



DREAMS WEB APPLICATION USER MANUAL

Standard Operating Procedure

Department:	MONITORING AND EVALUATION.
Date SOP was written:	10/04/2016
Name of SOP	DREAMS WEB APPLICATION MANUAL
Date SOP was approved by Department:	
Head of department:	
Written By:	
Reviewed By:	
Approved By:	

Glossary of terms:

DREAMS –Determined Resilient Empowered AIDS Free Mentored and Safe lives

AGYW - Adolescent Girls and Young Women

URL – Universal resource locator

IP – Implementing partner

USG-United States Government

UCSF-University of California, San Francisco

Overview of DREAMS Program

DREAMS program in Kenya is a 2year program (2016-2017) being implemented in 4 Counties (Nairobi, Kisumu, Siaya and Homabay). The program targets adolescent girls and young women (AGYW). Owing to the comprehensive nature of the services offered in the program, a robust database is necessary to monitor the AGYW enrolled and the services that each of them receive over the 2 years.

Purpose of the Manual and Target Audience.

Purpose: The DREAMS Web Database is manual is meant to be a reference guide for DREAMS stakeholders who will interact with the web database at various levels. It offers a step by step guide on how to navigate through the database.

Audience: The manual is meant for use by the following who are key in DREAMS implementation;

- USG Activity Managers and SI staff
- UCSF M&E staff
- DREAMS Implementing Partners

Overview of the DREAMS Web Database

Briefly state what the database is built on, fact that its web based, how to access---etc

The system will be accessed through the web browser using (laptops or desktops). Internet connection will be required to access the system

Purpose of the database

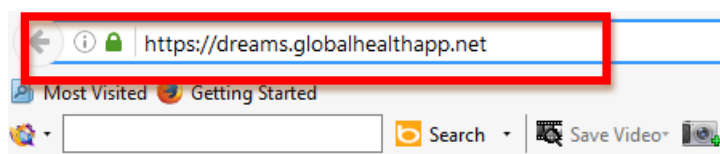
Data collection and storage: DREAMS database will be used in the DREAMS program to collect and store baseline information of AGYW as well as the interventions that each girl receives within the program

Reporting: The application will help in reporting on interventions offered to AGYW

Viewing and editing demographic information: The web application will be the portal through which one shall review the demographic information collected through the Open Data Kit (ODK) application.

Getting started on DREAMS database:

- Being an online application, it is launched on a web browser using a laptop/desktop with internet connection.
- On the url, enter DREAMS url <http://dreams.globalhealthapp.net>, then click enter or go depending on the web browser you are using.as shown below

**Figure 1: Enter the URL for the DREAMS database**

- A login screen requesting your DREAMS credentials will appear: username and password

Sign in

Use your DREAMS username and password

Username

Username

Password

Password

Log in

[I forgot my password](#)

Figure 2: Dreams Login screen**Login to Database**

- Dreams system is a restricted application and requires Organizational and ICT approval to get credentials and gain access. The credentials are given by the ICT team.
- Enter your assigned credentials as shown in figure 3

Figure 3: Enter the credentials

- Then click on login and the screen below will display.

Figure 4: login screen

Forgot your password?

- In instances when you have forgotten your credentials, click on the I forgot link “forgot my password “ shown in figure 4

The screenshot shows the DREAMS web application login interface. At the top left is the DREAMS logo, and at the top right is a 'Help' link. The central section is titled 'Sign in' with the instruction 'Use your DREAMS username and password'. It features two text input fields for 'Username' and 'Password', followed by a blue 'Log in' button. A red rectangular box highlights a link labeled 'forgot my password' positioned directly below the 'Log in' button. The footer contains a horizontal banner with the words 'Determined', 'Resilient', 'Empowered', 'AIDS-Free', 'Mentored', and 'Safe' in colored boxes, and logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV, and Gilead.

figure 4: Forgot password

- The message “please contact system administrator for a new password” will pop up on your screen.
- Only the system administrator can reset your password.

Figure 4A: Forgot password

Account Management:

- Under account management, there is the option of changing password and logout from the system.

username	Full name	Roles	Implementing partner	Status	Date Joined	Action
macharia34	James maina	Data Manager	Aphiapius Western	Active	Sep 15, 2018	Deactivate
no	no	Data Manager	ABIA	Active	Sep 15, 2018	Deactivate

Figure 5: Account management

- Click change password when you want to change your password.
- Change password screen will pop up. Enter your current password then the new password and finally confirm the new password.
- Click submit to change password, shown figure 6

Figure 6: Changing password

Accessing the User:

- **User management:** Due to the sensitivity of the data being stored in the application, there is need for strict access control of what data can be viewed by who and when.

Figure 7: User management

- There are four different types of users

Types of users

- i. **System Administrator:** System administrators are system developers whose responsibilities include training users on system use and offering post training system support

- They can access the whole system, have all rights
- They have rights to:
 - Adding users in the system
 - Giving rights to IP users
 - Resetting user's password

UCSF M&E Officers and USG Activity Managers- UCSF M&E Officers offer M&E support to DREAMS IPs. On the other hand, USG Activity Managers give programmatic TA on DREAMS implementation while their SI counterparts backstop overall Monitoring, Evaluation and Reporting of DREAMS.

- They have rights to:
 - View data entered by all IPs without time restrictions
 - However, they cannot enter, change or edit any record. They cannot add or delete users.

IT Support

- These are ICT Officers (Title may vary by IP) in each IP expected to support users in troubleshooting the system or devices used for data collection
- They have rights to;
 - Manage user
 - Change user status
 - Manage audit

Data Manager (Title may vary by IP)

- This cadre oversees the data entry personnel's work within an IP. They cannot view data of other IPs

- Their rights include:
 - Can search an AGYW by DREAMS ID to view client data and intervention offered
 - Search an AGYW by name
 - Manage, add, change and delete interventions and audit
 - Can view AGYW records without time restriction

Data Entry Personnel

- These are the staff that perform data collection and entry roles.
- They have the following rights;
 - Can add/edit client interventions
 - Search clients by DREAMS ID
 - Manage clients
- Below is a data entry screen;

DREAMS
ADVANCING PROGRESS FOR
OUR WOMEN AND YOUTH
IN KENYA & RWANDA

Account ▾

DREAMS Client List

Enter DREAMS ID or Name

Search for DREAMS clients by typing DREAMS id in the input above.

DREAMS ID	Name	Date of Enrollment	Actions
3/23/09	eva otieno mecy	2016-09-04	Interventions ▾

Determined Resilient Empowered AIDS-Free Mentored Safe Determined Resilient En

PEPPAR BILL & MELINDA GATES foundation GirlEffect Johnson & Johnson ViiV GILEAD

Figure 8: Data entry login screen

Adding a new user:**Who is vested with this responsibility?**

- Click on add user

- A new user window pops up, where you are to select the IP for which you want to add a user to.

There will be other details that will be needed to register a new user: -

- Role: what is the user going to do in the context of the DREAMS online platform. This may be different from what their job description has.
- First name: This is the first name of the client
- Last Name: This is the last name of the client
- Email address: The user email address should be active as this is where the instructions on how to login will be sent.
- Username: The user name should be something that is easy to remember, by default it picks the first letters in the first and last name.

The figure consists of two screenshots of the DREAMS web application interface. The top screenshot shows the 'New User' registration window. It has a dropdown menu for 'Select Option' with 'Aphiaplus Western' selected. Below this are input fields for 'Last Name' and 'Email Address'. The background shows the 'DREAMS User List' table with columns for 'username' and 'Full name', and a list of partner logos including PEPFAR, Gilead, and ViiV. The bottom screenshot shows the same 'New User' window after data entry. The 'Role' dropdown is set to 'Data Manager', the 'First Name' is 'James', the 'Last Name' is 'maina', and the 'Email Address' is 'macharia34@gmail.com'. The 'Username' field is automatically populated with 'macharia34'.

Figure 9: Adding new users

- Once you enter all the information, it will be displayed for you to review. Due to the audit trials and the historical nature of the data, users will not be deleted from the system but those accounts can be deactivated.

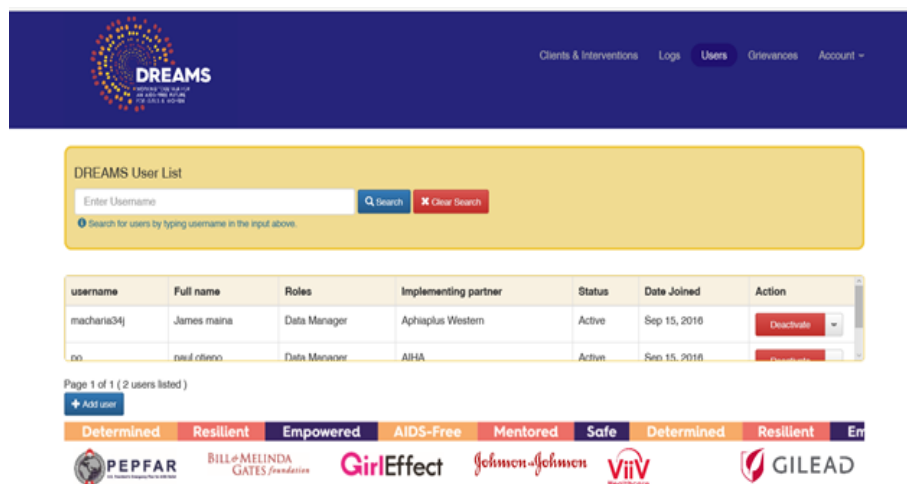


Figure 10: Display the new user added

Navigation

- The dreams application has various tabs in the homepage once you gain access to the application. It displays the tabs according to the user rights. The screen below shows a system administrator logged in displaying all the tabs

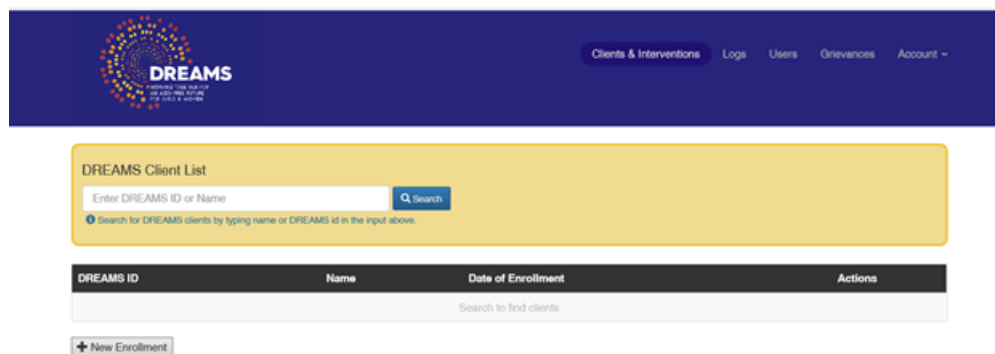


Figure 11: All tabs in the DREAMS database

- Understanding the tabs:** The DREAMS database has in general 5 tabs, Client & intervention, logs, users, grievances and accounts. These tabs are dependent on the user profiles. i.e. a program manager could have tabs the counselor does not have

Clients & Interventions tab

- New clients can be enrolled through online application but only demographic information will be captured thus IPs are highly encouraged to enroll the AGYW using ODK.

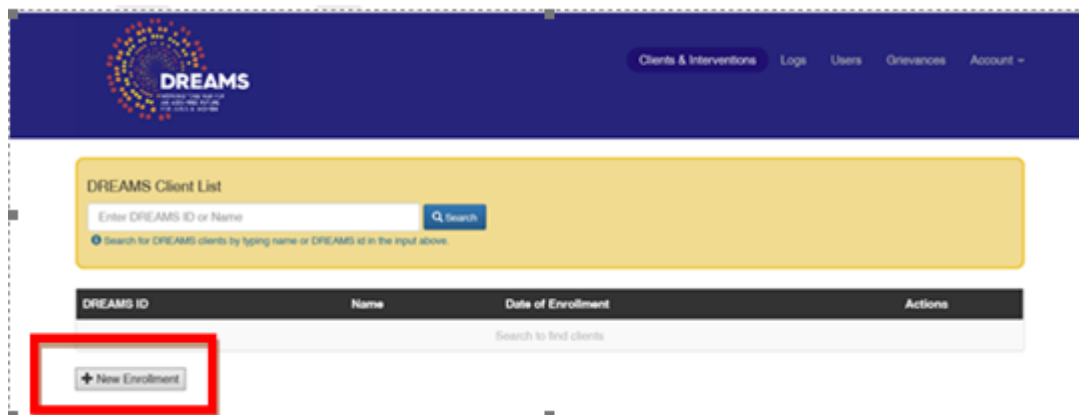


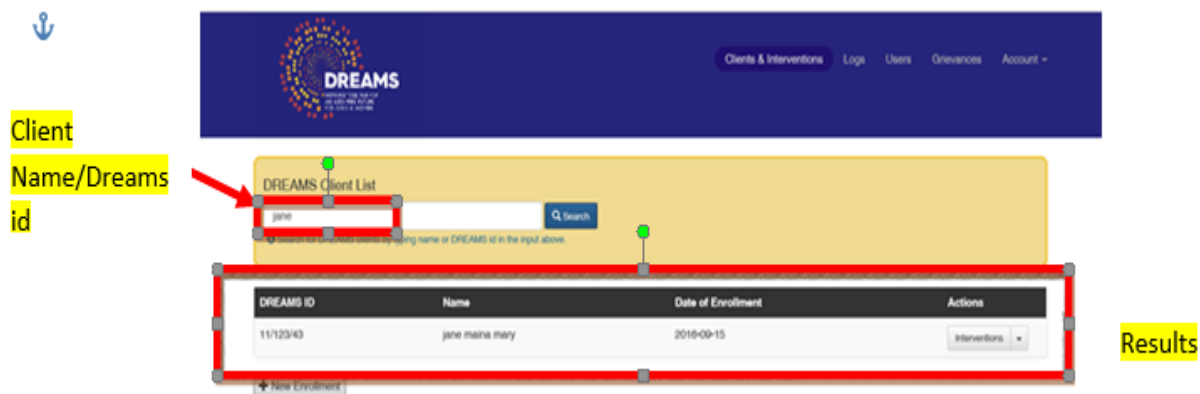
Figure 12: The client & Intervention tab

- Edit enrollment data:** This allows for the editing of enrolment data of an existing AGYW through the online system. The enrollment form allows for the counselor to scroll downwards to collect more information about the client being enrolled.

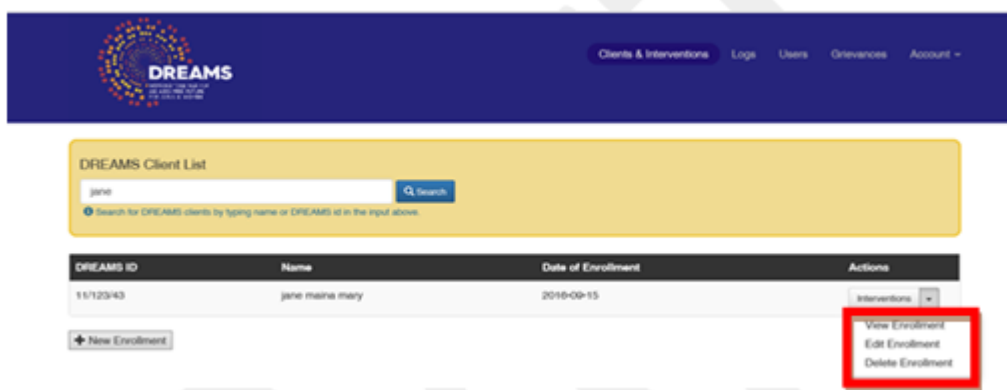
Figure 13: New AGYW enrollment

DREAMS Client list:

- To get the client whom you need to offer an intervention to, you enter the clients name or DREAMS ID into the search box as shown in figure 14.
- All client with same name as the one being searched will display with the information of the client listed. A search by DREAMS ID will return one client. With either search approach, the following demographic information will be displayed; DREAMS ID, name of the AGYW, date of enrollment and the actions you would like to take as summarized in the figure below.

**Figure 14: Entering the client list****Actions**

- Once you locate a client through a search, you can; view, edit or delete an enrollment.

**Figure 15: Client list of Actions available**

- **View enrollment:** This allows you to view enrollment information for the client but you will not be able to edit any of the information provided. The information viewed is what was captured by through ODK enrollment form. In this view all the text boxes will be disabled including the save.

The screenshot displays the DREAMS web application interface. At the top, a dark blue header contains the DREAMS logo and navigation links: Clients & Interventions, Logs, Users, Reports, Account, and Help. Below the header, a yellow banner displays client information: IMPLEMENTING PARTNER: Afya Jijini, Client: Jane Doe Elijah, DREAMS ID: 1/1407/2285, Date Birth: 2006-08-15 (Age 10), Date Enrolled: 2016-08-08, Phone Number, and Marital status: Married/Cohabiting. An Actions section shows a Service Uptake button. Below the banner, a tabbed interface shows various categories: Demographics, Individual and Household, Education and Employment, HIV Testing, Sexuality, Reproductive Health, GBV, Drug Use, and Programs. The Demographics tab is active, showing a form with fields for Implementing Partner (Afya Jijini), First Name (Jane), Middle Name (Doe), Last Name (Elijah), Date of Birth (2006-08-15), Date of Enrollment (2016-08-08), Verification Document (National ID waiting card), Verification Doc No, Marital Status (Married/Cohabiting), Phone Number, and DSS ID Number. At the bottom, a row of status tags includes Determined, Resilient, Empowered, AIDS-Free, Mentored, Safe, Determined, Resilient, and Empowered. Below the status tags are logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV Healthcare, and Gilead.

Figure 16: View enrollment

- **Edit Enrollment:** This action enables you to edit the information that was entered. This option is useful when there is discrepancy discovered in the information collected in ODK and one would like to update it once it's been verified. In this view the save button is enabled.

DREAMS WEB APPLICATION USER MANUAL

The screenshot displays the 'Edit enrollment information' form in the DREAMS web application. The form is titled 'IMPLEMENTING PARTNER: Afya Jijini'. It contains fields for Client Name (Jane Doe Elijah), Date Enrolled (2016-08-08), Phone Number, and Marital Status (Married/Cohabiting). Below these fields are tabs for Demographics, Individual and Household, Education and Employment, HIV Testing, Sexuality, Reproductive Health, GBV, Drug Use, and Programs. The 'Demographics' tab is active, showing fields for Implementing Partner, First Name, Middle Name, Last Name, Date of Birth, Date of Enrollment, Verification Document, Verification Doc No, Marital Status, Phone Number, and DSS ID Number. At the bottom of the form, there is a row of status buttons: Determined, Resilient, Empowered, AIDS-Free, Mentored, Safe, Determined, Resilient, and Empowered. Below the status buttons are logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV Healthcare, and GILEAD.

Figure 17: Edit enrollment information

- **Delete enrollment:** This tab enables the user to delete client information from the database. The delete action can't be undone. Not everyone can be able to delete.

The screenshot displays the 'Confirm Client Delete Action' dialog box in the DREAMS web application. The dialog box has a title bar with a close button (X) and a subtitle 'Confirm Client Delete Action'. The main text inside the dialog box asks 'Are you sure you want to delete this client? Changes cannot be undone'. There are two buttons at the bottom: 'Cancel' and 'Confirm Action'. In the background, the 'DREAMS Client List' is visible, showing a table with columns for DREAMS ID, Name, Date of Enrollment, and Actions. The table contains one row with the following data: DREAMS ID: 11/123/43, Name: jane maina mary, Date of Enrollment: 2016-08-15, and Actions: Interventions. Below the table is a '+ New Enrollment' button. At the bottom of the page, there is a row of status buttons: Determined, Resilient, Empowered, AIDS-Free, Mentored, Safe, Determined, Resilient, and Empowered. Below the status buttons are logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV Healthcare, and GILEAD.

Figure 18: Delete client information

The intervention:

- The interventions available can be accessed by clicking the intervention tab highlighted in figure 19

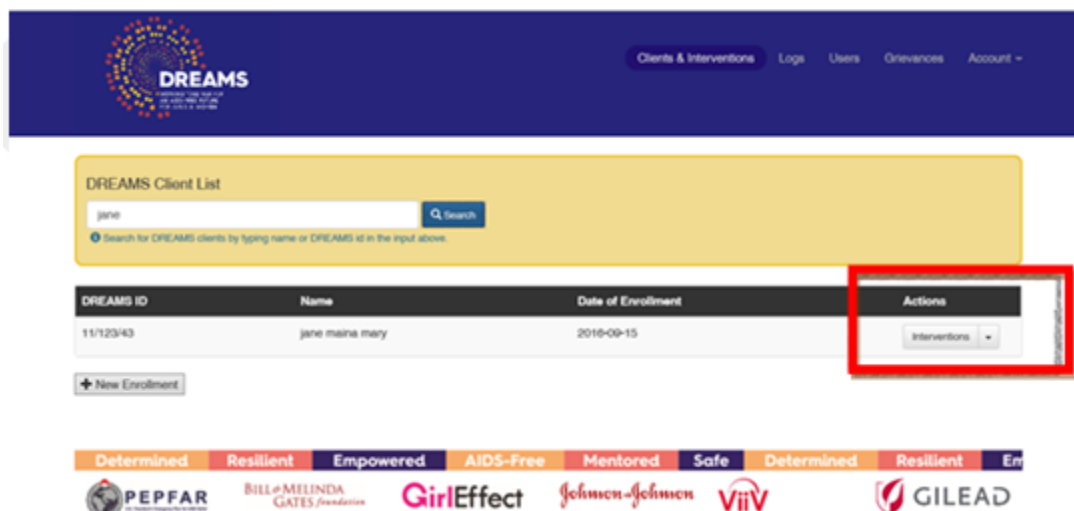


Figure 19: The interventions for the AGYW

- After clicking on intervention tab will take you to the intervention window where you will be able to assign interventions to the AGYW figure 19A.
- There are five intervention tabs; click on any to add the intervention.



Figure 19A: The interventions for the AGYW

Understanding the intervention window:

Behavioral Intervention: The AGYW are offered behavioral interventions by trained mentors within safe spaces. The behavior interventions include: Healthy Choices for a Better Future II (HCBF): Making Life's Responsible Choices (MLRC); Healthy Choices for a Better Future II; RESPECT-K; Sister to Sister-K (18-19); Shuga II and Families Matter! Program (FMP)

The screenshot displays the 'NEW INTERVENTION' form within the DREAMS web application. The form is for client 'eva mercy obeno'. It features a dropdown menu for 'Intervention Type' with options: 'Select Intervention', 'RESPECT-K', 'MLRC', 'SISTER TO SISTER-K', and 'OTHER'. Below this is a dropdown for 'HTS Test Result' with the option 'Select Option'. There is a text area for 'Comments/Notes'. The form is marked as 'Updated by on 23-09-2016'. At the bottom of the form are 'Cancel' and 'Save Intervention' buttons. The background shows the DREAMS logo and various partner logos like PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV, and Gilead.

Figure 20: Behavioral Intervention

Bio-Medical Intervention

These are routine medical services that are available in the safe spaces or health facilities. They include: HTS; Pregnancy Testing; ANC/PMTCT; STI Screening; Linkage to TB Screening; Linkage to TB Treatment; Contraception Method Mix; Condom education , Demonstration and provision Contraception Education and Information and Provision of Contraception



Figure 21: Bio-Medical Intervention

Post-GVB Care Intervention

Consists of a package of medical, legal and psychosocial services that an AGYW who experiences sexual, emotional and physical violence is offered. They include: Rescue/Shelter; Trauma Counselling; Emergency Contraception; Examination /Treatment of Injuries and Legal Support



Figure 22: Post-GVB Care Intervention

Social Protection Intervention The consist of Economic strengthening; Parent/Caregiver program; School support and Cash Transfer

DREAMS
Partnership to End New HIV Infections

Client: eva mercy otieno
DREAMS Id: 3/23/09
Date Enrolled: Sept. 4, 2016

Behavioural Bio-medical Post-Exposure Prophylaxis

Type to search...

Intervention Type

NEW INTERVENTION
For: eva mercy otieno

Intervention Type

- Select Intervention
- Education Support - School Fees
- Education Support - Stationery
- Education Support - Uniform
- Education Support - Other
- Economic Strengthening - Entrepreneur/Financial Training
- Economic Strengthening - Vocational Training
- Economic Strengthening - Microfinance
- Economic Strengthening - Internship/Employment
- Economic Strengthening - Business Start up

Comments/Notes

Updated by on 23-09-2016

Cancel Save Intervention

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Figure 23: Social Protection Intervention

Other Interventions: Besides the above services, additional interventions will include: OVC, Nutritional support: Drug and alcohol addiction counselling and Social asset building

DREAMS
Partnership to End New HIV Infections

Client: eva mercy otieno
DREAMS Id: 3/23/09
Date Enrolled: Sept. 4, 2016

Behavioural Bio-medical Post-Exposure Prophylaxis

Type to search...

Intervention Type

NEW INTERVENTION
For: eva mercy otieno

Intervention Type

- Select Intervention
- Cash Transfer
- OVC for Children/Siblings/Other
- Nutritional Support
- Drug and Alcohol Addiction Counseling
- Social Asset Building - Number of Sessions Attended

HTS Test Result

Select Option

Comments/Notes

Updated by on 23-09-2016

Cancel Save Intervention

PEPFAR BILL & MELINDA GATES Foundation GirlEffect Johnson & Johnson ViiV Healthcare GILEAD

Figure 24: Other Interventions**Adding an intervention:**

- There are 5 tabs which hold different kinds of interventions that can be offered to the AGYW which include Behavioral, Bio-medical, POST- GBV care, social protection and other.
- To add an intervention, ensure you select the correct tab since the interventions are grouped under those defined tabs.
- When you click on add an intervention (figure 25), a new intervention window pops up.

Client: eva marcy otieno Phone Number: 0987654321 Actions: View Enrollment
 DREAMS id: 3/23/09 Age: 21
 Date Enrolled: Sept. 4, 2016 Marital status: Single

Behavioural Bio-medical Post-GBV Care Social protection Other Back to Clients

Type to search...

Intervention Type	Date Completed	Comment/Notes	Actions
MHMC	2016-09-11	done	<div> <div>Edit</div> <div>Delete</div> </div>

Determined Resilient Empowered AIDS-Free Mentored Safe Determined Resilient Em

PEPFAR BILL & MELINDA GATES foundation GirlEffect Johnson & Johnson ViiV healthcare GILEAD

Figure 25: New intervention window

- Click on the drop down menu to select the required intervention.
- You will be required to enter the data the intervention was completed as shown in figure

NEW INTERVENTION
For: jane mary maina

Intervention Type: RESPECT-K

Date: 09/06/2016

Comments/Notes: done

Updated by on 15-09-2016

Buttons: Cancel, Save Intervention

Log:

- It has various log which includes
 - Timestamp: This displays the time when the values were entered
 - User id: Documents the user who made a change/update to a record
 - Tables: Which table was affected by the entry
 - Action: What action made the change
 - Text: What was the new value entered in to the given field.

DREAMS Audit Log

Filter text: ward

Select filter date: [Calendar icon]

Filter logs: [Blue button] Clear filters: [Red button]

Table:

Timestamp	User Id	Table	Action	Text
Sept. 15, 2016, 5:00 p.m.	1	DreamsApp_client	SEARCH	
Sept. 15, 2016, 2:42 p.m.	1	DreamsApp_client	SEARCH	

Page 1 of 1 (5 records listed)

Figure 26: The logs tab

NOTE

Documentation of Training (signature of all users is required)

Approved by:

Print name _____ Signature _____

Approval Date:

I have read and understand the content of this SOP:

Name	Signature	Date

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