RapidPro Monitoring and Evaluation of the Management of SAM

Instructions for weekly analysis of CMAM and IYCF data

1. Export data for analysis and reminders

You will have to download five databases from RapidPro to make one data base for analysis and reporting. The five databases are: IMAM Register, IMAM Programme, IMAM Stock, IMAM LGA and State Warehouse & IYCF reporting.

First ensure that you have two folders C:\TEMP and C:\TEMP\Working. If you don’t have these folders. Make them. You will only have to look into C:\TEMP for inputs and results.

Log in to RapidPro <https://app.rapidpro.io/> and the UNICEF Nigeria Nutrition account.

To download data

* Click on The Name of the Flow (like IMAM Register)
* After the flow page opens, click on the little gear with small arrow on the top right of page
* Click on Results - the results page opens
* Click on Download button

The Export Flow Result page opens.

You will need to specify critical variables to include in the download.

In the Contact Fields, enter:

* Enter SiteID (make sure that it appears in a box with a small x preceding)
* Enter Type (again make sure that it appears in a box with a small x preceding)

On the same page

Check the first and third boxes for:

* + - Only export results for contacts which responded
    - Include all runs for each contact.

Click OK

You will receive an email with the downloadable data.

In the email, click on the download link.

The windows open file window will appear. Click OK.

When the excel file opens, click “Enable editing” in the top ribbon. This makes it easier to save.

Then select Save As

Save as C:/Temp/reg.xls

Repeat the above steps to save the remaining data.

* IMAM Program

Include also:

* + - SiteID

Save as C:/Temp/pro.xls

* IMAM Stock

Include also:

* + - SiteID

Save as C:/Temp/pro.xls

* IMAM State LGA Stock

Include also:

* + - SiteID

Save as C:/Temp/pro.xls

* IYCF

Include also:

* + - SiteID

Save as C:/Temp/iycf.xls

You have saved all data into C:/Temp

In Stata, make sure that you have IMAM Weekly Analysis.do. You can save this file anywhere. It is configured to look in C:\TEMP for the data.

In the do file. Select all (CTRL A) and run (CTRL D).

You will find the output for the Reminders in two files:

* ProMissReptWeek(WeekNumber).xls
* StoMissReptWeek(WeekNumber).xls

The OTP and Stabilisation Centre reminders are in ProMissReptWeek(WeekNumber).xls and the LGA and state level warehouse reminders are in the StoMissReptWeek(WeekNumber).xls file.

START with the OTP and Stabilisation Centre reminders.

In RapidPro:

* Click on Contacts
* Click on Import Contacts
* Click on Choose File
* Identify ProMissReptWeek(WeekNumber).xls
* Click on Import
* Click on Add Fields (it does not matter if you select or deselect message)
* The contacts are imported.

Go to RapidPro banner

* Click on Messages
* Click on Send Message
* Copy and paste the Programme Reports message into the message box

FOR PROGRAMME REPORTS and Stock Reports

Dear @contact from @contact.SiteName. This is a REMINDER to send missing PROGRAMME reports for week numbers @contact.promiss and STOCK reports for week numbers @contact.stomiss Thank you!

* In the address box (recipients, enter contacts or groups) enter ProMissReptWeek(WeekNumber)
* Click on Send Message
* The message should go out to all persons with outstanding programme and stock reports.
* Double check in the Sent Messages folder.
* In the RapidPro banner, click on Contacts.
* In the box on the left hand side, click on the group that you have just added.
* Click on the gear with the arrow on the top right
* Click Delete Group
* Confirm Delete Group
* If you remember to delete the groups that you have sent reminders for, you will not make errors to send the wrong message to the wrong group.

For the Stock Reports

* Click on Contacts
* Click on Import Contacts
* Click on Choose File
* Identify StoMissReptWeek(WeekNumber).xls
* Click on Import
* Click on Add Fields (it does not matter if you select or deselect message)
* The contacts are imported.

Go to RapidPro banner

* Click on Messages
* Click on Send Message
* Copy and paste the Programme Reports message into the message box

FOR STOCK REPORTS only

Dear @contact from @contact.SiteName. This is a REMINDER to send missing STOCK reports for week numbers @contact.stomiss Thank you!

* In the address box (recipients, enter contacts or groups) enter ProMissReptWeek(WeekNumber)
* Click on Send Message
* The message should go out to all persons with outstanding programme and stock reports.
* Double check in the Sent Messages folder.
* In the RapidPro banner, click on Contacts.
* In the box on the left hand side, click on the group that you have just added.
* Click on the gear with the arrow on the top right
* Click Delete Group
* Confirm Delete Group

Work completed up until present.

Reminder to State LGA officers to send stock report for week # 22, 23, 24, 25, 26 on 5 July 2016

Request to group NoSiteID to re-register on 5 July 2016

Reminder to CMAM Sites to send reports for week # 22, 23, 24, 25, 26 on 7 July 2016

Reminder to State LGA officers to send stock report for week # 22, 23, 24, 25, 26 on 5 July 2016

Reminder to CMAM Sites to send reports for week # 22, 23, 24, 25, 26, 27 on 13 July 2016

General Reminder to Reporters with difficulties to send messages.

Dear @contact Please don’t forget to use your Job Aid when you send messages . To start text SAM to 72221. Then wait for welcome message. After receiving the message, you can enter REG to register or PRO to send programme data. Thanks.

In training should request that their homework is to report all data for past and current month.

Analysis

Identify those who are reporting in advance, that is, week number = next week.

Errors Identified

Future reporting for programme and stocks

Reporting for week numbers more than 8 weeks in the past.

Misunderstanding about Stocks Reporting

Reporter sends stock balance at the beginning of the week instead of Cartons Received.

We can detect this if the RUTF CARTONS RECD = Bal of previous week.

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| state lga Name Level Post Type |

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1. | Sokoto MUHAMMAD BALA. |

2. | Sokoto Abdallah Ladan. First Coordinator |

3. | Sokoto BASHIRU abubakar. First Observer |

4. | Sokoto BUHARISMALAMI. First Coordinator |

5. | Sokoto HASSANMUHAMMADGALADANCI. First Stocks Manager |

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6. | Sokoto HASSANMUHAMMADGALADANCI. First Stocks Manager |

7. | Sokoto Kamaru Muhammad. First Technical Assistance |

8. | Sokoto Muhammad Ali Hamza. First Coordinator |

9. | Sokoto Nasiru Abubakar Umar. First Technical Assistance |

10. | Sokoto Nura Muazu. First Coordinator |

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11. | Sokoto Paul Mudzongo. First Database Manager |

12. | Sokoto Binji ARZIKA M0DE BINJI. |

13. | Sokoto Binji Umar A Umar. |

14. | Sokoto Binji SAHABI SHEHU. Second Coordinator |

15. | Sokoto Binji Abdullahi m hassan. Site Community Health Officer OTP |

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16. | Sokoto Binji BALA R MUH D. Site In Charge Hospital/PHC OTP |

17. | Sokoto Binji BALA R MUH D. Site In Charge Hospital/PHC OTP |

18. | Sokoto Binji BALA R MUH D. Site In Charge Hospital/PHC OTP |

19. | Sokoto Binji BASHAR ALIYU. Site In Charge Hospital/PHC OTP |

20. | Sokoto Binji Bashar Dikko. Site Community Health Officer OTP |

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21. | Sokoto Binji Bello A Sahabi Binji. Site Community Health Officer OTP |

22. | Sokoto Binji Christopher chukwu. Site Doctor SC |

23. | Sokoto Binji HASSAN UMAR. Site In Charge Hospital/PHC OTP |

24. | Sokoto Binji KABIRU GARBA BINJI. Site Community Health Officer OTP |

25. | Sokoto Binji Mustapha Usman. Site Community Health Officer OTP |

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26. | Sokoto Binji SAN. Site Nurse/Midwife SC |

27. | Sokoto Binji Umar a umar. Site Community Health Officer OTP |

28. | Sokoto Gada Aminu ABDULLAHI. |

29. | Sokoto Gada Aminu Abdullahi Gada. |

30. | Sokoto Gada AHMED MUHD. KADADI. Site In Charge Hospital/PHC OTP |

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31. | Sokoto Gada ALIYU IBRAHIM GADA. Site Community Health Officer OTP |

32. | Sokoto Gada ALIYU IBRAHIM. Site Volunteer OTP |

33. | Sokoto Gada Abdulaziz mohammad. Site Community Health Officer OTP |

34. | Sokoto Gada Aminu garba . Site Community Health Officer OTP |

35. | Sokoto Gada JAMILU IBRAHIM. Site Community Health Officer OTP |

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36. | Sokoto Gada JAMILU IBRAHIM. Site Community Health Officer OTP |

37. | Sokoto Gada Manir Hassan. Site Community Health Officer OTP |

38. | Sokoto Gada Salihu abdullahi gada. Site Community Health Officer OTP |

39. | Sokoto Gada Tanimu Salisu Argungu. Site Doctor SC |

40. | Sokoto Gada Tanimu salisu Argungu. Site Doctor SC |

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41. | Sokoto Gada ZAHARADEEN MUHAMMED. Site Community Health Officer OTP |

42. | Sokoto Gada ZAYYANU SULEMAN WAURU. Site In Charge Hospital/PHC OTP |

43. | Sokoto Goronyo AWAISU AHMED. |

44. | Sokoto Goronyo IBRAHIM BAWA. OTP |

45. | Sokoto Goronyo UWAIS AHAMAD. Second Coordinator |

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46. | Sokoto Goronyo ABDULLAHI GARBA D GWAGGO. Site Community Health Officer OTP |

47. | Sokoto Goronyo ABDULLAHI N B ALIYU. Site In Charge Hospital/PHC OTP |

48. | Sokoto Goronyo Abdullah Ahmed. Site In Charge Hospital/PHC OTP |

49. | Sokoto Goronyo BUHARI YUSIF . Site In Charge Hospital/PHC OTP |

50. | Sokoto Goronyo John T Anusiem . Site Doctor SC |

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51. | Sokoto Goronyo MUHAMMAD YUSUF GORAU. Site In Charge Hospital/PHC OTP |

52. | Sokoto Goronyo NUHU IBRAHIM. Site In Charge Hospital/PHC OTP |

53. | Sokoto Goronyo SHAFIU NUHU. Site Community Health Officer OTP |

54. | Sokoto Goronyo Umar halilu. Site Technical Assistance OTP |

55. | Sokoto Goronyo Zayyanu Muhd yari. Site Community Health Officer OTP |

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56. | Sokoto Gudu Pro. |

57. | Sokoto Gudu ABDULLAHI USMAN. Second Stocks Manager |

58. | Sokoto Gudu ABUBAKAR ALIYU DAGEL. Site LabTech-Pharm SC |

59. | Sokoto Gudu AUWAL SHEHU. Site In Charge Hospital/PHC OTP |

60. | Sokoto Gudu Abubakar Usman Gwadabawa. Site LabTech-Pharm OTP |

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61. | Sokoto Gudu Aminu namakka balle. Site Community Health Officer OTP |

62. | Sokoto Gudu IBRAHIM ALIYU. Site In Charge Hospital/PHC OTP |

63. | Sokoto Gudu Jamilu abubakar 72221. Site Community Health Officer OTP |

64. | Sokoto Gudu MOHAMMED BOYI . Site In Charge Hospital/PHC OTP |

65. | Sokoto Gudu MUHAMMAD BALA. Site LabTech-Pharm OTP |

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66. | Sokoto Gudu MUSA MANUGA. Site In Charge Hospital/PHC OTP |

67. | Sokoto Gudu USMAN MOHD MANDE . Site In Charge Hospital/PHC OTP |

68. | Sokoto Gudu john ekene nwosu. Site Doctor SC |

69. | Sokoto Gudu sammuhammadyahaya. Site Community Health Officer OTP |

70. | Sokoto Illela ALIYU DANINDO. Site In Charge Hospital/PHC OTP |

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71. | Sokoto Illela Abdullahi lawali araba. Site In Charge Hospital/PHC OTP |

72. | Sokoto Illela Aliyu s Atiku. Site Nurse/Midwife SC |

73. | Sokoto Illela BAYERO ABDULLAHI . Site In Charge Hospital/PHC OTP |

74. | Sokoto Illela DAHIRU HAMZA. Site Community Health Officer OTP |

75. | Sokoto Illela Hassan yahaya. Site Community Health Officer OTP |

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76. | Sokoto Illela JAMILU GARBA. Site In Charge Hospital/PHC OTP |

77. | Sokoto Illela KABIRU UMAR. Site Community Health Officer OTP |

78. | Sokoto Illela Mustapha Ibrahim. Site In Charge Hospital/PHC OTP |

79. | Sokoto Illela NURA ALTINE. Site Community Health Officer OTP |

80. | Sokoto Illela Turu Umar. Site Doctor SC |

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81. | Sokoto Sabon Birni Idris Abubakar. |

82. | Sokoto Sabon Birni Amina bello. Second Coordinator |

83. | Sokoto Sabon Birni Ani Samuel . Site Doctor SC |

84. | Sokoto Sabon Birni Attahir Bala. Site Technical Assistance OTP |

85. | Sokoto Sabon Birni DAHIRU BALA. Site In Charge Hospital/PHC OTP |

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86. | Sokoto Sabon Birni ELISBATH MBONU. Site Nurse/Midwife OTP |

87. | Sokoto Sabon Birni Faruk sakin gobir. Site In Charge Hospital/PHC OTP |

88. | Sokoto Sabon Birni IBRAHIM MAGAJI JADI. Site In Charge Hospital/PHC OTP |

89. | Sokoto Sabon Birni Mahe ibrahim. Site Community Health Officer OTP |

90. | Sokoto Sabon Birni Muhammad Ibrahim . Site In Charge Hospital/PHC OTP |

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91. | Sokoto Sabon Birni NURA ABDULLAHI G.V. Site Community Health Officer OTP |

92. | Sokoto Sabon Birni Sanusi s. Noma. Site Community Health Officer OTP |

93. | Sokoto Sabon Birni Umar salihu. Site Community Health Officer OTP |

94. | Sokoto Sabon Birni Umar yakubu 3313110029. Site Community Health Officer OTP |

95. | Sokoto Sabon Birni Yahaya haruna. Site Community Health Officer OTP |

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96. | Sokoto Sokoto North Endaline Ngozi Ezeri. Site Nurse/Midwife SC |

97. | Sokoto Sokoto North SADIYA UMAR. Site In Charge Hospital/PHC SC |

98. | Sokoto Sokoto North SADIYA UMAR. Site In Charge Hospital/PHC SC |

99. | Sokoto Sokoto South AISHATU M BELLO. Site Community Health Officer OTP |

100. | Sokoto Sokoto South DAHIRU SANI. Site Community Health Officer OTP |

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101. | Sokoto Sokoto South Dahiru Aminu. Site LabTech-Pharm OTP |

102. | Sokoto Sokoto South FATIMA ABUBAKAR. Site Community Health Officer OTP |

103. | Sokoto Sokoto South HAJARA LAWAL. Site Nurse/Midwife SC |

104. | Sokoto Sokoto South HALIMA BELLO. Site Community Health Officer OTP |

105. | Sokoto Sokoto South Halima bello. Site Community Health Officer OTP |

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106. | Sokoto Sokoto South JAMILA KABIR. Site Community Health Officer OTP |

107. | Sokoto Sokoto South KALTUMI ADAMU ALIYU. Site Community Health Officer OTP |

108. | Sokoto Sokoto South Kasim umar isa. Site Technical Assistance OTP |

109. | Sokoto Sokoto South Kasimu abubakar . Site Community Health Officer OTP |

110. | Sokoto Sokoto South MUHAMMAD SHEHU. Site Community Health Officer OTP |

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111. | Sokoto Sokoto South Maryam Abdul razaq. Site LabTech-Pharm OTP |

112. | Sokoto Sokoto South Sirajo bello . Site Community Health Officer OTP |

113. | Sokoto Sokoto South Zahra abdullahi. Site Nurse/Midwife SC |

114. | Sokoto Tangaza Dominic Elue. Second Coordinator |

115. | Sokoto Tangaza SANUSI. Second Stocks Manager |

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116. | Sokoto Tangaza ABDULGANIYY OLALEKAN KAZEEM. Site Doctor SC |

117. | Sokoto Tangaza ABUBAKAR M.ISAH. Site Community Health Officer OTP |

118. | Sokoto Tangaza ASABE MUHD SULE. Site Community Health Officer OTP |

119. | Sokoto Tangaza Abubakar ladan. Site In Charge Hospital/PHC OTP |

120. | Sokoto Tangaza Garba muhammad. Site In Charge Hospital/PHC OTP |

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121. | Sokoto Tangaza HANNATU USMAN. Site LabTech-Pharm OTP |

122. | Sokoto Tangaza IBRAHIM YUSUF. Site In Charge Hospital/PHC OTP |

123. | Sokoto Tangaza Junaidu abubakar. Site In Charge Hospital/PHC SC |

124. | Sokoto Tangaza Shehu muhammad kimba. Site Community Health Officer OTP |

125. | Sokoto Tangaza UMMARU MANI. Site Community Health Officer OTP |

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126. | Sokoto Tangaza ZAINAB ABDULLAHI. Site In Charge Hospital/PHC OTP |

127. | Sokoto Wamakko Rukayya musa. Second Coordinator |

128. | Sokoto Wamakko Abdullahi Muhammad. Site In Charge Hospital/PHC OTP |

129. | Sokoto Wamakko Aishatu ibrahim. Site Community Health Officer OTP |

130. | Sokoto Wamakko Fatima adamu. Site Community Health Officer OTP |

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131. | Sokoto Wamakko Jamila yusuf. Site Community Health Officer OTP |

132. | Sokoto Wamakko MANSUR YUSUF. Site Community Health Officer OTP |

133. | Sokoto Wamakko MARYAM MIKAILU. Site Community Health Officer OTP |

134. | Sokoto Wamakko Rabi ibrahim. Site Community Health Officer OTP |

135. | Sokoto Wamakko Rashidat sanusi. Site In Charge Hospital/PHC OTP |

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136. | Sokoto Wamakko SaLeh Asabe. Site Community Health Officer OTP |

137. | Sokoto Wamakko Saleh Asabe. Site Community Health Officer OTP |

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