Data Cleaning Procedure for Electronic Quarterly Cohort

1. Collect the initial dump by running this command on the server (mysqldump -u root -p dbname –routines -hserveripaddress > dumpname.sql

2. Find the total number of clients registered in that quarter by using the manual register (End ARV Number for Quarter – Start ARV Number for Quarter) + 1

3. Login in the system

4. Go to Reports button

5. Under reports select "Revised cohort"

6. Select the quarter for the report you want to generate

7. Compare total registered in the system against what you got in the register

8. Check the missing ARV numbers for that quarter

9. For the missing numbers cross check with the register and verify on which date the client visited the clinic on that quarter (If missing below are the possible reasons)

   a. Client may completely be not registered in the system

   b. Client may have missing dispensation

   c. The client may have dispensation which was done in different quarter

   10. Update the missing patients according to scenarios 8 above

   11. Verify total registered clients by rerunning the revised cohort after the updates

   12. After confirming total registered cross check the other fields of the report and verify if they match with the register

   13. For Unknown outcomes, go to the outcomes and remove the Pre-ART

   14. For unknown age, check the mastercard the date the patient started taking ARVs against the age. The Subtract or add the age in demographics
   15. For those without IDs, check against the whole list of accumulative , they might be duplicates. If duplicates found, merge them
   16. For unknown reason, cross check with the register nd remove the staging or registration . And add again according to what is in the register
   17. For those without IDS and only a single person in the system, give them new IDs To put people on transfer in, Note the registration, vitals and staging. Remove the registration and start all over again . Make sure start year, confirmatory year and health facility are unknown

18.   Review the final report with the Incharge and print three copies for the site.