



## **SYSTEM DESCRIPTION**

### **Department of Health Reporting Processes**

#### ***Version control***

Version: 02

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1. Drafting of the Reporting Process of the Northern Cape Department of Health.
  - 1.1. The process that is followed by the department in collecting and verifying data starts when patients' visits a health centre.
  - 1.2. The patient interaction at the health facility is the foundation for effective and efficient routine health information management.
  - 1.3. Routine monthly DHIS data management at facility level includes data collection, collation, validation, capturing, export, import, dissemination, analysis, interpretation, reporting, feedback and use.
  - 1.4. A patient file is opened from a facility on the nature illness of a patient.
  - 1.5. Data is collected daily using the tally sheet or the daily register then collated and verified at facility level by the facility manager.
  - 1.6. At the facility level, data is pre-dominantly collected and stored in patient folders, registers and tick sheets.
  - 1.7. The facility uses the monthly input form to collate their facility's data.
  - 1.8. The data gets captured on the DHIS system by the District Information Officer, verified and validated using the build in validation rules on the system.
  - 1.9. If the District Information Officer picks up any discrepancies on the data, the facility manager or data capturer is notified and consulted to correct the discrepancies
  - 1.10. The District Manager verifies the data before submitting it to the provincial office.
  - 1.11. The Provincial Information Office on a monthly basis provides feedback to the Programme Managers and District Information Officer on the quality of data / information received.

