# iHRIS PILOT-TEST EVALUATION CHECKLIST

## Site:

| **Software** | **Format** | **Score** | **Notes** |
| --- | --- | --- | --- |
| If importing data from legacy system: ease of importing data.  | 1-5 |  |  |
| Ease of adapting to the needs of the country: |  |  |  |
| * All necessary fields created?
 | 1-5 |  |  |
| * Ease of creating new fields?
 | 1-5 |  |  |
| * Ease of modifying existing fields?
 | 1-5 |  |  |
| * Ease of deleting unneeded fields?
 | 1-5 |  |  |
| Ability of the system to generate the reports needed by the MOH: |  |  |  |
| * Built-in
 | 1-5 |  |  |
| * Add new standard reports?
 | 1-5 |  |  |
| * Ad-hoc (ease of creation)
 | 1-5 |  |  |
| Uptime: availability of system to end users. What are problems (local computer, server, network infrastructure)? |  |  |  |
| * Estimated percent of system availability
 | % |  |  |
| * Unanticipated shutdowns? If so, why?
 | # of shutdowns |  |  |
| * System crashes (Are they disruptive?)
 | # of crashes |  |  |
| * Virus attacks/success rate (Do they know about unsuccessful attacks?)
 | # known attacks |  |  |
| Backups made successfully: |  |  |  |
| * Is there a backup plan/policy?
 | Y/N |  |  |
| * Has it been followed?
 | 1-5 |  |  |
| * Is there any kind of checklist or other tool to ensure compliance with the backup plan/policy?
 | Y/N |  |  |
| * Are backups regularly scheduled?
 | Y (how often?) |  |  |
| * Are backups manual or automated?
 | Manual/ automated |  |  |
| * Who checks that backups have been made? (Anyone?)
 | Job title |  |  |
| * When was the most recent backup? Show me.
 | Date, latency |  |  |
| Interoperability, connection/data interface modules with other systems: |  |  |  |
| * Payroll
 | Y/N |  |  |
| * Civil Service
 | Y/N |  |  |
| * TrainSmart (a module that captures those undergoing/have undergone preservice and in-service training)
 | Y/N |  |  |
| * CHAM HRHS (Human Resources for Health System)
 | Y/N |  |  |
| * Regulatory Professional Councils
 | Y/N |  |  |
| * DHIS2
 | Y/N |  |  |
| * Others (specify)?
 | Specify |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Hardware and network** |  |  |  |
| iHRIS appliance installation, ease? | 1-5 |  |  |
| Need for purchase of new computers or upgrading of existing computers (see previous report): | 1-5, describe |  |  |
| End-user computer configuration/installation/ upgrades/maintenance (how did it go?): | 1-5, describe |  |  |
| LAN connectivity |  |  |  |
| * Percentage of time pilot data entry systems could not access system (compare with server uptime):
 | % |  |  |
| Readiness of districts to connect as needed; difficulty of connection from the districts: | 1-5 |  |  |
| Procurement process (any snags or delays?): | 1-5, describe |  |  |
|  |  |  |  |
| **Training and support** |  |  |  |
| Adequacy of the training: |  |  |  |
| * End users (Likert average of surveyed end users)
 | 1-5 |  |  |
| * + Data entry and modification
 | 1-5 |  |  |
| * + Report creator/user
 | 1-5 |  |  |
| * Administrators (Likert average of surveyed administrators)
 | 1-5 |  |  |
| * Developers (may be the same as Administrators)
 | 1-5 |  |  |
| Is the User Manual available at the site? | Y/N |  |  |
| Is there a plan to have a programmer resource, e.g., University? | Y/N, specify |  |  |
| Additional tech support needed after training:  | 1-5 |  |  |
|  |  |  |  |
| Is there a helpdesk in place or planned? | Y/N |  |  |
| Ministry readiness to complete ongoing maintenance and support of hardware, software, and LAN without outside assistance: | 1-5, describe |  |  |
|  |  |  |  |
| **System Use** |  |  |  |
| Ease of implementation: | 1-5 |  |  |
| Is there a person assigned to be the iHRIS specialist or coordinator? | Y/N |  |  |
| If so, what % of that person’s work time is dedicated to iHRIS? |  |  |  |
| Ease/speed of data entry: |  |  |  |
| * Process of data collection
 | 1-5 |  |  |
| * Ease of data entry
 |  |  |  |
| * + New employee entry (# records/day/entrant) (average 30/day)
 | 1-5 |  |  |
| * + Modification of record
 | 1-5 |  |  |
| * # of records per day per entrant (number or selection e.g. 10, 20, 30 or more)
 | 1-5 |  |  |
| * Data entry form matches the personnel file and the entry screen?
 | 1-5 |  |  |
| System maintenance required: |  |  |  |
| * # of bugs or other issues reported (#) (Where reported?)
 | # |  |  |
| * Ease of resolution of issues
 | 1-5 |  |  |
| % of staff now in the database: | % |  |  |
| % of collection tools entered in the system: | # |  |  |
|  |  |  |  |
| **Data Quality, Analysis, and Use** |  |  |  |
| Is there a **data quality** control plan/policy in place? | Y/N |  |  |
| * Documented expectation of completeness of records?
 | Y/N |  |  |
| * Reports generated on completeness or other review?
 | Y/N |  |  |
| * Process of resolution for incomplete records documented and/or in practice?
 | Y/N |  |  |
| * Periodic review of data entry by supervisor? How often?
 | Y/N, describe |  |  |
| * Validation process documented?
 | Y/N |  |  |
| Percentage of records showing as “unknown” or incomplete in top 5 reports: | % |  |  |
| * Is there a documented process for resolving these incomplete records?
 | Y/N |  |  |
| * If yes, is it followed and how? Routine or periodic?
 | Y/N, describe |  |  |
| Have the data from the pilot been used (ask for specific examples): |  |  |  |
| * To show value of system and advocate for continued investment and/or scale-up?
 | Y/N |  |  |
| * To review a policy issue?
 | Y/N |  |  |
| * To plan for hiring or re-distribution?
 | Y/N |  |  |
| * To make management decisions? If yes, how?
 | Y/N |  |  |
| * To answer questions? (e.g., Who is retiring this year? How much attrition are we experiencing? What are our staffing gaps? Number and positions filled by officers working at cost centers other than where the positions are established?)
 | Y/N |  |  |
| If data have been used, what has been the receptivity of supervisors/ managers? | 1-5, describe |  |  |