

TERMS OF REFERENCE

INFORMATION COMMUNICATION & TECHNOLOGY, MONITORING & EVALUATION TWG.

1. BACKGROUND.

The Health Sector Strategic Plan (HSSP) IV clearly articulates the need to focus on strengthening ICT and e-health infrastructure and services in the health sector (referred to as e-Health) to ensure appropriate information use for decision making starting at the point of collection up to policy development to improve health outcomes for Tanzanians.

This will be effected through improvement of performance in the area of data collection, storage, retrieve ,analysis and dissemination to facilitate evidence based decision making and accountability across the health sector.

Community, facility, district regional and national facility routine and periodic data collection system will be strengthened to provide data for decision making for good governance, accountability, and transparence and achieving tangible results.

In order for e-Health to successfully respond to the needs of the health sector, there are several specific ICT challenges that must be overcome. An assessment to identify these challenges was carried out through key stakeholder consultation. The assessment included an investigation of the current ICT services and infrastructure in the country, how data in the health system are collected and managed, referral ambiguities that result in loss of patients' follow-up, best practices for monitoring and evaluation (M&E), and the information pathway for a network of service providers who could be better supported through ICT. The key challenges include the following:

- Inadequate coordination on ICT matters among ministries, departments, and agencies (MDAs), as well as partners etc.
- A fragmented landscape of eHealth pilot projects and stakeholders
- Numerous data and health information systems (HIS) silos
- Inadequate ICT infrastructure
- Inadequate ICT workers, in particular those who are well trained.
- Inadequate use of M&E output/result to inform redesign of MOHCDG&C processes in order to meet its goals.

It has been projected that, by 2020 all hospitals in the country will make use of ICT applications for administrative and medical processes. At least 25% of the primary health care facilities will also use the ICT utilities, starting in urban areas.

In efforts to actualize the use of ICT and e-Health in the health sector, the Ministry launched the e-Health Strategy (2013 – 2018) that forms the basis for development of ICT infrastructure and applications of ICT to streamline and improve administrative processes (e.g. in planning and reporting) and for management of medical services (e.g. using electronic patient records). The ICT and e-Health will serve the ministry by providing standards, rules, and protocols for information exchange and protection. They will coordinate management of existing and newly established systems within health sector to eliminate silos and duplication of efforts.

2. SCOPE OF WORK

The main aim of this TWG is to:

- i. Enable more efficient use of healthcare resources through replacing paper-intensive processes and providing better information management.
- ii. Enable the health sector to operate more effectively as a connected system, overcoming fragmentation and duplication of service delivery.
- iii. Make patient care safe and effective by ensuring that the correct information is available in a timely manner, where it is needed and to whom it is needed.
- iv. Enable electronic access to appropriate healthcare services for patients in remote, rural, and disadvantaged communities.
- v. Support improved multi-way communication and sharing of information among clinicians, patients, and caregivers within the health sectors and across partner agencies.
- vi. Support evidence-based policy, investment, and research decisions through access to timely, accurate, and comprehensive reporting of healthcare system information.
- vii. Coordinated Set of Routine Data Collection Systems, Disease Surveillance, and community and facility based research providing evidence required for health sector decision making, planning and accountability. MOHSW, MDAs and Development Partners are working together in a coordinated way to produce and disseminate performance indicators and reports for the health

3. SPECIFIC TASKS

The main function of this TWG is to provide advice on e-Health related issues , facilitate quality data collections and encourage use of best approaches to monitor and evaluate core business of the Ministry.

3.1 SPECIFIC TASK FOR ICT,E-HEALTH

Enhance ICT infrastructure and services to improve communication and information sharing across the health systems and at all levels by:

- Facilitating health sector institutions, including health facilities, to establish ICT strategic plans that are aligned with their respective business functions and priorities.
- Coordinating and support health sector institutions, including health facilities, to establish sustainable ICT infrastructure and services.
- Supporting health sector institutions to be connected to the national optical fiber network as a priority in order to share a common connectivity advantage.
- Operationalizing an information-sharing policy to facilitate open sharing of information, meeting all privacy laws.

Establish eHealth standards, rules, and protocols for information exchange and protection by:

- Establishing national eHealth information standards (e.g., Health Level Seven [HL7] standards, International Classification of Diseases [ICD], business coding).
- Establishing a privacy and regulatory framework to ensure appropriate privacy safeguards and consent processes for access to and use of health information.
- Reviewing existing acts for information related to providing patient rights. This includes the existing act defining code of conduct for providers (Medical Council). This review includes record retention, confidentiality, privacy, and security based on the eHealth activities.
- Reviewing acts that cover sharing of information for the public good, research, and care purposes (e.g., Health Insurance Portability and Accountability Act [HIPAA] in the United States).

Establish comprehensive health facility, provider, and client registries with complete and current information that meets stakeholders' needs by:

- Developing a harmonized data element specification for the health facility, provider, and client registries.
- Providing support to the revised registration process for public and private facilities and providers.
- Implementing the facility, provider, and client registry system.
- Developing management and maintenance guidelines for facility and provider registries.

Enable electronic financial management to ensure effective collection, allocation, and use of health financial resources at all levels in accordance with health plan priorities by:

- Implementing a hospital management information system (HoMIS) to manage health financial and HR information in the health facilities.
- Implementing a data warehouse to foster and support more highly informed decision making by MOHSW and other stakeholders on health sector resources.
- Implementing an integrated planning software system to support a comprehensive council health profile.
- Implement improved communication and remote financial services for rural workers.

Strengthen an electronic HR system to improve planning and management of health professionals at all levels by:

- Identifying and integrate existing HR systems (HRHIS, PMO-RALG, etc.) into the health professional provider registry.
- Refining processes for managing and maintaining the health professional provider registry.

Enable an electronic logistics and supplies system to ensure adequate quality and quantities of health commodities are always available at the point of service to meet patient demand by:

- Implementing a nationwide electronic LMIS, leveraging existing systems.
- Integrating the system with existing ERP, WMS, eHealth, and HMIS systems.

3.2 SPECIFIC TASK FOR M& E

- To Review routine Data Collection Systems, Disease Surveillance, and community and Facility based research providing evidence required for health sector decision making, planning and Accountability.
- To ensure MOHSW, Ministries, Departments and Agencies (MDA) and Development Partners are working together in a coordinated way to produce and disseminate performance indicators and reports for the health sector.
- To provide M&E TWG semi-annual performance reports and Provide routine updates to the TWG on its progress, outcome achievements and challenges.
- To make recommendations to health sector planning, and prioritization processes:
 - Discuss the annual work plans during the MTEF preparation process.
 - Keep abreast with the progress of the planned M&E interventions.
 - Assess the need for corrective measures to achieve targets set in annual plans.
 - Monitor the collection of information on health services basing on routine and non-routine systems.
 - Make recommendations to the SWAP on prioritization of indicators which provide useful measures of performance.
- To develop a comprehensive M&E and Research Strategy for the health and social welfare sector
 - Formulation of a Health Sector Monitoring Framework, satisfying the information needs of all stakeholders, with a harmonised set of indicators, data elements and data sources (routine and non-routine).
 - Expand disease and demographic surveillance and encourage more collaboration between programmes and provide input to the creation of a national health research agenda.
 - Provide guidance and oversight to all M&E related activities to streamline the number of registers and reporting tools while maximizing the relevance and effectiveness of the indicators and measures they produce.

- For cross cutting issues the TWG need to monitor the progress of Local Government systems which feeds information to PMO-RALG and other sectorial ministries in relation to technical issues and finance.
- Develop a system of organising data on morbidity and mortality to link up with available data on resources (financial, human, material and others) to ensure use of such data as a comprehensive package for decision making and planning.
- Strengthen integrated routine HMIS
 - Review and strengthen HMIS to improve the data flow and analysis, and to integrate related systems.
 - Oversee HMIS project and provide technical input and review of major deliverables include quarterly reports and annual work plans.
- Introduce data aggregation and sharing systems based on ICT
 - Support the development of a Health Information Guideline covering information management, sharing and protection.
 - Replace fragmented separate databases with a flexible national data warehouse which makes health sector information available to stakeholders.
- Provide input and guidance to surveys and operational research and strengthen the HIR unit to include capabilities in epidemiological analyses

4. INSTITUTIONAL FRAMEWORK

Realising the contribution that ICT can make in the health sector, a new Information Communication e-Health and Monitoring & Evaluation TWG (ICT-e-HEALTH and M & E TWG) was formed. This TWG is among other TWG in the SWAp working together to provide technical advice on e-health related issues and later guide on monitoring and evaluation. The Working Group will report to the SWAp Technical Committee and the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC) Management.

5. MEMBERSHIP

The TWG will have members from M&E and ICT and work together with PORALG, DPartners, Private Sector and CSOs.

6. OPERATIONAL MODALITIES

- The group will be led by a Chair (M&E) and Co-Chair (ICT) both from the government. A secretariat will be chosen from the members in the first meeting.
- An Annual Action Plan of the above priorities shall be developed in the first month of the quarter.
- The group will meet once per month on every last Wednesday of the month.
- The Secretariat will forward agenda after Consultation with the Chair and Co-Chair and call meetings at least two days in advance.
- The quorum of the meetings shall not be less than 50% of all the members (excluding co-opted and invited members)