

## Questionnaire for Cross Country Comparison of HMIS

**Methods:** Each of the Emerald implementing countries will be asked to complete this short questionnaire based on existing information/documentation (desk review), or if possible (i.e. ethics approval gained) through interviews with selected key informants.

→ Some questions may be hard to answer, but please aim to provide as much information as you have currently available on the given topic. It is important that the questions 7 are answered in as much detail as possible.

**Please record the following information:**

Country:

Name:

Sources of information that were used (please list):

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<b>1.</b>	<b>Background of Health Management Information System (HMIS)</b>
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	1.1 Do you have an operational HMIS (i.e. a structured procedure for routinely collecting, reviewing and reporting data to a central organization about the health care delivery, number of people using different categories of health services, number of people with various health problems and number of people who die from various disorders) in your country?
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	1.2 Which government ministry and department oversees and receives this data (if available)?
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<b>2.</b>	<b>Plans and policies regarding HMIS</b>
	<p>2.1 Are there policies that govern HMIS? (i.e. the health policy of the country has clear provisions about HMIS, there is a separate country level HMIS guideline and standard operating procedures).</p> <p>2.1.1 If yes, please list them.</p>
	<p>2.2 Are there plans (e.g. National 5-year Health Plan) governing the implementation of the policies related to HMIS?</p>
	<p>2.3 What is the management structure (personnel organogram) of HMIS? ( i.e. how is HMIS managed at different levels starting from the health facility level to the central ministry level?)</p>

<b>3.</b>	<b>HMIS data management (Process of recording, reporting and entry)</b>
	3.1 What is the lowest level (i.e. health facility level) of HMIS data collection in your country?
	<p>3.2 Are there standard formats for data collection?</p> <p>3.2.1 If yes, in what format is this collected? <i>E.g. Paper and pencil, computerized or electronic records, or both</i></p> <p>3.2.2 If no, how is data routinely collected? <i>E.g. Episodic verbal reports</i></p> <p>3.2.3 In both the cases, what kinds of data are collected? (i.e. data on mental health disorders, reproductive health problems, cancer, HIV/AIDS, malaria, suicide etc.- please provide a categorical list)</p>
	3.3 How are the data compiled at district, regional and national levels? <i>E.g. paper &amp; pencil, data entry software, online HMIS data entry.</i>
	3.4. How frequently is field data reported to the concerned ministry (for example MoH)? <i>E.g. as and when it occurs, daily, weekly, monthly, quarterly, annually or episodically.</i>

<b>4.</b>	<b>Monitoring &amp; evaluation and feedback procedures of HMIS data</b>
	<p>4.1 Does a systematic monitoring and evaluation process exist in HMIS?</p> <p>4.1.1 If yes, what are the data quality control mechanisms? <i>E.g checklists, routine checks, comparison with previous reports for consistency.</i></p>
	4.2 How are reported data cross-checked?
	4.3. How is feedback given to the lowest level to improve performance/quality of data?
<b>5</b>	<b>Dissemination and further use of HMIS data and results</b>
	5.1 What is the dissemination process and plan for collected HMIS data?

	<p>5.2 Is there regular discussion on HMIS data/findings?  5.2.1 If yes, how often are HMIS data analyzed and subsequent actions taken?</p>
	<p>5.3 Are HMIS data used for policy discussion, policy formulation and policy amendment/revision?  5.3.1. If yes, what is the process by which this takes place?</p>
	<p>5.4 Does the general public have easy access to the country's HMIS information and published report?</p>
<b>6.</b>	<b>HMIS Human Resources</b>
	<p>6.1 What is the minimum qualification required in your country to work in HMIS?  6.1.1. What is the situation of HMIS human resources in the country? (i.e. availability and qualification of HMIS staff working at health facility level, district level and national level).</p>
	<p>6.2 What is qualification are required to become HMIS specialist in your country?  6.1.2. How many such HMIS specialists exist in the country?</p>
	<p>6.3 Do you have qualified HMIS trainers? If yes, how many?</p>

	6.4 Are there any specific capacity building initiatives taken by the government in HMIS?
	6.5 Are there standard HMIS training manuals? If yes, how widely are they used?
	6.6 Are there institutions in the country offering specialized courses in HMIS?
<b>7.</b>	<b>Mental Health information in HMIS</b>
	<p>7.1 Does a formal/official mental health policy or plan exist in your country?</p> <p>7.1.1. If yes, does it specifically include/ or refer to HMIS requirements?</p> <p>7.1.2. Does the policy include other social welfare benefits and social services for people living with mental health problems? If yes, are these data reflected in HMIS?</p>
	<p>7.2 Are any mental health indicators recorded in the country's HMIS?</p> <p>7.2.1 If yes, what are the current mental health indicators in the national HMIS? Please list if possible.</p>

	<p>7.3 Are there standard operating procedures (SoP) for measuring the mental health indicators in the HMIS?  7.3.1 If yes, does the SoP include how to collect, record and report mental health data in HMIS?</p>
	<p>7.4 If the answers to the foregoing have been negative, are there ongoing initiatives to develop Mental Health Management Information System (MH-MIS)?  7.4.1. If yes, please explain:  7.4.2. Will the mental health indicators be integrated into the general HMIS, or will it be a parallel system?</p>
	<p>7.5 If no mental health indicators are included, or not enough indicators are included, what would be the process to amend the HMIS to incorporate these?</p>
	<p>7.6 What would be the possible challenges to incorporate (additional) mental health indicators in the HMIS in your country?</p>

	7.7 What is the status of Child and Adolescent Mental Health in relation to the HMIS system in your country (if not yet included in above questions)?
<b>8.</b>	<b>Coordination of Linkages for HMIS</b>
	8.1. What is the coordination mechanism related to health information systems at district and national level?
	8.2. What are the main challenges in developing and running HMIS in the country?
	8.3. Are there alternative (non-MoH) HMIS available within the country? 8.3.1. If yes, how well are they functioning and how are they coordinated with the Government's HMIS?
<b>9.</b>	<b>Others</b>
	9.1. Is there any additional information about the HMIS system in your country that is important with regards to EMERALD?



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**Thank you.**

Please return the completed format to:

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