



# Introduction to Reproductive Health Subaccounts

## The Need for Reproductive Health Subaccounts Training Materials

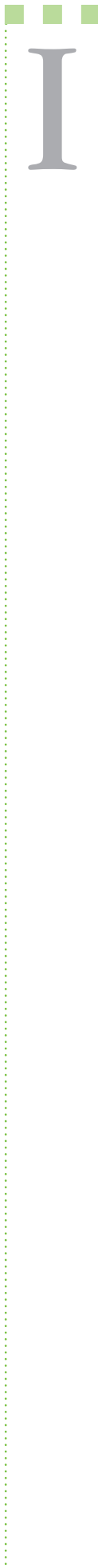
During a special session of the United Nations General Assembly that took place five years after the International Conference on Population and Development in Cairo (ICPD+5) health systems stakeholders set a target of universal access to quality RH services by 2015. And while improving RH is not a specific Millennium Development Goal, there has been significant acknowledgement that the attainment of RH is fundamental for meeting other MDG goals such as fighting poverty.

Improvements in RH services require significant resource commitments as well as efficient and effective use of those resources. But in order to properly address these issues, country leaders will first need to understand how much is currently being spent on RH and what that money is being spent on. Policymakers will require, on a regular basis, comprehensive data on the flows of RH funds in order to adjust policy to reflect the needs of the country and the current distribution of funding.

The National Health Accounts (NHA) methodology is an internationally recognized and accepted tool for tracking flows of funding through country health systems – from their financing sources, to their principal managers, end users and end uses. Generally conducted in tandem with the NHA, the RH subaccounts are an additional, more detailed report of spending levels and patterns specific to RH. The RH subaccount is a comprehensive and consistent way to evaluate RH expenditure data to help guide the allocation of limited resources among various needs.

To date, approximately 45 middle- and low-income countries worldwide have implemented the NHA methodology, some including the RH subaccount, and numerous others are about to follow suit.

To facilitate this process, the United States Agency for International Development (USAID) funded Africa 2010 and Health Systems 20/20 projects to develop this manual to assist RH subaccounts trainers from low- and middle-income countries in their efforts to design and conduct trainings to teach the methodology.



The manual aims to fulfill the worldwide need for guidance on teaching the RH subaccounts methodology, particularly for the unique health sector environments and challenges exhibited in middle- and low-income countries where financial information systems may not be well developed, data from the private sector may not be forthcoming, and the general size of the health system may not have been previously estimated. The training manual is intended to follow the *Guide to Producing Reproductive Health Subaccounts* within the NHA framework, which explains the latest technical developments in the RH methodology. The manual has been pre-tested at regional and in-country training sessions and feedback from workshop participants and trainers has been incorporated into its content.

**Note to Trainers:** Please download PowerPoint slides that go with this manual, as the notes section in each slide contains useful tips and relevant information. The PowerPoint slides can be downloaded from [www.healthsystems2020.org](http://www.healthsystems2020.org) and <http://africahealth2010.aed.org/>

## Using the Manual

### Target audiences

This manual has been primarily designed as a tool for trainers to use for teaching comprehensive technical information using an interactive approach. As such, the manual contains training material for both trainers and trainees.

### Trainers

A RH subaccounts trainer ideally has had formal training on the NHA and RH subaccounts methodologies and practical experience producing both analyses at least once.

### Trainees

Participants should be individuals with a health finance and/or reproductive health background who will need the theoretical and practical information provided by this manual. The manual can also be adapted to deliver an overview of NHA to policymakers, MOH staff, and other audiences who would benefit from understanding NHA and RH subaccounts even though they would not perform the analysis.



## Objective of the training

By the end of the training workshop, the trainer will have prepared participants who are potential NHA team members and/or researchers to complete an RH subaccounts analysis as part of the general NHA or as its own estimation. Senior decision makers will possess sufficient knowledge about RH subaccounts to use the findings presented by NHA teams in health policymaking.

## Training approach

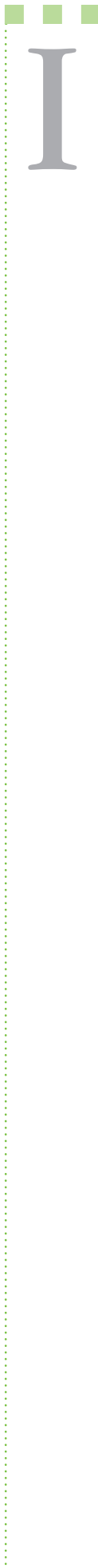
The manual presents guidelines on how to introduce the concepts and methodology of the RH subaccounts in an easily understandable manner. At the same time, the manual allows the trainer great flexibility to modify the materials to accommodate its level of technicality to the target audience and to incorporate country- or region-specific issues into the content of an individual training program. The manual follows an interactive approach that simulates real-life scenarios and methodological challenges that enable a clear understanding of RH subaccounts.

The manual contains content to help the trainer with both technical information and teaching methodology. The manual uses a combination of reading and lectures to introduce technical material, and group discussions based on exercises, discussion questions, and case studies to engage students in interactive, “hands-on” learning. The classroom discussions and exercises, developed from real-life NHA experiences, in particular reinforce students’ understanding of NHA by asking them to apply their new knowledge and anticipate challenges they will face in conducting NHA. The trainer must download the PowerPoint slides separately, as the notes section includes useful tips and relevant information.

## Content

The technical content of the training is divided into seven units:

- Introduction to RH Subaccounts
- Definitions and Boundaries for the RH Subaccounts
- Concept of Classifications for the RH Subaccounts
- Setting up and Reading the RH tables
- Data Collection Approach
- Data Analysis Approach
- Implementation Process for RH Subaccounts



In addition to presenting and practicing the methodology, the content of the manual covers suggested approaches to NHA and RH subaccounts planning in-country, the policy relevance of RH subaccounts, and the issues surrounding the institutionalization of the methodology. The trainer can also use the workshop as a venue to generate country team consensus or help participants with steps related to planning their own RH subaccount, such as the development of a workplan, a NHA team and steering committee organogram, defining a set of boundaries, classifications, and framework, and, finally, developing a data plan.

The units are ordered to follow the chronology of the NHA process. As will be seen in the sample workshop agendas given later in this orientation section, the units need not be taught in that order but rather according to the needs and skills of the workshop participants.

## Organization of the manual

It is recommended that the trainer first review the technical material and guidelines for each topical unit. The guidelines suggest how each topic should be introduced to participants. The units also contain discussion and exercise questions intended to help participants to better grasp the technical concepts. The trainer can customize the curriculum to the audience.

The accompanying PowerPoint presentations for each unit are intended to help the trainers during the delivery of their presentations. The trainers can modify the presentation as they see necessary.

This trainer's manual has been designed to include both the guidelines for the trainers to teach the Reproductive Health Subaccounts as well as exercises for participants to reinforce the concepts introduced in the presentations and provide participants a flavor of the real-life methodological scenarios that they are likely to encounter when implementing the RH subaccounts.

## Teaching each unit

The manual recommends that each unit begin with an interactive lecture aided by the PowerPoint slides, followed by the trainees doing the exercise(s), followed by a review of the exercise answers and group discussion.



## Materials needed for the training

### Participant Manual:

- Binders
- PowerPoint handouts (two per page)
- Handouts copies
- Designed labels for cover of binder and binder spine
- Dividers with pockets  
(number of needed dividers = number of days of training-1)
- Copy of agenda
- Copy of participant list

### Additional participant materials:

- Calculators
- Pencils
- Pens
- Note pads for participants

### General training materials:

- Markers and flip charts and flip chart stands for documenting discussions and exercises
- LCD projector for PowerPoint presentations
- Name tags
- Masking tape
- Hole puncher
- Stapler
- Participant certificates
- Post-it notes
- Extra packets of paper (copy machine, computer internet rentals)

## Timeframe for the workshop

Past workshops show that approximately three and a half days is an optimal amount of time for teaching the RH subaccounts methodology. It is recommended that the RH methodology be incorporated into the general NHA training which would then require five to seven days to teach all the units. The exact timeframe depends on the participants' prior knowledge of the NHA methodology, their learning styles, and the size of the class.

Two sample training agendas are included: one for an in-country workshop teaching RH subaccounts methodology alone, and the other for an in-country workshop teaching both the general NHA methodology and the RH subaccounts methodology together.

The trainer should note that the sample agendas do not teach the units in the order they are arranged in Module 1, i.e., according to the chronology of the NHA process. As an example of the flexibility of the NHA curriculum, they are arranged according to the needs, interests, and prior level of knowledge of the participants.





# Participant Information Sheet

1. What NHA and/or RH topics are you most interested in learning? Please check all that apply.

- Overall conceptual RH and NHA framework
- Planning for RH and NHA
- Understanding the main components
- Financing sources
- Financing agents
- Uses
- Classifications and boundaries
- Detailed analysis of the tables/matrices
- Identifying sources of information for data (data collection)
- Identifying data gaps and overcoming them
- Filling in the tables
- Policy impact
- Institutionalization

2. What do you know about NHA and the RH subaccounts? Please explain briefly the extent of your knowledge.

3. What is your area of work expertise (e.g., government accounting, health financing, epidemiology, medicine)?





# Sample Agendas

## Sample Agenda

### General NHA with RH Subaccounts Training

This sample agenda is for 5 days. This timeline might need to be extended if the trainer does additional presentations, for example, on other NHA subaccounts.

#### Day-1

9:00 – 9:30 am	Introduction and Pre-Test Objectives of the training; Review of agenda
9:30 – 10:30 am	Conceptual Overview of NHA <ul style="list-style-type: none"><li>◆ Why NHA is necessary?<ul style="list-style-type: none"><li>o National perspective: Policy purposes</li><li>o International perspective: standardized international comparability</li></ul></li><li>◆ Definitions and Purpose</li><li>◆ Outline the tables</li></ul>
10:30 – 11:00 am	Tea and coffee break
11:00 – 12:00 pm	Policy use of NHA <ul style="list-style-type: none"><li>◆ Policy “impact” of NHA around the world</li><li>◆ Interpreting NHA results</li></ul> <i>Includes group exercises</i>
12:00 – 1:00 pm	Lunch break
1:00 – 2:00 pm	Continuation of policy exercises (report back and discussion)
2:00 – 2:30 pm	Tea and coffee break
2:30 – 5:00 pm	Policy design of country’s NHA presentation (presentations provided by country participants) <ul style="list-style-type: none"><li>◆ Findings from the launch conference of stakeholders (should take place before training)</li><li>◆ How the country’s NHA will be designed to accommodate those policy priorities</li><li>◆ Role of the steering committee: keeping them informed</li></ul>

## Day-2

9:00 – 10:30 am	Concepts of expenditures <ul style="list-style-type: none"><li>◆ What constitutes “expenditure”?</li><li>◆ What are the boundaries of health expenditures?</li><li>◆ Criteria for determining boundaries</li><li>◆ Space boundaries</li><li>◆ Functional boundaries</li><li>◆ Time boundaries</li><li>◆ Functional definitions of health</li></ul> <p><i>Includes group exercises</i></p>
10:30 – 11:00 am	Tea and coffee break
11:00 – 11:30 pm	Continuation of expenditure boundary exercises (report back and discussion)
11:30 – 12:30 pm	ICHA and the flexibility afforded by NHA
12:30 – 1:30 pm	Lunch break
1:30 – 3:00 pm	Classifying financing sources and financing agents <p><i>Includes exercises</i></p>
3:00 – 3:15 pm	Tea and coffee break
3:30 – 4:45 pm	Classifying Providers and functions <p><i>Includes exercises</i></p>





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## Day-3

9:00 – 10:00 am	Collection of Data <ul style="list-style-type: none"><li>◆ Sources (advantages and disadvantages)</li><li>◆ Primary and secondary sources</li><li>◆ Elements to be included in some surveys</li></ul>
10:00 – 10:30 am	Tea and coffee break
10:30 – 12:30 am	Developing the country's data plan
12:30 – 1:30 pm	Lunch break
1:30 – 3:00 pm	Organizing and interpreting the data for filling in the NHA tables <ul style="list-style-type: none"><li>◆ General approach to filling in the matrices</li><li>◆ Steps to populating the FS x HF matrix</li><li>◆ Steps to populating the HF x HP matrix</li><li>◆ Resolving Data Conflicts</li><li>◆ Avoiding Double Counting</li></ul>
3:00 – 3:30 pm	Tea and coffee break
3:30 – 5:00 pm	Susmania case study: Setting the context for Susmania and filling in the FS x FA table

## Day-4

9:00 – 10:00 am	Susmania case study: Interpreting the data for the HF x HP table
10:30 – 11:00 am	Tea and coffee break
11:00 – 12:30 pm	Susmania case study: Filling in the HF x Func and HP x Func tables
12:30 – 1:30 pm	Lunch break
1:30 – 3:00 pm	Susmania case study: Filling in the FA x Func and HP x Func tables
3:00 – 3:30 pm	Tea and coffee break
3:30 – 5:00 pm	Institutionalization of NHA <ul style="list-style-type: none"><li>◆ Necessary steps for institutionalization</li><li>◆ How to integrate NHA into the national Health Information System</li><li>◆ Systemizing the procedures for data collection</li><li>◆ What is country doing for institutionalization</li></ul>





## Day-5

9:00 – 9.30 am	How subaccounts fit into overall NHA framework – examples from other countries
9:30 – 10:15 am	Policy motivation for RH subaccounts? <i>Open discussion – the facilitator should record participants responses on flip chart.</i>
10:15 – 10:45 am	Break
10:45 – 12:30 pm	Introductions to concepts of RH specific expenditure definitions and boundaries <i>Open discussion on overlapping expenditures with other subaccounts – CH, HIV/AIDS, TB etc – record responses on flip chart</i>
12:30 – 1:30 pm	Lunch break
1:30 – 3:00 pm	RH Subanalysis – Classification – Presentation for 30 minutes <i>Exercise – List and assign ICHA codes to all RH relevant Sources FA, HF, and HC in your country (25 mins for exercise, and 10 mins for report out on the exercise)</i>
3:00 – 3:15 pm	Break
3:15 – 3:45	Data collection approach and planning for it (secondary and primary data collection)
3:45 – 4.45 pm	Data analysis considerations <i>Exercise - Ovaria case study</i>
4:45 – 5:00pm	Training evaluation and Distribution of certificates

## Sample Agenda RH Subaccounts Training

This sample agenda is for 3-4 days. The duration of the subaccounts training depends on how familiar the participants are with the general NHA methodology. If they are familiar with general NHA methodology – a refresher on Day 1 of the training may be sufficient, if not, then consider spending 1.5-2 days on general NHA training first. This sample agenda is assuming the participants are familiar with NHA.

### Day-1

9:00 – 9:30 am	Introduction and Pre-Test Objectives of the training: Review of agenda
9:30 – 10:30 am	General concept of NHA, its methodology, and its use as a policy tool
10:30 – 10:45 pm	Break
10:45 -12.00	Progress of NHA in your country – Discussion of NHA results from past rounds
12:00 – 1:00 pm	Lunch break
1:00 – 2:00 pm	Policy motivation for conducting RH subaccounts in your country – <i>(Open discussion led by the facilitator. Record participant responses on a flip-chart)</i>
2:00 – 2:45 pm	Introduction to RH subaccounts <ul style="list-style-type: none"><li>◆ How subaccounts fit into overall NHA framework</li><li>◆ RH subaccounts</li><li>◆ Some global RH examples and policy stories</li></ul>
2:45 – 3:00 pm	Break
3:00 – 4:00 pm	Boundaries of RH subaccounts <ul style="list-style-type: none"><li>◆ ICPD definitions,</li><li>◆ scope of RH subaccounts</li><li>◆ overlap with other subaccounts such as HIV/AIDS, CH subaccounts</li></ul>
4:00 – 5:00 pm	Exercises on boundaries



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## Day-2

9:00 – 10:30 am	ICHA classification generic approach <ul style="list-style-type: none"><li>◆ ICHA codes in the RH context</li><li>◆ Application of ICHA codes your specific country context</li><li>◆ Exercises</li></ul>
10:30 – 10:45 am	Break
10:45 – 12:00	Reproductive health subaccount tables
12:00 – 1:00 pm	Lunch
1:00 – 2:00 pm	Data collection approach <ul style="list-style-type: none"><li>◆ Data assessment and identifying data gaps</li><li>◆ What secondary/existing data are available</li><li>◆ Primary data collection</li></ul>
2:00 – 3:00 pm	Exercises on data collection
3:00 – 3:15 pm	Break
3:15 – 4:30 pm	Develop a data collection plan

## Day-3

9:00 – 10:15 am	Data analysis issues <ul style="list-style-type: none"><li>◆ Boundary related data analysis issues (overlapping expenditures)</li><li>◆ Commodity related issues</li><li>◆ Non-targeted expenditures</li></ul>
10:15 – 10:30 am	Break
10:30 – 12:30 pm	Ovaria case study – applying to practical example the data analysis approach
12:30 – 1:30	Lunch
1:30 – 3:30 pm	Implementation process <ul style="list-style-type: none"><li>◆ Identifying stakeholders</li><li>◆ Setting up the Steering committee</li><li>◆ RH subaccounts team structure</li><li>◆ Institutionalization</li></ul>
3:30-3:45 pm	Break
3:45 – 4:15 pm	Next steps to carry out the subaccounts
4:15 – 5:00 pm	Closing remarks <ul style="list-style-type: none"><li>◆ Training evaluation</li><li>◆ Distribution of certificates</li></ul>





# Pre-test for Subaccounts Training

Directions: Please answer the following questions. Outline or bullet form is acceptable.

## Unit 1: Introduction to RH Subaccounts

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### Question 1

Describe the concept of a RH subaccount?

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**Answer**

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### Question 2

What is the purpose of the subaccount?

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**Answer**

## Unit 2: Definitions and Boundaries for the RH Subaccounts



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### Question 1

How should the scope of a subaccounts be determined- based on what criteria?

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### Answer

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### Question 2

Should expenses incurred on the treatment of ovarian cancer by an individual in another country be included in their RH subaccounts?

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### Answer



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## Unit 3: Concept of Classifications for Reproductive Health Subaccounts

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### Question 1

Why is it important to adopt ICHA classification system?

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### Answer

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### Question 2

How would you classify fertility treatment at a traditional healer?

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### Answer

## Unit 4: Setting up and Reading the RH Tables

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### Question

Money is given by an NGO to the Family Planning Program at MOH – which cell would you include this expenditure within the HF x HP table? (e.g. HF.1xHP.1.1)

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### Answer





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## Unit 5: Data Collection Approach

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### Question

List 4 major categories of data sources and the order in which they should be pursued when determining a data collection plan.

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### Answer



## Unit 6: Data Analysis Approach

A NGO using donor funds procures condoms for \$200, sells it to a wholeseller at \$100, who sells it to a semi-wholeseller at \$125, who then sells it to the pharmacy at \$150, who finally sells it to the consumer at \$175.

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### Question 1

What would be included in the NHA as the donor spending for condoms?

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### Answer

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### Question 2

What would be included in the NHA as household spending for condoms at a private pharmacy?

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### Answer



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## Unit 7: Implementation Process for Reproductive Health Subaccounts

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### Question 1

What is the role of the steering committee in the process of subaccounts implementation?

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### Answer

# Post-test for Subaccounts Training



Directions: Please answer the following questions. Outline or bullet form is acceptable.

## Unit 1: Introduction to RH Subaccounts

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### Question 1

Describe the concept of a RH subaccount?

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**Answer**

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### Question 2

What is the purpose of the subaccount?

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**Answer**



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## Unit 2: Definitions and Boundaries for the RH Subaccounts

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### Question 1

How should the scope of a subaccounts be determined- based on what criteria?

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### Answer

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### Question 2

Should expenses incurred on the treatment of ovarian cancer by an individual in another country be included in their RH subaccounts?

---

### Answer

## Unit 3: Concept of Classifications for Reproductive Health Subaccounts



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### Question 1

Why is it important to adopt ICHA classification system?

---

### Answer

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### Question 2

How would you classify fertility treatment at a traditional healer?

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### Answer



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## Unit 4: Setting up and Reading the RH Tables

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### Question

Money is given by an NGO to the Family Planning Program at MOH – which cell would you include this expenditure within the HF x HP table? (e.g. HF.1xHP.1.1)

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### Answer

## Unit 5: Data Collection Approach

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### Question

List 4 major categories of data sources and the order in which they should be pursued when determining a data collection plan.

### Answer

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## Unit 6: Data Analysis Approach

A NGO using donor funds procures condoms for \$200, sells it to a wholeseller at \$100, who sells it to a semi-wholeseller at \$125, who then sells it to the pharmacy at \$150, who finally sells it to the consumer at \$175.

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### Question 1

What would be included in the NHA as the donor spending for condoms?

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### Answer

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### Question 2

What would be included in the NHA as household spending for condoms at a private pharmacy?

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### Answer

## Unit 7: Implementation Process for Reproductive Health Subaccounts



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### Question 1

What is the role of the steering committee in the process of subaccounts implementation?

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### Answer



# Answer Key - Pre and Post-test for Reproductive Health Subaccounts Training

Directions: Please answer the following questions. Outline or bullet form is acceptable.

## Unit 1: Introduction to RH Subaccounts

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### Question 1

Describe the concept of a RH subaccount?

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### Answer

Tracks expenditures on reproductive health care in keeping with the NHA framework. Aims to be comprehensive—inclusive of public, private, and donor spending.

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### Question 2

What is the purpose of the subaccount?

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### Answer

To be used as a policy tool. To inform the policy process.

## Unit 2: Definitions and Boundaries for the RH Subaccounts



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### Question 1

How should the scope of a subaccounts be determined- based on what criteria?

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### Answer

- When primary purpose of expenditure is: a) to promote reproductive health and b) to prevent/treat RH associated illnesses, and
- national policy context
- international recommendations
- 2% rule- include an expenditure if it is likely to be more than 2% of the THE.

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### Question 2

Should expenses incurred on the treatment of ovarian cancer by an individual in another country be included in their RH subaccounts?

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### Answer

No – it is outside the geographical boundary of the country where the treatment was received, but it should be included in the subaccounts of the individual's native country (where he/she resides).



## Unit 3: Concept of Classifications for Reproductive Health Subaccounts

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### Question 1

Why is it important to adopt ICHA classification system?

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### Answer

It describes the principal dimensions of health expenditures– in terms of categories with common characteristics and there by standardizing the definitions of various types of health expenditures. Also, it is an internationally accepted tool and therefore allows for international comparability

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### Question 2

How would you classify fertility treatment at a traditional healer?

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### Answer

HC. 1.3 OP care

## Unit 4: Setting up and Reading the RH Tables

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### Question

Money is given by an NGO to the Family Planning Program at MOH – which cell would you include this expenditure within the HF x HP table? (e.g. HF.1xHP.1.1)

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### Answer

HF 2.4 x HP 2.5





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## Unit 5: Data Collection Approach

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### Question

List 4 major categories of data sources and the order in which they should be pursued when determining a data collection plan.

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### Answer

1. Existing information systems
2. Secondary data
3. Ongoing surveys- to which rider questions can be added
4. Developing RH subaccounts-specific surveys



## Unit 6: Data Analysis Approach

An NGO using donor funds procures condoms for \$200, sells it to a wholeseller at \$100, who sells it to a semi-wholeseller at \$125, who then sells it to the pharmacy at \$150, who finally sells it to the consumer at \$175.

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### Question 1

What would be included in the NHA as the donor spending for condoms?

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### Answer

$\$200 - 100 = \$100$

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### Question 2

What would be included in the NHA as HH spending for condoms at a private pharmacy?

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### Answer

\$175



## Unit 7: Implementation Process for Reproductive Health Subaccounts

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### Question 1

What is the role of the steering committee in the process of subaccounts implementation?

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### Answer

- Meet regularly with technical team
- Help frame policy focus of subaccounts
- Facilitate data retrieval- particularly from “hard to get” data sources
- Provide guidance for the process
- Review the report and help interpret the findings for policy purposes
- By supporting the RH subaccounts, the SC can also facilitate the use of RH subaccounts for policy discussions.





# Evaluation of the Reproductive Health Subaccounts Training

Units	Which Units did you find MOST useful?	Why? Which Units need improvement? What are your suggestions?
Introduction to RH Subaccounts		
Definitions and boundaries for the RH Subaccounts		
Concept of Classifications for RH Subaccounts		
Possible Classifications for RH subaccounts HC, HP, HF, and FS Dimentions		
Setting up and Reading the RH Tables		



<b>Units</b>	<b>Which Units did you find MOST useful?</b>	<b>Why? Which Units need improvement? What are your suggestions?</b>
Data Collection Approach		
Data Analysis Approach		
RH-Specific Data Analysis Issues		
Data Analysis Case Study		
Implementation Process for RH Subaccounts		