

OVC PERFORMANCE STANDARDS SYSTEM

USERGUIDE

Version 1.0

Performance Standards System Overview

- ❖ A system to monitor the standards of data for various systems and partners
- ❖ Currently fully supports the OVC System
- ❖ Monitors performance from the smallest cbo in various districts up to a provincial level.

Modules

The system has the following modules.

- ❖ Adding Users
- ❖ Dimensions Management
- ❖ Data Entry
- ❖ Reports
- ❖ Data Management

Adding System Users

This module is accessible to system administrators only.

Enter user details

* indicates must fill fields

Userid*	<input type="text" value="3793"/>
Surname*	<input type="text"/>
First Name*	<input type="text"/>
Phone Number	<input type="text"/>
Username *	<input type="text"/>
Password*	<input type="password"/>
Confirm Password*	<input type="password"/>
User Level*	<input type="text" value="user level"/>
<input type="button" value="clear"/>	<input type="button" value="Add"/>

Login Page

PERFORMANCE STANDARDS SYSTEM

Login

Username:

Password

Log In

Adding dimensions

Enter Dimensions Details Here

Add Row

Delete row

Number

Dimension Name

Maximum Score

1

Dimension Name

Maximum percentege Score

2

Dimension Name

Maximum percentege Score

3

Dimension Name

Maximum percentege Score

Save

Data Entry

Marking Performance

- ❖ This part takes data about a specific system, Partner and CBO.
- ❖ One should answer each question in each dimension.
- ❖ The answers entered will determine the score each CBO earns.

There are two types of scores.

- ✓ Score per dimension
- ✓ Aggregate score

To mark performance;

Over your mouse on Performance

Click 'Mark Performance' button

Marking Performance

Mark /Edit Performance

Choose the appropriate fields below for you to mark performance

Choose county

Choose System:

Choose Partner:

Choose cbo:

Assessment Month:

Assessment Year:

Next

Data Entry

1. Consistency dimension

DIMENSION 1 : Consistency.

Consistency Marks :	20%
1 a). Number Of OVC in Master List	56
1 b). Number Of F1A Submitted by CHV	56
2. DQA findings available	YES
3. Distribution lists OLMIS generated?	YES
4 a). Number of Submitted reports	6
4 b). Number of Reviewed reports	6
4 c). Number of Rejected reports	6
5 a). HQ reporting rates	23
5 b). IP reporting rates	23
6 a). OLMIS overall rates	45
6 b). CHV overall rates	45

Move to the
next page

Data Entry

2.Availability dimension

Overall Percentage : 19%

Aggregate percentage for all the dimensions

• Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 2 : Availability.

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	Availability Marks :	8%
1.	Is SOP filed ?	<input type="text" value="YES"/>
2.	Is SOP retrievable ?	<input type="text" value="YES"/>
3 (a).	Version date for: F1A	<input type="text" value="03-02-2014"/>
3 (b).	Version date for: Biodata form	<input type="text" value="03-02-2014"/>
3 (c).	Version date for: Exit form	<input type="text" value="03-02-2014"/>
4.	OLMIS Version date:	<input type="text" value="13-02-2014"/>

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Data Entry

Setting Version Dates

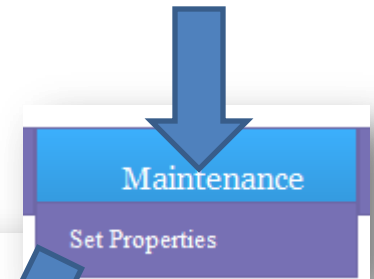
Choose the fields appropriately to set System Properties.

Choose System:

Choose Category :

Select / Enter all the required details

	Year	Month	Element	Date
1	<input type="text" value="2014"/>	<input type="text" value="March"/>	<input type="text" value="F1A Date"/>	<input type="text" value="04-02-2014"/>
2	<input type="text" value="2014"/>	<input type="text" value="March"/>	<input type="text" value="BioData Form Date"/>	<input type="text" value="04-02-2014"/>
3	<input type="text" value="2014"/>	<input type="text" value="March"/>	<input type="text" value="Exit Form Date"/>	<input type="text" value="05-02-2014"/>
4	<input type="text" value="Choose Yea"/>	<input type="text" value="Choose Month"/>	<input type="text" value="Choose Element"/> <input type="text" value="Choose Element"/> <input type="text" value="F1A Date"/> <input type="text" value="BioData Form Date"/> <input type="text" value="Exit Form Date"/> <input type="text" value="OLMIS Version Date"/>	<input type="text" value="Current Date"/>



Data Entry

3. Timeliness dimension

Performance Tracking

Aggregate Percentage : 33%

- Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 3 : Timeliness.

Timeliness Marks :

5%

1. Date of submission :

12-12-2013

2. Number of exit forms updated in OLMIS :

60

3. Number of F1A forms updated in OLMIS :

60

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Data Entry

4. Accuracy dimension

Performance Tracking

Aggregate Percentage : 53%

- Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 4 : Accuracy.

Accuracy Marks :

20%

1. Number of F1A posted accurately : 100
2. Overall partner reporting rate : 100

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Data Entry

5. Interpretation dimension

Performance Tracking

Aggregate Percentage : 64%

- Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 5 : Interpretation.

Interpretation Marks :

11%

1. Staff are able to interpret OLMIS reports?
2. Staff can articulate project outcomes?
3. Staff can demonstrate compilation of PEPFAR report ?
4. Staff can interpret reporting rates?

YES

YES

NO

YES

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Data Entry

6. Completeness dimension

Performance Tracking

Aggregate Percentage : 74%

- Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 6 : Completeness.

Completeness Marks :

10%

1. Benefits updated in OLMIS ?

YES

2. Number of OVC with school name updated

100

3. Number of OVC under "Not in System" CHV :

100

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Data Entry

7. Data use dimension

Performance Tracking

Aggregate Percentage : 79%

- Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 7 : Data Use.

Data Use Marks :

5%

1. Monthly Data review presentation available, meeting is held at partner level?
2. Monthly Data review minutes available, meeting is held at partner level?
3. Monthly Data review presentation available, meeting held by CHV?
4. Monthly Data review minutes available, meeting held by CHV?

YES

YES

YES

YES

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Data Entry

8. Security dimension

Overall Percentage : 60%

- Please Fill The Form Below Appropriately To Get The Total Performance

DIMENSION 8 : Security.

Security Marks :

3%

1. Antivirus updated within the week? YES ▼
2. Regular Backups made in prescribed format? YES ▼
3. Staff using Passwords to access OLMIS? NO ▼
4. Lockable cabinets available and in use? NO ▼

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Submit

data saved Successfully

Reports

Dimensional charts

Displays Reports in form of four different charts.

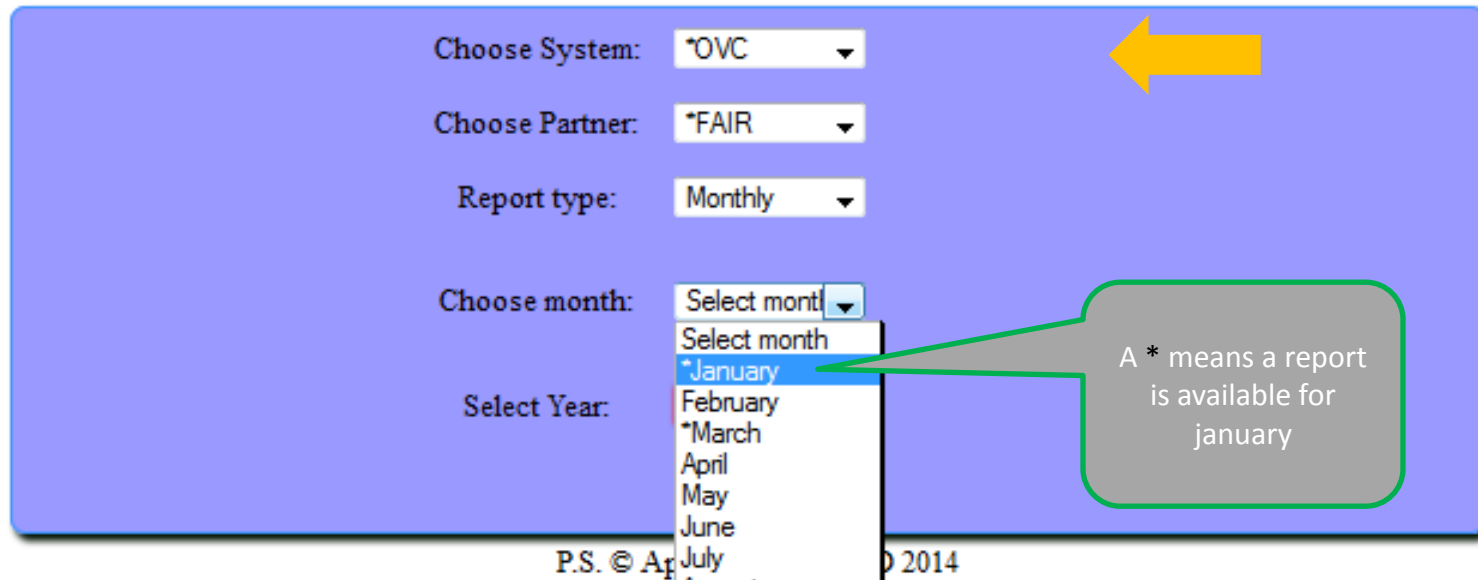
- 1. Spider web Chart
- 2. Funnel Chart
- 3. Pyramid Chart
- 4. Columns

To view reports, over your mouse on reports menu, then select “dimension reports”.

Reports

Dimension Reports

Specify the System, partner , report type and period (quarter,month, year) appropriately to load the existing reports



The screenshot shows a web interface for selecting report parameters. It includes four dropdown menus: 'Choose System' (set to '*OVC'), 'Choose Partner' (set to '*FAIR'), 'Report type' (set to 'Monthly'), and 'Choose month' (with a dropdown menu open showing options from 'January' to 'July', where '*January' is highlighted). A yellow arrow points to the 'Choose System' dropdown. A green callout box points to the '*January' option in the month dropdown, containing the text: 'A * means a report is available for january'. At the bottom, there is a 'Select Year:' label and a partially visible year '2014'. The footer text 'P.S. © Af' is also visible.

Choose System: *OVC

Choose Partner: *FAIR

Report type: Monthly

Choose month: Select month

Select Year: 2014

P.S. © Af

A * means a report is available for january

Reports

Spider Web Chart

Spider web

Funnel Chart

Pyramid Chart

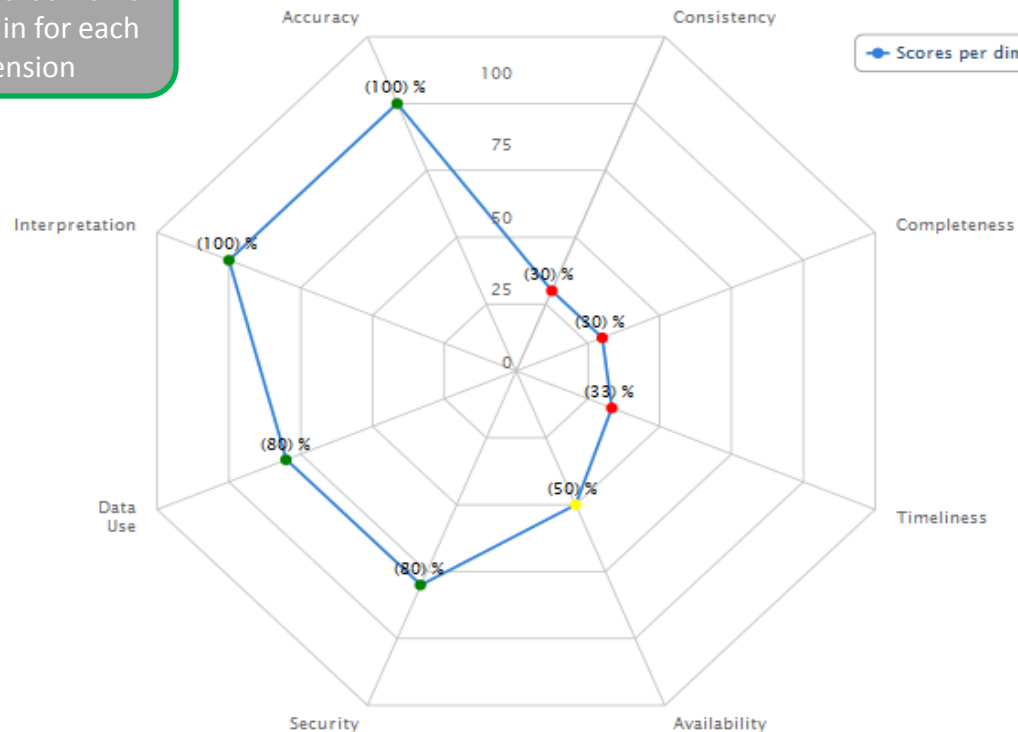
Column Chart

Missed Elements

- (1.) **Consistency**
1=OVC and F1A names consistency
4=Monthly data verification
5=HQ PEPFAR and Ip Reports consistency
6= CHV and OLMIS Trackers consistency
7=IP PEPFAR Monthly Rate
- (2.) **Completeness**
20=Updated commodities per benefit
22=OVC-CHV aligination
- (3.) **Timeliness**
12=Exit forms updated in OLMIS
13=F1A posted in OLMIS
- (4.) **Availability**
9= OVC tools version
10=OLMIS Version
- (5.) **Security**
27=staff OLMIS password Access
- (6.) **Data Use**
24=CHV Monthly data review

These are the elements that marks were lost in for each dimension

OVC System (March) 2014 Report for FAIR



Reports

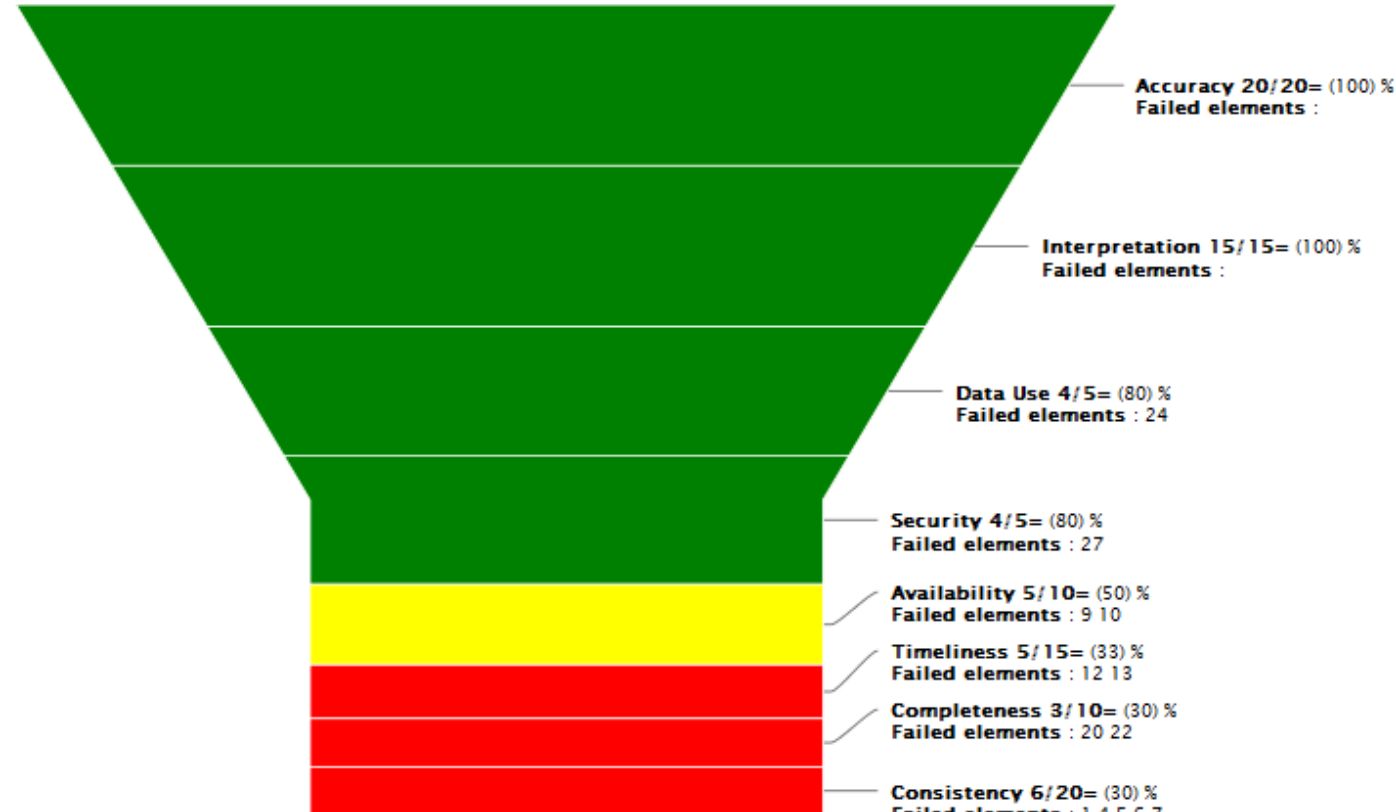
Funnel Chart

Spider web	Funnel Chart	Pyramid Chart	Column Chart
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OVC System (March) 2014 Report for FAIR



Missed Elements



- (1.) **Consistency**
 1=OVC and F1A names consistency
 4=Monthly data verification
 5=HQ PEPFAR and Ip Reports consistency
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- (2.) **Completeness**
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The least performing dimensions are at the bottom of the funnel

Reports

Pyramid Chart

Spider web

Funnel Chart

Pyramid Chart

Column Chart

OVC System (March) 2014 Report for FAIR

Consistency 6/20= (30) %
Failed elements : 1 4 5 6 7

Completeness 3/10= (30) %
Failed elements : 20 22

Timeliness 5/15= (33) %
Failed elements : 12 13

Availability 5/10= (50) %
Failed elements : 9 10

Security 4/5= (80) %
Failed elements : 27

Data Use 4/5= (80) %
Failed elements : 24

Interpretation 15/15= (100) %
Failed elements :

Accuracy 20/20= (100) %
Failed elements :

In consistency dimension, data was lost in elements 1,4,5,6,7 whose real names are shown on the missed elements column on my right

Missed Elements

(1.) Consistency

1=OVC and F1A names consistency
4=Monthly data verification
5=HQ PEPFAR and Ip Reports consistency
6= CHV and OLMIS Trackers consistency
7=IP PEPFAR Monthly Rate

(2.) Completeness

20=Updated commodities per benefit
22=OVC-CHV alignment

(3.) Timeliness

12=Exit forms updated in OLMIS
13=F1A posted in OLMIS

(4.) Availability

9= OVC tools version
10=OLMIS Version

(5.) Security

27=staff OLMIS password Access

(6.) Data Use

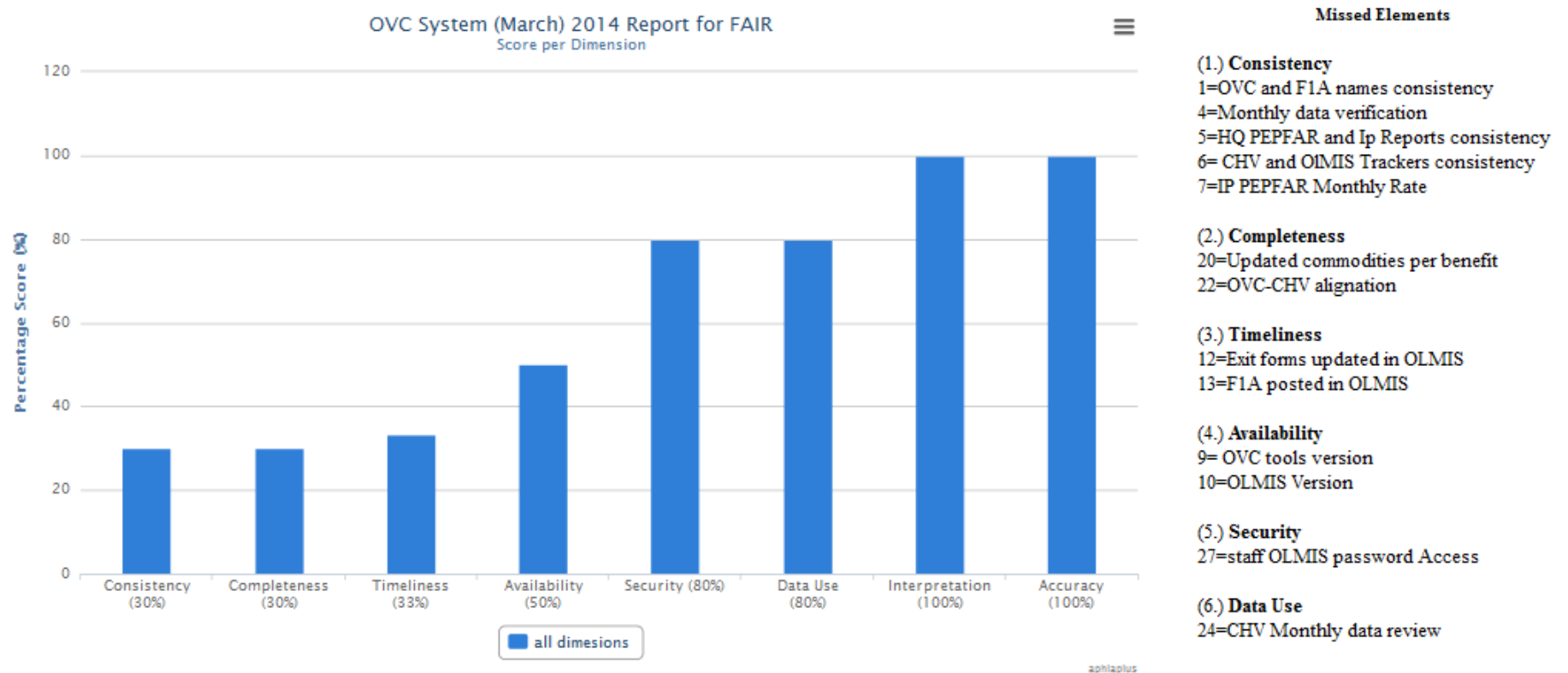
24=CHV Monthly data review

The best performing dimensions are at the bottom of the funnel

Reports

Column Chart

Spider web	Funnel Chart	Pyramid Chart	Column Chart
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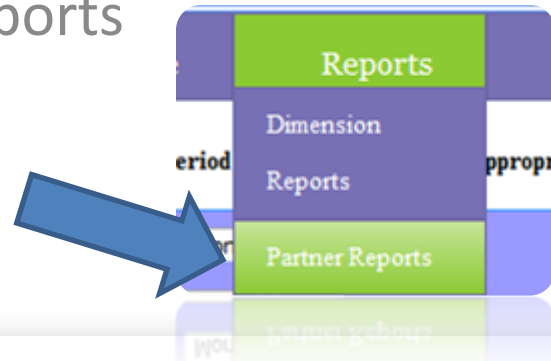
Reports

Partner reports

This section displays report per partner over a specified period.

To view partner reports;

- ❖ Over your mouse on Reports
- ❖ Click “Partner reports”



Specify the System, partner , report type and period (quarter,month, year) appropriately to load the existing reports

Report type: Monthly ▼

Select Year: Select Year ▼

Select Year
2010
2011
2014

Partner reports

Linear Charts

Backup

Clerk Management

Performance

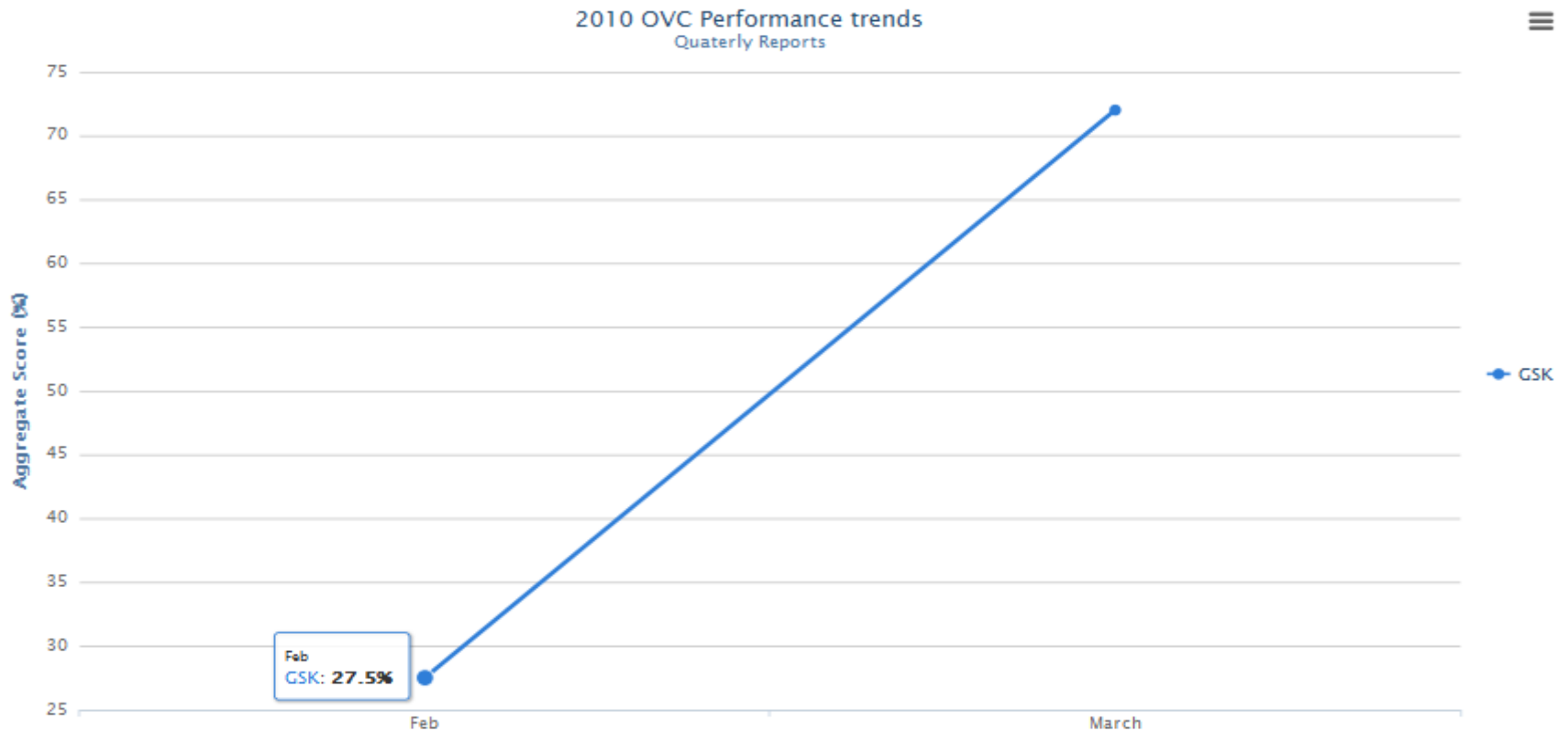
Reports

Maintenance

Help

Linear Graph

Column Chart



Partner reports

Column Charts

Backup

Clerk Management

Performance

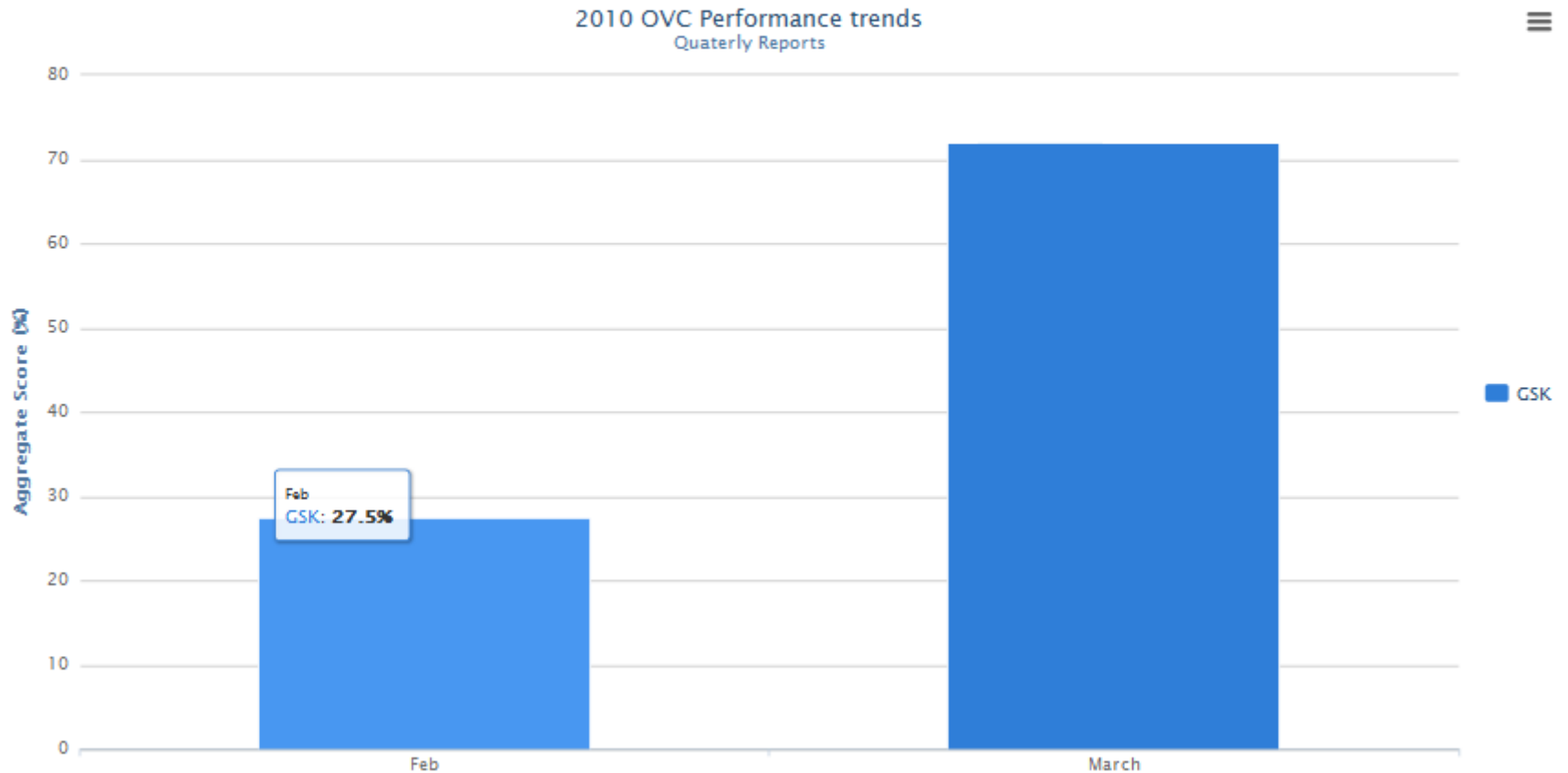
Reports

Maintenance

Help

Linear Graph

Column Chart



Data Management

Backup Data

Backup

Clerk Management

Performance

Reports

Maintenance

Help

Log Out

Create Backup

Backup has been created but NOT send via mail due to
problems in internet connection

