



Introduction

This is Part C of the Guidelines for District Health Planning and Reporting. The Guidelines contain the following parts:

- Part A: Planning and reporting framework
- Part B: Developing plans
- **Part C: Preparing Annual Reports**
- Part D: Planning Tools
- Part E: Key Ingredients for Successful Implementation
- Part F: Definitions and Norms

This part of the guidelines aims to assist district managers to prepare annual health reports. The purpose of such reports is to provide information to stakeholders on the current health situation and service delivery performance in their district, and also to provide a basis for planning. They include specific information required for Medium-term Provincial Strategic Plans (PSPs). Information on the preparation of PSPs can be found in *Format for Strategic Plans of Provincial Health Departments* (July 2002, Department of Health).

A list of references and useful publications is shown under *Part D: Planning Tools*.

This part of the guidelines covers the preparation of annual reports at both district and sub-district levels and includes the following sections:

- The reporting process
 - What is an annual report?
 - At what levels they are prepared
 - Who should be involved?
 - Planning and reporting deadlines
- Reporting elements
 - Summary of elements
 - Background
 - Health status
 - Health services and expenditure
 - Key challenges
 - Short-term actions

This part of the guidelines should help managers to prepare annual district reports, including information that will be used in annual provincial reports, and medium-term district health plans and provincial strategic plans. Specifically, it will help managers to analyse and present:

- Background information, such as geographic, demographic and socio-economic information.
- The current health situation, including basic health indicators, incidence and prevalence rates, and main causes of death.
- The distribution and condition of health facilities.
- Health expenditure, by budget sub-programme and standard item.
- Service delivery performance for each budget sub-programme, including the use of resources and key performance indicators.
- Key challenges, based on the situation analysis and performance review.
- Short-term actions.