

# Workbook for Rayon Centers of Public Health: Monitoring of Immunization Activities and Use of Vaccines at Rayon Level in Georgia

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*Fourth Edition, October 2004*

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Prepared by:

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Ministry of Labor, Health and  
Social Affairs of Georgia

National Center for Disease  
Control

*With technical support provided  
by:*

Partners for Health Reform*plus*  
Curatio International Foundation



Ministry of Labor, Health  
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Control and Medical Statistics



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- ▲ *Implementation of appropriate health system reform.*
- ▲ *Generation of new financing for health care, as well as more effective use of existing funds.*
- ▲ *Design and implementation of health information systems for disease surveillance.*
- ▲ *Delivery of quality services by health workers.*
- ▲ *Availability and appropriate use of health commodities.*

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United States Agency for International Development

# Abstract

This workbook, which accompanies training manuals for monitoring of immunization work in Georgia, is a tool designed primarily for personnel of rayon-level centers of public health and polyclinics to help them monitor and evaluate immunization work, use of vaccine and adequacy of cold chain on their services territories. It helps these workers to establish the link between MIS data and response, as well as to document the data analysis and utilization for management purposes.

The current version of the workbook has gone through numerous revisions and suggestions from the entire country. It is recommended for use nationwide.

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# Acronyms

<b>BCG</b>	Bacillus, Calmette and Guerin Vaccine
<b>CHP</b>	Children’s Polyclinic
<b>CPH</b>	Center for Public Health
<b>CIF</b>	Curatio International Foundation
<b>CMSI</b>	Center for Medical Statistics and Information
<b>DoB</b>	Date of Birth
<b>DT</b>	Diphtheria and Tetanus Toxoid combination
<b>DPT</b>	Diphtheria, Pertussis and Tetanus vaccine
<b>FAP</b>	Feldsher & Midwife Station
<b>MIS</b>	Management Information System
<b>MMR</b>	Measles, Mumps and Rubella vaccine
<b>MoLHSA</b>	Ministry of Labor, Health and Social Affairs
<b>NCDC</b>	National Center for Disease Control
<b>PATH</b>	Program for Appropriate Technology in Health
<b>PAU</b>	Polyclinic Ambulatory Unit
<b>PHR<i>plus</i></b>	Partners for Health Reform <i>plus</i> Project
<b>TB</b>	Tuberculosis
<b>Td</b>	Tetanus and Diphtheria Toxoid
<b>USAID</b>	United States Agency for International Development
<b>VDA</b>	Village District Ambulatory

# Contributors

This workbook has been prepared by the Ministry of Labor, Health and Social Affairs (MoLHSA) expanded working group headed by P. Imnadze, Director of the National Center for Disease Control (NCDC), with technical assistance received from USAID/PHR<sup>plus</sup> and Curatio International Foundation.

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# 1. Introduction

This workbook is a job aide accompanying the fourth edition of two training manuals for monitoring of immunization work at the facility and rayon levels in Georgia.<sup>1</sup> It consists of self-explanatory worksheets, tables, and graphs to assist rayon-level health workers at centers of public health (CPHs) and large polyclinics to better record, process, analyze, and utilize MIS data. It provides a detailed template in which critical data on population, vaccinations, contraindications, refusals, vaccine flow, use and balances, and cold chain equipment are recorded in a standardized format, typically on a monthly or quarterly basis. The workbook contains multiple copies of several forms, with the intention that there be a form for each of the antigens or months of the year. It is recommended that the worksheets, tables, and graphs within the job aide be completed for all critical immunization data in rayon.

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<sup>1</sup> Ministry of Labor, Health and Social Affairs of Georgia and National Center for Disease Control. October 2004. *Reporting and Recording Documentation for Monitoring Immunization Work in Georgia – Level 1: Providers for Immunization Services*. Bethesda, MD: Partners for Health Reformplus Project, Abt Associates Inc.  
Ministry of Labor, Health and Social Affairs of Georgia and National Center for Disease Control. October 2004. *Reporting and Recording Documentation for Monitoring of Work on Immunization – Level 2: Rayon Centers of Public Health and Polyclinics*. Bethesda, MD: Partners for Health Reformplus Project, Abt Associates Inc.



## 2. Worksheets and Tables





**2.3 PROSPECTIVE PLAN FOR IMMUNIZATIONS FOR THE NEXT YEAR \_\_\_\_\_**  
**for \_\_\_\_\_ rayon/town (facility) \_\_\_\_\_ (date)**

Type of immunization		Target (number of children) by health care facility (FAP, VDA, uchastok, CHP, PAU)																			
VACCINATIONS																					TOTAL
1	<b>BCG, Hepatitis B -1</b>	<b>under 1*</b>																			
	BCG	12-24 m																			
2	Hepatitis B	12-24 m																			
3	<b>Polio, Pertussis, Diphtheria, Tetanus, Hepatitis B-3</b>	<b>under 1</b>																			
	Polio	1-15 y																			
	DTP	1-4 y																			
	DT	1-6 y																			
	Td	over 6 y																			
3	<b>Measles, Mumps, Rubella</b>	<b>1 y</b>																			
	Measles, Mumps, Rubella	2-3 y																			
BOOSTERS																					
1	DTP-4	18-24 m																			
2	DT-4	18+ m																			
3	Polio 4	18-24 m																			
4	DT, Polio, Measles, Mumps, Rubella	5y-5y11m29d																			
5	Measles, Mumps, Rubella	13y-13y11m29d																			
6	Td	14 y																			

Completed once a year in Oct.-Nov. on the basis of Prospective Plans for Immunizations from the service area.

\*Total in the rayon summary form is based on the number of births during the preceding 12 months (Sept.-Aug.). It is the sum of home births and births at maternity house(s).

**2.3 PROSPECTIVE PLAN FOR IMMUNIZATIONS FOR THE NEXT YEAR \_\_\_\_\_**  
**for \_\_\_\_\_ rayon/town (facility) \_\_\_\_\_ (date)**

Type of immunization		Target (number of children) by health care facility (FAP, VDA, uchastok, CHP, PAU)																			
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	BCG	12-24 m																			
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3	<b>Polio, Pertussis, Diphtheria, Tetanus, Hepatitis B-3</b>	<b>under 1</b>																			
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Completed once a year in Oct.-Nov. on the basis of Prospective Plans for Immunizations from the service area.

\*Total in the rayon summary form is based on the number of births during the preceding 12 months (Sept.-Aug.). It is the sum of home births and births at maternity house(s).



## IMMUNIZATION COVERAGE (%) OF CHILDREN UNDER 1Y WITH DTP-3

**Rayon/town (facility)** \_\_\_\_\_ **Year** \_\_\_\_\_

	100%																		
4 quarters																			
3 quarters	75%																		
2 quarters	50%																		
1 quarter	25%																		
	0%																		
coverage, %																			
4 quarters																			
3 quarters																			
2 quarters																			
1 quarter																			
Health setting (name)																			<b>TOTAL</b>

Cumulative quarterly coverage (%) is used for building the diagram (see appropriate worksheet)

## IMMUNIZATION COVERAGE (%) OF CHILDREN UNDER 1Y WITH Polio-3

Rayon/town (facility) \_\_\_\_\_ Year \_\_\_\_\_

	100%																		
4 quarters																			
3 quarters	75%																		
2 quarters	50%																		
1 quarter	25%																		
	0%																		
coverage, %																			
4 quarters																			
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2 quarters																			
1 quarter																			
Health setting (name)																			<b>TOTAL</b>

Cumulative quarterly coverage (%) is used for building the diagram (see appropriate worksheet)

**\_\_\_\_\_ IMMUNIZATION COVERAGE (%) OF CHILDREN AGED \_\_\_\_\_**

**Rayon/town (facility) \_\_\_\_\_ Year \_\_\_\_\_**

4 quarters	100%																		
3 quarters	75%																		
2 quarters	50%																		
1 quarter	25%																		
	0%																		
coverage, %																			
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Cumulative quarterly coverage (%) is used for building the diagram (see appropriate worksheet)

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**Rayon/town (facility) \_\_\_\_\_ Year \_\_\_\_\_**

4 quarters	100%																		
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Cumulative quarterly coverage (%) is used for building the diagram (see appropriate worksheet)

**\_\_\_\_\_ IMMUNIZATION COVERAGE (%) OF CHILDREN AGED \_\_\_\_\_**

**Rayon/town (facility) \_\_\_\_\_ Year \_\_\_\_\_**

4 quarters	100%																		
3 quarters	75%																		
2 quarters	50%																		
1 quarter	25%																		
	0%																		
coverage, %																			
4 quarters																			
3 quarters																			
2 quarters																			
1 quarter																			
Health setting (name)																			<b>TOTAL</b>

Cumulative quarterly coverage (%) is used for building the diagram (see appropriate worksheet)

**REFUSALS and CONTRAINDICATIONS TO DTP (%) by month in \_\_\_\_\_ (year) MONITORING SHEET**  
**in \_\_\_\_\_ rayon/town (facility)**

	40%													
	35%													
	30%													
	25%													
	20%													
	15%													
	10%													
	5%													
	0%													
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Number of DTP 1-3 vaccinations given to children under 1 year this month <b><u>see Report on Immunization Practice</u></b>	1													
Total number of current contraindications to DTP 1-3 in children under 1 year (temporary, over 1 month and permanent)	2													
Number of current contraindications to DTP 1-3 in children under 1 year (over 1 month and permanent)	3													
Total number of refusals to DPT 1-3 in children under 1 year	4													
Total number of children that may (should) have received DTP 1-3 this month.	5=1+2 +4													
% children under 1 year with contraindications to DTP	6=2:5													
% children under 1 year with <b><i>long-term and permanent</i></b> contraindications to DTP	7=3:5													
% of refusals in children under 1 year to DPT	8=4:5													

\* This record is kept at the level of village ambulatories, polyclinics and rayon CPH for monitoring of the work.









































































# WORKSHEET ON CALCULATION OF VACCINE NEEDS AND SECURED VACCINE SUPPLIES

for \_\_\_\_\_ rayon (town) in \_\_\_\_\_ (year)

		Target for vaccination (persons)	Target for boosters (persons)	Planned number of injections	Wastage Coefficient	Reserve Coefficient	Annual need in vaccines (doses) and syringes	Balance on 31.12	Actual Need (doses)	Received from RPHC in the 1st quarter			Sum 1Q + Balance 31.12	Cum%	Received from RPHC in the 2nd quarter			Sum 1+2	Cum%	Received from RPHC in the 3rd quarter			Sum 1+2+3	Cum%	Received from RPHC in the 4th quarter			Sum 1+2+3+4	Cum%	REMARKS					
		A	B	C	D	E	F = C x D x E	G	H=F-G	Jan	Feb	Mar	I	J=I:F	Apr	May	Jun	K	L=K:F	Jul	Aug	Sep	M	N=M:F	Oct	Nov	Dec	O	P=O:F						
1	BCG			a+b	3	1.25																													
2	Polio			3a + b	1.3	1.25																													
3	DTP			3a + b	1.3	1.25																													
4	DT			3a + b	1.5	1.25																													
5	Td			b	1.5	1.25																													
6	MMR			a+b	1.3	1.25																													
7	Hepatitis B			3a	1.3	1.25																													
8																																			
9	Syringe 0.5			c3+c4+c5+c6+c7+c8+c9	1.05	1.25																													
10	BCG Syringe 0.05/0.1			c1	1.05	1.25																													
11	Dilutant Syringe (2.0)			F1:20	1.05	1.25																													
12	Dilutant Syringe (5.0)			F6:10	1.05	1.25																													
13	Safety boxes			(f9+f10+f11+f12)																															

\* Annual amount for each type of vaccines (doses) and syringes is calculated using specific formula considering wastage and reserve.

