BID generic tools

Strategic reuse of appropriate tools is one of the core principles of the BID Initiative. Over the last five years, we have created several planning, implementation, and data strengthening tools for use in Tanzania and Zambia. We have taken the most frequently used tools from both countries and made them generic. We are sharing the tools here for countries to reuse and modify for their specific needs. Below are the categories of the tools based on their intended use, along with more information about how each was used.

Planning tools

This set of tools may be used for planning the introduction of a new intervention or activities prior to implementation of the intervention. These tools can help you to understand the landscape for immunization service delivery (or other areas of health services) across a country and its health system, as well as the different actors who can contribute to the success of the implementation:

1. [**Stakeholder analysis**](http://bidinitiative.org/wp-content/uploads/1.-TOOL_StakeholderAnalysis_FINAL.docx): A mapping exercise to identify the stakeholders across the health system; determine what they are contributing to data quality, use, and immunization service delivery; and assess how frequently to engage each stakeholder.
2. [**Equipment support strategy**](http://bidinitiative.org/wp-content/uploads/12.-TOOL_Equipment_Support_Strategy_FINAL.docx): Guidance on how to manage digital devices, such as tablets, that are used in facilities. This guidance includes what challenges to anticipate, how to resolve issues during deployment, and how to plan for the maintenance of these tools.
3. [**User advisory group terms of reference**](http://bidinitiative.org/wp-content/uploads/13.-TOOL_UserAdvisoryGroup_TOR_FINAL.docx): Before deploying tools for change management and data use, it is good to have a user advisory group with representatives from across the health system, who can be champions of these tools and inform you of where adjustments need to be made based on the country context. The terms of reference can establish the advisory group’s charter, structure and responsibilities, and compensation.

Tools for operations

These tools can be used to coordinate the timing and activities of the introduction and implementation of the data quality and data use interventions. These tools offer guidance on how to manage and resolve issues, and to assess how well those who receive training retain the information.

1. **[Facility and district visit strategy](http://bidinitiative.org/wp-content/uploads/2.-TOOL_FacilityVisitStrategy_FINAL.docx)**: Overview of how the data quality and data use interventions can be deployed in both the facility and district levels.
2. [**Spot check form**](http://bidinitiative.org/wp-content/uploads/3.-TOOL_SpotCheck_FINAL.xlsx): Follow-up assessment tool to assess health workers’ knowledge of the interventions after implementation.
3. [**Issues log**](http://bidinitiative.org/wp-content/uploads/4.-TOOL_IssueLog_FINAL.xlsx): Designed to document reported issues with interventions, along with the solutions to resolve the issues or the decisions to escalate issues that have not yet been resolved.
4. [**Implementation tools**](http://bidinitiative.org/wp-content/uploads/5.-TOOL_Implementation_Tools_FINAL.xlsm):
5. **Planning board**: Key operational tool to plan and organize facility visits. It helps with determining who will go to the facility, on what day, and with which tools for training.
6. **Facility fact sheet**: Document important data about the facilities during visits, such as who was trained, some basic results of the training (especially items that may have been missed), and what network works best for this facility when using digital health solutions.

Tools for change management and data use

Building a culture of data use requires a shift across the entire health system, where consistent use and analyses of data result in decisions that improve service delivery. These tools can be used to facilitate the process of building a data use culture, as well as to strengthen health workers’ capacity to both understand and use the data.

1. [**Spotting and addressing resistance to change**](http://bidinitiative.org/wp-content/uploads/6.-TOOL_Addressing-Resistance_FINAL.doc): Change can cause resistance in individuals. This guide helps with identifying verbal and nonverbal forms of resistance that can happen, as well as provides ideas for how to address this resistance and how to engage others for support.
2. [**Change readiness assessment tool**](http://bidinitiative.org/wp-content/uploads/7.-TOOL_Change-Readiness-Assessment-Facilities_FINAL.docx): A guide to help health workers understand if they are ready for the change that comes with the introduction of the data quality and data use interventions.
3. [**Data use culture job aid**](http://bidinitiative.org/wp-content/uploads/8.-TOOL_Data_Use-Culture_FINAL.docx): Designed to help health workers to identify how they are currently using data, determine the impact of that data use, and encourage regular use of data for decision-making.
4. [**Facility data use guide**](http://bidinitiative.org/wp-content/uploads/9.-TOOL_Facility_DataUseGuide_FINAL.docx): A list of key immunization indicators for facilities to assess service delivery with their own data.
5. [**District data use guide**](http://bidinitiative.org/wp-content/uploads/10.-TOOL_District_DataUseGuide_FINAL.docx): A list of key immunization indicators for districts to assess service delivery with their own data.
6. [**Coaching/supportive supervision job aid**](http://bidinitiative.org/wp-content/uploads/11.-TOOL_Coaching_Supervision_Guide_FINAL-1.docx): Key areas for districts to focus on when conducting supportive supervision in their facilities.