

# HEALTH INFORMATION OFFICER RESPONSIBILITIES

## DHMIS STANDARD OPERATING PROCEDURES FACILITY LEVEL

### 1) Develop a health information plan specifying:

- The information needs of all stakeholders at service points.
- Reporting processes.
- Areas for improvement.



### 2) Provide data collection tools and monthly summary forms for different service points.

Must contain relevant data elements to be collected at the facility.



### 3) Refer to the DHMIS standard operating procedures for the standardised use of zero.

### 4) Train data collection staff on:

- Data elements to be collected.
- Data collection tools.
- How to analyse their own data.



### 5) Check the quality of data captured by data capturers.

### 6) Discuss discrepancies among captured service points with manager.

### 7) Provide feedback on data quality and performance to all service points.

### 8) Present analysed facility information at management team meetings.

### 9) Identify data quality problems and develop a data quality improvement plan to address identified problems.

### 10) Recalculate min/max values after the last month of the financial year data is in the DHIS.

### 11) Import DHIS files from service points on relevant date according to data flow diagram (if data is captured on DHIS at that level).

### 12) Make pivot tables available to relevant service point managers by means of hard copies, emails, or intranet.

### 13) Prepare data quality pivot tables and reports on a quarterly basis and make available to relevant service point managers.

### 14) Keep submission logs for monitoring adherence to reporting timeframes and identifying bottlenecks for remedial action.

### 15) Analyse DHIS data and provide feedback:

- Monthly, within five days after the export date to facility manager and service points.
- Quarterly, for facility review meetings.

Be sure to display updated graphs in the facility.

### 16) Update antivirus software daily or at least weekly.



health

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