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HRH2030
HUMAN RESOURCES FOR HEALTH IN 2030

NHWA: HRH Data Collection Guidelines

HRH2030: Human Resources for Health in 2030

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Acronyms

DOH	Department of Health
HHRDB	Health Human Resource Development Bureau
HRH	Human Resource for Health
NHDD	National Health Data Dictionary



Executive Summary

The Data Collection Guidelines will provide the Department of Health's Health Human Resource Development Bureau (HHRDB) the requirements and direction in conducting data collection. The data collection methodology will provide an overview of the core phases of the collection process and the output of each phase.

Introduction

Once the HRH Data Dictionary is adapted by the members of the HRH Network and incorporated in the National Health Data Dictionary (NHDD), the next step is to plan for the collection of data. Data collection is key to providing accurate HRH information. Thus, the need for all the actors and/or agencies identified as primary and secondary sources of data to conduct an in-depth planning to ensure that the required information is included in the data to be collected, data sharing policies and mechanisms are in place, measures to ensure quality of data are developed and strategies for information dissemination are created.

The next section will provide a high-level procedure on how the data collection process will take place.

Data Collection Methodology

Deciding what data to collect, how data will be collected, managed and disseminated is a complex process. It requires a systematic and well-planned data collection process to ensure delivery of accurate and reliable information for decision-making and addressing HRH issues and concerns. Below are the main processes that will be involved in collection and managing data.

Planning

Planning is an important aspect to achieving your objective. This activity will ensure that all critical data are collected, measures to check data redundancy and consistency are ready and procedure for data and information management are developed.

Task
Data Collection
1. Verify data to be collected, sources of data (primary and secondary) and unit of data (individual/population) to be collected
2. Identify dependencies of data to be collected. If the data is a summation of multiple data, list all the data, sources and unit of measure
3. Sort the data by data source
4. Summarize and present the verified data collection information by data source
5. Gather information from each actor and/or agency's current process of collecting data (information system, manual, etc.), the format of data collected and the frequency of data collection
6. Present proposed data collection process (transmit, consolidate, manage)
7. Decide the data collection tool to use or develop and identify the focal point for the development and/or management of the tool
8. Agree on the data collection procedure (frequency of collection and submission, deadlines, consolidation process)
9. Inventory of the resources available from each agency to do data collection
10. Identify the focal for each agency responsible for ensuring collection and on time submission of data
11. Propose and agree on the start of data collection activity
Data Sharing



1. Draft data sharing agreement incorporating the agreements made in the data collection planning that includes data to be collected, data transmission (automated, manual), data processing, data administration, data ownership, data access, roles of each agency, etc.
2. Identify HRH focal person for each agency who will ensure follow-up within their agencies' approval to the data sharing agreement
3. Identify focal persons for developing procedure for securing consent to share from the data subjects.
Data Consolidation
1. Identify the tool to be used to consolidate the data
2. Identify the focal person who will be responsible for verifying completeness and quality of data and follow-up on agencies' data submissions
Information Dissemination
1. Identify the information to be shared, format and target recipients
2. Identify the tool to use for information sharing
3. Identify the resource to develop the information product
4. Identify the focal persons for the information dissemination process (review, approvals, etc.)
Infrastructure
1. Identify the infrastructure required for the staging area (cloud, physical server)
2. Identify the focal for the management of the infrastructure
3. Agree on the infrastructure to use as staging area

Development

The Development phase involves the development of tools and procedures required for the smooth implementation of data collection. Below is the list of the proposed tools and procedures to develop.

Tools	Procedures
1. Data Collection Tool	1. Data Collection and Submission
2. Data Consolidation Tool	2. Data Consolidation, Verification and Quality Check
	3. Deployment Procedure
	4. Reporting and Information Dissemination
	5. Escalation Procedure (for issues)
	6. Communications Procedure

Training/Orientation

Trainings/orientations of all the actors and/or agencies involved in the data collection process will have to be conducted to create awareness of the data collection tools and procedures.

Deployment/Rollout



It is important that time frames and deadlines are set and agreed by all the data sources prior to the deployment process. This will ensure that the period of data collected is the same among the sources thus resulting to a reliable and meaningful information.