### Tool 10 - District situation analysis tool

To be completed once every year by each district as part of the MSI

1. **District Health Management Team**
2. According to bylaws/policies how many members should the DHMT have in total (including technical staff within the health department)? |\_\_|\_\_|
3. Actual DHMT posts filled by gender?
   1. Women |\_\_|\_\_|
   2. Men |\_\_|\_\_|
4. How many DHMT members have joined in the previous 12 months? |\_\_|\_\_|
5. How many posts have been vacant for the last 12 months? |\_\_|\_\_|
6. **District planning implementation**
7. How often does the DHMT generally meet (including extended DHMT and HSD, hospitals)?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weekly | Monthly | Quarterly | Bi-annually | Other, specify |

1. How often is an agenda available for the meeting?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Never | Rarely | Sometimes | Often | Always |
|  |  |  |  |  |

1. How often do all DHMT members attend the meetings?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Never | Rarely | Sometimes | Often | Always |
|  |  |  |  |  |

1. How often are minutes taken in the meetings?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Never | Rarely | Sometimes | Often | Always |
|  |  |  |  |  |

1. If yes to previous question: What happens with these minutes? Please circle all that apply.
   1. Minutes are shared among the DHMT members
   2. Minutes are used for follow-up activities
   3. Minutes are not used for any purpose
   4. Other, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Which of the following stakeholders are typically invited to meetings of the DHMT? Tick all that apply and specify for what purpose they are invited.

|  |  |  |
| --- | --- | --- |
| **** | **Stakeholder** | **Purpose (e.g. budgeting, funding, activity planning etc.)** |
|  | Other local government stakeholder |  |
|  | NGOs |  |
|  | INGOs |  |
|  | Private Sector |  |
|  | Donor |  |
|  | Other |  |

1. **Planning and Financing**
2. How long is your planning cycle? (indicate actual months) |\_\_|\_\_|
3. Do you have any unfunded priorities? |\_Yes\_|\_No\_|
4. Are Implementing Partners included in planning? |\_Yes\_|\_No\_|
5. How often are funds disbursed for implementing the district health plans?

|  |  |  |  |
| --- | --- | --- | --- |
| Monthly | Quarterly | Bi-annually | Annually |

1. Is national fund disbursement conditional on the following? Please circle all that apply.
   1. the submission of accounting from the previous quarter
   2. availability of funds at national level
   3. making a request
   4. other (please define)
2. In the last 12 months were the disbursements delayed? |\_Yes\_|\_No\_|
3. How long was the last delay in months? |\_\_|\_\_|
4. Are there alternative means of funding opportunities (INGOs, donors) used in the district? |\_Yes\_|\_No\_|
5. In your last planning cycle did you receive the total of the approved and requested budget? |\_Yes\_|\_No\_|
6. In you last planning cycle did you overspend your budget? |\_Yes\_|\_No\_|
   1. If yes, please state reason
7. In your last planning cycle did you underspend your budget? |\_Yes\_|\_No\_|
   1. If yes, please state reason
8. Does the DHMT have control systems in place for managing budgets? |\_Yes\_|\_No\_|
9. **Information Systems (HMIS/DHIS etc.)**
10. How many HMIS/DHIS district reports are available for the previous 12 months? |\_\_||\_\_|
11. How many district HMIS/DHIS reports should be prepared each year? |\_\_|\_\_|
12. Number of all health centres included in the reporting |\_\_|\_\_|
13. Number of reports expected from each health centre per year |\_\_|\_\_|
14. Number of reports received from all health centres per year |\_\_|\_\_|
15. Number of all hospitals included in the reporting |\_\_|\_\_|
16. Number of reports expected from each hospital|\_\_|\_\_|
17. Number of reports received from all hospitals |\_\_|\_\_|
18. Is there a system for recording human resources data in the district? |\_Yes\_|\_No\_|
19. Is the system for recording human resources data in the district up to date? |\_Yes\_|\_No\_|
20. **Epidemiological situation of the district**
21. List the 5 most commonly reported diseases in the district from the HMIS for within the last 12 months

|  |  |  |
| --- | --- | --- |
|  | **Adult** | |
|  | Female | Male |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

Only if data is available:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Adolescents (10-19 yrs.)** | | **Children 5-10yrs.** | | **Children <5 yrs.** |
|  | Female | Male | Female | Men |  |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

1. **HR at district**
2. Human resources situation of government and non-government facilities (incl. FBOs, private sector if data is available) to date as reported in the HMIS. Please identify the cadre in the first column and fill the complete table including total numbers.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Cadre\***  **Selection choices are country specific** | **Approved posts public sector**  **(in numbers)** | **Filled posts public sector**  **(in numbers)** | | **If data is available: Filled posts Private sector including FBOs** | | **Vacant posts public sector**  **(in numbers)**  **Total n=** | **Numbers on government payroll** |
| **Total n=** | **Total n=** | | **Total n=** | |
| **Male** | **Female** | **Male** | **Female** |
|  |  |  |  |  |  |  |  |
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\*E.g. physicians, medical officers, senior clinical officers, principal nursing officers, clinical officers, nursing officers, enrolled nurses, enrolled midwives, comprehensive enrolled nurses, comprehensive enrolled midwives, lab technologists, lab technicians, lab assistants, health information assistant, community health worker, village health teams (VHTs), entomological officer, health inspector, health assistant, admin, etc.

1. Is the process for staff placement/deployment in the district transparent (e.g. such as rotation basis, staff shortage, hiring freeze) etc.? |\_Yes\_|\_No\_|
2. Is the process for staff recruitment in the district transparent (e.g. such as clear job description, shortlisting criteria, being subjected to an interview) etc.? |\_Yes\_|\_No\_
3. List the 5 main health workforce performance problems in your district, based upon a discussion within the DHMT:

|  |  |
| --- | --- |
| **Nr.** | **Problem\*\*** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

\*\*E.g. appraisal, job description, absenteeism, motivation, hiring freeze, hiring at national level, performance of health workforce

1. **Medicines and supplies**
2. Provide information on stock-out of 5 most frequently used medicines and supplies including protective equipment (gloves etc.) in the district for the last 12 months.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Nr** | **Medicines** | Level of stock out for each (Please use the following: frequent, rare, sometimes, often) | **Supplies** | Level of stock out for each (Please use the following: frequent, rare, sometimes, often) |
|  |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

1. **HR activities/project/programmes**
2. Please give details of any on-going or completed (national, regional, district) projects on issues related to health workforce and management strengthening interventions in the table below

|  |  |  |  |
| --- | --- | --- | --- |
| **Project title** | **Duration in years** | **Status**  **(completed, on-going)** | **Funding agency** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

1. Please discuss with DHMT members: In your view are there certain geographical areas or certain groups of people that are particularly disadvantaged/most vulnerable and are at risk of not being able to access quality health care?
   1. Which groups or areas?
   2. Please can you explain why?
   3. Was this already addressed in the district?
      1. If yes, how?
      2. If not, why?
   4. Do you have any idea what could be done?