**Monitoring Plan for the Education Sector Vaccine Roll Out Programme**

1. **Introduction**

South Africa has received a batch of 500 000 Johnson & Johnson COVID-19 vaccines. The National Department of Health (NDoH) has approached the Department of Basic Education (DBE) to partner with it in the rollout of a vaccination programme, targeted at educators and non-teaching staff in public schools. This forms part of the national vaccination programme, which aims to vaccinate 41 million adults, by the end of 2021. The basic education vaccination programme targets the vaccination of people who are over the age of 40 years. The success of the programme will depend on the concerted efforts of officials in the DBE, Provincial Education Departments (PEDs), Education Districts and Schools. This Plan is meant to assist the Department of Basic Education to monitor and report on the Education sector vaccination programme.

1. **Target Audience**

The Monitoring Plan includes information on what the Department of Basic Education will be monitoring as well as the templates that will be used at the four levels of the Education Sector: National level, Provincial level, District as well as the school level.

The Target Audience include DBE officials as they will collate information collected from all Provinces and a template is proposed for such collation of information. The Provincial and District Education Departments collates data from the lower level respectively and send it up the chain of reporting, with the Schools responsible for collection lower level data, disaggregated by role, age, gender and other factors. Separate templates are proposed for each of these levels.

1. **Monitoring Objectives**

The purpose of this Plan is to meet the demand for data on the vaccination programme in the basic education sector at the national, provincial, district as well as the school level. In addition, this Plan will fulfil the data demand from the National Department of Health, Trade Unions, the public at large, civil society organizations, media and other stakeholders. Specific Objectives of this plan are as follows:

* To monitor the equitable uptake and coverage of the COVID-19 vaccine over time in the basic education sector;
* To disaggregate the vaccination data by geography, age and cadre (nature of their work);
* To monitor the issuance of personal vaccination record/certificate for educators and non-teaching staff that are vaccinated; and
* To monitor and document adverse events (side effects) among educators and non-teaching staff taking the vaccine to effective patient management, inform disease surveillance and vaccine effectiveness studies.

1. **Vaccination Programme Indicators**

The DBE’s vaccination programme will collect data that will measure the following indicators:

* **Vaccine uptake:** This indicator measures the number of educators and non-teaching staff that are vaccinated with the single dose of the available vaccine (Johnson and Johnson) by month, quarter and annually. This indicator will be expressed as an absolute number.
* **Vaccination coverage:** This indicator measures the proportion of teachers and non-teaching staff that are vaccinated compared to the target population. This will require the DBE to determine the number of educators and non-teaching staff that are 40 years and above as targeted with the Johnson and Johnson vaccine roll out in the basic education sector. Coverage will be measured monthly, quarterly and annually.

1. **Monitoring Framework**

The figure below is the framework for monitoring the vaccination roll out plan in the DBE sector.

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| **Goal:** To vaccinate 500,000 educators and non-teaching staff in the basic education sector | | | | |
|  | | | | |
| **INPUTS** |  | **OUTPUTS** |  | **OUTCOMES** |
| * 500,000 doses of Johnson & Johnson Vaccine * Vaccinators (Nurses) * Educators & non-teaching staff * National, Provincial and District Support * Vaccination roll-out communication * Tools & Templates * Partnerships | * Communication material * Vaccination schedules * Increased vaccine uptake * Closer monitoring of side effects * Vaccination uptake reports | * Increased national vaccination coverage * Protection from mild and severe COVID-19 * Stable productivity at schools * Herd Immunity |
| **Oversight:** *National Department of Health* | | | | |
| **Collaboration:** *Provincial Departments of Health, District Health Services, Clinics, Trade Unions, Civil Society Organizations, others.* | | | | |

*Figure 1: Monitoring Framework for the DBE vaccination roll out*

1. **Data Use**

Data collected to measure the two indicators above will be disaggregated by Geography, Age (40-49, 50 –59, 60 and above), Sex as well as occupation. This disaggregation of data will assist in determining equitable access to the vaccine. Data pertaining to Over 60 age group will be useful in monitoring the national roll-out programme which is currently targeting this age group in addition to health care workers. Data collected from the age groups below 60 will be added to the national roll out plan date when the national vaccination roll out programme is expanded to those age groups.

Uptake, coverage and equity indicators will be used to assess progress over time, monitor vaccine uptake in the education sector and nationally, monitor uptake by geographic area and by any population group for which disaggregated data is collected.

1. **Data Flow**

Records must be kept at all levels of the Department of Basic Education and these refer to a tally sheet at the school which indicates how many teachers are vaccinated vs those that eligible (above 40 years) during a specific period. These tally sheets will be sent to the District Education Office for collation. Additional data at the district level will be reported, and this data will include # of schools submitting vaccination data out of all the schools in the district. This district level data will be sent to the Provincial Education Department for the next level of collation, with additional data about # and percent of districts that submit vaccination data included prior to sending to the national level.

The Department of Basic Education at the national level will share the data with the Health Department to inform coverage calculation at the national level – counting toward the target of 41 million South Africans vaccinated by the end of 2021.

1. **Reporting/Monitoring Templates**

The DBE will use the following templates for recording vaccination data:

* 1. *Tally Sheets (at Schools)*

With oversight from the School Principal, tally sheets will be used by the School to collect aggregation-based data to count the number of educators and non0teaching staff that receive the vaccination in their school in a given day, week and month. The Tally sheet (Annex 1) allows for disaggregation by geography, age, gender and occupation. The target population s also included for ease of calculation. These tally sheets should be submitted to the district education office at the end of each week for collation.

* 1. *District Reporting Form*

From the Schools, the tally sheets are submitted to the District Education Department. At this level, the DED will collate all tall sheets from the schools in the district into the District Reporting Form. Some basic analysis occurs at this level to report to the next level vaccine uptake by geography (circuit office), by age for the district, by occupation for the district and by sex for the district. At this level, additional data related to # of schools submitting complete vaccination data on time will also be recorded. While this data will not be disaggregated by circuit office or schools when submitted to the next level – the Provincial Education Department – it will help the DED provide support to those circuit offices and schools that are struggling to submit complete data on time, through supportive field monitoring visits. Remedial actions will be taken to improve reporting from schools that are struggling. The DEDs will submit collated data from the schools to the next level weekly to inform national reporting.

* 1. *Provincial Reporting Form*

Once data from the districts are received at the Provincial level, it will be collated into a Provincial Reporting Form. Further analysis will be performed at this level to calculate vaccine uptake by geography (District Education Department), by age for the Province, by occupation for the Province and by sex for the Province. Routine data quality checks are also performed at this level to check consistency, whether what is reported from the district match what is on the ground and remedial actions will taken to improve reporting from the districts that are struggling. The Provincial Education Departments will submit collated data from their Provinces to the national level weekly to inform national reporting.

* 1. *DBE Vaccination Roll Out Reporting Form*

On a weekly basis, the Department of Basic Education will receive vaccination data from the Provinces collated from district data, extracted from school level tally sheets. This data will be further analyzed to calculate both vaccine update in absolute numbers and vaccine coverage. The collated data will be submitted to the National Department of Health to support reporting on the wider national vaccine roll out programme.

**Annex 1: Tally Sheet (School level)**

**Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(e.g., 07 – 11 June 2021)*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Name of School:** | | | | | | | | | | | | | **Circuit Office:** | | | | | | | | | | | | **District:** | | | | | | | **Province:** | | | |
|  |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | |  | | | |
| **Age** | **40 -49 years** | | | | | | | | | | | **Total**  **(Age Group)** | **50 – 59 years** | | | | | | | | | | **Total**  **(Age Group)** | | **60 years and above** | | | | | | | | | | **Total**  **(Age Group)** |
| **Males** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Females** |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Total Educators** | | | | | | | | | | | |  | **Total Educators** | | | | | | | | | |  | | **Total Educators** | | | | | | | | | |  |
| **Total Non-teaching staff** | | | | | | | | | | | |  | **Total Non-teaching staff** | | | | | | | | | |  | | **Total Non-teaching staff** | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Total Number Vaccinated for the Week** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Noted side effects for the week** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name & Signature of Person completing the report:** | | | | | | | | | | | | | | | | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |
| **Name & Signature of Principal approving the Report:** | | | | | | | | | | | | | | | | | | | | | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | |

**Annex 2: District Reporting Form**

**Week: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** *(e.g., 07 – 11 June 2021)*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **District:** | | | | **Province:** | | | | | | **# of schools reporting:** | | | |
|  |  | | |  | |  | | | |  |  | | |
| **40 -49 years** | | | | **50 – 59 years** | | | | | | **60 years and above** | | | |
| **Males** |  | | | **Males** | |  | | | | **Males** | |  | |
| **Females** |  | | | **Females** | |  | | | | **Females** | |  | |
| **Total Educators** |  | | | **Total Educators** | |  | | | | **Total Educators** | |  | |
| **Total Non-teaching staff** |  | | | **Total Non-teaching staff** | |  | | | | **Total Non-teaching staff** | |  | |
|  | | |  | | | | | | | | | | |
| **Total # Vaccinated in the district for the Week** | |  | | | **Target (Total over 40 in the district)** | | |  | | **Vaccination Coverage (Total over Target) %** | | |  |
| **Name & Signature of Person completing the report:** | | | | | | |  | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Name & Signature of Person approving the Report:** | | | | | | |  | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |