

Births 0-30 days KPI

Branch: Civic Services	Note: Published KPIs are for public information purposes only, certain information may be excluded from the published version due to security reasons
Target title for 2016/17	Identify the title of the target
	750 000 births registered within 30 calendar days.
Indicator / Measure title	Identify the title of the indicator
	Number of births registered within 30 calendar days.
Short definition	Provide a brief explanation of what the indicator is with enough detail to give a general understanding of the indicator
	The indicator / target deals with the registration of births within 30 calendar days of the birth event as legislated. The indicator measures the number of children who are registered within 30 calendar days of the birth event.
Purpose/importance	Explain what the indicator is intended to show and why it is important
	To secure the integrity of the National Population Register (NPR), it is essential that the public are encouraged to ensure that their children are registered within 30 calendar days of the birth event. The aim is to ultimately ensure that registration at birth is the only entry point to the South African National Population Register (NPR).
Source documentation/information used	Describe where the information comes from i.e. source of information that is used as a basis for actual performance achievements
	Information relating to births registered is obtained from Notices of Birth (DHA-24) forms. The information on these forms is used to capture the relevant birth/s onto the National Population Register (NPR). Captured data is extracted from the NPR in order to determine the level of achievement (or otherwise).
Description of the source	A description of where the information originates from - by indicating name of responsible unit, person/designation etc.
	Front offices in all 9 provinces
Standard operating procedure	For each indicator or target indicate the standard operating procedure (where applicable):
	Yes. Approved.
System used	Name of system used to process performance information:
	National Population Register (NPR)
Type of system	Electronic or manual:
	Registration of births using the relevant NPR function is electronic.
Method of calculation	Describe clearly and specifically how the indicator is calculated
	To calculate the recorded achievement, the actual births registered within 30 calendar days of birth per quarter are compared against the planned target for the relevant quarter, in order to determine a percentage of compliance. At the end of each financial year, the total births registered within 30 calendar days is compared against the annual target to determine the level of compliance. To determine the level of achievement as outlined above, transactional data on births is extracted from the NPR and loaded into text files. The text files are imported into Microsoft Excel for analysis. The Excel formula used to establish if each birth was registered within 30 days is =INT(DATEDIF(START DATE,END DATE,"D")). Data is also routinely checked for duplication by testing if duplicates exists in the ID numbers. After these basic data quality checks is conducted, a report is compiled.
Baseline calculated against	Indicate the performance as at the end of previous financial year
	703 765
Availability of total population	The total population refers to the number and / or list of all members in a defined group. (If the indicator is a rate or percentage, indicate the numerator)
	750 000 individual births registered on the National Population Register (NPR) - age group 0 to 30 calendar days (list of all births within 30 calendar days).
Unit of measure	In what unit will the indicator be captured? (percentage/number/currency)
	Number
Data limitations	Identify any limitation with the indicator data/other, including factors that might be beyond the DHA's control
	(I) Still births are excluded from the data. (ii) Applications received from foreign missions are received through diplomatic bag and the turnaround time is unpredictable as this is under the control of DIRCO, (iii) children born in RSA to foreign parents (not legally and permanently resident), (iv) system downtimes and load shedding may also delay the registration of births. Other limitations: (i) At offices that are not linked to the NPR, birth applications are collected but not registered. The registration of these births takes place at the closest office with NPR connectivity and certificates issued. As a result, there may be delays. The capturing date and date of application as reflected by the date stamp may not be identical. The time frame for these births to be registered is three (3) days.
Output reporting	Indicate responsibilities regarding output reporting, archiving, key steps iro reporting, data extraction, calculation and the checking thereof (where applicable)
	1. Who is responsible for reporting at business level?
	Director: Births, Marriages & Deaths for statistical reports & policy.
	2. Who archives the reports i.e. the person the AG will be in touch with for any form of business related reporting / Where can the collated information be found? / operational reporting level
	Chief Director (Civic Services Support)
	3. Activities/steps that goes into reporting at business level?:

	<p>Monthly data extraction (or collection) and analysis by the Business Intelligence Unit.</p> <p>Monthly report signed-off by the Director: Births, Marriages &amp; Deaths.</p> <p>Collection and consolidation of monthly evidence by the CS Support.</p> <p>Quarterly reporting to the Departmental Performance Review committee (Reports submitted to Directorate M&amp;E as part of quality assurance for quarterly reviews).</p> <p>Annual reporting in the annual report.</p>
	4. Who extracts data and frequency? (Designation of official)
	Senior Specialist at the Chief Directorate: Application Management at Information Services. Monthly
	5. Who checks data extraction? (Designation of official)
	Deputy Director: Planning, Monitoring & Evaluation, Civic Services Support
	6. Who does the calculation? (Designation of official)
	Chief Administration Clerk, Civic Services Support
	7. Who checks the calculation? (Designation of official)
	Deputy Director: Planning, Monitoring & Evaluation, Civic Services Support
Frequency of reporting on this indicator	Indicate: eg monthly, quarterly and annually
	Monthly, quarterly and annually.
Desired performance	Identify whether actual performance that is higher or lower than the targeted performance is desirable
	750 000 number of births registered within 30 calendar days of the birth event.
New indicator:	Identifies whether the indicator is new, has significantly changed, or continues without change from the previous year.
	No
Calculation type:	Identifies whether the reported performance is cumulative, or non-cumulative
	Cumulative
Type of indicator:	Identifies whether the indicator is measuring inputs, activities, outputs, outcomes or impact, or some other dimension of performance such as efficiency, economy or equity.
	Output

Key activity list (Description of processing activities (where applicable))			
Number	Activity	Responsibility for Each Activity	Evidence for Each Activity
1	Parent completes DHA-24 and provides supporting documents to the front office clerk for quality assurance and approval. Front office clerk complete DHA -24 where the client is not literate	Front office clerk	Application forms on request
2	The approved applications are captured by front office clerk on the NPR (IDN automatically generated by the system)	Front office clerks	Application forms with ID Number allocated
3	Certificate printed and handed with copy of DHA-24 to informant <b>(NOT AN INTEGRAL PART OF THE REGISTRATION PROCESS)</b>	Front office clerk	N/A
4	Applications (Original DHA-24) are dispatched to Head Office <b>(NOT AN INTEGRAL PART OF THE REGISTRATION PROCESS)</b>	Office supervisor	N/A
5	Copies of DHA 24's filed (per date) at front offices to complete the process <b>(NOT AN INTEGRAL PART OF THE REGISTRATION PROCESS)</b>	Back office clerks	N/A