Appendix B – Surveillance System Specification Sheet

Framework and Tools for Evaluating Health Surveillance Systems, March 2004

COMPONENT	TOPIC/ISSUE	OPTIONS/CONSIDERATIONS	COMMENTS
OBJECTIVES	Aims Objectives of the surveillance system		
	Length of Operation		
	Size of the database (records/year)		
	Stakeholders • Owners/sponsors • Others and their interests		
	Location of surveillance system • Why there?	Availability of data/resources/utilization of data/ownership	
	Type of surveillance system	Active/Passive	
	Population under surveillance Total or not? If not, how selected?	Geographic/Ethnicity/Age group/Other; National/Regional/Local; Census/Sample	
SCIENTIFIC	Target • Case definition • Categories and their definitions		
	Focus • How determined?	General (all categories)/Focused (specific categories Burden/Political expediency/Amenable to intervention/Potential for impact/External influence	
	For each surveillance target type • What data elements are collected? • How defined? • Response categories, level of detail, definitions	Core – Minimum Data Set/Optional Data Set Supplementary Modules (MDS/ODS) Basic/Expanded/Other	
	Data sources, if other than above		
	Data Collection Instrument(s)	Open-ended/Closed and pre-coded/Mixed	
	Administration of the Instrument	Self/Interview/Abstraction	
	Data Processing	Manual/Electronic/Combination	
OPERATIONS	Was the surveillance system piloted? For how long?		
	Obstacles to introduction • What were they? • How were they overcome?		
	What factors facilitated the implementation and operation of the system?		
	Products • What products? • Disseminated to whom? • How used?		

COMPONENT	TOPIC/ISSUE	OPTIONS/CONSIDERATIONS	COMMENTS
	Evaluation • Are they conducted? • With what frequency?		
RESOURCES	Resources required and how procured • Personnel • Hardware • Software • Supplies • Financial		
	Assignment of responsibilities • Training – Local &/or Central • Data Entry – Local &/or Central • Validation – Local &/or Central • Immediate supervision • Overall administration • Monitoring/Evaluation – Local &/or Central		
	Training • Who was trained? • To what level?		
	Maintenance of Resources • Staff • Supplies • Hardware • Other		
COMPLIANCE	Compliance with: • relevant laws • regulations • policies addressing privacy security confidentiality • privacy impact assessments		