

Performance Monitoring Tool for
the National Expanded Program
on Immunization

PHASE 1

Annex 4A:

Template for the Situation Analysis Report

PAHO



Pan American
Health
Organization



World Health
Organization
regional office for the Americas



In partnership with

Canada

Performance Management Tool for National EPI teams in the Latin American and Caribbean Region

Annex 4A. Template for the Situation Analysis Report

INSTRUCTIONS

This annex provides a proposal for the content of the EPI situation analysis report.

This document can be compiled alongside the desk review. If data is not available through the desk review, the gaps should be highlighted in this report so that this data can be collected through sub-national and local level visits.

All required information refers to the last year with complete data, except when a different period is specified (eg, for vaccination coverage data, 5 years is requested).

If one or more components of the template are not applicable to the country, this fact can be noted in the report without further elaboration.

It is important that the sources of information for the reported data and descriptions are included. All supporting documentation for the data and information presented in this report must be available to the members of the evaluation team in digital media. The supporting documents must be organized according to the components of the report, respecting their numbering.

The situation analysis report comprises seven sections. These have been laid out below:

Section 1: Executive summary (1 page maximum)

Section 2: Details about the EPI performance monitoring self-assessment (2 pages maximum + tables)

- Dates of the national Immunization Program Performance Monitoring implementation (from the hiring of the PAHO consultant part of the National Coordination Team).

- Members of the working group at the national and regional level.
- Key informants and sites visited at the subnational and local level.
- Objectives of the mission to monitor the performance of the national Expanded Program on Immunization.

Section 3: General information about the country

**all tables indicated here are given below*

- Description of the organization of the national health system: list of health departments, states, provinces, municipalities, districts, localities.
- Map with the country's political-administrative health organization. Evidence of the structure of the EPI within the national organization.
- Situation of health services as a consequence of the pandemic and vaccination operations against COVID-19.
- Description of the country's population (Table 1)
- Indicators of the national health system (Table 2)
- EPI Key Performance Indicators (Table 3-5)
- Key recommendations from the latest national EPI evaluation (Table 6)

Section 4: Specific information about EPI components gathered from desk review

**all tables indicated here are given below*

- Political priority (table 7)
- Planning and scheduling (table 8)
- Organization and coordination (table 9)
- Epidemiological surveillance (table 10a, 10b, 10c)
- Human resources and financial management (table 11)
- Training and supervision (table 12)
- Information systems (table 13)
- Cold chain (table 14)
- Supply of vaccines (table 15)
- Evaluation and research (table 16)
- Social communication (table 17)
- Safe vaccination (table 18)
- Execution (table 19)

Section 5: Conclusion (maximum 1 page)

- Summary of main results:
 - Achievements and good practices identified, by component.
 - Challenges and bottlenecks identified, by component.
- Information that is needed.

Section 6: References

- Include the references included in the report, including access date and links (for documents available on the web)

Section 7: Annex

- Include documents that are referenced in the report

Section 3 – General information

Table 1. Summary table of population information by province

Provinces	# districts	% urban districts	% rural districts	% Women	% Men	% Indigenous population	% migrant population
<i>Province A</i>							
<i>Province B</i>							
<i>Province C</i>							
Country							

Table 2. Indicators of the national health system

Indicator	Categories	Data	Data source
Life expectancy at birth	Total		
	Men		
	Women		
Proportion of the population by type of	Social Security		
	Private security		

insurance/medical coverage	Not insured		
Total health expenditure as a percentage of GDP	--		
Number of doctors per 1,000 inhabitants	--		
Number of nurses per 1,000 inhabitants	--		
Infant mortality rate	# deaths <1 year/ # births X 1,000 live births		
Maternal mortality rate	# maternal deaths/ # births X 1,000 live births		

Table 3. Performance indicators of the national EPI, pediatric population

Vaccine	Coverage rate				
	2018	2019	2020	2021	2022
BCG					
polio3					
DTP1					
DTP3					
MMR1					
MMR2					
Rotavirus					
PCV3					
Dropout rate between DTP1 and DTP3					
% DTP3 districts <50%					
% DTP3 districts <80%					

Table 4. National EPI performance indicators, adolescent, and adult population

Biological	Target population	Vaccination coverage rate				
		2018	2019	2020	2021	2022
Td / Tdap	pregnant					
HPV	Girls up to 15 years					
Influenza	Older adults (≥ 60 years)					
	pregnant					
	health workers					
COVID-19	general population					

Table 5. Children under one year with zero-dose

Biological	Vaccination coverage rate				
	2018	2019	2020	2021	2022
Target population size					
Proportion children without DTPI					

Table 6. Recommendations issued in the last evaluation of the national EPI, and the current status of implementation by component.

Challenges	Recommendations	Achieved	In progress	Not fulfilled
Component #1 - Political Priority	Recommendation #1			
	Recommendation #2			
Component #2 - Planning and scheduling	Recommendation #3			

Component #3 - Organization and coordination				
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Section 4: Specific information about EPI components

Table 7. Details relating to “Political priority” gathered from desk review

Political priority <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Laws, policies, budgets related to the national EPI ● Laws, policies on vaccination strategy throughout the life course ● Organizational chart of the national EPI ● Location of the EPI in the organization chart of the Ministry of Health ● Relationship of the EPI and the Ministry of Health with other Ministries ● National Regulatory Authorities ● Integration of vaccination operations against COVID-19 in the national EPI 	

Table 8. Details relating to “planning and scheduling” gathered from desk review

Planning and scheduling <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none">● National EPI action plan and its periodicity● Strategic and operational plans● Technical guidelines● Current vaccination scheme by vaccine● Vaccination scheme for health personnel● Estimation of denominators for target populations● Vaccination strategies● Introduction of new vaccines in the last 5 years● Prioritization of the financial resources of the national EPI● Purchase of vaccines by the PAHO Revolving Fund● Availability of updated micro plans	

Table 9. Details relating to “Organization and coordination” gathered from desk review

Organization and coordination <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● EPI internal and external coordination mechanisms. ● NITAG contributions. ● Coordination with the subnational and local level. ● Coordination with partners, civil society, and the private sector. ● Integration at the first level of care. 	

Table 10a. Details relating to “Epidemiological surveillance” gathered from desk review

Epidemiological surveillance <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Description of the VPD epidemiological surveillance system. ● Map of risk areas and epidemic potential for polio and measles/rubella at the municipal level. ● Risk analysis prepared in the last 5 years. ● Updated regulations and protocols for VPD surveillance. 	

<ul style="list-style-type: none"> • Laboratory network, with biosafety level of each one, as well as available and missing resources and supplies. • Description of roles in elimination process verification committees. • Resources at the subnational and local level. 	
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Table 10b. Performance indicators of the epidemiological and laboratory surveillance systems for Acute Flaccid Paralysis (AFP) and measles/rubella

Indicator	Indicators of performance				
	2018	2019	2020	2021	2022
Number of suspected measles cases reported					
Notification rate of suspected measles/rubella cases					
% sites with weekly report					
% suspected measles/rubella cases with adequate investigation					
% suspected measles/rubella cases with adequate sample					
% suspected measles/rubella cases with samples received at the laboratory in ≤5 days					
% suspected measles/rubella cases with laboratory results in ≤4 days					
Number of suspected AFP cases reported					
Annual AFP rate					
% of AFP cases with adequate sample					

Table 10c. Information on VPD outbreaks reported in the last 5 years

Year	VPD	Number of confirmed cases	Number of deaths	Outbreak duration (dates)

Table 11. Details relating to “Human resources and financial management” gathered from desk review

Human resources and financial management <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> • Positions in the organization chart of the national EPI. Highlight empty positions. • Job stability and how it impacts the National Immunization program • Planning and monitoring strategies for human resources of the national EPI • Planning and monitoring strategies for the acquisition of material resources and execution of financial resources • Monitoring of human resources 	

Table 12. Details relating to “training and supervision” gathered from desk review

Training and supervision <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Systematic training programs on the EPI directed at the lower level ● Number of EPI staff trained in the last year ● Continuous supervision plan of the EPI components, and degree of implementation 	

Table 13. Details relating to “Information system” gathered from desk review

Information system <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Norms and guidelines on the organization ● Operation of the EPI information system: responsible parties, information flow, frequency of sending data, tools used, feedback mechanisms ● Infrastructure of Information Technology and Communications services ● Monitoring of vaccination coverage and potential gaps, with monthly and annual reports ● Data quality review 	

<ul style="list-style-type: none"> • Tools for data collection: availability and systematic use 	
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Table 14. Details relating to “Cold chain” gathered from desk review

Cold chain <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> • Standards and technical guidelines of the cold chain • Inventory of cold chain equipment • Vaccine and supplies storage capacity map, by level • Description of the processes for assigning and transporting vaccines, by level • Description of vaccine storage capacity • Description of the process for monitoring stocks and losses of supplies for vaccination • Preventive and corrective maintenance plan • Mechanisms for the disposal of hazardous waste • Cold chain data collection tools: availability and use 	

Table 15. Details relating to “Supply of vaccines” gathered from desk review

Supply of vaccines <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Programming of the annual demand for vaccines, syringes, and other supplies. ● Procedures for the release of vaccine lots. ● Assessment of vaccine stock levels and demand patterns to inform planning of vaccine needs 	

Table 16. Details relating to “evaluation and research” gathered from desk review

Evaluation and research <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● EPI evaluation and surveillance (including laboratory) in the last year. ● Post-introduction evaluation studies of new vaccines. ● Operational research on EPI topics. ● Risk analysis by municipality and the criteria used for risk classification for VPDs 	

Table 17. Details relating to “social communication” gathered from desk review

Social communication <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Demand generation and communication plans to support the actions of the EPI ● Financial resources for demand generation operations ● Strategies that include community leaders and/or civil society ● Methods of Mass Communication or Community Outreach ● Communication strategy for vulnerable groups ● Assessments of acceptance/demand and barriers to vaccination in the general population. 	

Table 18. Details relating to “safe vaccination” gathered from desk review

Safe vaccination <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Current standards and guidelines on safe vaccination ● Open Vial Policies: Standards, Awareness, Implementation ● ESAVI surveillance system: year of implementation, number of 	

sentinel sites, trained personnel, notification rate in the last year	
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Table 19. Details relating to “Execution” gathered from desk review

Execution <i>Indicative list</i>	Data/information gathered
<ul style="list-style-type: none"> ● Operations of development, update and implementation of micro planning for routine EPI and vaccination campaigns ● Search strategy and recovery of population groups pending vaccination ● Vaccination strategies for vulnerable groups and for 0-dose populations ● Days and hours of operation of the fixed vaccination posts 	