

**VMMC Register Receipt Forms – Implementation and Proper Use**

**Function:**

In order to provide GPs, implementing partners and DoH officials with a standardised tool to combat the reporting of VMMC data and to limit organisational issues, such as double counting and under-reporting, the VMMC Register Receipt Forms have been developed to track data transferred between each of the primary VMMC actors operating in South Africa.

**Proper Use and Implementation:**

* All active VMMC implementers need to be told that the Register Receipt Form is an addition to the VMMC Register, not a substitute for its completion.
* All of the boxes included in the Receipt Form’s grey frame need to be completed prior to the submission of the Form.
* The Register Receipt Form needs to be submitted alongside the yellow tear-off VMMC Register sheets detailing the number of VMMCs performed, the number of AEs and the rest of the health-related data included in each VMMC Register sheet.
* Following the completion of the grey frame within the VMMC Register Receipt and the attachment of the Register’s yellow tear-off sheets, the submitting official (GP or partner) needs to print their name and contact information, along with their signature, below the completed boxes.
* Following the completion of the grey area, the signing of the VMMC Register Receipt and the attachment of the yellow tear-off sheets, the forms should be taken to a DHIS reporting facility for review.
* A relevant DHIS reporting-official should then be advised to review the tear-off register sheets and the information included in the VMMC Register Receipt Form prior to printing and signing the form. This DHIS-reporting official is now responsible for entering the submitted data into the DHIS.
* Once both parties have signed, the tear-off register sheets should be left with the DHIS reporting official while the VMMC Register Receipt Form is brought back to the original facility with the performing GP/Implementing Partner. When requested, these forms should be on hand for review by either PEPFAR or DoH officials depending on the origin of the VMMC data submitted.