

## TIER.Net Back Capture: Data Sign Off

<b>Province</b>		<b>District</b>	
<b>Sub-district</b>		<b>Facility</b>	

*Form to be filled in following the completion of back capture of all facility level ART data into TIER.Net. This is to ensure necessary data cleaning activities have been done to formally move the facility from back capture mode to live capture mode. This also means the key facility staff have been orientated to the ART M&E SOP and TIER.Net reports manual and the necessary roles and responsibilities of data management defined.*

Activity/Key Issue	Tick	Comments (if needed)
Data clean up document completed: <ul style="list-style-type: none"> <li>All back capture completed, no outstanding patient files for capture</li> <li>All inconsistencies addressed</li> <li>Data clean-up document completed and signed off</li> <li>Stored in facility file</li> </ul>		
Site is on the most current version of TIER.Net		Version name:
TIER.Net options should show as follows: <ul style="list-style-type: none"> <li><b>Ticked</b> "show TB status on treatment visit screens"</li> <li><b>Ticked</b> "show pregnancy on treatment visit screens"</li> <li><b>Ticked</b> "Ignore Clinicom number checks" *</li> <li>"Allow duplicate Folder Number" remains <b>Unticked</b></li> <li><b>Unticked</b> "Show sub-clinic field on data entry screen" **</li> <li><b>Unticked</b> "capture data in backlog mode"</li> <li>Sites using SQL at the bottom right "Enable Database Encryption" is <b>Ticked</b></li> </ul>		* facilities using CliniCom will untick this i.e. Western Cape ** Sites with sub-clinics will tick this
Facility has either a rewritable CD or memory stick for back ups		Name storage device: Latest back up date:
Baseline audit completed and stored in facility file*  <small>*The baseline audit is an important component of data management, facility support and mentorship. Please do a baseline audit at completion of back capture and data clean-up. Please be reminded the ART M&amp;E SOP indicates the audit should also be done quarterly before production and submission of ART quarterly report to inform future training needs.</small>		Overall score*:  <small>*There is no minimum score to sign off a site. But, any facility that scores lower than 70% for their overall facility score should receive training to address the problem areas.</small>
Facility capturing all patient data into TIER.Net to produce ART reports. ART paper register filed away and not used. No other ART M&E system in use		If another M&E system is in use, please record name:
Facility manager and data clerk orientated to ART M&E SOP and TIER.Net reports guide. (e.g. interpreted monthly and quarterly reports, demonstrated early and late appointment report and defaulter report).		
Facility has ART M&E file with copies of (at a minimum): <ul style="list-style-type: none"> <li>ART M&amp;E SOP</li> <li>TIER.Net reports guide (current version)</li> <li>ART M&amp;E Contact list (up to date)</li> <li>TIER.Net site visit task list</li> <li>Data clean up document</li> <li>Base line audit tool completed and signed</li> <li>Current TIER.Net user guide installed on desktop</li> </ul>		* If facility file is not available, this does not prevent a site from moving to phase 6. Please indicate if no file is available but please ensure documents are retained on site.

<b>Completed by</b>		<b>Signature</b>		<b>email</b>		<b>Date</b>		<b>Organisation (gov't/partner)</b>	
<b>Facility Manger</b>		<b>Signature</b>		<b>Mobile #</b>		<b>Date</b>			
<small>If you are a partner and you completed this form without your gov't counterpart, who in gov't did you send this report to (name)</small>				<b>Designation</b>					
<b>Checked by member of Gov't</b>		<b>Date</b>		<small>This can be done at a later date</small>		<b>Designation in Gov't</b>			

**Form to be completed by an implementing member of DIT (Gov't or Partner). Original signed document to remain on-site in the facility file. Copy of signed report to be shared with all DIT (if photocopier not available where possible take a photo with your phone). Each month a summary of signed off sites to be shared with Provincial Senior Manager(s) IT, IM and HAST as well as Provincial M&E Coordinator. Please let Riona Govender ([GovenR@health.gov.za](mailto:GovenR@health.gov.za)) know if the sign off is proving to be a bottleneck.**