**Data Monitoring and Quality Assurance**

The objective of data monitoring and quality assurance is to ensure the accuracy, reliability, completeness, and integrity of collected data. Automated processes are in place and maintained on our portal/dashboard, allowing team members to download and review reports. These reports are discussed during routine meetings across various teams.

**Data Accuracy:**

To ensure data accuracy, COMSA has implemented validation checks (constraints) within and across variables during the development of ODK tools, where applicable and possible aimed at reducing inconsistencies and discrepancies. We further do the following:

1. Basic frequencies are run by clusters to investigate missing data and data heaping.
2. Data errors are investigated by checking the data capturing tools and field procedures.
3. Findings are reported during routine meetings.

**Data Completeness:**

To ensure all required data is collected and recorded, province-based monthly reports are generated, covering Cluster Reporting, which includes the percentage of clusters reporting 5 or more events, between 1-4 events, and no events.

We then drill down to identify cluster-based issues such as:

* Number of events reported by event type.
* Duration between event occurrence, data collection, and submission.
* Comparison with reporting activities in the cluster over the last 3 months.

Clusters with consistently low reporting and high numbers are added to the clusters that are periodically re-surveyed by central and provincial teams.

**Data Integrity:**

To protect data from unauthorized access, alteration, or deletion:

1. Data is de-identified, password-protected with access lever controls
2. Data is shared via our public website.
3. An audit trail of all data processes is maintained.
4. Reasons for any corrections to the data are documented and reversible.