Learning Objectives

At the end of the session, participants should be able to:

- Describe the importance of record keeping for monitoring and evaluation (M&E)
- Describe the characteristics of good data
- Describe tools used for record keeping
- Demonstrate proper record keeping
- Report adverse events using standardized forms
- Analyze and use data for decision-making
Introduction

- Record keeping is a key responsibility of health care workers in any health facility.
- Accurate and complete records provide information to guide program implementation and decision-making.
- If it is not written down, it did not happen.
Some Data Collection Tools

- **Client record form**

- **Adverse events form**

- **Monthly site summary form**

- **Procedure register**
Electronic Data System
Ensuring Good Data

- **Understanding the data**: Staff should know exactly what information is needed.
- **Recording the data every time**: After providing services to the client, use the appropriate form.
- **Recording all the data**: All the information requested on the monitoring forms should be completed.
- **Recording the data in the same way every time**: Consistently use the same definitions.
Monitoring

- Routine assessment (e.g., daily, monthly, or quarterly) of information or indicators related to ongoing activities.

- Monitoring aims to:
  - Track progress toward program targets or performance standards, and
  - Identify what is working according to plan and what needs adjustment.
Evaluation

- Evaluation is the measurement of change as a result of the interventions implemented.
- A formal evaluation tries to demonstrate how much a specific intervention contributed to an observed change.
Purpose of M&E

- Assess progress made at particular points in time and toward set objectives
- Detect noncompliance with set policies, guidelines, and performance standards
- Quickly identify any threats to patient safety
- Provide feedback on whether targets are being met
- Identify reasons for successes and failures
- Provide a basis for future planning
Program Performance vs. Program Objectives

Program objective: circumcisions performed

Program performance: circumcisions performed

Start of program | Time | End of program

E E M M M M
Evaluation Methods

- Records review: client record forms, clinic register, theatre register, adverse events forms, referral forms
- Supervisory assessments
- Staff self-assessments
- Peer assessments
- Client feedback (e.g., exit interviews or community surveys)
- Facility comparisons
Using Data for Decision-Making

- In the context of record keeping and monitoring, information is good only if it can be used.
- Data that cannot be used should not be collected.
- Each and every facility should be able to analyse the data.
- In addition, providers must use information for decision-making to improve the quality of the services.
Activity 9.1

- **Activity 9.1**: Fill out the M&E tools provided, using the case studies in the participant handbook.
Summary

- VMMC sites have a number of responsibilities, including ensuring that:
  - Data are collected that are correct, complete, and consistent,
  - Records are safely stored,
  - Quality services are provided, and
  - Confidential and sensitive information is securely maintained.
- Clinic staff should periodically analyze their own data for decision-making to improve the quality of the services being provided.
Thank you!