

USAID AMPATH Uzima



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DATA CHANGE MANAGEMENT PROCEDURES AT IMPLEMENTING PARTNER LEVEL

This DCMP is meant to ensure that data reported to USAID is accurate and that any changes made after data has been reported is done in a structured way that is auditable. It defines how the Data Manager will handle program results during quarterly, S/APR periods to deal with the issue of changing results after official submission.

The following steps shall be observed in managing project results during quarterly, SAPR and APR periods.

1. The data manager shall generate interim results and share for review by Technical team lead and responsible M&E director on 15th of Jan, April, July and October indicating the reporting rate at that point.
2. Final data will be shared electronically on the 20th of Jan, April, July and October (reporting rate 93% or more)
3. Once the final data has been shared, the files will be saved by the Data Manager in the quarterly progress report folder in IP for access to all staff and in M&E server for reference.
4. Any changes to the final and printed results will require approval by the Director M&E and OVC program team lead.
5. The person requesting to make changes shall complete the *(attached request)* form indicating the following:
 - a. **Month and Year where update is to be done**
 - b. **Indicator/facility where update is being made**
 - c. **Person requesting for the change**
 - d. **Reason/justification for change**
 - e. **Value before and value after**
 - f. **Seen by**
 - g. **Comments by**
 - h. **Update approved by**
 - i. **Database approved by**
 - j. **Date Database updated**

If changes are made to data reported to USAID the project will follow the USAID's Implementing Partners Results Management Guidelines November 30, 2010 in implementing the same.