



# National VMMC programme Data tool training manual

Version 2 (July 2020)

#### **Contact person**

#### Mr Collen Bonnecwe

Medical Male Circumcision Programme Director, National Department of Health

Email	collen.bonnecwe@health.gov.za
Telephone	+2712 3958021
Mobile	+27 82 4405118

#### Mr Dayanund Loykissoonlal

Medical Male Circumcision Programme Manager, National Department of Health

Email	dayanund.loykissoonlal@health.gov.za
Telephone	+27 12 3959186
Mobile	+27 71 6033144

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## ACRONYMS

AE	Adverse Event
DHIS	District Health Information System
DHMIS	District Health Management Information Systems
DoH	Department of Health
HAST	AST: HIV and AIDS, sexually transmitted infections (STI)/tuberculosis (TB)
HIS	Health Information System
HIV	Human Immunodeficiency Virus
HTS	HIV Testing Services
MMC	Medical Male Circumcision
NDoH	National Department of Health
OU	Organisational Unit
PoE	Portfolio of Evidence
SOP	Standard Operating Procedure
STI	Sexually Transmitted Infection
ТВ	Tuberculosis
VMMC	Voluntary Medical Male Circumcision

## 1. INTRODUCTION

The National Department of Health (NDoH) has implemented the Voluntary Medical Male Circumcision (VMMC) programme as part of its combination HIV prevention of strategy. The national VMMC programme data management is governed by the District Health Management Information Systems (DHMIS) Policy and Standard Operating Procedure (SOP). The DHMIS SOP stipulates how data is managed at all levels of the Health Information System (HIS).

### 1.1. PURPOSE

Data management is an important pillar in programme management, as it provides evidence for programme planning, monitoring and implementation. The data tool training manual has been developed to map out the processes of training and orientation of Public Health workers on data collection, collation and use in programme implementation. The training manual focuses specifically on the VMMC programme and the tools that govern the information management within it.

Data verification is another important process to ensure that VMMC data is captured accurately. There is a separate data verification manual that outlines this process.

- 1. To map out the requirements for programme data management.
- 2. To outline the tools used for data management in the VMMC programme.
- 3. To outline the curriculum and training approach for data management training.

Box 1: Data management toolkit

## 2. VMMC DATA REQUIREMENTS

The VMMC programme manages data as per the DHMIS policy. This includes the responsibility of all cadres involved as well as the timelines for each reporting period. As per the DHMIS policy, the VMMC programme requires Portfolio of Evidence (PoE) to certify the validity of each circumcision conducted.

The PoE consists of a copy of the client intake form, a copy of the signed consent form, and the carbonated Voluntary Medical Male Circumcision (VMMC) register. The PoE is maintained daily, weekly, and monthly by various cadres. Table 1 below outlines the roles and responsibilities at each Organisational Unit (OU) for each cadre as per the DHMIS policy:

OU level	Staff cadre	Tools	Function
Community-	Recruiter	Recruitment list	Recording information of clients recruited for VMMC
level			services.
Facility level	Data Clerk	Headcount register	Tallying number of clients accessing services
		Client intake form	Recording client information
		VMMC register	Tallying clients that received VMMC service
		Monthly summary	Aggregating services conducted
		sheet	Reporting services conducted
		DHIS	
	Counsellor	Client intake	Recording client HIV Testing Services (HTS) details
		HTS register	and consent
			Tallying HTS client data
Facility Level	Nurse	Client intake	Record details of triage, pre-op, surgery, post-op,
		VMMC register	follow-up
			Recording of aggregated services conducted
	Surgeon	Client intake	Recording surgical details, confirming consent, and
			confirming details on the form
	Team leader	Client intake	Review information
		VMMC register	Confirm statistics
		Monthly summary	Confirm statistics
		Data receipt	Sign-off statistics
Sub-district	Health Information	Data receipt	Confirm services conducted
	System (HIS)	VMMC register	Record statistics on behalf of the site
	officer	DHIS	Capture/verify statistics
	HAST: HIV and	VMMC register	Confirm statistics
	AIDS, sexually	DHIS	Review data
	transmitted		
	infections		
	(STI)/tuberculosis		
	(TB) (HAST)		
	coordinator		
District Level	HIM Manager	DHIS	Provide programme summary reports

Table 1: Roles and responsibilities as per DHMIS policy

	MMC register	Confirm services provided
HAST manager	DHIS	Reporting programme performance and provide
		direction

## 3. TOOLS USED

The DHIMS policy can be found on the Department of Health's (DoH) Ideal clinic website (www.idealhealthfacility.org.za) while all of the other tools mentioned in this section can be found on the DoH's knowledge hub (https://www.knowledgehub.org.za/content/medical-male-circumcision).

### 3.1. DHMIS POLICY

The DHMIS policy provides guidelines for the management of data from service delivery level to national level. The policy is accompanied by an SOP for each organisational unit which outlines the activities that are required for information management.



Figure 1: DHIMS policy

### 3.2. CLIENT INTAKE FORM

The client intake form contains client details to be recorded for each of the steps of the VMMC procedure. The form is divided into seven sections, namely:

- 1. Client information and screening for HIV, TB, STIs and other conditions;
- 2. Sociomedical history;
- 3. Physical examination and pre-op care;
- 4. Surgical procedure and recovery;
- 5. Post-operative follow-up;
- 6. Informed consent for HIV testing; and
- 7. Informed consent for VMMC procedure.

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MMC CLIENT INTAKE FORM

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Figure 2: Client intake form

#### **VMMC REGISTER** 3.3.

The VMMC register keeps a record of all clients that have undergone the VMMC procedure and is used to report VMMCs monthly. The register forms part of the PoE of services performed. It includes the client file and identity details, the client's age, HIV results, post-operative follow-up visits, and any adverse events (AE).

#### Guide for the use of MMC Register

#### 1. OVERWIEW

- The MMC register should be the only register used to capture the data elements of MMC services and MMC data source used in a facility.
- The register should always be placed at a designated, safe and secure place or service point .
- All males attending the facility whom successfully underwent medical circumcision should be entered in the MMC register.
- Clinical stationery should be the source of reporting for MMC register. Completed clinic registers should be stored for seven (7) years.
- To ensure the carbon copy is activated, please press down hard with a ball point pen or . llerball pen
- All information entered in the register should be legible and must be in permanent ink.

#### 2. INSTRUCTIONS

- A new page for each month should be used to capture data for clients undergoing circumcision. Start a new month on a new page. Always complete all demographic details on the register such as district and patient
- . details
- Ensure that the age of the patient is entered in the same line as the names of the male undergoing circ.
- Record the actual age of the client in the appropriate age group co
- The client's final HIV test results must be ticked as Neg or Pos as per the national testing algorithm. • All patients returning for follow-up visits should be recorded on the same line bearing the
- patient name. If you make an error on an entry into the register, please draw a straight line through <u>all</u> the data recorded on that line, sign and date.

#### 3. REPORTING

- Running totals should be collected daily and transferred to the facility Monthly Input Report. Sum up the running totals for each register page and transcribe totals into the Monthly Input Report form.
- The monthly summary is to be signed by a designated official prior to data submission

- 4. DEFINITION OF DATA ELEMENTS
- District: is the name of the district in which the MMC facility is located.
   Subdistrict: is the name of the subdistrict in which the MMC facility is located
- Facility: is the clinic, CHC, hospital or any other approved structural facility at which MMC

- Pacing, is the time, circ, indepartor any durin approved solucions recently at which procedures were successfully performed. No.: is the of males who successfully underwent MMC. Date of MMC: is the day on which an MMC procedure was successfully performed. : Names and surname: full names and surname of the potential MMC client as per
- documents presented for identification.
   File number: is a number allocated for a potential MMC client.
   ID number: is a unique number used for personal identification.
- · Age: is any age of male client, 10 years and above.
- thod: is e her the approved surgical method or the approved device/ surgical aid for
- Follow-up visit: is when a patient returns on day 2, 7 and other days for post-operative review.
- Adverse Event (AE): is any undesired outcome that occurred to an MMC client during or after an MMC proces
- Adverse Event Type: is a form of an AE that occurs to an MMC clien Moderate Adverse Event: is any AE that requires intervention and can be managed at the facility
- Severe Adverse Event: is any adverse event that requires extensive intervention or
- specialist's input and are usually referred for further management. HIV testing Result: is the patient final HIV status after all the HIV testing proced ures has been followed. The client's final HIV test results must be ticked as N= Negative, P=
- been followed. The client's final HIV test results must be succease as N= negative, r=Positive, K= Known HIV and D= Declined HIV testing.
  Referrals and linkages: is any service to which an MMC potential client was referred to or linked to after being assessed for eligibility of MMC service. This can be ART/ Wellness, STI, TB. Please specify for any other related referrals and linkages done for the client.
  Signatures and dates: The data clerk signature and date at the end of the page is required to account for the data entered. The facility manager's signature and date validate the data

Medical Male Circumcision Register			Month:						Year:										
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Figure 3: VMMC register

### 3.4. MONTHLY SUMMARY SHEET

The monthly summary sheet provides a summary of the monthly indicators collected in the VMMC programme. Data collected on the summary sheet includes the VMMCs done, HIV tests, screenings done, follow-ups, and any AEs.





s Total
s Total
rs Total
Referred

#### Medical Male Circumcision (MMC) Monthly Summary data tracking sheet

Completed by: .....

Signature:	
------------	--

Email: .....

Figure 4: Monthly summary sheet

### 3.5. DATA RECIEPT FORM

The data receipt form is used as evidence that data, which was collected from a non-DoH source, has been reported to a DoH reporting site for DHIS capturing.

	Department: Health Health Republic of south AFRICA				
	VMMC Surg	gical Register Receipt F	orm		
	Submitting Partner Org. (or GP) and Prime Partner:	Write name of implementing partner or GP	Write name of prime partner (or list as N/A)		
	Facility and District of Submission (Names):         Write name of DHIS-reporting facility         Write name of the district		Write name of the district		
	Origin of Data (Mobile Unit/VMMC Camp etc.):	Write where the VMMCs were conducted and th	e name of the originating facility (if available)		
	Number of VMMCs Submitted (Count from Registers):         Write the number of VMMCs to be submitted into the DHIS				
	Date Submitted to the DoH Facility:	Write the date submitted			
the	Signature of Submitting (Par Signature of Submitting (Par Contact Information (Em eck box (*) once a routine quality review of e forms have been submitted to the DoH offici <u>Print Name</u> of Receiving	al listed below g (DoH) Official DoH) Official ail/Phone No.)			

Figure 5: Data receipt form

### 3.6. DHIS INPUT

The DHIS has two methods of input at the service delivery level. The first method is direct online capture using the web portal, which requires internet connection. The second method is to complete an Excel form which can be submitted to an allocated reporting site for capture. This can be a neighbouring facility or a higher reporting unit i.e. sub-district or district.

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Figure 6: DHMIS input

## 4. TRAINING CURRICULUM AND APPROACH

The data training covers the tools used in data collection through a detailed explanation of each of the tools as well as when and how to use them in the data management process. The data working practice guideline that outlines the data management process is available on the DoH's Knowledge Hub

(<u>https://www.knowledgehub.org.za/content/medical-male-circumcision</u>). The training is structured to reflect the data journey and the tools used, in the order of use.

## 4.1. SESSION ONE: INTRODUCTION TO THE DHMIS POLICY AND WORKING PRACTICE GUIDELINES

The first session of the training introduces the attendees to the DHMIS Policy and Working Practice guidelines for the VMMC programme. The session covers the rationale behind the Working Practice guidelines, and discusses the data procedures and guiding principles. The session also covers the data flow from the service delivery level up to national level. The VMMC programme has various methods of service delivery, which has created different scenarios for data recording and reporting, and the session covers the scenarios and the ways of reporting for each scenario.

### 4.2. SESSION TWO: CLIENT INTAKE FORM

The second session covers an in-depth review of the client intake form. It also highlights situations where one would find the information to transcribe onto other registers. This session focuses on different sections, depending on the training group and their levels of interaction with the tool. A substantial amount of time is spent on the client intake form as it is the main source of client-level data for the VMMC programme and it feeds into the other tools.

### 4.3. SESSION THREE: VMMC REGISTER

The third session reviews the VMMC register with its contents and context. This session is broken into the following sections:

- Background of the VMMC register;
- Instructions on how to use the register;
- Definitions and acronyms; and
- A review of the register pages.

### 4.4. SESSION FOUR: MONTHLY REPORTING

The fourth session covers the reporting process. The steps covered in the reporting process are:

- Monthly collation of data from the register onto the monthly summary form;
- The data receipt form;

- The DHIS input; and
- The DHIS pivot review.

## 4.5. QUALITY ASSURANCE TOOLS

The final session introduces the tools used for quality assurance indicators at the facility level as well as the reporting of AEs. The tools covered in this session are as follows:

- AE register;
- Follow-up register; and
- Severe and notifiable AE reporting form.

## 5. PROPOSED ATTENDEES

Table 2 below summarises the target audience that can benefit from the training. This is not an exhaustive list and can be amended as different cadres are identified. DoH officials can extend an invitation to implementing partners supporting the VMMC programme in their districts.

Table 2: Target audience

Cadre	Rationale
Data capturers/admin clerk	They are responsible for the overall capturing and reporting of data at the service delivery level.
Clinicians and counsellors	They are responsible for collecting data as they interact with the clients while providing services.
Facility managers/team leaders	They are responsible for the data reported at their site and the overall verification of site-level stats.
VMMC coordinators	They are responsible for the overall management of the VMMC programme and assist site-level staff with implementation.
HIS officers/managers	They are the custodians of the data at various levels i.e. sub-district and district. They are also responsible for capturing data on behalf of sites with no DHIS access.
Quality assurance officers/managers	They are responsible for the quality of the programme and they interact with data to evaluate the programme quality.
HAST managers (district/provincial)	They are the custodians of the VMMC programme, at the district and provincial levels.

## **ANNEXURE 1: PROPOSED AGENDA**

The purpose of the agenda is to outline the training and inform managers of what will be discussed in the training so that they can better identify who will be required to attend.

This should be prepared and shared in advance.

Programme: Data management training for VMMC

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Purpose:

- To introduce participants to VMMC data management
- To review the tools used in data collection and reporting
- To equip participants on how to efficiently collate all VMMC data

#### Agenda Item

#### **Time allocation**

Arrival	09:00am – 09:20am
Welcome and introductions	09:20am – 09:30am
Session one: Working Practice guidelines	09:30am – 10:30am
Tea Break	10:30am – 11:00am
Session two: Client intake form	11:00am – 12:30pm
Session three: VMMC register	12:30pm – 13:00pm
Lunch Break	13:00pm – 14:00pm
Session four: Monthly reporting	14:00pm – 14:30pm
Session five: Quality assurance	14:30pm – 15:00pm
Q&A	15:00pm – 15:10pm
АОВ	15:10pm – 15:20pm
Way forward	15:20pm – 15:25pm
Closure	15:25pm – 15:30pm

## **ANNEXURE 2: EVALUATION OF TRAINING**

#### VMMC Training evaluation form

District:

Training date:

Facilitator:

The purpose of this evaluation is to help us determine the extent to which the training has met its objective/s and to identify ways to improve future training sessions. We invite you to take a few minutes to complete this short evaluation, which should take you less than five minutes. Your participation is voluntary, anonymous and confidential.

#### 1. Please indicate the department your job responsibility falls under.

Cadre	Tick one
Data capturer/admin clerk	
Counsellor	
Clinician	
Facility manager/team leader	
VMMC coordinator/champion	
HIS officer/manager	
Quality assurance officer/manager	
Other: Specify	

## 2. Please rate the training in terms of its usefulness in the following areas, using the scale below.

1 = No	ot useful	at all	5 =	Very u	useful
Area	1	2	3	4	5
Useful in your daily work	1	2	3	4	5
Increased your awareness of the gaps and challenges in data management for the VMMC programme	1	2	3	4	5
Increased your willingness to take ownership of data management for the VMMC programme	1	2	3	4	5
Increased your knowledge of data management for the VMMC programme	1	2	3	4	5
Increased your skills (i.e. ability) in data management for the VMMC programme	1	2	3	4	5

## 3. Please tick your level of satisfaction with the following elements of the data training session:

Element	Satisfied	Dissatisfied
Comprehensiveness		
User-friendliness		

Element	Satisfied	Dissatisfied
Alignment with district data management processes and activities		
Time-efficiency		

## 4. Comments and suggestions (including activities or initiatives you think would be useful, for the future):

#### 5. General evaluation questions:

1 = Strongly Disagree

#### 5 = Strongly Agree

	1	2	3	4	5
The training objectives were clearly defined	1	2	3	4	5
The topics covered were relevant to me	1	2	3	4	5
The content was easy to follow	1	2	3	4	5
The training objectives were met	1	2	3	4	5
Time allocated was sufficient	1	2	3	4	5

Thank you! Please return this form to the training facilitators.