## CHIP - Onboarding new countries protocol

This protocol outlines the required new steps for setting up new countries with CHIP. Whilst onboarding new countries should be a quick process, historical redistricting and differences in administrative regions may lengthen the time required.

### Creating a new dashboard

#### Step 1: Look up country API code

These have all been set up on behalf of CHIP countries. See CHIP - API codes.

#### Step 2: Review recent redistricting history

Cross reference with the latest ESPEN redistricting list to see where boundary changes may compromise the ability of CHIP to appropriately represent historical data. As CHIP will default to the administrative structure of the most recent reporting year, the impact of any historical redistricting should be explained to the requesting country should this be challenging for longitudinal analysis.

#### Step 3: Create the .pbix

Copy an existing CHIP .pbix from the CHIP - Warehouse in an appropriate language.

#### Step 4: Change API coding

In the CHIP dashboard, open Power Query Editor. Per API call, update the two-letter country code and the API key (as per step 1). Due to the number of updates required, it is advised to do this in batches rather than all at once.

Graphical user interface, text, application

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When updating the country page query, ensure all columns of data have loaded.

#### Step 5: Country specific adjustments

Review if any country specific corrections are required. These may be administrative issues a country needs to correct, but which will be detrimental to use of CHIP if not accounted for at the time of release. Add these to the CHIP - Country adjustment record.

If a country has no data in the ESPEN portal for a specific NTD e.g., Gabon or Sierra Leone for trachoma, delete any trachoma API calls and delete reference to the dashboard. Retain a blank (but non-functional) dashboard button for continuity.

If no recent JRF has been submitted, it may be necessary to default CHIP to the most recent year of submitted data. On the country page, WASH page and relevant tooltips, change the filter from top 1 year format to basic format and select the required year. On disease specific pages, update the max year table coding.

#### Step 6: Update country page name and ESPEN links

Change the name of the country on the country page and each directory listing (Francophone). Update each ESPEN link on all subsequent pages to reflect the country ESPEN site.

#### Step 7: Create and update cartography

Create a country topojson in ArcGIS using the latest ESPEN cartography if updates have been made. Convert to topojson format in [Mapshaper](https://mapshaper.org/) and update in all map visualisations except the trachoma page.

Review table of trachoma IUs for where Parent\_IU = ‘Yes.’ In ArcGIS, using the latest ITI GeoConnect cartography, remove parent IUs and any other IUs for which there is no data. Convert to topojson format in [Mapshaper](https://mapshaper.org/) and update in the trachoma page map visualisation.

#### Step 8: Update administrative units (if applicable)

If applicable, change regions in region filters, treatment summary tables and map pop-ups to account for nationally appropriate regional level i.e., to switch ‘region’ from ADM1 to ADM2. When updating ‘Region select,’ ensure you set an advanced filter ‘is not blank.’ When updating treatment summary tables, ensure you rename ADM2 (or equivalent) as ‘Region’ in the Fields menu.

You may need to adjust the width of the treatment summary table ‘Region’ column.

Note, you may not need to update the trachoma page due to the different administrative coding system used.

#### Step 9: Adjust region filters (if applicable)

If region names are obscured by width of filter, extend accordingly ensuring no overlap with page name text box. You may wish to reduce text by 1 point in associated tables to match.

#### Step 10: Update first year of data availability for effective coverage

Each disease specific page includes a count of the number of effective coverage rounds. This is not a true subset of the total number of coverage rounds due to the availability of historical data in the ESPEN portal. Consequently, update the header row of each disease page treatment table with ‘PC/Effective PC rounds since ≥X,’ X being the earliest year of data availability per disease, considering where historic redistricting may have changed the administrative configuration. Note, PC rounds for the onchocerciasis/LF pages does not specify a start date. This is because the count of rounds precedes what can be verified in the ESPEN portal.

### Publishing a new dashboard

#### Step 1: Publish the dashboard to Sightsavers library

Sightsavers PowerBI library is called the CHIP - Warehouse.

#### Step 2: Publish the dashboard to public

To publish dashboards to public requires administrative user rights. These will need to be set by the IT department via a service desk request.

Open Sightsavers PowerBI service (via MyPortal). Navigate to the new dashboard and select as follows: File > Embed report > Publish to web (public).

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The country CHIP is now live! Copy the link and HTML code into the CHIP registration tracker and test access.

Graphical user interface, text, application

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Note, the first time you publish a dashboard, you will need to cycle through a few pop-ups to reach the link page.

To republish, run through the same protocol steps.

Note when republishing a dashboard, changes may not immediately be reflected on the ESPEN Portal live CHIP site.