



TB/HIV Information System (THIS) – Site Visit Task List

Facility name: _____

Visit date: _____

THIS implementation status in the facility					TROA	####	Current # of DS-TB patients		####
TIER.Net version	v ###	ART module	Ph ###	If Ph6: sign-off date	mm/yyyy	TB module	Ph ###	If ph6: sign-off date	mm/yyyy
Modules currently used in the facility:									
HTS	Y / N	Pre-ART	Y / N	ART	Y / N	TB Identification	Y / N	TB Confirmed	Y / N
If any module(s) are not used, please provide reasons:									
Is the facility capturing all HIV tests (positive and negative results)?							All tests / Only positive tests		
If not all HIV tests are captured, please provide reasons:									
Is the facility capturing all TB tests (positive and negative results) in the TB Identification module?							All tests / Only positive tests		
All TB tests must be captured. If this is not done, please provide reasons:									

Audit status	Has the facility been audited within the past 3 months, using the Integrated THIS Audit Tool?				Y / N
If no, was an audit conducted today?	Y / N	If no, has an audit been booked for a date within the next 2 weeks?	Y / N	Date:	dd/mm/yyyy

Patient Management Line Lists	<i>Check when <u>each</u> list below was last generated, printed and stored in facility's arch lever file (or, if no working printer, saved electronically). Check that dates are within the expected timeframes per the TB/HIV Data Mngt SOP. Check if all lists were actioned (i.e. patients traced, patient folder update, and captured in TIER.Net). If No, discuss importance of the lists for patient management with FM/OM. (Note: if time-constrained, select 1-2 lists per block.) Any lists not generated within timeframe must be generated today.</i>			
List	Date last generated?	Within expected timeframe?	Lists actioned?	Findings / comments
HIV - Early Missed Appointment List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
HIV - Late Missed Appointment List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
HIV - Unconfirmed LTF List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
TB - Early Missed Appointment List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
TB - Late Missed Appointment List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
TB - Unconfirmed LTF List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
Viral Load Due List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
Viral Load Cascade List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
Two Consecutive Unsuppressed VL List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	

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For assistance please contact Riona.Govender@health.gov.za.

TB Identification Results Outstanding List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
DS-TB Non-Conversion List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
DS-TB Conversion Sputa Required List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
DS-TB Discharge Sputa Required List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
TB Outstanding Outcome List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
Data Validation List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
ART Regimen Validation List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
Waiting for ART List	dd/mm/yyyy	(Monthly) Y / N	Y / Partly / N	
Waiting for TB Treatment List	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	
Facility Management Report	dd/mm/yyyy	(Weekly) Y / N	Y / Partly / N	

Turnaround time of capturing and filing	Estimated number of patient folders waiting to be captured:	###	Estimated number of days needed to clear the backlog:	###	
If >1 day, please provide reasons for backlog:					
Date of last entries captured from the following registers:					
TB Identification Register	dd/mm/yyyy	HTS Register	dd/mm/yyyy	Adherence Club Register	dd/mm/yyyy
If >1 day, reasons for backlog:		If >1 day, reasons for backlog:		If >7 days after last Adh Club session, reasons for backlog:	
Estimated number of lab results triaged by clinicians, waiting to be captured:		###	Estimated number of lab results triaged and captured, waiting to be filed into patient folders:		###
If capturing and/or filing has a backlog of >1 day, provide reasons:					
Does data entry station have <u>any</u> lab results that have not been triaged by clinicians?		Y / N	If yes, discuss Lab Results Management guidance with FM/OM.		
Tally of Tests Awaiting Results (bulk capturing tool) in TIER.Net:					###
If Tests Awaiting Results shows entries of >1 week ago (>7 weeks for cultures), provide reasons:					

Staffing	Government		NGO support partner	
	Permanent	Contract	Seconded	Roving
Number of admin clerks:	###	###	###	###
Number of admin clerks trained on TIER.Net:	###	###	###	###
Number capturing HIV and TB data on TIER.Net daily:	###	###	###	###

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Volume of capturing done in the previous week (generate Workload Report):					
Visits	###	Patients	###	Tests	###
<i>Confirm if all users are active users, and deactivate any inactive users. Confirm that all users are logging in as normal user, using their own username, and using a unique password.</i>					

Equipment	Number of functional PCs at the data entry station:			###
Do all PCs at the data entry station have TIER.Net installed?	Y / N	If no, provide reasons:		
If >1, are all PCs with TIER.Net linked to the same database?	Y / N	If no, provide reasons:		
Does the data entry station have access to a functional printer?	Y / N	If no, provide reasons:		
Do all PCs have antivirus loaded?	Y / N	Is the antivirus software up-to-date?	Y / N	
<i>If 'No' to any of the above, the facility must log a call with IT, and follow up until resolved.</i>	Date logged:	dd/mm/yyyy	Reference number:	###
Date of last TIER.Net backup created and saved on desktop:	dd/mm/yyyy		<i>If either is >1 day ago, create and save backup now.</i>	
Date of last TIER.Net backup saved to external storage device:	dd/mm/yyyy			

Items requiring action <i>Anything that is not <u>fully</u> in order must be addressed.</i>	Remedial action(s)	Responsible person(s)	Timeframe
1			
2			
3			
4			
5			

Have all action items from the previous Site Visit Task List been adequately resolved?	Y / N	<i>If not, any outstanding action items need to be followed up, until resolved.</i>
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TKI names:

Signatures:

1 _____
 2 _____
 3 _____
 4 _____

FM/OM name: _____
