

INTERVIEW GUIDE FOR THE EPI MANAGEMENT LEVEL

GENERAL INFORMATION	
Date of interview: _____/_____/_____	Interviewer's name: _____
Management level where this interview was completed: National () Departmental/Regional () Municipal/District ()	
Department/Province: _____	Municipality/District: _____
Health facility: _____ Type of facility: _____	
Facility's hours of operation: _____	Days: _____ Area: Urban _____ Rural _____
Facility's vaccination hours: _____ Days: _____	
Population of children under 1 year: _____	Population age 1: _____ Population of pregnant women: _____
Total population of the health area: _____	

		EVALUATION CRITERIA		RESPONSE			OBSERVATIONS - COMMENTS		
				Yes	No	NA			
I. POLITICAL PRIORITY AND LEGAL FRAMEWORKS	Ask	1.1	Are resources allocated for EPI management?						
	Verify	1.2	Are there laws, decrees or resolutions at this level that support vaccination as a public good or right?				Request a copy.		
	Ask	1.3	Have there been changes in the healthcare model that have affected the EPI?				Specify.		
	Ask	1.4	Has decentralization affected the EPI?						
			1.4.1	Financial resources?				Specify.	
			1.4.2	Human resources?				Specify.	
			1.4.3	Cold chain?				Specify.	
			1.4.4	Supervision?				Specify.	
			1.4.5	Training?				Specify.	
			1.4.6	Other				Specify.	
II. FINANCING	Verify	2.1	Are there laws, decrees or resolutions at this level that ensure budget allocations?				Request a copy.		
	Verify	2.2	What is the budget for the year being evaluated?				Specify.		
	Verify	2.3	Which of the following EPI components are financed by the budget line?				% of financing from the national budget (*applies at the national level)	Other sources of financing	
			2.3.1	Biologicals					
			2.3.2	Vaccines					
			2.3.3	Syringes					
			2.3.4	Supplies					
			2.3.5	Cold chain					
			2.3.6	Training					
			2.3.7	Social mobilization					
			2.3.8	Operating expenses					
			2.3.9	Supervision and monitoring					
			2.3.10	Surveillance					
		2.3.11	Information system						
		2.3.12	Research						

INTERVIEW GUIDE FOR THE EPI MANAGEMENT LEVEL (CONTINUED)

	EVALUATION CRITERIA	RESPONSE			OBSERVATIONS - COMMENTS
		Yes	No	NA	
II. FINANCING	2.3.13 Evaluation				
	2.3.14 Other				Specify.
	Verify 2.4. What percentage of the EPI budget is financed with external resources?				Specify.
	Ask 2.5. Have investments been made to ensure that the program has the capacity to introduce new vaccines?				Specify.
	Evaluate Determine whether the EPI is a political priority at this level.				Evaluator observations:
III. PLANNING AND PROGRAMMING	Verify 3.1 Does the program have a manual of technical standards?				Request and record the year it was last updated.
	Verify 3.2 Does the EPI have a 5-year plan of action?				Request and record the year it was last updated.
	Verify 3.3 Is there an annual plan of action?				Verify.
	Verify 3.4 Are the goals and priorities clearly defined?				Verify.
	Ask 3.5 How is compliance with the plan supervised?				Describe.
	Ask 3.6 What is the degree of progress in implementing the plan?				Estimate (percentage):
	Ask 3.7 What criteria are used to establish targets for the population that should be vaccinated?				Ask for a description and mark all that apply.
	3.7.1 For new cohorts				Describe.
	a. 100 % of the population				
	b. Other				Specify.
	3.7.2 For identifying susceptible groups				Describe.
	a. Coverage the previous year				
	b. Analysis of vulnerable groups				
	c. Other				Specify.
	Ask 3.8 What criteria are used to identify risk areas?				
	3.8.1 Vaccination coverage				
	3.8.2 Marginalized, overcrowded, or remote areas				
	3.8.3 Migrant populations				
	3.8.4 Surveillance indicators				
	3.8.5 Reports of cases and outbreaks				
	3.8.6 Other				Specify.
	Ask 3.9 Are activities and resources prioritized for high risk municipalities or areas?				Specify.
	3.10 What vaccination strategies does the regular program use?				Ask for a description and mark all that apply.
	3.10.1 Institutional vaccination by demand (passive)				
	3.10.2 Active search for individuals who are not vaccinated or have an incomplete vaccination schedule				
	3.10.3 Systematic house-to-house vaccination				
3.10.4 Periodic visits to rural or remote areas					
3.10.5 Other				Specify.	
Ask 3.11 What processes and instruments are used to program the needs for vaccines, syringes, and biohazard boxes?				Describe and request the instruments.	
Ask 3.12 What processes and instruments are used to program the needs for paper products (forms, vaccination cards, etc..)?				Describe and request the instruments.	
Ask 3.13 What mechanism is used for procurement of vaccines and syringes?					
3.13.1 PAHO Revolving Fund					
3.13.2 Other mechanism				Specify.	
Ask 3.14 Which vaccines are NOT purchased through the Revolving Fund?				Specify.	
Ask 3.15 Have there been any vaccine shortages?				Specify.	
Ask 3.16 If so, explain the reason for the shortage.				Describe.	

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	EVALUATION CRITERIA	RESPONSE			OBSERVATIONS - COMMENTS			
		Yes	No	NA				
IV. ORGANIZATION AND COORDINATION	Ask	4.1	Is the EPI actively involved in key decisions? For example, decisions regarding vaccine procurement, introduction of new vaccines, resource allocation, etc.				Specify.	
	Ask	4.2	At this level, does the EPI have vehicles in good condition available to support program activities?					
	Observe	4.3	Does the EPI have its own physical space?					Observe.
		4.3.1	Telephone line (exclusive use)					
		4.3.2	Fax line (exclusive use)					
		4.3.3	Sufficient computers					
		4.3.4	Internet access					
	Ask	4.4	Is there coordination with other areas or institutions within the health sector?					Specify.
	Ask	4.5	Is there coordination with institutions in other sectors?					Specify.
	Ask	4.6	Is there an Interagency Coordinating Committee (ICC)?					Indicate how often it meets.
	Ask	4.7	Is there a National Advisory Committee on Immunization?					Indicate how often it meets.
	Ask	4.8	Are vaccinations that are carried out by other sectors or institutions reported to the EPI?					Specify.
	Ask	4.9	Does the EPI supervise the quality of the vaccinations performed in other sectors?					Specify.
	Ask	4.10	Does the EPI coordinate activities with neighboring municipalities/departments or border areas between countries?					
		4.10.1	Vaccination					Specify.
4.10.2		Epidemiological surveillance					Specify.	
4.10.3		Joint plan of action					Specify.	
	4.10.4	Other					Specify.	
V. HUMAN RESOURCES	Ask	5.1	How many people work for the EPI at this level?				Specify.	
		5.1.1	How many of them are assigned exclusively to the EPI?				Specify.	
		5.1.2	What is their training level?				Specify.	
		5.1.3	What is the average seniority of team members?				Specify.	
	Ask	5.2	If the average is under one year, indicate the reasons for this.				Specify.	
Ask	5.3	Has a shortage of skilled human resources affected any components of the program?				Specify.		
VI. COLD CHAIN	Verify	6.1	Is there a procedure for the intake of vaccines at the central warehouse?				Verify.	
	Verify	6.2	Is the vaccine arrival report filled out properly?				Verify.	
	Ask	6.3	When there is damaged packaging is it reported?				Describe the procedure.	
	Ask	6.4	Do vaccines clear customs in less than 24 hours?				Describe the procedure.	
	Verify	6.5	Are vaccines stored at the proper temperatures in the central warehouse?				Verify.	
	Verify	6.6	Are storage unit conditions adequate?				Verify.	
	Verify	6.7	Does the program have an up-to-date cold chain inventory?				Date updated:	
	Verify	6.8	Is there a plan for the maintenance and replacement of equipment?				Verify the inventory.	
	Verify	6.9	Is vaccine storage and distribution capacity adequate for the volume at this level?				Verify.	
	Ask	6.10	Is there a short-term investment plan?				Specify.	

INTERVIEW GUIDE FOR THE EPI MANAGEMENT LEVEL (CONTINUED)

	EVALUATION CRITERIA	RESPONSE			OBSERVATIONS - COMMENTS			
		Yes	No	NA				
VII. SAFE VACCINATION	Verify	7.1	Is there a manual or educational materials on safe injection practices and final disposal of waste products?				Verify.	
	Verify	7.2	Is there a policy for handling and storing open vials?				Verify.	
	Ask	7.3	What types of syringes does the program use?				Specify.	
	Ask	7.4	How does the program dispose of waste products?					
			7.4.1	They are incinerated.				
			7.4.2	They are collected by a biohazard waste company.				
			7.4.3	They are burned.				
			7.4.4	They are buried.				
			7.4.5	They are collected by the municipal dump.				
			7.4.6	Other				Specify.
	Ask	7.5	Does the program monitor events supposedly attributable to vaccination or immunization (ESAVI)?				Specify.	
	Verify	7.6	Does the standard EPI manual include surveillance, ESAVI management, and a crisis plan?					
	Ask	7.7	What is the process for ESAVI surveillance?				Describe.	
	Ask	7.8	With which entities is the response to an ESAVI coordinated?					Ask for a description and mark all that apply.
			7.8.1	National regulatory authority				
			7.8.2	Scientific societies				
			7.8.3	Legal entities				
7.8.4			Advisory committee on immunization					
7.8.5			ESAVI committee					
7.8.6			The media					
7.8.7	Reference laboratories							
VIII. INFORMATION SYSTEM	Ask	8.1	Which offices are responsible for managing the information systems for EPI surveillance and coverage?				Specify.	
	Ask	8.2	How does the program establish the denominator of the population that should be vaccinated?					Ask for a description and mark all that apply.
			8.2.1	National census projections				
			8.2.2	Birth registries				
	8.2.3	Other						
	Ask	8.3	Does the EPI have a computerized nominal registry?				Describe.	
	Ask	8.4	At this level, how soon do vaccination coverage data from the previous month become available?					
	Ask	8.5	What actions are implemented based on the information analysis?					
	Ask	8.6	What activities are undertaken to improve data quality?				Describe.	
	Ask	8.7	Are other alternative sources used to confirm the denominators?				If so, what are they?	
Verify	8.8	Are the registries modified to incorporate data on new vaccines?				Verify.		
Observe	8.9	Are coverage monitoring maps available?						
Observe	8.10	Are there maps or diagrams of low coverage areas and of cases of vaccine-preventable diseases (VPD)?						

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	EVALUATION CRITERIA	RESPONSE			OBSERVATIONS - COMMENTS
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IX. SURVEILLANCE OF VACCINE-PREVENTABLE DISEASES	Verify	9.1 Are manuals or written standards available regarding surveillance of the various VPDs?			Check the year it was last updated.
	Ask	9.2 Are human resources assigned to VPD surveillance?			Specify the number.
	Ask	9.4 Have they been given training in VPD surveillance?			Year of the last training.
	Ask	9.5 Do you know how many existing health facilities are reporting units?			Record the percentage.
	Ask	9.6 Do other sectors participate in the network of reporting units?			Request a description and mark all that apply.
		9.6.1 Private sector			
		9.6.2 Social security			
		9.6.3 Military health			
		9.6.4 Sentinel hospitals			
		9.6.5 Others			Specify.
		9.7 Do the units report on a weekly basis?			
		9.8 How is the quality of negative weekly reporting verified?			Specify.
		9.8.1 If it is through active case searches, where are they carried out?			
		a. In health facilities			
		b. In the community			
	c. Other			Specify.	
Verify	9.9 Is compliance with VPD surveillance indicators on eradication or elimination monitored weekly?			Verify.	
Verify	9.10 Is compliance with VPD surveillance indicators for new vaccines monitored monthly?			Verify.	
Ask	9.11 Are consolidated reports or bulletins on surveillance received?			Which ones and how often?	
Ask	9.12 Are activities coordinated between the EPI, surveillance, and laboratory?				
Ask	9.13 Are analysis groups established for final classification of VPD and ESAVI cases?			Specify the participants.	
X - TRAINING AND SUPERVISION	Verify	10.1 Is there a systematic training program for the EPI?			Request the last training program.
	Verify	10.2 Has training been provided on the introduction of new vaccines to the existing schedule?			For which vaccine(s) and the date.
	Ask	10.3 Has training been provided in sentinel surveillance of new vaccines?			Date of the last training.
	Verify	10.4 Is there an EPI supervision program?			Request the timetable and supervision guides.
	Ask	10.5 Is sentinel surveillance of new vaccines supervised?			For what vaccine(s) and dates of last supervision.
	Verify	10.6 Are the reports on supervision conducted by the EPI available?			Request the reports.
	Ask	10.7 Is there follow-up on the recommendations from the supervision process?			How?
XI. COMMUNICATION AND SOCIAL MOBILIZATION	Verify	11.1 Does the EPI have a communications plan?			Verify.
	Ask	11.1.1 Is it funded?			Specify the source.
	Ask	11.1.2 Are communications activities carried out on an ongoing basis?			
	Ask	11.1.3 Is there a component for new vaccines?			
	Ask	11.2 Does the community participate in immunization activities?			Specify.

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	EVALUATION CRITERIA	RESPONSE			OBSERVATIONS - COMMENTS					
		Yes	No	NA						
XII. RESEARCH AND EVALUATION	Verify	12.1 How often is the program evaluated at this level?						Note the date of the last evaluation.		
	Ask	12.2 What topics are included in the evaluation?						Specify.		
		12.2.1 Management indicators								
		12.2.2 VPD surveillance indicators, including new vaccines								
	Ask	12.3 What type of research or studies has the program carried out?						Specify.		
Ask	12.4 Have studies been done on the introduction of new vaccines?						Specify.			
XIII. OPINIONS OF THE INTERVIEWEE	Ask	13.1 What is your impression of your country's immunization program? Rate according to the response.			Excellent	Very Good	Good	Regular	Poor	
	Ask	13.2 What is your impression of epidemiological surveillance? Rate according to the response.			Excellent	Very Good	Good	Regular	Poor	
	Ask	13.3 In your opinion, what are the five main areas that need improvement?								
		1								
		2								
		3								
		4								
		5								
	Ask	13.4 What lessons learned would you share in relation to the introduction of new vaccines? Identify the introduced vaccines.								
		1								
		2								
		3								
4										
5										

CONCLUSIONS AND RECOMMENDATIONS									