

# DATA CAPTURER RESPONSIBILITIES

## DHMIS STANDARD OPERATING PROCEDURES FACILITY LEVEL

### 1) COLLATION OF DATA DAILY

- Collect tick register completed by health care providers and capture into DHIS.
- Conduct rapid data quality assessment before capturing, then indicate capturing date.
- Run absolute validation per service point and verify data.
- Follow-up any discrepancies with the relevant health care provider.



### ON A MONTHLY BASIS

- Complete and sign monthly tick register collation form and submit to facility manager on the first day of each month.

**DAILY DATA CAPTURING:  
Extract monthly summary  
from DHIS and submit to the  
facility manager to sign off.**



- Indicate date of capturing on each monthly data input form and sign.
- Run min/max range violations, absolute validation and statistical validation reports on data.
- Run standard reports on data for outstanding input forms, routine raw data reports, and ad hoc reports.



### NO CAPTURING IN DHIS

- At the facility collect tick register and summarise daily.
- Follow up any discrepancies with service point and store the tick registers in a locked facility.



File the daily, weekly, and monthly tick register summary forms with a copy of the data input form completed by the facility manager in a locked facility.



- Run standard reports for outstanding input forms, routine raw data reports, and ad hoc reports.
- Follow up any discrepancies found in data and keep records.
- Verify that the facility manager made the appropriate corrections on the data input form.
- Changes are to be initialled and dated. No correction fluid is to be used. Correct the entire trail back to the initial service point.
- Correct the values in DHIS and send updated reports and pivot tables to the facility manager to sign off on the data.

### ON A WEEKLY BASIS

- Complete and sign the weekly tick register summary form. Store the weekly tick register summary form in a locked facility.

### 2) CAPTURING DATA INTO DHIS

- Obtain data input forms on all data sets on the seventh of each month.
- Conduct rapid data quality assessment of data on data input forms.



- Export data into data mart and refresh pivot tables.
- Compare data in pivot tables with data on summary forms.
- Obtain sign-off from the facility manager of the data and attach the appropriate DHIS reports.
- Export data on all NIDS data elements and send export file before the tenth of each month.
- Ensure that back-ups are made.
- File records need to meet monitoring and audit requirements and need to be stored in a locked facility.



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