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HIV/AIDS PROGRAM SUSTAINABILITY ANALYSIS TOOL: DATA COLLECTION PLANNING QUESTIONNAIRE

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HEALTH SYSTEMS 2020

HAPSAT HIV/AIDS Program Sustainability Analysis Tool

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Data Collection Planning Questionnaire

PLANNING QUESTIONNAIRE OVERVIEW

This questionnaire is to be used *before* the main data-collection activity associated with the HIV/AIDS Program Sustainability Analysis.

The questionnaire can be used as a guide to help organize and plan the data collection activity. The purpose of this questionnaire is to **identify the sources of data** regarding HIV/AIDS services in the country and describe their location, format, and organization. This information will help us focus upcoming data collection activities efficiently and minimize the burden on informants.

Scope of HIV/AIDS Services

An HIV/AIDS Program can contain a wide range of services. In the following questionnaire we ask you to identify the key categories of HIV/AIDS services to be included in the data collection and analysis. For each service that is to be included in the analysis, data on the service output (e.g. persons on ART, persons getting an HIV test, condoms distributed) and the economic cost (e.g. labor, supplies, overhead) for that activity will need to be collected. Services can be rolled up into broader categories for reporting analysis results.

Organization of Service Delivery

Clinical HIV/AIDS services may be delivered in primary, secondary, and tertiary health care facilities. Non-clinical HIV/AIDS services may be delivered through other mechanisms which may involve government ministries for sectors other than health, non-governmental organizations (NGOs), civil society organizations (CSOs), Faith-based organizations (FBOs), or the private sector. In the following questionnaire we ask you to identify the key organizations involved in delivery of HIV/AIDS services.

Standard Reports

Data on HIV/AIDS services may be available at different levels of the health ministry. For example, some data may only be collected and maintained at the local level at service delivery points. Other data may be collected at the local level but reported to the state or federal health ministry offices periodically. In the following questionnaire we ask you to identify where data is collected and maintained and where it is reported to.

Format of existing program data

Data on HIV/AIDS services may be collected using a paper-based system, such as a VCT register log-book, or in a computer-based system such as ART patient-tracking software. In the following questionnaire we ask you to identify how data is collected and stored. Data stored only in paper-based systems and which is not periodically summarized, may require more time to abstract than data contained in a computer database which can be obtained by simply printing a report.

Instructions for Completing the Planning Questionnaire

The questionnaire is arranged into 3 parts. Part A asks for information about the categories of HIV/AIDS services to be included in the HAPSAT analysis. This will help the analysis team tailor the HAPSAT software and analytical plan for this activity. Part B asks about the availability of particular types of data that are used in the HAPSAT analysis. After completing this section, you can use it as a guide for gathering existing reports and data that you have identified. Part C asks for additional detail on the organization and data for each HIV/AIDS services to be included in HAPSAT. Please quickly look over all three parts before beginning. Part C is likely to be the most time consuming. It will be most helpful if all three parts are completed.

Data Collection Planning Questionnaire

PART A (1 page)

HIV Services Summary

Check the box next to services that should be included in the HAPSAT analysis.

Clinical

- Anti-Retroviral Treatment (ART)
- Prevention of Mother-to-Child-Transmission (PMTCT)
- Diagnosis / Voluntary Counseling and Testing (VCT)
- Home-Based Care (HBC)
- Palliative Care
- Treatment of Opportunistic Infections
- TB-HIV services (TB-HIV)
- Treatment of Sexually-transmitted infections (STI)
- Post-exposure prophylaxis (PEP)
- Other Service Category 1 [specify] _____
- Other Service Category 2 [specify] _____
- Other Service Category 3 [specify] _____

Non-Clinical

- Prevention Awareness/Marketing Mass Media
- Prevention Commodities Distribution (e.g. Condom)
- Male circumcision
- HIV Prevention Other 1 [specify] _____
- HIV Prevention Other 2 [specify] _____
- HIV Prevention Other 3 [specify] _____
- Orphans and Vulnerable Children
- Other service category 1 [specify] _____
- Other service category 2 [specify] _____
- Other service category 3 [specify] _____

Data Collection Planning Questionnaire

Part B (2 pages)

HIGH-PRIORITY DATA FOR HAPSAT

Below is a list of data elements that are country-specific and best obtained through in-country data collection. Possible source of information in parentheses.

- Quantity of Health Workers (Health Ministry)
- Average Salaries of Health Workers (Health Ministry)
- HIV/AIDS Service Guidelines (Health Ministry, NACA)
- Skill mix of health care workers used to deliver HIV/AIDS services (Health Facilities)
- ART Drug Regimens Cost (Health Ministry Office / Central Procurement Facility / Published Price Lists)
- Number of patients on each ART regimen (Health Ministry)
- List of Principal Recipients and major implementing partners (Health Ministry, NACA)
- Amount of Donor Funding and Internal Revenue for HIV/AIDS currently and expected (Health Ministry, Donors)
- Cost of Laboratory Tests (Health Ministry, Health Facilities)
- Number of laboratories & Number of working laboratory machines (Health Ministry, Health Facilities)
- Scope and scale of current HIV/AIDS services (what services provided? how many being served?) (Health Ministry)

Please indicate whether the following data is available, and if known, indicate the name of the report or data source, and the appropriate organization from which to obtain the information.

HIV/AIDS Service Delivery Guidelines Documents

ART Treatment Guidelines

Data Source Name/Description: _____ Organization/Contact: _____

PMTCT Guidelines

Data Source Name/Description: _____ Organization/Contact: _____

VCT Guidelines

Data Source Name/Description: _____ Organization/Contact: _____

Prevention program guidelines

Data Source Name/Description: _____ Organization/Contact: _____

Care and Support service guidelines

Data Source Name/Description: _____ Organization/Contact: _____

HIV/AIDS epidemiology and demographics

HIV prevalence and incidence by sex and age group and geographic area (and for any high-risk subpopulations)

Data Source Name/Description: _____ Organization/Contact: _____

Current number of orphans and vulnerable children (and projected growth in OVC population if available)

Data Source Name/Description: _____ Organization/Contact: _____

Data Collection Planning Questionnaire

Health Workers

Names of Health Worker Categories (e.g. Doctors, Nurses, Midwives, Lab Scientist, Lab Technologists, etc)

Data Source Name/Description: _____ Organization/Contact: _____

Health Worker wage/salary level

Data Source Name/Description: _____ Organization/Contact: _____

Number of new Health Workers entering workforce

Data Source Name/Description: _____ Organization/Contact: _____

Health Worker attrition rate

Data Source Name/Description: _____ Organization/Contact: _____

HIV/AIDS Financing and Goals

Budget / Financial resources for HIV/AIDS (from Government internal revenue)

Data Source Name/Description: _____ Organization/Contact: _____

Budget / Financial resources for HIV/AIDS (from Donors)

Data Source Name/Description: _____ Organization/Contact: _____

HIV/AIDS Program goals, Strategic Plan, or related documents

Data Source Name/Description: _____ Organization/Contact: _____

Data Source Name/Description: _____ Organization/Contact: _____

Medication unit costs (e.g. prices paid from antiretrovirals, anti-OI, anti-TB, and palliative care medications)

Data Source Name/Description: _____ Organization/Contact: _____

Lists of Laboratory equipment, Laboratory operating costs

Data Source Name/Description: _____ Organization/Contact: _____

Information about HIV/AIDS program organizational structure

List of Service Delivery Points (e.g. health care facilities) providing ART, VCT, PMTCT services

Data Source Name/Description: _____ Organization/Contact: _____

Health ministry organizational structure related to HIV/AIDS.

Data Source Name/Description: _____ Organization/Contact: _____

Organizational structure for receiving and disbursing donor funding (principle recipients, partners, etc)

Data Source Name/Description: _____ Organization/Contact: _____

List of Principal Recipients of Donor Funding and major implementing partners

Data Source Name/Description: _____ Organization/Contact: _____

List of *major* NGOs, CSOs, FBOs

Data Source Name/Description: _____ Organization/Contact: _____

Data Collection Planning Questionnaire

PART C (17 pages)

HIV Services Detail

For each service that is to be included, please provide information about the service delivery points for the service, and the expected availability of data.

Anti-Retroviral Treatment (ART)

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for ART

Organization _____

Reports _____

Number of patients on ART

Organization _____

Reports _____

Number of visits per patients

Organization _____

Reports _____

Specific Drug regimens used

Organization _____

Reports _____

Number of patients being monitored “pre-ART”

Organization _____

Reports _____

Data Collection Planning Questionnaire

Prevention of Mother-to-Child-Transmission (PMTCT)

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for PMTCT

Organization _____

Reports _____

Number of patients counseled

Organization _____

Reports _____

Number of patients tested

Organization _____

Reports _____

Number of patients treated with ARVs at delivery

Organization _____

Reports _____

Number of patients treated with ARVs antenatally

Organization _____

Reports _____

Number of newborns treated with ARVs

Organization _____

Reports _____

Specific Drug regimens used for PMTCT

Organization _____

Reports _____

Data Collection Planning Questionnaire

Diagnosis / Voluntary Counseling and Testing (VCT)

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for VCT

Organization _____

Reports _____

Number of patients counseled

Organization _____

Reports _____

Number of patients tested

Organization _____

Reports _____

Test results

Organization _____

Reports _____

Data Collection Planning Questionnaire

Home-Based Care (HBC)

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for HBC

Organization _____

Reports _____

Number of patients receiving care

Organization _____

Reports _____

Type of care received

Organization _____

Reports _____

Data Collection Planning Questionnaire

Palliative Care

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for Palliative Care

Organization _____

Reports _____

Number of patients receiving care

Organization _____

Reports _____

Type of care received

Organization _____

Reports _____

Data Collection Planning Questionnaire

Treatment of Opportunistic Infections

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for OI

Organization _____

Reports _____

Number of patients receiving OI treatment

Organization _____

Reports _____

Type of OIs treated

Organization _____

Reports _____

Data Collection Planning Questionnaire

TB-HIV Services

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for TB-HIV

Organization _____

Reports _____

Number of patients coinfecting with TB and HIV treated for TB (e.g. DOTS)

Organization _____

Reports _____

Number of HIV patients tested for TB

Organization _____

Reports _____

Number of TB patients tested for HIV

Organization _____

Reports _____

Data Collection Planning Questionnaire

Treatment of Sexually-transmitted infections (STI)

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for STI

Organization _____

Reports _____

Number of patients tested for STIs

Organization _____

Reports _____

Number of patients treated for STIs

Organization _____

Reports _____

Number of patients with STIs tested for HIV

Organization _____

Reports _____

Data Collection Planning Questionnaire

Post-exposure prophylaxis (PEP)

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for PEP

Organization _____

Reports _____

Number of people treated PEP

Organization _____

Reports _____

Data Collection Planning Questionnaire

Other Service (specify) _____

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

Other Service (specify) _____

Service Delivery Points

- Tertiary-level hospitals
- Secondary-level hospitals
- Primary-level clinics
- Health posts
- Other _____
- Other _____

Relevant Organizations

- Ministry of Health
- NGOs _____
- CSOs _____
- FBOs (Missions) _____
- Private Sector _____
- Other _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

Data Collection Planning Questionnaire

Please photocopy this page if you need to add additional “other services”

Prevention Awareness/Marketing Mass Media

Service Delivery Points

- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____

Relevant Organizations

- Ministry of Health
- NGOs: _____
- CSOs: _____
- FBOs (Missions): _____
- Private Sector: _____
- Other : _____
- Other : _____
- Other : _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

Data Collection Planning Questionnaire

Prevention Commodities Distribution (e.g. Condom)

Service Delivery Points

- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____

Relevant Organizations

- Ministry of Health
- NGOs: _____
- CSOs: _____
- FBOs (Missions): _____
- Private Sector: _____
- Other : _____
- Other : _____
- Other : _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of commodities distributed

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

Data Collection Planning Questionnaire

Orphans and Vulnerable Children (OVC)

Service Delivery Points

- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____

Relevant Organizations

- Ministry of Health
- NGOs: _____
- CSOs: _____
- FBOs (Missions): _____
- Private Sector: _____
- Other : _____
- Other : _____
- Other : _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for OVC

Organization _____

Reports _____

Number of people receiving OVC Food/Nutrition Support

Organization _____

Reports _____

Number of people receiving OVC Education Support (e.g. school fees)

Organization _____

Reports _____

Number of people receiving OVC Housing

Organization _____

Reports _____

Number of people receiving OVC Other service _____

Organization _____

Reports _____

Data Collection Planning Questionnaire

Male circumcision

Service Delivery Points

- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____

Relevant Organizations

- Ministry of Health
- NGOs: _____
- CSOs: _____
- FBOs (Missions): _____
- Private Sector: _____
- Other : _____
- Other : _____
- Other : _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

Data Collection Planning Questionnaire

HIV Prevention Other [specify] _____

Service Delivery Points

- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____

Relevant Organizations

- Ministry of Health
- NGOs: _____
- CSOs: _____
- FBOs (Missions): _____
- Private Sector: _____
- Other : _____
- Other : _____
- Other : _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

HIV Prevention Other [specify] _____

Service Delivery Points

- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____
- Specify _____

Relevant Organizations

- Ministry of Health
- NGOs: _____
- CSOs: _____
- FBOs (Missions): _____
- Private Sector: _____
- Other : _____
- Other : _____
- Other : _____

Data Sources for Key Data Elements *Please indicate the organization that may have the information in their data systems and whether there are any standard reports containing the necessary information.*

Number of service delivery points for this service

Organization _____

Reports _____

Number of people receiving service

Organization _____

Reports _____

Please photocopy this page if you need to add additional “other” HIV prevention services