

## Final Check List (Prior to Enabling the TIER TB Module at Facility Level)

Facility

Sub-District

The check list is to be completed by the TIER Key Implementer (TKI) prior to introducing the TB Module. This check list is to verify if a facility is ready to back-capture the TB patient data from the paper register into the TIER.Net TB Module. Back-capturing has to be completed before the facility 'goes live' with the daily capture of patient folders into the TB Module.

Print or scan 3 copies of this signed-off check list. The 3 signed copies should be kept in:

- 1) District manager's office,
- 2) Facility manager's office,
- 3) TIER Key implementer (TKI).

**All questions have to be answered YES in order to sign off on this check list.**

	YES	NO	Comments
Is the facility a Phase 6 TIER.Net ART facility, a DCS* TB service or a facility without ART services?  * Department of correctional services			
Has a stakeholder approval meeting with the suggested staff members including the facility manager been held?	Date:		
If yes, is a copy of the FBA* and corrective actions signed off as completed and kept in the facility managers' office and a digital copy sent to the district implementation team (DIT) members?  * Facility TB Baseline Assessment	Date:		
Have data capturers and facility managers had a demonstration of the reports produced by TIER.Net? And, guidance on the interpretations?			
Are all patient folders merged in one folder, organized appropriately, and kept in one registry if the HIV, ART and TB services are under one roof**?  * If services are not under one roof, please answer yes to this question and provide a comment			
In the paper TB register, are all patients with open episodes and no visits >3 months closed with the final closed pages sent to the (sub)district?			
Has the clinical record keeping and data capturing workshop been conducted?			

Please remember that all patients with open (active) episodes in the paper TB register must be fully back-captured into TIER.Net prior to 'going live'. 'Going live' is defined as the time point when the facility captures the folders of current patients directly from the patient folder into TIER.Net and no longer captures patient data into the paper register.

The paper TB register must be stopped as soon as the facility has fully back-captured the TB data and the back-captured data has been verified as complete and correct by using the Tool for Data Verification Before Going Live.

### Signatures

Key Implementer

Signature

email

Date

Facility Manger

Signature

Mobile #

Date