**QA Plan Tool - 3**

**Quality Assurance for TB Surveillance Data
 Written Quality Assurance Protocol Guide**

**<TB Program’s Name>
<Date>**

Note: The protocol guide is based on 2014 CoAg and may need to be updated if the CoAg is updated.

**Background**

<Describe briefly your TB program’s TB morbidity (e.g., patients’ demographic and clinical information).>

**Case Detection**

<Describe your TB program’s activities for each of the following:>

* Maintain a registry of TB cases.
	+ What type of surveillance system does your program have?
	+ How does your program include all TB suspects in the registry?
* Establish liaisons with appropriate reporting sources to enhance quality assurance of TB surveillance data.
	+ How does your program establish liaisons with partners? [e.g. hospitals, clinics, laboratories, selected physicians, correctional facilities, community and migrant health centers, pharmacies, other public and private facilities (e.g., homeless shelters, drug treatment facilities, nursing homes)]
* Develop and implement active case finding/detection activities.
	+ What steps must your program take to find all TB cases?
	+ How does your program conduct ongoing active laboratory surveillance?
	+ How does your program conduct site visits on a regular basis?
* Evaluate the completeness of reporting of TB cases to the surveillance system.
	+ How does your program evaluate completeness of TB reporting by identifying and investigating at least one population-based secondary data source (e.g., statewide laboratory records, pharmacy, and hospital discharge data) at least every two years?
	+ How are identified potential TB cases verified?
	+ How are reasons for non-reporting of TB cases determined and rectified?

**Data Accuracy**

<Describe your TB program’s activities for each of the following:>

* Evaluate accuracy/validity of RVCT data.
	+ How does your program compare the following?
		- RVCT data
		- Program TB registry
		- Original data sources (e.g., patient’s medical records)
* Assess knowledge, skills, and abilities of staff and provide training and evaluation.
	+ - How does your program provide training on accurate and timely completion of RVCT items?
* Are all existing staff trained on the instructions for RVCT data collection and new staff trained within 2 months of hire?

**Data Completeness**

<Describe your TB program’s activities for each of the following:>

* Maintain completeness for all RVCT variables.
	+ How will your program achieve 95% completeness of all RVCT variables?
	+ What are your program’s plans to achieve at least 95% reporting of HIV status of all newly reported TB cases?
	+ How about reporting of a valid genotype accession number for at least 85% of all reported culture-positive cases?
* Match TB and AIDS registries.
	+ How does your program collaborate with the HIV/AIDS program to conduct at least annual TB and AIDS registry matches?
	+ How are TB cases reported to the HIV?AIDS program and not reported to the TB program investigated and verified?
	+ How are reasons for incomplete HIV results on the RVCT for each verified case of TB assessed and rectified?

**Data Timeliness**

<Describe your TB program’s activities for each of the following:>

* Report all newly diagnosed cases of TB to the CDC according to schedule.
	+ What timeline does your program use to report all newly diagnosed TB cases to CDC? Monthly? Quarterly?
* Submit complete RVCT reports according to schedule.
* How are the RVCT Initial Case Reports submitted? Monthly? Quarterly?
* How are the RVCT Follow Up 1 Reports (i.e., for TB cases with positive culture results) completed and submitted? Within 2 months after the initial RVCT was submitted, or when drug susceptibility results are available?
* How are the RVCT Follow Up 2 Reports for all cases who were alive at diagnosis completed and submitted? Are these reports completed within 2 years of initial case reporting?
* Analyze TB surveillance data at least quarterly.
* How are data analyzed to monitor trends, detect potential outbreaks define high-risk groups?
* How does your program produce and disseminate an annual report summarizing current data and trends?
* Evaluate programmatic performance by using TB surveillance data at least annually.
* How does your program use surveillance data to evaluate and improve programmatic performance?

**Data Security and Confidentiality**

<Describe your program’s activities for each of the following:>

* Ensure that TB surveillance data are kept confidentially and that all data files are secure.
Adhere to the Data Security and Confidentiality Guidelines for HIV, Viral Hepatitis, Sexually Transmitted Disease, and Tuberculosis Programs.
* How are surveillance case reports and files protected and secured?
* How are HIV test results protected? How do your program’s policies and procedures conform to your state and local HIV/AIDS programs?
* How does your program provide training on security and confidentiality of data?