

Objectives of visit	1. To conduct regular data quality assessment at field level	
Name and Title of staff who was met during the visit	Ms. Kay Khine Tun (Field Officer)	
Reporting period verified	From: 1 st August 2022	To: 31 st October 2023
Date of assessment	11 th to 13 th December 2023	
Name of township assessed	Nyaung-U, Kyaukpadaung and Katha	
Methodologies	<ol style="list-style-type: none"> 1. All available variables link to the donor indicators were checked for the 3 main data qualities (Confidentiality and systematic record keeping, Completeness and consistency) 2. Documents (hard copies kept by FO) were cross-checked with reported data (soft copies in MEAL Unit) 3. Spot-check to a DR-TB patient together with Programme Manager 	

Part II. Data quality assessment (This part II is to be used for every RDQA visit)

No	Descriptions	Yes/No	Comment	Action needed to be taken
A. Confidentiality				
1	Are the records kept systematically_ according to category and month in locked cupboard?	No	<p>Since there's no SDP at Nyaung-U, all records and reports were kept by FO at her resident place and the rest of documents were at TBC (can't assess)</p> <p>-All hard copies were kept in plastic file bags and stored in cupboard box</p> <p>-Monthly reports for Nyaung-U and Kyaukpadaung were mixed in the plastic file bags</p> <p>-File bags were kept in yearly order and some hard copies (volunteer documents, AIS documents) were mixed</p>	To arrange the file bags in their respective Township in yearly order and to separate the volunteer related documents in separate files.
B. Completeness				
1	Form 5 FO report (copy)	No	Katha > Missing Aug/20 ,Sep/20, Jan/21 to Jun/22 Nyaung-U > Missing Aug/20 and Sep/20 Kyaukpadaung> Missing Aug/20 and Sep/20	MEAL unit will send softcopy and FO need to print out missing reports
2	Form 14 Nomination lists (copy)	No	Katha > Missing Aug/20 ,Sep/20, Jan/21 to Jun/22	MEAL unit will send softcopy and FO need

			Nyaung-U > The whole year of 2021 were missing Kyaukpadaung> The whole year of 2021 were missing	to print out missing months
3	Form 14A (copy)	No	Katha > Missing Aug/20 ,Sep/20, Jan/21 to Jun/22 Nyaung-U > missing for 2021 Kyaukpadaung> missing for 2021	MEAL unit will send softcopy and FO need to print out missing months
4	Form 7 (copy)	No	Katha > Missing Aug/20 ,Sep/20, Jan/21 to Jun/22 Nyaung-U > missing for 2021 Kyaukpadaung> Jul/21 to Dec/21 > missing	MEAL unit will send softcopy and FO need to print out missing months
5	Form 6 – Patient support records (original)	Yes	Katha, Nyaung-U and Katha Township were check and all records were present	
6	Presumptive TB register	No	Nyaung-U > 23/019 to 23/022 records were missing in presumptive web	Fill immediately in web
7	Form 2 – DOT card (original)	-	Can't access	
8	Form 12 – Presumptive referral booklet (original)	Yes		
9	Township DR-TB treatment register (if available)	-	Can't access	

C. Consistency

1. No. of nominated patients in Form 14 Nomination lists is the same with

1.1	No. of patients enroll nominated as “Yes” for the same month in database (if there is discrepancy, refer to the next month’s lists for reimbursement information)	Yes		
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2. No. of nominated patients in Form 14A is the same with

2.1	No. of patients pre-enroll nominated as “Yes” for the same month in database (if there is discrepancy, refer to the next month’s lists for reimbursement information)	Yes		
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3. No. of supported patients in Form 7 is the same with

3.1	No. of patients enroll supported with the same date as Form 7 in database	Yes		
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4. The following information in patient support record (Form 6) is the same with those in database:

4.1	Age/ Date of birth	Yes		
4.2	Sex	Yes		
4.3	Regimen	Yes		
4.4	No. of pre-enroll support nominated and received months	Yes		
4.5	No. of enroll support nominated and received months	Yes		
4.6	No. of DOT received months	Yes		
4.7	Outcome and outcome date	No	Kyaukpadaung > 13/20 and 15/20 outcome were not updated in database	To update outcome to cured in database by DA

5. The following information in presumptive register is the same with those in presumptive website:
(4 presumptive cases of Nyaung-U were missing in web, which were close contact referred by FO) > no impact to donor report

5.1	Age	Yes		
5.2	Sex	Yes		
5.3	Case found at	Yes		
5.4	Index case	Yes		
5.5	Relationship with index case	Yes		
5.6	Tests done	No	Kyaukpadaung- 6 cases were found error in CXR, Sputum and GeneXpert data in web	Corrected immediately in web
5.7	Conclusion	No	Conclusion of 2 presumptive cases were not updated	Update immediately in web

6. No. of supervision months in DOT card (Form 2) is the same with

6.1	No. of DOT received months in patient support record (Form 6)	-		
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7. Outcomes in township DR-TB treatment register is the same with

7.1	Outcomes in patient support record (Form 6)	-	Can't access	
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8. other findings (please specify)

8.1	Quarterly Township DRTB patients list	No	No quarterly patient list were found for all 3 Townships	MEAL will send softcopies to FO and FO need to print out
8.2	Spot-check	Yes	Spot check to a DR-TB patient, he received monetary support and DOT by volunteer	

8.3	Volunteer training information sheets	Yes		
8.4	Volunteer report	No	Kyaukpadaung > in Aug/21 > 3 volunteer reports were missing volunteer's signatures	To collect signatures if possible/write remark if not possible and counter sign by FO

Recommendations;

1. To arrange the file bags in their respective Township in yearly order and to separate the volunteer related documents in separate files.
2. MEAL Unit will provide all missing reports and forms in soft copies (if possible for 2020), FO need to print out and put in the respective file accordingly.
3. To inform MEAL unit whenever there's update in the outcome of DR-TB patients and data about presumptive cases

Acknowledgement

- Thank to Dr. Wai Yan Kyaw (PM) in effective cooperation and support during RDQA visit
- Appreciate to Ms. Kay Khine Tun (FO) for hard working in taking responsible of 3 DRTB Townships amidst current challenging situations (All programme activities, AIS and MEAL related matters)

Submitted by;

Name: Dr. Kyaw Lwin Oo
Designation: MEAL Manager (TB)
Date: 15-12-2023