**Supervision Checklist for level one service**

Community facility linkage

Province……………………….District…………………………………..

Division………………………………..Location……………………………………

Community unit……………………………………Link facility…………………………………..

Date…………………………………..

|  |  |  |  |
| --- | --- | --- | --- |
| Community Facility Linkage | | | |
| Has the facility established a community unit | Yes | No | Comments |
| If not at what stage is the facility in the process of establishing a community unit |  | | |
| Does the community unit have trained CHEWs |  |  |  |
| If yes, how many have been trained |  |  |  |
| How many are yet to be trained |  |  |  |
| Does the community unit have a community health committee |  |  |  |
| No of CHC members | Male | Female |  |
| Have they been trained in community strategy |  |  |  |
| What curriculum was used for training the CHC |  | | |
| Does the CHC meet regularly |  |  |  |
| Briefly describe the role of CHC |  | | |
| Does the Community unit have an action plan |  |  |  |
| If yes briefly describe what the action plan contains |  | | |
| Does the unit have trained CHWs |  |  |  |
| Have they been trained in Community strategy |  |  |  |
| If yes, number of days in training | 5 | 10 | 15 |
| Do CHWs have regular meetings |  |  |  |
| How often are these meetings held | Monthly | Quarterly | Other(specify) |
| What is the role of facility in charge during this meeting |  | | |
| What is the role of CHEW during this meeting |  | | |
| Does the facility hold outreaches |  |  |  |
| If yes ,how often are these outreaches held |  |  |  |
| What is the role of CHWs during outreaches |  | | |
| Does the community hold dialogue days |  |  |  |
| How often are these held |  |  |  |
| What is the role of facility staff during dialogue days |  | | |
| Confirm availability of dialogue days deliberations/minutes |  | | |
| **Stakeholders involvement** | | | |
| Does the facility facilitate stakeholders forum within the community unit |  |  |  |
| How often are stakeholders forums held |  |  |  |
| What is the role of facility staff during these forums |  |  |  |
| Referrals |  |  |  |
| Do CHWs use referral forms to the facility |  |  |  |
| Are these forms stored in the facilities |  |  |  |
| Are referrals summarized by the CHEW every month |  |  |  |
| Does the facility give referrals to the CHWs for follow up |  |  |  |
| Confirm referrals in facility and state of filling |  |  |  |
| Does the facility have a list of CBO, Youth groups, SHG in the area |  |  |  |
| Do these groups have a role in the facility |  |  |  |
| **Community based information system** | | | |
| Does the community unit maintain a household register |  |  |  |
| Do CHWs complete the delivery log books |  |  |  |
| Are these registers up to date |  |  |  |
| Does the facility have a catchment area map |  |  |  |
| Does the facility have a chalk board |  |  |  |
| Is the chalk board updated monthly |  |  |  |
| What other documentation exists for the community health workers |  | | |
| **Commodities management** |  | | |
| What commodities do the CHWs have |  | | |
| Where do the CHWs store commodities |  | | |
| Do the CHWs have a way of tracking the commodities distributed in the community |  |  |  |
| **Tools** |  | | |
| Do the CHWs have working tools (Gumboots, umbrellas, etc) |  |  |  |
| Do CHWs have IEC Materials |  |  |  |
| What are some of the challenges faced by CHWs as they work |  | | |

**List of Supervisors:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Title | ID.No | Signature |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |