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.