

Annex 8D: Sample Form for Recording Timeliness and Completeness of Monthly Reporting From Health Facility to LGA Level

State: _____ LGA: _____

Health Facility: _____ Year: _____

Indicator	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Total number of reports expected (N)												
Total reports sent on time (T)												
Total reports sent late (L)												
Total number of reports not received (W)												
Timeliness of reports = $100 \times \frac{T}{N}$												
Completeness of reporting = $100 \times \frac{(N-W)}{N}$												

Legend

T = arrived on time

L = arrived late

NR=report not received

**Timeliness and completeness are expressed as percentages (%). When the surveillance system is good, the rates for timeliness and completeness should approach 100%. This table allows for monitoring progress of these two indicators in the LGA so that action can be taken to improve timeliness for each health facility in the LGA.*