THE DISAGGREGATION ALLOCATION TOOLS

CONTENTS

EXECUTIVE SUMMARY ON USING THE DISAGGREGATION TOOL

We provide further information and guidance below, but we wanted to provide a quick guide for how to use the Disaggregation Tools.

- Copy and paste (as values) the final Data Pack's Allocation by SNUxIM tab into each Disaggregation Tool.
- Add any new SNUxIM pairs that you added to the Data Pack to the bottom of each Disaggregation Tool tab and copy all formulas down from Check Section through the Disaggregate Targets section.
- Complete any missing allocations in the Allocation section if the group set Check does not sum to 100%. This will be where there are new disaggregates, new indicators, or no historic data.
- Check that your targets in each tab sum to the targets in the Allocation by SNUxIM tab, filtering out dedups from the Allocation by SNUxIM tab.

OVERVIEW

This year, we have introduced two new tools into the targeting mix - the Disaggregation Tool and HTS Disaggregation Tool. These tools allow country teams to break down total numerator targets established in the Data Pack into disaggregates needed for targeting in DATIM. For example, we need to take the new on treatment (TX_NEW) target from the Data Pack and determine out how many of those will be females between 24-29 years old. We have provided historic (FY17 APR results), PSNU disaggregate allocations where possible to facilitate this process.

Country teams have been doing this year after year, so this process is nothing new. We are introducing these tools as a way to standardize the disaggregation targeting process across operating units as well as to create a uniform template to work with the DATIM site targeting an upload process.

In theory, the disaggregation portion would have occurred directly in the Data Pack itself, but sheer size made this idea too difficult to carry out in practice. Within the Data Pack this year, country teams set 113 targets, most of which are Total Numerators, but some are disaggregates; these targets blossom into 1,000+ disaggregates. This many targets at the PSNUxIM level would not be feasible to include within the Data Pack itself and we have even had to break out the disaggregation tool into two separate pieces due to size.

IMPORTANT NOTE BEFORE MOVING FORWARD

If you have any questions, work with your SI advisor first to try to resolve it. If additional assistance is required, you need further clarification, or would like to document an issue, please email SGAC_SI@state.gov. Any documented issues will be posted to the Disagg Change Log online.

TERMINOLOGY

Throughout this guide, we will be using some terms we would like to clarify up front to avoid confusions.

- Allocation - Allocation here refers to the share or percent that a disaggregate element made up of that disaggregate or group set's total. For example, you can think of this as the share that <15 Females compromised of the Age/Sex disaggregate in FY17 APR. In both tools, we apply the PSNU aggregated allocation rather than using each IM's historic distribution.
- Data Pack (or DP) - This is the third iteration of the modern Data Pack. Similar to last year, the Data Pack first creates targets at the PSNU level and then country teams allocate these targets amongst the mechanisms within the PSNU. The mechanism distribution of targets forms the base for the Disaggregation Tools. The Disaggs Tools take the targets completed in the Data Pack's Allocation by SNUxIM tab and break them out into finer detail, i.e. disaggregates.
- Disaggregates (or disaggs) - All of the PEPFAR MER indicators comprise of smaller pieces of the whole. For example, TX_CURR has a Total Numerator (the whole) and then one disaggregate, Age/Sex, which then consists of multiple disaggregate elements - <1, 1-9, 10-14 Female, 10-14 Male, etc.

- Disaggregate Elements – Disaggregate elements are the pieces that make up the disaggregates. The Age/Sex disaggregate for TX_CURR consists of multiple disaggregate elements - <1, 1-9, 10-14 Female, 10-14 Male, etc.
- Disaggregation Allocation Tools (or Disagg Tools, or DTs) - There are two Disaggregation Tools, a HTS version and one for all the other indicators. These tools have been pre-populated with FY17 APR allocations of disaggregates, aggregated at the PSNU level. Country teams will input the targets from the Data Pack's Allocation by SNUxIM and then will work on each indicator tab to review the mechanism disaggregate allocation, which are used to calculate the FY19 disaggregate targets.
- Group set - In order to determine the percent allocation a disaggregate element receives, we need to calculate each disaggregate element's share of a larger group. For example, each of the four <15/15+ Female/Male disaggregates would be share of the TB_PREV disaggregate Aggregated Age/Sex (based on FY17 APR results). Most indicators use group sets that are smaller pieces than the disaggregate. For example, the Data Pack determines both a TX_CURR target as well as a TX_CURR <15 target. TX_CURR has two group sets, Age/Sex - <15 (<1, 1-9, 10-14 Female/Male) and Age/Sex- 15+ (15-19 Female/Male, etc., 50+ Female/Male). Each of these group sets of allocations add to 100%. Each group set in the Disaggregate Tools are contained within their own box (row 4 in the tools).
- Pseudo-numerators - In the Data Pack, many disaggregates are targeted for in addition to the overall Total Numerator/Denominator. When this occurs, we often need to create targets off those disaggregates, or pseudo-numerators. For example, both TX_CURR and TX_CURR <15 targets are created in the Data Pack. As a result, we need to use two pseudo-numerators to calculate the disaggregate elements from - TX_CURR <15 and TX_CURR 15+ (=TX_CURR - TX_CURR <15).
- PSNU - The targeting process in the Data Pack occurs at the priority sub-national unit level, or PSNU. The second part of the Data Pack takes these targets and apportions them between the mechanisms within those PSNUs. The Disaggregate Tools work at this PSNUxIM level, and simply break those targets out further into their disaggregate elements.
- Targets - All the targets discussed here refer to COP18/FY19 targets. No FY18 targets are used in either the Data Pack's Allocation by SNUxIM or the Disaggregate Tools targeting processes.

PROCESS

Before diving into the specifics, let's talk about how the targeting process works.

The whole process starts when country teams start working with their Data Pack's, modifying assumptions, adjusting any necessary FY17 results/FY18 targets, and working with the HTS distributions to create PSNU level targets.

The second stages still occurs within the Data Pack; it is when countries figure out how to allocate their FY19 PSNU targets amongst mechanism within the PSNU. Last year this occurred for about ten targets that needed to be used in the PBAC. This year, we are distributing all 110+ targets to the mechanism within each PSNU, using FY17 APR results as a starting place.

Once this process is finished, countries can move onto the third stage, which involves allocating these PSNUxIM targets down to their disaggregate elements. This is where the Disagg Tools come in to play. Data need to be copied over into both of the DTs from the Data Pack's Allocation by SNUxIM tab. Country teams will adjust the PSNU historic allocations and fill in any gaps that exist as a result of not having any prior historic data.

After this stage, country teams will submit their DP/DTs to PEPFAR Sharepoint and submit a DATIM Support Desk ticket. The DATIM team will use either FY17 results or FY18 targets to take the PSNUxIM targets created in the DTs down to the site level. County teams will get an site level review tool to make alterations to and the results will be uploaded directly into DATIM.

HIGH LEVEL GLIMPSE OF HOW THE DISAGGREGATE TOOLS WORK

This guide will help you walk through both of the Disaggregate Tools. The DTs are set up very similarly to the Allocation by SNUxIM tab in the Data Pack. Rather than divvying up the PSNU targets to different mechanisms (vertically), in these tools you are working within one row to distribute your PSNUxIM targets into their data element pieces (horizontally).

We would suggest holding off on working with the DTs until you have a final or near final Data Pack. Any time targets are adjusted in the Data Pack, you will need to manually copy and paste the Data Pack's Allocation by SNUxIM tab into both DTs.

Both of the Disagg Tools have a similar structure. The firs tab is where the DP's target will be pasted into. When performing this copy an dpaste, you will need to paste as values! Any formula references that are brought over will tie back to the Data Pack and will be broken if the two are separated.

In the HTS Disagg Tool, each tab represents a different HTS modality. The normal Disagg Tool has a tab per indicator and three additional tabs. Each of the modality/indicator tabs have five components or sections.

1. Meta Data - [white section] Similar to the Allocation by SNUxIM tab in the Data Pack, we need to meta data or identifier data, e.g. PSNU, mechanism, DSD/TA
2. Allocation - [green section] The allocation section is pre-populated with the aggregate PSNU percent allocations based off FY17 APR data. These percentages are shares of the group set, i.e. disaggregate or portion of the disaggregate. These allocations should be adjusts to fit the vision for the PSNU and/or mechanism in FY19.
    - Note that many columns will be completely devoid of allocations as a result of not having historic data to base this on. You will need to add data in or readjust the over disaggregate elements in the group set to sum to 100%.
    - Note also that the default view is to have the allocations hidden. If there is a target in that SNUxIM row, only then will percent allocations appear.
3. Check – [tan section] Each group set in the allocation section should sum to 100% (unless otherwise notes, e.g. share of Total Numerator). Anywhere that the group sets doe not exactly equal 100%, there the percentage in this column will be in red font and provide you the percentage that has been allocated.
4. DP Target – [light green section] This section pulls in the target(s) for that indicator from the Allocation by SNUxIM tab at the front of the DT (copied in from the Data Pack). If no targets exist, nothing will show up in that row.
5. Disaggregate Targets – [gray sections] This is the final section of each tab. In this section, disagg targets are created by multiplying the Data Pack Target (from the Data Pack Target section) by the disagg element allocation (from the Allocatoin section).

There are a few extra tabs at the end of the normal DT.

1. Already Alloc Targets - This tab just holds the disaggregate targets that were calculated in the Data Pack and require no further work.
2. IMPATT Table - This tab has been pre-loaded with the PSNUs in your Operating Unit and will be used to record the FY19 prioritization and PLHIV information that will be imported into DATIM.
3. Follow on Mech List - The mechanism change list will be used to allocate targets down to the site level in DATIM by using the closing mechanism's distribution; otherwise no specific, historic distribution would exist in the system.

WHAT IS SAFE TO ADJUST?

Working with the Data Pack the past few years, it's become easier to figure out what can be changed and what can't let's walk through it for these tools. As a reminder, no columns should be added nor any headers (row 3) or indicator names (row 6) should be adjusted.

- Allocation by SNUxIM - Data should be copied and pasted directly from the data pack into this tab. Nothing should be altered here manually. If you are adding new data in from the Data Pack, we would advise you delete all the rows below 7 before pasting new data in. This will prevent you from adding new data and not clearing out all the old data (i.e. there are more old data rows than new data and that data is not cleared out). Make sure the formula in column B remains intact as that is used as the reference to look up the DP targets in each tab.

- Indicator/modality tabs sections
    - Meta Data - only make changes where you have to add new PSNUxIMs
    - Allocation - adjust to your hearts content, but make sure your group set allocations sum to 100%, otherwise you will be missing targets.
    - Check - do not adjust formula. This simply provides a check to make sure your allocations sum to 100%
    - DP Targets - do not adjust formulas. These formulas pull in the targets from the Allocation by SNUxIM tab. Adjusting the formula may cause you to miss targets.
    - Disaggregate Targets - do not adjust formulas. These formulas multiply you allocations by targets. Adjusting these formulas will likely cause you to miss targets.

USING THE DISAGGREGATE TOOLS IN PRACTICE

The first place you want to start is with a final or near final Data Pack. Once this is the case, you will want to copy the Allocation by SNUxIM tab out of the Data Pack and into the Disagg Tools. When copying from the Data Pack, select cell C7 and then select all the columns to the end of the table and then all the rows to the bottom of the table. Copy this data and paste into the exact same location in the DTs - cell C7. Make sure not to overwrite the formula in column B as this is a critical reference for looking up targets throughout the rest of the tool. It is also critical that you paste the data as values, so as not to have any formulas linking back to the Data Pack.

If you make any changes to your Data Pack, you will need to copy the data out of the Data Pack and into both DTs ever time. Whenever you do this, you should delete all the rows in the table below row 7 before pasting new data in so as not to potentially have old data left over (a result of having more rows in the old table than in the new one).

With the data pasted into the DTs, you can now begin your work of adjusting the allocations. On each indicator/modality tab in the DTs, review the allocations to (1) adjust any changes for PSNUxIMs in FY19, (2) fill any gaps, and (3) ensure all group sets sum to 100% (each of which is expanded upon further below). Note that allocations are hidden where there are no targets in the DP Targets section.

1. Adjust any changes for PSNUxIMs – This is a critical first step. The Disagg Tools are populated with historic data and will not have any new PSNUxIMs pairs, i.e. either new mechanisms or existing mechanism in districts they were not in previously. The best practice is to add the full list of new PSNUxIMs pairs to the bottom of every tab. Start in one tab and add all the elements in columns C:H and then create column I. This entails copying or adding the PSNU, PSNU UID, Priority, Mech ID, Mech Name, and Type to each new row. In column I, PSNU-Type, you will need to add the following formula which is critical for the target look-up to function: =[@psnu]&" "&[@type]. Copy the rows in the formulas starting at the Check section and all the way to the end.
2. Fill any gaps – The Disagg Tools have been pre-populated with historic, FY17APR percent allocations in the Allocation section of each tab. You will find a lot of empty columns due to having no country historic data (e.g. there were no PP_PREV results in a district in FY17 that you are planning on working in in FY19), a new PEPFAR indicator was added (e.g. HTS_SELF) or new PEPFAR disaggregates (e.g. the 25-29 age band was broken down into 25-29, 30-34, 35-39, 40-49).
3. Ensure all group sets sum to 100% - Related to the second review, you will also need to check to see if any group set allocations do not sum to 100%. This check can be found in the Check section of every tab. If a group set does not sum exactly to 100%, the Check number will be in red and report the percent currently allocated. If the group sets do not sum to 100%, you will be dropping targets and your Disagg Tool targets will not match against the Data Pack. It should also be noted that the check column may show 100% but still be red. This is a result of rounding. The allocations go down to the thousands place and may possibly sum to 99.8% or 100.1% but when rounded, look like they are 100%. It is good practice to make sure each group set sum to an even 100% so as to not having any missing targets.

In order to check your and ensure that targets are being fully allocated, you can perform a number of reviews.

1. Ensure that the sum of each of the targets in the DP Target section matches the sum of the target in the Allocation by SNU tab. Note that you will need to filter out dedups on the Allocation by SNU tab to compare.
2. Ensure that all of the percentages in the check columns sum to 100% (unless otherwise noted, especially for KP disaggs which do not typically sum to 100% of numerator).

3. Ensure that the sum of group sets' Disaggregate target equal the numerator or pseudo-numerator in the DP Targets section.

Once you have completed the Disagg Tools and prior to submission onto PEPFAR Sharepoint, make sure that you add the prioritization and PLHIV information to the IMPATT tab and note any Follow on Mechanisms in that tab, which will be used for the site allocation process.

SUBMITTING THE COMPLETED DISAGGREGATE TOOLS

Once you have completed your disaggregate tools and obtained approval from your SI Advisor, you will upload the tools to PEPFAR SharePoint and submit a DATIM support ticket. The steps to submit your disaggregate tools are listed below:

1. Confirm that no structural changes have been made to the disaggregate tool. In other words, double check that no extra columns or sheets have been added to the tools compared to the original disaggregate tool. Reminder that country teams should **not** tamper with the structure of the disaggregate tool. This means:
    a. No columns can be added or deleted.
    b. No columns of fields (hidden or unhidden) containing Mechanism Codes, DATIM UIDs, or Data Element/Disaggregate codes can be altered or deleted.
    c. No column names can be altered in any way.
    d. No Excel sheets (hidden or unhidden) can be deleted or added to the Tool.
2. Receive confirmation and approval from SI Advisor that tool is ready for submission.
3. Upload the disaggregate tool to PEPFAR SharePoint on your Country Page in the HQ Collaboration Folder along with your other COP 18 Materials.
4. Submit a ticket via DATIM Support. The ticket should include the following information:
    a. Link to SharePoint location where Data Pack and Disaggregate Tools are saved.
    b. Distribution Method for targets. Indicate your preferred method of distribution within the text of your ticket:
        i. FY17 Results
        ii. FY18 Targets
        iii. Import from Data Packs only. Do not distribute to site level
    c. Approval email from SI Advisor confirming approval prior to submission. Alternatively, your SI Advisor can respond to DATIM Support ticket with "Approved" in email.
    d. Include the following people on all related Data Pack import process communications (i.e. file submission):
        i. Your SI Advisor
        ii. Your Country Lead
        iii. Your Country Chair
        iv. Your In-Country SI Liaison
        v. Your PEPFAR Coordinator