

## **Facility Data Sheets**

*Complete one set of these data sheets per facility during the facility visit*

Ministry of Health, Ministry of Finance, Planning & Economic Development, and the World Bank  
with Makerere University  
Final Version: October 20th, 2000

i Name of health facility

ii Region/province

iii District

iv Municipality/County

v Sub-county/Town council/Division

vi Parish/Ward

vii Village

viii Postal address


Sample code:	
Date :	

Day (E.g. 31):

Month (E.g. 07):

Year (E.g. 1998):

### **Information to enumerator**

*Explain to the respondent that as mentioned in the beginning of the interview, part of this study deals with **disease surveillance** and conditions at the facility. For this reason, we need to collect rather detailed information on **patient type, vaccinations, and drug supply**. In addition, information on **staff** and their positions will be collected.*

***Start** by collecting information on staff.*

*Remember to **use the codes** given at the end of the table and record information in all columns.*

*Ensure that facility codes are entered on the front page.*

**Table 1:Staff (ALL FACILITIES)**

Enter all people who work at this facility, including paid staff as well as people who work for free. Indicate the source of financing using the appropriate codes. Fill all fields.

	Name	Position	Was staff member present at facility when you arrived? (1=Yes; 2=No)	Was the staff member present at the facility at any time during your visit? (see codes below)	Part/Full time	Salary/month	Who pays the salary?	Lunch allowance	Who pays the allowance?
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
a									
b									
c									
d									
e									
f									
g									
h									
i									
j									
k									
l									
m									
n									
o									
p									
q									
r									

1=Medical doctor

2=Clinical Officer

3=Enrolled nurse

4=comprehensive nurse

5=Registered nurse

6=Enrolled midwife

7=Laboratory assistant

8=Nursing aide

9=Other

1=Yes

2=No (outreach)

3=No (sick)

4=No (leave or off duty)

5=No (away without leave or off-duty)

6=No (don't know)

1=Full time

2=Part time

1=District/Gov

2=Health sub-district

3=Sub-County

4=Facility

5=Other (specify)

1=District/Gov

2=Health sub-district

3=Sub-County

4=Facility

5=Other (specify)

**Table 1 continued:Staff (ALL FACILITIES)**

Enter all people who work at this facility, including paid staff as well as people who work for free. Indicate the source of financing using the appropriate codes. Fill all fields.

	Name	Position	Was staff member present at facility when you arrived? (1=Yes; 2=No)	Was the staff member present at the facility at any time during your visit? (see codes below)	Part/Full time	Salary/month	Who pays the salary?	Lunch allowance	Who pays the allowance?
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
a									
b									
c									
d									
e									
f									
g									
h									
i									
j									
k									
l									
m									
n									
o									
p									
q									
r									

1=Medical doctor

2=Clinical Officer

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6=Enrolled midwife

7=Laboratory assistant

8=Nursing aide

9=Other

1=Yes

2=No (outreach)

3=No (sick)

4=No (leave or off duty)

5=No (away without leave or off-duty)

6=No (don't know)

1=Full time

2=Part time

1=District/Gov

2=Health sub-district

3=Sub-County

4=Facility

5=Other (specify)

1=District/Gov

2=Health sub-district

3=Sub-County

4=Facility

5=Other (specify)

**Table 2: Total numbers of out-patient and deliveries (ALL FACILITIES)**

Collect information on the total number of out-patients and deliveries for each month of the 1999/2000 fiscal year (i.e., starting 1st of July 1999 and ending 30th of June 2000).

It is important that this information is calculated from the daily patient register, and not taken from monthly averages.

New patients and re-attendance patients are typically recorded in the same register. Total OPD is the sum of new and re-attendance patient numbers.

Note that there is typically a separate register for adults and under-fives. Both adults and under fives should be included in the total number.

**IMPORTANT:** Enter '0' if there is are no patients. Only use 'NA' here when there is no daily patient register. Check carefully. There should be NO EMPTY CELLS.

MONTH	July, 1999	August, 1999	September, 1999	October, 1999	November, 1999	December, 1999
	(1)	(2)	(3)	(4)	(5)	(6)
a Total number of out-patients						
b Total number of deliveries						

MONTH	January, 2000	February, 2000	March, 2000	April, 2000	May, 2000	June, 2000
	(1)	(2)	(3)	(4)	(5)	(6)
c Total number of out-patients						
d Total number of deliveries						

**Table 3: Patient data by categories (GOU facilities ONLY)**

Collect information on the type of patient for the three last months in the 1999/2000 fiscal year.

Note that the data should be taken from the daily patient registrar.

Be careful to collect information for the identified three months and make sure it is for 1999/2000 fiscal year.

Note that deliveries are sometimes recorded in a separate register.

If re-attendance numbers are not listed, ask the in-charge for the percent (on average) of patients that are re-attendance, so you can derive re-attendance numbers later.

List the ailments/treatment that are "free-of-charge" and enter the number of patients with these ailments.

Enter the number of deliveries in each month, and, if applicable, the number of in-patients days.

Use 'NA' if there is no daily patient register available, or if it is not possible to calculate the breakdown.

Check that the figure for total OPD is equal to the sum of "new" and "re-attendance" as well as the sum of "under-fives" and "over-fives" from Table 2.

There should be NO EMPTY CELLS.

In case data for months other than those stated in this table have been entered, these months must be entered in parentheses in the same cell as the number, e.g. "254 (Dec, 1999)".

MONTH	April, 2000 (1)	May, 2000 (2)	June, 2000 (3)
a New:			
b Re-attendance:			
c Younger than 5:			
d Older than 5:			
e Deliveries:			
f In-patient days:			
g Ailments "free-of-charge":			

h List ailments free of charge:

i

j

k

l

m


**Table 4: Patient data (NGO and private for-profit facilities ONLY)**

Collect information on the type of patient for the three last months in the 1999/2000 fiscal year.

Note that the data should be taken from the daily patient registrar.

Be careful to collect information for the identified three months and make sure it is for 1999/2000 fiscal year.

Note that deliveries are sometimes recorded in a separate register.

If re-attendance numbers are not listed, ask the in-charge for the percent (on average) of patients that are re-attendance, so you can derive re-attendance numbers later.

List the ailments/treatment that are "free-of-charge" and enter the number of patients with these ailments.

Enter the number of deliveries in each month, and, if applicable, the number of in-patients days.

Use 'NA' if there is no daily patient register available, or if it is not possible to calculate the breakdown.

Check that the figure for total OPD is equal to the sum of "new" and "re-attendance" as well as the sum of "under-fives" and "over-fives" from Table 2. Note also that the number of patients with the six different ailments should be smaller than total OPD.

There should be NO EMPTY CELLS.

In case data for months other than those stated in this table have been entered, these months must be entered in parentheses in the same cell as the number, e.g. "254 (Dec, 1999)".

No. of patients with:		April, 2000 (1)	May, 2000 (2)	June, 2000 (3)
a	Malaria:			
b	Upper Respiratory Diseases:			
c	Intestinal Worms:			
d	Trauma (injuries, wounds)			
e	Diarrhoeal Diseases:			
f	Ailments exempted from charge			
No. of patients which are:		April, 2000	May, 2000	June, 2000
g	New:			
h	Re-attendances:			
i	Younger than 5:			
j	Older than 5:			
k	Deliveries:			
No. of:		April, 2000	May, 2000	June, 2000
l	In-patient days:			
m	List ailments free of charge:			
n				
o				
p				
q				
r				

**Table 5: Vaccinations (ALL FACILITIES)**

Collect information on total number of each of the following types of vaccinations carried out for each of the last six months of the 1999/2000 fiscal year.

It is important that this information is calculated from the daily records of vaccinations, that is the daily tally sheets.

The data should NOT be taken from monthly averages.

Use 'NA' only when there are no records available for the specific month; otherwise enter '0'. Check carefully! There should be NO EMPTY CELLS.

In case data for months other than those stated in this table have been entered, these months must be entered in parentheses in the same cell as the number, e.g. "254 (Dec, 1999)".

If District Facility Data Sheets showed that there were NID/DID, check to see if this is noted in the vaccination tally sheets. If it is noted, note this down in a notebook, including which month, which vaccinations, and how many vaccinations.

MONTH	January, 2000	February, 2000	March, 2000	April, 2000	May, 2000	June, 2000
	(1)	(2)	(3)	(4)	(5)	(6)
a BCG:						
b Polio:						
c Measles:						
d Tetanus toxoid (TT):						
e DPT:						



**Table 6A: Availability of records of chloroquine supply according to stock cards for the 1999/2000 fiscal year**

	1	2
	Records available for the whole fiscal year? (1=Yes; 2=No)	If not, state during which period(s) there were <b>NO</b> records (E.g. 03/1999- 04/1999, 08/1999-01/2000)
a		
b		
c		
d		
e		
f		
g		
h		
i		
j		
k		
l		
m		
n		
o		
p		
q		
r		
s		
t		
u		
v		
w		
x		
y		
z		

**Table 6B: Chloroquine drug supply according to stock cards (ALL FACILITIES)**

In this sheet, record the episodes of supply of drugs to the facility during the whole 1999/2000 fiscal year.

Obtain this information from the facility's stock cards.

In column 1, record the date of the new supply.

In column 2, record the amount received ('Quantity in').

In column 3, record the new stock ('Balance in hand') including the amount received.

Note the type of supply (eg. Essential drug kit, bought, etc.) and the source.

Check dates of supply to ensure that the supplies are entered chronologically.

IMPORTANT: Only use 'NA' if some categories (columns) are not available.

Ensure that the same units of supply are used for all facilities.

	Date [day/month/year]	Supply	New stock	Type of supply	Source
	Chloroquine tablets				
	(1)	(2)	(3)	(4)	(5)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
t					
u					
v					
w					
x					
y					
z					
		Eg. 12,000	Eg. 14,000	1=Essential drug kit E; 2=Kit A 3=Kit B 4=Purchased/bought 5=Other (specify)	1=District 2=Donor 3=Private sector drug suppliers 4=Other (specify)
aa					

**Table 6C: Availability of records of Septrin supply according to stock cards  
for the 1999/2000 fiscal year**

	1	2
	Records available for the whole fiscal year? (1=Yes; 2=No)	If not, state during which period(s) there were <b>NO</b> records (E.g. 03/1999- 04/1999, 08/1999-01/2000)
a		
b		
c		
d		
e		
f		
g		
h		
i		
j		
k		
l		
m		
n		
o		
p		
q		
r		
s		
t		
u		
v		
w		
x		
y		
z		

**Table 6D: Septrin drug supply according to stock cards (ALL FACILITIES)**

In this sheet, record the episodes of supply of drugs to the facility during the whole 1999/2000 fiscal year.

Obtain this information from the facility's stock cards.

In column 1, record the date of the new supply.

In column 2, record the amount received ('Quantity in').

In column 3, record the new stock ('Balance in hand') including the amount received.

Note the type of supply (eg. Essential drug kit, bought, etc.) and the source.

Check dates of supply to ensure that the supplies are entered chronologically.

IMPORTANT: Only use 'NA' if some categories (columns) are not available.

Ensure that the same units of supply are used for all facilities.

	Date [day/month/year]	Supply	New stock	Type of supply	Source
	Co-trimoxazole (Septrin)				
	(1)	(2)	(3)	(4)	(5)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
t					
u					
v					
w					
x					
y					
z					
	Eg. 12,000		Eg. 14,000	1=Essential drug kit E; 2=Kit A 3=Kit B 4=Purchased/bought 5=Other (specify)	1=District 2=Donor 3=Private sector drug suppliers 4=Other (specify)
aa					

**Table 6E: Availability of records of PPf supply according to stock cards for the 1999/2000 fiscal year**

	1	2
	Records available for the whole fiscal year? (1=Yes; 2=No)	If not, state during which period(s) there were <b>NO</b> records (E.g. 03/1999-04/1999, 08/1999-01/2000)
<i>a</i>		
<i>b</i>		
<i>c</i>		
<i>d</i>		
<i>e</i>		
<i>f</i>		
<i>g</i>		
<i>h</i>		
<i>i</i>		
<i>j</i>		
<i>k</i>		
<i>l</i>		
<i>m</i>		
<i>n</i>		
<i>o</i>		
<i>p</i>		
<i>q</i>		
<i>r</i>		
<i>s</i>		
<i>t</i>		
<i>u</i>		
<i>v</i>		
<i>w</i>		
<i>x</i>		
<i>y</i>		
<i>z</i>		

**Table 6F: PPf drug supply according to stock cards (ALL FACILITIES)**

In this sheet, record the episodes of supply of drugs to the facility during the whole 1999/2000 fiscal year.

Obtain this information from the facility's stock cards.

In column 1, record the date of the new supply.

In column 2, record the amount received ('Quantity in').

In column 3, record the new stock ('Balance in hand') including the amount received.

Note the type of supply (eg. Essential drug kit, bought, etc.) and the source.

Check dates of supply to ensure that the supplies are entered chronologically.

IMPORTANT: Only use 'NA' if some categories (columns) are not available.

Ensure that the same units of supply are used for all facilities.

	Date [day/month/year]	Supply	New stock	Type of supply	Source
	<i>Procaine Penicillin Fortified (PPF)</i>				
	(1)	(2)	(3)	(4)	(5)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
t					
u					
v					
w					
x					
y					
z					
		Eg. 12,000	Eg. 14,000	1=Essential drug kit E; 2=Kit A 3=Kit B 4=Purchased/bought 5=Other (specify)	1=District 2=Donor 3=Private sector drug suppliers 4=Other (specify)
aa					

**Table 6G: Availability of records of Paracetamol supply according to stock cards for the 1999/2000 fiscal year**

	1	2
	Records available for the whole fiscal year? (1=Yes; 2=No)	If not, state during which period(s) there were <b>NO</b> records (E.g. 03/1999-04/1999, 08/1999-01/2000)
<i>a</i>		
<i>b</i>		
<i>c</i>		
<i>d</i>		
<i>e</i>		
<i>f</i>		
<i>g</i>		
<i>h</i>		
<i>i</i>		
<i>j</i>		
<i>k</i>		
<i>l</i>		
<i>m</i>		
<i>n</i>		
<i>o</i>		
<i>p</i>		
<i>q</i>		
<i>r</i>		
<i>s</i>		
<i>t</i>		
<i>u</i>		
<i>v</i>		
<i>w</i>		
<i>x</i>		
<i>y</i>		
<i>z</i>		

**Table 6H: Paracetamol drug supply according to stock cards (ALL FACILITIES)**

*In this sheet, record the episodes of supply of drugs to the facility during the whole 1999/2000 fiscal year.*

*Obtain this information from the facility's stock cards.*

*In column 1, record the date of the new supply.*

*In column 2, record the amount received ('Quantity in').*

*In column 3, record the new stock ('Balance in hand') including the amount received.*

*Note the type of supply (eg. Essential drug kit, bought, etc.) and the source.*

*Check dates of supply to ensure that the supplies are entered chronologically.*

*IMPORTANT: Only use 'NA' if some categories (columns) are not available.*

*Ensure that the same units of supply are used for all facilities.*

	Date [day/month/year]	Supply	New stock	Type of supply	Source
	<i>Paracetamol (Panadol)</i>				
	(1)	(2)	(3)	(4)	(5)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
t					
u					
v					
w					
x					
y					
z					
	Eg. 12,000		Eg. 14,000	1=Essential drug kit E; 2=Kit A 3=Kit B 4=Purchased/bought 5=Other (specify)	1=District 2=Donor 3=Private sector drug suppliers 4=Other (specify)
aa					



**Table 6I: Availability of records of ergometrine supply according to stock cards for the 1999/2000 fiscal year**

	1	2
	Records available for the whole fiscal year? (1=Yes; 2=No)	If not, state during which period(s) there were <b>NO</b> records (E.g. 03/1999-04/1999, 08/1999-01/2000)
<i>a</i>		
<i>b</i>		
<i>c</i>		
<i>d</i>		
<i>e</i>		
<i>f</i>		
<i>g</i>		
<i>h</i>		
<i>i</i>		
<i>j</i>		
<i>k</i>		
<i>l</i>		
<i>m</i>		
<i>n</i>		
<i>o</i>		
<i>p</i>		
<i>q</i>		
<i>r</i>		
<i>s</i>		
<i>t</i>		
<i>u</i>		
<i>v</i>		
<i>w</i>		
<i>x</i>		
<i>y</i>		
<i>z</i>		

**Table 6J: Ergometrine drug supply according to stock cards (ALL FACILITIES)**

In this sheet, record the episodes of supply of drugs to the facility during the whole 1999/2000 fiscal year.

Obtain this information from the facility's stock cards.

In column 1, record the date of the new supply.

In column 2, record the amount received ('Quantity in').

In column 3, record the new stock ('Balance in hand') including the amount received.

Note the type of supply (eg. Essential drug kit, bought, etc.) and the source.

Check dates of supply to ensure that the supplies are entered chronologically.

IMPORTANT: Only use 'NA' if some categories (columns) are not available.

Ensure that the same units of supply are used for all facilities.

	Date [day/month/year]	Supply	New stock	Type of supply	Source
	<i>Ergometrine</i>				
	(1)	(2)	(3)	(4)	(5)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
t					
u					
v					
w					
x					
y					
z					
	Eg. 12,000		Eg. 14,000	1=Essential drug kit E; 2=Kit A 3=Kit B 4=Purchased/bought 5=Other (specify)	1=District 2=Donor 3=Private sector drug suppliers 4=Other (specify)
aa					

**Table 6K: Availability of records of ORS supply according to stock cards for the 1999/2000 fiscal year**

	1	2
	Records available for the whole fiscal year? (1=Yes; 2=No)	If not, state during which period(s) there were <b>NO</b> records (E.g. 03/1999-04/1999, 08/1999-01/2000)
<i>a</i>		
<i>b</i>		
<i>c</i>		
<i>d</i>		
<i>e</i>		
<i>f</i>		
<i>g</i>		
<i>h</i>		
<i>i</i>		
<i>j</i>		
<i>k</i>		
<i>l</i>		
<i>m</i>		
<i>n</i>		
<i>o</i>		
<i>p</i>		
<i>q</i>		
<i>r</i>		
<i>s</i>		
<i>t</i>		
<i>u</i>		
<i>v</i>		
<i>w</i>		
<i>x</i>		
<i>y</i>		
<i>z</i>		

**Table 6L: Oral Rehydration Salts drug supply according to stock cards (ALL FACILITIES)**

*In this sheet, record the episodes of supply of drugs to the facility during the whole 1999/2000 fiscal year.*

*Obtain this information from the facility's stock cards.*

*In column 1, record the date of the new supply.*

*In column 2, record the amount received ('Quantity in').*

*In column 3, record the new stock ('Balance in hand') including the amount received.*

*Note the type of supply (eg. Essential drug kit, bought, etc.) and the source.*

*Check dates of supply to ensure that the supplies are entered chronologically.*

*IMPORTANT: Only use 'NA' if some categories (columns) are not available.*

*Ensure that the same units of supply are used for all facilities.*

	Date [day/month/year]	Supply	New stock	Type of supply	Source
	<b>Oral Rehydration Salts</b>				
	(1)	(2)	(3)	(4)	(5)
a					
b					
c					
d					
e					
f					
g					
h					
i					
j					
k					
l					
m					
n					
o					
p					
q					
r					
s					
t					
u					
v					
w					
x					
y					
z					
		Eg. 12,000	Eg. 14,000	1=Essential drug kit E; 2=Kit A 3=Kit B 4=Purchased/bought 5=Other (specify)	1=District 2=Donor 3=Private sector drug suppliers 4=Other (specify)
aa					

**Table 7: Drug use from stock cards (ALL FACILITIES)**

From the stock cards identify two dates spanning roughly one month, preferably during the period April-June, 2000).

Ensure that the starting date is before the ending date and that it is some time in between them (preferably around 1 month).

Start at a time when a new supply is received (or shortly afterwards), and ensure that no new supplies were received in the period and that there were no stockouts over the period. It is also important that the stock moved during the identified period; that is, the sum of "amount removed" and "stock after removal" at starting date minus the sum of "amount removed" and "stock after removal" at end date should be a positive number.

If the starting date is the same as the supply date, ensure that the stock is at least as large as the supply.

Record the starting date, the amount removed ('Quantity Out'), and the stock after the removal ('Balance in hand') of drugs on that date.

Record the ending date (roughly one month later), the amount removed ('Quantity Out'), and the stock after the removal ('Balance on hand').

Use 'NA' only if no records are available. There should be NO EMPTY CELLS.

	Date (day/mo/year)	Amount removed	Stock after removal
	(1)	(2)	(3)
<i>Chloroquine tablets</i>			
a	Starting date		
b	Ending date		
<i>Paracetamol (Panadol)</i>			
c	Starting date		
d	Ending date		
<i>Co-trimoxazole (Septrin)</i>			
e	Starting date		
f	Ending date		
<i>Ergometrine</i>			
g	Starting date		
h	Ending date		
<i>Oral rehydration salts (ORS)</i>			
i	Starting date		
j	Ending date		

**Table 8: Drug use from patient registers (ALL FACILITIES)**

Use the same starting and ending dates for each drug as used in Table 7.

Use the daily patient records to record the number patients for which these drugs should be prescribed.

In the case of chloroquine tablets, record number of patients with malaria (both over and above five years) between the starting and end dates.

In the case of paracetamol (panadol), record total number of patients (both over and above five years) between the starting and end dates.

In the case of co-trimoxazole (septrin), record total number of patients (both over and above five years) between the starting and end dates.

In the case of Ergometrine, record number of deliveries between the starting and end dates.

In the case of oral rehydration salts, record number of children (under 5) between the starting and end dates.

Record the number of deliveries in the "over 5" column

Use 'NA' only if no records are available. There should be NO EMPTY CELLS.

Make sure the number of patients is consistent with that reported in tables 2-4.

			No. of relevant patients	
	Starting date	End date	Under 5	Over 5
	(1)	(2)	(3)	(4)
a	Chloroquine tablets			
b	Paracetamol (Panadol)			
c	Co-trimoxazole (Septrin)			
d	Ergometrine			
e	Oral rehydration salts			