Implementation
14:00–14:30	Session 6: Introduction to SurveyCTO
14:30–15:00	Tea break
15:00–15:30	Session 7: USE Newborn Data for Decisions
14:30–15:00	Session 8: Data collection using the EN-MINI-PRISM Tools
15:00–16:30	Session 9: RHIS Overview EN-MINI-PRISM Tool I
DAY 2: Data Use (EN-MINI-PRISM Tools 3, 4, 6), Introduction Data Quality	
09:00–09:15	Recap of DAY 1
09:15–10:45	Session 10: Electronic RHIS Performance Assessment EN-MINI-PRISM Tool 3
10:45–11:15	Tea break
10:45–11:45	Session 11: Management Assessment Tool EN-MINI-PRISM Tool 4
11:45–12:30	Session 12: Organizational and Behavioural Assessment Tool EN-MINI-PRISM Tool 6
12:30–13:30	Lunch
13:30–15:15	Session 12: Organizational and Behavioural Assessment Tool EN-MINI-PRISM Tool 6 Cont.
15:15–15:45	Tea break
15:45–16:45	Session 13: IMPROVE Newborn Data Quality
16:45–17:00	*Additional time if needed*

DAY 3: Data Quality (EN-MINI-PRISM Tools 2, 5)	
09:00–09:15	Recap of DAY 2
09:15–10:30	Session 14: Performance Diagnostic EN-MINI-PRISM Tool 2a & 2b
10:30–11:00	Tea break
11:00–12:15	Session 14: Performance Diagnostic EN-MINI-PRISM Tool 2a & 2b cont.
12:15–13:00	Session 15: Facility/Office Assessment EN-MINI-PRISM Tool 5
13:00–14:00	Lunch
14:00–15:30	Session 16: Recap of DAYS 1-3
15:30–16:00	Q&A; closing
16:00–16:30	Tea break
16:30–17:00	*Additional time if needed*
DAY 4	**EN-MINI-PRISM Tools field practice**
09:00–09:15	Recap of DAYS 1-3
09:15–16:30	Field practice data collection
16:30–17:00	Closure of DAY 4 with Discussion and reflections
DAY 5	**EN-MINI-PRISM Tools field practice**
09:00–09:15	Recap of DAY 4
09:15–16:00	Field practice data collection
16:00–16:30	Recap of DAY 5 with Discussion and reflections
16:30–17:00	Evaluation of training

Glossary

Accuracy	In the context of data quality, accuracy means that data transmitted from one level of the health system to another match. For example, data in client records at the facility level should match data in the monthly health information system (HIS) summary report transmitted to the district level.
Activity	A defined action that is required as part of the implementation of a plan (also "task")
Advocacy	Promoting a strategy or change to an organization's leaders or policymakers, typically relating to a decision that is outside one's own scope of control. Advocacy may involve other actors (in and/or outside the organization) to bring influence to bear on decision makers.
Behavioral determinants	Within the PRISM Framework, behavioral determinants are factors affecting HIS performance that are related to individual behavior such as motivation, attitude, empowerment, and confidence.
Completeness	In the context of data quality, completeness means the degree to which HIS data (1) cover all geographical areas, services, and facilities and (2) are filled out in full on data collection forms.
Confidence	How comfortable a person feels performing a certain task competently
Culture of information	Capacity and control to promote values and beliefs among members of an organization for the collection, analysis, and use of information to achieve an organization's mission and goals
Data	An unprocessed set of values of qualitative or quantitative variables
Data demand	In the context of the data demand and use (DDU) model, demand exists when a decision maker understands what kind of information is needed for a decision, and she or he proactively seeks out that information.
Data demand and use model	This model for understanding HIS performance examines the data use cycle, from demand for information to data collection and availability, to the use of information, and then to feedback, which in turn increases the demand for information.
Data quality	The degree to which HIS data are accurate, timely, complete, and relevant
Decision support system (DSS)	A type of computerized information system designed to support decision making, with analytical reporting and trend analysis; characterized by a user-friendly graphic interface, with a connection to a data warehouse
Evaluation	An assessment of whether a program's objectives have been achieved

Evidence-based (or evidence-informed) decision making	A management approach based on the use of reliable quantitative and qualitative information to guide decisions about the efficient targeting of resources
Goal	A specific outcome to be accomplished to achieve a larger, overall result (e.g., to achieve an organizational mission).
Health information system (HIS)	A system that provides specific information support to the decision-making process at each level of an organization
Health system	All actors, institutions, and resources that undertake health actions (i.e., actions whose primary purpose is to promote, restore, or maintain health)
Indicator	Defined, measurable data indicating progress in the achievement of one or more objectives
Information	Data that have been processed and interpreted so that they have meaning and can be used for decision making
Information-generating process	A process by which HIS data are transformed into information that is used for decision making. The process includes the steps of defining information needs/indicators, data collection, data transmission, data processing, data analysis, and the management issues affecting this process (resources and organizational rules).
Monitoring	A continuous, systematic process of checking that implementation is proceeding according to a plan
Objective	A specific outcome to be accomplished to achieve a goal. It may be a milestone along the way in the implementation of a strategy
Organizational determinants	Within the PRISM Framework, organizational determinants are those factors affecting HIS performance related to environmental or systemic issues, or the context in which the HIS functions. They could include resources, health system structure, roles and responsibilities of personnel, organizational culture, and budget control.
PRISM Framework	A model for understanding the technical, organizational, and behavioral factors that drive HIS performance. The framework helps HIS professionals with needs assessment, strategy planning, and improvement processes.
Proxy indicator	Indicator used to study a situation, phenomenon, or condition for which no direct information is available
Resource	The input needed to perform a task, such as funds, personnel, infrastructure, or materials
Routine health information system (RHIS)	Ongoing (for a period of less than one year) data collection on health status and behaviors, health interventions, and health resources

RHIS performance	The effectiveness of an RHIS, defined in terms of data quality and use of information
Self-efficacy	A person's judgments about their capabilities to organize and execute courses of action required to attain designated types of performance
Stakeholder	A person or organization affected in a significant way by the outcome of a process who can in turn affect the outcome of that process
Strategy	A method, set of activities, and/or process(es) required to achieve a goal
Target	A specific, measurable figure to be achieved for a given indicator, as part of a goal or objective (e.g., 90% on-time reporting rate)
Task	A defined action that is required as part of the implementation of a plan (also "activity")
Technical determinants	Withing the PRISM Framework, these are are factors affecting HIS performance that are related to system components, such as indicators, personnel training, technology, forms, data submission, and reporting.
Timeliness	In the context of data quality, the degree to which HIS data are up-to-date and available when needed, and are submitted on time according to established deadlines
Use of information	When a decision maker is explicitly aware of a decision and alternatives and considers relevant information in the process of making a decision

Session 1. Training Content and Orientation

Session duration: 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❑ List their expectations about the training

❑ Explain the training objectives, content, agenda, and methods

❑ Set training values

Topics Covered

❑ Training objectives and content

❑ Training methods

❑ Training agenda (schedule)

❑ Training evaluation process

❑ Training values

Teaching Methods

❑ Facilitator presentation

❑ Plenary discussion and Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set
"Session 1: Training Content and Orientation"

❑ Flip chart paper

❑ Markers

❑ Pens or pencils

❑ Projection equipment

❑ Handouts:

- EN-MINI-PRISM Training Manual

- EN-MINI-PRISM Training Slide set

Session 1 Plan

Time	Title and Description	Methods
15 minutes	**Activity 1: Icebreaker exercise** • Participant introductions • Engage participants to introduce themselves using an icebreaker exercise	Icebreaker exercise
5 minutes	**Activity 2: Discussion** • Participant's expectations • Engage participants to express their expectations about the training	Plenary session Brainstorming Discussion, Q&A
10 minutes	**Activity 3: Presentation** Training objectives, content, methods, agenda, evaluation process, and rules • The facilitator presents Session 1 slides and engages participants in discussing the agenda and setting training rules • Values discussion	Present EN-MINI-PRISM Training slide set session 1 Handouts: EN-MINI-PRISM Training manual EN-MINI-PRISM Slide set

Session 2. Introduction to the Routine Health Information System (RHIS)

Session duration: 45 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❑ Define the health system and its generic functions

❑ Describe the relationship between the health system and the health information system (HIS)

❑ Explain the use of the routine health information system (RHIS) data in health system management

❑ Outline the data management processes and needs

❑ Identify and analyze possible constraints in the RHIS data management processes

Topics Covered

❑ Functions and outcomes of the health information system (HIS)

❑ Overview and types of data collection

- Patient/client data
- Health services data
- Resources data (human resources, commodities, finance, and infrastructure)

❑ Data aggregation, flow, reporting and transmission

❑ RHIS data management

Teaching Methods

❑ Lecture/facilitator presentation

❑ Exercise and group work

❑ Discussion and Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set
"Session 2: Introduction to the Routine Health Information System (RHIS)"

❑ Writing board or large pad of display paper and an easel, or a personal laptop

❑ Markers

❑ Pens or pencils

❑ Projection equipment

❑ Handouts – see list in Session 2 plan

EN-MINI-PRISM Training Slide set Session 2 Plan

Time	Title and Description	Methods
20 minutes	**Activity 1: Presentation** • Health system and its six components/building blocks; outcomes of the health system • Contribution of HIS to addressing health challenges at the different levels of the health system • Present the basic concepts of data collection • Explain the roles of the RHIS in management of the health system • Data management processes and the core components of a well-functioning RHIS	Lecture; present EN-MINI-PRISM Training Slide set session 2 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set
20 minutes	**Activity 2: Group work** • Brainstorm potential enablers of and barriers to: • Assuring HIS data quality • HIS information uses • Feedback to the wider group with discussion	Present EN-MINI-PRISM Training Slide set session 2 Group Work Plenary Feedback
5 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	Discussion, Q&A

Session 3. Introduction to the Performance of Routine Health Systems (PRISM) Framework

Session duration: 30 minutes

By the end of this session, participants will be able to:

❑ Explain the components and uses of the PRISM Framework and the PRISM Conceptual Model

❑ Conceptualize the relationship between the PRISM framework, original tools, and EN-MINI-PRISM Tools

❑ Demonstrate an understanding of the three determinants of RHIS performance

❑ Identify and understand the factors influencing RHIS performance

Topics Covered

❑ The PRISM Framework

❑ Introduction to the definition of RHIS performance

❑ Determinants of RHIS performance

Teaching Methods

❑ Lecture/facilitator presentation

❑ Exercise and group work

❑ Plenary discussion and Q&A

Material Needed

❑ EN-MINI-PRISM Training Slide set
Session 3: "Introduction to the PRISM Framework"

❑ Large pad of display paper and an easel, or a personal laptop

❑ Markers

❑ Pens or pencils

❑ Poster paper for sticky notes

❑ Projection equipment

❑ Handouts – see list in Session 3 plan

Session 3 Plan

Time	Title and Description	Methods
20 minutes	**Activity 1: Presentation** • Introduction to the PRISM Framework for assessing RHIS performance • PRISM Framework • RHIS performance definition • PRISM Conceptual Model • Examples of factors influencing RHIS performance	Lecture; present EN-MINI-PRISM Training Slide set session 3 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set
10 minutes	**Activity 2: Discussion** Facilitated discussion with Q&A	Discussion, Q&A

Session 4. Overview of the EN-MINI Tools

Session duration: 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

- ❑ Describe the purpose of the EN-MINI Tools
- ❑ Explain how the EN-MINI tools can be used to:
  - MAP newborn data
  - USE newborn data for decisions
  - IMPROVE newborn data quality
- ❑ Navigate to and around the EN-MINI tools website and resources

Topics Covered

- ❑ Introduction to the EN-MINI Tools

Teaching Methods

- ❑ Lecture/facilitator presentation
- ❑ Discussion and Q&A

Material Needed

- ❑ EN-MINI-PRISM Training Slide set
  Session 4: "Overview of the EN-MINI Tools"
- ❑ Large pad of display paper and an easel, or a personal laptop
- ❑ Markers
- ❑ Pens or pencils
- ❑ Poster paper for sticky notes
- ❑ Projection equipment
- ❑ Handouts – see list in Session 4 plan

Session 4 Plan

Time	Title and Description	Methods
10 minutes	**Activity 1: Presentation** **Overview of the EN-MINI-PRISM Tools** • Present the overview of the EN-MINI Tools • Explain how the tools can be used to: • MAP newborn data • USE newborn data for decisions • IMPROVE newborn data quality	Lecture; present EN-MINI-PRISM Training Slide set session 4 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set
10 minutes	**Activity 2: Explore website** • Access the EN-MINI Tools website and resources • Explore and orientate to web resources	Link: https://www.data4impactproject.org/en-mini-tools/
10 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	Discussion, Q&A

Session 5. Assessment Implementation

Session duration: 45 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❑ Describe the EN-MINI-PRISM assessment implementation steps

❑ Describe the criteria for adapting the EN-MINI-PRISM Tools to the local context

❑ Explain the sampling method

Topics Covered

❑ EN-MINI-PRISM implementation steps in pre-assessment, while conducting an assessment, and post data-collection

❑ Review of sampling methods, including lot quality assurance sampling (LQAS)

Teaching Methods

❑ Lecture/facilitator presentation

❑ Demonstration of how to use the data entry

❑ Plenary discussion and Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set
Session 5: "Assessment Implementation"

❑ Projection equipment

❑ Laptop computers, tablets, or smart phones

❑ Handouts – see list in Session 5 plan

Session 5 Plan

Time	Title and Description	Methods
15 minutes	**Activity 1: Presentation** **Assessment implementation** • Present the steps of EN-MINI-PRISM implementation • Explain how to adapt the EN-MINI-PRISM Tools to the local context	Lecture, present EN-MINI-PRISM Training Slide set session 5 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set Optional Handout: PRISM User's Kit: Preparing and Conducting a PRISM Assessment
10 minutes	**Activity 2: Discussion** Facilitated discussion with Q&A	
15 minutes	**Activity 3: Presentation** **Assessment implementation** Sampling method: quick overview of the LQAS method, which is primarily used during PRISM application	
5 minutes	**Activity 4: Discussion** Facilitated discussion with Q&A	

Session 6. Introduction to SurveyCTO

Session duration: 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

- ❏ Understand what SurveyCTO can be used for
- ❏ Discuss the reasons for collecting EN-MINI-PRISM using SurveyCTO
- ❏ Explore the different data collection functions and features of SurveyCTO
- ❏ Gain an overview of data entry in SurveyCTO

Topics Covered

- ❏ Overview of SurveyCTO for data entry
- ❏ Reasons for using for collecting EN-MINI-PRISM using SurveyCTO
- ❏ Principles of data entry on SurveyCTO

Teaching Methods

- ❏ Lecture/facilitator presentation
- ❏ Plenary discussion and Q&A

Materials Needed

- ❏ EN-MINI-PRISM Training Slide set
  Session 6: "Introduction to SurveyCTO"
- ❏ Large pad of display paper and an easel, or a personal laptop
- ❏ Projection equipment
- ❏ Handouts – see list in Session 6 plan

Session 6 Plan

Time	Title and Description	Methods
20 minutes	**Activity 1: Presentation** • What SurveyCTO can be used for • Reasons for collecting EN-MINI-PRISM using SurveyCTO • Data collection functions and features of SurveyCTO • Data entry in SurveyCTO • Demonstrate how to enter data collected during the PRISM assessment using SurveyCTO website and tablet/ mobile phone devices.	Lecture, present EN-MINI-PRISM Training Slide set session 6 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set Optional Handout: Using SurveyCTO to collect & enter PRISM Assessment Data Manual
15 minutes	**Activity 2: Using SurveyCTO on mobile device** Open SurveyCTO on preferred mobile devises, upload and navigate to EN-MINI-PRISM tools	Mobile data collection devices with EN-MINI-PRISM digital version SurveyCTO forms
10 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	Discussion, Q&A

Session 7. USE Newborn Data for Decisions

Session duration: 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

- ❑ Explain the importance of using data to inform program planning and policy development
- ❑ Appreciate how data use interventions can improve a HIS
- ❑ Define data demand and data use
- ❑ Identify barriers for using data/information

Topics Covered

- ❑ Data-informed decision-making process
- ❑ Data demand and use
- ❑ Barriers to using data/information
- ❑ Commitment to using data

Teaching Methods

- ❑ Lecture/facilitator presentation
- ❑ Plenary discussion and Q&A
- ❑ Brainstorm with participants

Materials Needed

- ❑ EN-MINI-PRISM Training Slide set
  Session 7: "Use Newborn Data for Decisions"
- ❑ Large pad of display paper and an easel, or a personal laptop
- ❑ Markers
- ❑ Pens or pencils
- ❑ Projection equipment
- ❑ Handouts – see list in Session 7 plan

Session 7 Plan

Time	Title and Description	Methods
10 minutes	**Activity 1: Presentation** **Using newborn data for decisions** • Value of data • Data informed decision-making process • Data demand and use • Determinant of data demand and use	Lecture, present EN-MINI-PRISM Training Slide set session 7 Discussion, Q&A
15 minutes	**Activity 2: Brainstorm** • Identify and list the main barriers to using or getting others to use data or information • Way forward to establishing culture of information	Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set
5 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	

Session 8. Data Collection: Overview of EN-MINI-PRISM tools

Session duration: 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

- ❑ Describe how the EN-MINI-PRISM Tools are organized: USE/IMPROVE
- ❑ Link each EN-MINI-PRISM tool to the PRISM Conceptual Model and Framework

Topics Covered

- ❑ Detailed review of the EN-MINI-PRISM tools
- ❑ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

- ❑ Lecture/facilitator presentation
- ❑ Q&A

Materials Needed

- ❑ EN-MINI-PRISM Training Slide set
  Session 7: "Data Collection: Overview of EN-MINI-PRISM tools"
- ❑ Projection equipment
- ❑ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software
- ❑ Handouts – see lis in Session 8 plan

Session 8 Plan

Time	Title and Description	Methods
20 minutes	**Activity 1: Presentation** • Present the EN-MINI-PRISM Tools for USE newborn data for decisions • Explain and discuss the purpose of using the EN-MINI-PRISM Tools • Present and explain the linkage between the PRISM Tools and the PRISM Framework (presented in Session 4)	Lecture, present EN-MINI-PRISM Training Slide set session 8 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6
10 minutes	**Activity 2: Discussion** Facilitated discussion with Q&A	

Session 9. Data Collection: RHIS Overview EN-MINI-PRISM Tool 1

Session duration: 1 hour 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❑ Explain the purpose of EN-MINI-PRISM tools to USE newborn data for decisions

- RHIS Overview EN-MINI-PRISM Tool 1

Topics Covered

❑ Detailed review of the EN-MINI-PRISM Tool 1

❑ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

❑ Lecture/facilitator presentation

❑ Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set
Session 9: "Overview of the EN-MINI-PRISM Tools"

❑ Projection equipment

❑ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software

❑ Handouts – see list in Session 9 plan

Session 9 Plan

Time	Title and Description	Methods
10 minutes	**Activity 1: Presentation** **RHIS Overview EN-MINI-PRISM Tool 1** Present the structure and purpose of the RHIS Overview EN-MINI-PRISM Tool 1	Lecture, present EN-MINI-PRISM Training Slide set session 9
70 minutes	**Activity 2: Practice tool filling** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy	Discussion, Q&A EN-MINI-PRISM Digital version SurveyCTO forms
10 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or EN-MINI-PRISM Paper version individual Tool 1

Session 10. Data Collection: Electronic RHIS Assessment EN-MINI-PRISM Tool 3

Session duration: 1 hour 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❑ Explain the purpose of EN-MINI-PRISM tools to USE newborn data for decisions

- Electronic RHIS Assessment EN-MINI-PRISM Tool 3

Topics Covered

❑ Detailed review of the EN-MINI-PRISM Tool 3

❑ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

❑ Lecture/facilitator presentation

❑ Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set session 10: "Electronic RHIS Assessment EN-MINI-PRISM Tool 3"

❑ Projection equipment

❑ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software

❑ Handouts – see list in Session 10 plan

Session 10 Plan

Time	Title and Description	Methods
10 minutes	**Electronic RHIS Assessment EN-MINI-PRISM Tool 3** **Activity 1: Presentation** Present the structure and purpose of the Electronic RHIS Assessment EN-MINI-PRISM Tool 3	Lecture, present EN-MINI-PRISM Training Slide set session 10
70 minutes	**Activity 2: Practice tool filling** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy	Discussion, Q&A EN-MINI-PRISM Digital Version SurveyCTO forms
10 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or EN-MINI-PRISM Paper version individual Tool 3

Session 11. Data Collection: Management Assessment EN-MINI-PRISM Tool 4 (MAT)

Session duration: 1 hour

Session Learning Objectives

By the end of this session, participants will be able to:

❑ Explain the purpose of EN-MINI-PRISM tools to USE newborn data for decisions

- Management Assessment EN-MINI-PRISM Tool 4 (MAT)

Topics Covered

❑ Detailed review of the EN-MINI-PRISM Tool 4

❑ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

❑ Lecture/facilitator presentation

❑ Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set
Session 11: "Management Assessment EN-MINI-PRISM Tool 4 (MAT)"

❑ Projection equipment

❑ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software

❑ Handouts – see list in Session 11 plan

Session 11 Plan

Time	Title and Description	Methods
10 minutes	**Management Assessment EN-MINI-PRISM Tool 4 (MAT)** **Activity 1: Presentation** Present the structure and purpose of the Management Assessment EN-MINI-PRISM Tool 4 (MAT)	Lecture, present EN-MINI-PRISM Training Slide set session 11
40 minutes	**Activity 2: Practice tool filling** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy	Discussion, Q&A EN-MINI-PRISM Digital Version SurveyCTO forms Handouts:
10 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or EN-MINI-PRISM Paper version individual Tool 4

Session 12. Data Collection: Organizational and Behavioral Assessment EN-MINI-PRISM Tool 6

Session duration: 2 hours 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❑ Explain the purpose of EN-MINI-PRISM tools to USE newborn data for decisions

- Organizational and Behavioral Assessment EN-MINI-PRISM Tool 6 (OBAT)

Topics Covered

❑ Detailed review of the EN-MINI-PRISM tools

❑ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

❑ Lecture/facilitator presentation

❑ Q&A

Materials Needed

❑ EN-MINI-PRISM Training Slide set
Session 12: "Organizational and Behavioral Assessment EN-MINI-PRISM Tool 6 (OBAT)"

❑ Projection equipment

❑ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software

❑ Handouts – see list in Session 12 plan

Session 12 Plan

Time	Title and Description	Methods
10 minutes	**Activity 1: Presentation** **Organizational and Behavioral Assessment EN-MINI-PRISM Tool 6 (OBAT)** • Present the structure and purpose of the Organizational and Behavioral Assessment EN-MINI-PRISM Tool 6 (OBAT) • Present the scoring guide	Lecture, present EN-MINI-PRISM Training Slide set session 12 Discussion, Q&A EN-MINI-PRISM Digital Version SurveyCTO forms Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or EN-MINI-PRISM Paper version individual Tool 6 EN-MINI-PRISM Tool 6 Scoring guide
60 minutes	**Activity 2: Practice tool filling** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy • Practice application of the scoring guide	
10 minutes	**Activity 3: Presentation** Present the scoring guide	
60 minutes	**Activity 4: Practice tool filling** Practice application of the scoring guide	
10 minutes	**Activity 5: Discussion** Facilitated discussion with Q&A	

Session 13. IMPROVE Newborn Data Quality

Session duration: 1 hour

Session Learning Objectives

By the end of this session, participants will be able to:

- ❑ Describe the data quality concept and definition
- ❑ Explain the dimensions of data quality
- ❑ Understand and explain the importance of and responsibilities for maintaining the quality of data across the different RHIS management levels
- ❑ Define, calculate, and interpret the main data quality metrics
- ❑ Identify the main types of data quality problems

Topics Covered

- ❑ Data quality
- ❑ Dimensions of data quality
- ❑ Data quality metrics
- ❑ Common threats to data quality

Teaching Methods

- ❑ Lecture/facilitator presentation
- ❑ Plenary discussion and Q&A

Materials Needed

- ❑ EN-MINI-PRISM Training Slide set
  Session 13: "IMPROVE Newborn Data Quality"
- ❑ Large pad of display paper and an easel
- ❑ Markers
- ❑ Pens and pencils
- ❑ Projection equipment
- ❑ Handouts – see list in session 13 plan

Session 13 Plan

Time	Title and Description	Methods
20 minutes	**Activity 1: Presentation** • Introduction to data quality • Present the data quality concept and definition • Present the dimensions of data quality • Present the data quality performance metrics • Accuracy (explain if there is any overreporting or underreporting) • Reporting completeness (availability of reports) • Data completeness (reports with data elements filled out) • Timeliness	Lecture, present EN-MINI-PRISM Training Slide set session 13 Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual
15 minutes	**Activity 2: Discussion** • Discuss common threats to data quality • Explore the importance of and responsibilities for maintaining the quality of data across the different RHIS management levels	Discussion, Q&A
20 minutes	**Activity 3: Presentation** • Present the data quality performance metrics • Accuracy (explain if there is any overreporting or underreporting) • Reporting completeness (availability of reports) • Data completeness (reports with data elements filled out) • Timeliness	Lecture, present EN-MINI-PRISM Training Slide set session 13
5 minutes	**Activity 4: Discussion** Facilitated discussion with Q&A	Discussion, Q&A

Session 14. Data Collection: RHIS Performance Diagnostic EN-MINI-PRISM Tool 2

Session duration: 2 hours and 30 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❏ Explain the purpose of EN-MINI-PRISM tools to IMPROVE newborn data quality

- RHIS Performance Diagnostic EN-MINI-PRISM Tool 2

Topics Covered

❏ Detailed review of the EN-MINI-PRISM Tool 2

❏ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

❏ Lecture/facilitator presentation

❏ Q&A

Materials Needed

❏ EN-MINI-PRISM Training Slide set
 presentation: Session 14: "RHIS Performance Diagnostic EN-MINI-PRISM Tool 2"

❏ Projection equipment

❏ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software

❏ Handouts – see list in session 14 plan

Session 14 Plan

Time	Title and Description	Methods
15 minutes	**Activity 1: Presentation** **RHIS Performance Diagnostic EN-MINI-PRISM Tools 2a & 2b** • Present the structure and purpose of the RHIS Performance Diagnostic EN-MINI-PRISM Tools 2a & 2b	Lecture, present EN-MINI-PRISM Training Slide set session 14 Discussion, Q&A
60 minutes	**Activity 2: Practice filling Tool 2a** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy	EN-MINI-PRISM Digital Version SurveyCTO forms Handouts: EN-MINI-PRISM Training Manual
60 minutes	**Activity 3: Practice filling Tool 2b** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy	EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or
15 minutes	**Activity 4: Discussion** Facilitated discussion with Q&A	EN-MINI-PRISM Paper version individual Tools 2a and 2b Sample routine registers, summary forms

Session 15. Data Collection: Facility/Office Assessment EN-MINI-PRISM Tool 5

Session duration: 45 minutes

Session Learning Objectives

By the end of this session, participants will be able to:

❏ Explain the purpose of EN-MINI-PRISM tools to IMPROVE newborn data quality

    o Facility/Office Assessment EN-MINI-PRISM Tool 5

Topics Covered

❏ Detailed review of the EN-MINI-PRISM Tool 5

❏ Digital EN-MINI-PRISM Tool data collection using SurveyCTO

Teaching Methods

❏ Lecture/facilitator presentation

❏ Q&A

Materials Needed

❏ EN-MINI-PRISM Training Slide set
Session 15: "Facility/Office Assessment EN-MINI-PRISM Tool 5"

❏ Projection equipment

❏ Tablets/mobile devices for data collection with EN-MINI-PRISM tools available in the SurveyCTO software

❏ Handouts – see list in session 15 plan

Session 15 Plan

Time	Title and Description	Methods
5 minutes	**Facility/Office Assessment EN-MINI-PRISM Tool 5** **Activity 1: Presentation** • Present the structure and purpose of the Facility/Office Assessment EN-MINI-PRISM Tool 5	Lecture, present EN-MINI-PRISM Training Slide set session 15
30 minutes	**Activity 2: Practice filling Tool 5** • Using mobile device of choice for data collection, work through each question in detail and practice entering the data • Make notes on your paper copy	Discussion, Q&A EN-MINI-PRISM Digital Version SurveyCTO forms
10 minutes	**Activity 3: Discussion** Facilitated discussion with Q&A	Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or EN-MINI-PRISM Paper version individual Tool 5

Session 16. Recap

Session duration: 30 minutes

Session Learning Objectives

By the end of this recap session, participants will be able to:

- ❑ Describe the role and function of Routine Health Information systems (RHIS)
- ❑ Explain why data quality and data use matters
- ❑ Understand the EN-MINI-PRISM Tools content and digital data collection tools (SurveyCTO)
- ❑ Conduct an EN-MINI-PRISM Tools assessment of RHIS performance for newborn and stillbirth indicators

Topics Covered

- ❑ Recap of EN-MINI-PRISM training days 1–3

Teaching Methods

- ❑ Lecture/facilitator presentation
- ❑ Plenary discussion and Q&A

Materials Needed

- ❑ EN-MINI-PRISM Training Slide set
  Session 16: "Recap"
- ❑ Projection equipment
- ❑ Handouts – see list in session 16 plan

Session 16 Plan

Time	Title and Description	Methods
15 minutes	**Activity 1: Presentation** • Present and discuss recap session slides • Repeat any slides or content requested by participants	Lecture, present EN-MINI-PRISM Training Slide set session 16
15 minutes (or as needed)	**Activity 2: Discussion** Facilitated discussion with Q&A	Discussion, Q&A Handouts: EN-MINI-PRISM Training Manual EN-MINI-PRISM Training Slide set EN-MINI-PRISM Paper version Tools 1–6 and/or EN-MINI-PRISM Paper version individual Tool 5

Field Testing

During days four and five, we advise field testing in a health facility setting. Those directly involved in electronic data entry should be thoroughly trained on the EN-MINI-PRISM electronic data entry tools which use SurveyCTO, the scoring guide for Tool 6, and the automated EN-MINI-PRISM Analysis Tool.

DAY 4	
09:00–09:15	Recap of DAYS 1–3
09:15–16:30	Field testing and practice data collection
16:30–17:00	Recap of DAY 4 with Discussion and reflections
DAY 5	
09:00–09:15	Recap of DAY 4
09:15–16:00	Field testing and practice data collection
16:00–16:30	Recap of DAY 5 with Discussion and reflections
16:30–17:00	Evaluation of training

Training Evaluation Form

At the end of Day 5, the facilitator can distribute the Training Evaluation Form to all participants and ask them to fill it out, individually and anonymously, to provide feedback on the training. Participants should return their completed forms to the facilitator.

EN-MINI-PRISM Data Collector Training Evaluation Form

Place: _____ **Date:** _____

For each training session listed below, please answer the following questions:

- How useful was the training session? Circle the response that best represents your opinion.
- Did the training session contain information that was new to you? Circle Yes or No.

	Session	How useful was the training session?			New information?	
2	Introduction to the Routine Health Information System	Not useful	Somewhat useful	Very useful	No	Yes
3	Introduction to the PRISM framework	Not useful	Somewhat useful	Very useful	No	Yes
4	Overview of the EN-MINI Tools	Not useful	Somewhat useful	Very useful	No	Yes
5	Assessment Implementation	Not useful	Somewhat useful	Very useful	No	Yes
6	Introduction to SurveyCTO	Not useful	Somewhat useful	Very useful	No	Yes
7	USE Newborn Data for Decisions	Not useful	Somewhat useful	Very useful	No	Yes
8	Data collection using the EN-MINI-PRISM Tools	Not useful	Somewhat useful	Very useful	No	Yes
9	RHIS Overview EN-MINI-PRISM Tool 1	Not useful	Somewhat useful	Very useful	No	Yes
10	Electronic RHIS Performance Assessment EN-MINI-PRISM Tool 3	Not useful	Somewhat useful	Very useful	No	Yes
11	Management Assessment Tool [MAT] EN-MINI-PRISM Tool 4	Not useful	Somewhat useful	Very useful	No	Yes
12	Organizational and Behavioral Assessment Tool [OBAT] EN-MINI-PRISM Tool 6	Not useful	Somewhat useful	Very useful	No	Yes
13	IMPROVE Newborn Data Quality	Not useful	Somewhat useful	Very useful	No	Yes
14	Performance Diagnostic EN-MINI-PRISM Tool 2a & 2b	Not useful	Somewhat useful	Very useful	No	Yes
15	Facility/Office Assessment EN-MINI-PRISM Tool 5	Not useful	Somewhat useful	Very useful	No	Yes
16	Assessment Analysis	Not useful	Somewhat useful	Very useful	No	Yes

Comments or suggestions

Overall

How was the length of the training?	Too short	Just right	Too long
How would you rate the amount of information presented?	Too little	Just right	Too much
How would you rate the level of detail of the information presented?	Too little	Just right	Too much
How was the pace of training?	Too slow	Just right	Too fast
Was the content of the materials distributed adequate?	Too short	Just right	Too long
Were the sessions presented in a logical order?	No	Somewhat	Yes
Were the venue and training logistics satisfactory?	No	Somewhat	Yes
Were the facilitators knowledgeable?	No	Somewhat	Yes
Did the facilitators use effective training methods?	No	Somewhat	Yes
Were your expectations met?	No	Somewhat	Yes
Will you be able to apply what you learned in your work?	No	Yes	Not sure

Please provide any additional comments or suggestions regarding the training:


Thank you for your feedback!

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