### Disease surveillance in Boffa, Guinea

**Data collection tool: Health center**

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<th>Health Center Name: _________________________________</th>
<th>Date: __________________________</th>
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<tbody>
<tr>
<td>Interviewer’s Name: _______________________________</td>
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This tool will be used to collect baseline information from health centers in Boffa, Guinea about public health surveillance, including indicator case-based and community-based surveillance. Although the focus is on surveillance for 4 epidemic-prone diseases (i.e., cholera, measles, meningitis, and yellow fever) during the time period of October 1, 2015‒March 1, 2016, several general surveillance questions are also included in the tool. The data collected will inform Epi-Detecte strategies to effectively improve disease surveillance in Guinea and serve as a baseline for determining the impact of planned Epi-Detecte interventions on basic surveillance system functions.

**Interviewer Guidance:**

- The interviewer should contact the health center in advance to arrange a site visit with the designated person in charge of disease surveillance at the health center (i.e., head of disease surveillance). If there is no designated person in this role, the health center’s medical director can serve in this capacity.
- At the beginning of the site visit, the interviewer should explain to the head of disease surveillance and to any other persons assisting with data collection (i.e., the interviewee(s)) the purpose of this activity and how the data will be used (see paragraph above). The interviewer should assure the interviewee(s) that they will not be personally identified in the results.
- During the site visit, the interviewer should complete each question in this data collection tool by interviewing the head of disease surveillance and asking for his/her assistance in collecting the requested information and materials. The interviewer should attempt to complete the tool in a single site visit. However, if needed, a follow-up visit could be arranged within 1 week of the initial visit to complete data collection.
- The interviewer should use the “Checklist of materials” at the bottom of this page to ensure that, in addition to completing the questions, all other requested and available materials are obtained.
- Additional interviewer guidance and instruction can be found throughout the document in italics.
- Note that throughout the document, meningococcal meningitis is referred to as meningitis.

**Acronyms and Definitions:**

- **DPS** = Prefectural Health Directorate (district level)
- **IDSR** = Integrated Disease Surveillance and Response
- **MOH** = Ministry of Health
- **Priority diseases** = African public health priorities, as specified by the IDSR framework and MOHs; diseases which are largely preventable with well-known and efficacious responses
- **Epidemic-prone diseases** = Subset of priority diseases with a high epidemic potential to cause serious public health impact due to their ability to spread rapidly internationally
- **Outbreak** = Occurrence of cases of disease in excess of what would normally be expected in a defined community, geographic area, or season

**Checklist of materials for interviewer to obtain (either copy or take pictures), if available:**

- [ ] Community-based surveillance case definitions for priority diseases (question 3)
- [ ] Standard case definitions for priority diseases (question 4)
- [ ] Surveillance feedback from DPS to the health center (question 11)
- [ ] Surveillance information from the health center to the community (question 14)
- [ ] Data analyses for priority diseases (question 15)
Please ask the interviewee(s) the following questions and request assistance in collecting the information, as indicated. If needed, use the “Comments” space after each question to describe additional relevant detail and/or challenges in obtaining the information.

**Background**
1. What is the title and role of the designated person in charge of disease surveillance at the health center (i.e., head of disease surveillance)?

____________________________________________________________________________________________________________

**Community-based Disease Surveillance**
2. What is the title and role of the designated person in charge of community-based surveillance in association with the health center?

____________________________________________________________________________________________________________

3. Ask to see the community-based surveillance case definitions for priority diseases (including epidemic-prone diseases), and, if available, request copies and/or take pictures of these community-based surveillance case definitions. Are community-based surveillance case definitions for priority diseases (including epidemic-prone diseases) available at the health center for staff to reference?  (Check only one)

☐ Yes
☐ No
☐ Not sure (explain in comments)

Comments: __________________________________________________________________________________________________
Health Center-based Disease Surveillance

4. Ask to see the standard case definitions for priority diseases (including epidemic-prone diseases) that are used by the health center staff and, if available, request copies and/or take pictures of these standard case definitions.

Are standard case definitions for priority diseases (including epidemic-prone diseases) available at the health center for staff to reference? (Check only one)

☐ Yes
☐ No
☐ Not sure (explain in comments)
Comments: __________________________________________________________

5. Ask to see the health center’s case registry where diagnoses of priority diseases (including epidemic-prone diseases) are recorded.

Are diagnoses of priority diseases (including epidemic-prone diseases) recorded in a case registry at the health center according to a standard case definition? (Check only one)

☐ Yes
☐ No
☐ Not sure (explain in comments)
Comments: __________________________________________________________

6. Review the entries in the case registry, if available.

Does the health center’s case registry appear to be up to date? (Check only one)

☐ Not applicable - there is no case registry
☐ Yes
☐ No
☐ Not sure (explain in comments)
Comments: __________________________________________________________
7. In consultation with the interviewee(s) and using the health center’s case registry and/or other available documentation, complete the following health center case count table of 4 epidemic-prone diseases for the time period **October 1, 2015–March 31, 2016**.

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<tr>
<th>Disease</th>
<th>Number of Cases</th>
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<td>Cholera</td>
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<td>Measles</td>
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<td>Meningitis</td>
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<td>Yellow fever</td>
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**Reporting and Feedback**

8. **Ask if the health center documents the required immediate reporting of epidemic-prone diseases to DPS, and, if yes, ask to see this documentation.**

Did the health center document the required immediate reporting of epidemic-prone diseases to DPS during **October 1, 2015–March 31, 2016**? (Check only one)

- [ ] Yes, there is documentation that **all** cases of epidemic-prone diseases were immediately reported to DPS during the time period.
  
  *(Describe method of documentation: ____________________________________________)*

- [ ] Yes, there is documentation that **some** cases of epidemic-prone diseases were immediately reported to DPS during the time period.
  
  *(Describe method of documentation: ____________________________________________)*

- [ ] No, there is no documentation indicating that cases of epidemic-prone diseases were immediately reported to DPS during the time period.

- [ ] Not sure *(explain in comments)*

Comments: ____________________________________________________________________________________________________
9. Ask if the health center documents their routine weekly reporting of epidemic-prone diseases to DPS, and, if yes, ask to see this documentation.

Did the health center document their routine weekly reporting of epidemic-prone diseases to DPS during October 1, 2015–March 31, 2016? (Check only one)

☐ Yes, there is documentation that all weekly reports of epidemic-prone diseases were provided to DPS during the time period.
(Describe method of documentation: ____________________________)

☐ Yes, there is documentation that some weekly reports of epidemic-prone diseases were provided to DPS during the time period
(Describe method of documentation: ____________________________)

☐ No, there is no documentation indicating that weekly reports of epidemic-prone diseases were provided to DPS during the time period.

☐ Not sure (explain in comments)

Comments: ___________________________________________________________

10. Did the health center receive any surveillance feedback (e.g., phone call acknowledging receipt of report, information on data quality, data summary) from DPS during October 1, 2015–March 31, 2016? (Check only one)

☐ Yes
☐ No
☐ Not sure (explain in comments)

Comments: ___________________________________________________________

11. How did DPS provide surveillance feedback to the health center during October 1, 2015–March 31, 2016? (Check all that apply and request copies and/or take pictures, if available)

_____Not applicable – no surveillance feedback was provided

_____Written report

_____Verbal report

_____Other (please describe: ____________________________)

12. What surveillance feedback from DPS is most helpful or would be most helpful to the health center? (Please describe)

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13. Did the health center provide any surveillance information (e.g., data summary, public health alerts or notifications) to the community during **October 1, 2015–March 31, 2016**? *(Check only one)*

- [ ] Yes
- [ ] No
- [ ] Not sure *explain in comments*

Comments: ______________________________________________________________________________________________________

14. How did the health center provide surveillance information to the community during **October 1, 2015–March 31, 2016**? *(Check all that apply and request copies and/or take pictures, if available)*

- [ ] Not applicable – no surveillance information was provided
- [ ] Public meeting(s) or forum(s)
- [ ] Community health worker meeting(s) or forum(s)
- [ ] Print media
- [ ] Radio
- [ ] Other *please describe: ____________________________________________________________*
15. Ask to review analyses of health center surveillance data for priority diseases*. In consultation with the interviewee(s), complete the following table to characterize the analysis activities at the health center during **October 1, 2015–March 31, 2016**, and request copies and/or take pictures of analyses, if available.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Answer (circle one per question)</th>
<th>Position/Title of the Person Who Completed the Analysis</th>
<th>What tools** were used to complete the analysis?</th>
<th>Comments</th>
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<tr>
<td>Plotted the numbers of cases on a graph</td>
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<td>Plotted the distribution of cases on a map</td>
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<td>Prepared summaries describing cases by characteristics (e.g., age, sex, education level, vaccination status, occupation or place of employment)</td>
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*Analyses for any priority disease, including but not limited to epidemic-prone diseases

**Examples: pen and paper, calculator, computer

Comments: ____________________________________________________________________________________________________
______________________________________________________________________________________________________________

16. In what way(s) could Epi-Detecte best help to strengthen the regular review and analysis of weekly-reported surveillance data?
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HEALTH CENTER     Updated 9.2.16
### Disease Outbreaks

17. **Ask to see the log where suspected disease outbreaks are recorded.**
   
   Are suspected disease outbreaks recorded in a log at the health center? *(Check only one)*
   
   - [ ] Yes
   - [ ] No
   - [ ] Not sure *(explain in comments)*

   Comments: __________________________________________________________________________________________

18. **Review the entries in the outbreak log.**
   
   Does the disease outbreak log appear to be to date? *(Check only one)*
   
   - [ ] Not applicable – there is no outbreak log
   - [ ] Yes
   - [ ] No
   - [ ] Not sure *(explain in comments)*

   Comments: __________________________________________________________________________________________

19. **In consultation with the interviewee(s) and using the outbreak log and/or other available documentation, complete the following health center outbreak count table of the 4 epidemic-prone diseases for the time period **October 1, 2015–March 31, 2016**.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Number of Outbreaks Identified</th>
<th>Number of Outbreaks Investigated</th>
<th>Number of Outbreaks Reported to DPS</th>
<th>List the response resources, if any, that were provided by MOH for outbreak investigation</th>
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<tbody>
<tr>
<td>Cholera</td>
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<td>Measles</td>
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   Comments: __________________________________________________________________________________________
Please provide any other comments below.

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End of data collection tool
Disease surveillance in Boffa, Guinea

This tool will be used collect baseline information from the Prefectural Health Directorate (DPS) in Boffa, Guinea about public health surveillance, including indicator case-based and community-based surveillance. Although the focus is on surveillance for 4 epidemic-prone diseases (i.e., cholera, measles, meningitis, and yellow fever) during the time period October 1, 2015‒March 1, 2016, several general surveillance questions are also included in the tool. The data collected will inform Epi-Detecte strategies to effectively improve disease surveillance in Guinea and serve as a baseline for determining the impact of planned Epi-Detecte interventions on basic surveillance system functions.

Interviewer Guidance:

- The interviewer should contact the DPS in advance to arrange a site visit with the Medicine Charge de Maladies (MCM). If this is not possible, the interviewer should arrange a site visit with an official at the DPS who is knowledgeable about disease surveillance.
- At the beginning of the site visit, the interviewer should explain to the MCM or other official and to any other persons assisting with data collection (i.e., the interviewee(s)) the purpose of this activity and how the data will be used (see paragraph above). The interviewer should assure the interviewee(s) that they will not be personally identified in the results.
- During the site visit, the interviewer should complete each question in this data collection tool by interviewing the MCM and asking for his/her assistance in collecting the requested information and materials. The interviewer should attempt to complete the tool in a single site visit. However, if needed, a follow-up visit could be arranged within 1 week of the initial visit to complete data collection.
- The interviewer should use the “Checklist of materials” at the bottom of this page to ensure that, in addition to completing the questions, all other requested and available materials are obtained.
- Additional interviewer guidance and instruction can be found throughout the document in italics.
- Note that throughout the document, meningococcal meningitis is referred to as meningitis.

Acronyms and Definitions:

- **DPLM** = Division of the Prevention and Control of Disease
- **DPS** = Prefectural Health Directorate (district level)
- **IDSR** = Integrated Disease Surveillance and Response
- **MCM** = Medicine Charge de Maladies
- **MOH** = Ministry of Health
- **Priority diseases** = African public health priorities, as specified by the IDSR framework and MOHs; diseases which are largely preventable with well-known and efficacious responses
- **Epidemic-prone diseases** = Subset of priority diseases with a high epidemic potential to cause serious public health impact due to their ability to spread rapidly internationally
- **Outbreak** = Occurrence of cases of disease in excess of what would normally be expected in a defined community, geographic area, or season

Checklist of materials for interviewer to obtain (either copy or take pictures), if available:

- Community-based surveillance case definitions for priority diseases (question 2)
- Standard case definitions for priority diseases (question 3)
- Surveillance feedback from DPLM to DPS (question 12)
- Surveillance feedback from DPS to Boffa health centers or prefectural hospital (question 15)
- Data analyses for priority diseases (question 16)
Please ask the interviewee(s) the following questions and request assistance in collecting the information, as indicated. If needed, use the “Comments” space after each question to describe additional relevant detail and/or challenges in obtaining the information.

**Community-based Disease Surveillance**

1. What is the title and role of the designated person in charge of community-based surveillance in association with the DPS? 
   *(If there is no one at the DPS who serves in this function, please indicate “Not applicable” in the space below.)*
   
   __________________________________________________________
   __________________________________________________________

2. Ask to see the community-based surveillance case definitions for priority diseases (including epidemic-prone diseases), and, if available, request copies and/or take picture(s) of these community-based surveillance case definitions. 
   Are community-based surveillance case definitions for priority diseases (including epidemic-prone diseases) available at the DPS for staff to reference?  *(Check only one)*
   
   ☐ Yes
   ☐ No
   ☐ Not sure (explain in comments)
   Comments: __________________________________________________________

**General Surveillance and Reporting**

3. Ask to see the standard case definitions for priority diseases (including epidemic-prone diseases) that are used by the DPS staff and, if available, request copies and/or take pictures of these standard case definitions. 
   Are standard case definitions for priority diseases (including epidemic-prone diseases) available at DPS for staff to reference?  *(Check only one)*
   
   ☐ Yes
   ☐ No
   ☐ Not sure (explain in comments)
   Comments: __________________________________________________________
4. Ask to see the registry where DPS records the routine weekly reporting of epidemic-prone diseases from the Boffa health centers and prefectural hospital.

Are the routine weekly reports of epidemic-prone diseases from the Boffa health centers and prefectural hospital recorded in a registry at DPS?
(Check only one)
☐ Yes
☐ No
☐ Not sure (explain in comments)

Comments: ___________________________________________________________________________________________________

5. In consultation with the interviewee(s) and using the registry and/or other available documentation, complete the following tables of routine weekly reporting by month of epidemic-prone diseases to the DPS from the Boffa health centers and prefectural hospital for the time period **October 1, 2015—March 31, 2016**. (See the following 2 pages for the tables)

For each week, determine:

1) If the weekly report from the facility was received at all (“Received”)
   - If YES, place an “X” in the designated box.
   - If NO, place a “0” in the designated box.

2) If the weekly report from the facility was received on-time (“On-time”)
   - If YES, place an “X” in the designated box.
   - If NO, place a “0” in the designated box.

*Note that a 5th week is included for each month but may not be needed, depending on the reporting schedule. If not needed, leave the 5th week box(es) blank.*
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<th>Month</th>
<th>Week of Month</th>
<th>Report Status</th>
<th>Colia</th>
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<th>Lisso</th>
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<th>Douprou</th>
<th>Tounify</th>
<th>Boffe Centre</th>
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<td>Month</td>
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<td>Report Status</td>
<td>Colia</td>
<td>Mankountan</td>
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</table>
6. In consultation with the interviewee(s) and using the registry and/or other available documentation, determine the method(s) by which the routine weekly reports were received by DPS from each of the reporting facilities during the time period **October 1, 2015–March 31, 2016.**  
For each reporting facility, place an “X” in the appropriate box(es), indicating all methods that apply.

<table>
<thead>
<tr>
<th>Method of Report to DPS</th>
<th>Reporting Facility</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Colia</td>
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<tr>
<td>Telephone</td>
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<td>Fax</td>
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<td>Text</td>
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<td>Email</td>
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<tr>
<td>Other (describe)</td>
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</table>

7. What method of weekly reporting from facilities is most helpful or would be most helpful to the DPS? *(Please describe)*

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
8. In consultation with the interviewee(s) and using the registry and/or other available documentation, complete the following case count tables by Boffa health center and prefectural hospital of 4 epidemic-prone diseases for the time period **October 1, 2015–March 31, 2016**.

<table>
<thead>
<tr>
<th>Reporting Facility and Disease</th>
<th>Number of Reported Cases*</th>
<th>Number of Reported Cases* with Confirmatory Laboratory Testing Performed</th>
<th>Number of Reported Cases with Confirmed Laboratory Test Results</th>
<th>Total Number of Reported Cases* Investigated by DPS</th>
<th>Total Number of Reported Cases* With a Completed Case Investigation Form</th>
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<tbody>
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<td>Colia</td>
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<tr>
<td>Cholera</td>
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<tr>
<td>Measles</td>
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<td>Meningitis</td>
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<td>Yellow fever</td>
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<td><strong>Mankountan</strong></td>
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<td>Cholera</td>
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<td>Yellow fever</td>
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<td>Cholera</td>
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*Total number of cases, including confirmed and suspected cases
Comments:________________________________________________________________________
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<tr>
<th>Reporting Facility and Disease</th>
<th>Number of Reported Cases*</th>
<th>Number of Reported Cases* with Confirmatory Laboratory Testing Performed</th>
<th>Number of Reported Cases with Confirmed Laboratory Test Results</th>
<th>Total Number of Reported Cases* Investigated by DPS</th>
<th>Total Number of Reported Cases* With a Completed Case Investigation Form</th>
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<td><strong>Lisso</strong></td>
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<td><strong>Tamita</strong></td>
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<td><strong>Douprou</strong></td>
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*Total number of cases, including confirmed and suspected cases
Comments: ___________________________________________________________________________________________________________
<table>
<thead>
<tr>
<th>Reporting Facility and Disease</th>
<th>Number of Reported Cases*</th>
<th>Number of Reported Cases* with Confirmatory Laboratory Testing Performed</th>
<th>Number of Reported Cases with Confirmed Laboratory Test Results</th>
<th>Total Number of Reported Cases* Investigated by DPS</th>
<th>Total Number of Reported Cases* With a Completed Case Investigation Form</th>
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<td>Cholera</td>
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<td>Prefectural hospital</td>
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<td>Cholera</td>
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*Total number of cases, including confirmed and suspected cases

Comments:________________________________________________________________________________________________________________________________________________________________________________________________________
9. **Ask if the DPS documents the required immediate reporting of epidemic-prone diseases to DPLM, and, if yes, ask to see this documentation.**

Did the DPS document the required immediate reporting of epidemic-prone diseases to DPLM during **October 1, 2015–March 31, 2016**? (Check only one)

- [ ] Yes, there is documentation that all cases of epidemic-prone diseases were immediately reported to DPLM during the time period. *(Describe method of documentation: _________________________________)*
- [ ] Yes, there is documentation that some cases of epidemic-prone diseases were immediately reported to DPLM during the time period. *(Describe method of documentation: _________________________________)*
- [ ] No, there is no documentation indicating that cases of epidemic-prone diseases were immediately reported to DPLM during the time period.
- [ ] Not sure (explain in comments)

Comments: ______________________________________________________________________________________________________

10. **Ask if the DPS documents their routine weekly reporting of epidemic-prone diseases to DPLM, and, if yes, ask to see this documentation.**

Did the DPS document the routine weekly reporting of epidemic-prone diseases to DPLM during **October 1, 2015–March 31, 2016**? (Check only one)

- [ ] Yes, there is documentation that all weekly reports of epidemic-prone diseases were provided to DPLM during the time period. *(Describe method of documentation: _________________________________)*
- [ ] Yes, there is documentation that some weekly reports of epidemic-prone diseases were provided to DPLM during the time period. *(Describe method of documentation: _________________________________)*
- [ ] No, there is no documentation indicating that weekly reports of epidemic-prone diseases were provided to DPLM during the time period.
- [ ] Not sure (explain in comments)

Comments: ______________________________________________________________________________________________________

**Surveillance Feedback**

11. Did the DPS receive any surveillance feedback (e.g., phone call acknowledging receipt of report, information on data quality, data summary) from DPLM during **October 1, 2015–March 31, 2016**? (Check only one)

- [ ] Yes
- [ ] No
- [ ] Not sure (explain in comments)

Comments: ______________________________________________________________________________________________________
12. How did DPLM provide surveillance feedback to DPS during **October 1, 2015–March 31, 2016**?
   (Check all that apply and request copies and/or take pictures, if available)
   _____Not applicable – no surveillance feedback was provided
   _____Written report
   _____Verbal report
   _____Other (please describe: ____________________________________________________________________________________)

13. What surveillance feedback from DPLM is most helpful or would be most helpful to the DPS? *(Please describe)*
   ______________________________________________________________________________________________________________
   ______________________________________________________________________________________________________________
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14. Did the DPS provide any surveillance feedback (e.g., phone call acknowledging receipt of report, information on data quality, data summary) to the Boffa health centers or prefectural hospital during **October 1, 2015–March 31, 2016**?
   (Check only one)
   □ Yes
   □ No
   □ Not sure (explain in comments)
   Comments: _____________________________________________________________________________________________________

15. How did the DPS provide surveillance feedback to the Boffa health centers or prefectural hospital during **October 1, 2015–March 31, 2016**?
   (Check all that apply and request copies and/or take pictures, if available)
   _____Not applicable – no surveillance feedback was provided
   _____Written report
   _____Verbal report
   _____Other (please describe: ____________________________________________________________________________________)
16. Ask to review analyses of DPS surveillance data for priority diseases*. In consultation with the interviewee(s), complete the following table to characterize the analysis activities at the DPS during **October 1, 2015–March 31, 2016**, and request copies of analyses and/or take pictures, if available.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Answer (circle one per question)</th>
<th>Position/Title of the Person Who Completed the Analysis</th>
<th>What tools** were used to complete the analysis?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plotted the numbers of cases on a graph</td>
<td>Yes</td>
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<td>No</td>
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<tr>
<td>Plotted the distribution of cases on a map</td>
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<tr>
<td>Prepared summaries describing cases by characteristics (e.g., age, sex, education level, vaccination status, occupation or place of employment)</td>
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<tr>
<td></td>
<td>No</td>
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</table>

*Analyses for any priority disease, including but not limited to epidemic-prone diseases

**Examples: pen and paper, calculator, computer

Comments: ___________________________________________________________________________________________________________

17. In what way(s) could Epi-Detecte best help to strengthen the regular review and analysis of weekly-reported surveillance data?

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Please provide any other comments below.

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End of data collection tool
# Disease surveillance in Boffa, Guinea

<table>
<thead>
<tr>
<th>Interviewer’s Name: _________________________</th>
<th>Date: ____________________________</th>
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</table>

This tool will be used to collect baseline information from the Division of the Prevention and Control of Disease (DPLM) in Guinea about public health surveillance, including indicator case-based and community-based surveillance during October 1, 2015–March 1, 2016 in Boffa, Guinea. Although the focus is on surveillance for 4 epidemic-prone diseases (i.e., cholera, measles, meningitis, and yellow fever), several general surveillance questions are also included in the tool. The data collected will inform Epi-Detecte strategies to effectively improve disease surveillance in Guinea and serve as a baseline for determining the impact of planned Epi-Detecte interventions on basic surveillance system functions.

**Interviewer Guidance:**
- The interviewer should contact the DPLM in advance to arrange a site visit with a DPLM official who is knowledgeable about disease surveillance.
- At the beginning of the site visit, the interviewer should explain to the official and to any other persons assisting with data collection (i.e., the interviewee(s)) the purpose of this activity and how the data will be used (see paragraph above). The interviewer should assure the interviewee(s) that they will not be personally identified in the results.
- During the site visit, the interviewer should complete each question in this data collection tool by interviewing the DPLM official and asking for his/her assistance in collecting the requested information and materials. The interviewer should attempt to complete the tool in a single site visit. However, if needed, a follow-up visit could be arranged within 1 week of the initial visit to complete data collection.
- The interviewer should use the “Checklist of materials” at the bottom of this page to ensure that, in addition to completing the questions, all other requested and available materials are obtained.
- Additional interviewer guidance and instruction can be found throughout the document in italics.
- Note that throughout the document, meningococcal meningitis is referred to as meningitis.

**Acronyms and Definitions:**
- **DPLM** = Division of the Prevention and Control of Disease
- **DPS** = Prefectural Health Directorate (district level)
- **IDSR** = Integrated Disease Surveillance and Response
- **MOH** = Ministry of Health
- **Priority diseases** = African public health priorities, as specified by the IDSR framework and MOHs, as diseases which are largely preventable with well-known and efficacious responses
- **Epidemic-prone diseases** = Subset of priority diseases with a high epidemic potential to cause serious public health impact due to their ability to spread rapidly internationally
- **Outbreak** = Occurrence of cases of disease in excess of what would normally be expected in a defined community, geographic area, or season

**Checklist of materials for interviewer to obtain (either copy or take pictures), if available:**
- [ ] Standard case definitions for priority diseases (question 2)
- [ ] Surveillance feedback from DPLM to DPS (question 9)
- [ ] Data analyses for priority diseases (question 10)
Please ask the interviewee(s) the following questions and request assistance in collecting the information, as indicated. If needed, use the “Comments” space after each question to describe additional relevant detail and/or challenges in obtaining the information.

**Background**
1. What is the organizational structure of the DPLM? *(Please describe briefly and/or make copy/take pictures of organizational chart.)*

**General Surveillance and Reporting**
2. Ask to see the standard case definitions for priority diseases (including epidemic-prone diseases) that are used by DPLM staff and, if available, request copies and/or take pictures of these standard case definitions.

   Are standard case definitions for priority diseases (including epidemic-prone diseases) available at DPLM for staff to reference? *(Check only one)*
   - [ ] Yes
   - [ ] No
   - [ ] Not sure *(explain in comments)*
   
   Comments: ________________________________________________________________

3. Ask to see the registry where DPLM records the routine weekly reporting of epidemic-prone diseases from each DPS.

   Are the routine weekly reports of epidemic-prone diseases from each DPS recorded in a registry at DPLM?
   - [ ] Yes
   - [ ] No
   - [ ] Not sure *(explain in comments)*

   Comments: ________________________________________________________________
4. In consultation with the interviewee(s) and using the DPLM registry and/or other available documentation, complete the following table of routine weekly reporting by month of epidemic-prone diseases from the Boffa DPS for the time period October 1, 2015–March 31, 2016.

For each week, determine:

1) If the weekly report from the Boffa DPS was received at all (“Received”)
   - If YES, place an “X” in the designated box.
   - If NO, place a “0” in the designated box.

2) If the weekly report from the Boffa DPS was received on-time (“On-time”)
   - If YES, place an “X” in the designated box.
   - If NO, place a “0” in the designated box.

*Note that a 5th week is included for each month but may not be needed, depending on the reporting schedule. If not needed, leave the 5th week box(es) blank.

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5*</td>
<td>1 2 3 4 5*</td>
<td>1 2 3 4 5*</td>
<td>1 2 3 4 5*</td>
<td>1 2 3 4 5*</td>
<td>1 2 3 4 5*</td>
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<tr>
<td>Received</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>On-time</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</table>

Comments: ____________________________________________________________________________________________________
________________________________________________________________________________________________________

5. In consultation with the interviewee(s) and using the DPLM registry and/or other available documentation, determine the method(s) by which the routine weekly reports were received by DPLM from the Boffa DPS during the time period October 1, 2015–March 31, 2016. (Check all that apply)
   _____Telephone
   _____Fax
   _____Text
   _____Email
   _____Other (describe: ____________________________________________________________ )
6. What method of weekly reporting from district DPSs is or would be most helpful to DPLM? *(Please describe)*

____________________________________________________________________________________________________________
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7. In consultation with the interviewee(s) and using the DPLM registry and other available documentation, including case investigation forms, complete the following case count table for the **Boffa DPS** of 4 epidemic-prone diseases for the time period **October 1, 2015–March 31, 2016**.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Number of Reported Cases*</th>
<th>Number of Reported Cases* with Confirmatory Laboratory Testing Performed</th>
<th>Number of Reported Cases with Confirmed Laboratory Test Results</th>
<th>Total Number of Reported Cases* With a Completed Case Investigation Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>5a1. Cholera</td>
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<tr>
<td>5b1. Measles</td>
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<td></td>
<td></td>
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<tr>
<td>5c1. Meningitis</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5d1. Yellow fever</td>
<td></td>
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</tbody>
</table>

*Total number of cases, including confirmed and suspected cases

Comments: _____________________________________________________________________________________________________
________________________________________________________________________________________________________________

**Surveillance Feedback**

8. Did DPLM provide surveillance feedback (e.g., phone call acknowledging receipt of report, information on data quality, data summary) to any district DPS during **October 1, 2015–March 31, 2016**? *(Check only one)*

- [ ] Yes
- [ ] No
- [ ] Not sure (explain in comments)

Comments: _____________________________________________________________________________________________________
________________________________________________________________________________________________________________
9. How did DPLM provide surveillance feedback to any district DPS during October 1, 2015–March 31, 2016? (Check all that apply and request copies and/or take pictures, if available)
   _____Not applicable – no surveillance feedback was provided
   _____Written report
   _____Verbal report
   _____Other (please describe: ____________________________________________________________________________________)

Analysis
10. Ask to review analyses of DPLM surveillance data for priority diseases* from any district. In consultation with the interviewee(s), complete the following table to characterize the analysis activities at DPLM during October 1, 2015–March 31, 2016, and request copies and/or take pictures of analyses if available.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Answer (circle one per question)</th>
<th>Position/Title of the Person Who Completed the Analysis</th>
<th>What tools** were used to complete the analysis?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plotted the numbers of cases on a graph</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Plotted the distribution of cases on a map</td>
<td>Yes</td>
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<tr>
<td>Prepared summaries describing cases by</td>
<td>Yes</td>
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<tr>
<td>characteristics (e.g., age, sex, education</td>
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<tr>
<td>level, vaccination status, occupation or</td>
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<tr>
<td>place of employment)</td>
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</tbody>
</table>

*Analyses for any priority diseases, including but not limited to epidemic-prone diseases

**Examples: pen and paper, calculator, computer

Comments: ____________________________________________________________________________________________________
______________________________________________________________________________________________________________
11. In what way(s) could Epi-Detecte best help to strengthen the regular review and analysis of weekly-reported surveillance data?

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Please provide any other comments below.

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End of data collection tool