



TANZANIA WASH PORTAL TRAINING MANUAL

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN



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Welcome to NSMIS portal training

The National Sanitation Management Information System (NSMIS) for Tanzania was developed to address the historical challenge of collection and storage of household and institutional WASH (Water, Sanitation and Hygiene) data. The Ministry of Health, Community Development, Gender, Elderly and Children (MoHCDGEC) in collaboration with partners made a stance decision to ensure data for WASH is stored and made accessible at all times and help in making informed decisions in the sector. The NSMIS is developed on the dhis.2 (District Health Information System 2) software and can run on all Operating Systems including Windows, Linux, Mac OSX and Solaris. It is also compatible with all major web browsers and can run on all computers.

NSMIS background

Although the NSMIS is under the MoHCDGEC it is intended to be used by anyone interested in data on WASH in the country. The system pulls data from the primary collection level (the sub-villages) and aggregate at different levels i.e. village, ward, council, region and national. The use of NSMIS started in 2014-2015 being piloted in selected regions namely; Njombe, Mbeya, Iringa, Dodoma, Dar es Salaam, Kilimanjaro, Kigoma, Rukwa and Ruvuma. Afterwards rolled out across the country, in July, 2017 the ministry ordered all the councils and regions to report the progress on implementation of the National Sanitation Campaign (NSC) through NSMIS. Since then, all the progress reports are delivered from the system making it easier to report and also track the trend systematically. Today data is collected on a quarterly basis through registers. The data from the registers are put into the NSMIS at X level

Key features and purpose of the NSMIS

The NSMIS has been instrumental in facilitating timely reporting and sharing of data to stakeholders whenever they are needed. This makes it possible to routinely track the progress to Sustainable Development Goal number 6.2 (SDG 6.2) on safely managed sanitation services and accelerates national efforts to increase access to safely managed sanitation like basic hygiene facilities in household, institutions, and public places, as well as the elimination of open defecation.

The introduction of web portal has ended the era of using credentials to enable someone to access the information. It is our sincere hope that, partners and the public in general will find the NSMIS and its web portal very helpful for decision making, planning, implementation and monitoring of sanitation and hygiene in the country. Previously data from the NSMIS was only accessible through the MoHCDGEC private website.

The system is live and will be updated periodically based on software upgrades, user needs and preferences, and MoHCDGEC policy changes.

Through the web portal, users will be able to access public water and sanitation data, create online reports using data from the village, ward, council, region or national level, download water and sanitation data, and access up-to-date Ministry resources.

Technical background

DHIS 2 can be perceived as a platform on several levels. First, the application database is designed ground-up with flexibility in mind. Data structures such as data elements, organisation units, forms and user roles can be defined completely freely through the application user interface. This makes it possible for the system to be adapted to a multitude of locale contexts and use-cases. We have seen that DHIS 2 supports most major requirements for routine data capture and analysis emerging in country implementations. It also makes it possible for DHIS 2 to serve as management system for domains such as logistics, labs and finance.

Second, due to the modular design of DHIS 2 it can be extended with additional software modules or through custom apps. These software modules/apps can live side by side with the core modules of DHIS 2 and can be integrated into the DHIS 2 portal and menu system. This is a powerful feature as it makes it possible to extend the system with extra functionality when needed, typically for country specific requirements as earlier pointed out.

The downside of the software module extensibility is that it puts several constraints on the development process. The developers creating the extra functionality are limited to the DHIS 2 technology in terms of programming language and software frameworks, in addition to the constraints put on the design of modules by the DHIS 2 portal solution. Also, these modules must be included in the DHIS 2 software when the software is built and deployed on the web server, not dynamically during run-time. In order to overcome these limitations and achieve a looser coupling between the DHIS service layer and additional software artifacts, a REST-based API has been developed as part of DHIS 2.

This Web API complies with the rules of the REST architectural style. This implies that:

- The Web API provides a navigable and machine-readable interface to the complete DHIS 2 data model. For instance, one can access the full list of data elements, then navigate using the provided URL to a particular data element of interest, then navigate using the provided URL to the list of data sets which the data element is a member of.
- (Meta) Data is accessed through a uniform interface (URLs) using plain HTTP requests. There are no fancy transport formats or protocols involved - just the well-tested, well-understood HTTP protocol which is the main building block of the Web today. This implies that third-party developers can develop software using the DHIS 2 data model and data without knowing the DHIS 2 specific technology or complying with the DHIS 2 design constraints.
- All data including meta-data, reports, maps and charts, known as resources in REST terminology, can be retrieved in most of the popular representation formats of the Web of today, such as XML, JSON, PDF and PNG. These formats are widely supported in applications and programming languages and gives third-party developers a wide range of implementation options.

System requirements

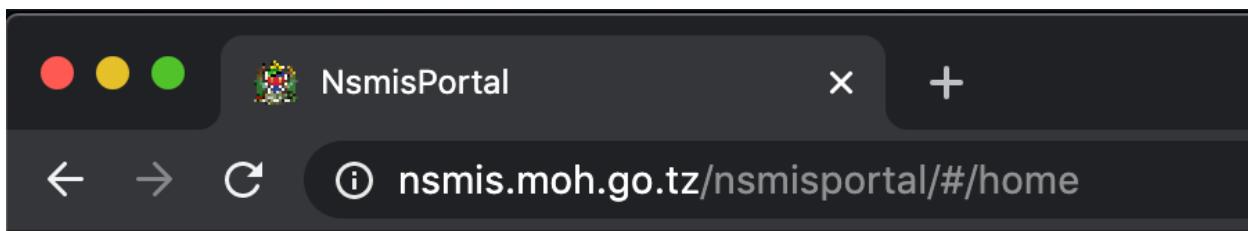
The NSMIS Portal is a tool developed with Bootstrap framework, which makes it compatible with most browsers currently on the market.

	Windows	MAC OSX	LINUX	iOS	Android	Windows Mobile
Chrome	Yes > 42	Yes > 42	Yes > 42			
Firefox	Yes > 37	Yes > 37	Yes > 37			
Safari		Yes > 8				
Opera	Yes > 29	Yes > 29	Yes > 29			
Internet Explorer	Yes > 10					
iOS Safari				Yes > 8		
Android Chrome					Yes > 42	
Android Firefox					Yes > 37	
Internet Explorer Mobile						Yes > 10

Step 1. Open the browser and access the portal

Remember that to access the NSMIS portal you must have an internet connection, you can also do it from your cell phone, although the display will not be the most appropriate due to size issues.

Place the URL <https://nsmis.moh.go.tz/nsmisportal/> to access the portal, if you cannot access it, contact the administrator at email: XXXXXX @ .com to see if there is a technical problem in the availability of it.



*After loading, the NSMIS portal will be displayed on the Main Screen.

Step 2. Exploring the contents of the home page

Upon entering the portal, you can see the content of the homepage, which will provide information such as recent news, general graphics of quality indicators, information on the latest product launches related to the NSMIS among others.

The main screen consists of two sections:

- 1) Informative section: contains news of interest and updates of the portal.

The screenshot shows the homepage of the Tanzania Wash Portal. At the top, there is a navigation bar with links for Language (EN | SW), HOME, REPORTS, RESOURCE, FEEDBACK, CONTACT, FAQS, and ABOUT. The main content area features a large image of two people, Hon. Zainab Tellack and Mr. Mristol Mpoto, holding a T-shirt that says "USICHUKULIE POA NYUMBA NI CHOO". Below the image, there is a caption: "Kampeni ya nyumba ni choo Shinyanga Region" and "Hon. Zainab Tellack, Regional Commissioner for Shinyanga receiving the Nyumba ni choo T-shirt from the brand ambassador, the famous artist, Mr. Mristol Mpoto on 3rd September 2019 during the launching of the campaign in Shinyanga region." To the right of the image, there are two columns: "News & Updates" and "Current releases". The "News & Updates" column contains a summary of a news article about the launch of the campaign in Shinyanga region. The "Current releases" column lists several documents with their titles and file types (PDF). At the bottom of the page, there are two sets of small icons representing different data categories.

Language EN | SW

TANZANIA WASH PORTAL

MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN

HOME REPORTS RESOURCE FEEDBACK CONTACT FAQS ABOUT

Kampeni ya nyumba ni choo Shinyanga Region

Hon. Zainab Tellack, Regional Commissioner for Shinyanga receiving the Nyumba ni choo T-shirt from the brand ambassador, the famous artist, Mr. Mristol Mpoto on 3rd September 2019 during the launching of the campaign in Shinyanga region.

Key Indicators

News & Updates

Mafunzo ya mfumo wa NSMIS ulioboresha

Mafunzo ya mfumo wa NSMIS ulioboresha yaliifanyika katika ngazi ya tafifa, ikiwa imeshirkisha wadau kutoka sekta mbali mbali mkoani Morogoro. Katika mafunzo hayo washiriki waliveza kujifunza namna ya kutumia njia mbali mbali za namna ya kutathimini

Current releases

TITLE

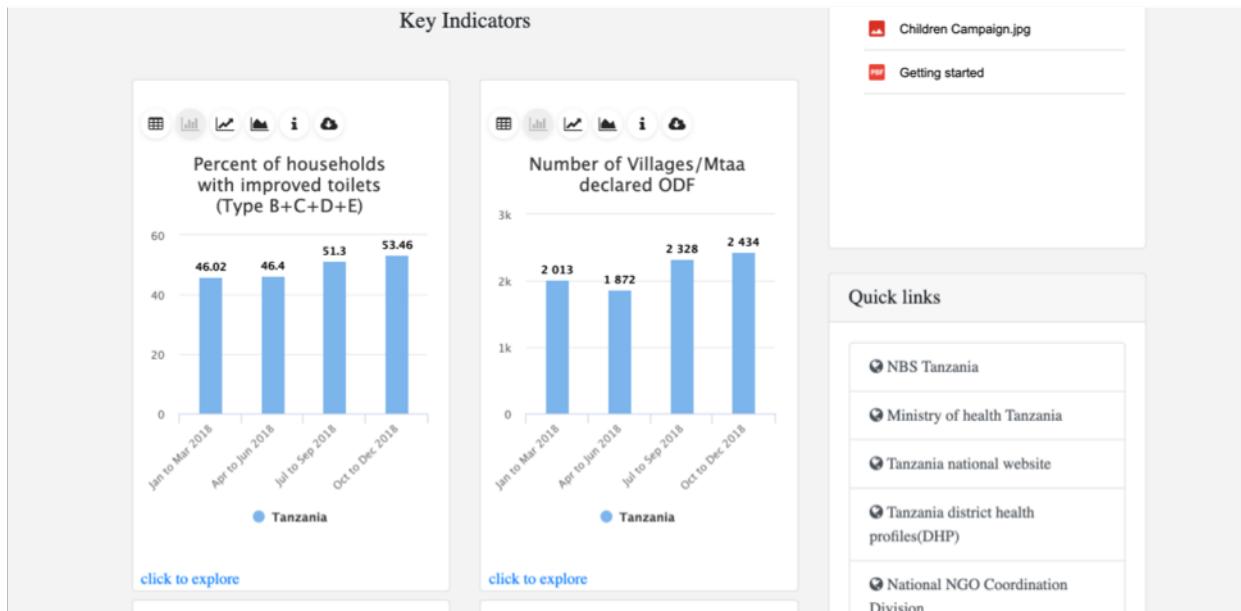
PUBLIC HEALTH ACT.pdf

Public Health(Sanitation and Hygiene) ACT, 201

Sanitation Option 09 April 2012 DSM.pdf

WTD and GHD Activities in Tanzania 2013.pdf

2) Indicators section: it is a quick view of the main indicators.



*A short look at the Main Screen.

Step 3. Explore the portal menu

The portal menu gives you several options:

- **HOME:** This link will always take you to the beginning of the portal, when you want to start an exploration of it again, you can click on it and you can start from scratch.
- **REPORTS:** The reports is the section where you can explore the data associated with indicators at the level of departments, wards and districts. On the left you can see by default it has a 4-bar chart with the last 4 most recent periods (quarters). On the right is the description of the indicator with the data of both the numerator and the enumerator of the graph.
- **RESOURCE:** This page will provide you with a series of resources such as Case studies, Photos, Policy & Guidelines, Presentations, Publications, Tools and Trainings.
- **FEEDBACK:** Here users can share comments about the portal as well as observations or applications made with the information.
- **CONTACT:** Show our address and email.
- **FAQS:** Shows some frequently asked questions that users ask when using the portal, we recommend reading them to learn more about it.
- **ABOUT:** This page provides information about this product and its managers.

*The main menu is located at the bottom of the portal header.

Step 4. Available resources

The NSMIS portal contains a wide variety of resources to enrich data or news to users.

*Accessing the resource menu.

Step 4.1 Publications

To find news or publications, you can find the news option in the resources menu. These are in PDF format which makes it easy to obtain them from any device.

The screenshot shows the Tanzania WASH Portal homepage. At the top right, there is a language selection bar with 'Language EN | SW'. Below the header, the portal's logo and name 'TANZANIA WASH PORTAL' are displayed, along with the text 'MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN'. The main navigation menu at the top includes links for 'HOME', 'REPORTS ▾', 'RESOURCE ▾' (which is currently selected), 'FEEDBACK', 'CONTACT', 'FAQS', and 'ABOUT'. A large heading 'Publications' is centered above three document thumbnails. The first thumbnail is for a 'RESEARCH REPORT' titled 'Process Evaluation of the National Sanitation Campaign of Tanzania', with a link 'NSMIS Tanzania-Re...'. The second thumbnail is for 'Sanitation Option 09...', with a link 'Sanitation Option 09...'. The third thumbnail is for 'WSP-Sanitation-Mo...', with a link 'WSP-Sanitation-Mo...'. Each thumbnail includes a small preview image and some descriptive text.

Step 4.2 Tools

Like the publications, the tools section is found within the resources menu, in this way it will show us a list with the content you want to use.

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The screenshot shows the Tanzania Wash Portal homepage. At the top right, there is a language selection bar with "Language EN | SW". Below it is the Tanzanian coat of arms. The main title "TANZANIA WASH PORTAL" is in green, followed by the subtitle "MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN". To the right is a circular logo with a stylized water drop and leaves. A navigation bar at the bottom includes links for HOME, REPORTS, RESOURCE (which is highlighted in a dropdown menu), FEEDBACK, CONTACT, FAQS, and ABOUT.

Tools

https://drive.google.com/file/d/1U3rQ8bxASaHq_RAEWOLJThR7UQTA5gf/view?usp=drive_web

Step 4.3 Training

In NSMIS portal we have a training section in which you will find the guideline. If you wish to obtain the guideline, you can obtain it by placing yourself in the "guideline" resources section.

The screenshot shows the Tanzania Wash Portal homepage. At the top right, there is a language selection bar with "Language EN | SW". Below it is the Tanzanian coat of arms. The main title "TANZANIA WASH PORTAL" is in green, followed by the subtitle "MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN". To the right is a circular logo with a stylized water drop and leaves. A navigation bar at the bottom includes links for HOME, REPORTS, RESOURCE (which is highlighted in a dropdown menu), FEEDBACK, CONTACT, FAQS, and ABOUT.

Training

[National Guidelines ...](#)

Step 4.4 Presentations

In the resources section you can find presentations that you can use for the interactive understanding of the content you find in the NSMIS portal.

The screenshot shows the Tanzania WASH Portal homepage. At the top right, there is a language selection bar with "Language EN | SW". On the left, the Tanzanian national emblem is displayed. In the center, the portal's logo and name "TANZANIA WASH PORTAL" are prominently shown, along with the text "MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN". Below the header is a green navigation bar with links: HOME, REPORTS ▾, RESOURCE ▾ (which is highlighted), FEEDBACK, CONTACT, FAQS, and ABOUT. The main content area is titled "Presentations". Under this title, there are five thumbnail cards, each representing a presentation slide from the NSMIS portal. The thumbnails are arranged horizontally and include the following details:

Thumbnail	Title	Description
	National Sanitation Management Information System(NSMIS) Introduction to NSMIS	1.1 NSMIS_Introduc...
	National Sanitation Management Information System(NSMIS) NSMIS Concepts and Data Model	1.2 NSMIS_Concept...
	National Sanitation Management Information System(NSMIS) Data Entry in NSMIS	2 NSMIS_Data Entr...
	National Sanitation Management Information System(NSMIS) Data-Quality in NSMIS	3 NSMIS_Data Qual...
	National Sanitation Management Information System(NSMIS) Reports	4 NSMIS_Reports.p...

Step 4.5 Photos

Get access to the photo gallery of NSMIS portal, this is located within the resources section in the photo section

TANZANIA WASH PORTAL TRAINING MANUAL
MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN

The screenshot shows the Tanzania Wash Portal homepage with the title "TANZANIA WASH PORTAL" and subtitle "MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN". A green navigation bar at the top includes links for HOME, REPORTS, RESOURCE (highlighted), FEEDBACK, CONTACT, FAQS, and ABOUT. In the top right corner, there is a language selection "Language EN | SW" and a circular logo. Below the navigation, a section titled "Photos" displays a grid of thumbnail images labeled 10.jpg through 14.jpg, showing various scenes of community development and health programs.

Step 4.6 Case studies

You can find recently studied cases, all in downloadable versions

The screenshot shows the Tanzania Wash Portal homepage with the title "TANZANIA WASH PORTAL" and subtitle "MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN". A green navigation bar at the top includes links for HOME, REPORTS, RESOURCE (highlighted), FEEDBACK, CONTACT, FAQS, and ABOUT. In the top right corner, there is a language selection "Language EN | SW" and a circular logo. Below the navigation, a section titled "Case studies" displays two document thumbnails: "CHLORINE TABLET..." and "WSDP II Final Augu...".

Step 4.6 Policy & guidelines

You can find policy and guidelines within the resources of NSMIS portal.

The screenshot shows the Tanzania WASH Portal homepage. At the top right, there is a language selection bar with "Language EN | SW". Below it is the Tanzanian coat of arms. The main title "TANZANIA WASH PORTAL" is in large green letters, with "MINISTRY OF HEALTH, COMMUNITY DEVELOPMENT, GENDER, ELDERLY AND CHILDREN" underneath in smaller grey text. To the right is a circular logo with a green and yellow design. A navigation bar at the bottom includes links for "HOME", "REPORTS", "RESOURCE", "FEEDBACK", "CONTACT", "FAQS", and "ABOUT". The "RESOURCE" link is currently selected, indicated by a dropdown menu. The main content area is titled "Policy & Guidelines". Two documents are displayed as thumbnails: "PUBLIC HEALTH ACT 2002" and "Public Health(Sanita...").

Step 4.7 Download

You can find policy and guidelines within the resources of NSMIS portal.

Step 5. How to create reports

The portal offers the option to visualize several indicators.

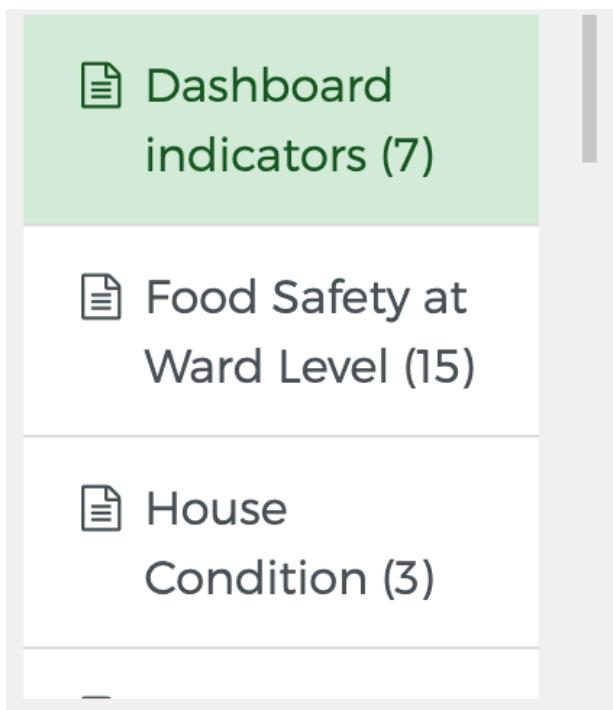
In the main menu identify the **REPORTS** option and then click.

*Accessing the indicators.

Step 5.1 Indicators view

The indicator view contains sections to interact with the data.

1) Indicator Group.



It's a container of indicators grouped by categories in common.

2) Indicator List.

Percent of households with functional hand washing and soap

Percent of households with improved toilets (Type B+C+D+E)

Households with improved toilets

Percent of households treating drinking

SH_% of households with improved toilets

Number of Villages/Mtaa declared ODF

Percent of households without toilets

Display a list of indicators.

3) Regions.

Search regions

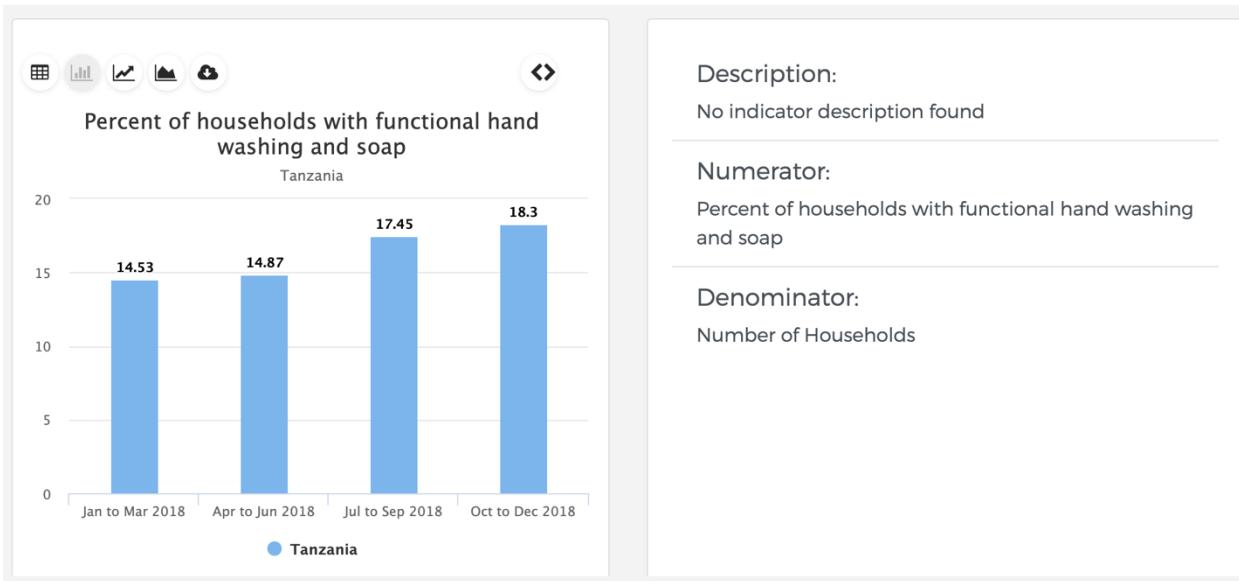
📍 Tanzania

📍 Arusha

📍 Dar es

A container to filter by regions.

4) Indicator Data.



It shows a graphic visualization of the indicator and the description of the data.

Step 5.2 Available indicators

About indicators

An indicator is a specific, observable and measurable characteristic that can be used to show the changes and progress that a program is making towards the achievement of a specific result.

The NSMIS portal contains 23 indicators that can be quickly located in the report's menu, not all of them allow visualizing data, this is because there is no data available to be able to be visualized, to the extent that the MoH works in the collection of information, the reports of the missing indicators can be visualized.

Dashboard indicators (5)

Access to improved sanitation

Percent of households with functional hand washing and soap

Number of Villages / Mtaa declared ODF

Percent of households without toilets

Percent of households treating drinking

Food Safety at Ward Level (6)

Food Safety Percentage of registered premises rendering food services

Food Safety Percentage of cases due to food borne diseases

Food Safety Percentage of deaths due to food borne diseases

Food Safety Percentage of premises rendering food services inspected

Food Safety Percentage of medically examined food handlers

Food Safety Percentage No food practicing HACCP in a Council

House Condition (3)

House Condition Percentage of Houses Built with permanent floor in the village / mtaa

House Condition Percentage of Houses Built with permanent non-leaking roof in the village / mtaa

House Condition Percentage of Houses Built with durable walls in the village / mtaa

Human Resource Management (5)

Human Resource Management Percentage of Enrolled EHP

Human Resource Management Percentage of wards with EHP

Human Resource Management Percentage of licensed EHP

Human Resource Management Percentage of Registered EHP

Human Resource Management Percentage of Enlisted EHP

Occupational Health and Safety (4)

Occupational Health and Safety Percentage of workers received preventive medical checkups

Occupational Health and Safety Percentage of informal sectors workers covered with health insurance scheme

Occupational Health and Safety Percentage of healthcare workers received PEP

Occupational Health and Safety Percentage of workplaces inspected for compliance in occupational health and safety

Port Health Services (7)

Port Food Safety Percentage of imported solid food seized

Port Health Services Percentage of travelers screened of international notifiable disease

Port Health Services Percentage of travelers arriving from affected areas

Port Health Services Percentage of travelers coming from Yellow fever affected areas

Port Health Services Percentage of departed travelers received yellow fever vaccine

Port Health Services Percentage of arrived travelers received yellow fever vaccine

Port E_ Total Number of Point of Entry (PoE)

Sanitation and Hygiene (9)

Sanitation and Hygiene Percentage of households with functional hand washing and soap

Sanitation and Hygiene Percentage Households with Basic Toilets

Sanitation and Hygiene Percentage Households with Safely Managed Toilets

Sanitation and Hygiene Percentage of households with improved toilets

Sanitation and Hygiene Percentage of households without toilets

Sanitation and Hygiene Percentage of Villages/Mtaa declared ODF

Sanitation and Hygiene Total Number of Villages

Sanitation and Hygiene Number of village/mtaa declared ODF

Water Safety Percentage of Households treating drinking water

School Wash for Primary (9)

School Wash Percentage of primary schools with changing room for girls

School Wash I Percentage of primary schools with improved sanitation facility

School Wash Percentage of primary schools with durable functional hand washing facility and soap

School Wash Percentage of primary schools with sanitation facilities for pupils with disabilities for girls

School Wash Percentage of primary schools without sanitation facility

School Wash Percentage of primary schools with improved toilet at a drop hole ratio of 1:50 for boys

School Wash Percentage of primary schools with improved toilet at a drop hole ratio of 1:40 for girls

School Wash Percentage of primary schools with reliable safe water supply

School Wash Percentage of primary schools with sanitation facilities for pupils with disabilities for boys

School Wash for Secondary (6)

School Wash Percentage of secondary schools with functional hand washing facility

School Wash Percentage of secondary schools with improved sanitation facility

School Wash Percentage of secondary schools with durable functional hand washing facility and soap

School Wash Percentage of secondary schools with reliable safe water supply

School Wash Percentage of secondary schools with improved toilet at a drop hole ratio of 1:50 for boys

School Wash Percentage of secondary schools with improved toilet at a drop hole ratio of 1:40 for girls

Wash and Healthcare Waste Management (5)

Wash and Healthcare Waste Management Percentage of Healthcare facilities with standard functional incinerator

Wash and Healthcare Waste Management Percentage of Healthcare facilities with improved toilets at a ratio of 1 :20 and 1:25 for female and male respectively

Wash and Healthcare Waste Management Percentage of healthcare facilities with placenta pits

Wash and Healthcare Waste Management Percentage of Healthcare facilities with functional hand washing points with soap

Wash and Healthcare Waste Management Percentage of Healthcare facilities with adequate water supply as per WASH Guidelines

Waste Management at Ward (6)

Percentage of Councils with landfill

Percentage of Councils with wastewater treatment facilities

Percentage of Municipal and Cities with facilities for treatment of faecal sludge

Percentage of Wards receiving solid waste collection services

Number of registered vehicles for collection of faecal sludge in the council

Number of Small and Medium scale Enterprises (SME) providing faecal sludge collection services in the council

Water Safety (2)

Water Safety Percentage of Households treating drinking water

Water Safety Percentage of households with designated container (bucket/pot) for safe storage of drinking water

Step 5.3 Description of the indicators, numerator and denominator.

Dashboard indicators (5)

Access to improved sanitation

Description

Number of households with improved toilets divided by the total number of households Note: Improved toilets can be Type B - improved pit latrine; Type C - ventilated improved latrine; Type D - water closet latrine; or Type E - ecological latrine

Numerator

Number of household with improved toilets

Denominator

Total number of Households in a Village

Percent of households with functional hand washing and soap

Description

Percent of households with functional hand washing and soap divide by Number of Households

Numerator

Number of households with functional hand washing and soap

Denominator

Number of Households

Number of Villages / Mtaa declared ODF

Description

Number of villages/mtaa declared open defecation free (ODF)

Numerator

Number of Villages/Mtaa declared ODF

Percent of households without toilets

Description

Number of households without a toilet divided by total number of households

Numerator

Number of households without toilets

Denominator

Total number of Households

Percent of households treating drinking

Description

Number of households treating drinking water divided by total number of households

Numerator

Number of households treating drinking water

Denominator

Number of Households

Human Resource Management (5)

Human Resource Management Percentage of Enrolled EHP

Human Resource Management Percentage of wards with EHP

Description

Human Resource Management Percentage of licensed EHP

Description

Human Resource Management Percentage of Registered EHP

Description

Human Resource Management Percentage of Enlisted EHP

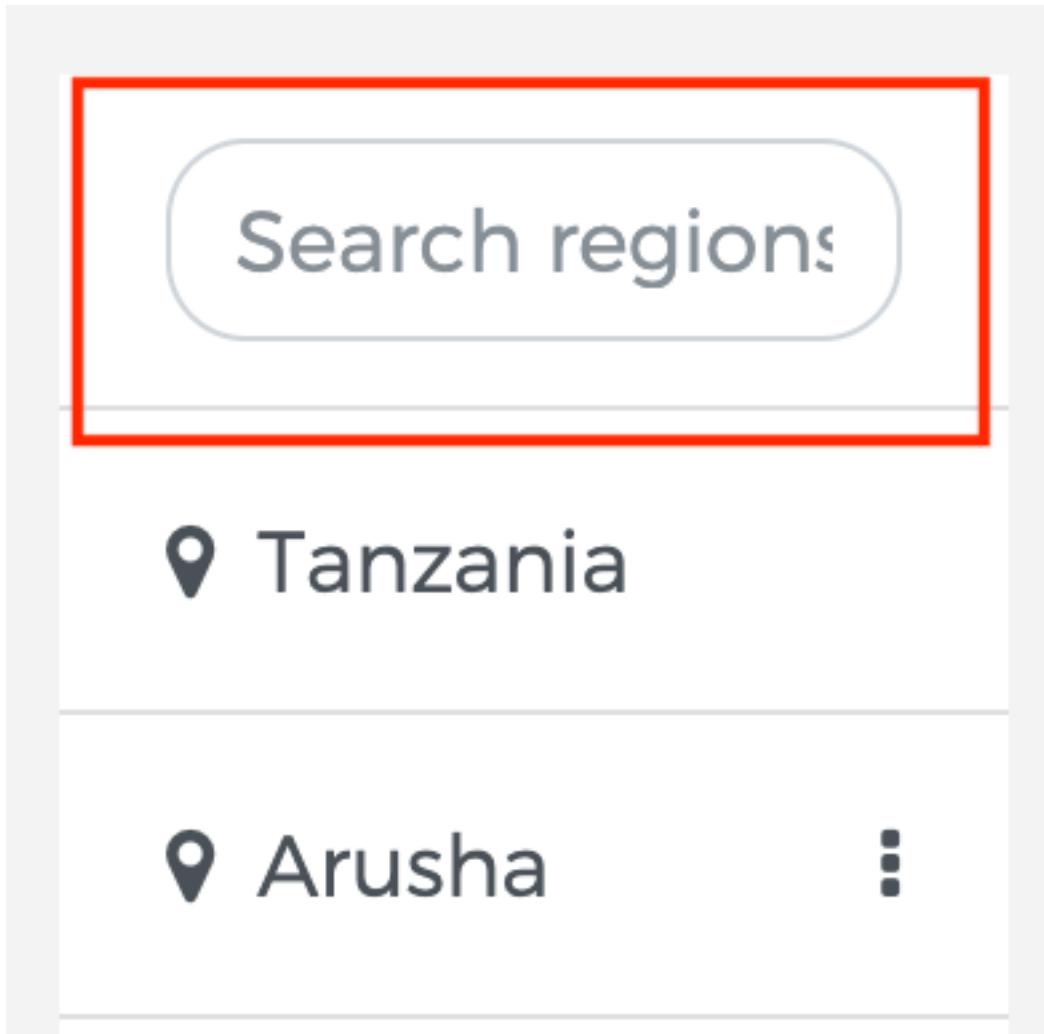
Description

Step 5.4 Definition of specific Locations

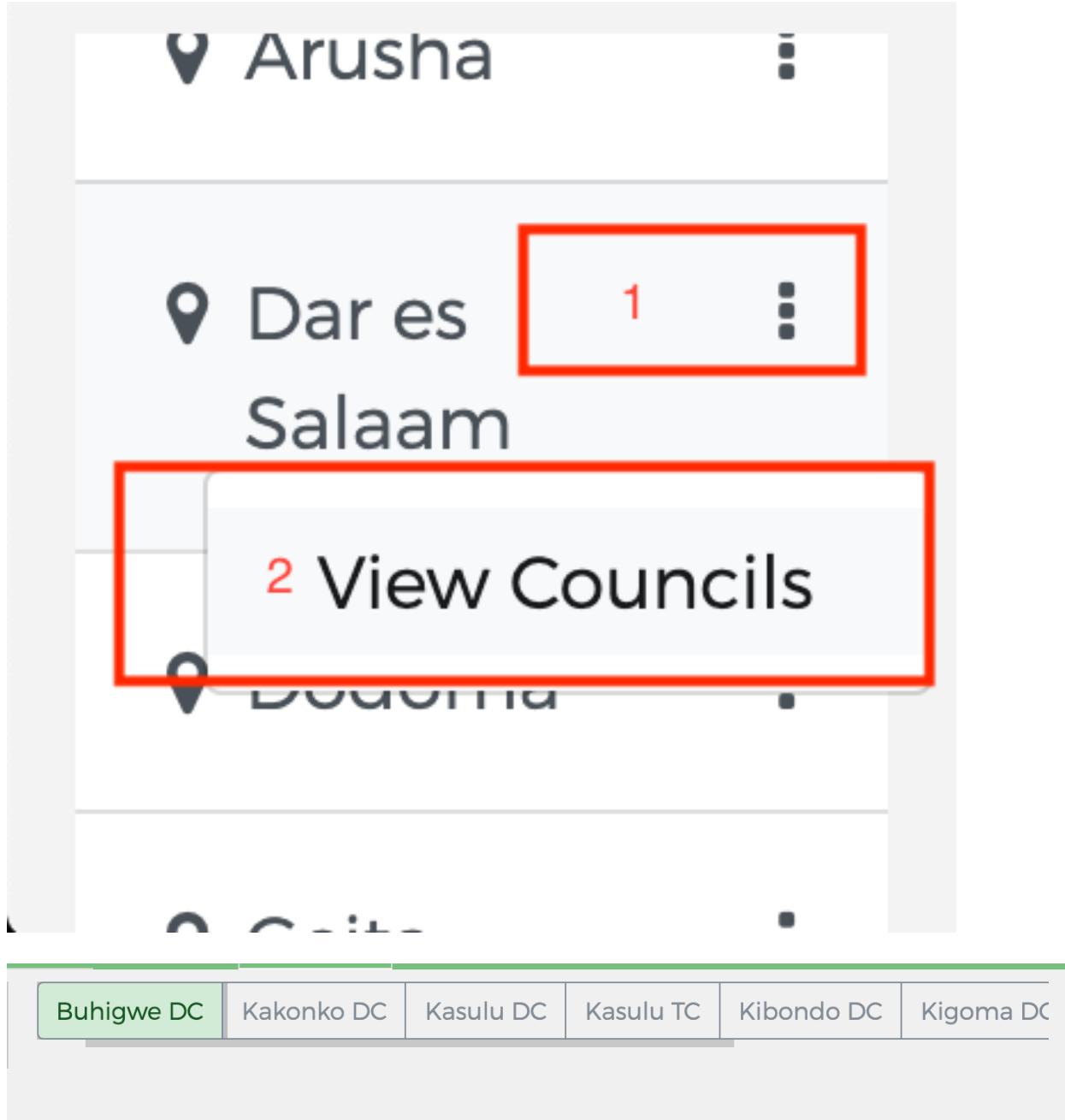
You can select a state, district or ward to display the indicators of that specific location.

Methods to select a specific location:

- 1) You can type the name of the region in the search bar that is within the region group.



- 2) By clicking on the submenu of regions (1) and then selecting the View Councils (2) option, this will provide an additional menu where you can select each district.



Step 5.5 Definition of the temporality of the data

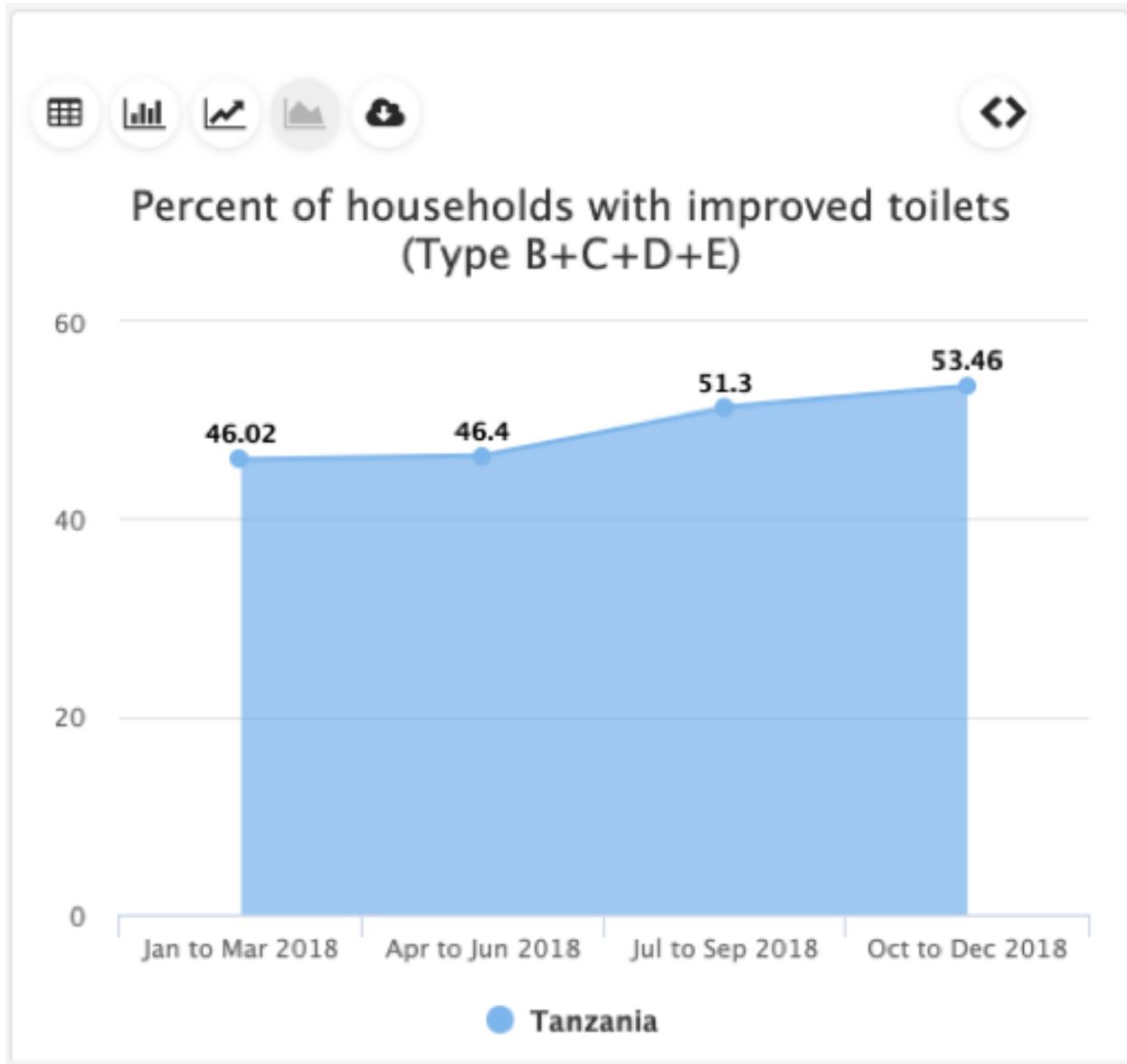
The information is displayed by quarters of the year (J, F, M, A, M, J, J, A, S, O, N, D), you can select more according to the availability of the period.

Select either specific rooms or entire years.

The existing data in the database will be displayed.

Step 5.6 Visualizing the data

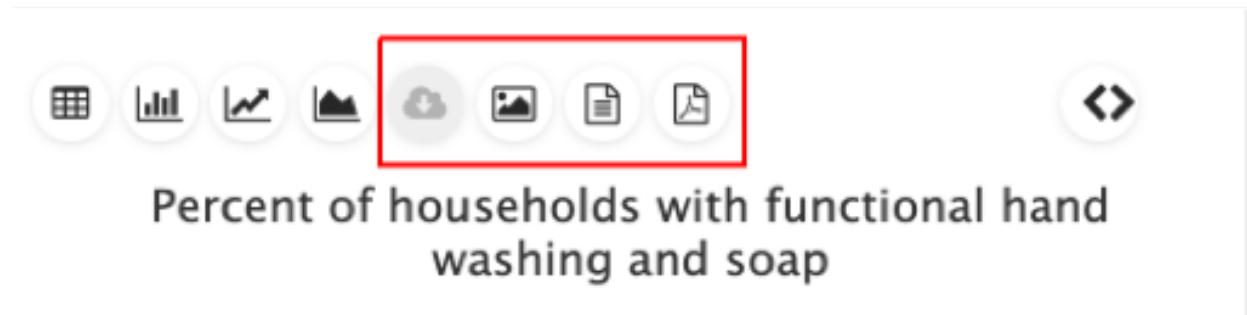
The indicators can be displayed in many ways, by selecting the type of view at the top of the indicator container we can select between tables, bar graphs and linear



Step 5.7 Export the graphics

An important part for the user is to obtain information from the site and take it with them when it is offline, in the NSMIS portal indicators there is the option to download them in 3 different formats: Image, CSV and PDF, this for portability and / or need of the user.

The button is placed at the top of each indicator.



Step 6. Contact the NSMIS team

How to feedback?

In the NSMIS portal it is important the feedback from the users, for that reason we have a contact form.

1. In the main menu identify the feedback option.
2. Enter our name, email, address, telephone and message content.
3. Press the send button.