

DATA.FI NIGERIA TOOL

National OVC Management Information System (NOMIS) User Guide

Version 3.0

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Commented [RB1]: Dauda, any acknowledgment to the FMWA or others? Add as you prefer.

VERSION HISTORY

	Date	Author	Purpose
1	2022	Data-FI. Palladium	Draft version for review by early adopters

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Commented [RB2]: Denise, super important: The high-level blue headers in the guide skip one so don't follow the TOC--but they need to. You'll see that by #4 they are all out of sequence. Use the TOC as the gold standard. If you do it right, in the body text big header #8 should be Household Economic Strengthening Assessment.

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Abbreviations

CBO	community-based organization
Data.FI	Data for Implementation
FMWASD	Federal Ministry of Women-Affairs & Social Development
NOMIS	National OVC Management Information System
OVC	orphans and vulnerable children
PEPFAR	U.S. President's Emergency Plan for AIDS Relief
USAID	U.S. Agency for International Development
VC	vulnerable child

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Commented [RB4]: Dauda, is this what CBO is in this context?

1. Introduction

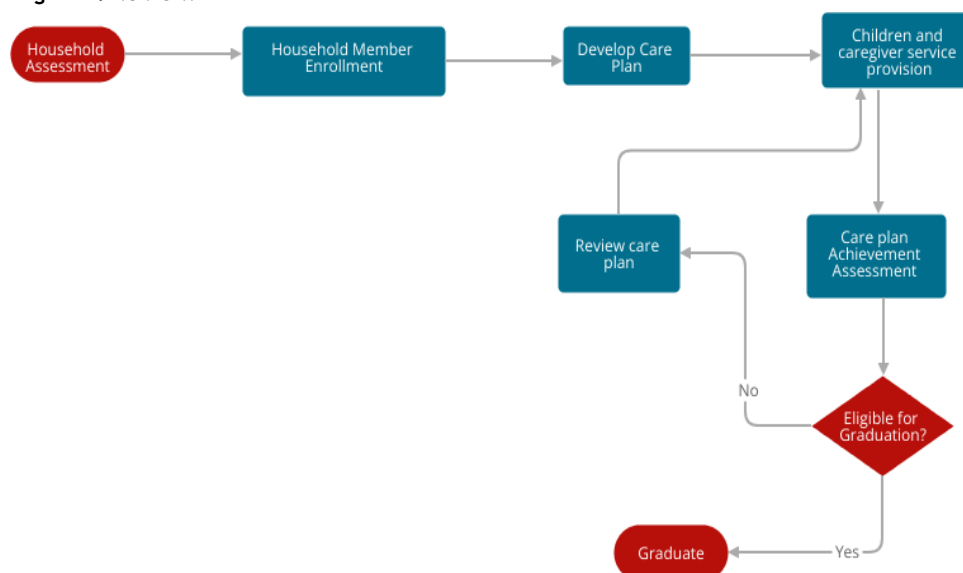
The National OVC Management Information System (NOMIS) is a national electronic platform for the management of data for the orphans and vulnerable children (OVC) program in Nigeria adopted by the Federal Ministry of Women Affairs (FMWA). There have been concerted efforts to improve the efficiency and functionality of the NOMIS to establish a stable, scalable system capable of meeting the demands of the program demands. The NOMIS is a web-based system developed for use at different stakeholder levels for the implementation of the OVC program.

The system is developed to support modules allowing users can modify the behavior of the system to meet their needs. With the NOMIS, OVC data can be collected and organized in a single system, eradicating the need for paper-based records and the use of multiple systems to capture OVC data. All household and household member profile set-up—as well as the care plan, service provision, and care plan assessments—will be available when users interact with the NOMIS.

NOMIS WORKFLOW

The workflow depicted below can be used within the NOMIS.

Figure 1. NOMIS Workflow



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LEARNING OBJECTIVES

At the end of the training, participants are expected to:

- Understand how to set up the NOMIS instance for different client users
- Understand the overall workflow of the NOMIS:

- How to register a household
- How to enroll a household member
- Develop and review the care plan
- Service provision
- Assessment of the care plan developed

- **Household management**

Participants will be trained on how to document and create care plans through the household dashboard, document services provided based on the care plans created, and document household economic strengthening assessment activities.

- **Household members**

Participants will be trained on how to document and create care plans for each household member and document service provision.

- **Retrospective data entry**

The retrospective data entry session will cover the process of entering a household and household member's data after the fact, documenting and updating the services provided to a household/household member over time, and assessing or reviewing the care plan created for a household or a household member.

- **Reports**

Participants will be taken through the various reports generated on the system and the steps taken to generate them.

- Operate the NOMIS to collect, store and report OVC data
- Distinguish the different user roles and responsibilities in relation to the maintenance and improvement of the NOMIS.

Commented [RB6]: Denise, all figure titles belong above the figures and should be in Trebuchet bold 10.5 pt. Don't spend any time reworking figures even if they're not in our colors or fonts.

Commented [RB7]: Denise, you can see these bullets here are kind of details of the five items above that are set off by hyphens. As shown, the hierarchy is too subtle. Do the best you can to make it clearer.

Commented [RB8]: Then this one is more like a major bullet.

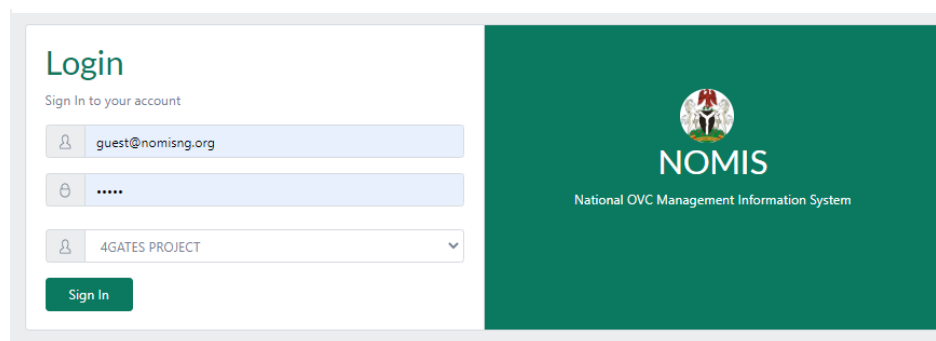
2. Logging into NOMIS

The NOMIS is a web-based application, therefore can be accessed via a web browser. To gain access to the system, do the following:

- Open a web browser page.
- Provide the URL of your NOMIS instance in the address bar, e.g., <http://nomis-ng.org:8080/demo/login/>
- The NOMIS page is displayed as depicted in **Figure 2** below.
- On the page displayed, provide the login credentials: Username, password, and select your CBO from the dropdown list. Note: the CBO represents the specific project being implemented by the user/partner.
- Click the login button.

Commented [RB9]: Spell out on first use please
Dauda

Figure 2. Login page



Login

Sign In to your account

Username:

Password:

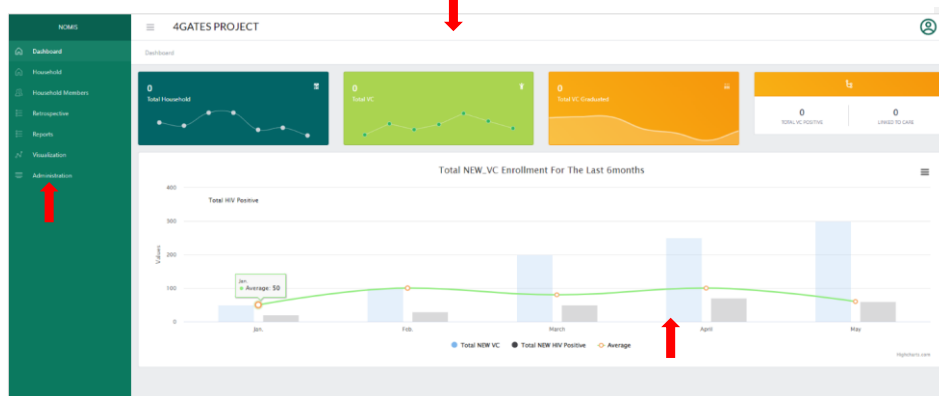
CBO:

NOMIS
National OVC Management Information System

3. NOMIS Dashboard

Upon logging into the NOMIS, the NOMIS dashboard is displayed as depicted in **Figure 3** below. On the right side of the dashboard is the menu bar. The cards at the top of the screen display specific indicator reports, and the chart gives a report of the VC (vulnerable child/children) enrollments and their HIV status.

Figure 3. NOMIS dashboard



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4. Household Management

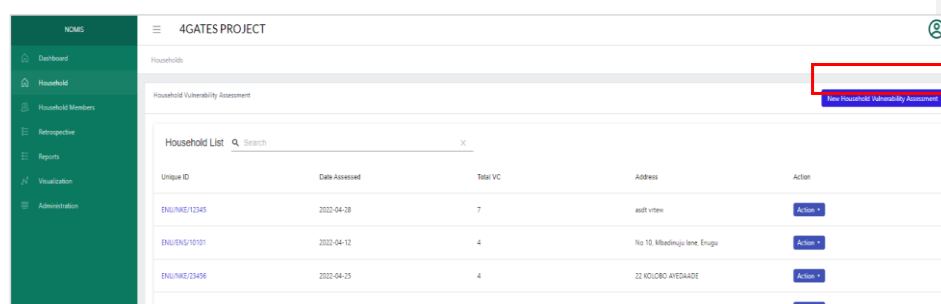
CREATE, EDIT, DELETE A HOUSEHOLD

A step-by-step guide to creating and editing a household is highlighted below.

Steps to registering a household:

The household registration is the first step to enrolling a VC in the program. To register a household, select the household menu as seen in **Figure 3** above. **Figure 4.1** displays the household page. The steps below are taken to register a household.

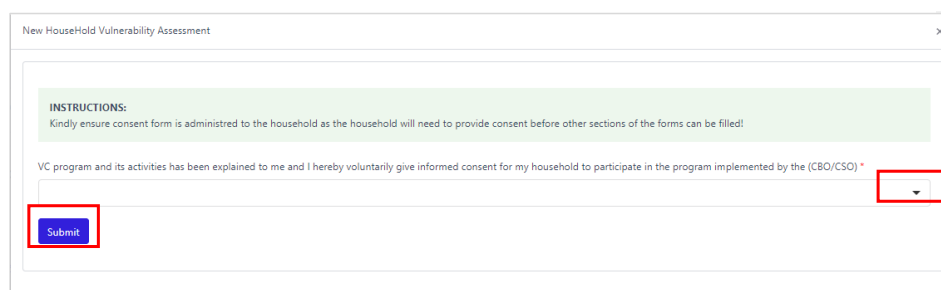
Figure 4.1. Household dashboard



Unique ID	Date Assessed	Total VC	Address	Action
ENGLNMS12345	2022-04-28	7	add vtrn	Action
ENGLNMS10101	2022-04-12	4	No 10, Mbadinjo line, Enugu	Action
ENGLNMS23456	2022-04-25	4	22 KOLORO AYEDAADE	Action
ENGLNMS00001	2022-04-01	1	No 3 Chie Jaran...	Action

- The page title “4GATESPROJECT” represents the CBO project implementer implementing the OVC program.
- The table displayed on the body of the page represents the list of households already created.
- **Step 1.** To register a household, select “New Household Vulnerability Assessment.” A pop-up page is displayed as seen in **Figure 4.2** below to document the household’s consent to participate in the program.

Figure 4.2. Household consent



New Household Vulnerability Assessment

INSTRUCTIONS:
Kindly ensure consent form is administered to the household as the household will need to provide consent before other sections of the forms can be filled!

VC program and its activities has been explained to me and I hereby voluntarily give informed consent for my household to participate in the program implemented by the (CBO/CSO) *

Submit

Step 2. Click the dropdown icon to select the “Yes” or “No” option, depending on the response gotten from the household. If “Yes” is selected, the “Household Information” form is displayed as seen in **Figure 4.3** below.

Figure 4.3. Household information

Household Information

Date of Assessment *

State *

LGA *

Ward *

Community *

CBO Code *

Household Unique No *

Address *

(Descriptive address should include street name, house number & significant landmark)

HH Geocoordinate: Latitude

HH Geocoordinate: Longitude

Number of Children in Household (0-17yrs) *

Number of people in the Household *

The fields marked “*” are compulsory fields to be filled by the user.

Figure 4.4 Primary caregiver information

Primary Caregiver Information

Surname *

First Name *

Sex *

Date of Birth
☒ Actual
☐ Estimated

Age

Marital Status *

Caregiver Tel

Occupation *

NIN

HIV Status

- After filling out the Household Information form, the next form—“Primary Caregiver Information”—is made available for entry as displayed in **Figure 4.4** below.
- Again, the fields marked “*” are compulsory fields to be filled by the user.
- The next forms to be filled in “Household Assessment” are displayed to be filled by the user.

Figure 4.5. Household assessment - Healthy

Household Assessment		
HEALTHY		
1. All children, adolescents, and caregiver(s) in the household have known HIV status	Response * ▼	Comment
2. All HIV+ children, adolescents and caregiver in the household are linked to treatment.	Response * ▼	Comment
3. All HIV+ children, adolescents and caregiver(s) in the household have a viral load result documented within 12 months after initiation of ART.	Response * ▼	Comment
4. All HIV+ children, adolescents and caregiver(s) in the household have adhered to treatment within 12 months after initiation of ART.	Response * ▼	Comment
5. All adolescents 10-17 years of age in the household have key knowledge about preventing HIV infection.	Response * ▼	Comment
6. No children < 5 years in the household who are undernourished.	Response * ▼	Comment

- The “Household Assessment” form has some assessment forms (Safe, Schooled, Stable, Other Information) to be filled.
- Select each of the forms to fill up the required information and click the save button to save the information as displayed in **Figure 4.6** below

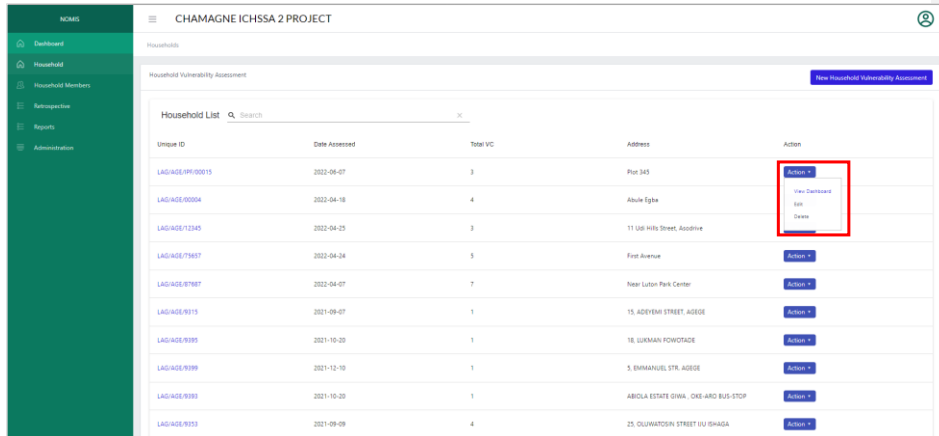
Commented [RB11]: Denise, be careful--text is below the image, but I didn't want to move it and mess up the red lining on the submit button.

Figure 4.6. Household Assessment - Other Forms

The form displays four assessment categories as tabs: SAFE, SCHOOLED, STABLE, and Other Information. The 'Other Information' tab is currently selected, revealing input fields for 'Assessed By' and 'Date' (with a calendar icon), and 'Reviewed By' and 'Date' (with a calendar icon). Below these fields are three summary boxes: 'Total Yes' with a value of 0, 'Total No' with a value of 0, and 'Total N/A' with a value of 0. A red-bordered 'Submit' button is located at the bottom left of the form.

Steps to editing a household:

Figure 4.7. Editing household information



Household List

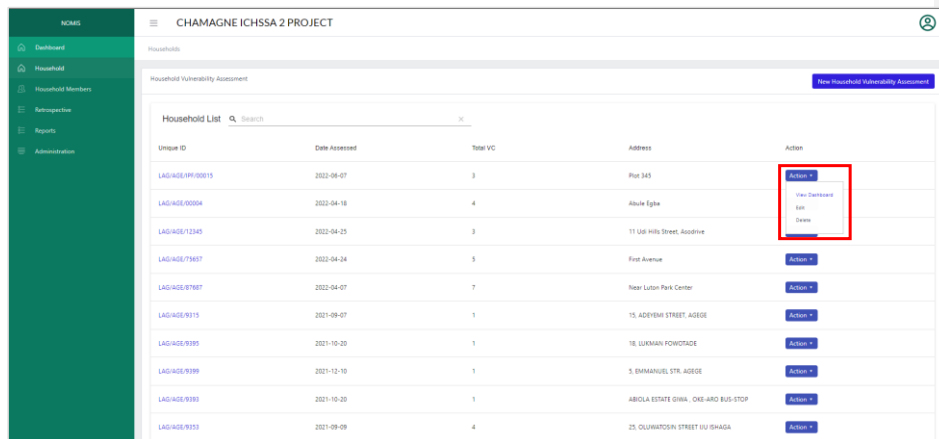
Unique ID	Date Assessed	Total VC	Address	Action
LAG-AGE-00015	2022-08-07	3	Plot 345	Action
LAG-AGE-00004	2022-04-18	4	Abule Egle	Action
LAG-AGE-12345	2022-04-25	3	11 USI Hill Street, Accra	Action
LAG-AGE-78907	2022-04-24	5	First Avenue	Action
LAG-AGE-87607	2022-04-07	7	Near Luton Park Center	Action
LAG-AGE-9015	2021-09-07	1	15, ADEYEMI STREET, ADEDE	Action
LAG-AGE-9095	2021-10-20	1	18, LUKMAN FOWOTADE	Action
LAG-AGE-9099	2021-12-10	1	5, EMMANUEL STR, ADEDE	Action
LAG-AGE-9099	2021-10-20	1	ABOLA ESTATE OJIAL, OKE-ARO BUS-STOP	Action
LAG-AGE-9023	2021-09-09	4	25, OLUWATOSIN STREET ILESHAGA	Action

- **Step 1:** To edit household information, upon login, select “Household” on the left side menu bar. The list of households is displayed on the screen.
- **Step 2:** Select the Action drop-down icon on the right side of the household information you want to edit as shown in the figure above.
- **Step 3:** Select “Edit” and the household information and household assessment forms will be displayed to edit the information required.
- **Step 4:** Select “Submit” to save the form.

Steps to delete a household:

To delete a household from the system, follow the same steps described above.

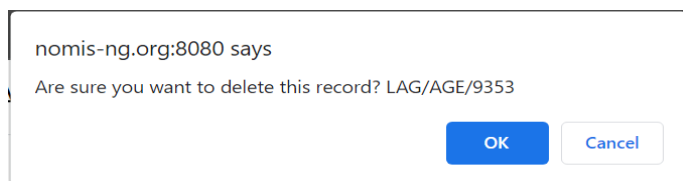
Figure 4.8: Deleting household information



Unique ID	Date Assessed	Total VC	Address	Action
LAG/AGE/999/00015	2022-04-07	3	Plot 345	<div>Delete View Details Edit Delete</div>
LAG/AGE/00004	2022-04-18	4	Abule Egle	
LAG/AGE/12345	2022-04-25	3	11 Lili Hills Street, Acodrive	
LAG/AGE/75678	2022-04-24	5	First Avenue	
LAG/AGE/97890	2022-04-07	7	Near Luton Park Center	
LAG/AGE/9315	2021-09-07	1	15, ADEYEMI STREET, AGEDE	
LAG/AGE/9393	2021-10-20	1	18, LUKMAN FOWOTADE	
LAG/AGE/9399	2021-12-10	1	5, EMMANUEL STR, AGEDE	
LAG/AGE/9393	2021-10-20	1	ABOLA ESTATE OJINA, ONE-ARM BUS-STOP	
LAG/AGE/9353	2021-09-09	4	25, OLUWATOSH STREET IJU IKAGA	

- **Step 1:** Select the Action drop-down icon on the right side of the household information as shown in the figure above.
- **Step 2:** Select "Delete" and a pop-up question is displayed asking you if you are sure you want to delete the household record as shown below.

Figure 4.9: Delete notification



nomis-ng.org:8080 says

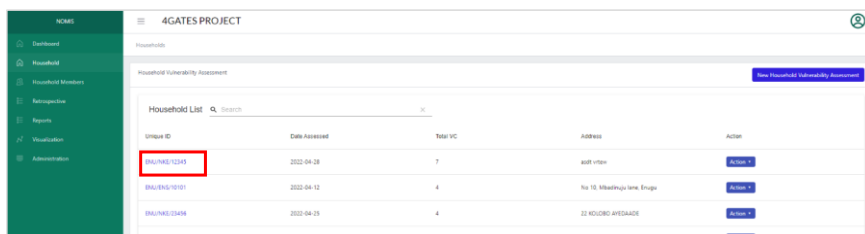
Are sure you want to delete this record? LAG/AGE/9353

- Select "OK" to delete the record or select "Cancel" to cancel the request.

5. Household Dashboard

The following steps describe how to access a household domain and view the household dashboard and other features on the household domain.

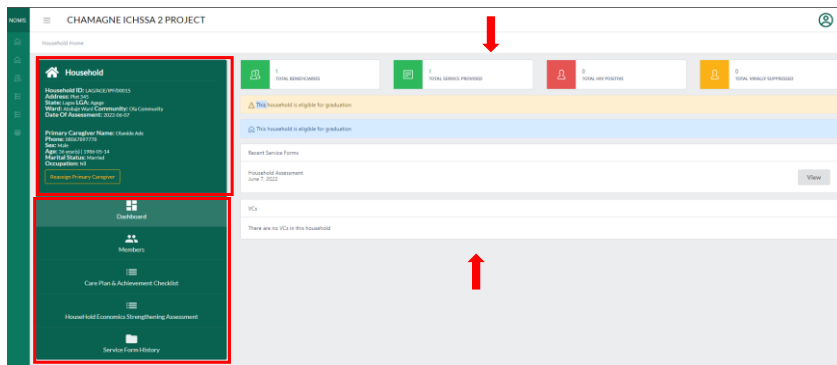
Figure 5.1. Assessing a household dashboard



Unique ID	Date Assessed	Total VC	Address	Action
00000000000000000000	2022-04-28	7	4011 10th St	Action
00000000000000000001	2022-04-12	4	1010 10th St, Engle	Action
00000000000000000002	2022-04-25	4	22 KODORO AVE/DADE	Action
00000000000000000003	2022-04-14	4	1010 10th St	Action

- To access a household dashboard, select the household ID as highlighted in **Figure 5.1** above.
- A redirected page is displayed as shown in **Figure 5.2** below

Figure 5.2 Household dashboard



The household dashboard displays information about the household. The cards at the top of the screen display specific indicators pertaining to the household. The household information is displayed on the top left menu and the household menus are highlighted under the household information on the left screen.

- To view the household members' information, select "Members" on the left side menu.
- To view the household care plans and achievement checklist, select "Care Plan and Achievement Checklist."
- To view the economic strengthening assessment of the household, select "Household Economics Strengthening Assessment."
- The "Service Form History" on the left side menu is used to view the service forms filled for the household.

6. Household Members (VC | Caregiver)

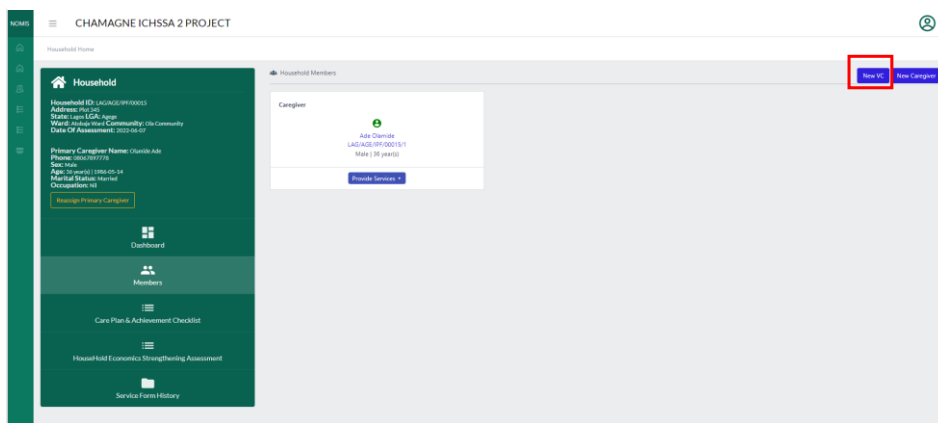
REGISTERING A HOUSEHOLD MEMBER (VC):

The VC represents the vulnerable child/children identified in a household.

To register a household member (VC):

- **Step 1:** Select "Members" on the left side menu of the household dashboard as depicted in **Figure 5.2** above
 - A page is displayed as shown in the figure below.

Figure 6.1: Registering a new VC



- **Step 2:** select "New VC" at the top right side of the screen to register a VC for the household. The VC forms are displayed as shown in **Figure 6.2** below.

Figure 6.2 VC Enrollment form – general information

The screenshot shows the 'New VC Enrollment' form with the 'General Information' tab selected. The form contains the following fields:

- Date of Enrollment ***: A date picker field.
- VC Unique ID No ***: A text field containing 'LAG/AGE/PP/00015/00001'.
- Child's Surname ***: A text field with a note '(Surname in block letters)'.
- Other Names ***: A text field with a note '(First name and middle name)'.
- Sex ***: A dropdown menu.
- Date of Birth**: Radio buttons for 'Actual' (selected) and 'Estimated'.
- Date ***: A date picker field.
- Age**: A text field with a unit 'year(s)'.
- Address**: A text field with a note 'Descriptive address should include street name, house number & significant landmark'.

- **Step 3:** Fill in the required fields on the general information form and select the other VC enrollment forms to be filled. Select "Submit" to save the forms as displayed in the figure below.

Figure 6.3. Other VC enrollment forms

The screenshot shows the 'Other VC enrollment forms' section of the form. It includes the following elements:

- Enrollment Streams**: A section with 17 checkboxes for different categories of children:
 - 1. Child living with HIV (CLHIV)
 - 2. HIV Exposed Infants (HEI)
 - 3. Child living with an HIV Positive Adult
 - 4. Child at risk or have experienced sexual violence or any other form of violence;
 - Select all that applies: ☐ Physical ☐ Sexual ☐ Emotional
 - 5. Teenage mother
 - 6. Children in need of alternative family care
 - 7. Children living on the street (exploited almsjiri, nomadic, militants)
 - 8. Children in conflict with law
 - 9. Children of KP;
 - Select all that applies: ☐ FSW ☐ MSM ☐ TG ☐ PWID ☐ People in Correctional Centre
 - 10. Child orphaned by AIDS
 - 11. Child living in a child Headed Household
 - 12. Child especially adolescent females at risk of transactional sex
 - 13. Socially excluded children
 - 14. Children with disabilities
 - 15. Children trafficked/in exploitative labour
 - 16. Children affected by armed conflict
 - 17. Siblings of CLHIV
- Indicate the stream on which enrolment is based ***: A text field with a note '(please indicate only 1 number from the list above)'.
- Child's HIV Status**: A green bar.
- Birth Certificate & Education**: A red bar.
- Caregiver Information**: An orange bar.
- Submit**: A blue button.

REGISTERING A HOUSEHOLD MEMBER (CAREGIVER):

The new caregiver plays the role of a secondary caregiver and can stand in the place of the primary caregiver if the primary caregiver is unavailable.

Figure 6.4. Registering a new VC

The screenshot shows the 'CHAMAGNE ICHSSA 2 PROJECT' interface. On the left is a sidebar with a 'Household' section containing links to 'Household Home', 'Download', 'Members', 'Care Plan & Assessment Checklist', 'Household Economics StrongPlanning Assessment', and 'Service Fork History'. The main area is titled 'Household Members' and shows a list of caregivers. A red box highlights the 'New Caregiver' button in the top right corner of the main area.

Just like registering a new VC, select “New Caregiver” at the top right side of the screen to register a new caregiver for the household. The caregiver forms are displayed as shown in **Figure 6.5** below. After filing the forms, click “Submit” to save forms.

Figure 6.5. New caregiver information

The screenshot shows the 'New Care Giver' form. It has a blue header 'Caregiver Information' and a blue footer 'Caregiver HIV Status'. The form contains the following fields: 'Date of Enrollment' (with a calendar icon), 'Unique ID' (pre-filled with 'LAG/AGE/PP/000152'), 'Name of Caregiver' (with a note '(Surname in block letters)'), 'Other Names' (with a note '(First name and Middle name)'), 'Sex' (dropdown menu), 'Date of Birth' (with a calendar icon and radio buttons for 'Actual' and 'Estimated'), 'Age' (dropdown menu), 'Phone Number', 'Occupation' (dropdown menu), 'Address' (with a note 'Enter address of care giver if different from child's address'), and 'HIV Status' (dropdown menu). A 'Submit' button is at the bottom left.

EDIT

HOUSEHOLD MEMBER INFORMATION:

To edit a household member' information:

Step 1: Select “Household Members” on the left side of the NOMIS dashboard menu pane. A list of household members is displayed in the figure below.

Figure 6.6. Edit household member information

Unique ID	Member Type	Date Accessed	Name	Age	Action
	VC		Uche Anagb	6 year(s)	Action 1
BHUPHMS00021	Caregiver	2022-09-09	Chloe Anagb	38 year(s)	Action 2
BHUPHMS00021	Caregiver	2022-09-09	Chloe Anagb	38 year(s)	Action 3
BHUPHMS00021	Caregiver	2022-09-09	Hei Kaku	34 year(s)	Action 4
BHUPHMS120401	Caregiver	2022-04-28	Joei Ito	27 year(s)	Action 5

- **Step 2:** Select the “Action” drop-down on the household member information and select “Edit.”
 - The caregiver information forms are displayed. After editing, click submit to update information.

DELETE HOUSEHOLD MEMBER:

To delete a household member's information:

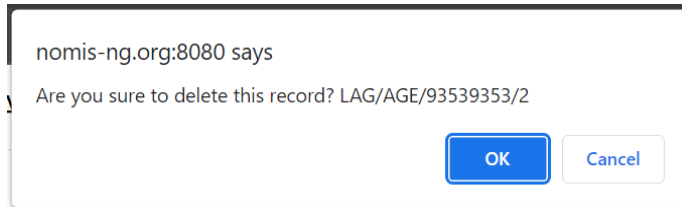
- **Step 1:** Select the “Action” drop-down on the household member information.

Figure 6.7. Delete caregiver information

Unique ID	Member Type	Date Accessed	Name	Age	Action
	VC		Uche Anagb	6 year(s)	Action 1
BHUPHMS00021	Caregiver	2022-09-09	Chloe Anagb	38 year(s)	Action 2
BHUPHMS00021	Caregiver	2022-09-09	Chloe Anagb	38 year(s)	Action 3
BHUPHMS00021	Caregiver	2022-09-09	Hei Kaku	34 year(s)	Action 4
BHUPHMS120401	Caregiver	2022-04-28	Joei Ito	27 year(s)	Action 5

- **Step 2:** Select "Delete", and a pop-up question is displayed asking you if you are sure you want to delete the caregiver record as shown in the figure below.

Figure 6.8. Delete caregiver notification

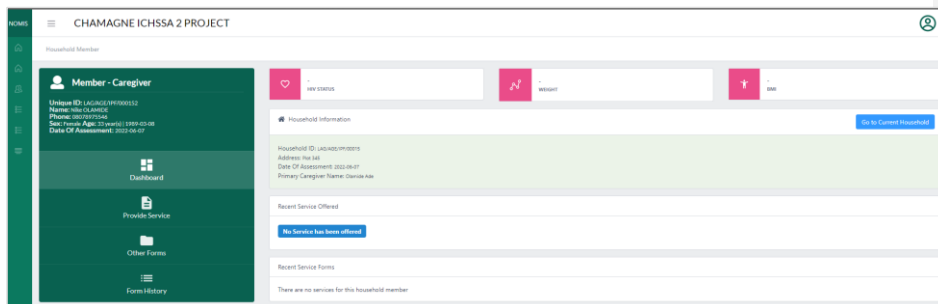


- **Step 3:** Select "Ok" to delete the record or select "Cancel" to cancel the request.

HOUSEHOLD MEMBER DASHBOARD:

- To access a household member dashboard, select the caregiver ID as highlighted in **Figure 6.7** above.
- A redirected page is displayed as shown in **Figure 6.8** below.

Figure 6.9. Household member dashboard



- The household member dashboard displays information about the household member, either VC or Caregiver.
- The "Provide Service" option lets you provide services to the caregiver after a care plan has been created for the household.
- To document other service forms for the caregiver, select "other forms."
- The "Form History" on the left side menu is used to view the service forms filled for the household.

7. Assessment and Care Plans

CARE PLAN

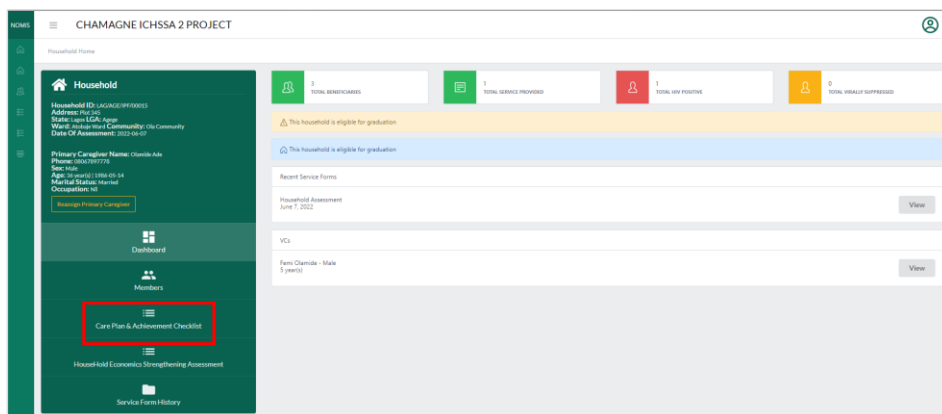
After registering a household and the household member(s), the next step is to develop a care plan based on the household's needs. The care plan has different domains to guide the needed care for each household, the domains can be updated depending on the needs of the program. Below is a list describing the care plan domains.

S/N	Care Plan Domain	Description
1	Health	This applies to the overall health care assessment for each child and caregiver for recommendations, interventions, and services to be provided.
2	Safe	This assesses the safety and well-being of each child and caregiver to provide the appropriate services required.
4	Schooled	The child educational status is assessed, and recommendations, interventions, and services are provided appropriately.
5	Stable	The status of the caregiver's income and revenue is assessed, and appropriate interventions, recommendations, and services are provided to the caregiver and child.

To develop a care plan, follow the steps below.

- **Step 1.** Select the "Household" on the NOMIS right menu pane.
- **Step 2.** A list of registered households is displayed on the screen.
- **Step 3.** Select the household ID of the household you want to develop a care plan for. You will be redirected to the household dashboard.
- **Step 4.** Select "Care Plan and Achievement Checklist" as displayed in the figure below.

Figure 7.1. Household care plan



- A page is displayed to create a new care plan as shown in **Figure 7.2** below

Figure 7.2. New care plan

The screenshot shows the 'New Care Plan' page. On the left is a sidebar with household details: Household ID: LAGN2027245, Address: 1122 rue Saint-Jacques, Suite: Jean LGA, Age: 18, Date of Assessment: 2022-04-21. The main area has tabs for 'Care Plans' and 'Achievement Checklist'. A 'New Care Plan' button is highlighted in a red box in the top right corner. Below it is a 'Care Plan History' table with columns: Date Created, Pending, In Progress, Completed, and Actions. The table currently shows 'No records to display'.

- **Step 5:** Select "New Care Plan" on the right side of the screen.
 - A pop-up page is displayed as shown in **Figure 7.3** below.

Figure 7.3. Add care plan

The screenshot shows the 'New Care Plan' pop-up form. It has a 'Date of Care Plan' field with a calendar icon. Below it is a blue instruction bar that says 'Click Add Care Plan, fill form and click save. You can add different plans for each of the domains'. At the bottom, there is an 'Add Care Plan' button with a plus icon, highlighted in a red box, and a 'Submit' button.

- **Step 6:** Enter the "Date of Care Plan" and select "Add Care Plan" to develop a care plan.
- **Step 7:** Click on the "Select Domain" drop-down to select a care plan domain based on the household assessment forms filled upon household registration as displayed in the figure below.

Figure 7.4. Select domain

The screenshot shows a web form titled "Click Add Care Plan, fill form and click save. You can add different plans for each of the domains". The form has several sections:

- Select Domain:** A dropdown menu with a red box around the downward arrow icon.
- Priority Actions:** A text area with a rich text editor toolbar above it. The toolbar includes options for Paragraph, Bold (B), Italic (I), Underline (U), Link (link icon), Unlink (unlink icon), Bulleted List (bullets icon), Numbered List (numbers icon), Indent (outdent icon), Decrease Indent (indent icon), Undo (undo icon), and Redo (redo icon).
- Goals of Household:** A text area with a rich text editor toolbar above it, identical to the one in the Priority Actions section.
- Additional Gaps Identified:** A text area with a rich text editor toolbar above it, identical to the ones in the previous sections.
- Additional gaps or issues identified:** A text area.
- Buttons:** At the bottom, there are "Save" (blue) and "Cancel" (red) buttons, followed by "Add Care Plan" (blue) and "Submit" (blue) buttons.

- After selecting a domain, a list of identified issues is displayed based on the household assessment form documented to guide the services needed to be provided.
- **Step 8:** Fill in the required services to be provided as displayed in the figure below.

Figure 7.5. Add services

New Care Plan

Date of Care plan *

Click **Add Care Plan**, fill form and click save. You can add different plans for each of the domains

Select Domain *

HEALTHY

Identified Issues

- All children, adolescents, and caregivers in the household have known HIV status or a test is not required based on risk assessment.
Conduct HIV test

- All HIV+ children, adolescents and caregiver in the household are linked to treatment.
conduct HIV test

- All HIV+ children, adolescents and caregiver(s) in the household have a viral load result documented for 12 months after initiation of ART.
conduct HIV test

- All HIV+ children, adolescents and caregiver(s) in the household have adhered to treatment within 12 months after initiation of ART.
conduct HIV test

- All adolescents 10-17 years of age in the household have key knowledge about preventing HIV infection.
Knowledge Assessment

Select Member	Services to be provided and/or referred for	Time Frame	Follow up status	Date (Follow up)	+Add Another
<div></div>	<div></div>	<div></div>	<div>Pending</div>	<div></div>	<div></div>

- **Step 9:** Select "Add Another" to document more services to be provided based on the household needs assessment
- **Step 10:** Document the priority actions, goals of the household, and additional goals identified if available as shown in the figure below.
- To add more care plans, go to **Step 11:** Select "Add Care Plan" as displayed in the figure below.

Figure 7.6 Adding and saving care plan

Priority Actions

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Goals of Household

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This includes caregiver and child(ren)

Additional Gaps Identified

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Additional gaps or issues identified

Save

Cancel

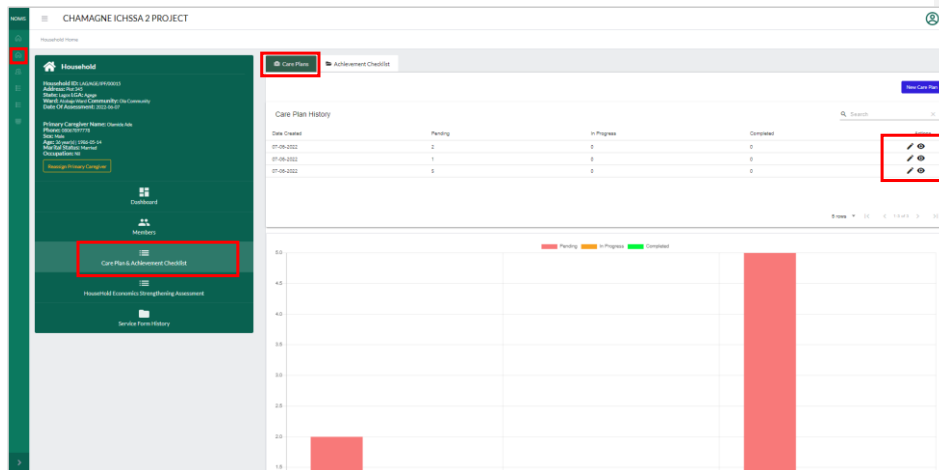
⚡ Add Care Plan

Submit

- **Step 12:** Select “save” to save your records and continue data capture to avoid data loss. The save function lets you edit or delete records already captured. All records must be saved before submitting.
- **Step 13:** Select “Add Care Plan” to add more care plan domains and document services to be provided.
- **Step 14:** Select “Submit” to save records in the database after completing data entry.

To go back to view or document care plans for a household, do the following below.

Figure 7.7. Edit/Review care plans



- **Step 1:** Select the second home icon which is the household icon on the left menu pane.
- **Step 2:** The household list is displayed, select the household ID you intend to view or edit.
- **Step 3:** The household dashboard is displayed, select "Care Plan and Achievement Checklist."
- **Step 4:** The care plan summary page is displayed, select "Care Plans" at the top of the page to review, edit, or document more care plans.

The edit icon on the top right side of the screen lets you edit an already documented care plan while the eye icon lets you preview an already documented care plan.

ACHIEVEMENT CHECKLIST

The achievement checklist is used to document care plan achievements based on the services provided.

- To document a care plan achievement checklist, follow Steps 1 to 3 above
- On the care plan and achievement checklist page, select "Achievement Checklist" as seen in the figure below.
- Select "New Care plan Achievement Checklist" to document care plan achievements.

Commented [GS12]: The figure title for 7.8 was missing. I've added a placeholder title below, "Achievement Checklist"

Figure 7.8. Achievement Checklist

The screenshot displays the 'CHAMAGNE ICHSA 2 PROJECT' interface. On the left is a green sidebar with navigation options: 'Household', 'Careplan', 'Assessment', 'History', and 'Reports'. The main area shows the 'Careplan' tab with a 'Careplan Achievement Checklist History' table. The table has columns for 'Date Created', 'Year Yes', 'Year No', 'Year N/A', and 'Action'. A red box highlights the 'Careplan' tab in the sidebar, and another red box highlights the 'Careplan Achievement Checklist History' table header.

- The household assessment forms are displayed for documentation as seen in the figure below.
- Select the forms to be filled and click submit to save forms.

Figure 7.9. Careplan achievement checklist: household

The screenshot shows the 'Careplan achievement checklist: household' form. It features a 'HEALTHY' status bar at the top. Below this are six assessment questions, each with a 'Response' dropdown menu and a 'Comment' text area. The questions are: 1. All children, adolescents, and caregiver(s) in the household have known HIV status. 2. All HIV+ children, adolescents and caregiver in the household are linked to treatment. 3. All HIV+ children, adolescents and caregiver(s) in the household have a viral load result documented within 12 months after initiation of ART. 4. All HIV+ children, adolescents and caregiver(s) in the household have adhered to treatment within 12 months after initiation of ART. 5. All adolescents 10-17 years of age in the household have key knowledge about preventing HIV infection. 6. No children < 5 years in the household who are undernourished. Below the questions are four colored bars: 'SARS' (green), 'SCHOLERS' (yellow), 'STABLE' (blue), and 'Other Information' (red). At the bottom, there are fields for 'Date of Assessment', 'Assessed By', 'Reviewed By', and 'Date'. A 'Submit' button is located at the bottom left. A red box highlights the 'Submit' button.

8. Household Economic Strengthening Assessment

Commented [RB13]: Dauda, this looks like it should be #8. But there is no major header for #7. Please provide for Denise to insert, so that then the cascade of text and figures can get settled. Thank you.

The household economic strengthening assessment is used to access a household to review the household care plan, services provided and determine the household sustainability plan.

- To access the household economic strengthening, follow the steps highlighted above in Figure 7.1.
- Select “Household Economic Strengthening Assessment,” as seen in the figure below.

Figure 8.1. Household economic strengthening assessment

The screenshot displays the CHAMAGNE ICHSSA 2 PROJECT interface. On the left, a sidebar menu lists various options: Home, Dashboard, Members, Care Plan & Achievement Checklist, **Household Economic Strengthening Assessment** (highlighted with a red box), and Service Form History. The main content area shows a 'Household' profile for 'JAGUICE IFFI OBOEIS' with details like address, phone, and age. It also features a summary of services provided (3 total, 1 provided, 1 positive, 0 suppressed) and a section for 'Recent Service Forms' with a 'Household Assessment' form dated June 7, 2022, and a 'VCI' form for 'Fami Olanide - Male' (3 years).

- The form is displayed on the screen. Select each form to be filled and click on the “Submit” button to save form as depicted in the figure below.

Figure 8.2. Household economic strengthening assessment

New HouseHold Economics Strengthening Assessment

House hold Economics Strengthening Bi-Annual Assessment (Question 1,2,3)

Duration on this project in Months
Date of Assessment *

Have you been trained by the project on any of the following?

	Yes	No
Nutrition	<input type="radio"/>	<input type="radio"/>
Home Gardening	<input type="radio"/>	<input type="radio"/>
Financial Education	<input type="radio"/>	<input type="radio"/>
Income Generating Activities	<input type="radio"/>	<input type="radio"/>

Others (Please specify)

Are you a member of any saving group?

House hold Economics Strengthening Bi-Annual Assessment (Question 4,5,6)

House hold Economics Strengthening Bi-Annual Assessment (Question 7,8,9)

House hold Economics Strengthening Bi-Annual Assessment (Question 10,11)

Other Information

INSTRUCTIONS:
Minimum score of 25 indicate that household has attained a level of sustainability. Kindly see below vulnerability status! For Follow-up actions (please see Household Care Plan for follow-up actions)

Score

Submit

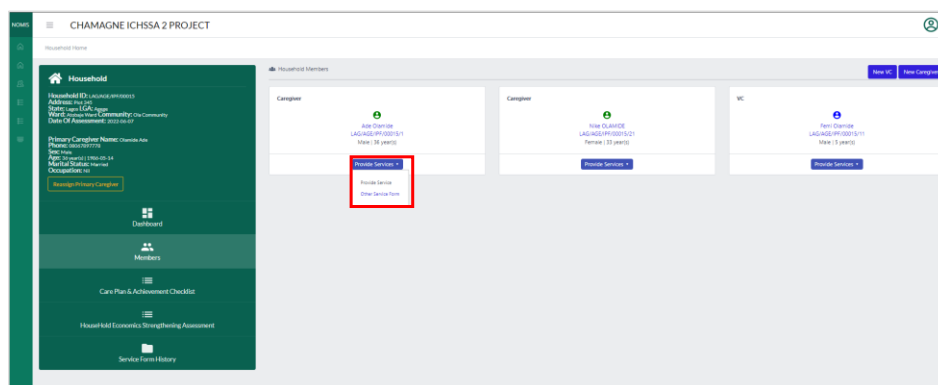
9. Provide Service (household | household member)

PROVIDING SERVICE THROUGH HOUSEHOLD DASHBOARD – SCENARIO 1

Providing services for a household or a household member is done after a care plan has been created. This can be done in two ways. To provide a service to a household or household member through the household dashboard, do the following.

- **Step 1:** Select the second home icon which is the household icon on the left menu pane
- **Step 2:** The household list is displayed, select the household ID you intend to view or edit
- **Step 3:** The household dashboard is displayed, select “Members” on the left side menu of the household dashboard.
- **Step 4:** on each household member profile, select the “Provide Service” drop-down, and click “Provide Service”.

Figure 9.1. Select provide service



The service form is displayed to provide services(s) for the selected household member as seen below.

Figure 9.2. Service forms

- **Step 5:** Select "Service Date" to choose a date the service was provided
 - The "Available Services" tab is used to search for services to be provided
 - The "Selected Services" text box is used to search for services selected
 - You can also select services on the list of services in the available service box
 - The double arrow (>>) in the middle of the two boxes is used to select all services, while the single arrow (>) is used to select each service required.
 - The arrows facing the right are used to select available services, such that the services are seen in the selected services on the right. The arrows facing the left are used to deselect the services selected.
 - After selecting the desired services, click "Provide Services" to save.

Figure 9.3: Other Service Form

- The "Other Service Form" option under the "Provide Services" drop-down is used to document more services to be provided to a household member depending on the care plan(s) created
- To document other services required, follow step1 to step 3 above and select "Other Service Forms".

- You will be redirected to the household member dashboard to select the required forms and document the required services as displayed in the figure below.

Figure 9.4: Other Service Forms

The screenshot shows the 'CHAMAGNE ICHSSA 2 PROJECT' dashboard. On the left is a sidebar with a 'Member - Caregiver' profile card. The main area has a 'Service Date' dropdown and a 'Select Form' dropdown, both with red arrows pointing to them. A 'Submit Form' button is visible on the right.

- Select "Service Date" to enter the date the service was provided
- Click on "Select Form" to select a form to document the other service(s) provided, then click on the "Open Form" button to open the selected form. The household member (caregiver or VC) determines the type of form that will be displayed on the "Select Form" drop-down list as the forms displayed are mapped to the required caregiver.
- The selected form is displayed as shown in the figure below

Figure 9.5: Fill Form - Other Forms

The screenshot shows the 'Fill Form' page for a 'Nutritional Assessment Form'. The sidebar is the same as in Figure 9.4. The main area contains the form fields. A red arrow points to the 'Submit' button at the bottom left, and another red arrow points to the 'Back' button at the top right.

- The above image displays the forms embedded on the form selected from the "Other Forms" Page to be filled for the selected household member depending on the service(s) provided.
- After filling the desired forms, select the "Submit" button to save the forms and select "back" at the top right corner of the page to go back to the "Other Forms" page.

PROVIDING SERVICE THROUGH HOUSEHOLD MEMBER DASHBOARD - SCENARIO 2

Another process of documenting the service(s) provided to a household or household member is through the household member dashboard. To provide services, follow the steps below.

- **Step 1:** Select the household members icon on the general menu pane on the left side of the screen

- **Step 2:** The household member list is displayed, select the unique ID of the household member you wish to provide service to
- **Step 3:** You will be redirected to the household member dashboard. Select “Provide Service” as seen in the figure below.

Figure 9.6: Household Member - Provide Service

The screenshot shows the '4GATES PROJECT' interface for a 'Household Member' dashboard. On the left, a green sidebar contains a menu with options like 'Dashboard', 'Provide Service' (highlighted with a red box), 'Other Forms', and 'Form History'. The main area displays household details, including a unique ID, name, address, and date of assessment. Below this, there's a section for 'Recent Service Offered' with various service categories like 'Mental Health Services', 'Substance Use Services', etc. At the bottom, there's a 'Recent Service Forms' section with a table listing forms and their completion dates. A red arrow points to a 'Go to Current Household' button in the top right corner.

- The same service form as depicted in **figure 8.2** above is displayed. Repeat the steps highlighted above to select available services to be provided.
- The household member dashboard displays information about the household member and the household.
- To go back to the household dashboard, select “Go to Current Household” on the top right corner of the screen.
- To fill forms for other services, select “Other Forms” on the left menu pane on the household member dashboard.
- Repeat the process as highlighted in **Figures 8.4 and 8.5** above to document another service (s) provided to the household member (caregiver or VC).
- The “Form History” tab lets you view the forms that have been filled for the household member.

10. Retrospective

The retrospective function is used to document and update the services provided to a household/household member over time or after the fact and can also be used when assessing or reviewing the care plan created for the household or the household member.

Follow the steps below to assess and document retrospective data.

Figure 10.1: Retrospective Data Entry

Retrospective

Search Household*

Search Household Member

Service Date

Select Form

Open Form

- **Step 1:** Select the “Retrospective” menu at the side of the general menu bar. The page above is displayed on the screen
- **Step 2:** Select the household ID of the household information you wish to update under “Search Household”
- **Step 3:** Select the household member of the household under “Search Household Member”
- Enter the service date under “Service Date”
- **Step 4:** Select the form you wish to update under “Select Form”
 - And click on “Open Form” to open the selected form

When selecting the desired parameters on the retrospective view, the household and household member information is displayed on the screen as seen in the figure below.

Figure 10.2: Retrospective view

Retrospective

Search Household*

Search Household Member

Service Date

Select Form

Open Form

Household ID: LAG-AGE-00015 Address: 100 1st St Date of Assessment: 07-08-2022	Primary Caregiver Name: Chandra Ade Phone: 585-7387778 Sex: Male	Age: 35 years (14-05-1986) Marital Status: Married Occupation: Employee
Caregiver Unique ID: LAG-AGE-00015 Name: Ade Chandra Phone: 585-7387778	Sex: Male Age: 35 years (14-05-1986) Date of Assessment: 07-08-2022	

DOCUMENTING RETROSPECTIVE DATA

After selecting the desired parameters: household ID, household member, service date, and service forms, the selected form is displayed on the screen for documentation as seen in the figure below.

Figure 10.3. Retrospective form – Caregiver and VC status update

The screenshot shows the '4GATES PROJECT' retrospective form. At the top, there's a header with the project name and a user profile icon. Below this, there's a section for 'Household Information' with fields for Household ID, Address, Date of Assessment, Primary Caregiver Name, Age, Sex, and Date of Birth. The 'Caregiver Information' section follows, with fields for Caregiver ID, Name, Age, Sex, and Date of Birth. The main part of the form is the 'Fill Form - Nutritional Assessment Form'. It includes a 'Submit' button in the top right corner. The form is divided into several colored sections: a blue section for 'Anthropometrics' with weight and height fields; a green section for 'Health Status' with questions about household health, hand washing, and soap use; a red section for 'Clinical'; an orange section for 'Nutrition'; and a green section for 'VC Status'. A 'Back' button is located at the bottom left of the form. Red arrows point to the 'Submit' button and the 'Back' button.

- The "Caregiver & VC Status Update" form displayed is the form selected on the retrospective page.
- Select each form to fill in the required information and click "Submit" to save the form.
- Select "Back" to go back to the retrospective page and continue the process to fill out each required form for the household member.

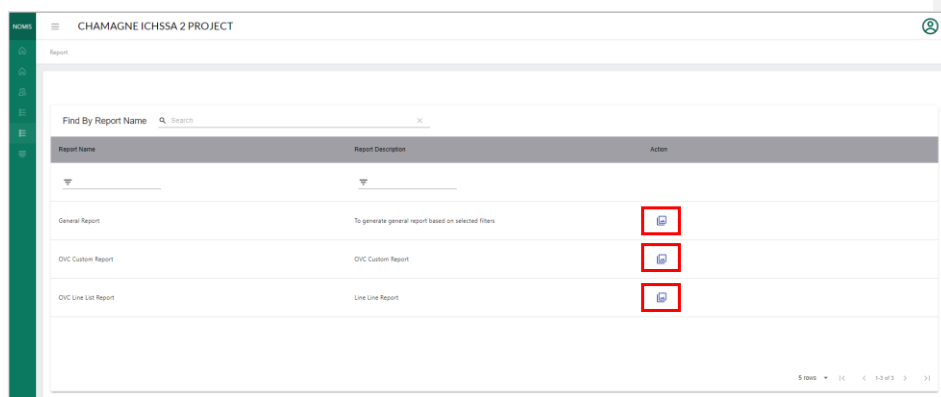
11. Report

GENERATING OR VIEWING A REPORT

The reports function is used to generate OVC program reports for dissemination and decision making.

- To generate reports, do the following.
- Select the “Reports” menu on the general menu pane on the right side of the screen.
- The report page is displayed as shown in the figure below.

Figure 11.1. Selecting a report type



There are three categories of reports that can be generated from the NOMIS.

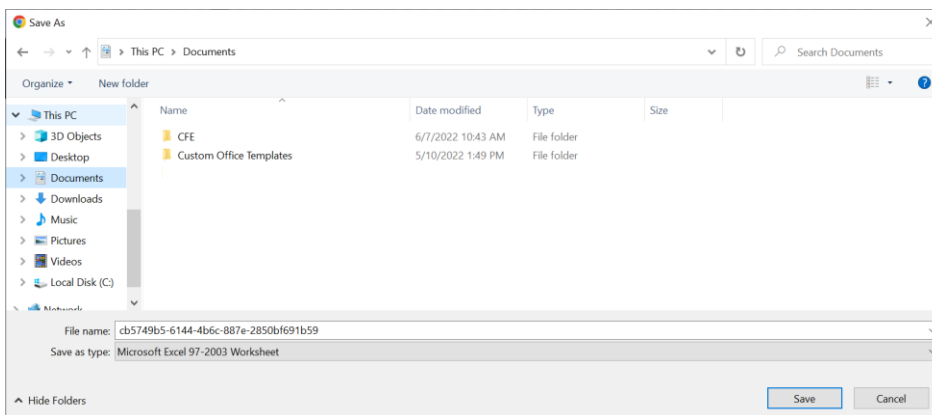
1. **General Report:** This presents an overall report of household members, either caregivers or vulnerable children, and the service(s) provided, their status, enrollment status, and follow-up status.

To generate the general report, select the icon by the side of each report type on the reports page as seen in **Figure 9.4** above, a redirected page is displayed to select the desired parameters in the figure below.

Figure 11.2. Selecting report filters

- **Step 1:** Under “Report Information”, select the report format under “Select Report Format”.
- **Step 2:** Select the required “Start Date” and an “End Date”.
- **Step 3:** Under “Report Filter”, select the required report filters as highlighted in the figure above.
- **Step 4:** Click “Submit” to generate your report. A pop-up window will be displayed to select a location to save your report as seen in the figure below.

Figure 11.3. Save report



- You can rename the report name for easy identification of the report after saving by editing the file name.
- Select a file location of your choice and click “Save”.

2. **OVC Custom Report:** The OVC custom report generates specific OVC program indicator reports for program monitoring and review.
 - To generate an OVC custom report, follow the steps highlighted above under “General Report”.
3. **OVC Line List Report:** this generates a line list of OVC data for each project. The line list can only be generated using the excel or CSV format.
 - The same steps highlighted under “General Report” will be used to generate the line list report.

TL-22-30

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