

LSAT scoring sheet

Logistics management information system (LMIS)

Basic elements of an LMIS	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
1. If there is an information system, does it include: *			
a) stock keeping records (e.g., inventory control cards, bin cards, stock registers) at all levels?	0.5		0.5
b) requisition and issue records (e.g., bills of lading, shipping records, requisition/issue vouchers) at all levels?	0.5		0.5
c) dispensed-to-user records at service delivery points?	0.5		0.5
d) summaries of consumption data at levels above service delivery points (e.g., districts, regions, central, etc.)?	0.5		0.5
2. Do information system reports at all levels of the system show: *			
a) the inventory balance (stock on hand)?	0		1
b) quantity dispensed or issued during a specified reporting period?	0		1
c) losses and adjustments?	0		1
Use of LMIS information			
3. What is the approximate percentage of information system reports received in time to be used for logistics decisions at each level of the system? **			
If 90-100% then score 1, if 89-75% then score 0.5, if below 75% then score 0. If necessary, delete or add a level according to the structure of the logistics system.			
LEVELS			
a) Central	0		1
b) Regional	0		1
c) District	0		1
4. What decisions are based on information system reports?			
If answers a-d are all checked, then score 1; if not all, but some, then score 0.5.			
a) Forecasting			
b) Procurement			
c) Transport/Delivery			
d) Scheduling supervisory visits			
e) Other _____			
TOTAL	0		1
5. Are logistics data used at each level of the system as appropriate for:			
a) continuous monitoring of stock balances?	0		1
b) calculating quantities for resupply?	0		1

Use of LMIS information	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
6. How is information fed back?			
If (a) then score 0; if any other answer is checked, then score 1 (even if multiple choices were selected).			
a) Never	Not asked, no score given		
b) Telephone call			
c) Reports			
d) Meetings			
e) Supervisory visit			
f) Other _____			
TOTAL	2		12**
SCORE FOR THE SECTION	18% (2/11)		100%

Forecasting

National level forecast preparation			
7. Are forecasts developed using:			
a) logistics-based data?*	0		2
b) demographic data or disease prevalence/morbidity?	0		0.5
c) service statistics?	0		0.5
8. If forecasts are prepared and updated using the most recent logistics data, do they include:*			
a) stock on hand?	0		1
b) dispensed-to-user data?	0		1
c) losses and adjustments?	0		1
9. Are forecasts validated by comparing previous estimated consumption with actual consumption?	0		1
10. Are forecasts updated at least annually?	1		1
11. Are forecasts prepared on a schedule coinciding with local budgeting and procurement cycles?	0.5		1
TOTAL	1.5		9
SCORE FOR THE SECTION	17% (1.5/9)		100%

Obtaining supplies/procurement

Procurement planning	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
12. Are short-term procurement plans based on forecasted needs?	1		1
13. Do these procurement plans take into account the following logistics systems elements:			
a) current inventory levels (stock on hand)?	1		1
b) losses and adjustments?	0		1
c) required order lead times of suppliers/donors?	1		1
d) established stock levels, if relevant?*	Not asked, not included in score.		1
e) shipment and handling schedules?	1		1
f) the need for a safety stock?	Not asked, not included in score.		1
14. In general, are the correct amounts of all products procured and obtained in an appropriate time frame at all the following levels:**			
a) central?	0		0.25
b) regional?	Not asked.		0.25
c) district?	Not asked.		0.25
d) service delivery point?	Not asked.		0.25
15. Is pipeline status regularly monitored so that procurement decisions can be made and actions can be initiated in time to avoid stockouts?	0		1
TOTAL	4		9
SCORE FOR THE SECTION	55% (4/7.25)		
Score for the section = total score/maximum total score* × 100			

Inventory control procedures

Stock management	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
16. Are there guidelines and established policies for maximum and minimum stock levels at which full supply products should be maintained:*			
a) at the central level of the supply chain?	0		0.5
b) at the regional level of the supply chain?	0		0.5
c) at the district level of the supply chain?	0		0.5
d) at the service delivery point level of the supply chain?	0		0.5
17. Are there written provisions for the redistribution of over-stocked supplies?	Not recorded, not included in score.		0.5
18. Does the program have a policy of storing and issuing stock according to first expiry/first out inventory control procedures at all levels?	0		1
19. In practice, does the program manage and issue stock according to first expiry/first out inventory control procedures at all levels?	0		1
20. Are damaged/expired products physically separated from inventory and removed from stock records at all levels?	0.5		1
21. Does the program have a system for tracking product losses and other adjustments?	1		1
Stockouts			
22. Have stockouts occurred for any product in the last 12 months at the following levels:*			
Score 1 for no stockouts; score 0 if there has been a stockout for each level of the system			
a) central?	0		1
b) regional?	Not applicable? Nothing recorded. But kept in denominator.		1
c) district?	0		1
d) service delivery point?	DK		1
23. Are there established procedures for placing emergency orders?	0		1
TOTAL	1.5		12**
SCORE FOR THE SECTION	13% (1.5/11.5)		

Warehousing and storage

Adequacy of storage capacity and conditions	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
24. Does the program have written guidelines for storage and handling of all products at all levels of the system? (e.g., manuals, posters, etc.)	0		1
25. Are there written guidelines for disposal of sharps, bio-hazardous material, and other medical waste?	0		1
26. Is there a policy that requires at least one physical inventory of all products per year at each storage facility?	1		1
27. Is the existing storage capacity adequate to handle the current quantities of products at the following levels:*			
a) central?	Not asked, not in score.		0.25
b) regional?	Not asked, not in score.		0.25
c) district?	Not asked, not in score.		0.25
d) service delivery point?	Not asked, not in score.		0.25
Assuring product quality at the storage facilities			
28. Are visual quality assurance inspections of products conducted at the storage facility at the following levels:*			
a) central?	0		0.25
b) regional?	0		0.25
c) district?	0		0.25
d) service delivery point?	0		0.25
29. Are there written procedures or guidelines for destroying damaged and expired products?	1		1
30. In practice, are damaged and expired products destroyed according to the program's disposal guidelines at the following levels:*			
a) central?	0		0.25
b) regional?	0		0.25
c) district?	0		0.25
d) service delivery point?	0		0.25
TOTAL	2		7
SCORE FOR THE SECTION	33% (2/6)		

Transport and distribution

Distribution system	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
31. Do written procedures specify what type of distribution system is to be used to distribute products between each level?	0		1
32. Is there a documented distribution schedule for all levels?	0		1
33. Are there a sufficient number of functioning vehicles with available petrol/drivers, at appropriate levels, to meet the desired distribution schedule?*	1		1
34. In general, are orders delivered as scheduled at the following levels:*			
a) central?	Not asked, not in score		0.25
b) regional?	Not asked, not in score		0.25
c) district?	Not asked, not in score		0.25
d) service delivery point?	Not asked, not in score		0.25
TOTAL	1		4
SCORE FOR THE SECTION	33% (1/3)		

Organizational support for logistics system

Organizational processes for logistics			MAXIMUM SCORE
35. Do personnel between these different levels communicate at least quarterly?*			
a) Central level logistics staff and next level (e.g., region, district) staff?	A-C not asked, not in score.		0.33
b) Regional level of logistics staff with district level staff in their area?			0.33
c) District level logistics staff with the SDP level?			0.33
36. Is there an established mechanism for improving logistics practices or procedures (based on what is learned from supervisory visits, feedback, assessments, etc.) at the following levels:*			
a) central?	A-D not asked, not in score.		0.25
b) regional?			0.25
c) district?			0.25
d) service delivery point?			0.25
37. Are there written procedures and guidelines (e.g., manuals, job aids, standards) to help staff carry out their logistics responsibilities?	0		1
38. Do staff who manage commodities have a written job description that includes logistics responsibilities at the following levels:*			
a) central?	Not asked by level.		0.25

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b) regional?	Not asked by level.		0.25
c) district?	Not asked by level.		0.25
d) service delivery point?	Not asked by level.		0.25
Supervision (individual performance management)	LSAT 1 SCORE	LSAT 2 SCORE	MAXIMUM SCORE
39. Are supervisory responsibilities described in written job descriptions?	Not asked, not in score.		1
40. Are guidelines available for how the supervisor conducts the supervisory visit (e.g., introductions, positive style of interaction, follow-up)?	0.5		1
41. Are tools available describing what to cover when conducting a supervisory visit (e.g., a checklist)?	Not asked, not in score.		1
42. Are supervisory visits conducted for staff at the following levels:*			
a) regional?	Not asked, not in score.		0.33
b) district?	Not asked, not in score.		0.33
c) service delivery point?	Not asked, not in score.		0.33
43. Is there a documented schedule for supervision?	0.5		1
44. Are logistics staff periodically evaluated against job expectations (e.g., from their job description)?	Not asked, not in score.		1

Organizational support for logistics system

Staff development in logistics			
45. Has training been given to current staff at all appropriate levels in the following areas:			
a) completion and submission of LMIS reports?	A-H not asked, not in score.		0.25
b) proper storage of health products?			0.25
c) maintaining proper stock levels?			0.25
d) determining order quantities?			0.25
e) determining issue quantities?			0.25
f) estimating annual needs?			0.25
g) reviewing reports and records?			0.25
h) providing feedback and inputs?			0.25
TOTAL	1		12
SCORE FOR THE SECTION	33% (1/3)		

Finance

Program financing	LSAT 1 SCORE	LSAT 2 SCORE	
46. Does the program's budget include line items for:			
a) products	1		1
b) warehousing/storage?	1		1
c) logistics management information system?	1		1
d) transportation?	1		1
e) logistics staff development?	Not asked, not in score.		1
f) salaries for logistics staff?	Not asked, not in score.		1

Donor coordination			
47. Is there a process of coordination with donors for commodity supply?	0		1
48. Does the program initiate the coordination with donors?	0		1
TOTAL	4		8
SCORE FOR THE SECTION	67% (4/6)		100%

GRAND SCORE	LSAT 1	LSAT 2
	30%	
	17/56.75	