

Turkey Country Team

SUMMARY REPORT: ASSESSMENT OF MIS

Family Planning Management Development (FPMD)

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Office of Population, USAID

Management Sciences for Health

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Date

SUMMARY REPORT: ASSESSMENT OF MIS

Post: _____
Organization: _____
Country: _____

A. Summary of characteristics of the MIS

(Use “Identify the characteristics of your organization’s MIS” as well as “Identifying Roles and Responsibilities” to identify the characteristics.)

B. Brief description of the performance of the MIS

(Use the “Assessment Checklist: Key Elements of a Management Information System” as a guideline to help you think about specific points where performance is strong or weak. Use the “Models of Information Politics” to define the current system.)

C. Identification of priority issues

(Use the categories -- Content, Effectiveness, etc. -- within the “Assessment Checklist: Key Elements of a Management Information System” to think about the priority issues in this system. Then use the “Models of Information Politics” to think about where you’d like the system to go.)

IDENTIFY THE CHARACTERISTICS OF THE MIS

A. Objectives and plans

Does your organization have an MIS mission statement? an MIS strategic plan? an MIS operational plan? standards for the use of technology?

B. Participation by interested parties

Are decisions regarding information management centralized or decentralized? (Which information politics model fits best?)

Is your MIS more or less centralized (or centralized to the same extent) as your organization's overall management?

C. Structure

Is there an MIS unit at the central level? If so, what are its main functions: monitoring and evaluation; data processing and report preparation; computer programming; MIS policy formulation?

Are there personnel responsible solely for MIS at other levels? (Which levels?)

D. Collection and processing

Are data collected via vertical programs or through an integrated program? In the former case, are data transmitted horizontally? At which level(s)?

Through how many levels does information flow? At which levels is information processed (aggregated, graphed, analyzed, etc.)? At which levels is feedback provided?

Is the system computerized? At which levels?

IDENTIFYING ROLES AND RESPONSIBILITIES

For each process or activity, who is it that...

...leads the process?

...participates?

...identifies norms and standards?

...sets precise targets?

...implements?

...monitors?

...ensures documentation?

...provides training?

...receives training?

...identifies additional needs?

...responds to those needs?

...uses information? (which information?)

ASSESSMENT CHECKLIST: KEY ELEMENTS OF A MANAGEMENT INFORMATION SYSTEM

YES

NO

CONTENT OF THE SYSTEM

+)) ,
.)) -

+)) ,
.)) -

Does the system provide the information needed to set goals and objectives? (Planning)

+)) ,
.)) -

+)) ,
.)) -

Does the system provide the information needed to identify and solve problems? (Monitoring)

+)) ,
.)) -

+)) ,
.)) -

Does the system to help identify the strong points which the program should emphasize in the future? to see if the program is meeting its objectives? (Evaluation)

+)) ,
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.)) -

Does the system provide detailed information by program component, geographic region, target population group, as well as in aggregate?

EFFECTIVENESS OF THE SYSTEM

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.)) -

Do the indicators reflect the program's goals and objectives?

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Is there an analysis plan ensuring that indicators are compared to baseline data, targets, over time?

+)) ,
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+)) ,
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Are the data collected reliable?

+)) ,
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+)) ,
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Are data aggregated correctly at the different levels?

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.)) -

+)) ,
.)) -

Are reports transmitted according to schedule?

+)) ,
.)) -

+)) ,
.)) -

Have personnel at all levels been trained to analyze and use the information?

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.)) -

+)) ,
.)) -

Is the information system evaluated regularly?

YES

NO

EFFICIENCY OF THE SYSTEM

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+)),
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Do the data collected represent the minimum needed to calculate the identified indicators and to assist in decision making?

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+)),
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Is the level of effort required of service providers for data collection and report preparation reasonable?

+)),
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+)),
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Are non-routine sources of data used to complement the analysis based on service statistics?

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+)),
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Are the personnel responsible for data collection and processing trained and supervised to ensure their understanding of definitions, protocols, and calculations?

USE

+)),
.))-

+)),
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Is feedback sent to lower levels within a reasonable period of time?

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+)),
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Do supervisory visits cover the monitoring and discussion of information?

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+)),
.))-

Is available information examined before strategic and operational decisions are made?

MODELS OF “INFORMATION POLITICS”

(Five approaches to the management of information)

Technocratic Utopianism

The emphasis is on categorization and models. There is a strong dependence on new technologies.

Anarchy

In the absence of an information management policy, individuals are responsible for obtaining and organizing their own information.

Feudalism

Each management unit or program defines its own needs and manages its own information. Limited information is communicated to the upper level(s).

Monarchy

Information categories, structures, and flow are defined by the leaders, who may not communicate the information once it's been collected.

Federalism

The key information elements, as well as the structures for production and transmission of information are determined through negotiation and consensus of the interested parties.