**Questionnaire used to assess the district health office public health emergency management department**

**Background:**

Date-------------------Assessment team name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interviewer name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent name & position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Surveillance System: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catchment population \_\_\_\_\_\_\_\_\_\_\_\_\_ kebele.......... HC.........HP........Hospitals......

Address: Office no \_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone no \_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_

 **PART ONE:**

**A. Communication and reporting system assessment**

1. Which communication material did you have? E-mail wired phone mobile radio fax other--------------------------------

2. Did you have address of Health Center PHEM officers? Yes No

3. How frequently you communicate with the Health center PHEM officers on emergencies and other daily activities? Daily weekly every 2 weekmonthly quarterly every 6 month yearly others----------------------

4. When are you expected to send weekly report to the zonal PHEM unit? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

5. When are you expected to receive weekly report from HCs? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

6. How is the zonal PHEM communicating the woreda PHEM officers in case of immediately reportable diseases? by e-mail by phone by fax regular weekly report others

7. Did you send summary or short report to the administrative /program leaders or other responsible organs on planning, prevention and control activities addressing Important issues at community level that have arisen through the surveillance system? Yes No

8. If answer for Q7 is yes to whom did you send? ----------------------------------------------------

**B. Assessment of availability of Surveillance Documentation, Registers, and Forms**

1. Is there a national manual for malaria and cholera surveillance? Yes No □NA

2. Did you have National Guide line for PHEM? Yes No Not Applicable

3. Did you have standard case definition for all country priority diseases? (Malaria, Cholera) Yes No NA

4. Was the case definition posted? Yes No

5. If answer for Q4 is No, for which disease(s) did you lack the case definition?

6. Did you have case based reporting formats for out breaks? Yes No NA

7. Was there guide line for specimen collection, handling and transportation to the next level? Yes No NA

8. Did you have line list for reporting outbreaks?( malaria, cholera) Yes No Not Applicable

**C. Data analysis, Computer skill and training assessment**

1. Had you trained on surveillance system? Yes No

2. If answer for Q1 is yes a) when----------- ? b) Topic----------------------------? c) For how long? -------------

3. Did you give any onsite orientation about surveillance system for HC and HP PHEM focal persons? Yes No

4. Was data compiled? Yes No

5. Did you have computer? Yes No

6. Is it functional)? Yes No

7. How the data entry and compilation is accomplished? Manual Computer other-

8. Did you have computer skill on Msword Msexcel MS power point Epi-info?

9. Did you analyze data of the surveillance system? Yes No

10. If answer for Q9 is yes, did you describe data by time, place, and person: □Yes □No

11. Did you have denominators for data analysis? total pop male female <5yrs

12. Please indicate the frequency of your data analysis. weekly every two weekMonthly quarterly every 6 month annually No regular time

13. Did you notify the results of your analysis to the higher level PHEM? Yes No

14. Did you notify the results of your analysis to the lower level PHEM? Yes No

**D. Epidemic response and preparedness assessment**

1. Did you have plan for epidemic response and preparedness? Yes No

2. Did you have emergency stocks of drugs and supplies? Yes No

3. If answer for Q2 is No, how did you control epidemics? -----------------------------------------

4. Had you experienced shortage of drugs, vaccines and supplies in 2009 EFY? Yes No

5. Was an epidemic management committee built in your office? Yes No Not Applicable

6. Did the epidemic management committee have regularly scheduled meeting time? Yes No

7. Was Rapid response team (RRT) built in your office? Yes No Not Applicable

8. Did the RRT have regularly scheduled meeting time during epidemics? Yes No

9. Did you have case management protocol for epidemic prone diseases? YesNo Not Applicable

10. Did your PHEM have multi sectoral emergency preparedness and response task force? Yes No Not Applicable

11. Were partners working together with your office on emergencies? Yes No

12. If answer for Q11 is yes, what type of supports did they give to your office?

--------------------------------------------------------------------------------------------------

13. Was there a budget for epidemic response? Yes No

14. Who had the authority to mobilize the emergency finance? Health office head PHEM case team leader PHEM officer other-----------------------------------------------------------------------

15. Had you a vehicle assigned for emergencies (PHEM)? Yes No Not applicable

16. If answer for Q15 is No, how did you address emergencies?

**E. Outbreak investigation and case confirmation assessment**

1. Had you investigated any outbreak in 2009 EFY? Yes No, list if any

2. Did you have outbreak investigation check list? Yes No

3. If answer for Q2 is No, how did you know possible factors for the outbreak?

---------------------------------------------------------------------------------------------------------------

4. Where was laboratory confirmation of cases? regional lab Hospital EHNRI HC other----------------------

5. Who was responsible to investigate an outbreak? RRT HEWs Health office staffsexperts organized randomly health facility staffs other--------------------------

6. Had you faced any challenge in outbreak investigation in 2009 EFY? Yes No

7. If answer for Q6 is yes,

 a) List the challenges -----------------------------------------------------------------------------------------------

b) List the alternatives that you take to tackle the challenges -----------------------------------------------

**F. Supervision and feedback assessment**

1. Did you have supervision plan in 2009 EFY? Yes No

2. If answer for Q1 is No, how did you supervise? -----------------------------------------------------------------------

3. If for Q1 is yes, did you supervise the HCs and HPs according to your plan in 2009 EFY? Yes No

4. If answer for Q3 is No, what is the reason? ------------------------------------------------------------------

5. If answer for Q3 is yes, how many times did you supervise each HC and HP in 2009 EFY? \_\_\_\_\_\_

6. Had you reviewed about surveillance practice by higher level supervision? Yes No

7. Did you have regular supervision checklist? Yes No

8. If answer for Q7 is No, how did you supervise the health facilities & Health posts? -------------------

9. Were you supervised by higher level officers in 2009 EFY? Yes No

10. If answer for Q9 is yes how many times in 2009 EFY? -------------------------

11. Did you send feedback of your supervision to the health centers (HCS) and health posts (HPs) commenting/indicating their strong and weak sides? Yes No

12. If answer for Q11 is No, why? --------------------------------------------------------------------------------

13. If answer for Q11 is yes, for how many HCs and HPs did you send a feedback in 2009 EFY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Had you received feedback from higher level supervisors in 2009 EFY? Yes No

15. If answer for Q14 is yes how many feedbacks did you received in 2009 EFY? --------------

16. Had you faced any challenge on supervision and feedback in 2009 EFY? Yes No

**PART-TWO**

**Is The Surveillance System Helpful?**

1. To detect outbreaks early on time to permit accurate diagnosis? Yes No

2. To estimate the magnitude of morbidity and mortality? Yes No

3. Permit assessment of the effect of prevention and control programs? Yes No

4. To estimate research intended to lead to prevention and control? Yes No

**Describe Each System Attributes:**

**I. Simplicity:**

1. Is the case definition easy for case detection by all level health professionals? Yes No

2. Does the surveillance system allow all levels of professionals to fill data? Yes No

3. Does the surveillance system help to record and report data on time? Yes No

4. Does the surveillance system have necessary information for investigation? Yes No

5. Does the surveillance system allow updating data on the cases? Yes No

6. How long does it take to fill the format? <5 min 5 to 10 min 10 to15min >15 min

7. How long does it take to have laboratory confirmation? ------------------------------------------

**II. Flexibility**

1. Can the current reporting formats be used for other newly occurring health event (disease) without much difficulty? Yes No

2. Did you think that any change in the existing procedure of case detection and reporting formats will be difficult to implement? Yes No, Add your explanation -----------------------------------

3. Is the system easy to add new variables? Yes No

4. Is the surveillance system easy to integrate with other systems? Yes No

5. Is the surveillance system easy to add new disease on report? Yes No

6. Is the system easy to add new information technology? Yes No

**III. Data quality**

1. Are all reported forms Complete? Yes No

2. If answer for Q1 is No, how many unfilled spaces are in your 2009 EFY report? -------------3. Percentage of unknown or blank responses to variables from the total reports of 2009 EFY report--\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Percent of reports which are complete (that is with no blank or unknown responses) from the total reports ---------------

5. Is the recorded data clear to read and understand? Yes No

6. If answer for Q5 is No, how many records are not clear/are difficult to understand in 2009 EFY report? -------------------------------------------

7. Percent of records which are difficult to read/ understand. --------------------------

**IV. Acceptability**

1. Do you think all the reporting agents accept and well engaged to the surveillance activities? Yes No

**2.** If yes, how many are active participants (of the expected)? -----------

 **3.** If No, what is the reason for their poor participation in the surveillance activity?

 A) Lack of understanding of the relevance of the data to be collected

 B) No feedback / or recognition given by the higher bodies for their contribution

C) Reporting formats are difficult to understand

D) Report formats are time consuming

E) Other: -----------------------------------------------------

**4.** Were all participants using the standard case definition to identify cases? Yes No

**5.** Were all the reporting agents send their report using the current and appropriate surveillance reporting format? Yes No

 **6.** Were all the health professionals aware about the surveillance system? Yes No

 **7.** Was all PHEM officers send report on time? Yes No

**V. Representativeness**

1. Was the surveillance system enabled to follow the health and health related events in the whole community? Yes No

2. If answer for Q1 is no, who do you think is well benefited by the surveillance system? The urban the rural both

3. Are all the Socio demographic variables included in the surveillance reporting format? Yes No

4. If the answer for Q3 is No, which a) Sex---- b) age group---C) ethnic group----d) religion---- is less represented?

**VI. Timeliness**

1. Are all reporting sites reporting on time? Yes No

2. Percent of reporting sites that report on time. --------------

**VII. Completeness**

*1.* Are all reporting sites reporting? Yes No

*2.* Percent of Health centers& Health posts that send report of each week in 2009 EFY. -------

**VIII. Stability**

1. Was any new restructuring affected the procedures and activities of the surveillance? Yes No

2. Was there lack of resources that interrupt the surveillance system? Yes No

3. Was there any time /condition in which the surveillance is not fully operating? Yes No

4. If the answer for Q3 is yes, explain why? ---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Questionnaire used to assess health centers**

**BACKGROUND:**

Town/woreda \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HC Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of HPs-----------------

Catchment population \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Office no \_\_\_\_\_\_\_\_\_ Cell phone no \_\_\_\_\_\_\_\_\_\_e-mail \_\_\_\_\_\_\_\_\_\_\_\_

 **PART ONE:**

**A. Communication and reporting system assessment**

1. Which communication material did you have? E-mail wired phone mobile radio fax other--------------------------------

2. Did you have address of Health Bureau/zonal/woreda PHEM officers? Yes No

3. How frequently you communicate with the Health Bureau/zonal PHEM officers on emergencies and other daily activities? Daily weekly every 2 weekmonthly quarterly every 6 month yearly others-------------------------

4. Did you have address of HP HEWs? Yes No

5. How frequently you communicate with the HP HEWs on emergencies and other daily activities? daily weekly every 2 weekmonthly quarterly every 6 month yearly others------------------------------------------------

6. When are you expected to send weekly report to the woreda PHEM Unit? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

7. When are you expected to receive weekly report from HPs? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

8. How is the Health Center communicating the HPs HEWs in case of immediately reportable diseases? by e-mail by phone by fax regular weekly report others

9. Did you send summary or short report to the administrative /program leaders or other responsible organs on planning, prevention and control activities addressing important issues at community level that have arisen through the surveillance system? Yes No

10. If answer for Q9 is yes to whom did you send? ---------------------------------------------------------------

**B .Assessment of availability of Surveillance Documentation, Registers, and Forms**

1. Did you have National Guide line for PHEM? Yes No Not Applicable

2. Did you have standard case definition for all country priority diseases? Yes No NA

3. Was the case definition posted? Yes No

4. If answer for Q3 is No, for which disease(s) did you lack the case definition?

5. Did you have case based reporting formats for out breaks? Yes No NA

6. Was there national manual for surveillance? Yes No NA

7. Was there guide line for specimen collection, handling and transportation to the next level? Yes No NA

8. Did you have line list for reporting outbreaks? Yes No Not Applicable

**C .Data analysis, Computer skill and training assessment**

1. Had you trained on surveillance system? Yes No

2. If answer for Q1 is yes a) when-----------? b) Topic----------------------------? c) For how long? ------------

3. Did you give any onsite orientation about surveillance system for HC and HP PHEM focal persons? Yes No

4. Was data compiled? Yes No

5. Did you have computer? Yes No

6. Is it functional)? Yes No

7. How the data entry and compilation is accomplished? Manual Computer other-

8. Did you have computer skill on Ms word Ms excel MS power point Epi-info

9. Did you analyze data of the surveillance system? Yes No

10. If answer for Q9 is yes, did you describe data by time, place and person: □Yes □No

11. Did you have denominators for data analysis? total pop male female <5

12. Please indicate the frequency of your data analysis. weekly every two weekMonthly quarterly every 6 month annually No regular time

13. Did you notify the results of your analysis to the higher level PHEM? Yes No

14. Did you notify the results of your analysis to the lower level PHEM? Yes No

**D .Epidemic response and preparedness assessment**

1. Did you have plan for epidemic response and preparedness? Yes No

2. Did you have emergency stocks of drugs and supplies? Yes No

3. If answer for Q2 is No, how did you control epidemics? ------------------------------------------

4. Had you experienced shortage of drugs, vaccines and supplies in 2009 EFY? Yes No

5. Was an epidemic management committee built in your office? Yes No Not Applicable

6. Did the epidemic management committee have regularly scheduled meeting time? Yes No

7. Was Rapid response team (RRT) built in your office? Yes No Not Applicable

8. Did the RRT have regularly scheduled meeting time during epidemics? Yes No

9. Did you have case management protocol for epidemic prone diseases? YesNo Not Applicable

10. Did your PHEM have multi sectoral emergency preparedness and response task force? Yes No Not Applicable

11. Were partners working together with your office on emergencies? Yes No

12. If answer for Q11 is yes, what type of supports did they give to your office?

13. Was there a budget for epidemic response? Yes No

14. Who had the authority to mobilize the emergency finance? Health center head experts other-------------------------------------------------------------------------

15. Had you a car assigned for emergencies (PHEM)? Yes No Not applicable

16. If answer for Q15 is NO, how did you address emergencies?

**E .Outbreak investigation and case confirmation assessment**

1. Had you investigated any outbreak in 2009EFY? Yes No, list if any

2. Did you have outbreak investigation check list? Yes No

3. If answer for Q2 is No, how did you know possible factors for the outbreak?

4. Where was laboratory confirmation of cases? regional lab Hospital EHNRI HC other----------------------

5. Who was responsible to investigate an outbreak? RRT HEWs staffs of Health Bureauexperts organized randomly health facility staffs other-------------------------------

6. Had you faced any challenge in outbreak investigation in 2009 EFY? Yes No

7. If answer for Q7 is yes,

a) List the challenges -----------------------------------------------------------------------------------------------b) List the alternatives that you take to tackle the challenges -----------------------------------------------

**F. Supervision and feedback assessment**

1. Did you have supervision plan in 2009 EFY? Yes No

2. If answer for Q1 is No, how did you supervise? -------------------------------------------------------------

3. If for Q1 is yes, did you supervise the HPs according to your plan in 2009 EFY? Yes No

4. If answer for Q3 is No, what is the reason? ---------------------------------------------------------

5. If answer for Q3 is yes, how many times did you supervise each HP in 2009 EFY? \_\_\_\_\_\_

6. Had you reviewed about surveillance practice by higher level supervision? Yes No

7. Did you have regular supervision checklist? Yes No

8. If answer for Q7 is No, how did you supervise the HPs? ---------------------------

9. Were you supervised by higher level officers in 2009 EFY? Yes No

10. If answer for Q9 is yes how many times in 2009 EFY? -------------------------

11. Did you send feedback of your supervision to the health posts commenting/indicating their strong and weak sides? Yes No

12. If answer for Q11 is No, why? ------------------------------------------------------------------------------

13. If answer for Q11 is yes, for how many HPs did you send a feedback in 2009 EFY\_\_\_\_\_

14. Had you received feedback from higher level supervisors in 2009 EFY? Yes No

15. If answer for Q14 is yes how many feedbacks did you received in 2009 EFY? ------------------

16. Had you faced any challenge on supervision and feedback in 2009 EFY? Yes No

**PART-TWO**

**Is The Surveillance System Helpful?**

1. To detect outbreaks early on time to permit accurate diagnosis? Yes No

2. To estimate the magnitude of morbidity and mortality? Yes No

3. Permit assessment of the effect of prevention and control programs? Yes No

4. To estimate research intended to lead to prevention and control? Yes No

**Describe Each System Attributes:**

**1. Simplicity:**

1. Is the case definition easy for case detection by all level health professionals? Yes No

2. Does the surveillance system allow all levels of professionals to fill data? Yes No

3. Does the surveillance system help to record and report data on time? Yes No

4. Does the surveillance system have necessary information for investigation? Yes No

5. Does the surveillance system allow updating data on the cases? Yes No

6. How long does it take to fill the format? <5 min 5 to 10 min 10 to15min >15 min

7. How long does it take to have laboratory confirmation? ---------------------------------------------

**2. Flexibility**

1. Can the current reporting formats be used for other newly occurring health event (disease) without much difficulty? Yes No

2. Did you think that any change in the existing procedure of case detection and reporting formats will be difficult to implement? Yes No, Add your explanation -----------------------------------

3. Is the system easy to add new variables? Yes No

4. Is the surveillance system easy to integrate with other systems? Yes No

5. Is the surveillance system easy to add new disease on report? Yes No

6. Is the system easy to add new information technology? Yes No

**3. Data quality**

1. Are all reported forms Complete? Yes No

2. If answer for Q1 is No, how many unfilled spaces are in your 2009 EFY report? ---------------

3. Percentage of unknown or blank responses to variables from the total reports of 2009 EFY report--\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Percent of reports which are complete that is with (no blank or unknown responses) from the total reports ---------------

5. Is the recorded data clear to read and understand? Yes No

6. If answer for Q5 is No, how many records are not clear/are difficult to understand in 2009 EFY report? -

7. Percent of records which are difficult to read/ understand. ---------------------------------------

**4. Acceptability**

1. Do you think all the reporting agents accept and well engaged to the surveillance activities? Yes No

2. If yes, how many are active participants (of the expected)? -----------

3. If No, what is the reason for their poor participation in the surveillance activity?

A) Lack of understanding of the relevance of the data to be collected

B) No feedback / or recognition given by the higher bodies for their contribution

C) Reporting formats are difficult to understand

D) Report formats are time consuming

E) Other: -----------------------------------------------------

4. Were all participants using the standard case definition to identify cases? Yes No

5. Were all the reporting agents send their report using the current and appropriate surveillance reporting format? Yes No

6. Were all the health professionals aware about the surveillance system? Yes No

7. Was all PHEM officers send report on time? Yes No

**5. Representativeness**

1. Was the surveillance system enabled to follow the health and health related events in the whole community? Yes No

2. If answer for Q1 is no, who do you think is well benefited by the surveillance system? The urban the rural both

3. Are all the Socio demographic variables included in the surveillance reporting format? Yes No

4. If the answer for Q3 is No, which a) Sex---- b) age group---C) ethnic group----d) religion---- is less represented?

**6. Timeliness**

1. Are all reporting sites reporting on time? Yes No

2. Percent of reporting sites that report on time. --------------

**7. Completeness**

1. Are all reporting sites reporting? Yes No

2. Percent of HPs that send report of each week in 2009 EFY. ------------------

**8. Stability**

1. Was any new restructuring affected the procedures and activities of the surveillance? Yes No

2. Was there lack of resources that interrupt the surveillance system? Yes No

3. Was there any time /condition in which the surveillance is not fully operating? Yes No

4. If the answer for Q3 is yes, explain why? ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Questionnaire used to assess health posts**

**BACKGROUND:**

Town/kebele\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of HAD …………… No. of 1 to 5 Networks…………

Health Post\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Catchment population \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: Office no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone no \_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail

**PART ONE:**

**A .Communication and reporting system assessment**

1. Which communication material did you have? E-mail wired phone mobile radio fax other--------------------------------

2. Did you have address of Health center PHEM officers? Yes No

3. How frequently you communicate with the Health center PHEM officers on emergencies and other daily activities? Daily weekly every 2 weekmonthly quarterly every 6 month yearly others-------------------

4. When are you expected to send weekly report to the Health center PHEM unit? Monday Tuesday Wednesday Thursday Friday Saturday Sunday

5. How is the Health post communicating the HCs PHEM officers in case of immediately reportable diseases? by e-mail by phone by fax regular weekly report others

6. Did you send summary or short report to the administrative /program leaders or other responsible organs on planning, prevention and control activities addressing Important issues at community level that have arisen through the surveillance system? Yes No

7. If answer for Q6 is yes to whom did you send? ---------------------------------------------------

**B .Assessment of availability of Surveillance Documentation, Registers, and Forms**

1. Did you have National Guide line for PHEM? Yes No Not Applicable

2. Did you have standard case definition for all country priority diseases? Yes No NA

3. Was the case definition posted? Yes No

4. If answer for Q2 is No, for which disease(s) did you lack the case definition?

5. Did you have case based reporting formats for out breaks? Yes No NA

6. Was there national manual for surveillance? Yes No NA

7. Was there guide line for specimen collection, handling and transportation to the next level? Yes No NA

8. Did you have line list for reporting outbreaks? Yes No Not Applicable

**C. Training assessment**

1. Had you trained on surveillance system? Yes No

2. If answer for Q1 is yes a) when-----------? b) Topic----------------------------? c) For how long?

**D. Epidemic response and preparedness assessment**

1. Did you have plan for epidemic response and preparedness? Yes No

2. Did you have emergency stocks of drugs and supplies? Yes No

3. If answer for Q2 is No, how did you control epidemics? ---------------------------------------------------

4. Had you experienced shortage of drugs, vaccines and supplies in 2009 EFY? Yes No

5. Was an epidemic management committee built in your office? Yes No Not Applicable

6. Did the epidemic management committee have regularly scheduled meeting time? Yes No

7. Was Rapid response team (RRT) built in your office? Yes No Not Applicable

8. Did the RRT have regularly scheduled meeting time during epidemics? Yes No

9. Did you have case management protocol for epidemic prone diseases? YesNo Not Applicable

10. Was there a budget for epidemic response? Yes No

11. Who had the authority to mobilize the emergency finance? Health post staffs Health center staffs other-------------------------------------------------------------------------

12. Had you a car assigned for emergencies (PHEM)? Yes No Not applicable

13. If answer for Q12 is No, how did you address emergencies?

**E .Outbreak investigation and case confirmation assessment**

1. Had you investigated any outbreak in 2009 EFY? Yes No, list if any

2. Did you have outbreak investigation check list? Yes No

3. If answer for Q2 is No, how did you know possible factors for the outbreak?

------------------------------------------------------------------------------------------------------------------------

4. Where was laboratory confirmation of cases? regional lab Hospital EHNRI HC other----------------------

5. Who was responsible to investigate an outbreak? RRT HEWs staffs of health bureau experts organized randomly health center staffs other-------------------------------------

6. Had you faced any challenge in outbreak investigation in 2009 EFY? Yes No

7. If answer for Q6 is yes,

a) List the challenges ----------------------------------------------------------------------------------------------

**Field Supervision and feedback assessment**

1. Were you supervised by higher level officers in 2009 EFY? Yes No

2. If answer for Q1 is yes how many times in 2009 EFY? -------------------------

3. Had you received feedback from higher level supervisors in 2009 EFY? Yes No

4. If answer for Q3 is yes how many feedbacks did you received in 2009 EFY? -----------------

5. Had you faced any challenge on supervision and feedback in 2009 EFY? Yes No

a) what?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART-TWO**

**Is The Surveillance System Helpful?**

1. To detect outbreaks early on time to permit accurate diagnosis? Yes No

2. To estimate the magnitude of morbidity and mortality? Yes No

3. Permit assessment of the effect of prevention and control programs? Yes No

4. To estimate research intended to lead to prevention and control? Yes No

**Describe Each System Attributes:**

**1. Simplicity:**

1. Is the case definition easy for case detection by all level health professionals? Yes No

2. Does the surveillance system allow all levels of professionals to fill data? Yes No

3. Does the surveillance system help to record and report data on time? Yes No

b) List the alternatives that you take to tackle the challenges ------------------------------------------

4. Does the surveillance system have necessary information for investigation? Yes No

5. Does the surveillance system allow updating data on the cases? Yes No

6. How long does it take to fill the format? <5 min 5 to 10 min 10 to15min >15 min

7. How long does it take to have laboratory confirmation? -----------------------------------------

**2. Flexibility**

1. Can the current reporting formats be used for other newly occurring health event (disease) without much difficulty? Yes No

2. Did you think that any change in the existing procedure of case detection and reporting formats will be difficult to implement? Yes No, Add your explanation -------------------------------------------

3. Is the system easy to add new variables? Yes No

4. Is the surveillance system easy to integrate with other systems? Yes No

5. Is the surveillance system easy to add new disease on report? Yes No

6. Is the system easy to add new information technology? Yes No

**3. Data quality**

1. Are all reported forms Complete? Yes No

2. If answer for Q1 is No, how many unfilled spaces are in your 2009EFY report? -------------

3. Percentage of unknown or blank responses to variables from the total reports of 2009 EFY report--\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Percent of reports which are complete (that is with no blank or unknown responses) from the total reports ---------------

5. Is the recorded data clear to read and understand? Yes No

6. If answer for Q5 is No, how many records are not clear/are difficult to understand in 2009 EFY report? --------

7. Percent of records which are difficult to read/ understand. ------------------------------------------

**4. Acceptability**

**1.** Do you think all the reporting agents accept and well engaged to the surveillance activities? Yes No

**2.** If yes Q1, how many are active participants (of the expected)? -----------

**3.** If No Q1, what is the reason for their poor participation in the surveillance activity?

A) Lack of understanding of the relevance of the data to be collected

B) No feedback / or recognition given by the higher bodies for their contribution

C) Reporting formats are difficult to understand

D) Report formats are time consuming

E) Other: -----------------------------------------------------

**4.** Were all participants using the standard case definition to identify cases? Yes No

**5.** Were all the reporting agents send their report using the current and appropriate surveillance reporting format? Yes No

**6.** Were all the HEWs& health professionals aware about the surveillance system? Yes No

**7.** Was HEWs send report on time? Yes No

**5. Representativeness**

1. was the surveillance system enabled to follow the health and health related events in the whole community? Yes No

2. If answer for Q1 is no, who do you think is well benefited by the surveillance system? The urban the rural both

3. Are all the Socio demographic variables included in the surveillance reporting format? Yes No

4. If the answer for Q3 is No, which a) Sex---- b) age group---C) ethnic group----d) religion---- is less represented?

**6. Timeliness**

1. Are HEWs reporting on time? Yes 

**7. Completeness**

1. Are all reporting sites reporting? Yes No

2. Percent of HPs that send report of each week in 2009 EFY. ------------------

**8. Stability**

1. Was any new restructuring affected the procedures and activities of the surveillance? Yes No

2. Was there lack of resources that interrupt the surveillance system? Yes No

3. Was there any time /condition in which the surveillance is not fully operating? Yes No

4. If the answer for Q3 is yes, explain why? ------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------