

Reproductive Health Data Quality and Performance Review Tool

Short User Guide - Version 1.0

Use this tool for one month of aggregate DHIS2 reproductive health facility data only. Do not paste patient-level or confidential individual data.

1. Purpose of the tool

This Excel tool supports routine review of reproductive health data exported from DHIS2. It helps district teams, RH focal persons, M&E; officers, and program staff identify missing required values, coherence problems, reporting status, and facility-level performance gaps.

The tool supports data review and supervision. It does not replace official DHIS2 validation rules, national reporting guidance, or verification with source documents.

2. DHIS2 export steps

1. Log into DHIS2 and open Data Visualization.
2. Put Period in Column 1 and select one month only.
3. Put Data in Column 2 and select the reproductive health data elements required for the tool.
4. Click the double arrow to push all selected data elements into the analysis field.
5. Put Organisation Unit in Rows, then select Sub-unit x2.
6. Click Update to visualize the table.
7. Download the result as Excel. Do not manually rearrange rows or columns before pasting into the tool.

3. How to paste data into the workbook

- Open the tool and go to **RAW_DHIS2_EXPORT**.
- Clear any previous DHIS2 export data from that sheet only.
- Paste the downloaded DHIS2 table starting from cell **A1**, including the header row.
- Do not paste data into **CLEANED_DATA**, **DQ_CHECKS**, **PERFORMANCE_REVIEW**, **DASHBOARD**, or **CORRECTIVE_ACTIONS**. These sheets contain formulas.
- After pasting, review **DQ_CHECKS**, **PERFORMANCE_REVIEW**, **DASHBOARD**, and **CORRECTIVE_ACTIONS**.

4. How to interpret the Data Quality score

The DQ score summarizes whether the facility data are complete enough and internally coherent enough for routine review. A blank cell is a missing value. A zero is zero reporting, not missing.

DQ component	Weight	Interpretation
Required value completeness	20%	Checks whether the indicators used for analysis/comparison are present.
Coherence checks	80%	Checks ANC1 vs LLIN, deliveries vs AMTSL, FP methods vs new acceptors, and related RH checks.

5. How to interpret the Performance Review sheet

This sheet converts selected RH indicators into operational performance values for rapid management review. Results should be discussed with facilities and verified where needed.

Indicator area	How to read it
ANC and LLIN	Shows the proportion of ANC1 clients who received LLINs. If equality is expected, gaps should be verified.
Delivery and AMTSL	Compares deliveries with AMTSL. AMTSL should not exceed deliveries.
PNC <48h	Uses the available mother-newborn 48-hour variable as a proxy where distinct PNC variables are not available.
Family planning	Compares method-specific new acceptors with total new acceptors and reviews LARC use.
LARC	Long-Acting Reversible Contraception: implants and IUD methods, such as Implanon, Jadelle, and IUD where available.
Caesarean section rate	Operational rule in this tool: below 20% is green; 20% and above is red and should be reviewed.

6. Meaning of red, yellow, and green

Colour	Score range	Meaning
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Red / Critical	0 to <50	Requires urgent review and source document verification.
Yellow / Review	50 to <80	Needs follow-up and correction of identified issues.
Green / Acceptable	80 and above	Acceptable for routine review, but still verify unusual findings.

7. Meaning of zero-only reporting

Zero-only reporting means the facility has zeros across the required RH indicators used by the tool. Verify whether there were truly no events, the facility was not offering the service, or the report was incomplete.

8. Common errors and quick fixes

Problem observed	Quick fix
No results after pasting data	Confirm the DHIS2 export was pasted in RAW_DHIS2_EXPORT starting at A1 with headers.
Many indicators show missing	Confirm that the required RH data elements were selected during DHIS2 export.
All scores look wrong	Confirm the export contains one month only and that organisation units are facility rows.
Formula error appears	Do not type into formula sheets. Reopen the clean master copy and paste data again.
Zeros are confusing	Check reporting status. Zero means reported zero; blank means missing.

9. How to submit feedback

After testing the tool with one month of DHIS2 aggregate RH data, complete the feedback form provided with the tool package. Mention the month tested, number of facilities, software used, errors observed, confusing outputs, and suggestions for improvement. Do not submit patient-level data, names, phone numbers, addresses, or any confidential individual information through the feedback form.

User checklist before analysis

- I selected one month only in DHIS2.
- I selected the required RH data elements.
- I used Organisation Unit in rows and Sub-unit x2.
- I pasted the export into RAW_DHIS2_EXPORT starting at A1.
- I reviewed DQ_CHECKS, PERFORMANCE_REVIEW, DASHBOARD, and CORRECTIVE_ACTIONS.