

Form ID	Province ID		District ID		Clinic ID	

**FORM 8: INFORMATION ON PLANNING AND FINANCIAL MANAGEMENT FOR  
DISTRICT HOSPITALS/HEALTH CENTERS**

BACKGROUND	
Province	.....
District	.....
District general hospital/District health center/Interdistrict polyclinic/Province hospital ( <i>"hospitals"</i> )	.....
Surveyor name	.....
Interview date/time	Date ..... Month ..... 2008

A. ANNUAL PLANNING PROTOCOL		
<b>1</b>	Is there an on-going annual financial planning process in place at the hospital? ( <i>Ask to see Annual financial plan, 2014 for district hospitals</i> )	1. Yes 2. No → <b>Move to question 3</b>
<b>2</b>	Is the hospital management involved in this financial planning process?	1. Yes 2. No
<b>3</b>	Is there any delay to the hospital's annual financial planning?	1. Yes 2. No → <b>Move to question 5</b>
<b>4</b>	If yes, why? (BOTH choices may be selected)	1. The hospital is late in submitting the plan 2. The regulatory agency is late in approving the plan 3. Others ( <i>specify</i> ): .....
B. FINANCIAL MANAGEMENT		
<b>5</b>	Which of the following financial instruments is being used by the hospital? ( <i>Regulations on financial management systems for use at public non-revenue generating entities – regulations of</i> )	1. Revenue – Expenditure book 2. Payment vouchers 3. Cash book 4. Check book

	<i>the Vietnamese Ministry of Finance)</i> ( <i>MULTIPLE choices are allowed</i> )	5. General ledger 6. Balance sheet 7. Financial statement 8. Management discussion and analysis 9. Others (specify) .....
<b>6</b>	Has the hospital filed financial reports for 2014? ( <i>Ask to see evidence of the reports having been filed</i> )	1. Yes → <b>Move to question 8</b> 2. No
<b>7</b>	If no, why the delay? ( <i>MULTIPLE choices are allowed</i> )	1. The reports are not yet finished 2. There have been no requests for such reports to be filed 3. Reconciliation with the Treasury has not been done 4. Lack of skills among the staff 5. Others (specify) .....
<b>8</b>	In 2014, did any financial supervision/audit team visit the hospital? ( <i>MULTIPLE choices are allowed</i> )	1. Ministry of Health 2. Health Department 3. Finance Department 4. Other regulatory agencies (specify) ..... 5. No → <b>Move to question 11</b>
<b>9</b>	How often is the supervision/audit done? ( <i>MULTIPLE choices are allowed</i> )	1. Ministry of Health ..... (times) 2. Health Department ..... (times) 3. Finance Department ..... (times) 4. Other health regulators ..... (times)
<b>10</b>	When a supervision/audit mission ends, did the hospital receive any feedbacks from the supervisory team in writing? ( <i>i.e. supervisory reports</i> )	1. Yes 2. No
<b>11</b>	What is going on in terms of fund raising at the hospital?	
<b>11a</b>	<i>State budget allocation</i> ( <i>select ONE option only</i> )	1. Always late 2. Sometimes late 3. Rarely late 4. Never late

11b	<i>HI reimbursement (select ONE option only)</i>	1. Always late 2. Sometimes late 3. Rarely late 4. Never late
<b>12</b>	How is periodic expense account clearance being done at the hospital?	
12a	<i>State budget allocation (select ONE option only)</i>	1. Quarterly 2. Annually
12b	<i>HI reimbursement (select ONE option only)</i>	1. Monthly 2. Quarterly 3. Annually
<b>13</b>	Is there an automated computer system in use for financial management purposes at the hospital?	1. Yes 2. No → <b>End of interview</b>
<b>14</b>	Is this financial management system being used for all departments/functions in the hospital?	1. Yes 2. No

**Thank you!**