

Module 3: Setting Up An HMIS

Purpose and Content

Module 3 provides a holistic picture of the processes and basic requirements in putting up an HMIS. In this module, the key stages in establishing an HMIS are outlined before the participants and they will be given the opportunity to make the necessary clarifications of the various steps and requirements to be followed in each stage. At the same time, the participants will also be given inputs on other support activities that must be undertaken to sustain the operations of their HMIS. In addition, it will summarize the basic management principles that need to be observed in managing the HMIS. A special session will be dedicated to helping the HMIS come up with a calculation of their members' contributions.

As in Modules 1 and 2, Module 3 will end with an assessment of the actual practices and features of the participants' own HMIS. In this exercises, they will be able to apply what have been provided and help they identify key areas for strengthening and improvement.

Objectives

At the end of this module, the participants will be able to:

- (1) describe in sequence the basic stages in establishing an HMIS and the requirements that must be complied with in each stage
- (2) enumerate the different support activities to be undertaken during each stage and the basic principles in management to be observed
- (3) describe the current set-up and practice of their HMIS and assess these vis-à-vis the given features and principles

Topics and Methodology

Sessions	Major Topics	Duration	Methodology	Supplies/ Materials
Session 3.1 Stages and Requirements in Setting-Up an HMIS	* overall process, stages, and steps in setting up an HMIS * requirements per stage	45 minutes	Group Work: Puzzle Game	* flip charts * tape * 4 complete set of stages and steps written on meta cards
Session 3.2 Principles in Management and Support Activities	* support activities * principles in management	45 minutes	Plenary Discussion	Slides Handout: Chapter 2
Session 3.3 Computation of Premiums	* formula for computing premiums	60 minutes	Group Exercise	Local/HMIS data Worksheet Calculator

FACILITATOR'S GUIDE

Introduction

1. Introduce this module by explaining that the success of an HMIS largely depends on how this was set-up, the processes undertaken before it started and the basic factors that were considered in deciding its structure or type of operations.
2. Explain that though most of the participants have already set-up their own HMIS, it is necessary to validate the process they have adopted, review their basic considerations and determine if these have some effects on the way their HMIS are currently operating or performing.
3. Display the slide on the module objectives as a guide for the discussion.

Session 3.1: Stages and Requirements in Setting up An HMIS

Group Exercise

1. Divide the participants into 4 groups by counting 1 to 4 beginning on the first participant nearest you. Advise all those with the same numbers to group together and assign them to a specific area where they can work as a group.
2. Explain that they will undergo a group exercise – a modified Puzzle Game where they need to arrange the cut-out cards, bearing the major stages in setting up an HMIS and the specific steps.
3. Instruct them that they have to put sequentially these cards and post them on a flip chart.
4. To facilitate the exercise, give them a tip: cards whose letters are all capitalized will be categorized as the major stage while those written in small letters represent the steps.
5. To make them more excited, inform them that the group with the most number of correct arrangements will receive a token from the sponsor of the Training Programme.
6. Ask them to post the flip chart on the wall.
7. Explain that their outputs will not be discussed or checked yet as this will be done every after the plenary presentation.

Session 3.2: Stages, Requirements and Support Activities

Plenary Presentation

1. Proceed with the presentation of the overall process in setting up the HMIS, going through the 4 stages and the various steps to be undertaken.
2. Emphasize in the presentation the basic requirements that need to be put in place and essential information that need to be established before making decisions.
3. Once you have presented the slides on the First Stage, refer the participants to their group outputs as posted on the wall. Request one member to check the rightly-placed or sequenced cards/steps.
4. You must be alert that some participants may have undertaken a different approach or conducted a different set of steps in establishing their own HMIS. Try not to impose what is being presented but validate if they find their own approach effective or not. The purpose of this session is not to judge whether the approach undertaken by the participants were correct or not, but to make them aware of other essential steps that might be able to improve their current operations.
5. Complete the presentation and discussion of the slides on the stages and requirements and the final correction of their outputs.
6. Proceed with the presentation of support activities that must continually be undertaken as a way to sustain the HMIS operations.
7. Emphasize the following:

Key Messages

- (1) Overall purpose of initial awareness raising is for everyone to:(a) to reflect and determine their priority health need/s, (b) make them appreciate the importance of joining their efforts and resources together to address their needs, (c) to get them express interest in forming a HMIS in response to these needs
- (2) Feasibility study is the foundation of your HMIS' functioning. It sets a clear understanding of the situation in which your HMIS will operate; in order to assess the viability of the scheme, make financial forecasts, determine the specific needs of your target membership and the benefits you will grant them.
- (3) Calculating contributions is most difficult part but most important since sum of contributions determines the viability of scheme

8. Ask the participants for clarificatory questions or other comments on what you presented, and respond to them as appropriate.

9. Before finally closing this session, request the group members to go back to their posted outputs and make the necessary adjustments in the sequence and placement of the idea cards based on what were presented.

Session 3.3: Computation of Premiums

1. After the plenary presentation, request the participants to join their co-members in the HMIS. Spread out the national, regional and provincial level stakeholders to the different groups to facilitate and assist in the exercise.
2. Explain that you will give the participants the opportunity of computing the contributions or premiums of their HMIS using the formula and guideline presented in plenary.

Group Work

3. For this, advise them to bring out their local data particularly on the estimated membership, the health needs of the targeted members, the type of services needed and the costs. They should also be aware of the capacity of the targeted members to pay.
4. Flash again the slide on the computation of the premiums and distribute the worksheet for the exercise.
5. Advise the group to discuss the computation and assess how this differs from what they are collecting at present.
6. Ask the groups to put in writing the related issues that surfaced in their calculations of their premiums and the lessons learned in reviewing their contributions.
7. In addition, advise the participants to recall the steps they undertook in setting up their HMIS and let them assess the adequacy of each step they have done using the following rating in their assessment checklist.
 - adequately
 - inadequate
 - not done at all
8. Collect the accomplished Assessment Checklist.

SLIDES

**(Please refer to the powerpoint slides –
Module 3: Setting up an HMIS)**

Worksheet 3–1: Computation Formula of Contributions

STEPS IN THE COMPUTATION OF PREMIUMS

- I. Defining Benefit Package
- II. Calculations of Premiums
- III. Establish scenarios

Detailed Steps

I. Define the Benefit Package

1.1 Identify health needs of the community or of your target population(these can be obtained from the results of feasibility study undertaken prior to setting up the HMIS
1.2 Determine the health care needed to respond to these health needs.
A. Out-patient Care
Consultation
Drugs
Diagnostics
Transportation
B. In-patient Care
Professional Fee
Room & Board
Drugs
Diagnostics
Meals of Care Taker
Transportation

II. Calculate the Premiums

- 2.1 Get the existing/current cost of health care services
 - a. You may gather information from hospital administrators, clinic owners
 - b. You may also interview members based from their experience

Benefits	Cost of Services
A. Out-patient Care	900
Consultation	100
Drugs	500
Diagnostics	200
Transportation	100
B. In-patient Care	4850
Professional Fee	300
Room & Board	750
Drugs	3000
Diagnostics	400
Meals of Care Taker	300
Transportation	100

STEPS IN THE COMPUTATION OF PREMIUMS

2.3 Determine the frequency of illness

- a. You may gather information from hospital administrators, clinic owners
- b. Get the number of consultations in a health center or confinement in a hospital in one year and divide this value by the population

Risks	Cost of Services	Frequency	Number of Cases	Population
A. Out-patient Care	900	0.09	60	700
Consultation	100	0.09		
Drugs	500	0.09		
Diagnostics	200	0.09		
Transportation	100	0.09		
B. In-patient Care	4850	0.04	25	700
Professional Fee	300	0.04		
Room & Board	750	0.04		
Drugs	3000	0.04		
Diagnostics	400	0.04		
Meals of Care Taker	300	0.04		
Transportation	100	0.04		

- 2.4 Determine the rate of coverage or the proportion of the targeted population your HMIS wants to cover.
- 2.5 Calculate the gross premiums by multiplying the frequency by the cost of service and the rate of coverage for each service to be offered.
- 2.6 Add 10% to the gross premium for safety margin.
- 2.7 Calculate the Operations Cost by multiplying the sum of gross premium and the safety margin by 10%
- 2.8 Calculate the Net Premium/Year by adding the gross premiums, safety margin and operating cost.

Risks	Cost of Services	Frequency	Rate of Coverage	Gross Premiums	Safety Margin	Operations Cost	Net Premium/Year
				=frequency x cost of service x rate of coverage	=gross premiums x 10%	=(gross premiums + safety margin) x 10%	=gross premiums + safety margins + operations costs
A. Out-patient Care	900	0.09		81.00	8.10	8.91	98.01
Consultation	100	0.09	100%	9.00	0.90	0.99	10.89
Drugs	500	0.09	100%	45.00	4.50	4.95	54.45
Diagnostics	200	0.09	100%	18.00	1.80	1.98	21.78
Transportation	100	0.09	100%	9.00	0.90	0.99	10.89
Risks	Cost of Services	Frequency	Rate of Coverage	Gross Premiums	Safety Margin	Operations Cost	Net Premium/Year
				=frequency x cost of service x rate of coverage	=gross premiums x 10%	=(gross premiums + safety margin) x 10%	=gross premiums + safety margins + operations costs
B. In-patient Care	4850	0.04					

				194.00	19.40	21.34	234.74
Professional Fee	300	0.04	100%	12.00	1.20	1.32	14.52
Room & Board	750	0.04	100%	30.00	3.00	3.30	36.30
Drugs	3000	0.04	100%	120.00	12.00	13.20	145.20
Diagnostics	400	0.04	100%	16.00	1.60	1.76	19.36
Meals of Care Taker	300	0.04	100%	12.00	1.20	1.32	14.52
Transportation	100	0.04	100%	4.00	0.40	0.44	4.84
Total Premium				275.00	27.5	30.25	332.75

III. Establish Scenarios

3.1 Based on your surveys, consultations with members they can only pay Php400 per year

3.2 Consider the following probable solutions

- Choose which services to be included (do not include some services)
- Ask for subsidies
- Reduce the rate of coverage (cover less than 100%)
- Negotiate for price reductions at providers level
- Reduce probabilities

(Note: In this example, adjustment was on the rate of coverage and frequency)

Risks	Cost of Services	Frequency	Rate of Coverage	Gross Premiums	Safety Margin	Operations Cost	Net Premium /Year
A. Out-patient Care	900	0.08		29.62	2.96	3.26	35.83
Consultation	100	0.08	60%	4.62	0.46	0.51	5.58
Drugs	500	0.08	40%	15.38	1.54	1.69	18.62
Diagnostics	200	0.08	40%	6.15	0.62	0.68	7.45
Transportation	100	0.08	45%	3.46	0.35	0.38	4.19
Risks	Cost of Services	Frequency	Rate of Coverage	Gross Premiums	Safety Margin	Operations Cost	Net Premium /Year
B. In-patient Care	4850	0.04		67.31	6.73	7.40	81.44
Professional Fee	300	0.04	40%	4.62	0.46	0.51	5.58
Room & Board	750	0.04	40%	11.54	1.15	1.27	13.96
Drugs	3000	0.04	35%	40.38	4.04	4.44	48.87
Diagnostics	400	0.04	35%	5.38	0.54	0.59	6.52
Meals of Care Taker	300	0.04	35%	4.04	0.40	0.44	4.89

Transportation	100	0.04	35%	1.35	0.13	0.15	1.63
Total Premium							117.28

Final Benefit Package

Risks	Cost of Services	Frequency	Rate of Coverage	Benefits
A. Out-patient Care	3400	0.08		1,395
Consultation	100	0.08	60%	60
Drugs	2000	0.08	40%	800
Diagnostics	1000	0.08	40%	400
Transportation	300	0.08	45%	135
B. In-patient Care	15900	0.04	0%	5,690
Professional Fee	500	0.04	40%	200
Room & Board	2000	0.04	40%	800
Drugs	10000	0.04	35%	3,500
Diagnostics	2000	0.04	35%	700
Meals of Care Taker	1000	0.04	35%	350
Transportation	400	0.04	35%	140

WORKSHEET 3-2: Assessment Checklist

Indicate if you have undertaken the following steps in setting up your HMIS. If so, assess whether these were adequately carried or not. Indicate on the last column your remarks to further explain your rating. At the bottom of the checklist, summarize the key issues relative to setting up your HMIS.

Stages/Steps in Setting Up the HMIS	Not Undertaken	Undertaken Partially	Undertaken Adequately	Remarks (Why not done/partial)
Stage 1: Awareness Raising and Decision to Set-Up HMIS				
Step 1.1: Establish Contact with the Target Membership				
Step 1.2: Raise Awareness and Disseminate Information				
Step 1.3: Test Pre- Conditions				
Step 1.4: Creating the Core Group				
Stage 2: Situational Analysis				
Step 2.1: Data Collection				
Step 2.2: Feasibility Study				
Stage 3: Defining Your Mutual Benefit Formula				
Step 3.1: Clarifying the Benefit Formula				
Step 3.2: Identifying the Risks and Services to be Offered				
Step 3.3: Identifying the Risks and Services to be Offered				
Stages/Steps in Setting Up the HMIS	Not Undertaken	Undertaken Partially	Undertaken Adequately	Remarks
Step 3.4: Selection of				

Service Providers				
Step 3.5: Defining Your Internal Organization				
Step 3.6: Defining the Modalities of Your HMIS Operation				
Step 3.7: Preparation of Budget				
Stage 4: Launching Your HMIS and Start-Up Activities				
Step 4.1: Preparing for the General Assembly				
Step 4.1: Holding the First General Assembly				
5. What were the effects of these steps in your HMIS operations?				
6. Were the management principles followed?				
Concerns/Issues Related to Setting-Up Your HMIS:				

5. What were the effects of these steps in your HMIS operations?

Concerns/Issues Related to Setting-Up Your HMIS: