Maintaining the MFL
MFL Resource Package Training

September 2019
Master Facility List Resource Package: guidance for countries wanting to strengthen their Master Facility List. Facilitator Guide for the MFL Training


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# Agenda

<table>
<thead>
<tr>
<th>Topic</th>
<th>Estimated Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Introduction to maintaining the MFL</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>2. Maintain the content of the MFL</td>
<td>80 Minutes</td>
</tr>
<tr>
<td>3. Current maintenance procedures used or planned for the country</td>
<td>30 Minutes</td>
</tr>
<tr>
<td>3. Summary and conclusions</td>
<td>5 Minutes</td>
</tr>
<tr>
<td>4. Action planning</td>
<td>85 Minutes</td>
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</tbody>
</table>
Session Learning Objectives

• At the end of today’s session participants will be able to:
  – Describe the steps in maintaining the MFL
  – Develop an action plan for maintaining the MFL
  – Understand the inputs required for maintaining the MFL long-term
  – Describe and identify gaps or needs in the maintenance plan
  – Describe common challenges and solutions in maintaining the MFL
Review of Terms

• Data sources
• Data curators
Why Maintain the MFL?

• Keep the information in the MFL needs up-to-date
• Continue to meet the evolving needs of data consumers
• Adapt to changes in the technological and policy environment
What do we Mean by Maintain the MFL?

• Management of MFL content to ensure the data are current and useful
• Management of the facility registry service (upkeep and new functions)
• Management of administrative activities related to the MFL (leadership, Staffing, funding etc).
Maintaining Data Content

• **Updating the MFL Data**
  – Changes are proposed by data sources
  – Data curators verify and approve

• **Auditing the MFL**
  – Data curators periodically conduct checks of the data

• **Reviewing the data elements**
  – Consultation with data users to determine if the data continue to meet their needs
Updating the MFL Data

• Possible actions
  – New facility added
  – Facility data archived
    • Never delete records
  – Facility data changed
    • Keep a record of all changes made and date when they were made.
Decisions for Maintaining the MFL Data Content

- Who can propose changes to the MFL?
- How are change requests submitted and to whom?
- Who is authorized to make and approve the changes?
- What process is used for validating the new information?
- How are records of the changes kept?
- How frequently can changes be submitted and approved?
- Are requests and approvals performed within or outside the facility registry service?
Updating the MFL Data

• Centralized process – data are collected and submitted to a central body for review and approval

• Decentralized process – Data are collected and submitted to a local or regional body (e.g., districts) for review validation and approval

• Federated process – separate MFL databases are kept and maintained independently. The data are periodically submitted or synched to the MFL. May require additional validation at the central level if data quality is a concern
Auditing the MFL

• Also known as pull verification

• Periodically selecting a sample of facilities to check that the data are still valid, and no entries are missing or incomplete.

• Provides a record of when data were last validated

• Similar to updating you need to define persons responsible, processes, frequency of conducting audits
Review the MFL Data Elements

- Concerns the type of information that is collected about facilities
- Periodically review to determine:
  - Data continue to meet stakeholder needs
  - That it is feasible to collect and update the data
  - Data definitions are still relevant
  - Identify changes in facility classification or administrative units that need to be incorporated into the MFL
Maintain the Facility Registry Service

Routine Management

• Software updates and compatibility issues
• Data security, back-ups of MFL data
• Server maintenance
• Assisting users (data curators or data consumers)
• Trouble shooting issues related to integration and interoperability
• Changes to the functions of the FRS

• **Responding to New Requirements**
• Collect and prioritize user requirements
• Manage new requests for integration/data exchange
Management of Administrative Issues

- Adequate leadership to oversee maintenance process
- Establish and implement standard operating procedures for maintenance of MFL
- Ensure sufficient and trained staff
- Ensure proper management and supervision of tasks
- Ensure funding is available to support the MFL long-term
- How frequently can changes be submitted and approved?
- Are requests and approvals performed within or outside the facility registry service?
Common Challenges

• Staff turnover and training needs

• Lack of infrastructure
  – Understand limitations before developing maintenance procedures

• Cost of maintenance and sustainability
  – Cost maintenance activities (at central and subnational levels)
  – Ensure high level of buy-in

• Lack of compliance with reporting an validation
  – Clear guidelines in place
  – Have mandates that clearly describe roles and responsibilities
  – Have accountability measures
Activity 1: Identify skills and staffing needs for maintaining the MFL
Activity 2:

Discuss workflows, data submission, approval processes in the context of your country.

Identify roles and responsibilities at different levels of the system.
Summary and conclusions