

Births 0-30 days Activities

Key Activity List			
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 clerk	Application forms with ID numbers 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