# eHEALTH READINESS ASSESSMENT

The goal of the iHRIS eHealth readiness assessment is to establish lasting hardware and software requirements, human resources, and sharing of best practices for managing iHRIS among diverse locations.

The main objectives of this technical HRIS e-readiness assessment include:

* Holding meetings with stakeholders
* Conducting pre-visits
* Discovering constraints in use of information systems and data sharing to give input in the design of respective approaches to implement iHRIS among the locations
* Identifying existing computing training gaps
* Identifying suitable technology and/or service provider for interconnectivity
* Establish connective between the central location and sites, and establish data sharing

|  |  |  |
| --- | --- | --- |
| **NO:** | **LEADING QUESTION** | **RESPONSE** |
| 1 | What is the name of the district/hospital? |  |
| 2 | Respondents name and contacts: |  |
| 3 | District/hospital GIS coordinate: | LONGITUDE:  LATITUDE: |
| **Assessing Computing Capacities** | | |
| 4 | Source of power: | 1. Main grid  2. Solar  3. Generator  4. Other:  5. Is a Line Conditioner or UPS needed? |
| 5 | Do you have any form of Internet? | YES/NO |
| 6 | If YES, who is the supplier? |  |
| 7 | Do you have a functional Local Area Network (LAN) for interconnectivity? | YES/NO |
| 8 | If NO, how do you intend to establish a LAN? |  |
| 9 | Does the PPO and the health records officer sit in the same building? | YES/NO |
| 10 | What is the technology used for Internet connection? | 1. No Internet  2. USB Modem  3. Microwave  4. Fibre optic  5. Satellite  6. Other: |
| 11 | Do you have staff with any of the computing skills? | 1. Data entry  2. Basic computer maintenance  3. Knowledge to troubleshoot LAN  4. Database administration  5. Open source usage  6. Open source administration |
| 12 | How does your office manage computing equipment maintenance? | 1. Call central office  2. Outsource whenever necessary  3. Have a contracted firm  4. Have a staff on payroll  5. No maintenance/irregular  6. Do not know  7. Other: |
| 13 | How do you ensure security for computing equipment? | 1. Resident guard/police  2. Office burglar-proofed  3. All equipment is labeled  4. Ad hoc, still a challenge  5. Act of God  6. Other: |
| 14 | As discussed above, in what areas do you need training of your key staff so as to be able to manage the HRIS? |  |
| 15 | Identify participants for respective trainings.  *(Please probe, do not suggest.)* | Append a list of proposed personnel. |
| 16 | When is the viable period to hold iHRIS training? |  |
| 17 | What is the possible/proposed venue for the training? |  |
| 18 | Do you have any means of transportation to and from the training venue? | YES/NO |
| 19 | What equipment is to be provided? How will it be managed and secured? |  |
| 20 | Establish input from leadership for sustaining the system. |  |
| 21 | Using any media, collect current HRH data (staff list). | Append. |
| 22 | Any other comments? |  |

# TERMS OF REFERENCE FOR HRHIS CONNECTIVITY FOLLOW-UP TEAMS

Specifically the teams will:

1. Update the OS
2. Upgrade iHRIS
3. Coach senior executives on how to access and use the different reports.
4. Train data users on how to generate the different reports.
5. Establish connectivity between the center and the individual sites.
6. Provide access to the reports.
7. Support the districts / hospitals to print the key reports.
8. Discuss with the district / hospital leadership their role in maintaining the network and other equipment (particularly preventive maintenance of IT equipment).
9. IT equipment audit (record all equipment in the district).
10. Configure the district computer to send a copy of the database to the central server weekly using the availed script.

## OUTPUTS

1. Updated OS
2. Updated iHRIS
3. Site can be accessed from the MoH headquarters
4. Users and managers trained on use and generation of reports respectively
5. Access to reports
6. Key reports printed and filed
7. The District leaders have understood their role in maintaining the provided equipment
8. A complete record of all IT equipment in the visited districts indicating equipment model, serial numbers, IntraHealth tag numbers, location/office where equipment is located, and user
9. Copies of district databases posted to the MOH server
10. HRHIS computer is able to send data to MOH

## ACTIVITIES

1. Brief on purpose of the visit.
2. Establish the connectivity.
3. Check that the HRHIS Computer is in good working condition.
4. Test the system functionality and connectivity to the center.
5. Distribute the HRHIS flyers.
6. Record the inventory.
7. Backup district database.
8. Test data sending to the Ministry server.

## CHECKLIST

The team should have the following:

1. Tool kit
2. Patch cable (one per site)
3. Network card (one per site)
4. RJ 45 connectors)
5. Cat 6 UTP cable: one roll per group
6. Switch (one per site)

# REPORTING FORMAT

**REPORT ON CONNECTIVITY FOLLOW-UP**

**Districts Visited:**

**Dates of the Visit:**

**Authors of the Report:**

**Date Report Written:**



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# INTRODUCTION

# GENERAL OBJECTIVE OF ACTIVITY

# SPECIFIC OBJECTIVES OF ACTIVITY

# METHODOLOGY

## Checklist on indicators

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Yes/No** | **Comments** |
| District/Ministry has evidence of plans/ reports informed by data generated from HRIS |  |  |
| District/Ministry HRIS focal person reports receiving requests for HRIS data |  |  |
| Reports are generated from the HRIS database regularly and shared with stakeholders |  |  |
| District has staff reporting the use of HRIS data in planning/decision making |  |  |
| District has a trained person dedicated to operating the HRIS database (HRIS focal person) |  |  |
| District computer equipment is working normally |  |  |
| District HRIS focal person is able to log into the HRIS |  |  |
| District HRIS focal person is able to enter data in all fields of the HRIS |  |  |
| Total number of health workers entered in HRIS is consistent with the total number in the most recent district staff list |  |  |
| HRIS has accurate entries for at least 95 % of health workers sampled |  |  |
| District/ Ministry databases are linked |  |  |

# ACHIEVEMENTS

## Output 1: Achievements

|  |  |  |
| --- | --- | --- |
| **Site Name:** | | |
| **Question** | **Yes / No** | **Comment** |
| Was the Internet equipment installed? |  |  |
| Is the Internet service active in the district? |  |  |
| Is the iHRIS computer in good working condition? |  |  |
| Was the IT inventory form filled for all equipment in the district? |  |  |
| Has the Internet been shared to other users? |  |  |
| Were the users trained on how to use iHRIS? |  |  |
| IS the iHRIS Computer accessible from the Centre? |  |  |
| Team met and discussed the roles and responsibilities of the district / hospital management in maintaining the network and computers (and any other IT equipment that has been provided to them by the program).  Indicate Officials met: |  |  |
| District response during discussion about maintenance | | |
| Were the key reports printed by the data managers and filed? |  |  |
| Are the reports complete? | | |
| Staff list |  |  |
| Staffing Norm |  |  |
| Retirement report |  |  |
| Registration and Licensure |  |  |
| Disciplinary report |  |  |
| Are the data in the reports consistent with the recent district staff list? |  |  |
| Were the key reports shared with the data users? |  |  |
| Do the data users report using the data for planning and decision making? |  |  |

# CHALLENGES

# LESSONS LEARNED

# RECOMMENDATIONS

# WAY FORWARD/ACTION POINTS

# SELF EVALUATION

# APPENDICES

* IT inventory
* List of staff coached/worked with