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Standard Operating Procedure

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

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Glossary of terms:

DREAMS Database –

AGYW -

URL – Universal resource locator

IP – Implementing partner

USG-

UCSF-

Purpose

- DREAMS database will be used in the dreams program to help in the allocation of intervention to the AGYW.
- The web application will also be the portal for one to review the demographics data collected from the ODK application.
- The application will help in reporting on the interventions and coverage of the AGYW
- The application will help in consolidation of all the Excel data that has been collected so far from the field to allow the program managers and implementers look at the coverage and acceptability.
- The system will be accessed through the web browser using (laptops or desktops) Internet is required when connecting to the system

Who is Responsible

- Development teams
- ICT teams
- Program managers
- Counselors

Starting the DREAMS Database:

- The DREAMS system is an online application, so it will be launched on a web browser. Make sure you have laptop or desktop and be connected to internet.
- Click on your preferred web browser to launch it.
- On the url enter DREAMS url <http://dreams.globalhealthapp.net>, then click enter or go depending on the web browser you are using.as show below

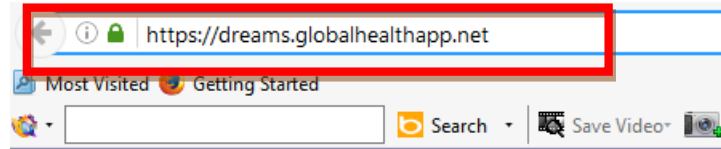


Figure 1: Enter the URL for the dreams database

- Will launch a login screen requesting your DREAMS credentials: username and password

A screenshot of the DREAMS login screen. At the top, it says 'Sign in' in a large font, followed by 'Use your DREAMS username and password' in a smaller font. There are two input fields: 'Username' and 'Password'. To the left of each field is a yellow box with the label 'Username' and 'Password' respectively, with a red arrow pointing to the corresponding input field. Below the input fields is a blue 'Log in' button. At the bottom, there is a link that says 'I forgot my password'.

Figure 2: Dreams Login screen

Login to Database

- Dreams system is restricted application and requires Organizational and ICT approval to get credentials to gain access to the application.
- These credentials are given by the ICT team.
- Enter you're assigned credentials to gain access to the application, as shown in figure 3

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DREAMS

Sign in

Use your DREAMS username and password

Enter user name

Enter password

Log in

I forgot my password

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Figure 3: Enter the credentials

- Then click on log in the screen below will display.

DREAMS Client List

Enter DREAMS ID or Name Search

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

DREAMS ID	Name	Date of Enrollment
Search to find clients		

+ New Enrollment

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Figure 4: login screen

Forgot credentials

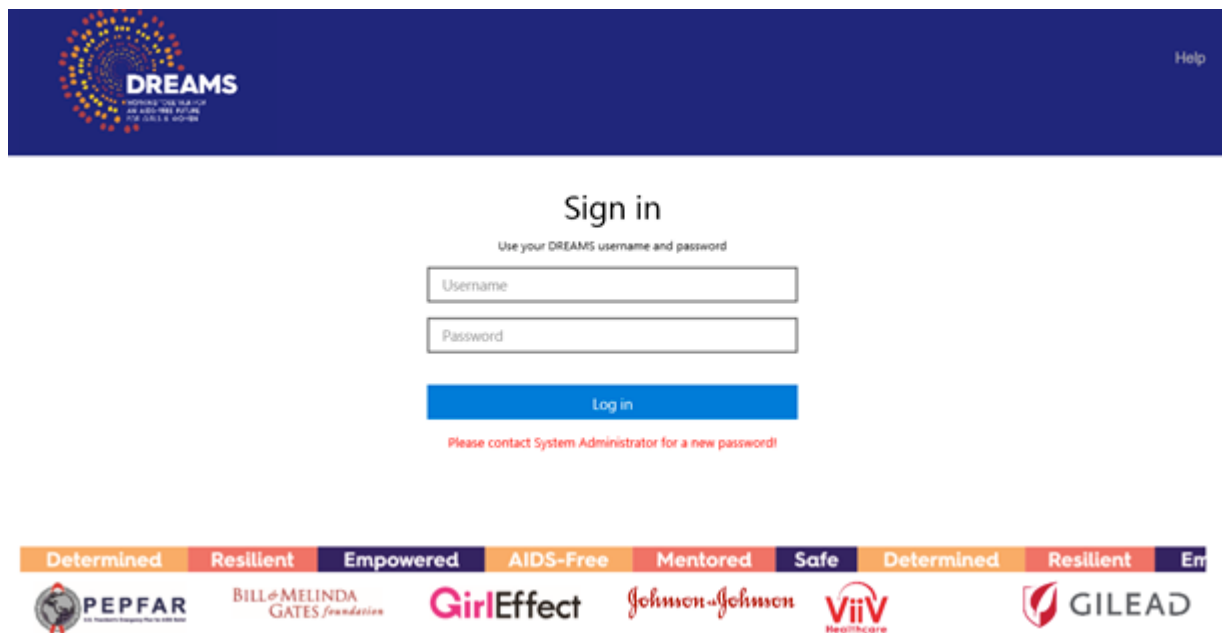
- Where you have forgotten your credentials, click on the I forgot link as shown in figure 4



The screenshot shows the DREAMS login interface. At the top left is the DREAMS logo with the tagline 'EMPOWERING THE NEXT-UP FOR AIDS-FREE FUTURE FOR GIRLS & WOMEN'. At the top right is a 'Help' link. The main heading is 'Sign in' with the instruction 'Use your DREAMS username and password'. Below this are two input fields: 'Username' and 'Password'. A blue 'Log in' button is positioned below the password field. A red rectangular box highlights the 'I forgot my password' link located directly beneath the 'Log in' button. At the bottom of the page is a horizontal banner with the words 'Determined', 'Resilient', 'Empowered', 'AIDS-Free', 'Mentored', 'Safe', 'Determined', 'Resilient', and 'Empowered' in colored boxes, followed by logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV Healthcare, and GILEAD.

figure 4: Forgot password

- After clicking on forgot my password will pop up a message as show below on screen
please contact system administrator for a new password
- It only system administrator who is allowed to reset your password.



This screenshot shows the same DREAMS login interface as Figure 4, but with an error message displayed. The 'I forgot my password' link is no longer highlighted. Below the 'Log in' button, the text 'Please contact System Administrator for a new password!' is shown in red. The rest of the page, including the DREAMS logo, sign-in fields, and the bottom banner with partner logos, remains identical to the previous figure.

Figure 4A: Forgot password

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Account:

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

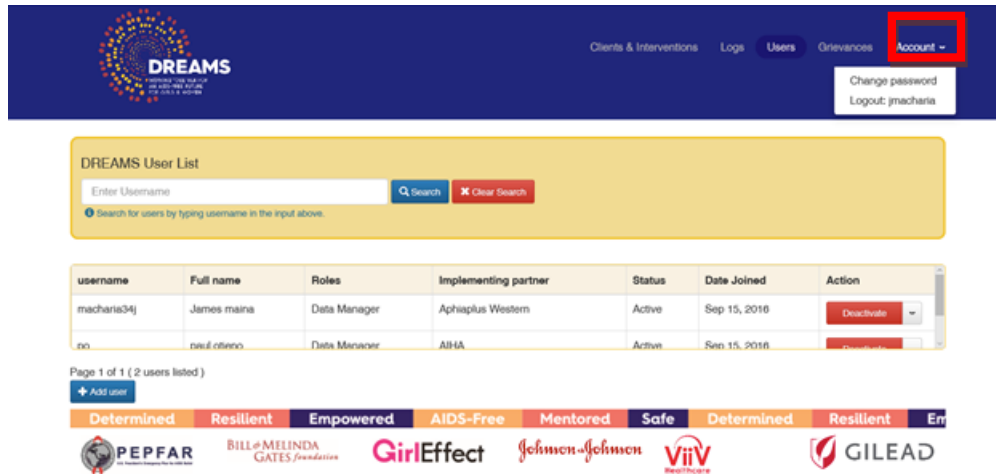


Figure 5: Account management

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

Enter details below.

jmacharia

Current Password

New Password

Confirm New Password

Submit to change your password

Figure 6: Change the 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. There are 4 user levels available in the application

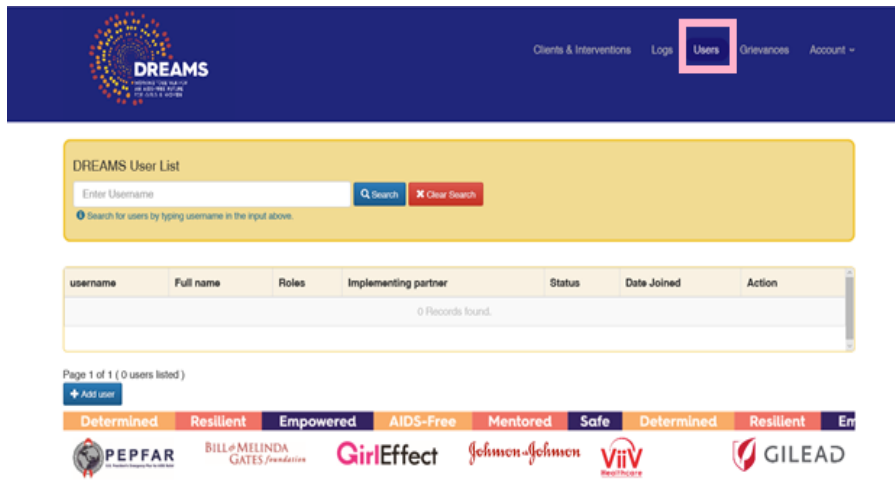


Figure 7: User management

- Different users will have different permissions, what to view and what they can be able to access. We have four different types of users

Types of users

System Administrator:

- System administrators are system developers
- They can be able to access the whole system, have all rights
- Their responsibility is:
 - Adding users in the system
 - Giving rights to user in IPS station
 - Resetting user's password
 - Training users how to use the system
 - Giving TA after the training

UCSF & USG

- They oversee DREAMS activities are conducted well
- They support Implementing partners in carrying out DREAMS activities and guiding them on the forward.
- They include all M&E officers and program managers for both UCSF and USG
- Their responsibilities are:
 - To view cross data entered by all partners
 - To view older records for partners
 - They can access the system but they have no permission to change or edit any record. They cannot add or delete users.

IT Support

- They are ICT officer for every implementing partners station
- Will be responsible to:
 - support users in troubleshooting the system or devices used for data collection
 - Manage user
 - Change user status
 - Manage audit

Data Manager

- To oversee data clerks are entering the right data and they are meeting their targets.
- They cannot view data of other IPs
- Have several roles as:
 - Can search client by DREAMS ID -to go through client data and intervention assigned
 - Search client by name -to search client by name to see client progress
 - Manage, add, change and delete interventions and audit

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- Can view older records

Data Clerk

- He/she is responsible for data collection
- They report to data manger
- They have several responsibilities;
 - Can add/edit client interventions
 - Search clients by DREAMS Id
 - Manage clients
- The screen below shows how Data clerk will look when he/she logs in

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 mercy	2016-09-04	<input type="button" value="Interventions"/>

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Figure 8: Data clerk login page

Add a new user:

- 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 a valid address as this 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 screenshot shows the 'New User' registration form in the DREAMS system. The form is a modal window with a title bar. It contains a dropdown menu for 'Select Option' with 'Aphiasplus Western' selected. Below this are fields for 'Last Name', 'Email Address', and 'Username'. The 'Email Address' field contains 'macharia34@gmail.com' and the 'Username' field contains 'macharia34'. The background shows the DREAMS User List table with columns for 'username' and 'Full name', and a table of logos including PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV, and Gilead.

Figure 9: Select the IP to add user

- 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.

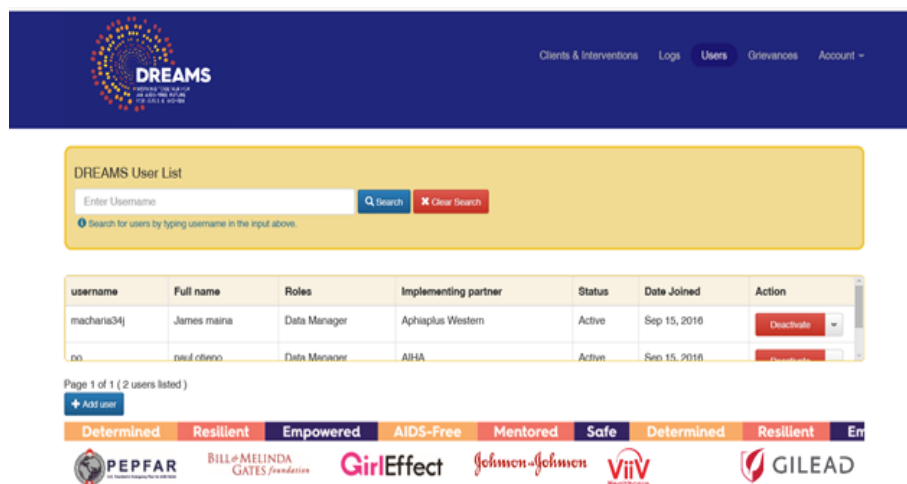


Figure 10: Display the new user added

Navigation

- The dreams application has various tabs in the homepage once you gained access to the application. Display the tabs according to the rights person has. The screen below is a system administrator, shows all the tabs

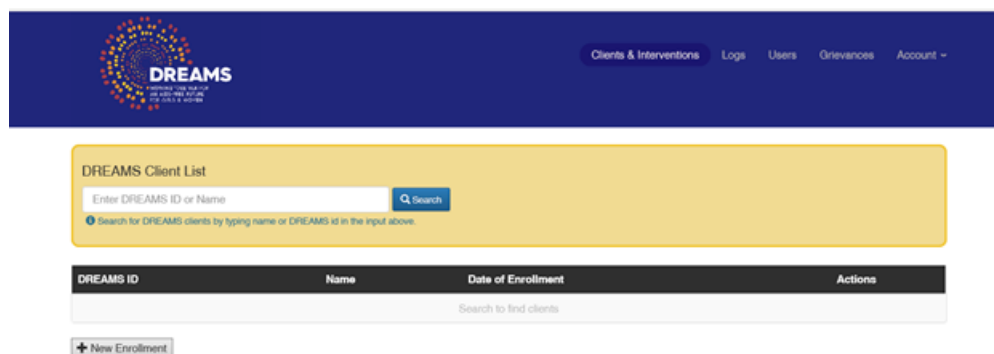


Figure 11: The tabs in the DREAMS database

- 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 & Intervention tab

- New client can be enrolled through online application only demographic information will be captured

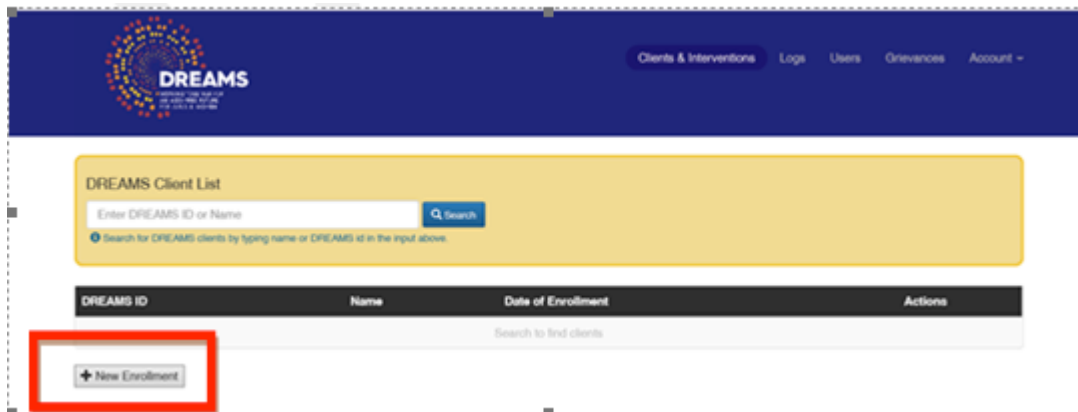


Figure 12: The client & Intervention tab

- **New enrollment:** This allows for the enrollment of a new 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 you are searching for will display with the information of the client listed, but for DREAMS id will only display one, the key demographic information

is what will be listed which include dreams ID, name of the AGYW, Date of enrollment and the actions you would like to take. The figure below demonstrates the same

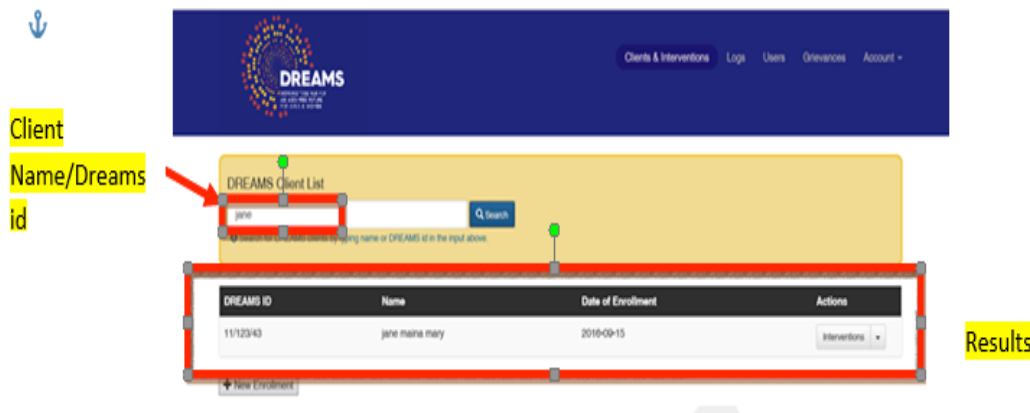


Figure 14: Entering the client list

Actions

- The actions available for use once you find a client on the interventions drop down menu are as shown in figure 15 (view, edit and delete enrollment):

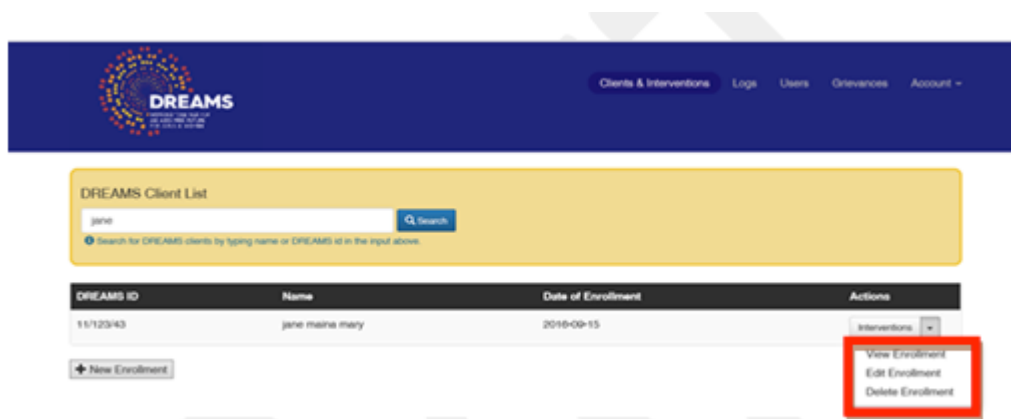


Figure 15: Client list of Actions available

- 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 the ODK enrollment form. In this view all the text boxes will be disabled including the save.

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The screenshot displays the 'CLIENT ENROLLMENT FORM' modal in the DREAMS Service Uptake application. The form fields are as follows:

- First Name: jane
- Middle Name: mary
- Last Name: maina
- Date of Birth: 1997-09-10
- Is Date of Birth Estimated?: ☐
- Verification Document: Birth Certificate

The background interface includes a search bar for the 'DREAMS Client List' with the text 'jane', a 'DREAMS ID' field with '11/123/43', and a '+ New Enrollment' button. At the bottom, there are logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV, and Gilead.

Figure 16: View enrollment

- **Edit Enrollment:** This action enables you to be able 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.

The screenshot displays the 'CLIENT ENROLLMENT FORM' modal in the DREAMS Service Uptake application, specifically for editing. The form fields are as follows:

- Sub-County: Select Sub-County
- Ward: [Empty dropdown]
- Informal Settlement: home
- Village: kiss
- Land mark near residence: church

The background interface is consistent with Figure 16, showing the 'DREAMS Client List' and partner logos.

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.

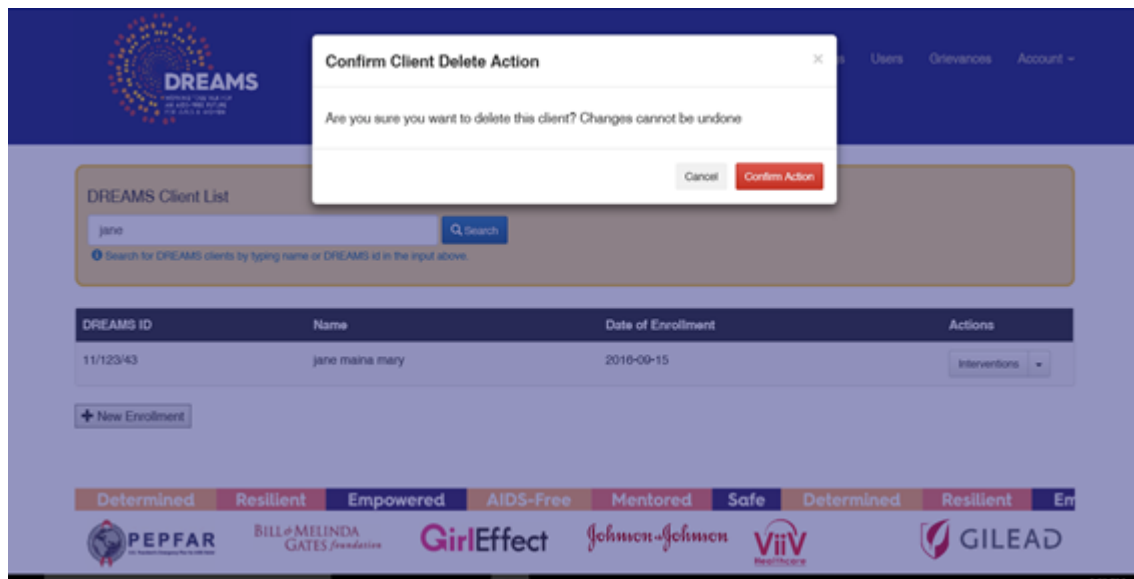


Figure 18: Delete client information

The intervention:

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

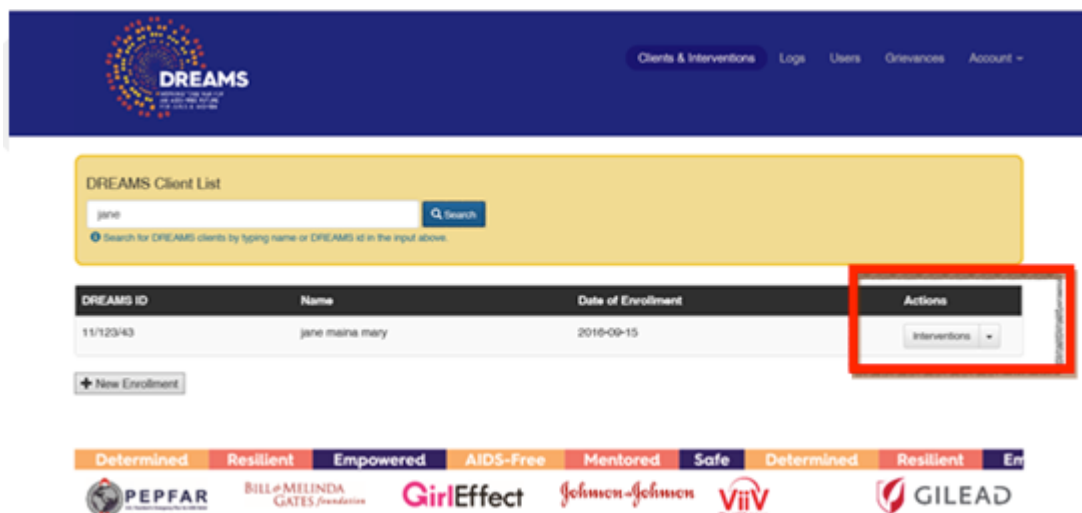


Figure 19: The interventions for the AGYW

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- 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 tab click on any to add any intervention.

The screenshot shows the DREAMS client profile for Jane Mary Maina. The client's details include: Client: jane mary maina, Phone Number: 0710000000, DREAMS ID: 11/12343, Date Enrolled: Sept. 15, 2016, Age: 19, and Marital status: Separated/Divorced. There are links for 'View Enrollment' and 'Edit Enrollment'. Below the client details, there are five tabs: Behavioural, Bio-medical, Post-GVB Care, Social protection, and Other. The 'Behavioural' tab is selected. Below the tabs, there is a search bar and a table with columns: Intervention Type, Date Completed, Comment/Notes, and Actions. The table currently shows 'No interventions found'. At the bottom, there are logos for PEPFAR, Bill & Melinda Gates Foundation, GirlEffect, Johnson & Johnson, ViiV, and Gilead.

Figure 19A: The interventions for the AGYW

Understanding the intervention window:

Behavioral Intervention:

-

The screenshot shows the 'NEW INTERVENTION' window for Eva Mercy Otieno. The client's details include: Client: eva mercy otieno, DREAMS ID: 3/23/09, and Date Enrolled: Sept. 4, 2016. The 'Intervention Type' dropdown menu is open, showing options: Select Intervention, RESPECT-K, MHMC, SISTER TO SISTER-K, and OTHER. The 'HTS Test Result' dropdown menu is also open, showing 'Select Option'. There is a 'Comments/Notes' text area. At the bottom, it says 'Updated by on 23-09-2016'. There are 'Cancel' and 'Save Intervention' buttons. The background shows the same client profile as Figure 19A, but with the 'Bio-medical' tab selected.

Figure 20: Behavioral Intervention

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Bio-Medical Intervention

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DREAMS

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

Behavioural Bio-medical Post-
Type to search...

Intervention Type
HTS (Client) Linked to HTS

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NEW INTERVENTION
For: eva mercy otieno

Intervention Type

Select Intervention

- HTS (Client)
- HTS (Client) Linked to HTS
- HTS (Partner)
- Linkage to CCC
- Pregnancy Test
- Pregnancy Test (Confirmed Linkage)
- AMG/PMTCI
- STI Screening
- STI Treatment
- STI Linkage
- TB Screening
- Linked for TB Treatment
- Condom Education and Demo
- Condom Provided
- Partner VMMC
- Contraception Method Mix - Education/Info
- Contraception Method Mix - Individual Counseling
- Received Contraception-Pills/Oral
- Received Contraception-Injectable
- Received Contraception-Implant
- Received Contraception-IUD/Coil
- PrEP
- Tube ligation
- HTS (Partner) Linked to HTS
- Positive (Partner) Linked to CCC

Actions:
View Enrollment
Edit Enrollment

Back to Clients

Add Intervention

Edit Delete

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Figure 21: Bio-Medical Intervention

Post-GVB Care Intervention

DREAMS

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

Behavioural Bio-medical Post-
Type to search...

Intervention Type

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NEW INTERVENTION
For: eva mercy otieno

Intervention Type

Select Intervention

- PEP
- PSS
- Rescue/Shelter
- Police
- Trauma Counseling
- Emergency Contraception
- Examination/Treatment of Injuries
- Legal support

Select Option

Comments/Notes

Updated by on 23-09-2016

Cancel Save Intervention

Actions:
View Enrollment
Edit Enrollment

Back to Clients

Add Intervention

Edit Delete

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Figure 22: Post-GVB Care Intervention

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Social Protection Intervention

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The screenshot shows the 'NEW INTERVENTION' form for client 'eva mercy otieno'. The form is titled 'NEW INTERVENTION' and includes a close button (X). Below the title, it says 'For: eva mercy otieno'. The 'Intervention Type' section has a dropdown menu with the following options: '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', and 'Economic Strengthening - Business Start up'. The 'Comments/Notes' section has a text input field. At the bottom, it says 'Updated by on 23-09-2016' and has 'Cancel' and 'Save Intervention' buttons. The background shows the DREAMS logo and a list of partners: PEPFAR, BILL & MELINDA GATES Foundation, GirlEffect, Johnson & Johnson, ViiV, and GILEAD.

Figure 23: Social Protection Intervention

Other Interventions

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The screenshot shows the 'NEW INTERVENTION' form for client 'eva mercy otieno'. The form is titled 'NEW INTERVENTION' and includes a close button (X). Below the title, it says 'For: eva mercy otieno'. The 'Intervention Type' section has a dropdown menu with the following options: 'Select Intervention', 'Cash Transfer', 'ONV for Children/Siblings/Other', 'Nutritional Support', 'Drug and Alcohol Addiction Counseling', and 'Social Asset Building - Number of Sessions Attended'. The 'HTS Test Result' section has a dropdown menu with the option 'Select Option'. The 'Comments/Notes' section has a text input field. At the bottom, it says 'Updated by on 23-09-2016' and has 'Cancel' and 'Save Intervention' buttons. The background shows the DREAMS logo and a list of partners: PEPFAR, BILL & MELINDA GATES Foundation, GirlEffect, Johnson & Johnson, ViiV, and 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 select an intervention to offer, ensure you select the correct tab since the interventions are grouped under those defined tabs.
- When you click on add an intervention (figure 24), a new intervention window pops up.

The screenshot shows the DREAMS client profile page for 'eva marcy oieno'. The page has a dark blue header with the DREAMS logo and an 'Account' dropdown. Below the header is a yellow box containing client information: Client: eva marcy oieno, Phone Number: 0987654321, DREAMS Id: 3/23/09, Date Enrolled: Sept. 4, 2016, Age: 21, Marital status: Single, and an 'Actions' section with a 'View Enrollment' link. Below this is a tabbed interface with tabs for 'Behavioural', 'Bio-medical', 'Post-GBV Care', 'Social protection', and 'Other'. A search bar is present above a table of interventions. The table has columns for 'Intervention Type', 'Date Completed', 'Comment/Notes', and 'Actions'. A red box highlights the 'Add Intervention' button and the 'Edit' and 'Delete' buttons in the 'Actions' column. Red arrows point from yellow labels 'Add intervention' and 'Edit intervention' to these buttons. At the bottom, there is a row of status labels: 'Determined', 'Resilient', 'Empowered', 'AIDS-Free', 'Mentored', 'Safe', 'Determined', 'Resilient', and 'Empowered'. Below this is a row of logos: PEPFAR, BILL & MELINDA GATES foundation, GirlEffect, Johnson & Johnson, ViiV healthcare, and 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

The screenshot shows the 'NEW INTERVENTION' window for client 'jane mary maina'. The window is a modal box with a white background and a dark blue header. It contains the following fields: 'Intervention Type' (a dropdown menu with 'RESPECT-K' selected), 'Date' (a date picker showing '09/06/2016'), and 'Comments/Notes' (a text area with 'done' entered). Below these fields is a 'Updated by on 15-09-2016' label. At the bottom of the window are 'Cancel' and 'Save Intervention' buttons. The background shows the same client profile page as Figure 25, but with the 'NEW INTERVENTION' window overlaid.

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Log:

- It has various log which includes
 - Timestamp: This displays the time when the values were entered
 - User id: Who entered the value
 - 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.

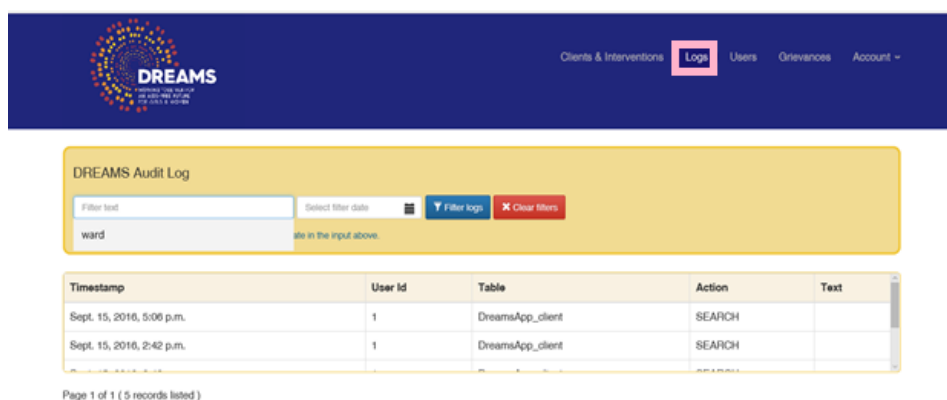


Figure 26: The logs tab

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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