DATA.FI NIGERIA TOOL

National OVC Management Information System (NOMIS) User Guide

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Our appreciation goes to the Federal Ministry of Women Affairs (FMWA) for their enormous support of the development of the NOMIS. Special thanks go to all the implementing partners for their contribution to the NOMIS.

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VERSION HISTORY

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

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Abbreviations

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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

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.

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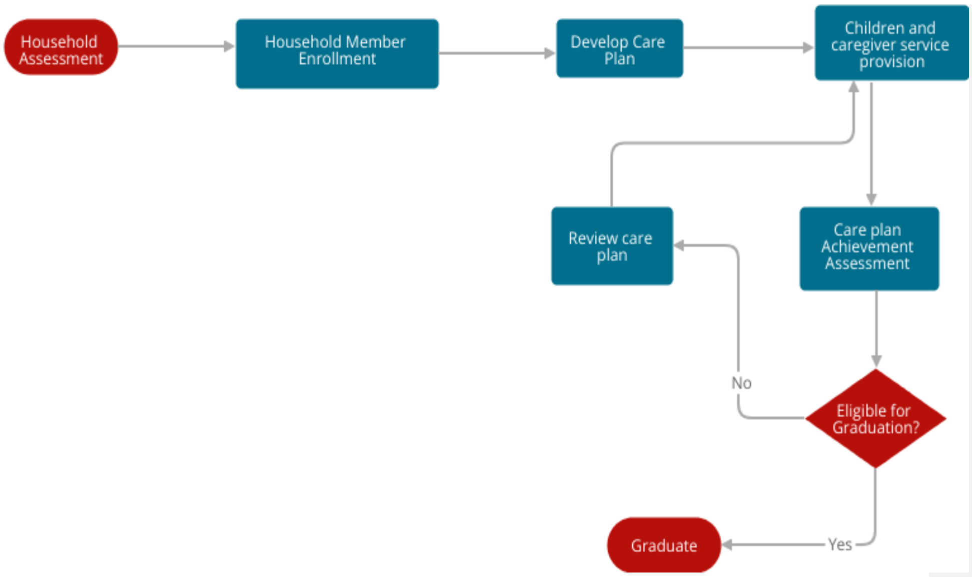
Figure 1. NOMIS Workflow



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.

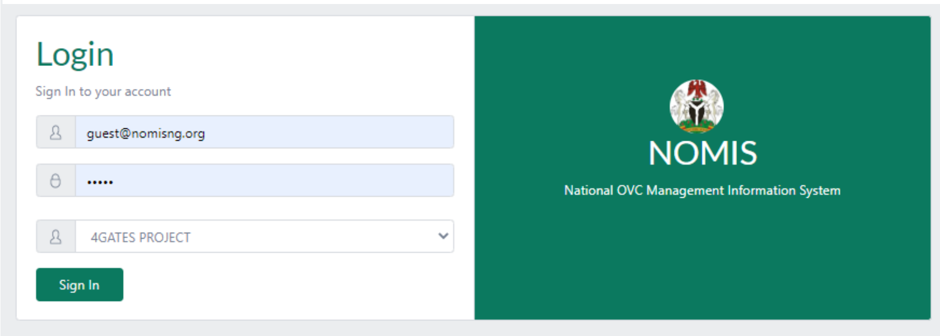
2. Logging into NOMIS

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



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.

Commented [RB10]: Denise, I'd suggest putting thin line rules on these screenshots so you can tell where they start and stop; some have white at top. And figure labels go above figures.

Figure 3. NOMIS dashboard

4. Household Management

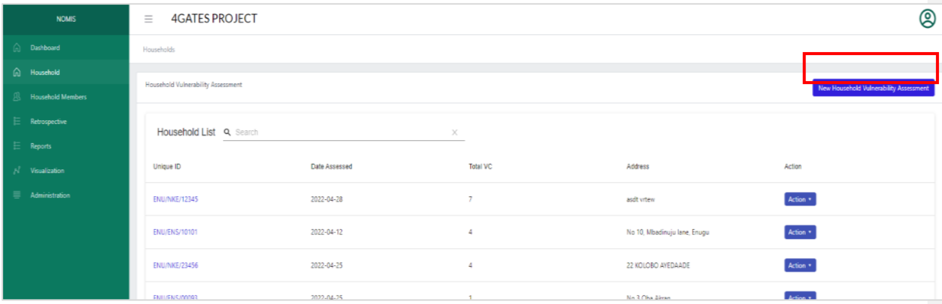
CREATE, EDIT, DELETE A HOUSEHOLD

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

Steps to registering a household:

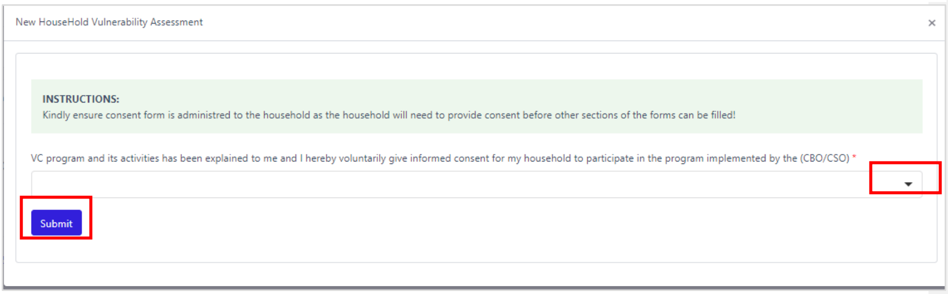
The household registration is the first step to enrolling a VC in the program. To register a household, select the household menu as seen in **Figure 3** above. **Figure 4.1** displays the household page. The steps below are taken to register a household.

Figure 4.1. Household dashboard



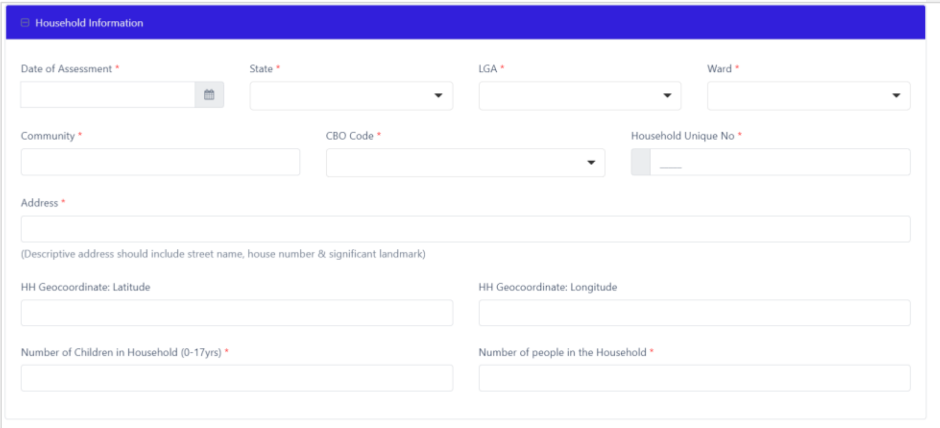
- The page title "4GATESPROJECT" represents the CBO project implementer implementing the OVC program.
- The table displayed on the body of the page represents the list of households already created.
- **Step 1**. To register a household, select "New Household Vulnerability Assessment." A pop-up page 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



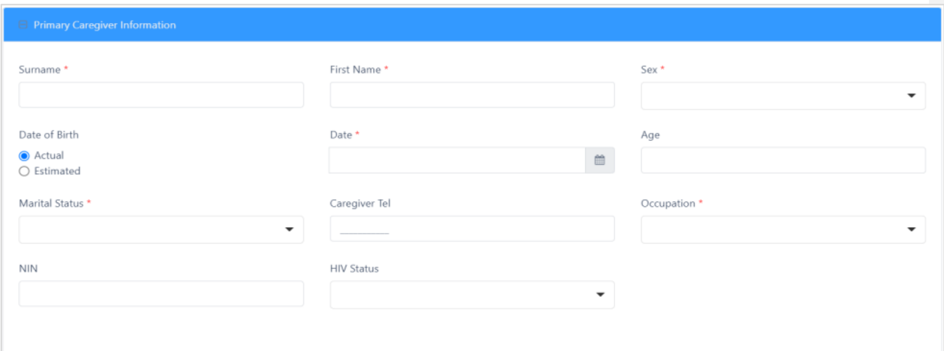
Step 2. Click the dropdown icon to select the “Yes” or “No” option, depending on the response gotten from the household. If “Yes” is selected, the “Household Information” form is displayed as seen in **Figure 4.3** below.

Figure 4.3. Household information



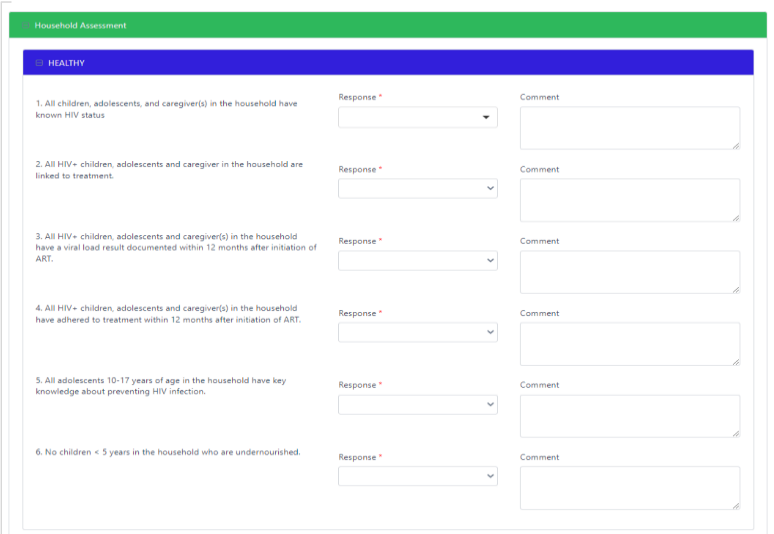
The fields marked “*” are compulsory fields to be filled by the user.

Figure 4.4 Primary caregiver information



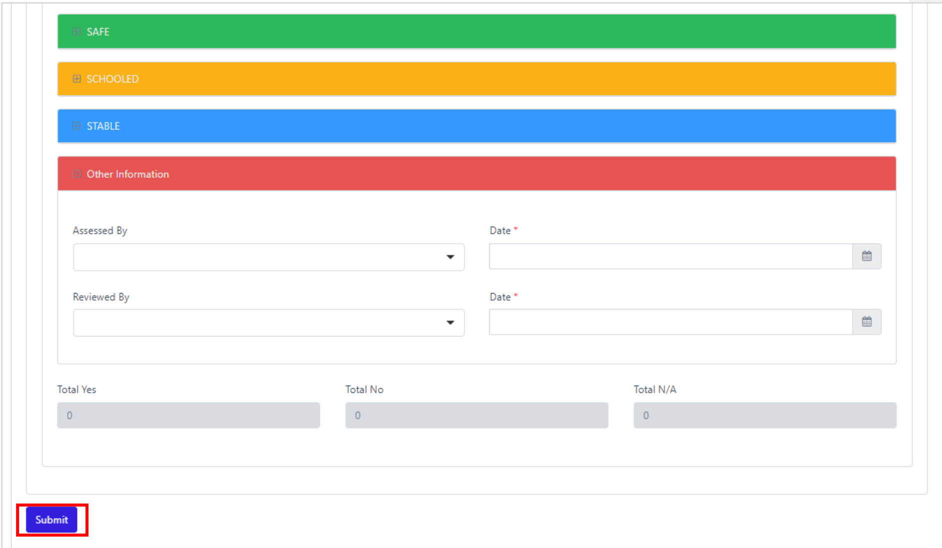
- After filling out the Household Information form, the next form—“Primary Caregiver Information” — is made available for entry as displayed in **Figure 4.4** below.
- Again, the fields marked “*” are compulsory fields to be filled by the user.
- The next forms to be filled in “Household Assessment”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

Figure 4.5. Household assessment - Healthy



- 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

Figure 4.6. Household Assessment - Other Forms



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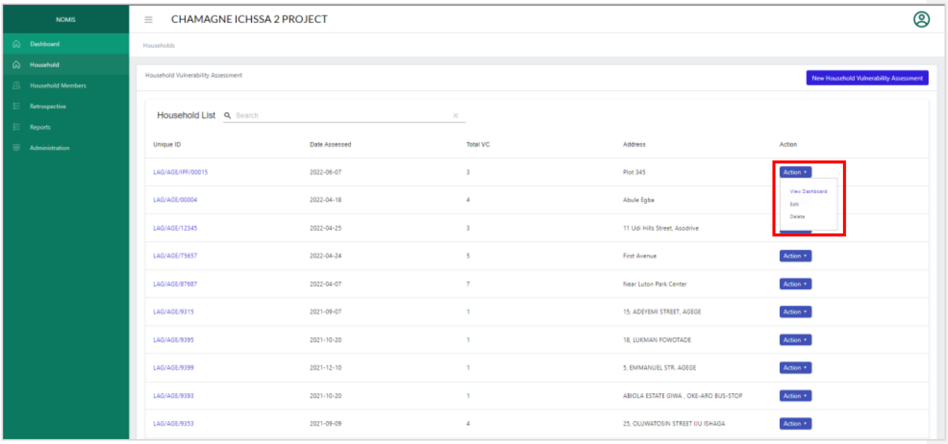
Steps to editing a household:

Figure 4.7. Editing household information

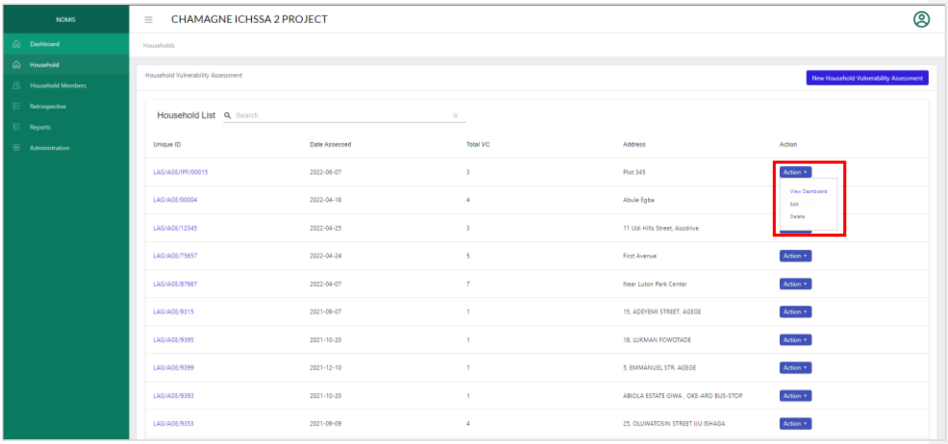


- **Step 1**: To edit household information, upon login, select “Household” on the left side menu bar. The list of households is displayed on the screen.
- **Step 2**: Select the Action drop-down icon on the right side of the household information you want to edit as shown in the figure above.
- **Step 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:

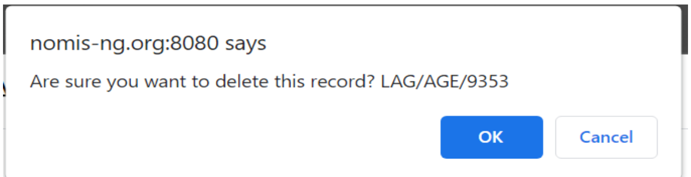
To delete a household from the system, follow the same steps described above.

Figure 4.8: Deleting household information



- **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

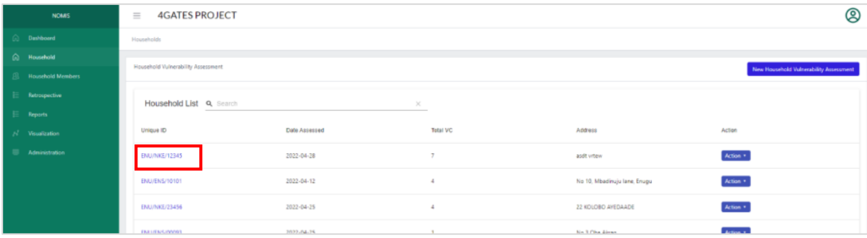


- Select “Ok” to delete the record or select “Cancel” to cancel the request.

5. Household Dashboard

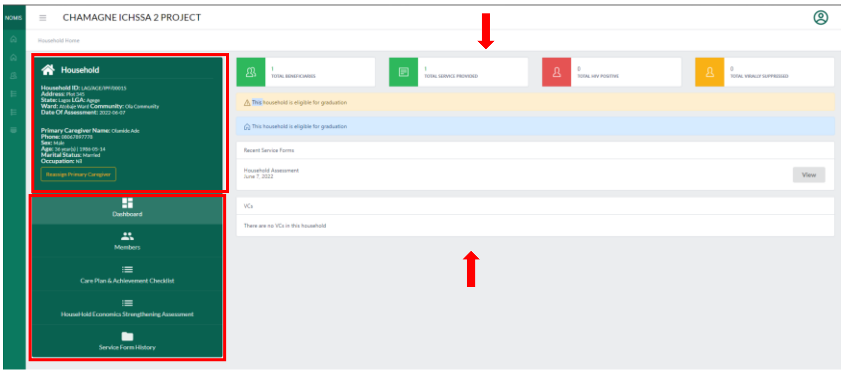
The following steps describe how to access a household domain and view the household dashboard and other features on the household domain.

Figure 5.1. Assessing a household dashboard



- 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)

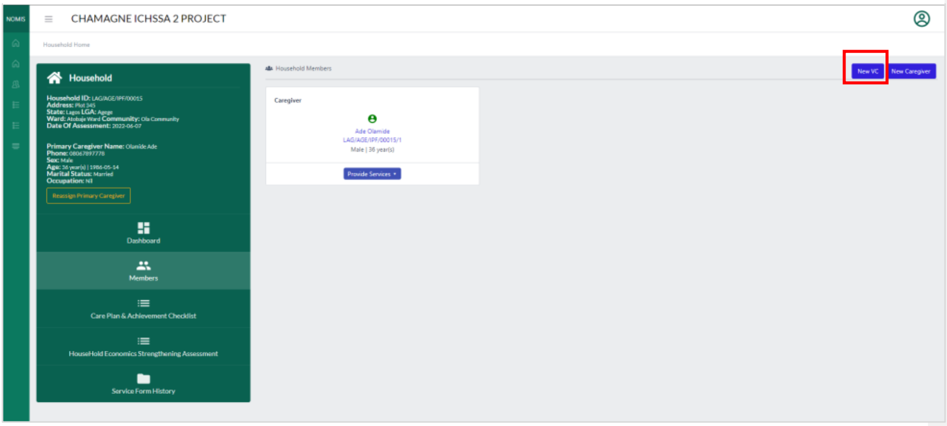
REGISTERING A HOUSEHOLD MEMBER (VC):

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

To register a household member (VC):

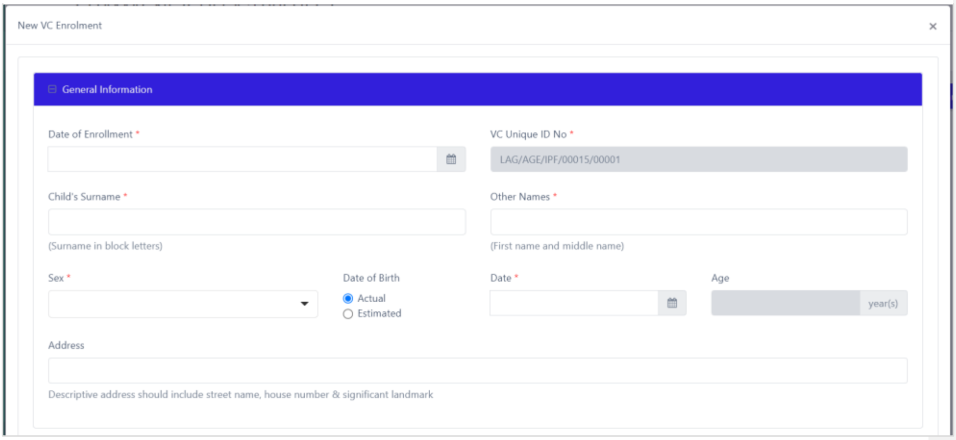
- **Step 1**: Select "Members" on the left side menu of the household dashboard as depicted in **Figure 5.2** above
    - A page is displayed as shown in the figure below.

Figure 6.1: Registering a new VC



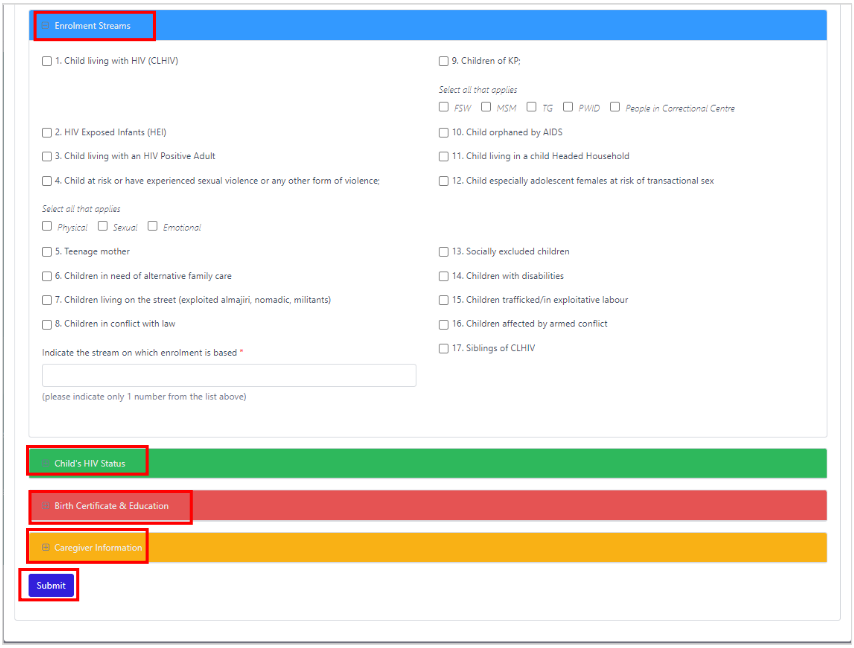
- **Step 2:** select "New VC" at the top right side of the screen to register a VC for the household. The VC forms are displayed as shown in **Figure 6.2** below.

Figure 6.2 VC Enrollment form – general information



- **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.

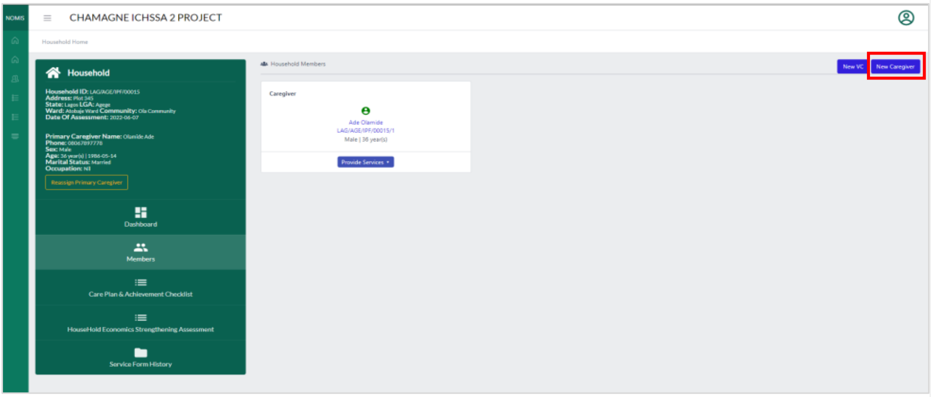
Figure 6.3. Other VC enrollment forms



REGISTERING A HOUSEHOLD MEMBER (CAREGIVER):

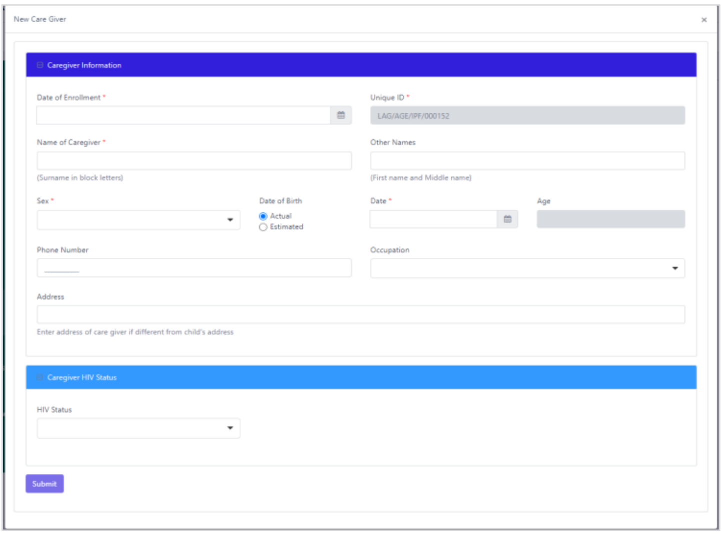
The new caregiver plays the role of a secondary caregiver and can stand in the place of the primary caregiver if the primary caregiver is unavailable.

Figure 6.4. Registering a new VC



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

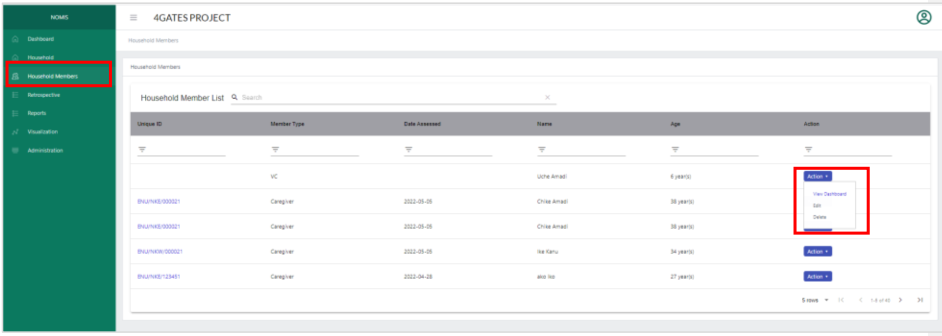


EDIT HOUSEHOLD MEMBER INFORMATION:

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



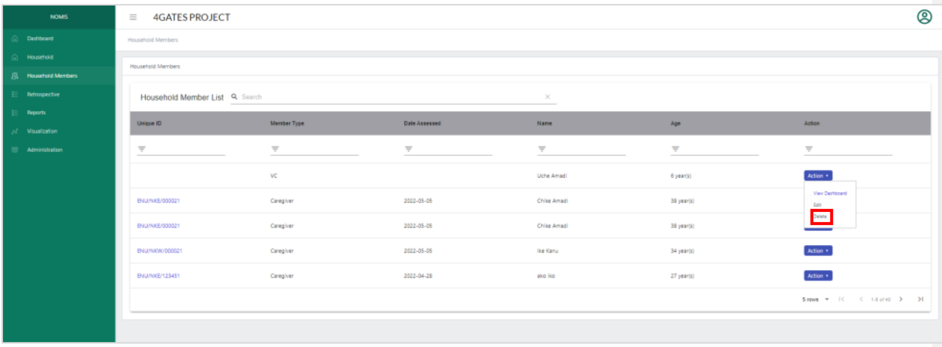
- **Step 2**: Select the “Action” drop-down on the household member information and select “Edit.”
    - The caregiver information forms are displayed. After editing, click submit to update information.

DELETE HOUSEHOLD MEMBER:

To delete a household member’s information:

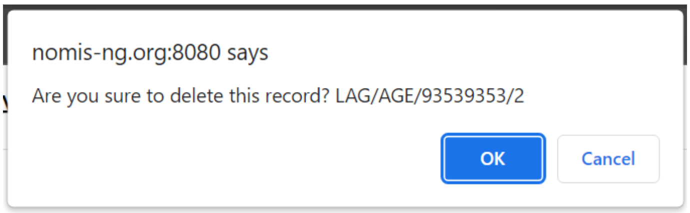
- **Step 1**: Select the “Action” drop-down on the household member information.

Figure 6.7. Delete caregiver information



- **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

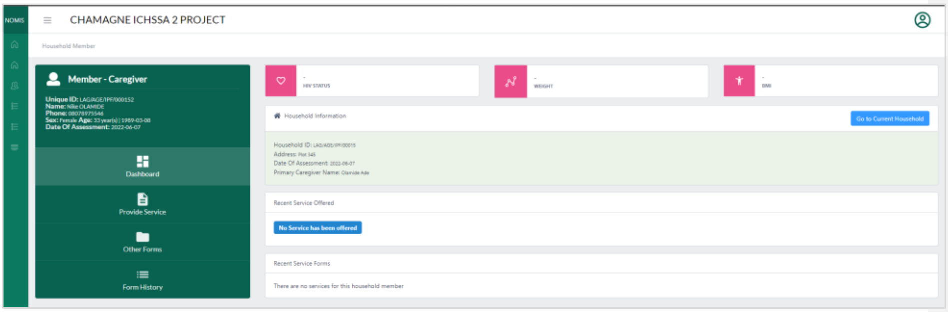


- **Step 3**: Select “Ok” to delete the record or select “Cancel” to cancel the request.

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

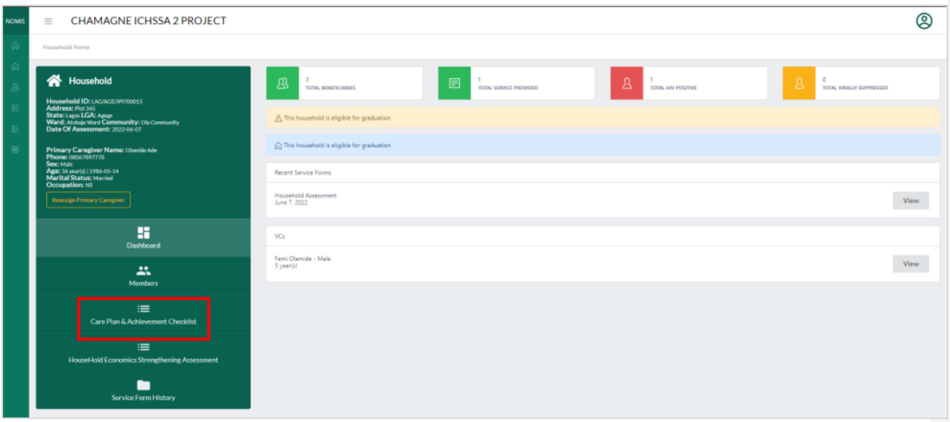
After registering a household and the household member(s), the next step is to develop a care plan based on the household's needs. The care plan has different domains to guide the needed care for each household, the domains can be updated depending on the needs of the program. Below is a list describing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

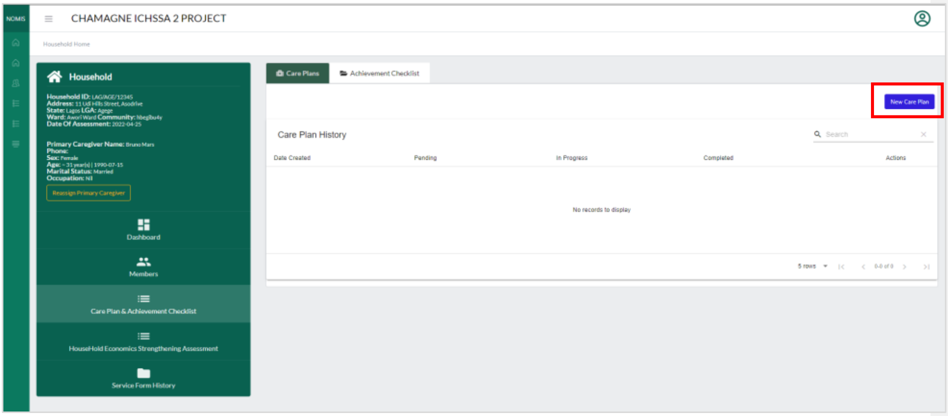
- **Step 1.** Select the "Household" on the NOMIS right menu pane.
- **Step 2.** A list of registered households is displayed on the screen.
- **Step 3.** Select the household ID of the household you want to develop a care plan for. You will be redirected to the household dashboard.
- **Step 4.** Select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

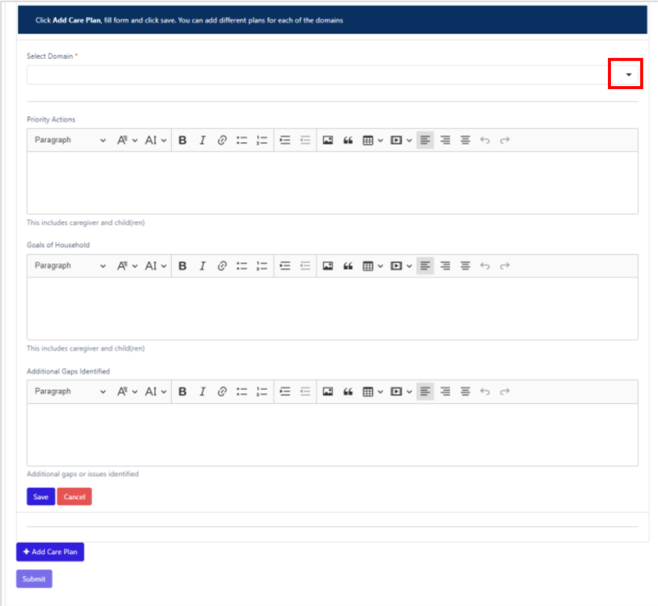


- **Step 5**: Select "New Care Plan" on the right side of the screen.
  - A pop-up page is displayed as shown in **Figure 7.3** below.

Figure 7.3. Add care plan

- **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.

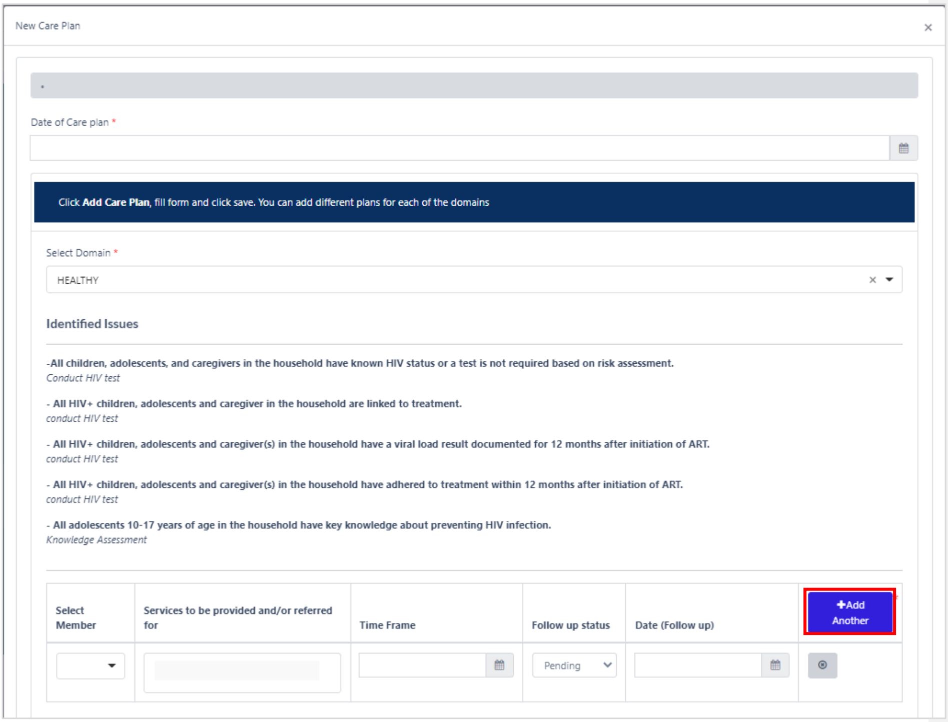
Figure 7.4. Select domain



  - 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.

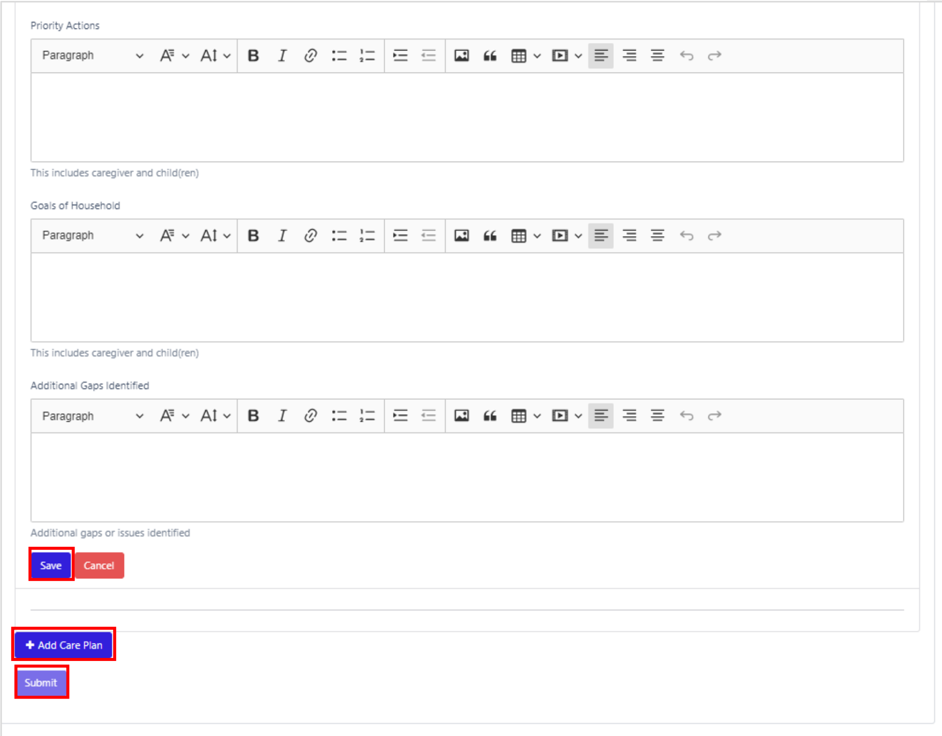
- **Step 8:** Fill in the required services to be provided as displayed in the figure below.

Figure 7.5. Add services



- **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.

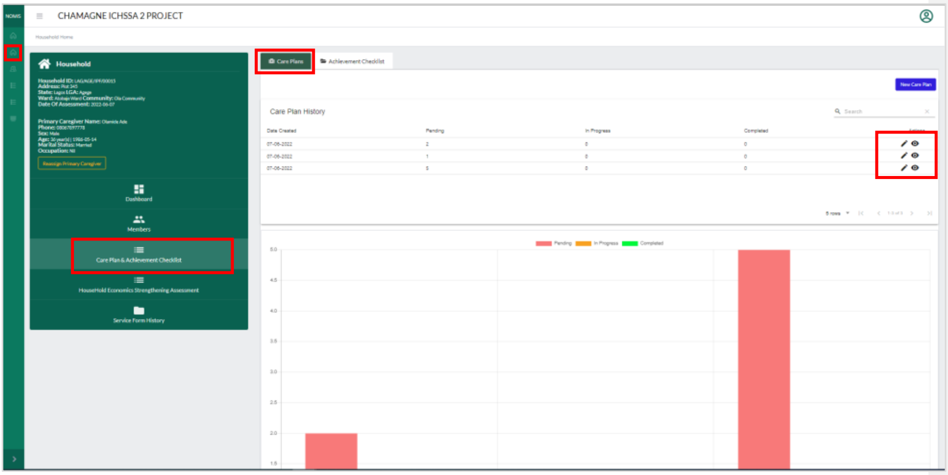
Figure 7.6 Adding and saving care plan



- **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.

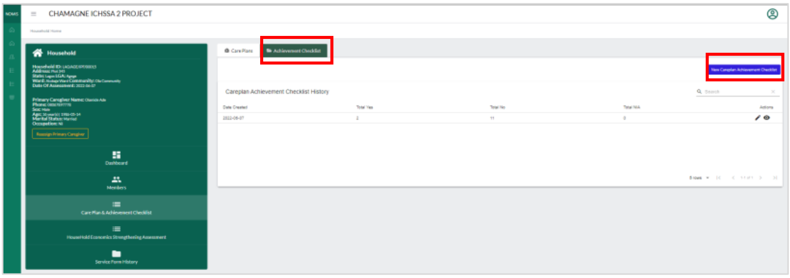
ACHIEVEMENT CHECKLIST

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.

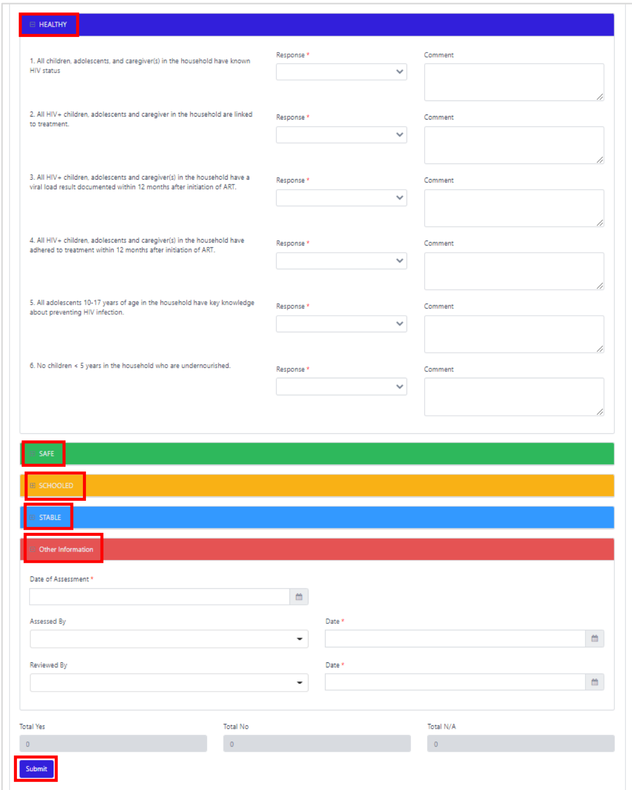
Commented [GS12]: The figure title for 7.8 was missing. I’ve added a placeholder title below, “Achievement Checklist”

Figure 7.8. Achievement Checklist



- The 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

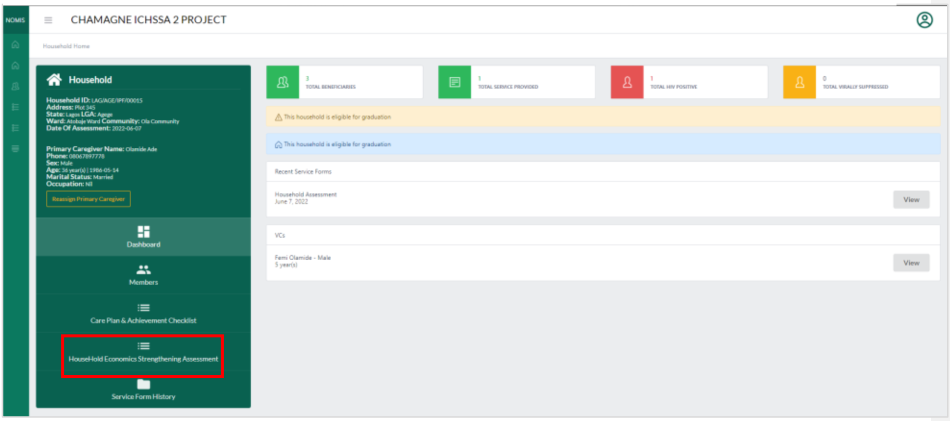


8. Household Economic Strengthening Assessment

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.

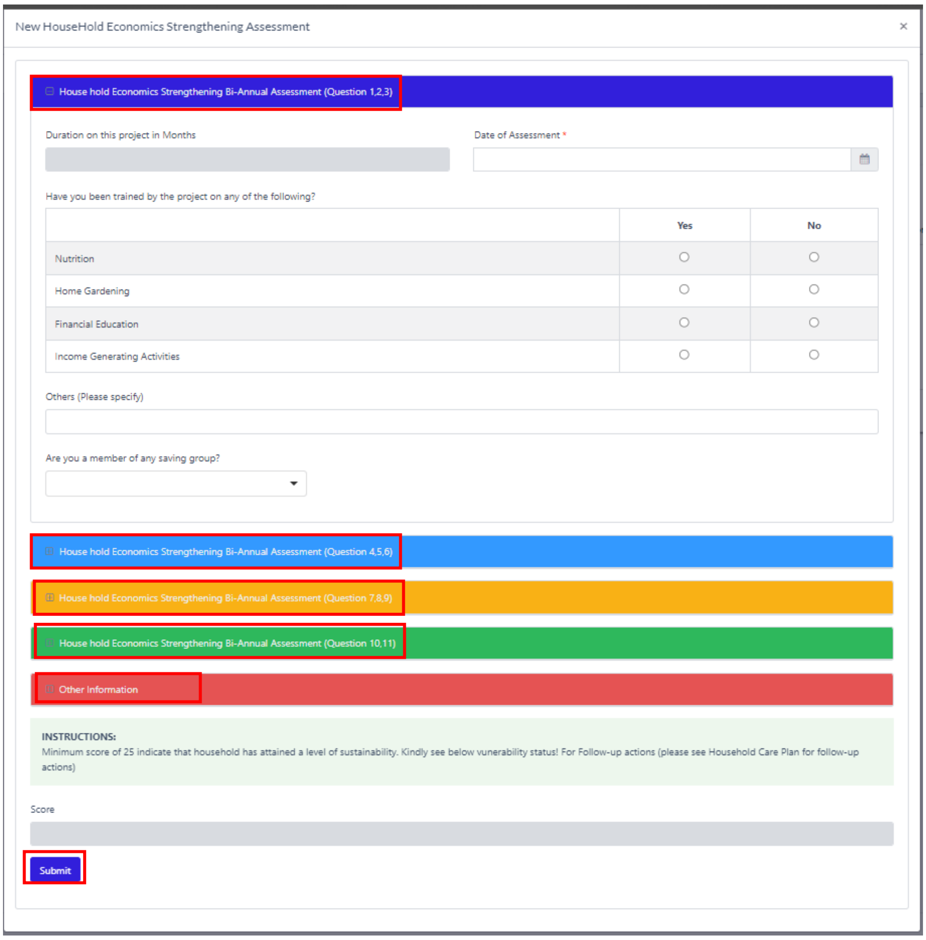
Figure 8.1. Household economic strengthening assessment



- The 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.

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.

Figure 8.2. Household economic strengthening assessment



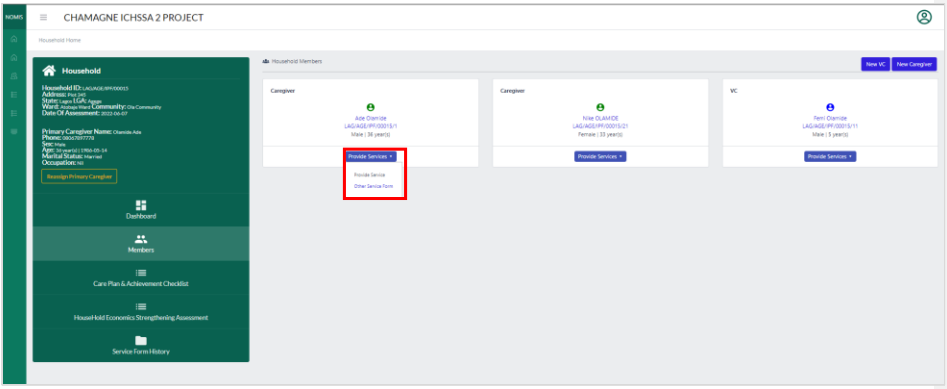
9. Provide Service (household | household member)

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.

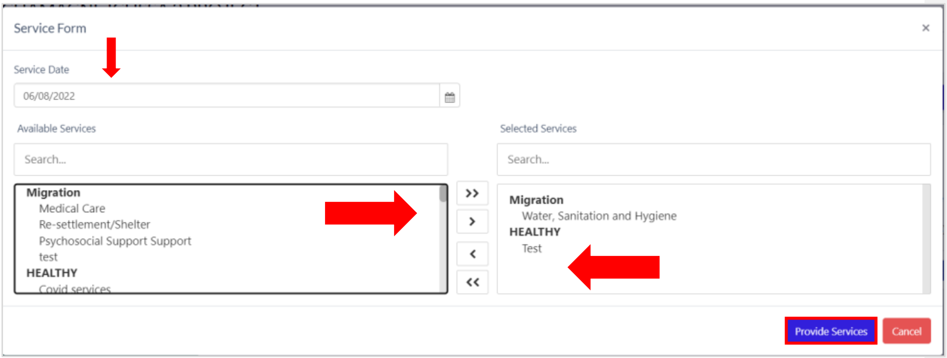
- **Step 1:** Select the second home icon which is the household icon on the left menu pane
- **Step 2:** The household list is displayed, select the household ID you intend to view or edit
- **Step 3:** The household dashboard is displayed, select "Members" on the left side menu of the household dashboard.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

Figure 9.1. Select provide service



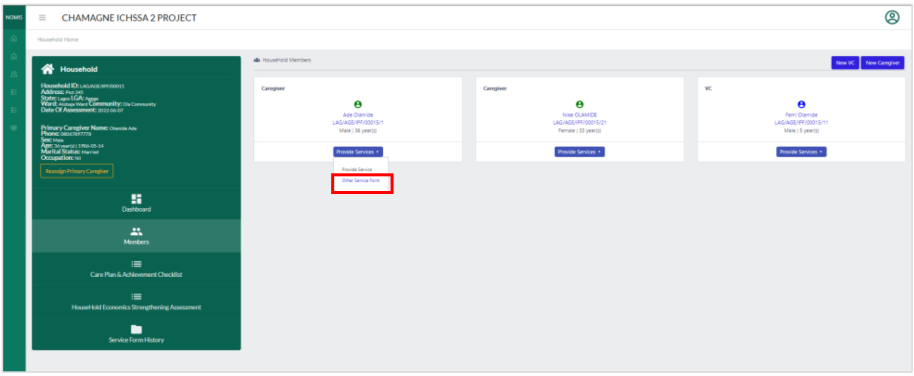
The service form is displayed to provide services(s) for the selected household member as seen below.

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.

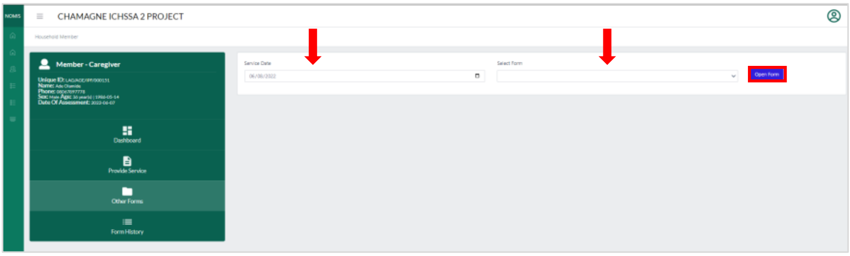
Figure 9.3: Other Service Form



  - 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".

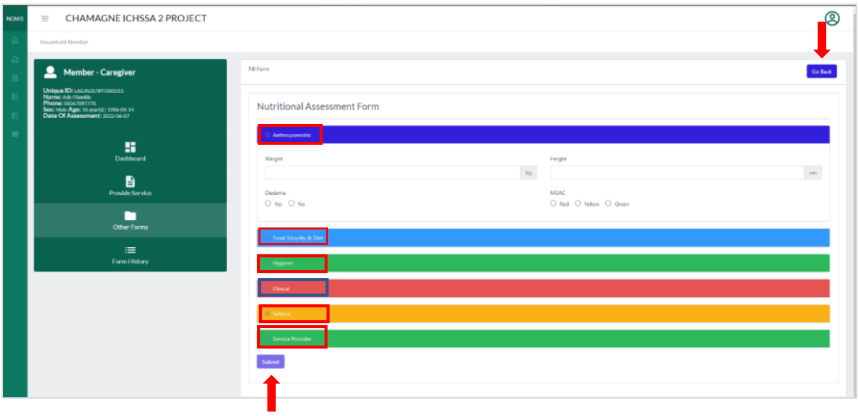
- You will be redirected to the household member dashboard to select the required forms and document the required services as displayed in the figure below.

Figure 9.4: Other Service Forms



- 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 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.

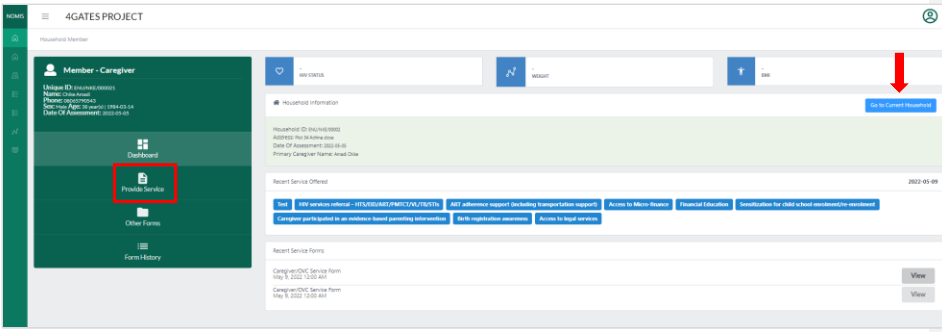
PROVIDING SERVICE THROUGH HOUSEHOLD MEMBER DASHBOARD - SCENARIO 2

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



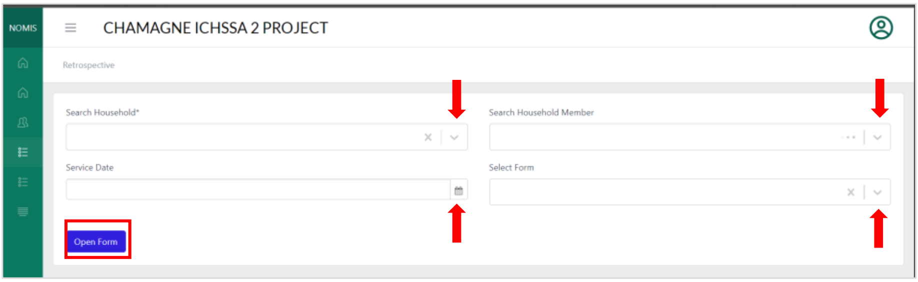
- The same service form as depicted in ***figure 8.2*** above is displayed. Repeat the steps highlighted above to select available services to be provided.
- The household member dashboard displays information about the household member and the household.
- To go back to the household dashboard, select “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.

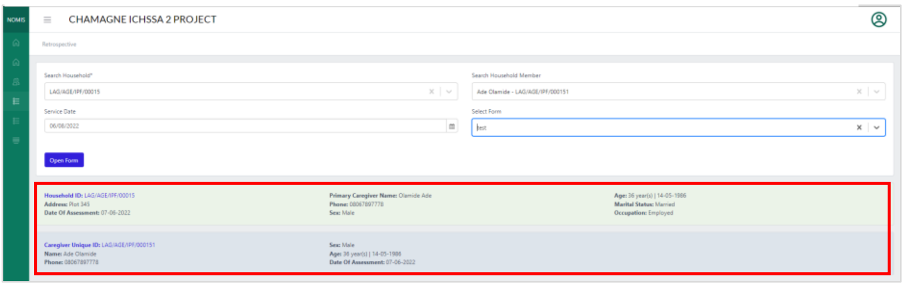
Figure 10.1: Retrospective Data Entry



- **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.

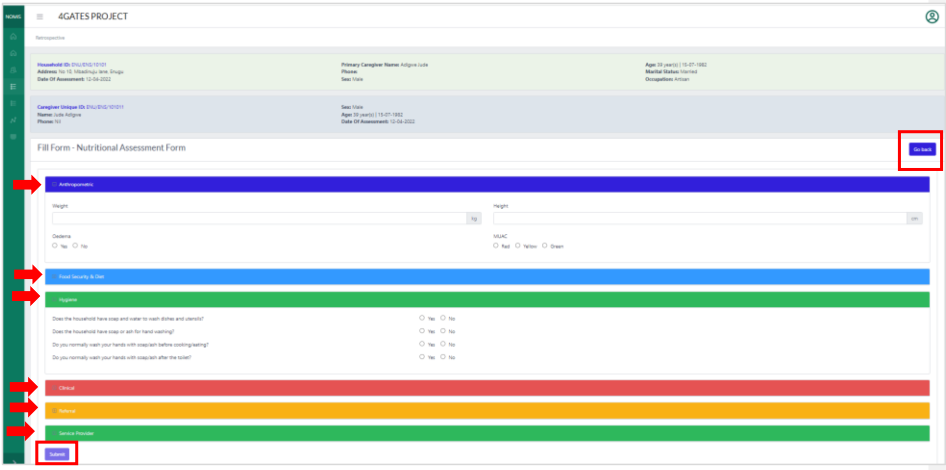
Figure 10.2: Retrospective view



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 "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.

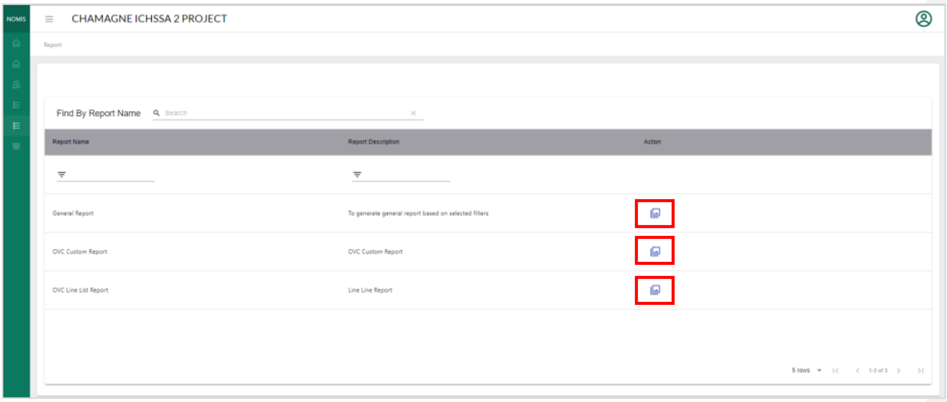
11. Report

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

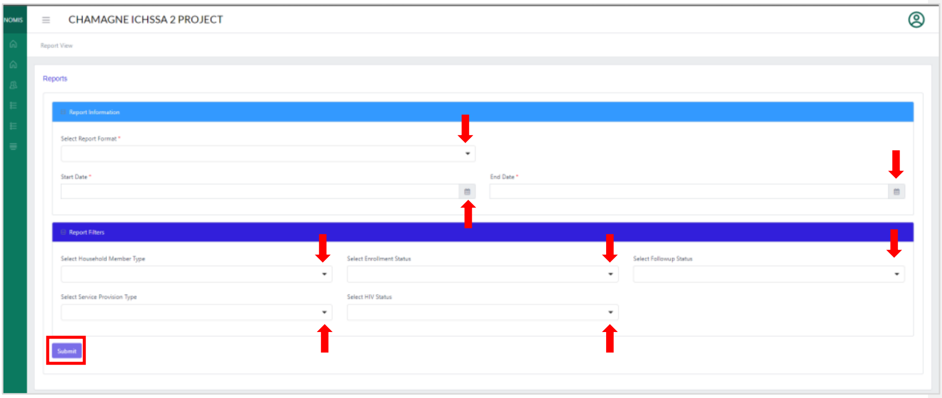


There are three categories of reports that can be generated from the NOMIS.

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.

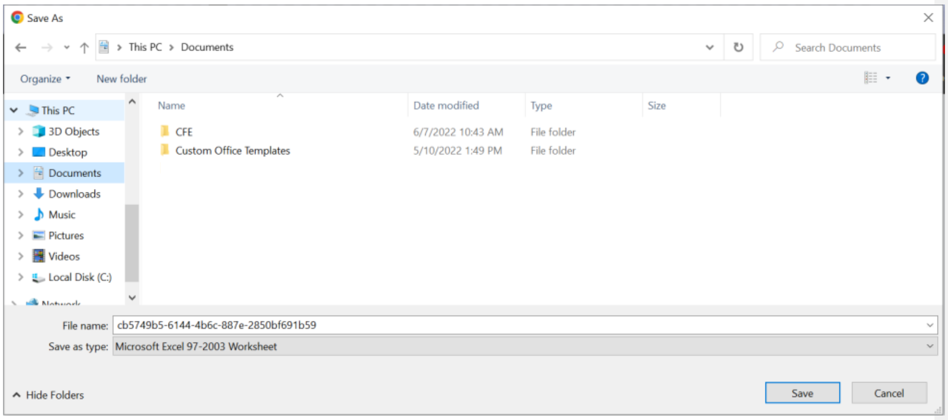
   To generate the general report, select the icon by the side of each report type on the reports page as seen in **Figure 9.4** above, a redirected page is displayed to select the desired parameters in the figure below.

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. **<u>OVC Custom Report</u>:** 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. **<u>OVC Line List Report</u>:** 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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