I. MANAGERIAL AREAS

I-I. Facility Condition and Infrastructure (At Outside, Overall)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
1	Is surrounding of the facility kept clean?	Obs. at surroundings	Clean	Not satisfactory clean	Wastes, Grass		34
2	Is water supply regular and secure? (Pipe borne, bore hole and well)	Interview	Water supply is regular and secure	Water supply is available but sometimes not available	Not available		34
3	Is electricity available?	Interview	Connected to national grid	Generator or solar available	Not available		34
4	Are lights functioning?	Obs. at room	Functioning	Not all rooms have lights or some bulbs are not functioning	No lights		34

I-II. Data Management (At the Registry or Health Information Section)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
5	Is standard directory of filling available and updated?	Standard directory	Available and current	Available but not current	Not available		1
6	Is report submission checklist available and updated? (Expected returns and date of submission of returns)	Report submission checklist	Available and updated	Available but not updated	Not available		3
7	Is data cleaned and validated to ensure consistency and accuracy?	Evidence of the updated report (keep both original and updated)	Date manager compares updated report with original.	Original and updated reports are available but not compared.	Original reports are missing.		4
8	Is report submitted to RHMT timely?	DHMT reports online	Submitted timely	Submitted but not timely	Not submitted		6
9	Is feedback is given to SDHTs?	Feedback file and dispatch book	Given with evidence	Given without evidence	Not given		6
10	Are graphs, tables, figures, spot maps of health indicators displayed at the DHMT? (e.g. MDGs indicators, etc.)	Display of health indicators	Displayed and updated quarterly	Displayed but not satisfactory	Not displayed.		5,7

I-III. Financial Management (At the Account section)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
11	Is Internally Generated Fund and other funds of SDHT recorded?	Revenue budget ledger, Rev. collection summary ledger, NHIS records	Recorded correctly	Recorded incorrectly	No record book		8
12	Is expenditure of SDHT recorded?	Expenditure Ledger	Recorded correctly	Recorded incorrectly	No record book		8
13	How do you scrutinize expenditure requests from SDHT and CHPS level?	Interview with staff, Review request	Scrutinized with record	Scrutinized but no record	Not scrutinized		9
14	Are appropriate action taken for expenditure request?	Supporting documents, POS, Invoices, RAS etc.,	Appropriately and records are kept.	Appropriately but not satisfactory	Action unknown		9

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
15	Are income and expenditure transactions of DHMT recorded and monitored?	Expenditure and balance ledgers, deposit cash book	Recorded and monitored correctly	Recorded incorrectly	No record book		10
16	Are income and expenditure transactions of SDHT recorded and monitored?	IGF service analysis cash book, drug cash books	Recorded correctly	Recorded incorrectly	No record book		10
17	Are income and expenditure transactions of CHPS recorded monitored?	IGF service analysis cash book, Drug cash books, Rev. collection books, National review book	Recorded correctly	Recorded incorrectly	No record book		10
18	Are annual plans and budgets of SDHTs (and CHPS) compared with the last annual plans and budget?	Interview, Evidence of comparison (document)	Compared with evidence	Compared but no evidence	Not compared		11
19	Are annual plans and budgets of SDHTs (and CHPS) discussed at DHMT meeting?	Interview, DHMT meeting minutes	Discussed	Not satisfactory	Not discussed		11
20	Are copies of annual plans and budgets of DHMT submitted to RHMT?	Annual plans and budget of DHMT	Copies are available	Annual plans exists but no copy	No annual plans and budgets		11
21	Have proposals for support been submitted to other stakeholders including donors, governmental agencies, or NGOs?	Copy of proposals	Copies are available.	Proposed but no copy	No proposal		12

I-IV. Staff Management (At Human Resource Section)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
22	Is organogram available and displayed?	Find Organogram	Available, current and displayed	Available displayed but not current	Not available		17
23	Is Daily Attendance register available and updated?	Daily Attendance Register	Available and completed	Available but not completed.	Not available		14
24	Is nominal roll of staff available and updated quarterly with copies to RHMT?	Nominal roll of staff	Available and updated	Available but not updated	Not available		18
25	Is annual leave roster available and updated?	Annual leave roster	Available and updated	Available but not updated	Not available		21
26	Is monthly work plan of DHMT available, implemented and monitored?	Copy of Monthly work plan, Report on implementation and monitoring	Available and implemented	Available but not implemented as planned	Not available		15,16
27	Are DHMT meetings organized weekly and activity schedule prepared?	Minute of meeting (Assess for entire quarter)	Minutes are available and current. Meetings are organized weekly and activity schedule prepared.	Minutes are available but not current. Meetings are organized not weekly.	Minutes are not available.		13,15
28	Is training information of staff in DHMT, SDHT and CHPS level recorded and updated?	Staff training register (with information on both internal and external trainings)	Recorded and updated	Recorded but not updated.	No record		19
29	Is training plan for the staff in DHMT, SDHT and CHPS level available and monitored?	Staff training register and Training plan	Plan is available and monitored with evidence	Not satisfactory	Plan is not available.		20

I-V. Coordination and Collaboration (DDHS)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
30	Is plan for CHPS implementation available and monitored?	CHPS Implementation Plan and CHPS database	Available and monitored	Not satisfactory	Not available		38
31	Is Integrated Plan of all activities in the district by GHS and partner/donor or NGOs developed and updated quarterly?	Integrated plan of stakeholders	Integrated plan is available and updated.	Plan is available but not updated.	Plan is not available.		39
32	Is Half –year meetings with partners, donors or NGOs held and the meeting minutes available?	Half-year performance review report, Minutes of meeting with partners	Minutes is available and the meetings are held half-yearly.	Minutes is available but the meetings are held not half-yearly.	Minutes is not available. No meeting.		40
33	Is Inter-sectorial action plan (medium-term) available?	Inter-sectorial action plan	Available and current.	Available but not current	Not available		41
34	Does DHMT participate in quarterly DA meeting?	Invitation letter, Report on key issues	Minutes is available and the meetings are held quarterly.	Minutes is available but the meetings are held not quarterly.	Minutes is not available. No meeting.		42
35	Are action plans of other governmental sectors available?	Action plans of other governmental sectors (e.g. agric, GES)	Available and current.	Available but not current	Not available		43

I-VI. Supply Management (At district medical store/warehouse)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
36	Are health commodities requested and issued by standard forms?	Requisition, Issue and Receipt Voucher (RIRV), Requisition form book	RIRV and the form available and completed.	The forms are available but not completed.	Never used. Not available		24,25
37	Does each item/drug have a bin card?	Bin cards	Bin cards with drugs and completed.	Bin cards are available but not completed	No bin card		23
38	Is Drug returns from SDHT completed and submitted?	Drug returns	Completed	Not completed	Not submitted.		23
39	Is stock-out recorded on the latest Drug returns?	Drug returns	No stock out	Almost stock-out	Stock-out occurred.		22
40	Are items/drugs properly arranged on shelves and with clear labels?	Check labels of items/drugs on the shelves	Aligned on the shelves with labels	Aligned but on no labels or different labels	No labels. Not aligned.		25
41	Are commodities organized according to FEFO (FIRST-TO-EXPIRE, FIRST-OUT)?	Check 2-3 drugs aligned	Organized FEFO	Not all	Not aligned		25
42	Are damaged commodities/drugs disposed according to set guidelines?	Interview, correspondence to the RHMT	Disposed properly	Not satisfactory	Disposed anywhere	Mark N/A when there is no damaged/expired ommodities	26
43	Are unserviceable items/ expired commodities stored separately or in process of return?	Obs. at storeroom	Stored separately	Stored separately but abandoned	Expired/Damaged stock are mixed.		26

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
44	Are office supplies (Stationery) set in order?	Obs. at storeroom	Set in order with labels	Placed untidy	No stock.		27
45	Is monitoring of supply management conducted at all SDHTs?	Report of monitoring, dispatch book	Conducted at all SDHT	Conducted but not all SDHT	Not conducted		28
46	Is feedback of monitoring of supply management given to SDHTs by DHMT?	Monitoring report	Feedback given to all SDHT	Feedback given but not all SDHT	No feedback given		28
47	Is report of monitoring of supply management submitted to RHMT?	Report of monitoring of supply management, dispatch book	Submitted to RHMT regularly	Submitted but not regularly	Not submitted		28

I-VII. Assets Maintenance (Equipment, Building, Vehicles) At Asset management/ warehouse/Transport

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
48	Is assets register at DHMT available and updated?	Assets register/ Store ledger book/ PC format	Available and updated.	Available but not updated	Not available		31
49	Is inventory list of DHMT, SDHT and CHPS level updated?	Inventory list of DHMT, SDHT, CHPS	Available and updated.	Available but not updated	Not available		35
50	Are assets well-labelled?	Check labels	Most labelled	Less than half	Not at all		33
51	Is annual equipment need for the district available and updated?	Annual equipment order	Available and updated.	Available but not updated	Not available		36
52	Are all equipment in use functional?	Assets register/ Store ledger book	All equipment in use are functional	Some equipment in use are not functional	Most of equipment are not functional		32
53	Are manuals and instruction filed or displayed in designated area?	Place of keeping user's manuals and instructions	Main manuals are filed or displayed.	Manuals are available but placed somewhere	No manual		45
54	Is Planned Preventive Maintenance schedule for equipment available and adhered to?	Maintenance record and schedule	Regularly maintained.	Rarely maintained	Not maintained at all		46,37, 51
55	Are non-functioning equipment removed from service points and separated for repair?	Obs. storeroom, Unserviceable register	Separated and already informed SDHT	Separated but abandoned	Mixed in the working place		44
56	Are all functioning equipment, computers and accessories covered from dust after use?	Cover cloth	Most of the equipment are covered.	Less than half covered	Covered not at all		47
57	Are monthly motorbikes servicing conducted?	Interview, maintenance schedule and register	Monthly maintained.	Maintained but not monthly	Not maintained at all		29
58	Are regular vehicles servicing conducted?	Log book and maintenance sticker (attached to car after servicing)	Regularly maintained.	Rarely maintained	Never maintained		29
59	Is monthly estimates of fuel requirements available and monitored?	Monthly estimates of fuel requirement, Interview	Available and monitored	Available but not monitored	Not available		30

II. QUALITY IMPROVEMENT ON WORK PLACE

II-I. Infection Prevention & Control (At Overall, Waste disposal sites)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
60	Is routine (daily) cleaning of the facility conducted?	Schedule for cleaners, observation	Regularly cleaned	Not regularly cleaned	No routine		49
61	Are soap, alcohol rub and water available for hand-washing?	Obs. hand-washing points	All available at each room	Hand washing can be done at consultation	No hand-washing point		48
62	Are disposal sites/ waste bins available for waste?	Obs. disposal site, waste bins	Available and not full	Available but full	No pits		34

III. SERVICE DELIVERY

III-I. Maternal / Neonatal & Child Health (**At Family Health Section for Maternal/Neonatal Death Audit (MNDA)**)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
63	Are maternal health reports collected from all SDHTs and CHPS under the DHMT?	Midwife returns from all SDHTs and CHPS under the DHMT	Collected all	Collected more than half	Collected less than half		52
64	Are there charts showing maternal health indicators (ANC, PNC, Skilled delivery or Vitamin A etc.) and well displayed?	Charts of maternal health indicators	Available and displayed	Not satisfactory	Not available		52,53
65	Are maternal deaths reported within 24 hours?	Death notification form, Documented phone calls/ text message	All cases were reported within 24 hours	More than half of cases were reported within 24 hours	Rare cases were reported within 24 hours		54
66	Are neonatal deaths reported within 1 week?	Death notification form, Documented phone calls/ text message	All cases were reported within 1 week	More than half of cases were reported within 1 week	Rare cases were reported within 1 week		54
67	Is Maternal Death Audit conducted within 7 days?	Mortality audit report	Conducted within 48 hours	Conducted but not within 48 hours	Not conducted		55
68	Are the recommendations of MNDA implemented within the facility or community of death?	Report on implementation status	Implemented and monitored by DHMT	Not satisfactory	Not monitored by DHMT		56
69	Does DHMT staff participate in MNDA conference?	Report or minutes of mortality audit conference	Participated quarterly	Participated but not quarterly	Not participated	Mark N/A when there is no maternal/ newborn mortality	57
70	Are nutrition registers including CMAM and IYCF available and updated?	CMAM and IYCF Monthly Reports	Available and updated	Available but not updated	Not available		-
71	Are support visits on nutrition activities including growth monitoring conducted?	Monitoring reports, Monthly reports	Conducted regularly	Conducted but not regularly	Not conducted		-

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
72	Are there updated graphs showing; CMAM discharge rates (cure, defaulter, died), Pregnant/lactating mothers (chn 0-23mnths) counselled, Action-oriented groups and IYCF support groups facilitated?	Graphs of listed indicators	Displayed updated graphs of all	Not satisfactory	No display at all		-

III-II. Disease Control/ Surveillance, EPI (At Disease control/ Surveillance section)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
73	Are there updated graphs showing cases/vital events and diseases under surveillance (YF, Measles, Meningitis, AFP, Cholera, GW, Rabies, Anthrax)?	Graphs of surveillance	Displayed updated graphs of all	Not satisfactory	No display at all		58
74	Is there line list/register of patients of disease under surveillance/ public health importance?	Line list/ register of patients/ PC format/ Case base form	Available and updated	Available but not updated	Not available		59
75	Are there spot maps showing areas in the district where diseases occur?	District spot map	Available and updated	Available but not updated	Not available		60
76	Is Rumors register available and used?	Rumors register	Available and updated	Available but not updated	Not available		61
77	Are evidence of rumors are investigated and actions taken?	Rumors investigation report, Interview	Taken immediately	Taken but not satisfactory	Not taken		62
78	Are coverage of various antigens monitored by updated monitoring charts?	Charts of vaccination coverage	Graphs with all antigens are displayed.	Graphs with some antigens are displayed.	No graph at all.		65
79	Is dropout rate calculated correctly and updated chart displayed?	Dropout rate chart	The chart is updated with correct calculation.	Not satisfactory. Incorrect calculation.	No graph at all.		64
80	Is there a chart showing wastage of various antigens?	Vaccine wastage charts	Charts are available and correct calculation	Not satisfactory, Incorrect calculation	Chars are not available		66
81	Is provision of technical support to service delivery points done?	Technical supervisory report	Done regularly	Rarely done	Never done		68

III-III Health promotion (At Health promotion section)

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
82	Is technical support to sub-districts on Promotion of Family Planning, early ANC, skilled delivery and PNC provided?	Technical support report	Technical support was provided regularly	Technical support was provided occasionally	No technical support		69
83	Is the number of population reached with health promotion reported and collated?	Health promotion activity report/ EPI monthly report	Reported and collated	Reported but no analysis	Not reported		70
84	Are health promotion activities monitored within the last 3 months?	Health promotion activity report/ EPI monthly report	Monitored within the last 3 months	Monitored before the last 3 months	Not monitored		73
85	Are IEC Materials ready for use (such as ANC, Skilled Delivery, PNC etc. flip charts)?	Storeroom/ Distribution list	Sufficiently stocked.	Stock is not sufficient.	Stock-out		71

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
86	Are functioning audio visual equipment available and in use?	Check the equipment	Available and ready for use.	Available	Not available		72

IV.   REFERRAL and FEEDBACK

At Referral Coordinator, Public Health Section or Health Information Section

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
87	Is Referral Coordinator (RC) assigned?	Letter of assignment	Assigned and active	Assigned but not active	Nobody assigned		74
88	Are referral feedback forms received from RHA distributed into each sub-district pigeon box by RC or somebody?	Interview, see the pigeon box	If feedback forms are found in the pigeon box	Not regularly distributed	Nobody distribute		75
89	Is telephone directory available, displayed and regularly updated?	Telephone directory	Displayed updated one.	Displayed but old one.	Not available		75
90	Are transport arrangements well-coordinated (NAS, Hospital ambulance, DHA's vehicle)?	Interview with RC/staff	RC knows the various contacts	Coordinated but not satisfactory	No coordination		75
91	Are at least 10 sets of GHS referral and feedback forms available?	Referral and feedback booklets	More than 10 sets	Less than 10 sets	No form		77
92	Are entries in the referral register completed including feedback received?	Referral register	Available and completed correctly	Available but not completed correctly	Not available		75
93	No. of referral cases sent (Referred OUT) in last 3 months.	Referral register				Enter No.	75
94	No. of referral cases received (Referred IN) in last 3 months.	Referral register				Enter No.	75
95	No. of feedbacks RECEIVED in last 3 months.	Referral register				Enter No.	75
96	No. of feedbacks SENT OUT in last 3 months.	Referral register				Enter No.	75
97	Is current National Treatment Guideline available and accessible at the service points?	National treatment guideline	Available at service point	Available but not used	Not available		77
98	Is the essential emergency protocol displayed for easy reference?	Essential emergency protocol	Protocol is displayed at service points	Protocol is available but not displayed	Not available		75
99	Do records of referral sent (pink form) remain in the GHS referral booklet?	Referral booklet	Remained	Some missing	No booklet		75
100	Are received feedback forms (blue form) kept in each patient folder or a feedback file?	Patient folders/ feedback file	In each patient folder or feedback file	Some forms are found at other place	Missing at all		75
101	Are received forms (white form) kept in each patient folder?	Patient folders	In each patient folder or feedback file	Some forms are found at other place	Missing at all		75

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
102	Is transport available (National Ambulance, CETS or other mode)?	Interview	Available	Available but not always	Not available		75
103	Is telephone directory available, displayed and regularly updated?	Telephone directory	Displayed and updated	Displayed but not updated	Not available		75

V. MONITORING & SUPERVISION SYSTEM (FSV)

At Monitoring and Evaluation section / Registry/ Health Information Section/ CHPS coordinator

No.	Check items	Means of verification	Good	Fair	Poor	Remarks	Code
104	Is quarterly SDHT supervision conducted for all SDHT?	FSV supervision sheet	Conducted for all SDHT	Conducted but not all SDHT	Not conducted in last quarter		78
105	Is supervision report prepared and feedback given to all SDHTs?	Feedback file and dispatch book	Feedback given to all SDHT	Feedback given to not all SDHT	No feedback given		79
106	Is FSV database functional and updated quarterly?	Check FSV database	Functioning and updated	Functioning but not updated	Not functioning		80
107	Are copies of functional CHPS supervision sheets and those of SDHT submitted to RHMT?	Dispatch book, copies at RHA	All copies of supervision sheets under DHMT were submitted to RHMT	Some copies of supervision sheets under DHMT were submitted to RHMT	Copies were not submitted to RHMT		81
108	Are supervision reports of DHMT to SDHT submitted timely to RHMT?	Dispatch book, copies at RHA	All reports were submitted timely	Reports were submitted but not timely	Reports were not submitted		82
109	Is action plan on FSV to SDHT available and implemented?	Copy Action plan, Supervisory report and CHPS review meeting report	Actions were taken (See the summary sheet)	A part of actions were taken	No actions taken		83
110	Are quarterly CHPS and SDHT Review Meeting organized with full participation of all CHOs and Supervisors?	Review report	Review report is available and the meeting is quarterly organized.	Review report is available and the meeting is not quarterly organized.	Review report is not available.		84
111	Does meeting minutes includes discussed results of FSV conducted to SDHT and CHPS as well as CHOs planned activities for the next quarter?	Quarterly Review Meeting Minutes	On the minutes, discussion part and planned activities can be seen.	On the minutes, discussion part and planned activities can be seen a little.	On the minutes, no discussion part and planned activities. No minutes.		85
112	Is technical support/supervision to SDHT carried out regularly?	Report of the technical visit	Carried out regularly	Carried out irregularly	Never carried out		86
113	Is basic information of CHPS and Community (e.g. population, durbars, volunteers, availability of CHAP or CETS) collected and updated?	CHPS profile file, CHPS database	Collected and updated on records	Not satisfactory	Not collected.		88