

## NURHI /TCI FP Service Data Quality Assurance Checklist

State: \_\_\_\_\_ LGA: \_\_\_\_\_ Facility name: \_\_\_\_\_

Months \_\_\_\_\_ Year \_\_\_\_\_

### Summary Sheet

Sub-category	Sub-section	Scored	Max	Follow up actions recommended	Resources/ support needed	Responsible person(s)	Expected completion date
<b>1. Data Availability</b>	1a. (DCR) (6 x 3= 18 max)		3 Months				
	1b. (FP Register) 10x3 =max)		3 Months				
	1c. (Client Card) (4 x 3= 12 max)		3 Months				
<b>Subtotal</b>							
<b>2. Data Consistency</b>	2a. (Client Card – FP Register) (9 x 3= 27 max)		3 Months				
	2b. (FP Register – DCR) (21 x 3=63 max)		3 Months				
<b>Subtotal</b>							
<b>3. Data Validity</b>	3a. (FP Register – Summary sheet) (4x3 =12 max)		3 Months				
	3b. (DCR – MSF) (6x3=18 max)		3 Months				
<b>Subtotal</b>							
<b>OVERALL TOTAL (60 max)</b>			<b>MONTH</b>				

Completed by Name \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

M&E Officer Name \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 1: Data Availability

	Month/Year		Month/Year		Month/Year		
<b>1b. Daily Consumption Record(DCR) Form</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are the months' Daily Consumption Records Form available?	2	0	2	0	2	0	
Are the months' data fields relating to facility description completely and correctly filled?	2	0	2	0	2	0	
Were all data entries for each month completely and correctly filled	2	0	2	0	2	0	
Total Score							Max Score = 6/Month
<b>1c. Daily FP Register</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are the daily family planning register available	2	0	2	0	2	0	
Are the bio-data field completely filled-out	2	0	2	0	2	0	
Does the month start on a fresh page in the Register	2	0	2	0	2	0	
Are all entries within the month of reporting	2	0	2	0	2	0	
Does all entries made in the "Oral Contraceptives" section correspond to female entries in the sex column	2	0	2	0	2	0	
Total Score							Max Score = 10/Month
<b>1d. FP Client card</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
Are FP Client Cards available?	2	0	2	0	2	0	
Randomly pick 1 FP Client Card for each month: Are the FP Client Card bio-data fields completely filled out?	2	0	2	0	2	0	
Total Score							Max Score = 4/Month

## PART 2: Data Consistency

	Month/Year	Month/Year	Month/Year										
<b>For each of the 3 months under review, randomly select 3 FP client numbers from the FP register and identify their Client Cards</b>													
<b>2a. FP Daily Register – Client Card</b>	<b>Score</b>			<b>Comment</b>									
How many of the 3 have the client number and name on the FP register corresponds with what you have on the FP client card	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 have the Age and Address fields on the FP client card consistently transcribed into the Daily FP Registers?	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 have the FP methods provided and the date provided on the FP client card consistently transcribed into the Daily FP Registers?	0	1	2	3	0	1	2	3	0	1	2	3	
Total Score										Max Score = 9/Month			
	Month/Year	Month/Year	Month/Year										
<b>For each of the 3 months under review, randomly select 3 days of service uptake from the FP Daily register and compare the corresponding days on the DCR.</b>													
<b>2b. Daily FP Register – DCR</b>	<b>Score</b>			<b>Comment</b>									
How many of the 3 days have the number of Excluton stated on the Daily register, completely and correctly transcribed to the daily consumption record? – <b>Excluton</b>	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 days have the number of Microgynon stated on the Daily register, completely and correctly transcribed to the daily consumption record? – <b>Microgynon</b>	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 days have the number of Male Condom stated in the Daily Register, completely and correctly transcribed to the daily consumption record? – <b>Male Condom</b>	0	1	2	3	0	1	2	3	0	1	2	3	

How many of the 3 days have the number of Depo Vera stated in the Daily register, completely and correctly transcribed to the Daily Consumption Record? – <b>Depo-Vera</b>	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 days have the number of Noristerat stated in the Daily Register, completely and correctly transcribed to the Daily Consumption Record? – <b>Noristerat</b>	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 days have the number of Jadelle stated in the Daily Register, completely and correctly transcribed to the Daily Consumption Record? – <b>Jadelle</b>	0	1	2	3	0	1	2	3	0	1	2	3	
How many of the 3 days have the number of Depo-Vera stated on the Daily register, completely and correctly transcribed to the Daily Consumption Record? – <b>Implant</b>	0	1	2	3	0	1	2	3	0	1	2	3	
Total Score										Max Score = 3/Month = (21x3 =63)			

### PART 3: Data Validity

For each of the 3 months under review, from the Family Planning Monthly Summary Sheet, randomly select 2 family planning methods Calculate the new acceptors value or the 2 selected methods from the Daily family planning register and compare with that of the monthly summary sheet.	Scores		Score		Score		Comment
	Yes	No	Yes	No	Yes	No	
<b>3a. New Clients – Total</b>							
3aa.Does the total number of <b>Noristerat</b> new acceptors reported in the Daily FP Register equal that reported on the monthly summary sheet?	2	0	2	0	2	0	
3ab.Does the total number of <b>Implanon</b> new acceptors reported in the Daily FP Register equal that reported on the monthly summary sheet?	2	0	2	0	2	0	
<b>Comparing the Daily Consumption Record data and Summary Sheet data</b>							
Is the total number of clients for <b>Implanon</b> on the summary sheet the same as the total indicated to be given to clients BY THE END OF EACH MONTH on the Daily Consumption Record .	2	0	2	0	2	0	
Is the total number of clients for <b>Jadelle</b> on the summary sheet the same as the total indicated to be given to clients BY THE END OF EACH MONTH on the Daily Consumption Record.	2	0	2	0	2	0	
Is the total number of Clients for <b>IUD</b> on the integration summary form, the same as the total indicated to be given to clients BY THE END OF EACH MONTH on the Daily Consumption Record.	2	0	2	0	2	0	
Total Score							Score=6/month

## Archiving system measure

1.How will you rate the arrangements of the client cards?	(1) Good (2) Average (3) Bad
2.How will you rate the arrangements of HMIS Forms?	(1) Good (2) Average (3) Bad
3.How will you rate the arrangements of the CLMS forms?	(1) Good (2) Average (3) Bad
4.How many of the client cards you requested for were found?	(1) None (2) One (3)Two (4)Three
5.For the cards found, what do you think about the time it took the provider to bring out the client cards you requested for?	(1) Too long (2) Long (3) Normal Time (4) Short (5) Too Short
Kindly write any relevant observation here:	

## Stock Availability

Just write out the closing balance for the respective months on the Daily Consumption Records (DCR)			
Methods	October, 2018	November, 2018	December, 2018
Condom Female			
Condom Male			
Depo- Provera			
Excluton			
IUCD			
Microgynon			
Noristerat			
Implanon			
Jadelle			