



**TRAINING GUIDELINE TO CAPTURE  
IDEAL CLINIC AND  
COMMUNITY HEALTH CENTRE  
STATUS DETERMINATIONS ON THE  
WEB-BASED INFORMATION SYSTEM**

**July 2020**



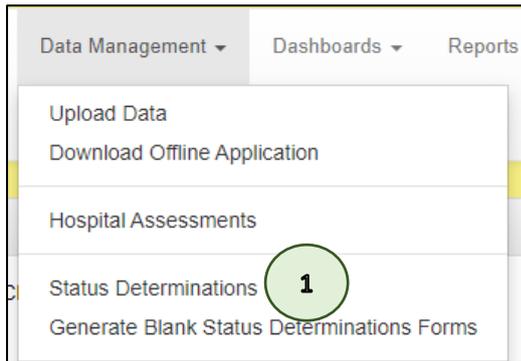
**health**

Department:  
Health  
REPUBLIC OF SOUTH AFRICA



1. Log onto the website and go the “Data management” tab. Select “Status Determination”.

**Note:** If you have not accessed your user account for three consecutive months, the system will automatically disable your user account. You will then get a note to inform you that your user account has been disabled. To enable your user account, **contact your Ideal District or Provincial Ideal Clinic coordinator** who must then send an e-mail to [idealclinic@health.gov.za](mailto:idealclinic@health.gov.za) with a request to enable your user account.



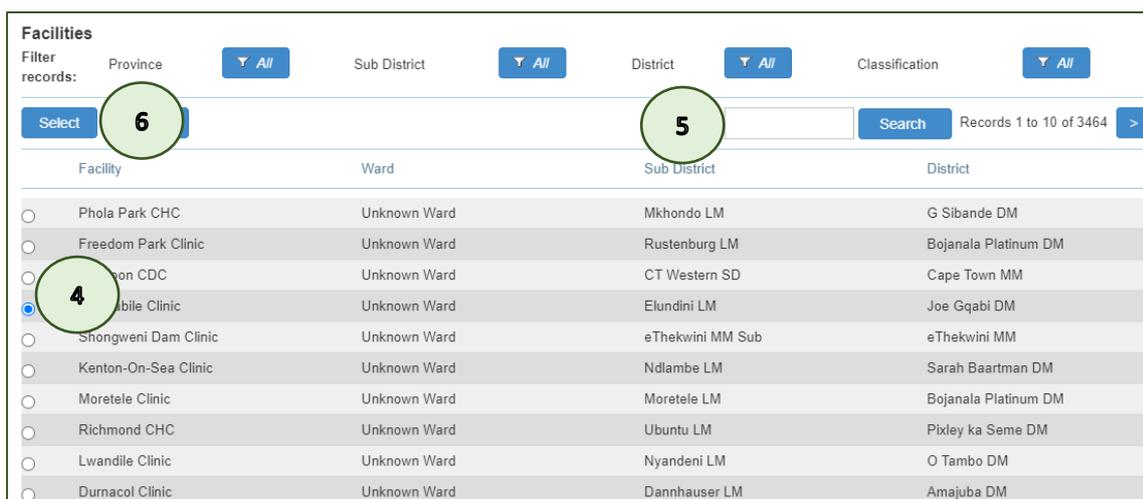
2. Click on the “New” button.



3. Click on the magnifying glass at the text box for “Facility”



4. Select the facility name by clicking on the radio button next to the facility.
5. If the name of the facility you want to capture for does not appear on the screen, type the name of the facility in the search text box.
6. Click on the “Select” button.



7. Select the date of the status determination

8. Select the version from the drop-down list, the version will automatically appear according to the type of facility that was selected, i.e. for clinics, 19.0 - Clinic, for CHC and CDCs, 1 - CHC.
9. Select the Role, i.e. SD Facility, SD PPTICRM, SD PPTICRM PR and SD PPTICRM PRU. **Note:** only the roles that your user account is registered for will appear on the drop-down list.

10. Complete the remainder of the fields for “Assessors, Telephone Number and Clinic Staff met during the Visit”.

11. Click the “Save” button. **Note:** The assessment form will only display after the “Save” button was clicked. Once the “Save” button has been selected the information on the top part if the form can no longer be edited. Therefore, make sure it is correct before you select the “Save” button.

Component	Sub Component	Method for Measurement	Weighting	Responsibility	Score	Current Challenges to reach the Ideal	Checklist
Ideal Clinic Dashboard Reference <i>'The Ideal Functioning Clinic has...'</i>	Administration	Signage and Notices					

- Complete the status determination by selecting “Yes” or “No” at the elements that do not have a checklist and
- Complete the checklist for elements that has a checklist attached to it by clicking on the checklist.

3) Disclaimer sign is clearly sign posted at the entrance of the facility	☹️	E	D		<div style="text-align: right;">13</div> <input type="checkbox"/> Yes <input type="checkbox"/> No
4) Vision, mission and values of the province/district are visibly displayed	☹️	I	D		<div style="text-align: right;">12</div> <input type="checkbox"/> Yes <input type="checkbox"/> No

- Note:** On some of the checklists, especially the checklists on the CHC Framework, all the measures on some of the checklists will be not applicable (NA). For example, if a CHC do not have a 24 hour emergency or MOU unit. For these elements, click on the checklist, then close it again without selecting any score, a pop-up message will appear “Since all checklist options are marked N/A, the element will also be marked as N/A”. Click on the “OK” button.

Sub Components/Sections

Close

Since all checklist options are marked N/A, the element will also be marked as N/A.

14 OK

Use the checklist below to check whether the SOP of triage is available.  
 Scoring – in column for score mark as follows:  
 Y (Yes) = compliant ; N (No) = not compliant ; N/A (Not applicable) ;

Item	Score
Describe the designation of the healthcare provider/s who should conduct the triage	<input checked="" type="radio"/> N/A <input type="radio"/> Y <input type="radio"/> N
Location or area where the triage should be conducted	<input checked="" type="radio"/> N/A <input type="radio"/> Y <input type="radio"/> N
Equipment and material required in the triage area	<input checked="" type="radio"/> N/A <input type="radio"/> Y <input type="radio"/> N
Triage process is described for different categories of patients	<input checked="" type="radio"/> N/A <input type="radio"/> Y <input type="radio"/> N
Documentation of triage findings	<input checked="" type="radio"/> N/A <input type="radio"/> Y <input type="radio"/> N
<b>Total</b>	0
<b>Total maximum possible score (sum of all scores minus those marked NA)</b>	0
<b>Score (Total score ÷ Total maximum possible score) x 100</b>	0.00

Close

- The checklist form will close, and a score of N/A will be inserted in the column for the scoring.

13) SOP for triaging of patients in the 24 hour Emergency unit is available	? & 📄	V	HF	N/A	<div style="text-align: right;">15</div>
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- For elements with a checklist, the score will appear once the assessment of the checklist has been captured. **Note:** All checklist must score 100% to achieve a “Yes” with the exception of the Checklist for 90% of Tracer Medicine available, which must score 90% to achieve a “Yes”
- Note:** The red line at the right side of the form indicates that the scoring for the element has not been captured, once the scoring has been captured, the red line will not show anymore.

3) Disclaimer sign is clearly sign posted at the entrance of the facility	☹️	E	D	No 60.00%	<div style="text-align: right;">16</div>
4) Vision, mission and values of the province/district are visibly displayed	☹️	I	D	<input checked="" type="radio"/> Yes <input type="radio"/> No	<div style="text-align: right;">17</div>

18. **Note:** Click on the “Save” button at the top of the form after having scored a few elements to ensure that your data is saved as your data will be lost if there is a drop in the connection. **Therefore, SAVE as often as possible, especially if you have poor connectivity!**
19. You can “Save” the status determination and complete it on another day. Click on the “Close” button to close the status determination.

The screenshot shows a form with the following fields and buttons:

- Facility \***: Du Noon CDC
- Status Determination Version \***: 1.0 - CHC
- Telephone Number**: (empty)
- Date Visited / Status Determination Date \***: 2020-07-08
- Status Determination Version \***: SD Facility Manager
- Clinic Staff met during Visit**: (empty)
- Date of Previous Visit**: 2018-10-03
- Assessors**: (empty)
- Changes implemented as a result of previous visits**: (empty)
- Buttons**: Save (circled with 18), Close (circled with 19)
- Footnote**: \* fields are required

20. If you want to continue capturing to complete the status determination, follow point one. A list of all the status determinations will appear on the screen. Click on the status determination that you want to complete.

The screenshot shows a table titled "Status Determinations" with the following structure:

Facility	Period	Status	Assessment Date	Version	Import Mode	Role	Actions
<input type="checkbox"/> Qombolo Clinic	2019 (Apr - Mar)	Saved	2 Jul 2020	19.0 - Clinic	Manual Entry	SD Facility Manager	
<input type="checkbox"/> Du Noon CDC	2019 (Apr - Mar)	Saved	8 Jul 2020	1.0 - CHC	Manual Entry	SD Facility Manager	
<input type="checkbox"/> Sonwabile Clinic	2019 (Apr - Mar)	Saved	27 Jul 2020	19.0 - Clinic	Manual Entry	SD Facility Manager	
<input type="checkbox"/> Phola Park CHC	2019 (Apr - Mar)	Saved	29 Jul 2020	1.0 - CHC	Manual Entry	SD Facility Manager	

Filter records: Province, District, Sub-District, Facility, Period, Status, Version, Import Mode, Role. Buttons: New, Edit, Search, Records 1 to 15 of 41219.

21. Once all the elements have been scored (no red lines are showing at the right side of the form), the “Submit” button will be made available to submit your status determination.

