



HMIS Workshops in Data Utilization – District/HSD Level



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Session 1: Objectives of the Workshop

- Define management functions under the decentralized health services
- Confirm information needed to carry out these functions effectively
- Design a report format to facilitate data utilisation
- Improve data management and utilisation in districts

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Session 1 Objectives (continued)

- Explain the purpose and products of the workshop
- Explain the teaching methods that will be used during the workshop
- Answer questions on logistic arrangements.

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Learning Methods Used

- Very little “lecture”
- Work in small groups to make sure everyone can give input
- Plenary to facilitate the sharing of ideas across groups
- Product-oriented

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Session 2: Objectives

- Develop a common understanding of the terminology used in HMIS
- Understand the relationship between data and information
- Explain the importance of information as a management tool
- Understand the main processes required in generating information

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Management:

- Management is the planning and control of the uses of resources (physical, fiscal, human, etc.) toward accomplishing specific organizational objectives. Management involves proactive and reactive decisions which plan for new actions and evaluate past actions.

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Data or Information:

- **DATA:**

Facts that describe entities such as objects or activities. They can be either qualitative or quantitative, categorical or continuous.

- **INFORMATION:**

Data that have been organized and presented in such a manner that they facilitate decision making.

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Information:

- Information consists of facts or data which are organized in a form which allows conclusions to be drawn or knowledge to be gained. Inherent in the concept of information is that it be represented in a way that is useful for a specific purpose.

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System:

- A system is any collection of components that work together to achieve a common objective. Typically, a system takes inputs and processes or transforms them into desired outputs.

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Health Management Information System:

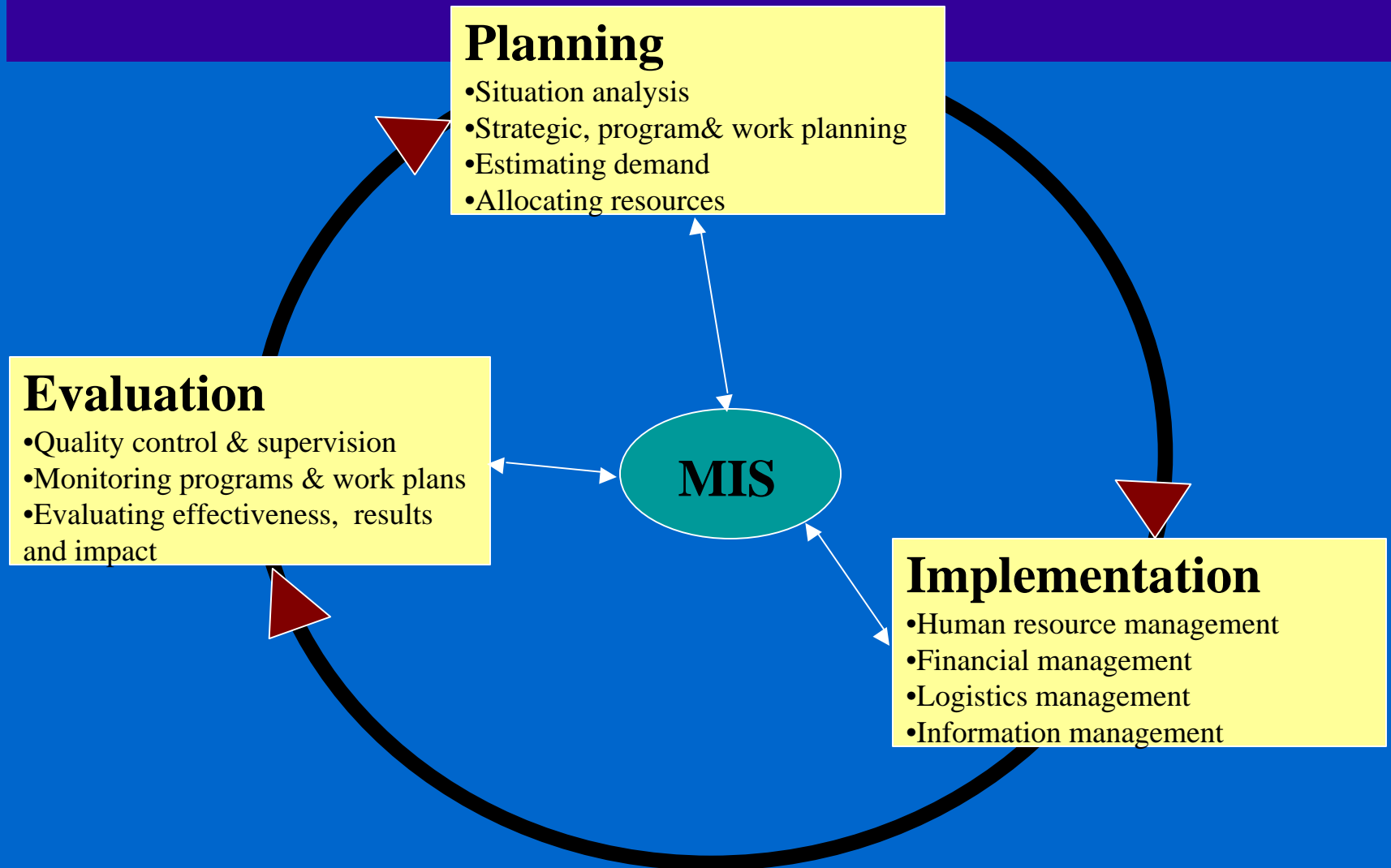
- a set of components and procedures organized with the objective of generating information which will improve health care management decisions at all levels of the health system.

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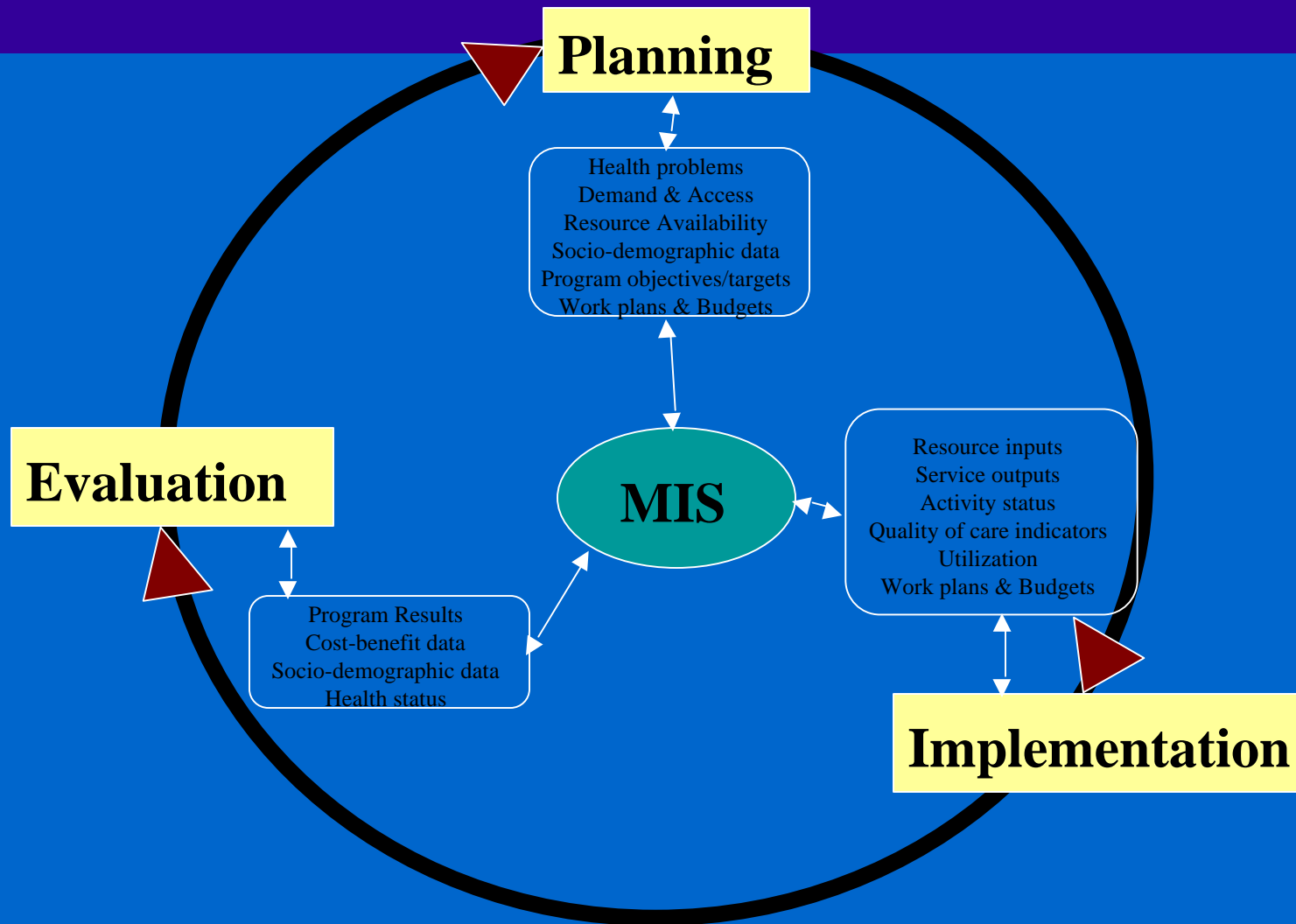
Session 3 Objectives

- Understand the relationship between the HMIS and the Management Cycles
- Identify the principle management functions and tasks expected to be performed at the District/Sub-district health office and facility level
- Agree on the frequency of management tasks so that the information system can be utilised accordingly

MIS and the Management Cycle



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- **MIS, Information Needs and the Management Cycle**



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District/Sub-district/facility Management Functions

- List of District Management Functions
- List of HSD Management Functions
- List of Facility Management Functions

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Session 3: Management Functions Matrix

Function:

Tasks	Products	Frequency	Who's responsible

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Session 3: Management Functions Matrix (example)

Tasks	Products	Frequency	Who's responsible
Preparing annual operational Plan	Annual Plan	Annually (preparation takes place over several months)	ADDHS
Compiling data on health problems and services	HSD health profile	annually, using monthly HMIS report	Records assistants with input from facility In-charge

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Session 4 Objectives

- Define data/information requirements to make decisions and take action/perform tasks
- Identify data sources for the information required
- Identify challenges to data collection and management currently existing in the system

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Session 5 Objectives

- Develop an awareness of how to use health facility data to analyze trends of key health indicators
- Appreciate the importance of data for making decisions to improve health
- Understand the benefits of having complete, timely and accurate information

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Session 6 Objectives

- Identify data collection, processing and management challenges faced for proper utilisation of information for decision-making
- Define and/or confirm standard procedures for data management at the district/HSD/facility level for the most essential data requirements/reports

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Session 7 Objectives

- Design a draft of a report format that can be used for
 - analyzing district/HSD/facility information and making decisions on a regular basis
 - presenting information to others in the health sector
 - presenting information to other sectors
 - providing feedback to health facilities

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Indicators

Indicators are variables that help to measure changes, directly or indirectly (WHO 1981)

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Qualities of Good Indicators

- Action-oriented
- Relevant
- Easily generated, measured
- Valid: Sensitive & Specific
- Reliable
- Representative
- Understandable
- Timely

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Checklist for Designing a Good Report

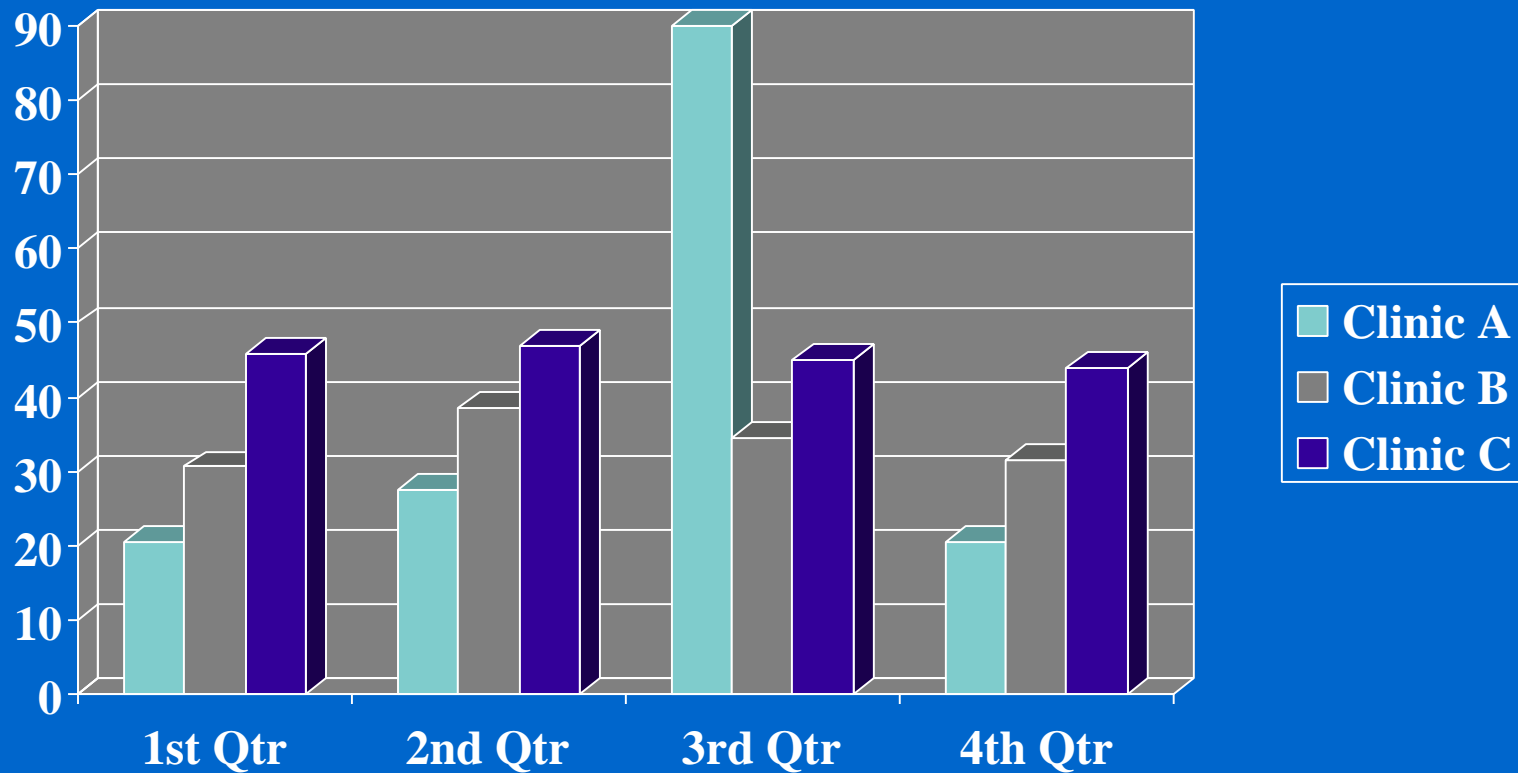
- **Keep it brief and to the point**
- **Consider the Decision Makers' Needs (Session 2 of this workshop)**
- **Consider the Organisation and Presentation of the Information**
- **Ensure the Report Permits Comparison**

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Presentation Techniques

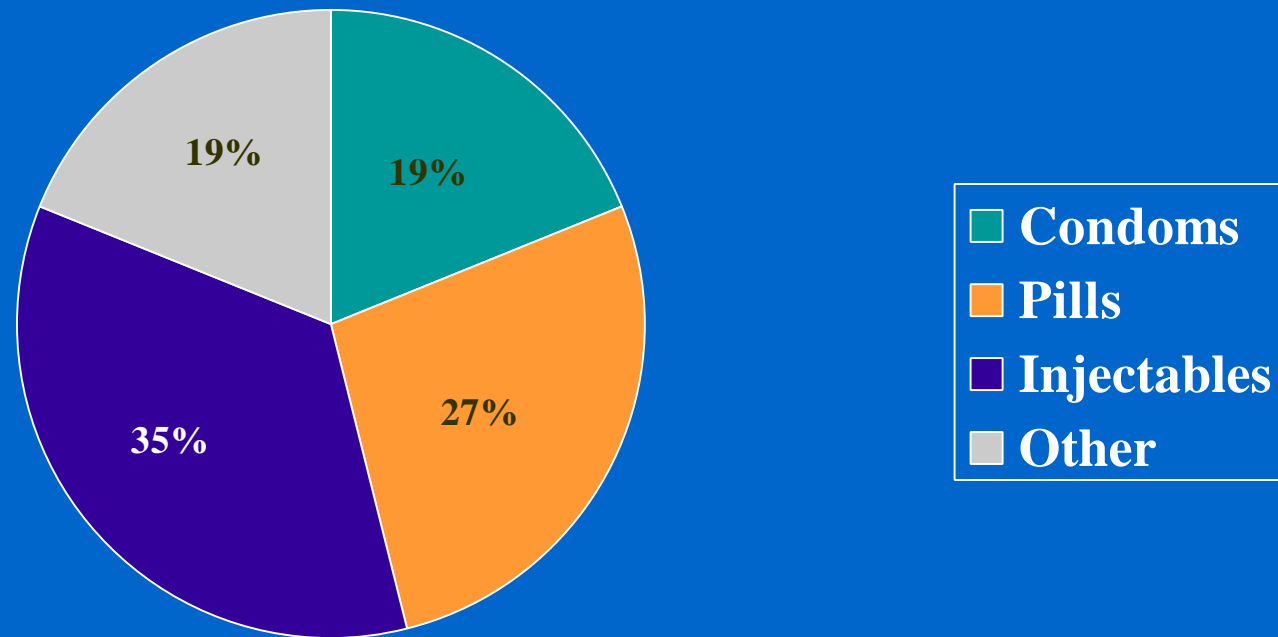
- Bar Graph
- Line Graph (regular or cumulative)
- Pie Chart
- Area chart
- Maps/geographic distribution
- Text
- others?

Example of a Bar Graph



Example of a Pie Chart

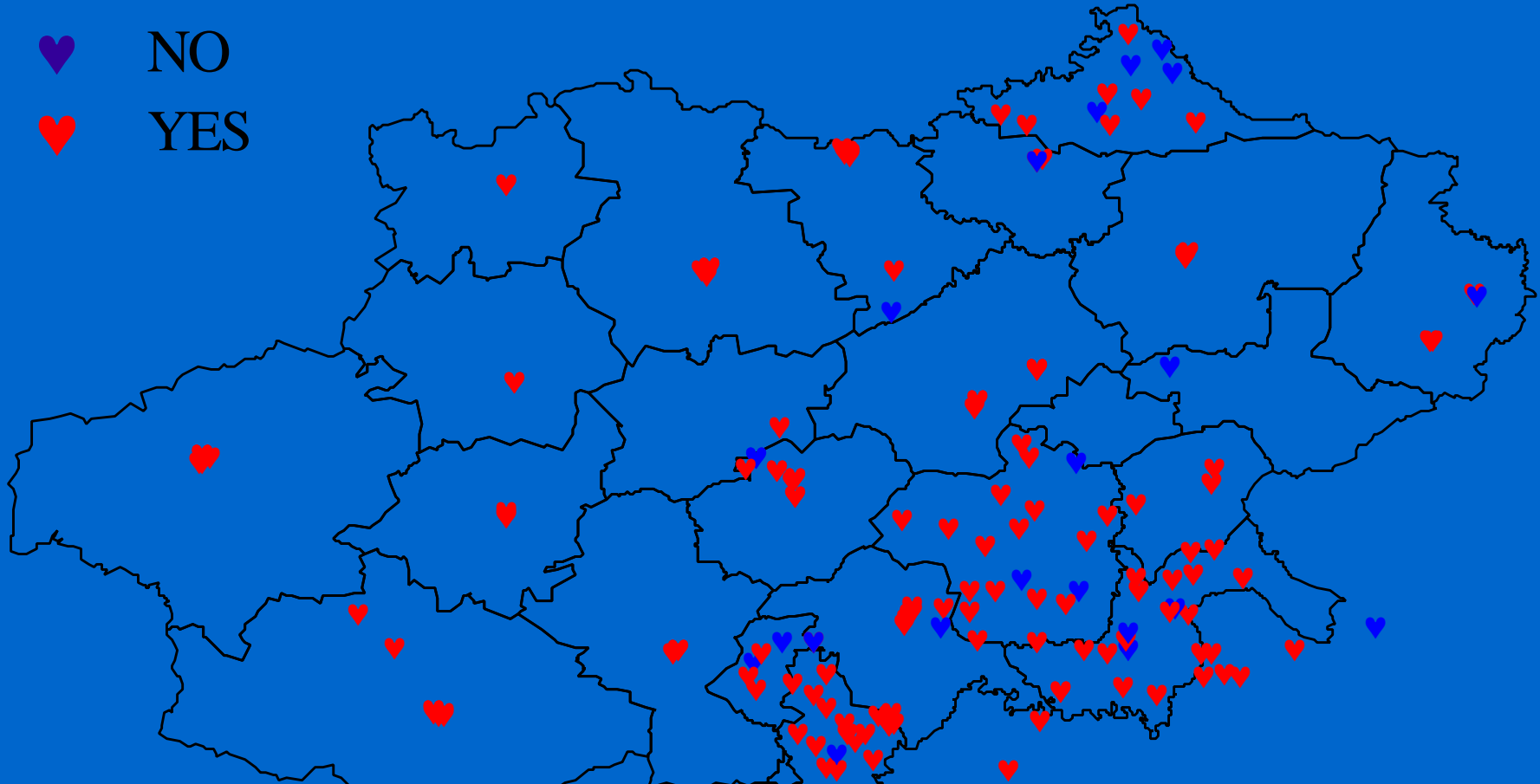
New Users of Contraception-2nd Quarter 2000



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Example of a Mapping/Geographic Presentation

♥ NO
♥ YES



Clinics TB drug out of stock less than 2 month in 1998

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Session 8 Objectives

- Develop a detailed action plan, including Gantt chart, to improve data management and utilisation in the districts
- Understand follow-up steps to this workshop