

MZ: EPTS Implementation Packet**Site EPTS Implementation Readiness Assessment****Description:** Tool for site readiness assessment**Audience:** Moz teams**Document Owner:** Jan**Document started** by Jan, 14 Jan 2014**Last update** by Jan, 02 Feb 2014**Site Overview**

Site Name	
Location (Region, District, County, etc)	
Integration Assessment Date	
Assessor(s) Name(s)	
Site Representative Name and Contact	Name: Position: Phone: Email:
Hours of Operation	
No. of patient encounter points	
No. of clinical rooms	

Cumulative patients in HIV _____

Active Patients in HIV care _____

Average Patients Each Day _____

Data Reconstruction need _____

Is the system implementation in this facility one of the main priorities? _____

What non-EMR changes are planned in the next 3 months at the facility?

Workflow Assessment

Current workflow in the clinic:

Task	Who performs the task?	Where is the task performed?	Constraints & Remarks
Register Patient (in Logbook, in EMR)			
Create New Patient Record (in EMR)			
Pull Chart			
Take Chart to Patient Visit/Assessment			
Measure Vital Signs			
Document Vital Signs			
Conduct Patient Examination			
Document Patient Examination			
Write Drug Order			
Write Lab Order			
Obtain Patient Drugs			
Take Patient Blood Sample			
Enter Test Results in Chart/EMR			
Print Visit Summary			
Schedule Next Visit			

After the system is implemented at the clinic, who will be responsible for:

Site: _____

Date of Assessment: _____

Access Access/MYSQL JAVA PHP
 VB .NET FileMakerPro Excel
 OTHER: SPECIFY _____

Database Used:

Is it used as the Patient Registration system? YES NO

Other Information?

Other System(s)

[Repeat for each other system]

Type of System / Function:

Name:

Developing Organization:

Open Source? YES NO

Can we have the code and database? YES NO

Web-based? YES NO

Technologies Used (check all that apply):

Access Access/MYSQL JAVA PHP
 VB .NET FileMakerPro Excel
 OTHER: SPECIFY _____

Database Used:

Do any other systems interact with this?

Other Information?

Training Needs

User Mentor

Who will be able to use and teach the system functions to other staff (after receiving training)?

Is this person willing to be the facility mentor? YES NO

Does this person already have:

Mentoring skills? YES NO

Technical ability? YES NO

Relationship and interpersonal skills? YES NO

Staff

How many of the following personnel work at this clinic?

Doctors: _____

Nurses: _____

Site: _____

Date of Assessment: _____

M&E staff: _____
 Receptionist: _____
 Volunteers: _____
 Pharmacist: _____
 IT Support: _____
 Other: _____

Who currently uses computers to complete their work?

Do any staff NOT know how to use a computer? If so, WHO does not know how to use a computer?

Has anyone at the clinic used an electronic health information system before? Who? When?

Who provides support when there is a computer problem at the clinic ?

Which of the following training topics would be most beneficial to clinic staff? (please check three):

- Integrating software into clinic practices and information needs
- Accessing, navigating, and using the system to manage clinic data
- Accessing IT assistance for the system
- Maintaining the quality of clinic data
- Ethical and legal issues related to clinic data
- Basic computer use and troubleshooting
- Other: _____

How much experience does staff have using data about patients to manage work in the clinic?

Novice	Advanced Beginner	Competent	Proficient	Expert
--------	-------------------	-----------	------------	--------

How much experience does staff have checking data quality?

Novice	Advanced Beginner	Competent	Proficient	Expert
--------	-------------------	-----------	------------	--------

How much experience does staff have keeping patient data private?

Novice	Advanced Beginner	Competent	Proficient	Expert
--------	-------------------	-----------	------------	--------

Site: _____

Date of Assessment: _____

How much experience does staff have using a mouse and keyboard?

Novice	Advanced Beginner	Competent	Proficient	Expert
--------	-------------------	-----------	------------	--------

How much experience does staff have fixing a computer when something goes wrong?

Novice	Advanced Beginner	Competent	Proficient	Expert
--------	-------------------	-----------	------------	--------

Infrastructure

Power Supply

Does the facility have electrical power capacity? YES NO

Number of full days without power in last month: _____

Number of hours without power in the last week: _____

The primary source of power: Power Grid Solar Generator
Other: Specify _____

The backup source of power: UPS Solar Generator
Other: Specify _____

Are there voltage stabilizers? YES NO

Internet Network

What Internet connection is available at the health facility?

___ Landline Modem ___ Cellular Modem ___ Dedicated Line
___ None ___ Other: Specify _____

Can we use the existing Internet for the system? YES NO

Performance using <http://www.speedtest.net> :
UP _____ DOWN _____ LATENCY _____

Performance using <http://www.testmyspeed.com> :
UP _____ DOWN _____ LATENCY _____

What hours is the Internet normally available each day? _____

Number of days in the last month Internet connection was not available: _____

Longest duration in the last month Internet connection was not available: _____

Intranet Network

Is there a local area network (LAN)? YES NO

If "Yes":

Can we use the LAN for the system network?
 Is it DHCP or static addressing?
 Is there wireless access?

Equipment Placement

Is there locked storage to store spare computer equipment? YES NO
 Is there a dedicated room for server equipment? YES NO
 Will the server be placed in a secured / locked area? YES NO

If yes, what kind of security is used? (check all that apply)

- ___ Lockable door
- ___ Lockable cabinet
- ___ Lockable windows
- ___ Bars on door
- ___ Bars on windows

Is there a place to install a server security solution (e.g. mac mini security mount, rack, etc)?

Who will have access to the server?

Where will the external hard drive with backups be stored?

Who will have access to the external hard drives?

Where will the router be placed?

Will a bridge / access point be needed? YES NO
 If yes, How many? _____
 If yes, cable or wireless bridge? _____
 If yes, Where will they be placed? _____

Unit 1 (repeat for each unit)

Name / Function:

Equipment will be placed:

Equipment needed for unit:

Keyboard, monitor, and mouse needed? YES NO
OR KVM switch needed instead? YES NO
 Printer needed? YES NO
 Extension cord to plug-in? YES NO
 If yes, length? _____ m/ft
 New electrical outlet needed? YES NO
 Distance of PC to router/access point? _____ m/ft
 Wired cabling needed to reach EPTS network? YES NO

Equipment Needs

Number of existing computers available for use? _____
 Number of existing printers available for use? _____

Site/Unit	Servers	Clients	Wireless Routers	Wireless Adapters	UPS	Printer
Total Items						
~Price/Item (USD)	\$1,200	\$800	\$180	\$40	\$200	\$250
~Price/Item (local)						
Item Budget (USD)						
Total Budget (USD)						

Peripherals

- _____ External hard drives for data backups (e.g. at least 1 for onsite and 1 to be stored offsite)
- _____ Power supply strips
- _____ Extension cords for power
- _____ KVM switches (control multiple computers with single “Keyboard, Video, Mouse - KVM”)
- _____ mini-DVI to VGA converters
- _____ HDMI cables
- _____ US power cord adapters for country
- _____ Flash drives (size: _____)

Zip ties to wrap cords out of the way

Inventory labels

Other: _____