



**National Tuberculosis and Leprosy Programme  
Regional Supportive Supervision Tool (RHMT-RTLC)**

**I. General Information**

<b>Region</b>		
<b>Date of visit</b>		
<b>Supervisee name</b>	<b>Designation</b>	<b>Organization</b>
<b>Mentor/Supervisor name(s)</b>	<b>Intervention/Service</b>	<b>Organization</b>

**II. Region profile**

<b>Region facilities</b>	<b>Hospitals</b>	<b>Health centres</b>	<b>dispensaries</b>	<b>Total</b>
Health facilities				
Diagnostic centres				
Treatment (DOT) centres				
Health facility offering TB/HIV services under one roof				
Health facilities with X-ray				
Health facilities with Gene Xpert M.				

<b>SN</b>	<b>Activities</b>	<b>Means of verification</b>	<b>Findings/Comments</b>
1	Availability of region NTLP site File	NTLP site file	
2	Availability of supervision schedule	Supervision schedule	
3	Availability of supervision report	Supervision report <i>Strength; weakness/gaps; recommendation; action taken, date and # of councils visited</i>	
4	Region quarterly meeting	Meeting reports meeting reports <i>Issues discussed –data, drugs, activities , problems/solution</i>	

5	Last National level Supportive Supervision and The Action plan status	Report Action plan status /update	
6	Assess quarterly data report copies: Timely reporting Completeness :	quarterly reports Compare with DHIS2 data	
7	Assess data use	<i>any report –quarterly reports, any tables, graphs submitted/ presented to regional authorities; partners</i>  <i>Any display of NTLP Regional indicators</i>	Assess data use
8	Assess functionality of DHIS 2	<i>Generate report, data updated, verify data at national and regional. Here have a report from DHS2. discuss key identified issues in the previous quarter</i>	Assess functionality of DHIS 2
9	Are TB and Leprosy control funds fully captured in the regional financial management system	Regional financial management system	
10	Completeness, timeliness and accuracy of the last financial report for TB and Leprosy control activities	Quarterly financial progress report and source data	
11	Are NTLP funds for TB, TB/ HIV and Leprosy activities reflected in regional health plan?	Regional Health Plan	
12	Proportion and amount of basket funds allocated to TB and Leprosy control	Regional Health Plan	
13	Are funds from NTLP for TB, TB/HIV and Leprosy activities in the RMOs office included in regional audit	Audit report	
14	What is the procedure used to disburse funds from regions to districts if applicable	Disbursement/ payment records	
15	What is the procedure used for monitoring funds disbursed to districts	Report and retirement document	

16	Are assets under NTLP e.g motorcycle and computer available, functional and safeguarded	-Asset Register -Police loss report (if asset is loss) - Motor vehicle/motorcycle log book	
17	No. of staff who attended training and the type of training in the past 12 months If Yes, mention type of training attended	Training report/DHIS	

**Drug Management**

Experience with the new Drug management system: LIMS

Have you received Quarterly reports from DTLC and D Pharm .....

What is the drug status of your region .....

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**Laboratory Services**

What is the status of the reagents and cartridges in your Region .....

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***Any other Remarks***

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**National Tuberculosis and Leprosy Programme  
District Supervision Tool: CHMT-DTLC**

**Particulars**

District		
Date of visit		
Supervisee name	Designation	Organization
Supervisor name(s)	Intervention/Service	Organization

**District profile**

District facilities	Hospitals	Health centres	dispensaries	Total
Health facilities				
Diagnostic centres				
Treatment (DOT) centres				
Health facility offering TB/HIV services under one roof				
Health facilities with X-ray				
Health facilities with Xpert				

**Activities**

SN	Assessment	Means of Verification	Findings/ comments
<b>TB CARE PREVENTION AND CONTROL</b>			
1	Is there a current supervision schedule?	Supervision schedule	
2	Proportion of supervision done? Please check availability of reports and availability of NTLTP site file	Supervision report, supervision schedule	
3	Is the last quarter supervision report available?	Supervision report	
4	To what extent are the gaps identified from the previous supervision addressed?	Action plan status	
5	Are there copies of current NTLTP manual?	Manual distribution list	

6	Are the follow up sputum results (M2, M3, M5, M7) well documented among smear positive patients?	TB district register	
7	How many sputum samples from previous treatment patients referred to CTRL for culture and DST	MDRTB presumptive register	
<b>DRUG RESISTANCE TUBERCULOSIS</b>			
8	Are the DTLC/TBHIV/DOT nurse trained on risk factors, diagnosis and treatment of MDRTB?	Verbal response	
9	Is there a monthly follow up of smear and culture for all MDR TB patients?	MDR TB Treatment cards	
10	Are the follow up investigation (hematology, biochemistry) and X-ray results for MDR TB patients well documented	MDR TB treatment cards	
11	Are the follow up weight parameters of MDR TB patients well documented	MDR TB treatment card	
12	MDR TB operational guideline and distributed to all facilities	Guideline and distribution list	

#### Collaborative TB/HIV activities

SN	Assessment	Means of verification	Findings/Comments
13	Were there districts coordinating meetings conducted in the last quarter?	Meeting reports and minutes	
14	Were there quarterly information exchange meetings conducted in the last quarter?	Meeting reports and minutes	
15	Proportion of PLHIV screened for TB using screening tool in the last quarter.	HIV/AIDS database	
16	Isoniazid preventive therapy being provided to PLHIV?	HIV/AIDS data base	
17	Is TB Infection control plan implemented in the district?	TB/HIV implementation plan and reports	
18	Number of health care providers who have developed TB in the last 12 months?	TB/HIV implementation reports	
19	Proportion of TB patients being counseled and tested for HIV in the last quarter. If below the national target (100%) what are the challenges?	District register	

20	What are HIV preventive measures being provided to patients attending TB clinics?	Outline measures	
12	Has there been any training of health workers on collaborative TB/HIV control in the last 12 months? If yes how many?	Training reports	

### Pediatric Tuberculosis

SN	Assessment	Means of verification	Findings/Comments
22	How many health facilities have reported pediatric TB cases among all HFs notifying on TB	Reports Registers	
23	Availability and use of Pediatric TB job aids: <i>(score chart, TB screening questionnaire, algorithm for assessing child household contacts, Weight based dosing of ant TB medications, management of adverse reactions)</i>	Presence of Pediatric TB Job Aids copies distribution list	
24	Availability and accessibility of the national guidelines for the management of TB in children	Pediatric guidelines distribution list	
25	Is there contact tracing activity in the district? <ul style="list-style-type: none"> <li>• <i>If Yes how and who does it?</i></li> <li>• <i>Number of TB patients identified through contact tracing</i></li> </ul>	Reports and plans	

### Community TB activities

SN	Activities	Means of verification	Findings/Comments
26	<b>Community health workers and NGOs involvement:</b>		
27	How many functional/Active ex-TB patients clubs/ CBOs/ NGOs in a district? How many members in each ex TB group/CBO?	District reports, District register	
28	How community TB activities are coordinated and supported in a district <i>(support technically and supervise NGOs and ex TB groups, ensure quality community TB services)</i>	District reports	
29	Check for conduction of meetings with ex TB groups/ CBOs/ NGOs in last 12 months? How many times? What are the issues, challenges and action taken?	Meeting reports	

30	Check for provision of enablers and incentives to community health workers? Types? Quantity?	Procurement and distribution lists/ delivery note Distribution lists	
31	Assess and verify contribution of community (traditional healers, sputum fixers and CSOs -Ex TB, NGOs) on TB case notification, defaulter tracing, referrals, and treatment support in last 12 months	District register compared to community TB register/ quarterly reports	
32	Assess involvement of CSOs and community health workers in district coordination committee meetings. What is the progress of implementation, issues, challenges, action taken?	Meeting reports	

### PPM activities

SN	Activities	Means of verification	Findings/Comments
33	Assess proportion of private health facilities with service agreement providing TB DOTS and/or MDT services among all Private health Facilities	District records/ Service Agreement	
34	Assess provision of support provided to Private Health facilities including drugs and supplies	Issue vouchers	
35	Assess and verify contribution TB/ leprosy cases notified by Private Health Facilities in the last 12 months	District TB/LEP registers	
36	Assess proportion of health workers from private health facilities trained in the last 12 months	Training reports	
37	Determine number of supportive supervision visits to private facilities in the last 12 months (issues raised and action taken)	Supervision reports	
38	Access number and percentage of ADDOs, Private pharmacies and private laboratories involved in TB case detection	District supervision reports/ MTUHA	
39	Assess and verify contribution of mines in TB/ leprosy case notification	Reports	

### ACSM activities

SN	Activities	Means of verification	Findings/Comments
40	Are there copies of ACSM strategy a district?	Copy of ACSM strategy, Distribution list, delivery note	

41	What Sensitization approaches have been used in a district in last 12 months? <i>(Community gatherings, community leaders, Road shows, folk dramas, TV/Radio spots and other print media etc)</i> Number? Results? Challenges? Action taken?	District reports	
42	Did the district commemorated last world TB day? <i>If yes: Results, Challenges, Action taken?</i> <i>If no: What is the plan for the coming commemoration?</i>	District report/ Activity report	

### Drugs and supplies Management: DTLC and Dpharm

Pharmaceuticals			
SN	Assessment	Means of verification	Findings/ Comments
43	How did you order medicines for the last quarter	Quarterly LIMS forms district and facility levels	
44	What are the success of the new LIMS system What are the challenges		
45	Were there any stock outs of TB and leprosy drugs and supplies in the last 12 months? Reasons for stock out? <i>i. Which medicines and for how long?</i> <i>ii. During stock out which action did you take?</i> <i>iii. What are reasons for stock out?</i>		
46	Are there any damaged or expired drugs? <i>i. What are reasons for drugs expiration</i> <i>ii. How do you store damaged and expired drugs</i> <i>iii. How do you dispose damaged/expired drugs?</i>	Ledger	
47	<i>i. Are ADR reporting forms available?</i> <i>ii. Have the district encountered any patient who developed ADR?</i>	ADR reporting forms	
48	What is the status of Laboratory commodities	Ledger	

### Reporting and Recording

SN	Activities	Means of verification	Findings/Comments
49	Check availability of quarterly reports at district	Quarterly reports: <i>?same as submitted to regional/national</i>	



50	Assess the completeness and accuracy of the Districts TB and Leprosy registers in the last reported quarter	District register <i>Filled column, updated, 2 months; treatment outcome</i>	
51	Assess use of data	Any report/Districts indicators ( displayed)	

### Leprosy activities

Provision of leprosy services	Hospitals	Health centres	dispensaries	Total
Diagnostic and treatment				
Leprosy care				
Rehabilitation				

SN	Questions								Means of verification				Findings/Comments			
52	Verify the number of new leprosy cases in the last 12 months (past 4 quarters)								District register							
	MB (A)				MB (C)				PB (A)				PB (C)			
	Q 1	Q2	Q3	Q4	Q 1	Q2	Q3	Q4	Q 1	Q2	Q3	Q4	Q 1	Q2	Q3	Q4
53	Determine the proportion of new cases of leprosy with disability grade 2 in the last 12 months								District register							
	MB (A)				MB (C)				PB (A)				PB (C)			
	Q 1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q 1	Q2	Q3	Q4
54	Ask and Check for implementation of active case finding activities (contact tracing and any other elimination efforts) in leprosy in the last 12 months  Number screened/traced _____  Number of cases detected _____								Quarterly progress report							
55	Check number of patients on reaction treatment in the last 12 months								Unit register/ POD register/Lep 01							
56	Check stock and verify distribution of protective footwear in the last 6 months								Ledger/Leprosy Unit register/POD register							
57	Check stock and verify distribution of footwear materials in the last 6 months								Ledger/Leprosy Unit register/POD register							
58	Ask for the quality of protective footwear distributed								Patient/Coordinator/ health worker							

59	Assess presence of active self-care groups Number of active self-care groups: _____		Quarterly progress reports		
	Number of persons affected by leprosy with disabilities in self-care groups: _____				
60	Determine number of patients referred for specialized services in the last 12 months		POD register		
	Surgery	Eye care/	Prosthesis	Orthosis (Drop foot splint) /	Special boots
61	Verify the number of leprosy patients with disabilities in the POD register for past year and interventions provided		POD register		
	Reaction treatment	Self-care	Eye care/	Footwear	ulcer care in hospital rehabilitation surgery

### Programme Management

SN	Assessment	Means of verification	Findings/ Comments
62	Are TB and Leprosy control funds fully captured in the District financial management system?	District financial management system (EPICOR)	
63	Are funds from NTLP for TB and Leprosy control activities reflected in district Audit?	Audit report	
64	Completeness, timeliness and accuracy of last quarterly report financial report for TB and Leprosy control activities	Quarterly report, Source data e.g. cash book	
65	Are TB and Leprosy control activities reflected into Comprehensive Council Health Plan (CCHP)?	CCHP	
66	TB and Leprosy activities allocated in the CCHP? in this financial year	CCHP	
67	Who are other partners supporting TB, TBHIV and Leprosy control activities	Partners mapping/ report	
68	Availability and performance of TB/HIV officers and DTLC in the district		
69	Are assets under NTLP e.g. motorcycle and computer available, functional and safeguarded	-Asset Register -Police loss report (if asset is loss)	
70	Are quarterly reports (technical) prepared and submitted to Regional and National offices		
71	Last supervisory visit from regional level	Supervision report, supervision schedule, visitors' book	