

Improve data quality to make the most of important resources

1 Match the infant/pregnant mother's immunization records

2 Administer the vaccine(s)

3 Record each dose given

4 Total, cross check, and correct

5 Consistently provide quality data

6 Use the tally sheets to monitor your performance:

Improve data quality to make the most of important resources

Accurate and reliable records are vital for the health of the child and for the community. During each RI session, the HEW or nurse must properly complete the immunization register, immunization cards and tally sheets. Start with the immunization register, then fill in immunization cards, and then complete the tally sheet. Here's how:

1 Match the infant/pregnant mother's immunization records

At each immunization session, the HEW or nurse should:

- Greet the caregiver/pregnant woman
- Ask the name of the infant/pregnant woman to be vaccinated
- Ask for the woman's immunization card

2 Administer the vaccine(s)

After matching the register and immunization card, vaccinate the infant/pregnant woman.

3 Record each dose given

IMMEDIATELY AFTER VACCINATING:

- Record the vaccine/dose in the register

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INFANT IMMUNIZATION and GROWTH MONITORING REGISTRATION AT ALL FACILITIES

Identification													Immunization services										Associated services															
Personal information							Address						Registration	Antigens received				Neonatal tetanus protection						Growth Monitoring				Remark Appointment										
S. No.	Infant's MRN (fill at HC/Hosp)	Name of infant	Date of Birth (DD/MM/YY)	Sex (M/F)	Name of mother	Mother's MRN	Woreda	K	Gott	H.No	Reg. Date (DDMMYY)	BCG (DD/MM/YY)	OPV (DD/MM/YY)				IPV	DPT-Hep-Hb (Pentavalent)			PCV (DD/MM/YY)			Rota (DD/MM/YY)		Measles (DDMMYY)	Fully immunized by first birthday (✓)		Mother received 2 doses of TT in last pregnancy (✓)	Mother received a total of 3 or more doses of TT (✓)	Protected at birth (PAB) (✓)	Date (DDMMYY)	Weight (kg)	z-score of WFA	Vitama A (DDMMYY)			
													0	1	2	3		1	2	3	1	2	3	1	2													
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)			
446	Kacra Yesin	5/11/09	F	- Hawer	MUSA	Gulisa	F				19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09		
447	Hawer MD	10/11/09	F	TOYCHO	AW	"	"	"	"	"	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	
448	Zaw JR MD	11/1/09	F	Zawza	MD	"	"	"	"	"	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09
449	Zaw NCO	15/1/09	F	ERZO	MD	"	"	"	"	"	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09
450	AAANDE AW	15/1/09	F	maiven	AW	"	"	"	"	"	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09	19/1/09
451	MUSA AW	28/1/09	M	Zaward	AW	Gulisa	F				18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09	18/1/09

- Record the vaccine/dose (e.g., Penta 2) on the immunization card

How to complete the immunization card:

1. For each dose, write the date administered in the correct block on the card.

2. Mark the next immunization due date on the card if another dose is needed.

- Tell the caregiver when and where to return for the next dose.
- Ask her to say in her own words when and where to go for the next dose.

3. Return the immunization card to the caregiver

4. Remind the caregiver to take the card to all of the child's health care visits.

የእናቶችና የሀፃናት ክትባት ካርድ Mother & Infant immunization Card

የሀፃናት ስም: አጠጋሪ ሀይረ ካርድ ቁጥር/ Card number: 039 ቴታንስ ተክሎቲ Tetanus Toxoid

ስም/ Name of infant: _____ አድራሻ/ Address: _____
 ቀን/የተወለደበት ቀን/Date of birth: 23/10/2009 ስ/ Sex: _____ አድራሻ/ Address: _____
 የእናት ስም/ Name of Mother: ሀገረኛ ሀይረ ወ/ወ/ደ/ Woreda: _____
 የእናት የተወለደበት ቀን/ Birth date (Age) of mother (for TT vaccination): 20/8/1984 ተ/ቤ/ Kebele: _____
 የእናት ስም/ Name of Father: አጠጋሪ አዳሪ የክትባት/ Ketenal/Got: _____
 ስም/ H.No.: _____

የእናት ስም/ Name of infant	የተወሰነበት ቀን/ Date Given (DD/MM/YY)	የተከተለው ቀን/ Next appointments (date)
ቤ/ቤ/ BCG	23/11/09	21/11/09
ፖ/ፖ/ OPV 0		18/1/2010
ፖ/ፖ/ OPV 1	23/11/09	7/1/10
ፖ/ፖ/ OPV 2	24/12/09	/ /
ፖ/ፖ/ OPV 3	18/01/10	/ /
ፖ/ፖ/ OPV	18/01/10	/ /
ፊ/ፊ/ DPT-HepB-Hb 1	23/11/09	/ /
ፊ/ፊ/ DPT-HepB-Hb 2	24/12/09	/ /
ፊ/ፊ/ DPT-HepB-Hb 3	18/01/10	/ /
ፊ/ፊ/ PCV 1	23/11/09	/ /
ፊ/ፊ/ PCV 2	24/12/09	/ /
ፊ/ፊ/ PCV 3	18/01/10	/ /
ፊ/ፊ/ Rota 1	23/11/09	/ /
ፊ/ፊ/ Rota 2	23/12/09	/ /
ፊ/ፊ/ Measles		/ /
ፊ/ፊ/ Vitamin A		/ /
ፊ/ፊ/ Other		/ /

የእናት ስም/ Name of infant	የተወሰነበት ቀን/ Date Given (DD/MM/YY)	የተከተለው ቀን/ Next appointments (date)
TT1	5/6/09	TT1
TT2	7/8/09	TT2
TT3		6/2/10
TT4		
TT5		
Other (Specify)		

Was the infant protected at birth? Yes
 No
የተከተለው የእናት ክትባት የቴታንስ ተክሎቲ ስኬት ሰነድ/ Routine EPI Schedule
 ስም/ Name (Age in months)

የእናት ስም/ Name of infant	የተወሰነበት ቀን/ Date Given (DD/MM/YY)	የተከተለው ቀን/ Next appointments (date)
ቤ/ቤ/ BCG	X	
ፖ/ፖ/ OPV	X	X
ፖ/ፖ/ OPV	X	X
ፊ/ፊ/ DPT-HepB-Hb	X	X
ፊ/ፊ/ Rota	X	X
ፊ/ፊ/ Measles		X
ፊ/ፊ/ Vitamin A		X

የተከተለው የእናት ክትባት የቴታንስ ተክሎቲ ስኬት ሰነድ/ Routine EPI Schedule (TT)
 ስም/ Name (Age in months)

የእናት ስም/ Name of infant	የተወሰነበት ቀን/ Date Given (DD/MM/YY)	የተከተለው ቀን/ Next appointments (date)
TT1	ከተ 1 ወር ስኬት ስኬት ስኬት 1 week after TT1	
TT2	ከተ 2 ወር ስኬት ስኬት ስኬት 2 weeks after TT1	
TT3	ከተ 3 ወር ስኬት ስኬት ስኬት 3 months after TT2	
TT4	ከተ 1 ወር ስኬት ስኬት ስኬት One year after TT3	
TT5	ከተ 4 ወር ስኬት ስኬት ስኬት One year after TT4	

የተከተለው የእናት ክትባት የቴታንስ ተክሎቲ ስኬት ሰነድ/ Routine EPI Schedule (AEFI)
 ስም/ Name (Age in months)

የእናት ስም/ Name of infant	የተወሰነበት ቀን/ Date Given (DD/MM/YY)	የተከተለው ቀን/ Next appointments (date)
AEFI 1	ከተ 1 ወር ስኬት ስኬት ስኬት 1 week after TT1	
AEFI 2	ከተ 2 ወር ስኬት ስኬት ስኬት 2 weeks after TT1	
AEFI 3	ከተ 3 ወር ስኬት ስኬት ስኬት 3 months after TT2	
AEFI 4	ከተ 1 ወር ስኬት ስኬት ስኬት One year after TT3	
AEFI 5	ከተ 4 ወር ስኬት ስኬት ስኬት One year after TT4	

- Record the vaccine/dose (e.g., Penta 2) on the tally sheet

How to complete the tally sheet:

The tally sheet:

- Is key to tracking immunization at all levels
- Tells us how many women and children are vaccinated
- Tells us if, what, and where we need to improve.

- Use a new tally sheet for each RI session
- Give the dose, then mark that dose in the tally sheet
- Repeat for each dose given during the RI session
- Tally doses for under 1 year-old and over 1 year-old children separately
- Tally women's doses in the section "Women of Reproductive Age".

Woreda: CC Facility: VYB
 Type of session: static outreach
 Year: 2008 Month: June Date: 18

ANTIGEN	doses given			
	Tally	Count	Tally	Count
Children's immunizations				
	Under 1 year		One year and older	
1. BCG				
2.1. Pentavalent 1		3		
2.2. Pentavalent 2		4		
2.3. Pentavalent 3		4		
3. 1 OPV 0		2		1
3.2 OPV 1		0		
3.3 OPV 2		4		
3.4 OPV 3		4		
4.1 PCV1		2		
4.2. PCV2		3		
4.3 PCV3		2		
5.1 Rota 1		4		
5.2 Rota 2		4		
5.3 IPV		2		
6. Measles		1		1
7. Fully immunized		1		1
8. Protected at Birth from Neonatal Tetanus (PAB)		2		
Women of reproductive age				
9. TT1: pregnant and non-pregnant				0
10. TT2+ all doses (TT2-TT5) pregnant and non-pregnant				0

Tally the dose immediately after giving it

|||| equals 5 ||||| equals 8

4 Total, cross check, and correct

At the end of each immunization session:

- On the tally sheet, total the number of marks for each dose of each vaccine
- Cross-check the records in the tally sheet and register
 - In the register, count the number of doses given that day for each antigen.
 - Look at the total for each antigen.
 - Ensure the register and tally sheet match.
- If the register and tally sheet don't match:
 - In the register, re-count the number of doses of the antigen(s) given
 - Correct the tally sheet using the number from the register
 - If are not sure about the register marks, try to verify with your co-worker or by calling the caregiver

5 Consistently provide quality data

When the register and tally don't match, the register count goes into the monthly report. To get full credit for the work you have done, be sure to complete both properly.

- Bring the right forms to the session
- Avoid discrepancies by only recording the dose after giving the vaccination
- If a discrepancy occurs, identify and address what caused it
- Check the records after each session and before giving data to the PHCU
- Have your co-worker check your records

6 Use the tally sheets to monitor your performance:

- Add the data from all the tally sheets for the month
- Update the monitoring chart for the month
- Prepare your monthly report
- Congratulate yourself for doing a great job!

Special circumstances and what to do

Sometimes registration is not so simple. Here are some examples and how you can handle them if you use an immunization register. Adapt these instructions if you use family folders.

Scenario	What should the HEW or Nurse do?
The infant/pregnant woman is being vaccinated for the first time:	<ul style="list-style-type: none"> • Add the infant/pregnant woman to the register <ul style="list-style-type: none"> • For the MRN, assign the infant/pregnant woman the next number in the register (e.g., if the last entry is 003, the next will be 004) <ul style="list-style-type: none"> - The MRN helps you track the vaccinations they have received and identify who needs follow up • Fill in all of the information in the Personal Information and Address columns • Prepare a new immunization card for the infant/pregnant woman • Copy the MRN from the register onto the immunization card
The infant/pregnant woman has been vaccinated by this facility but doesn't have the immunization card:	<ul style="list-style-type: none"> • Ask when the infant/pregnant woman was first vaccinated • Look for the name in the register <ul style="list-style-type: none"> • It should be around the date mentioned • Make the infant/pregnant woman a new card • Copy the MRN and other identifying information (name, DOB, sex, etc.) from the register onto the new card • Copy the vaccination dates (for each dose recorded) from the register onto the new card
The infant/woman has been vaccinated by another facility but did not bring the immunization card:	<ul style="list-style-type: none"> • Create a new entry in the register and create a new card • Ask which vaccines the infant/pregnant woman has already received • Determine which vaccine to provide during the session based on what the caregiver tells you and the child's age <ul style="list-style-type: none"> • For example, if a pregnant woman says she has received 3 TT shots, give her another and mark it as TT4
The name is in the register, but the MRNs on the card and register don't match:	<ul style="list-style-type: none"> • See if the DOB, mother's name, and address on the immunization card and register entry match • If all 3 match, change the MRN on the card to match the register. • If only one or two match, ask the mother if her name or address have changed (to determine if it is the same child) • If it is the same child, update the register with the new information • If it is not the same child, create a new entry in the register for the child. Change the MRN on the card to the MRN from the new entry
The infant/pregnant woman has been vaccinated in another facility and has brought the card:	<ul style="list-style-type: none"> • Create a new entry in the register • Mark on the register the immunizations that the infant/pregnant woman has already received (as noted on immunization card) • Add the facility name and new MRN to the card (leave the old number, too, in case the infant/pregnant woman goes back to the other facility for vaccination)
The immunization card is present, but the name is not in the register:	<ul style="list-style-type: none"> • Add the infant/pregnant woman to the register • Assign the infant/pregnant woman the next available MRN in the register • Write the same MRN on the immunization card

Do not create a new entry in the register each time the infant/pregnant woman comes for another immunization. This would give her/him more than one identification number, and the records would not accurately show the person's vaccination status. ⑥

