Manual Overview

> HOW TO USE THE MANUAL

The Manual is divided in three sections:

Part One: Introduction

Part 1 presents an overview of the HIS. It describes the purpose of data collection, the role of standards and indicators, and the importance of standardised data. It also introduces the concept of the data cycle, the key partners involved, and explains the frequency of reporting at each level of health management.

Part Two: Technical Sections

Part 2 introduces the core technical sections in the HIS. The modules identify the sources required for data collection, define who is responsible for the data, and provide guidance on the "what, how and when" of collecting and reporting health data.

Part Three: Data Management

Part 3 contains core topics related to data management. It describes how data should be entered into the computer using an Excel sheet and then imported, analysed and interpreted using the HIS Database.

> WHAT IS THE PURPOSE OF THIS MANUAL?

The Manual forms the core reference document for the HIS. It describes how data should flow from the point of data collection to the point of indicator analysis and interpretation within a database.

> WHO ARE THE TARGET AUDIENCE?

This Manual is aimed at health coordinators and programme managers within UNHCR and its partners. The modules are designed to be removed from the binder and used independently in trainings and refresher courses with frontline health staff.

The Illustrated Guides are intended to act as day-to-day reference aids to support the routine use of each tool. They are aimed for use by staff who are responsible for collecting and reporting health information on a daily basis. The guidance should serve to continually up-date and refresh practices.

WHAT ARE THE GUIDING PRINCIPLES?

The HIS adopts a comprehensive and field-oriented approach to information management. The design was governed by the following principles:

- **Simple**

  Recognizes the critical need to avoid duplication and reduce overlapping demands on implementing partners and field staff.

- **Standardised**

  Places high importance on harmonizing action among stakeholders and forging consensus around agreed technical standards and normative guidance.

- **Functional**

  Recognises that the needs of camp-level staff are paramount, and places emphasis on field-friendly guidelines and the applied use of health information.

- **Flexible**

  Permits adaptation to suit the needs and demands of each country setting.

LIST OF ILLUSTRATED GUIDES

LIST OF COUNTRY CONSIDERATIONS

LIST OF SECONDARY SOURCES

LIST OF INDICATOR SUMMARIES