

## Activity 5 - Exploring data flow procedures

*Time:* 20 minutes (10 min group discussion, 10 min feedback)

*Method:* group work

*Aim:* to stimulate discussion on responsibilities for data collection, collation and submission

### Facilitator instructions

- ❖ Participants work in small groups.
- ❖ Take feedback in plenary

### Participant instructions

- ✧ Considering the new reporting requirements:
  - Who will be responsible to ensure that registers and other tools are set up to collect the necessary data?
  - Who will be responsible for providing the aggregated data for completing each of the various sections of the national monthly data collection tool and the DORA form? (Note: data will have to be obtained from various places and people.)
  - Who will be responsible for ensuring that the entire sets of forms have been completed and submitted?
- ✧ Are there documented data flow procedures for your facility?

### Facilitator notes

Ensure that participants think through the fact that in order to complete the forms, data will have to be obtained from various places and people and that someone will have to be responsible for ensuring that everything is collated onto a single set of forms.

### Annex

Page following: **Figure 7.2: Longitudinal patient register**<sup>11</sup>

<sup>11</sup> Western Cape Province. May 2004. Routine monitoring of antiretroviral treatment. Guidelines and examples.

