

# Learner's Guide to Reports

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## What is this guide?

This guide contains all exercises and detailed steps to perform them related to the use of the reports app for the Analytics Tools Level 1 academy. Please perform each of the exercises when prompted to by your instructors.

## Learning objectives for this session

1. Create a data set report
2. Create a reporting rate summary
3. Describe how reporting rates can be viewed in other applications
4. Create an organisation unit distribution report
5. Describe how resources can be uploaded

## Time needed for this session

Live demo: 2 demos, ~ 20 mins each

Hands-on exercises: 5 exercises, 5-15 mins each

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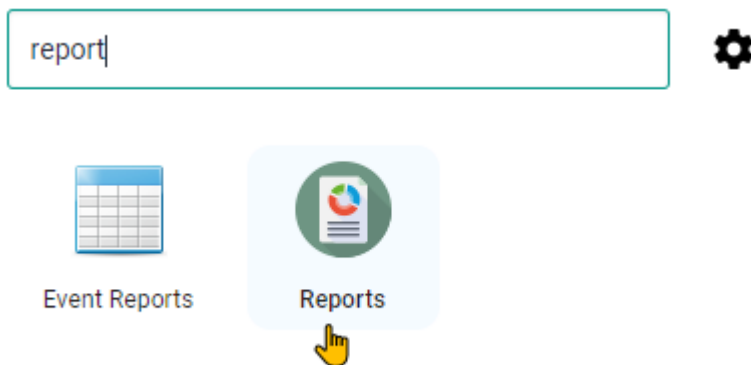
- Exercise 4 - Reporting Rates in Other Tools
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## Exercises

### Exercise 1 - Data Set Report

Access the reports app

Apps -> Reports



Review the reports app

The modules that are available here are described in this presentation:

Open the data set report module

## Data Set Report



View data set reports. These reports are based on data entry screens and will produce a report with aggregated data.

[Get Report](#) 

This is an example of a data set report from the Immunization data set.

## Outreach sessions

Outreach immunisation sessions held	
Outreach immunisation sessions planned	29

## Vaccinations - children

Vaccine	< 1 year	>= 1 year	Total
BCG	1061	10	1071
DPT-HepB-HIB 1	1040	22	1062
DPT-HepB-HIB 2	807	7	814
DPT-HepB-HIB 3	689	7	696
IPV	791	7	798
OPV 0	867		867
OPV 1	1018	9	1027
OPV 2	954	10	964
OPV 3	936	8	944
PCV 1	966	8	974
PCV 2	897	8	905
PCV 3	878	11	889
MR 1	736	7	743
MR 2		502	502

Run the data set report

Select inputs for the Org unit, Data Set and Period. In this example, the data set report is being run using the following:

- Org Unit : Bird District
- Data Set : Immunisation
- Report period : Monthly, Year: 2022, Month: October

After selecting your inputs, select "Get report"

Report organisation unit

▼ ☐ Trainingland

▼ ☐ Animal Region

▶ ☒ Bird District

▶ ☐ Cat District

▶ ☐ Dog District

▶ ☐ Fish District

▶ ☐ Game District

▶ ☐ Insect District

▶ ☐ Food Region

[Show more options](#)

Data set

Immunisation

Report period

Monthly

year

2024

month

January

☐ Use data for selected unit only

GET REPORT

Review the data set report

Review the report with the group. Note that this is an output of the data set exactly as it appears in data entry. Depending on your outputs, it may have aggregated values from various org units and time periods and placed them into the data set for review.

# Outreach sessions

Outreach immunisation sessions held	
Outreach immunisation sessions planned	29

# Vaccinations - children

Vaccine	< 1 year	>= 1 year	Total
BCG	1061	10	1071
DPT-HepB-HIB 1	1040	22	1062
DPT-HepB-HIB 2	807	7	814
DPT-HepB-HIB 3	689	7	696
IPV	791	7	798
OPV 0	867		867
OPV 1	1018	9	1027
OPV 2	954	10	964
OPV 3	936	8	944
PCV 1	966	8	974
PCV 2	897	8	905
PCV 3	878	11	889
MR 1	736	7	743
MR 2		502	502

Review download options

You are able to download the data set report as either an excel or PDF file

[DOWNLOAD AS XLS](#) [DOWNLOAD AS PDF](#)

Exercise 2 - Run a data set report within an orgunit group

Create another data set report. This time select the “Show more options” button to show available org unit group sets.

Report organisation unit

☐ Trainingland

☒ Animal Region

☐ Bird District

☐ Cat District

☐ Dog District

☐ Fish District

☐ Game District

☐ Insect District

☐ Food Region

Show more options



After selecting “Show more options” you will see the available org unit group sets

Data Set Report ?

Report organisation unit

☐ Trainingland

☒ Animal Region

☐ Food Region

Show fewer options

Ownership

Public

Type

Select Option

Urban/Rural

Select Option

GET REPORT

Data set

Immunisation

Report period

Monthly

year

2024

month

January

☐ Use data for selected unit only

Select an orgunit group in addition to the other inputs for the report

Select inputs for the Org unit, Data Set and Period. In this example, the data set report is being run using the following:

- Org Unit : Animal Region
- Data Set : Immunisation
- Report period : Monthly, Year: 2024, Month: January

In addition, the “Public” Org unit group has been selected from the “Ownership” group set. Select “Get report” in order to retrieve the report.

Review the data set report

The data set report is the same as before, however now it has filtered out the aggregation. Only data from public facilities has been included in the data set report.

## Outreach sessions

Outreach immunisation sessions held	
Outreach immunisation sessions planned	613

## Vaccinations - children


Vaccine	< 1 year	>= 1 year	Total
BCG	20376	208	20584
DPT-HepB-HIB 1	19418	285	19703
DPT-HepB-HIB 2	20375	181	20556
DPT-HepB-HIB 3	17194	199	17393
IPV	16851	168	17019
OPV 0	17087		17087
OPV 1	19039	200	19239
OPV 2	18521	197	18718
OPV 3	17202	172	17374
PCV 1	18373	180	18553
PCV 2	17498	175	17673
PCV 3	16902	171	17073
MM 1	17000	170	17170

### Exercise 3 - Reporting Rate Summary



Select the Reporting Rate Summary module from within the reports app

# Reporting Rate Summary

Browse the reporting rates of data sets by organisation unit and period based on various criteria for submission.

[Get Report](#) 

OR

 [Reporting Rate Summary](#) 

## Reviewing the reporting rate summary concept

This is available within the accompanying slides if you require additional review. Reporting rate summary allows you to check the system-defined completeness and timeliness for one period of any aggregate data set in the system. There are several drawbacks to the reporting rates as calculated by DHIS2, but may often be used as a best estimate in a number of circumstances.

This is an example summary from the Immunisation data set.

[DOWNLOAD AS XLS](#) [DOWNLOAD AS CSV](#)

Bird District - Immunisation - 2023

Name	Immunisation - Actual reports	Immunisation - Expected reports	Immunisation - Reporting rate	Immunisation - Actual reports on time	Immunisation - Reporting rate on time
Owl Dispensary	11	12	91.7	11	91.7
Hawk Primary Health Centre	11	12	91.7	11	91.7
Crow Health Centre	11	12	91.7	11	91.7
Woodpecker Health Centre	11	12	91.7	11	91.7
Peacock Dispensary	11	12	91.7	11	91.7
Pigeon Primary Health Centre	11	12	91.7	11	91.7

## Run the reporting rate summary

Select inputs for the Org unit, Data Set and Period. In this example, the reporting rate summary is being run using the following:

- Org Unit : Dog District
- Data Set : Immunisation



- Report period : Yearly, Year: 2023

Note that, just like for data set reports you are also able to select “show more options” and select additional org unit group filters if you need to. In this example, none have been selected but the same principles as data set reports would apply.

After selecting your inputs, select “Get report”

Report organisation unit

▼ ☐ Trainingland

▼ ☐ Animal Region

☐ Bird District

☐ Cat District

☒ Dog District

☐ Fish District

☐ Game District

☐ Insect District

☐ Food Region

[Show fewer options](#)

Ownership

Select Option

Type

Select Option

Urban/Rural

Select Option

GET REPORT

Data set

Immunisation

Report period

Yearly

year

2023

Review the reporting rate summary

Review the report with the group and explain the outputs.

Dog District - Immunisation - 2023

Name	Immunisation - Actual reports	Immunisation - Expected reports	Immunisation - Reporting rate	Immunisation - Actual reports on time	Immunisation - Reporting rate on time
Hot dog Primary Health Centre	10	12	83.3	10	83.3
Afghan Dispensary	10	12	83.3	10	83.3
Dingo HC	10	12	83.3	10	83.3
Terrier Dispensary	10	12	83.3	10	83.3
Great Dane HC	10	12	83.3	10	83.3
Doberman Pinscher HC	10	12	83.3	10	83.3
Goofy Dispensary	10	12	83.3	10	83.3
Hound PMP	10	12	83.3	10	83.3
Mongrel Dispensary	10	12	83.3	10	83.3

Review download options

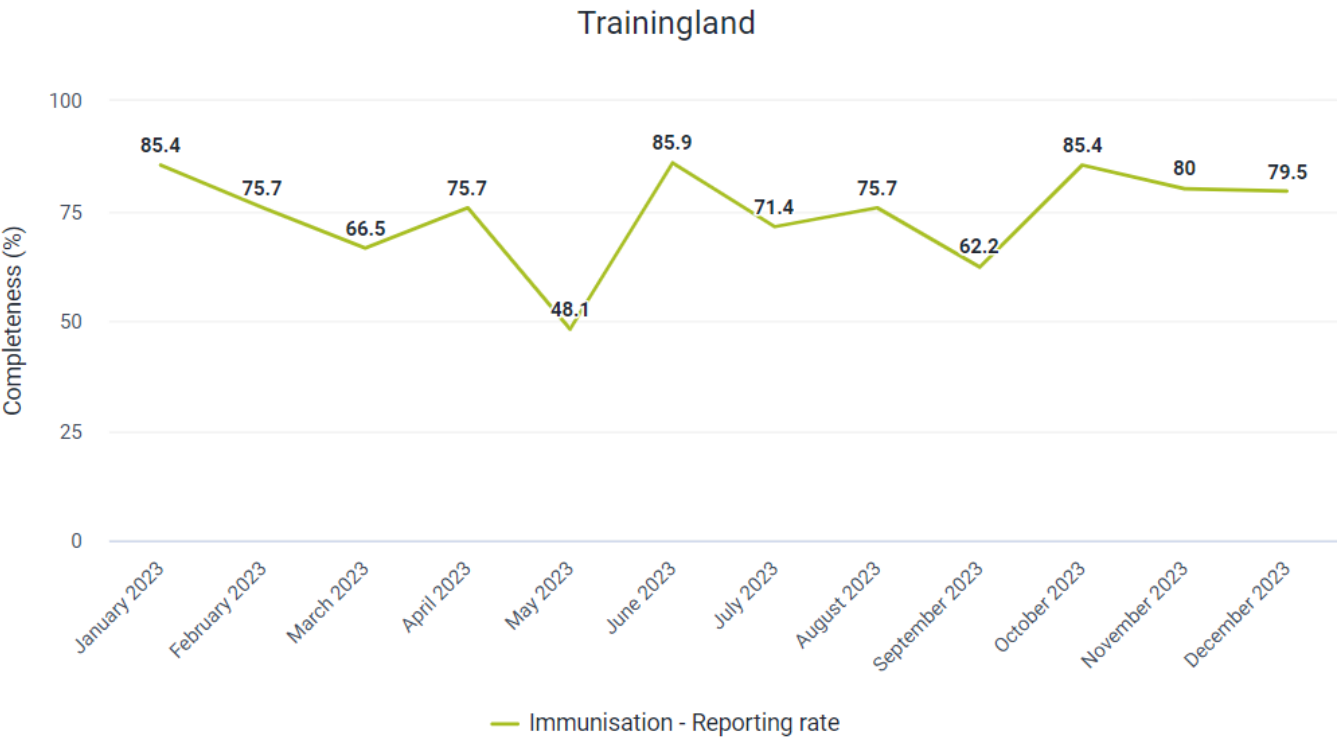
You are able to download the data set report as either an excel or PDF file

Exercise 4 - Reporting Rates in Other Tools

The reporting rate summary is a very user-friendly tool; however one critical disadvantage of the reporting summary is that only one period can be viewed at a time. In addition, the report rate summary does not respect the organisation unit “closing date;” this may cause a problem if you have permanently closed a facility but the data set you are reviewing is still assigned to that facility.

We can also review reporting rates in charts, tables or maps and even combine them with other data by using combination charts.

Open the chart “EPI - Completeness - 2023 months” in Data Visualizer



Here we can see that we review completeness over many periods.

Edit the data selection

If we open the data tab and select "Data sets" you will be able to see the various metrics associated with data set reporting rates.

Data

Search by data item name

Data Type

Data sets

Data set

All data sets

Metric type

All metrics

HIV Monthly - Reporting rate

HIV Monthly - Reporting rate on time

HIV Monthly - Actual reports

HIV Monthly - Actual reports on time

HIV Monthly - Expected reports

Selected Items

Immunisation - Reporting rate

➡

➔

⬅

⬅

Add in the reporting rate "HIV Monthly Reporting rate" as an example.

11 / 15

Data

Search by data item name

Data Type

Data sets

Data set

All data sets

Metric type

All metrics

HIV Monthly - Reporting rate on time

HIV Monthly - Actual reports

HIV Monthly - Actual reports on time

HIV Monthly - Expected reports

Immunisation - Reporting rate on time

Selected Items

Immunisation - Reporting rate

HIV Monthly - Reporting rate

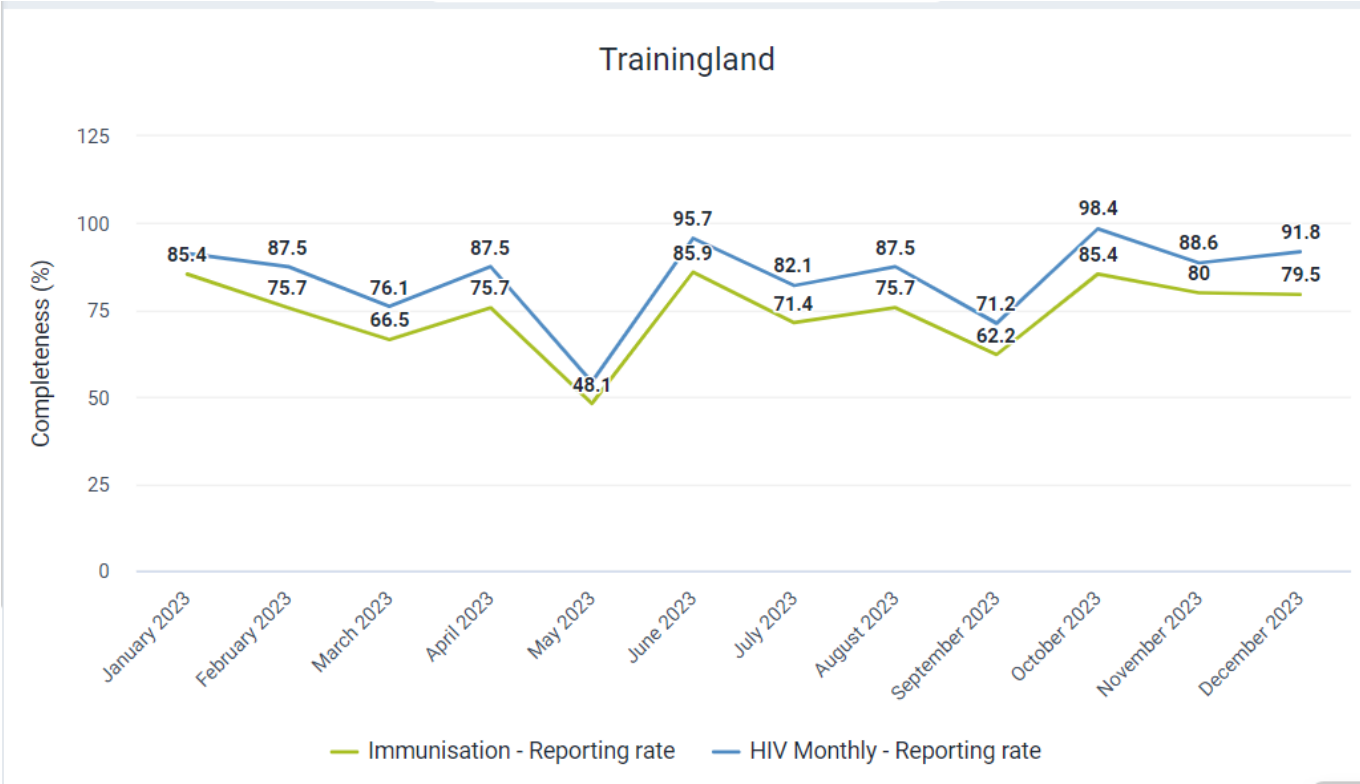
➡

➡

⬅

⬅

Select Update to review the chart. Another advantage when using these apps is that you can view reporting rates not only across multiple periods, but also across multiple data sets at the same time.



Exercise 5 - Org Unit Distribution

Select the "Org Unit Distribution report" module from within the reports app

# Org unit distribution report





Browse the organisation unit distribution report based on the organisation unit group sets and its groups.

Get Report



OR

[Org unit distribution report](#)



## Review the org unit distribution report

This is available within the accompanying slides if you need to review it. This report allows you to review the number of organisation units that belong to an organisation unit group. It is a good tool to verify this count is correct and to determine if you can use these groups in indicator values and expect the correct result.

This is an example from the Ownership group set.

## Private - Trainingland

Organisation Unit	Private	Public	Total
Animal Region	24	90	114
Food Region	5	65	70
Trainingland	29	155	184

## Run the org unit distribution report

Select inputs for the Org unit and Org unit Group Set. In this example, the org unit dist. report is being run using the following:

- Org Unit : Food Region
- Group Set : Ownership

After selecting your inputs, select “Get report”

Report organisation unit

- ▼ ☐ Trainingland
- ▶ ☐ Animal Region
- ▶ ☒ Food Region

Group Set

Ownership

GET REPORT

GET CHART

Review the org unit distribution report

Review the report and explain the outputs.

## Private - Food Region

Organisation Unit	Private	Public	Total
Dessert District	0	10	10
Dinner District	5	15	20
Fruit District	0	10	10
Staple District	0	10	10
Sweet District	0	10	10
Vegetable District	0	10	10
Food Region	5	65	70

Review download options

You are able to download the data set report as either an excel or PDF file

Run the report again by selecting “Get Chart”

You can also output org unit distribution via chart options; we can see that it is not nearly as detailed however as a breakdown by the child orgunits is not available in this view.

Report organisation unit

▼

☐ Trainingland

▶

☐ Animal Region

▶

☒ Food Region

Group Set

Ownership

▼

GET REPORT

GET CHART

Private - Food Region

