Read and refer to the
"Lab SPARS Data Collection Tool & Support Supervision Visit Guidelines"
before filling the form

Health Region		Name of Laboratory In-charge	
District		In-Charge Phone No	
Health Sub District		Supervision Visit No	
Health Facility		Date of Visit	
Level		Date of Next Visit:	
Ownership		Name of responsible LSS	

NAME(S) OF PERSONS SUPERVISED

#	Name	Sex (F/M)	Profession	Contact/Phone No.	Email
1.					
2.					
3.					
4.					

NAME(S) OF SUPERVISORS

#	Name	Contact/Phone No.	Title
1			
2			
3			

D1: Where are Laboratory supplies MAINLY stored in the facility?

	STORE	Tick as appropriate	Comment	
1	Main store	☐		
2	Laboratory store	☐		
3	Pharmacy store	☐		
4	Wards	☐		
4	Cabinets in the laboratory	☐		
5	Other stores, please specify	☐		

D2: Where ELSE are Laboratory supplies stored in the facility *(Do not repeat response selected in D1 above)*				
	STORE	Tick as appropriate	Comment	
1	Main store	☐		
2	Laboratory store	☐		
3	Pharmacy store	☐		
4	Wards	☐		
4	Cabinets in the laboratory	☐		
5	Other stores, please specify	☐		

D3: Does the facility use stock cards to track the use of laboratory supplies (*Observe*)				
	☐ Yes	No ☐	Comment	

D4: Where are stock cards kept in the facility (*Observe*)				
	STORE	Tick as appropriate	Comment	
1	Main store	☐		
2	Laboratory store	☐		
3	Pharmacy store	☐		
4	Wards	☐		
4	Cabinets in the laboratory	☐		
5	Other stores, please specify	☐		

D5: **Assessor**: *If stock cards are kept in multiple places*, ask; How is the consumption reconciled with the main store/stock card

I. STOCK MANAGEMENT

1- 7 Availability of reagents and correct filling of stock cards, stock books etc.

Verify information recorded for the selected vital tests and reagents, complete table1 with (Y=1/N=0): If the facility does not carry out a particular test i.e. ***C 1*** *write "0" for* ***C1*** *and "NA" for the rest of the columns (****C2*** *to* ***C18****) ; if the item is un available, write "0" in* ***C2*** *and proceed to* ***C3****, if stock card unavailable write '0' in* ***C3*** *followed by '0' for* ***C4*** *to* ***C13*** *and ask* ***C14*** *If stock book unavailable write "0" in* ***C14*** *followed by '0" for* ***C15*** *to* ***C18****. If AMC not recorded write 'NR', if item overstocked (****C17****) write "0". **NB**: For all unselected items (vital tests) write "NS".*

Table 1: Availability of reagents and correct filling of stock cards, stock books (Key: C= Column, R=Row)

		Columns	**C1**	**C2**	**C3**	C4	**C5**	C6	C7	**C8**	C9	C10	C11	C12	**C13**	C14	**C15**	**C16**
	Testing Category	Reagent & Unit size	Does the facility carry out these tests (Assessor ask for all ten tracer items and score yes=1 and No=0	**Is the Item available? (Score 1/0) - If expired, mark (E)**	**Is the Stock card available? (1/0)**	Is a physical count (PC) done every month and marked in the stock card (*check last 3 complete months*) (1/0)	**Is the card filled correctly with name, unit size, Min& Max, special storage (1/0)**	Balance according to stock card (record no. from the card)	Count the no. of reagents in stock and record i.e. physical count (PC)	**Does the balance according to the stock card agree with the PC 100%? (1/0)**	Record the amount issued in the last 3 complete months.	Record the number of days out of stock in the last 3 complete months.	Record the average monthly consumption (AMC) as per the stock card. Write NR if not recorded.	Calculate & record the AMC based on the last 3 complete months	**Does the AMC from the stock card agree with the calculated AMC ±10%? (1/0) Write NR if no record in C11 above**	Does the facility have an ELMIS/EMR installed at the store? (1/0)	Record the quantity as per the ELMIS/EMR. Write NR if not recorded.	**Does the balance according to the ELMIS/EMR agree with the PC 100%? (1/0)**
R1	HIV	Determine strips, 100 Tests																
R2	HIV	DBS Collection Set, 50 Tests																
R3	TB	GeneXpert Xpert MTB/RIF Ultra Assay, 50 Cartridges with Sample Reagent, 1 Kit																
R4	HIV	Plasma Collection Tube, K2-EDTA + PPT Polymer Gel, 5ml, Plastic, White Top, Sterile.																
R5	Malaria	Malaria Rapid Diagnostic Test (RDT), 25 Tests																
R6	Advanced HIV	Visitect CD4 Advanced Disease, 25 Tests																
R7	HIV	HIV/Syphilis Duo Kit / HIV-1/2 (Standard Q HIV/Syphilis Combo Test Bundle, 25 Tests)																
R8	CaCx	GeneXpert Xpert HPV Assay, 10 Cartridges, 1 Kit																
R9	Advanced HIV	Pima CD4 Cartridges (100 Tests)																
R10	Haematology	Blood Grouping Reagent, 10 mL Vial (Anti A,B, AB, D)																
R11	Chemistry	Blood Glucose Test Strips, 50 Tests																
R12	TB	Strong Carbol Fuchsin 1000ml Solution																
R13	Others	Hepatitis B Rapid Diagnostic Test (RDT) HBsAg, 100 Tests																
R14	HIV	GeneXpert Xpert HIV-1/VL Assay, 10 Cartridges with Sample Reagent, 1 Unit																
R15	HIV	m-Pima HIV-1/2 Detect, 50 Tests																
R16	Option (HIV)																	
R17	Option (TB)																	
R18	Option (Malaria)																	
R19	Option (STI)																	
R20	Option (Advanced)																	

		Columns	C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16
	Testing Category	Reagent & Unit size	Does the facility carry out these tests (Assessor ask for all ten tracer items and score yes=1 and No=0	**Is the Item available? (Score 1/0) - If expired, mark (E)**	**Is the Stock card available? (1/0)**	Is a physical count (PC) done every month and marked in the stock card (*check last 3 complete months*) (1/0)	**Is the card filled correctly with name, unit size, Min& Max, special storage (1/0)**	Balance according to stock card (record no. from the card)	Count the no. of reagents in stock and record i.e. physical count (PC)	**Does the balance according to the stock card agree with the PC 100%? (1/0)**	Record the amount issued in the last 3 complete months.	Record the number of days out of stock in the last 3 complete months.	Record the average monthly consumption (AMC) as per the stock card. Write NR if not recorded.	Calculate & record the AMC based on the last 3 complete months	**Does the AMC from the stock card agree with the calculated AMC ±10%? (1/0) Write NR if no record in C11 above**	Does the facility have an ELMIS/EMR installed at the store? (1/0)	Record the quantity as per the ELMIS/EMR. Write NR if not recorded.	**Does the balance according to the ELMIS/EMR agree with the PC 100%? (1/0)**
R21	Option (Haem)																	
R22	Option (Chem)																	
R23	Option (Others)																	
	SUM																	

Note!

1. ***A minimum of 10 commodities must be assessed prioritizing the commodities in rows R1 – R15***
2. ***In case priority commodities listed are not available, please select from the options below per category***
3. ***All 'NAs' must be explained in the comments section below.***

Comments:

Options of Commodities to Review

1. **HIV**
   a. HIV-1/2, STAT-PAK Assay, 20 Tests
   b. HIV-1/2, Bioline 3.0, 25 Tests
   c. m-Pima HIV-1/2 VL, 50 Tests
   d. GeneXpert Xpert® HIV-1 Qual Assay, 10 Cartridges with Sample Reagent, 1 Unit,
   e. HIV-1/2, OraQuick Rapid Antibody Test, 25 Tests
   f. Asante Rapid Recency Test (FOR RESEARCH USE ONLY), 20 tests
   g. Syphilis Rapid Diagnostic Test (RDT) Bioline 3.0, 30 Tests
2. **TB**
   a. TRUENAT-Truenat MTB Plus, 50 Tests
   b. Sulphuric Acid, 25%
   c. TB LAMP-Loopamp MTBC Detection Kit, 96 Tests
   d. Specimen Container, Sputum, 60 mL, Screw Cap, Translucent, Sterile
3. **Malaria**
   a. Field Stain B, 1000ml Solution
   b. Field Stain A, 1000ml Solution
4. **Advanced HIV Disease Management**
   a. Cryptococcal Antigen Lateral Flow Assay, 50 Tests
   b. TB Rapid Diagnostic Test (RDT) Determine TB LAM Ag, 25 Tests
5. **Haematology**
   a. Diluent, 20L (Any)
   b. Drabkin's Solution
6. **STI**
   a. GeneXpert, Xpert® CT/NG
   b. GeneXpert, Xpert® TV
   c. Syphilis Rapid Diagnostic Test (RDT), 30 Tests
7. **Others**
   a. Examination Gloves, 50 pairs
   b. Anti-Microbial Resistance Commodities
   c. Biohazard Bags, 30 Inch, Red (100 pcs)
   d. Glass Slides (100pcs)

1 – 7. Availability of reagents and correct use of stock cards, ELMIS - continued

Scoring:

Use the sums from table1 to calculate the score. Remember to subtract 'NA' ***from the 15 items for all the indicators***.

Indicator	How to score	Score	Percentage
1.Availability of reagents for selected tests on day of visit	Sum/(15-NA)		
2.Stock card availability	Sum/(15-NA)		
3.Correct filling of stock card	Sum/(15-NA)		
4. Does physical count agree with stock card balance?	Sum/(15-NA)		
5. Is AMC in the stock card correctly calculated	Sum/(15-NA)		
6. Is the ELMIS/EMR correctly used and updated?	Sum/(15-NA)		

Score: the sum of (1 to 6) Yes (1) divided by 7 minus 'NA': _____ Percentage: _____

II. STORAGE & LAB FACILITIES MANAGEMENT

8. Cleanliness of the laboratory including storage facilities

Make a physical observation of the place where laboratory supplies are stored.

Area	Score	Comments
a) The Lab store is clean and tidy		
b) The Main store is clean and tidy		
c) The Laboratory is clean and tidy		
Sum		

Score: the sum of score for (a+b+c) storage area divided by 3 minus NA = ___ Percentage: _____

9. Hygiene of the Laboratory

Ask to be shown the water points, hand washing and staining stations: score yes =1, No=0 and NA for not applicable

Indicator	Score	Comments
a) Is there running water in the lab?		
b) Is the hand washing area separate from the staining area?		
c) Is hand washing facilities accessible, conveniently located, hygienic and functioning?		
d) Is the drainage system of suitable standards?		
e) Is there soap for hand washing?		
Sum		

Score: the sum of a) to d) divided by 5 minus any 'NA': _____ Percentage: _____

10. System for storage of laboratory reagents and supplies

Ask to be shown around the main and e laboratory store that sores laboratory supplies and observe the following conditions, score yes =1 and No=0

Indicator	Main Store 1/0	Lab Store 1/0	Comments
a) Are there shelves, pallets and cabinets for storage?			
b) Are reagents stored on shelves and /or in cabinets?			
c) Are the stock cards kept next to the reagents on the shelves or in a file?			
d) Are lab reagents on shelves, pallets or in cabinets stored in a systematic manner (alphabetic, usage form etc.)?			
e) Are the shelves and or cabinets labelled?			
Sum			

Score: Main store: the sum of a) to e) yes (1) divided by 5:_____Percentage_____
Score: Lab store: the sum of a) to e) yes (1) divided by 5: _____Percentage _____
Sum of main store score results + Lab score results minus NA _____ percentage----------

11. Storage conditions for laboratory supplies/reagents

Ask to be shown around the main store and the store for lab supplies and observe the following conditions, score Yes =1, No=0

Indicator	Main store 1/0/NA	Lab store 1/0/NA	Comments
a) No signs of pests/harmful insects/rodents seen in the area (Check traces, droppings etc. from bats, rats, ants, etc.)			
b) Are the supplies protected from direct sunlight (Painted glass, curtains or blinds or no windows)?			
c) Is the temperature of the storage room monitored?			
d) Can the temperature of the storeroom be regulated (with Ventilation, air-condition or by opening windows)?			
e) Roof is maintained in good condition to avoid water penetration?			
f) Is storage space sufficient and adequate?			
g) Is the storeroom lockable and access limited to authorised personnel?			
h) Fire safety equipment is available and accessible (any items for promotion of fire safety should be considered)			
i) Is there a functioning system for cold storage (Refrigerator/Freezer)?			
j) Is the refrigerator/freezer kept in a well-ventilated space?			
k) If yes, are only reagents stored in the refrigerator – no food or beverage?			
l) Are the containers in the refrigerator securely capped or properly covered?			
m) Is the temperature of the refrigerator monitored daily?			
n) Boxes are not directly on the floor in the store			
Sum			

Score: Main store: the sum of a) to l) yes (1) divided by 14:_____Percentage: _____

Score: Lab store: the sum of a) to l) yes (1) divided by 14:_____Percentage _____

Sum of main score results + Lab score results minus NA _____ percentage----------

12. Storage practices of laboratory reagents

Checks for the listed components and score Yes =1, No=0 and NA for not applicable

Indicator	Main store 1/0	Lab store 1/0	Comments
a) Is there a record for expired reagents (Check)?			
b) Is there a place to store expired reagents separately?			
c) Is FEFO adhered to? (*Check 5 randomly selected reagents*)			
d) Are reagent bottles/kits labelled with the date of opening?			

Indicator	Main store 1/0	Lab store 1/0	Comments
e) Do all bottles that have been opened have a lid on?			
f) Are chemicals labelled with the chemical's name and with hazard markings?			
g) Are flammable chemicals stored out of sunlight and below their flashpoint, preferably in a steel cabinet in a well-ventilated area			
h) Are flammable and corrosive agents stored on lower shelves or separated from one another (preferably in a separate cabinet)			
i) Are Specific Material Safety Data Sheets available for all reagents in storage?			
Sum			

Score: Main store: the sum of a) to e) yes (1) divided by 9 Minus NA _____Percentage: _____

Score: Lab store: the sum of a) to e) yes (1) divided by 9 Minus NA: _____Percentage _____

Sum of main score results + Lab score results minus NA _____ percentage_____

III. ORDERING

13. Reorder level calculation

Ask the supervisee how, s/he decides the amount to order (if they were to re-order), score appropriately. The supervisee should show knowledge about the process of using the consumption log and the stock card to extract figures such as; Stock on Hand, AMC and both Min-max for the commodity in question). Write "NR" in case the order form is missing for part a and c, Write "NR" for part b if the laboratory does not have the standard TEST MENU by level

Indicator	Score 1/0	Comments
a) Are copies (soft or hard) of last 2 complete order cycles filed and stored?		
b) Did the facility submit the last order to the warehouse electronically?		

No.	Responses	Score
c)	Review an order form from the most recent order cycle to check whether the person knows how to calculate the quantity to order. Let the person show you how to calculate the quantity to order for the selected reagents/test kit Record: SOH= ……..; Qty Issued out (2 months) =……..; Days out of stock=……. Adjusted AMC=…….; Maximum quantity (Adjusted AMCx4) =…….. (Quantity to order = Maximum stock – Stock on hand)=…… (Score 1 if quantity to order is correct otherwise 0 or NR for missing order forms)…… ……	
d)	Is there a **standard** test menu at laboratory facility on the day of visit? Yes/No	
e)	Review the orders and delivery notes from the most recent order cycle and complete the table below based on the first 5 items assessed under Stock Management	**Note! This section is not scored**

#	Item	**A.** Quantity Ordered	**B.** Quantity Received	Order Fulfillment Rate (B/A)x100
1				
2				
3				
4				
5				
	Average Order Fulfillment Rate			

	Sum	

Score: Sum of item ((a+b+c+d)/4)). **Percentage _____**

14. Adherence to ordering procedures

Complete the dates of orders and delivery in the table below for the last order. The final score is 1 or 0 depending on timeliness of ordering and delivery. Write NR for missing delivery schedule, order forms or delivery forms

No	Responses	Most recent order cycle	Comments
1	Ordering schedule deadline (*check the current warehouse schedules*)		
2	Actual date of ordering by facility (write date stamped by in-charge)		
3	**Was ordering timely (Y=1/N=0)**		
4	Delivery schedule deadline (check the current warehouse schedule)		
5	Date of delivery from warehouse		**Note! Timeliness of deliveries is not scored**.
6	**Was delivery on schedule (timely) (Y=1/N=0)**		

Score (for timeliness of order ONLY):
Score 1 if date of ordering is equal to or in line with the ordering schedule, else 0

Score: (for timeliness of orders) = score of _____. ***Percentage _____***

15. Availability of current Annual Laboratory Procurement Plan.

Check to see if an Annual Laboratory Procurement Plan is available for current financial year. Score 1 if available otherwise 0.

No	Responses	Score	Comments
1	Availability of Annual Procurement Plan (yes=1, No=0		

Score: _____ **Percentage _____**

IV. LABORATORY EQUIPMENT

16. Developing and maintaining facility equipment inventory

Complete the table and score yes= 1 or No= 0

No	Responses	Score	Comments
1	Is the Laboratory Equipment Inventory Log (HMIS Lab 20) available? (***Check for a copy of the form and (If yes= 1, No=0)***		
2	Has the Laboratory Inventory Log been updated in the last 1 calendar year (***Check the Log was updated in the last 1 year (yes= 1, No=0)***		

Score: sum of 1 & 2 divided by 2 _____ ***Percentage*** _____

17. Equipment management plan to ensure functionality

Complete the table below Score 1/0 or NA depending on the facility situation NB: evaluate the facility based on equipment platforms available

No	Responses	Score	Comments
1	Is relevant major equipment service information readily available in the laboratory (look out for the **Equipment Mgt File/ Book of life** for CD4, Haematology, clinical chemistry/ colorimeter and microscope) (Score 1 based on availability of the above equipment information) **NB:** For any available equipment all service information must be available to score 1		
2	Is major equipment routinely serviced according to schedule and documented in the service logs? (check records and any available platform need to be a Yes to score a 1)		
3	Is internal quality control (IQC) performed for CD4, Haematology and clinical chemistry/colorimeter equipment, documented, and reviewed prior to release of patient results? (**Review the last 5 days the test were done (look in the lab register) (*check records and any available platform need to be a Yes to score a 1)***		
4	Are the manufacturers' operator manuals for major equipment (CD4, Haematology and clinical chemistry/calorimeter) readily available? **(*check records and any available platform need to be a Yes to score a 1)***		

Score: Sum (1 to 4) yes (1): _____percentage_____

18. Equipment Functionality

Has the laboratory provided uninterrupted testing services, with no disruptions due to equipment downtime since the last visit (Please note for baseline visit look at the past 1 year)? Yes=1, No =0, N/A = not applicable (not available). NB: Verify from the equipment maintenance log and record the equipment downtime in months if there were some interruptions.

Equipment	Is the equipment functional? (Score 1 if yes and 0 if not)	Duration of downtime (months)	Non-functional due to equipment(hardware/software) (Tick)	Non-functional due to reagents (Tick)	Non-functional due to other factors e.g. power, manpower	Response time (months)
1.CD4 (Specify)						
2.Hematology (Specify)_____						
3.Microscope						
4. Centrifuge						
5.Hb meter (Specify)_____						
6.Chemistry (Specify)_____						
7. GeneXpert (TB, EID. VL, HPV)						
8. M-Pima						
(Other – include option to type & enter)						
(Other – include option to type & enter)						
(Other – include option to type & enter)						

Score: the sum (1 to 8)/8 minus NA: _____ Percentage: _____

19. Equipment utilization for; chemistry, haematology and CD4 platforms.

Note: Excluding general purpose equipment like microscopes.

1.CD4 Equipment								
A	B	C	D	E	F	G	H	I
Equipment name	Throughput (per day)	Average no. of days running per month	Average actual output (lab registers)	Average Expected out (B*C)	% Utilization((D/E)*100)	If "F" more than "70%" score "1" else "0)	Capacity of equipment according to User	If B=H score "1 "else "0"
BD FACSPresto	60							
Pima Analyzer	20							
(Other – include option to type & enter)								

2.Chemistry Equipment								
A	B	C	D	E	F	G	H	I
Equipment name	Throughput (per day)	Average no. of days running per month	Average actual output (lab registers)	Average Expected out (B*C)	% Utilization((D/E)*100)	If "F" more than "70%" score "1" else "0)	Capacity of equipment according to User	If B=H score "1 "else "0"
ROCHE COBAS C311	520							

ROCHE COBAS C111	450							
COBAS 6000	8000							
Humastar 80	640							
Humastar 200	1600							
Humastar 600	4800							
(Other – include option to type & enter)								

3.Heamatology Equipment								
A	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**
Equipment name	**Throughput (per day)**	**Average no. of days running per month**	**Average actual output (lab registers)**	**Average Expected out (B*C)**	**% Utilization((D/E)*100)**	**If "F" more than "70%" score "1" else "0)**	**Capacity of equipment according to User**	**If B=H score "1 "else "0"**
Humacount 30TS	240							
Humacount 60TS	480							
Mindray BC 3200	480							
Mindray BC 3000	480							
Mindray BC 2800	240							
Mindray BC 2300	240							
Medonic M-Series	640							
Sysmex POCH-100i	200							
Sysmex XP-300/500i	480							
Nihon Kohden	480							
(Other – include option to type & enter)								

4.Point of Care Equipment								
A	**B**	**C**	**D**	**E**	**F**	**G**	**H**	**I**
Equipment name	**Throughput (per day)**	**Average no. of days running per month**	**Average actual output (lab registers)**	**Average Expected out (B*C)**	**% Utilization((D/E)*100)**	**If "F" more than "70%" score "1" else "0)**	**Capacity of equipment according to User**	**If B=H score "1 "else "0"**
GeneXpert (16 Module)	16							
GeneXpert (4 Module)								
M-Pima								
(Other – include option to type & enter)								

Score: Chemistry; Sum (G & I)/2_____ percentage_____

Score: CD4; Sum (G & I)/2_____ percentage_____

Score: Haematology; Sum (G & I)/_____ percentage_____

Score: Point of Care; Sum (G & I)/_____ percentage_____

Sum of 4/4 minus NA _____ Percentage_____

V. LABORATORY INFORMATION SYSTEM

20. Availability & Use of Laboratory Data collection tools

Check and verify to see that the documents are the official and current documents for MoH; yes= 1, No= 0 (add all numbers for all the tools) (N/A for facilities that don't perform a particular test Category)

No	Item	Available? Scores (1/0)	In use? Score (1/0)	Comments
A	HMIS Lab 001 General Laboratory Request Form			
B	HMIS Lab 002 Laboratory Specimen Reception Register			
C	HMIS Lab 004 General Laboratory Test Result Form			
D	HMIS Lab 005 Laboratory Specimen Referral Register			
E	HMIS Lab 010 HC II & HC III Daily Activity Register for General Analysis			
F	HMIS Lab 011 HC IV & Gen Hosp Daily Activity Register for General Analysis			
G	HMIS Lab 012 Hosp Gen Clinical Chem Register for Daily Activity & General Analysis			
H	HMIS Lab 014 Daily Activity Haematology Register			
I	HMIS Lab 015 Daily Activity Register for Viral Load, CD4, TB LAM & CrAg			
J	HMIS Lab 016 Daily Activity Register for HIV Tests			
K	HMIS Lab 019 Facility Biosafety & Biosecurity Incident Register			
L	HMIS Lab 020 Laboratory Equipment Inventory Log			
M	HMIS Lab 022 Laboratory Equipment Breakdown Register			
N	HMIS Lab 023 Laboratory Equipment Maintenance Log			
O	HMIS PHAR 021 Bimonthly Report & Order Calculation Form for HIV Test Kits			
P	HMIS PHAR 023 Laboratory Order Form			
	Sum			

Score: Available: the sum of a) to p) yes (1) divided by 16 Minus NA _____Percentage: _____

Score: In use: the sum of a) to p) yes (1) divided by 16 Minus NA: _____Percentage _____

Sum of Available score results + In use score results _____ percentage_____

21. Availability of HMIS 105 reports

Check for availability of the specified form and score 1=Yes (if available and seen 0=No (not available or not seen)

No	Item	Score	Comments
1	Does the laboratory keep copies of the Laboratory HMIS 105 Health Unit Outpatient Monthly Report Section 10 pages 26 & 27 sent to the facility in-charge		
2	Does the facility have HMIS 105 Monthly reports for the previous 2 months (verify, if yes Score 1 otherwise, score 0)		

	Sum		

Score: the sum of 2 divided by 2_____ Percentage: _____

22. Timeliness of HMIS 105 reports

Please check the dates the reports for the previous month were submitted, if submitted on time score 1 otherwise 0 (NB: Timely reporting means; 5th, 7th and 14th for facility, HSD and district respectively)

No	Item	Score	Comments
	Report schedule data (write the expected reporting date)		
1	Date HMIS 105 Section 10 pages 26 & 27 report was submitted to the district		
	Was the HMIS 105 Section 10 pages 26 & 27 report submitted to the health sub district on time (Yes=1/No=0		

Score; ----------percentage----------

23. Completeness and accuracy of HMIS 105 report (Section 6 and 10)

Date report was filled (use last report not more than 2 months ago): ……. /……. /…….

Note: for this indicator, an average of the score in parts a, b & c contribute to the final score!

a) **Completeness of the HMIS 105 report**

Item	Score
c) HMIS 105 report section 6 is completely filled (**No blanks left**) then score 1 ELSE score =0	
ii) HMIS 105 report section 10 is completely filled (**No blanks left**) then score 1 ELSE score =0	

Sum of (i & ii divided by 2) ……

b) **Check the accuracy of the last HMIS 105 report (Yes=1/ No=0):**

Assessor: check the previous HMIS 105 (stock status report) and the Stock card/book record and compare values during the reporting period. If the data in the report agree (100%) score 1 if not score 0. If either the HMIS 105 report or the stock card or book is missing score 0

Stock Status		Reported in HMIS 105			Actual (recounted) in stock card/book			
	Is the previous HMIS 105 report and the stock card/book for the following commodities available? (1/0/NA)	Quantity consumed	No. Of days out of stock	Stock on hand	Quantity consumed	No. Of days out of stock	Stock on hand	Do the report and stock card/ book data agree? (1/0/NA)
1. Determine HIV Screening test, tests								
2. Stat -pack HIV Confirmatory rapid tests, tests								
3. SD-Bioline HIV RDT Tie-breaker test								
4. CD4 reagent (Specify) ……								
5. Malaria Rapid Diagnostic Test (RDT), 25 Tests								
6. GeneXpert Xpert MTB/RIF Ultra Assay, 50 Cartridges with Sample Reagent, 1 Kit								
7. HIV/Syphilis Duo Kit								
8. Hepatitis B Rapid								

	Diagnostic Test (RDT) HBsAg, 100 Tests							
9.	Blood 450 ml							
							Sum	
							Accuracy = Sum/(7 - NA)	

c) **Check the accuracy of the last HMIS 105 report (Yes=1/ No=0):**

Service statistics	**Is information on Service statistics available from the last report (1/0/NA)**	**No of tests as reported on HMIS 105**	**No of tests as recorded in lab register in that month**	**Do the two agree? (1/0/NA)**
1. Blood slide (Malaria)				
2. HIV (Determine)				
3. TB (GeneXpert)				
			Sum	
			Accuracy = Sum/(6 - NA)	

Score: the sum of scores (a+ b +c) divided by 3 _____Percentage: _____

Comments:

24. Use of Laboratory data

*Check for the presence of any of the **laboratory** monthly statistics displayed either in table/graph/chart or map. Any display of the above statistics in the past 3 months, is awarded a score of 1 otherwise 0*

No	**Item**	1	2	Comments
		Available? Yes=1/No=0	Updated in last quarter? (Yes=1/NO=0	
1	Table/graph/chart/map			
	Sum			

Score: sum of 2 divided by 2_____score 1 percentage 100_____

Comments:

25. Filing of reports

*Assessor: Ask to see a copy of the **previous** month, score 1 if seen otherwise 0*

1. ***For HMIS 105 (Section 10) monthly reports** should have the name of the health facility, the date completed, tests performed,*
2. ***For HMIS Lab 024 Bimonthly Report & Order Calculation Form for HIV Test Kits;** Number of kits at the beginning of report period, totals received, totals used, quantity required and summaries of tests by purpose.*
3. ***For HMIS 025 Laboratory Order Form**, in addition to the facility name, you require the total value of quantities ordered.*
4. ***For HMIS PHAR 020 Requisition & Issue vouchers**: Check for quantity consumed, quantity on hand, quantity required, requesting and authorising officer details,*

No	**Item**	**1/0/NA**	Comments
1	HMIS 105 (Section 10) monthly reports (Last 2 months)		
2	HMIS Lab 024 Bimonthly Report & Order Calculation Form for HIV Test Kits (Last 2 order cycles)		
3	HMIS 025 Laboratory Order Form (Last 2 order cycles)		
4	HMIS PHAR 020 Requisition & Issue vouchers (Last 2 weeks)		
	Sum		

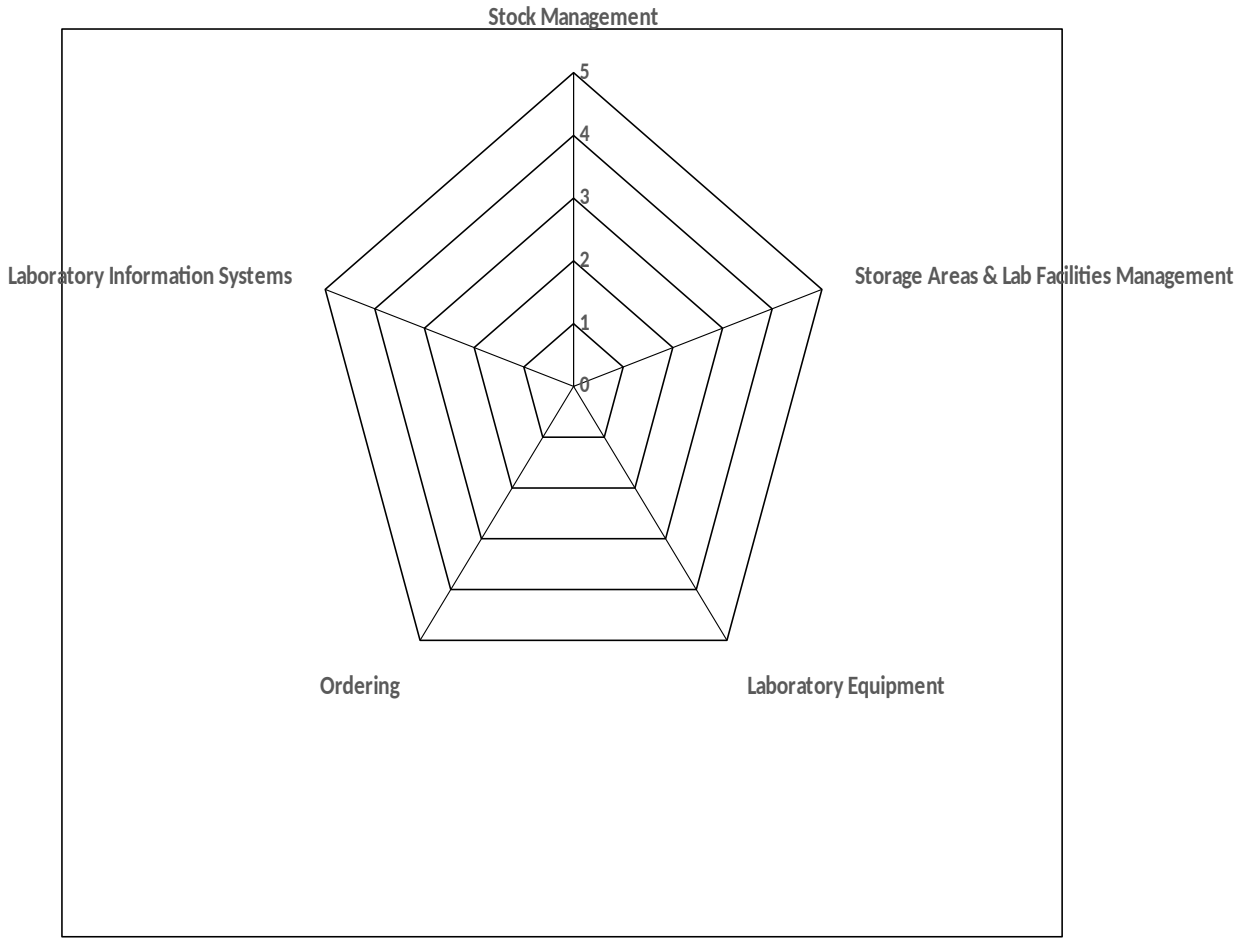
Score: the sum of 4/4 ---------- Percentage: _____

Lab SPARS Dashboard and Spider Graph

Lab SPARS Indicators	Score	%
Stock management (7)		
1.Availability of reagents for selected tests on day of visit		
2. Stock card availability		
3.Correct filling of stock card		
4. Does physical count agree with stock card balance?		
5. Is AMC in the stock card correctly calculated		
6. Is the ELMIS/EMR correctly used and updated?		
TOTAL (Add 1-6)		
Spider Graph Score (TOTAL1/6-NA) x 5 =		
Storage Areas & Lab Facilities Management (5)		
8.Cleanliness of the laboratory including storage facilities		
9. Hygiene of the Laboratory		
10.System for storage of laboratory reagents and supplies		
11.Storage conditions for laboratory supplies/reagents		
12.Storage practices of laboratory reagents		
TOTAL (Add 10-14)		
Spider Graph Score (TOTAL2/5-NA) x 5 =		
Ordering (3)		
13. Reorder level calculations		
14.Adherence to ordering procedures		
15. Availability of current Annual Laboratory Procurement Plan		
TOTAL (Add-15-17)		
Spider Graph Score (TOTAL3/3-NA) x 5 =		
Laboratory Equipment (4)		
16. Developing and maintaining facility equipment inventory		
17. Equipment management plan to ensure equipment functionality		
18. Equipment Functionality		
19. Equipment utilization		
TOTAL (Add 18-21)		
Spider Graph Score (TOTAL4/4-NA) x 5 =		
Laboratory Information systems (6)		
20. Availability of laboratory data collection tools		
21. Availability of HMIS 105 reports		
22. Timeliness of HMIS 105 reports		
23. Completeness and accuracy of HMIS 105 report		
24. Use of Laboratory data		
25. Filing of reports		
TOTAL (Add 22-27)		
Spider Graph Score (TOTAL5/6-NA) x 5 =		

Assessment area	Maximum score (minus-NA)	Total scored (Y-Maximum score)	SPIDO graph value scaled
Stock Management	7	Y/7	((Y/7)*5))
Storage Areas & Lab Facilities Management	5	Y/5	((Y/5)*5))
Ordering	3	Y/3	((Y/3)*5))
Laboratory Equipment	4	Y/4	((Y/4)*5))
Laboratory Information systems	6	Y/6	((Y/6)*5))
Total Spider Graph Score (Max score is 25)			

Lab SPARS Key Assessment Areas


Stock Management
5
4
3
2
1
0
Laboratory Information Systems
Storage Areas & Lab Facilities Management
Ordering
Laboratory Equipment