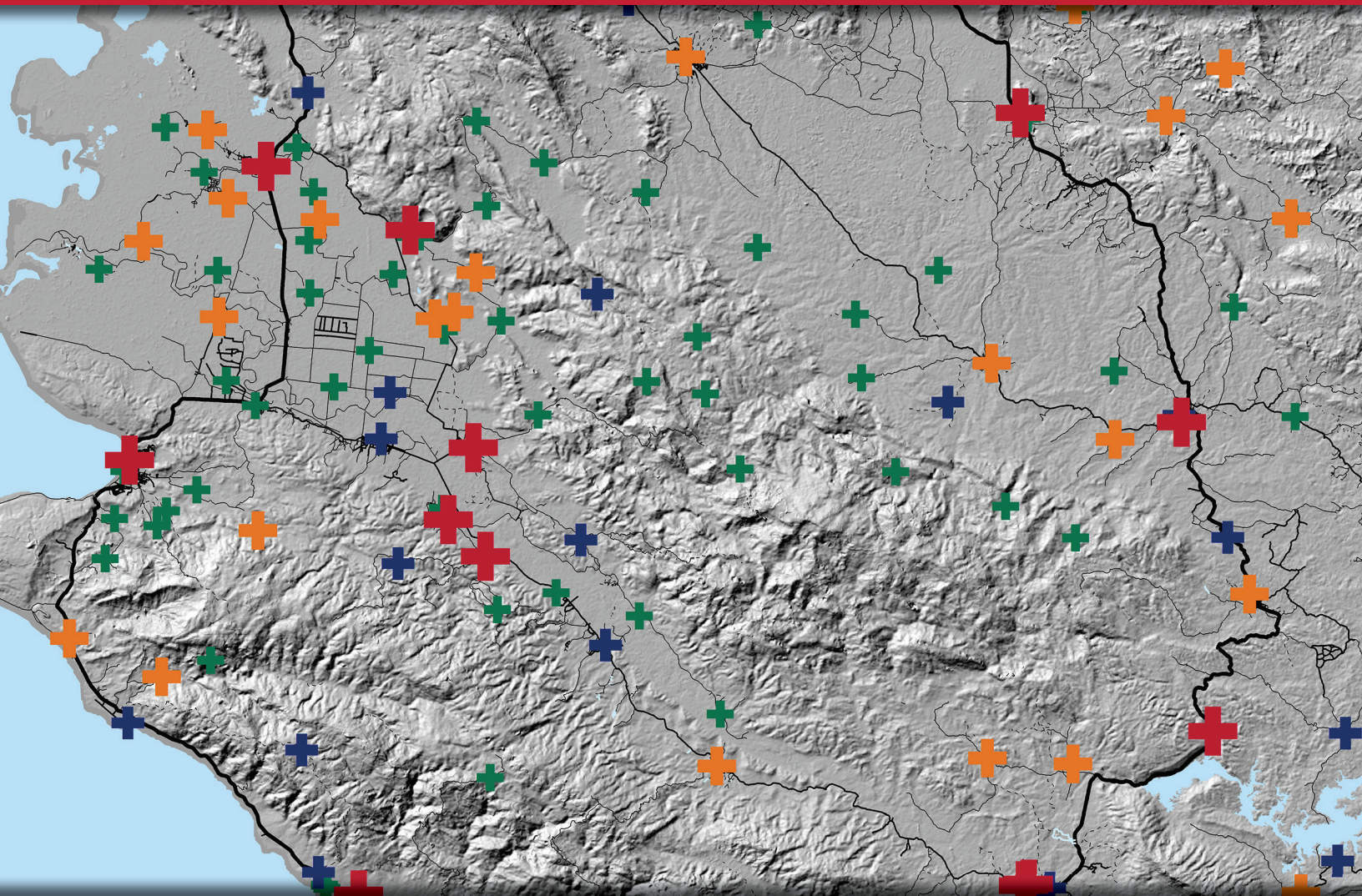# MASTER FACILITY LIST RESOURCE PACKAGE:
Guidance for countries wanting to strengthen their MFL

MFL Resource Package Glossary

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DRAFT

MFL RESOURCE PACKAGE GLOSSARY

Application Programming Interface (API): Are sets of rules, specifications and tools that software programs follow to communicate with each other. An API serves as an interface between software programs and facilitates their interaction and allows them to exchange information back and forth.

Centralized: Functions, powers, management and responsibilities for the MFL are concentrated at the national level within a particular agency or unit. All of the important decision making is kept at this central level.

Codebook: A document that describes the layout of the data in the MFL and details what the values associated with the data elements mean.

Completeness (of a list): The extent to which (1) all information is available for all facility entries in a list, and (2) there is an entry for each relevant facility in a list. A list is only complete if all relevant facilities have an entry in the list, and all data elements are available for each entry in the list.

Data consumers: Individuals who use (or could potentially use) the data in a facility list.

Data curators: Individuals responsible for maintaining, updating and validating the data in a facility list.

Data element: A unit of data to be included in the MFL and for which each facility will have a value. Examples of data elements included in the MFL are: Facility name, Facility address, Facility phone number.

Data integration: Refers to the combination or exchange of data from one or multiple sources into a tool or platform that uses the acquired data for transactional or analytical purposes.

Data specifications: A guideline to ensure comprehensive and consistent data definition. For each data element, the following needs to be clearly defined in the data definition specifications:

Name: Short name or database code used to describe the data element.

Definition: Simple description the data element.

Type: Classification that identifies the data element (e.g., text, numeric, yes/no, select one, select many, hierarchy, date, site, user, identifier, email, phone).

Data rules: Description of constraints or conditions that should be applied to a data element to improve accuracy and clarity.

Data source: Where the data element is comes from.

Data standards: Documented agreements on representation, format, definition, structuring, tagging, transmission, manipulation, use, and management of data.

Data suppliers: Persons or information systems that submit facility data or updates to the MFL. Data suppliers may be electronic information systems (such as a facility licensing database) that push data to the MFL.

Decentralization: Functions, powers, management and responsibilities for the MFL are distributed or dispersed at the sub-national level.

Facility Registry Service: The software solution that is used to store, manage and share the MFL data.

Federated: Functions and powers are shared multiple self-governing organizations according to an agreement among the member organizations.

Geocodes: are precise geographic coordinates that identify the location of something, in this case of a health facility. Typically, they specify location in terms of longitude and latitude.

Harmonize: The process of combining data from numerous facility lists into one single list. The process of harmonization includes a data cleaning component – identifying gaps and de-duplicating data.

Health Information Exchange: A network of information systems that are interlinked and can exchange data to facilitate analytics and monitoring of the health system.

Institutionalization: The embedment of an initiative within an organization, society, or country. Institutionalization requires adequate funding, sufficient staffing, governance, standardized processes, support from stakeholders, and acceptance by users. When the MFL is institutionalized, it contains valid data that are accepted and used by many people. Institutionalization is one component of sustainability.

Interoperability: A property of a product or system, whose interfaces are completely understood, to work with other products or systems, present or future, without any restricted access or implementation.

Maintenance: The process of maintaining the MFL after they are established to ensure that the MFL contents are valid and complete and the facility registry service is relevant and working without issues.

Master Facility List (MFL): A complete, updated listing of health facilities in a country. It includes the data needed to identify each facility such as facility name, **unique identifier**, location, and contact information, as well as administrative data to help categorize facilities, such as facility type, ownership and operational status. The MFL may also include information about the service capacity of the facility, for example, type of services offered and number of beds.

MFL managers: those persons responsible for overseeing all processes, staffing and budgets related to the MFL.

MFL owner: the organization or agency that has control over the MFL and is responsible for housing and overseeing implementation of the list.

Minimum data content: The minimum set of data elements that describe facilities that must be included in the MFL. Other data elements can be added as resources allow, but the minimum content is required for all facilities from the onset.

Requirement: A singular documented physical and functional need that the MFL must be able to perform. It is a statement that identifies a necessary attribute, capability, characteristic, or quality of a system for it to have value and utility to a data consumer.

Service domain: Basic information on the service capacity of each facility that provides a basic inventory of available services and facility capacity, providing essential information for health systems planning and management.

Sharing: Process by which MFL data are made accessible to third parties.

Signature domain: A set of identification items for each facility that serves to uniquely identify each facility in order to prevent duplication or omission of facilities from the list.

Steering committee: A leadership body that is responsible for overseeing the establishment of the MFL, making strategic decisions about the MFL, and is responsible for ensuring and monitoring its long-term implementation.

Sustainability: The endurance of a system or process, or the ability to continue a defined system or process indefinitely, or for an extended time beyond the initial life of the project. Sustainability enables stakeholders to maintain the MFL beyond the establishment phase, which if external resources (e.g., institutional, technical, financial) are involved, may require decreasing dependency on these insecure resources.

Technical working group (TWG): A group of subject matter experts who work together to achieve a specified goal. In relation to an MFL, a TWG is an interdisciplinary group that is responsible for designing the structure and content of the MFL and facility registry service as

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they are being planned and established. During the maintenance phase, the TWG is responsible for determining if the structure of the MFL and facility registry service are still relevant and if any changes should be made to them.

Technological infrastructure: The composite hardware (e.g., servers, computers, data centers, switches, hubs, routers), software (e.g., operating systems, internet browser, device drivers, other programs that can run on a computer), network resources (e.g., network enablement, Internet connectivity, firewall, security) and human resources (e.g., network administrators, developers, designers and data consumers) involved in developing and supporting the facility registry service.

Unique Facility Identifier: A unique code that is used to reference a health facility in the MFL. It should also be used in other systems and surveys. There are many types of unique identifiers that can be used, each suitable for different situations, including sequential integer codes, user-friendly alphanumeric codes, and automatically-generated universally unique identifiers.

Updating content: The process, during the MFL maintenance phase, by which the entries in the MFL are updated. The MFL content updating process includes four steps: data collection, data submission, data validation and revision, and data approval. During the process MFL entries can be added, archived, or edited. The goal of the process is to ensure that MFL content is valid and complete.

User stories: Brief statements that describe what a given user wants and why. They may be phrased as follows: "As a [type of user] I want to [insert need] so that I can [insert why]."

Validation of content: The process, during the MFL maintenance phase, by which the content of the MFL is periodically validated to ensure that *all* entries in the MFL are valid and complete. This process differs from MFL content updating in that during the updating process only "known" additions or changes are made. However, in some instances, the content updating and validation processes may be the same; it depends on the maintenance processes established. During the content validation process, all records are reviewed; if an entry is found to be valid and complete, it is marked as such, and if an entry needs to be added or corrected, the change is made. This process tries to ensure that all entries are reviewed at least once every 1-2 years.

Validation of structure: The process, during the MFL maintenance phase, by which the structure and functionality of the MFL and facility registry service are reviewed to determine if (1) all data elements are needed, (2) any data elements are missing, (3) data definitions are appropriate and relevant, and (4) the facility registry service is functioning properly and without issues. The goal of the process is to ensure that the MFL structure and facility registry service functionality are relevant to data consumers' needs.