1   FY25 Target Setting Tool Overview

Welcome to the FY25 Target Setting Tool User Manual. The FY25 Target Setting Tool is the tool for both COP23 Year 2 countries going through the COP Midpoint Review, and the ROP24 Year 1 OUs, having a full two-year Regional Operational Planning process. The following pages aim to provide users of the Target Setting Tool used to set FY25 with the information necessary to successfully complete each tab of the Target Setting Tool tool and determine accurate, data-driven targets. In previous years, the DataPack had been a key element of PEPFAR COP planning. In the spirit of COP Reform, we endeavored to reduce the level of effort in target setting and have developed a simplified Target Setting Tool for COP24, and continue with that tool, iterated a year forward for FY25. This tool serves a critical function in assisting PEPFAR Country Teams in setting targets in line with the UNAIDS 95-95-95 goals for Testing, Care & Treatment, PMTCT, VMMC, OVC, and other program areas. Please note that the FY25 Target Setting Tool is mandatory and must be used to set targets for FY25. For FY25, all indicators included in the Target Setting Tool are **MER 2.7** indicators. For further information on the MER 2.7 indicators, please go to https://datim.zendesk.com/hc/en-us/sections/200929315-MER.

For COP23 Year 2 countries, they will NOT need to fill out a notional Year 2 tab, they will only need to plan targets for FY25. COP23 Year 2 countries and should ignore any FY26 targets in PAW. ROP23 Year 1 countries will need to plan targets to the PSNUxIM level for FY25 (Year 1) and also plan notional targets at the country level for the PEPFAR program for FY26 (Year 2).

To submut a help desk ticket at any point please use DATIM.Zendesk.com.

1.1   About the Target Setting Tool

The FY25 Target Setting Tool supports analysis for all targets by Priority Subnational Unit (PSNU), population, and Implementing Mechanism (IM). This tool supports calculation of targets based on expected treatment coverage rates by type of PSNU and population prioritization.

- Teams must review and revise their PSNU prioritization levels for FY25. The FY25 Target Setting Tool assumes a 'test and start' treatment platform.

The Target Setting Tool will allow PEPFAR teams to use country specific programmatic assumptions to develop the optimal targets by PSNU along the program cascades to ensure the necessary number of PLHIV are diagnosed, linked, and start treatment. The Target Setting Tool does not necessarily calculate targets for every indicator, but it has space for teams to enter targets for all indicators and thus can be used to record agreed-upon COP targets, even for non-calculated indicators.

In the first year of their Operational Planning Process, OUs will also need to set high-level targets for their PEPFAR targets at the OU level.

Teams must not modify the structure of the FY25 Target Setting Tool in any way. The Bureau of Global Health Security and Diplomacy (GHSD) has developed a process by which targets can be directly imported into DATIM via the Target Setting Tool Site Tool in order to generate targets. However, this is *only* possible for teams that do not in any way alter the structure or format of the Target Setting Tool. Additional details will be available through COP webinars.

1.2 Highlighted adjustments from COP23 year 1 (FY24) to FY25 (COP23 Year 2/ROP24 Year 1)

The FY25 Target Setting Tool algorithms are largely the same as the COP23 (FY24) Target Setting Tool. However, please note the following updates that have been implemented as a result of feedback during COP last year. These changes revolve around workflow, ease of target setting, and linkage to the COP guidance based on different aspects of the Target Setting Tool that worked well and others that did not during COP23 target stetting:

- Fixes to formulae that arose during the last FY24 COP/ROP cycle.

- Update OVC_HIVSTAT age bands to include 18-20

Last year's COP23/FY24 Target Setting Tool separated the PSNUxIM tab into a separate file, and a new Year 2 tab was added to plan notional strategic, national level FY25 PEPFAR targets, however these targets were not imported into DATIM. Both of these changes are also reflected in the COP23 Year 2 – FY25/ROP24 Year 1 Target Setting Tool.

The Spectrum tab will allow users to load UNAIDS data with 12 columns of data elements for your OU. A Target Setting Tool-specific .csv file will be produced for your OU. The contents of this file will need to be manually copied and pasted into the Spectrum tab. Because COP timelines are earlier this year, teams can choose to use the finalized July 2023 estimates from last year's process, as long as they do not have any major epidemiological updates (e.g., PHIAs, other surveys). While this is not ideal, our understanding is that the UNAIDS Spectrum model has not had major assumption changes, so as long as input data is also stable, there should not be major changes. We have worked with UNAIDS to ensure that the finalized & published July 2023 estimates can also produce a workable .csv file.

1.3   Data Flow and Review Process to FY25 Submission

The results from FY23 Q4 have been taken from DATIM and used to populate the Target Setting Tool. In turn, the Target Setting Tool targets will produce FY25 targets that will be subsequently submitted through DATIM after COP23 Midpoint Review has been finalized and the PSNU level data entered into the Strategic Direction Summary (SDS) tables, where appropriate (target related data).There will also be strategic national-level targets for the PEPFAR program for ROP24 Year 2 (FY26), but these will not be imported into DATIM.

Submission Process

For each of the below submissions, the following process will occur:

- Country Teams pre-validate their Target Setting Tool submission in the Validation Self-Service App (available at https://apps.datim.org/datapack/).cc

- Country Team uses Validation Self-Service App to send data to PAW dossiers.

- Country Team saves Target Setting Tool file (Main TST file and PSNUxIM File) to SharePoint under the OU's HQ Collaboration > COP 2023 Year 2 - FY 2025 OR ROP 2024 Year 1-FY2025 > Guidance, Tools, and Resources folder > Target Setting Tool folder.

- Country team should generate CSO flatpack from the Self-Service Validation App to share with CSOs and send to PPM and DUIT Liaison. PPM will then post to public PEPFAR SharePoint site.

- Country Team submits a ticket in ZenDesk that includes:

  - A link to the two Target Setting Tool files saved in SharePoint

  - Confirmation that the files have been pre-validated in the Validation (DataPack) Self-Service App and are error free

  - Confirmation that the files have been sent to PAW via the Validation (DataPack) Self-Service App

  - In copy: Chair, PPM, assigned DUIT Liaison, and any Interagency members that should be aware of ongoing review and discussions.

- Once this ticket is received, the Target Setting Tool Support Team will confirm all the above has occurred and send additional instructions as needed

- The PPM reviews the ticket/email thread and confirms the correct individuals have all been copied.

- The assigned PPM and the assigned DUIT Liaison use both the Target Setting Tool Self-Service App and the PAW COP Dossiers to validate and review the Target Setting Tool, noting any feedback in the ticket/email thread.

- The assigned Chair should also review all feedback on the ticket thread and any additional comments as needed.

As is possible, all the above should occur within a 2-day turnaround from the initial submission of a Target Setting Tool from a Country Team. While this process will remain the same for each submission for review, the content of each review will differ, as explained below. Once a Zendesk ticket and email thread has been started with an initial Target Setting Tool submission, all future Target Setting Tool submissions related to the same Country should use the same thread/ticket to allow for easy coordination.

Submission 1 - Complete Draft Tool

- Completed draft Target Setting Tool including both the main TST tabs file and the PSNUxIM file

- Validate high-level strategic planning direction aligns with the vision agreed to during COP23 Year2/ROP24 Year 1 Midterm Review Meetings.

- Compare draft FY25 targets from COP23 Year 2 tool to notional Year 2 targets set during last year's COP and highlight significant differences and IM shifts

- Highlight any areas for technical assistance.

- Ensure construction of Target Setting Tool has not been altered, tool is able to be validated, and there are no major errors, flagged in the Validation App.

Submission 2 - Final Submission - Confirm all targets modeled in the Target Setting Tool are agreed on and ready for submission to DATIM.

- Ensure tool is free of errors.

- Ensure aall validation rule issues are resolved. Chair, PPM, and DUIT Liaison approval are required for any remaining validation rule issues.

- Secure Interagency Government sign-off for import of your submitted Target Setting Tool to DATIM.

- Provide documentation of approcal to waive any lingering validation issues flagged by the Target Setting Tool Self-Service App.

Once approval by PPMs, Chairs, and Liaisons is documented on the Zendesk ticket, the Target Setting Tool Support Team will move forward with uploading your submitted Target Setting Tool to DATIM and note completion of upload on the ticket. Once upload is done, it is recommended that you review the targets in DATIM to ensure alignment between DATIM and your Target Setting Tool.

Please note: in addition to the required tool submissions above, we encourage regular sharing,review, and dialogue with Chair, PPM, and DUIT Liaison(s) around the target setting process generally, and Target Setting Tool specifically. Feel free to share draft versions as often as is helpful, and request assistance for any technical issues as early as possible.

1.4   Target Setting Tool SharePoint Location

The Target Setting Tool will be posted on the PEPFAR SharePoint: pepfar.sharepoint.com.

- **File path:** OU > Country Name > HQ Collaboration > COP 2023 Year 2 - FY2025 OR ROP2024 Year 1 - FY2025 > Guidance, Tools, and Resources.

- **File name:** "Target Setting Tool_CountryName_20231212…..". Please reference the day in which the file was added to the folder. If there are new .zip files added, please utilize this file as it may be a new version of the Target Setting Tool tool.
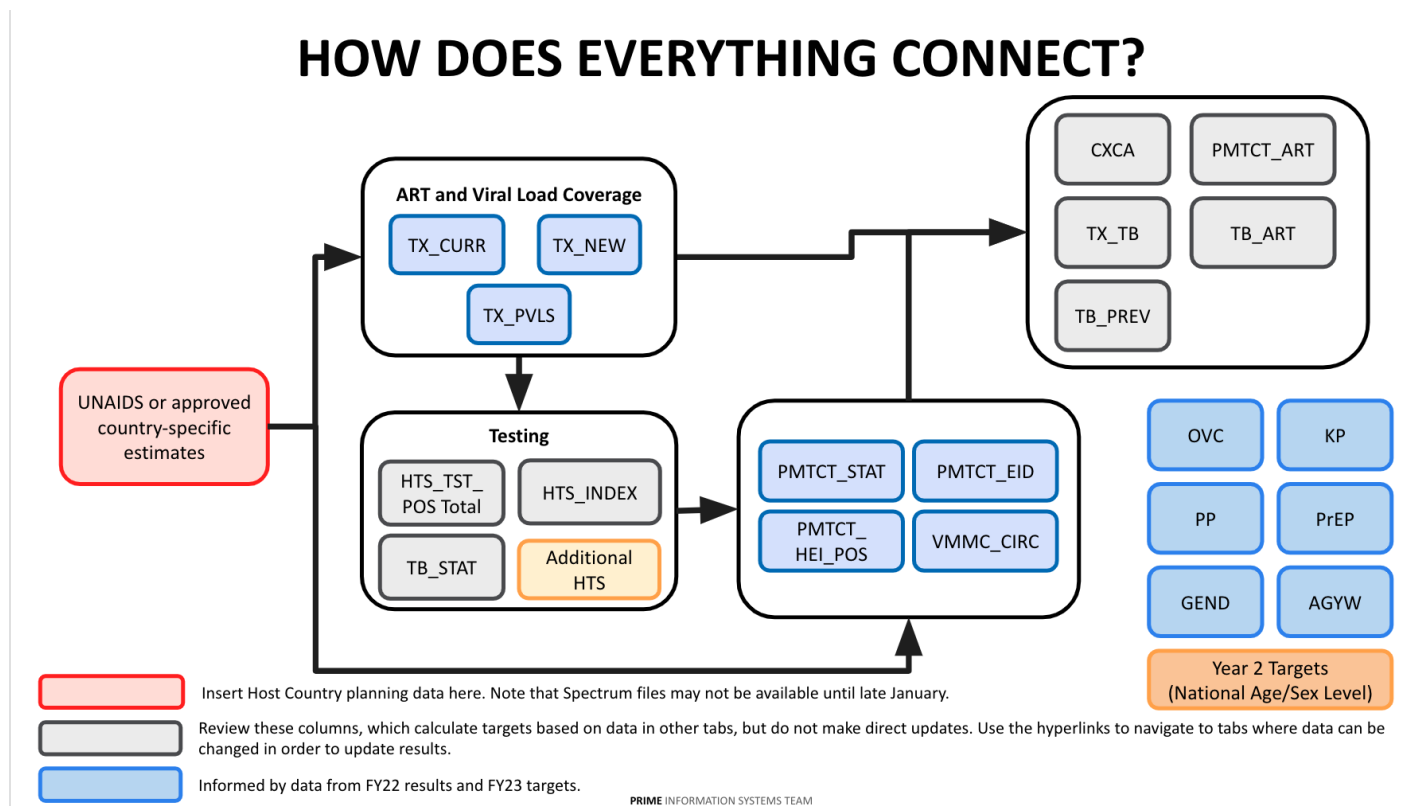
1.5   Tab Categories

Each Target Setting Tool will start with 20 tabs organized in the order presented below. Upon downloading the Target Setting Tool, the PSNUxIM tab will no longer appear as a blank sheet. Teams will need to generate their PSNUxIM file through the Self-Service Validation App after uploading and validating a draft Target Setting Toolk main tabs (below) file.

- Home

- Spectrum

- Prioritization

- Cascade

- KP

- Year 2

- PMTCT

- EID

- TB

- VMMC

- PrEP

- HTS

- CXCA

- TX_TB_PREV

- PP

- OVC

- GEND

- AGYW

- KP_MAT

- KP Validation

- PSNU x IM (The PSNUxIM Tab will be a stand alone tool, similar to that used for OPUs)

1.6 How Does Everything Connect?

1.7 Elements of a Tab

*HYPERLINKS
Light blue hyperlinks lead to that column's input or immediate output.

OUTPUTS
Grey column headers indicate that a column should be reviewed, but not changed.

INPUT LEVERS
Blue column headers indicate that a column can be edited. Start with these.

COP INDICATOR TARGET
Target columns will appear in bold and have [TARGET] above the cell in both grey and blue columns.

POP-UP COMMENTS
Hovering over or clicking a cell with a red tag reveals helpful instructions or explanations.

NOTES
Yellow boxes at the top left of a tab include notes or instructions pertaining to the whole tab.

FORUMLA REFERENCES
Double clicking a formula reveals its input references. You can see the full formula in the top bar.

WARNING
Figures in yellow indicate a warning for review.

ERRORS
Figures in red indicate an error.

1.8   How to Navigate a Target Setting Tool Tab

Familiarize

Read and remember notes at the top left of the tab, which include explanations and instructions pertainint to the entire tab.

Familiarize yourself with hyperlinks to contextualize data precedents and dependents.

Review nearby comment pop-ups to identify helpful tips and instructions, and to prevent downstream errors.

Edit

Adjust input levers to appropriate levels based on programmatic intention and result analysis.

Review

Review output columns to iteratively determine whether to re-adjust input levers.

Review cells highlighted red to identify and resolve errors flagged in the Data Pack.

Review cells highlighted yellow to identify and resolve warnings flagged in the Data Pack.
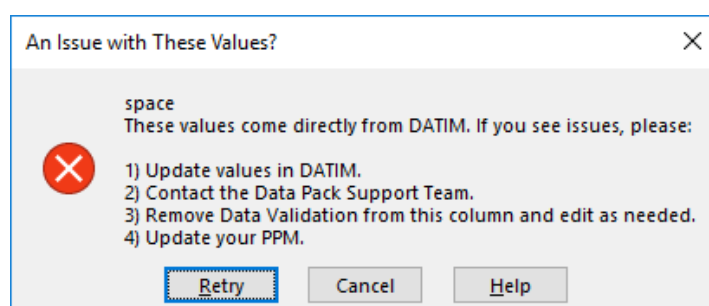
ENTERING DATA IN THE CORRECT SECTION

In the tabs for the DATIM Data Elements, sections may either have data prepopulated from DATIM or the user will enter data into that column. Each section of the guide will list what columns users can expect to have data prepopulated and / or where they can enter data themselves.

ENTERING DATA IN THE WRONG SECTION

If you enter data into a cell that you are not supposed to enter data into, you will receive the following message box with corrective action suggestions as well.

Example:

1.9 Adjustments to Historic Targets and Results

Throughout the Target Setting Tool, historic targets and results have been provided for reference and often to drive target modeling algorithms. If, in the process of reviewing these historic data, issues with the data are discovered that may need to be addressed in DATIM, follow the below procedure:

1. Raise specific issues with historic data to your PPM and DUIT Liaison. Determine together whether any issue identified requires updating values.

2. If you are full country team interagency, Chair, PPM and DUIT Liaison are in agreement, the values can be updated in the Target Setting Tool. The DUIT Liaison may need to check with PRIME and/or DUIT leadership if the changes are substantial.

1.10 Target Setting Tool Assumptions

There are many pre-populated assumptions that appear throughout the Target Setting Tool. These assumptions are included as a result of COP and MER Guidance. Although Target Setting Tools come pre-populated with these assumptions, there are various cases and guidance that allow user's to make edits to these assumptions. Below is a table of all pre-populated assumptions, the tab in which they are located, the Indicator, the Assumption. **Please note that all of these assumptions are all in in editable (Blue) columns** in the Target Setting Tool, to align with COP Reform and allow for a reduction of LOE and need for approvals. Changing these assumptions do not require approval, and teams are free to change these assumptions as needed.

Tab	S ection	Ind icator	A ssumpt tion
C ascade	ART Mo deling	Ta rgeted P artner C ountry ART Co verage (FY24) (%)	90%
C ascade	ART Initia tion	T a rgeted Re t ention Rate - A lready on ART (FY22) (%)	98%
C ascade	ART Initia tion	T a rgeted Re t ention Rate - New on ART (FY24) (%)	98%

Tab	S ection	Ind icator	A ssumpt tion
C ascade	ART Initia tion	P ercent Initia ted on ART that are TX Naive (FY24) (%)	100%
C ascade	VL T esting Co verage	% of TX_NEW E l igible for VL Test (%)	70%
C ascade	VL T esting Co verage	P lanned VLT Co verage (FY24) (%)	95%
C ascade	Viral Load S uppres sion	Ta rgeted VL S uppres sion Rate (FY24) (%)	95%

Tab	S ection	Ind icator	A ssumpt tion
C ascade	T esting	Ta rgeted ART L inkage Rate (FY24) (%)	95%
KP	TX_NEW	T a rgeted Re t ention Rate - A lready on ART (FY24) (%)	98%
KP	TX_NEW	T a rgeted Re t ention Rate - New on ART (FY24) (%)	98%

Tab	S ection	Ind icator	A ssumpt tion
KP	TX_NEW	P ercent Initia ted on ART that are TX Naive (FY24) (%)	100%
KP	T X_PVLS (D)	% initia ted on ART El igible for VLT (FY24) (%)	70%
KP	T X_PVLS (D)	P lanned VLT Co verage (FY24) (%)	95%
KP	T X_PVLS (N)	T a rgeted VL Supp r ession Rate (FY23) (%)	95%

Tab	S ection	Ind icator	A ssumpt tion
KP	H TS_TST	T a rgeted ART L inkage Rate (FY23) (%)	95%
KP	HTS_ TST _ RECENT	% of H TS_TST KeyPop Po s itives (FY23) (%)	100%
PMTCT	PMT C T_STAT (D)	E x pected change in new ANC c lients (%)	0%
EID	PM T CT_EID (N)	T a rgeted % HIV e xposed i nfants tested by 2 mo (%)	95%

Tab	S ection	Ind icator	A ssumpt tion
EID	PM T CT_EID (N)	T a rgeted % HIV e xposed i nfants tested by 12 mo (%)	100%
EID	PMT CT_ H EI_POS (N)	Est. ART L inkage Rate (%)	98%
EID	PMT CT_ H EI_POS (N)	Est. TX Retent ion Rate (%)	98%
EID	PMT CT_ H EI_POS (N)	% E l igible for VLS T esting	70%
EID	PMT CT_ H EI_POS (N)	Est. VL T esting Co verage Rate (%)	95%
EID	PMT CT_ H EI_POS (N)	Est. VL Supp r ession Rate (%)	95%

Tab	S ection	Ind icator	A ssumpt tion
TB	T B_STAT (D)	Es t imated Change in In c idence (%)	0%
HTS	H T S_SELF	% Change in H T S_SELF (%)	0%
HTS_R ECENT	all mod a lities	% of Po s itives 15+	100%
CXCA	CX C A_SCRN	T a rgeted CXCA Sc r eening c o verage rate A lready On ART (%)	33%

Tab	S ection	Ind icator	A ssumpt tion
CXCA	CX C A_SCRN	T a rgeted CXCA Sc r eening c o verage rate Initia ted On ART (%)	100%

TX_TB | TX_TB | T | 100% |
_PREV | (D) | argeted | |

    | | co | |
    | | verage: | |
    | | New on | |
    | | ART (%) | |
    | | | |
    | | | |
    | | | |

TX_TB _PREV	TX_TB (D)	T a rgeted co v erage: A lready on ART (%)	100%
TX_TB _PREV	T B_PREV (D)	% TX_TB (D) Screen Neg., New on ART in i tiated on TPT (%)	100%
TX_TB _PREV	T B_PREV (D)	% TX_TB (D) Screen Neg., A lready on ART in i tiated on TPT (%)	100%
TX_TB _PREV	T B_PREV (N)	T a rgeted p letion (%)	90%
PP	P P_PREV	E x pected change P P_PREV s e rvices (%)	0%

OVC	O V C_SERV	T a rgeted Gra d uation Rate among C ompre h ensive (%)	20%
AGYW	AG Y W_PREV	Pr o jected Net Change in Total AG Y W_PREV from FY21 R esults (%)	0%
AGYW	AG Y W_PREV	T a rgeted P ercent Com p letion (%)	60%