

M&E CHECKLIST SYSTEM.

This is the first page of the system.

M&E CHECKLIST

Login Here.

Username

Password

Log In




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All the system users are supposed to provide their username and password at this level so that they can be able to access any system resources.

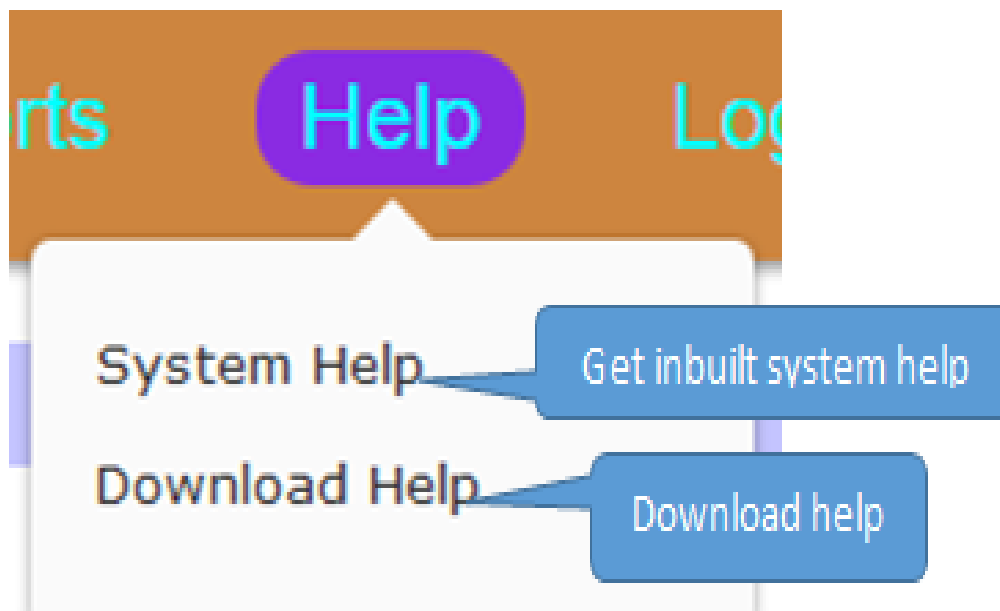
There are 3 different types of users who are expected to interact with the system:

- Administrators.
- M&E Officers.
- Users.

Each of these users has specific modules he/she can be able to access.

NOTE: The system has rich inbuilt help. In case you are stack within any page, click on the  button and you will be able to get instant help.

Also you can get full system help when you click on the



On both occasions you can be able to get the necessary help you may need.

The M&E Checklist System has the following modules:

- + Entries.
- + Checklist Form Entry.
- + Management.
- + Data.
- + Reports.
- + Help.
- + Log Out.

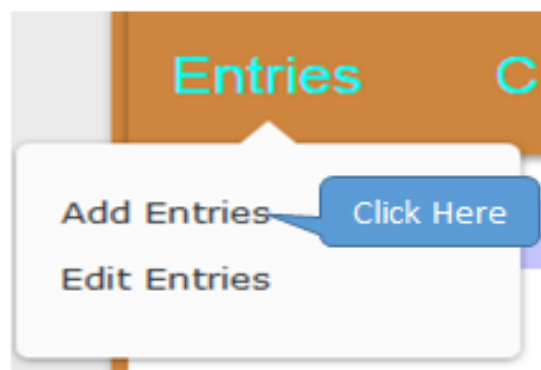
Each of the Modules will be discussed independently.

1. ENTRIES.

This module will assist the users to add and edit:

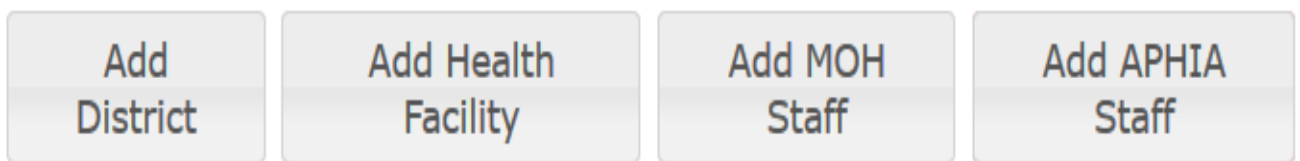
- i. Districts.
- ii. Health Facilities.
- iii. MOH Staff.
- iv. APHIA Staff.

To be able to add new entries click on the button shown below and you will access the page to use for making all your entries:



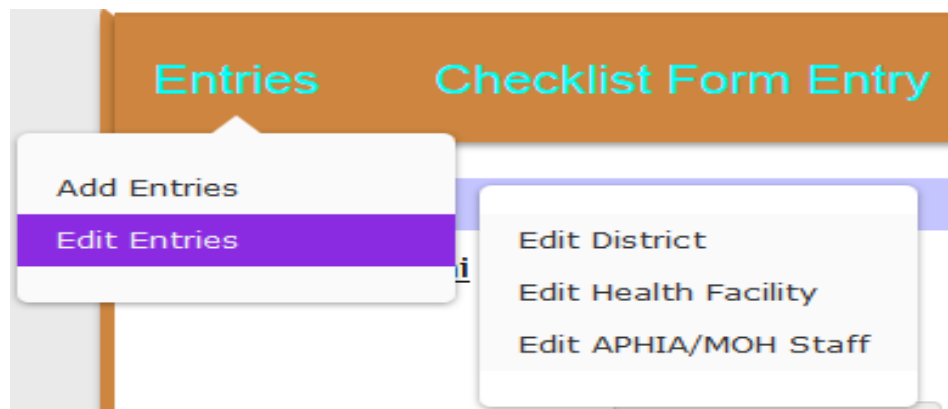
After Clicking on that page, you will be directed to the below shown page.

Add New Entries.



Click on each of the buttons shown to make the necessary entries.

Also the user has the right to edit entries made earlier to the system. The user just needs to click on the edit entries button so as he/she can be able to



Click on each of the links to make the required edits to the system data.

ii. Checklist Form Entry.

This is the major section for this system. This section enables the user to capture all the required data and have it stored in the system. This section is divided into two main sections:

- ✓ Checklist form entry.
- ✓ Edit checklist form.

The first section enables the use to capture form data while the second section enables the user to edit already captured data.



✓ Checklist form entry.

When this link is clicked, the user is directed to a page shown below where he can be able to select the form that he/she wants to enter.

A form with a light blue background. It contains three radio button options, each with a green circle and a red dot in the center. The options are: "Site Checklist.", "Tools Checklist.", and "Both.". At the bottom right of the form, there is an orange button labeled "Next".

By default all both is selected meaning that the user is supposed to enter all the forms, based on the form that the user has at hand, he/she clicks on it and then clicks next.

- Site Checklist Form.

If the user decides to enter either both or site checklist form, he will be directed to this page where he can select these details.

Enter Site Checklist.

Choose County:* NAKURU

Choose District:* NAKURU NORTH

Choose Health Facility:* Great Comm Medical Clinic [View Marked](#)

Choose APHIA Staff:* Choose Aphia Staff

Choose MOH Staff:* Choose MOH Staff

Choose Date of Visit:* Choose Visit Date

Next

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The view Marked Link will appear whenever the user selects the health facility. When the link is clicked, there will be a pop up as the one shown below showing all the years and months whose data exist in the system. Then if the user decides to edit any of the already marked years, he/she clicks on edit button as shown below.

This pop up will assist all the users to know the years and respective months whose data already exist in the system.

Also on the pop up, the user can also be able to edit already captured data in the system.

The screenshot shows a pop-up window titled "Enter Site Checklist." with a close button (X) in the top right corner. Inside the window is a table with the following data:

Health Facility	Year	Month	Status
Bethania Clinic	2010	JANUARY	Edit
Bethania Clinic	2010	FEBRUARY	Edit
Bethania Clinic	2010	APRIL	Edit
Bethania Clinic	2010	MAY	Edit
Bethania Clinic	2010	JUNE	Edit

Two callouts provide additional information:

- A callout pointing to the close button: "Click here to close the pop up"
- A callout pointing to the "Edit" button for April: "If you want to edit site checklist data for Bethania for year 2010 and month April Click Here"

In case the month which you want to enter data does not appear in the pop up, it means the data has not been entered and the user is allowed to enter that data. Select the other remaining details and then click next.

○ Site Checklist form Entry page.

This is the main page of the system. It allows you to enter site checklist data for all the indicators. The form is as shown below.

The page is divided into four sections as shown. Each Section must be fully completed before moving either to the previous or the next section.

NOTE: The year and month must be selected before moving to the second section.

Click here to add site checklist for the same health facility

Add Tools Checklist

Health Facility Name: Eburru Dispensary Name of MOH Staff: Thomas Kamau Name of APHIA Staff: Mwas Ki Nyamao Date of Visit: 02/06/2014

Choose Year: Choose Assessment Year Choose Month: Choose Assessment Month

1. Select both year and month

PROGRAM AREA.

1 HTC-PITC & VCT

2 PMTCT-ANC and Labour and Delivery

3 Care and Treatment

4 TB/HIV

Source Documents => HTC register (MOH 362) and MOH 711A & 731.

Indicator Name	Recounted Data	Reported in 711A	Reported in 731	Reported in DHIS
Total tested in first [HV01-01] plus repeat [HV01-02] tests [HV01-03]				
Number of individuals receiving testing and counseling and received their test results through PITC [I 2 A & B]				
Number of individuals receiving testing and counseling and received their test results through VCT [H 1 B]				
HIV counseling and testing total received positive results [HV01-16]				
Number of individuals who tested HIV+ through PITC [I 2 A & B]				
Number of individuals who tested HIV+ through VCT [H 1 C]				

Please Select Year and month and then click next.

All Errors are shown here

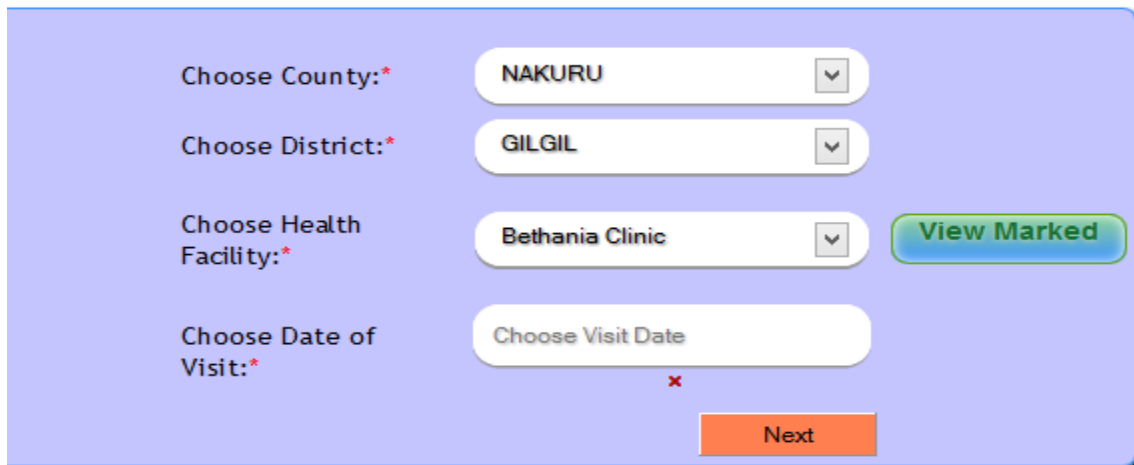
Previous Next Finish

Enter data for all the sections and then click on finish to save all the data.

○ Tools Checklist Form.

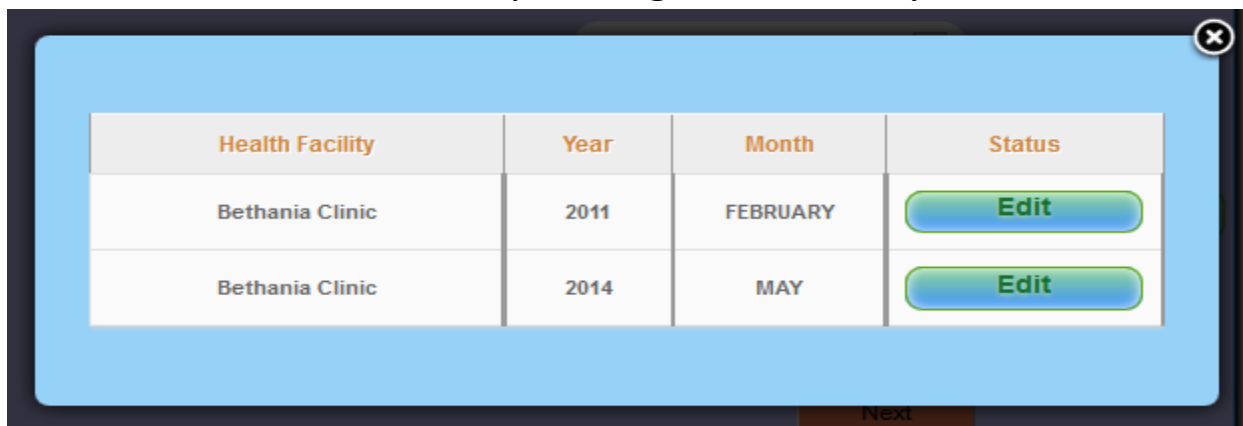
Also another main page entry for the system is tools checklist for every site visited. Also if a user chooses to only enter the tools checklist he/she will be directed to this page where he/she will be required to select the health facility and the other details as shown:

By Default, the view marked button does not appear; only by selecting the health facility makes the button visible.



The screenshot shows a form with four fields: 'Choose County:*' with a dropdown menu showing 'NAKURU', 'Choose District:*' with a dropdown menu showing 'GILGIL', 'Choose Health Facility:*' with a dropdown menu showing 'Bethania Clinic', and 'Choose Date of Visit:*' with a text input field showing 'Choose Visit Date'. A red 'x' icon is visible below the date field. To the right of the 'Choose Health Facility' field is a green 'View Marked' button. At the bottom right is an orange 'Next' button.

If the user needs to view the health facilities whose data already exists, he/she clicks on the **view marked** button and a pop up will appear with the relevant information. Click on **Edit** to edit data for the corresponding month and year.



The screenshot shows a pop-up window with a table of health facilities. The table has four columns: 'Health Facility', 'Year', 'Month', and 'Status'. There are two rows of data, both for 'Bethania Clinic'. The first row is for the year 2011 and the month of FEBRUARY. The second row is for the year 2014 and the month of MAY. Each row has a green 'Edit' button in the 'Status' column. A 'Next' button is visible at the bottom of the pop-up window.

Health Facility	Year	Month	Status
Bethania Clinic	2011	FEBRUARY	Edit
Bethania Clinic	2014	MAY	Edit

- Tools Checklist form Entry page.

This is the page that enables users to enter new tools checklist data to the system. *By default all the section will be marked,* it is upon the user to de-select as required.

Procedure for data entry:

1. Choose year and month.
2. De-select if the answer is not YES.
3. Click Next.
4. Do this for the next sections and on your last section, click on Finish to save all the details.

District Name: GILGIL

Health Facility Name: Bethania Clinic

Date of Visit: 04/06/2014

Choose Assesment Year:* *2010

Choose Assesment Month* Choose Assessment Month

M&E TOOLS.

1 M&E HTC tools

2 M&E PMTCT tools

3 (a). ART M&E tools

3 (b). ART M&E tools

4 TB M&E tools

Tool Name => Status of standard M&E HTC tools.

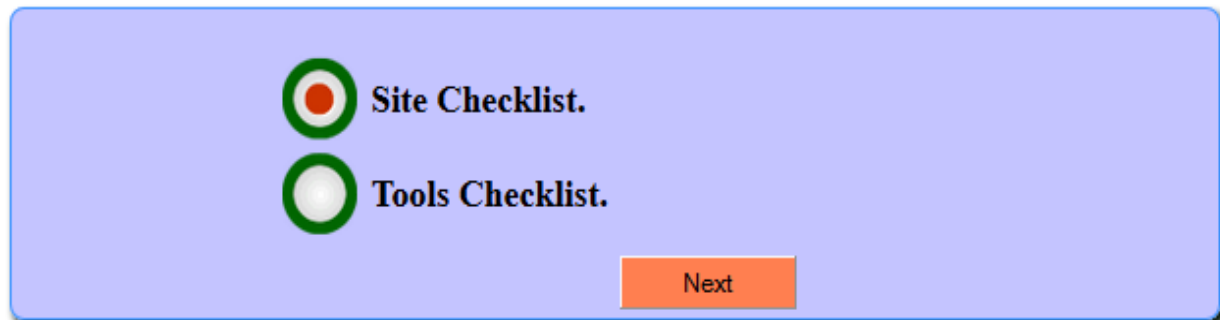
Specification of M&E Tools Required	Available	In Use	Filled Completely	Correctly Used
HTC Register - MOH 362	YES	YES	YES	YES
HTC and VMMC departmental facility reporting form MOH 731	YES	YES	YES	YES
TOTAL SCORE:				

Please Select Year and month and then click next.

NextFinish

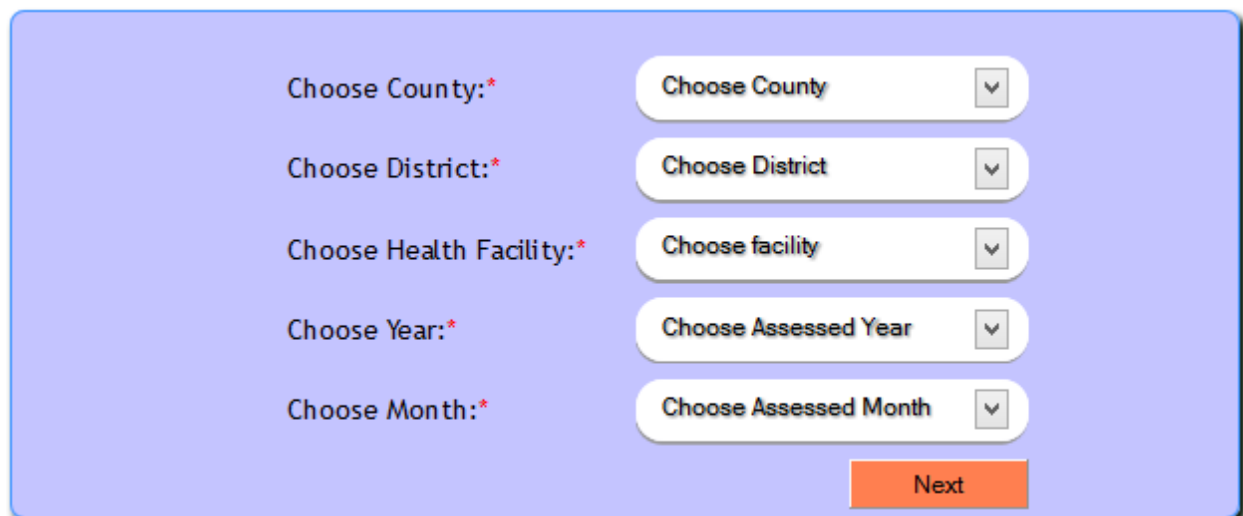
✓ Edit Checklist Form.

Also here the user is supposed to first select the form he/she needs to edit and then click next as shown below.



A screenshot of a form titled 'Edit Checklist Form' with a light blue background. It contains two radio button options: 'Site Checklist.' with a red dot and 'Tools Checklist.' with a white dot. Both are enclosed in green circles. At the bottom right, there is an orange 'Next' button.

On Selecting the Form, also he/she will be needed to select the health facility, year and month whose data he needs to enter.



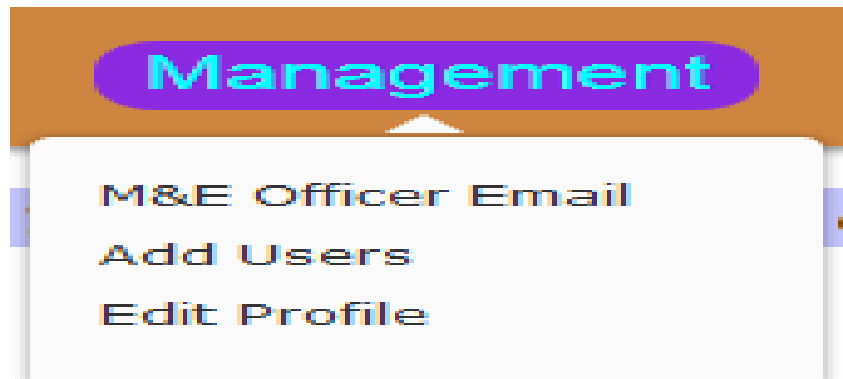
A screenshot of a form with a light blue background. It contains five rows of dropdown menus, each preceded by a label with a red asterisk: 'Choose County:', 'Choose District:', 'Choose Health Facility:', 'Choose Year:', and 'Choose Month:'. The dropdown menus have white backgrounds and grey borders with a downward arrow icon. At the bottom right, there is an orange 'Next' button.

Click next.

Makes the necessary changes and then click on the save button.

iii. Management.

On this case the user can be able to undertake a maximum of three tasks, as shown below:



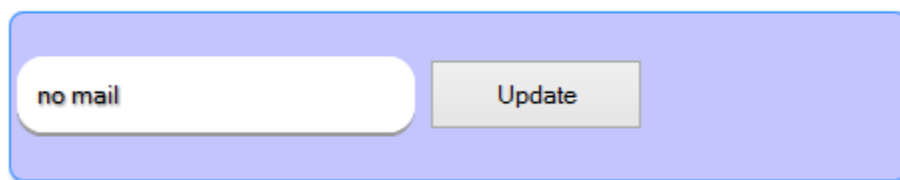
✓ Setting or updating M&E Officer Mail.

All the system users are able to set and edit M&E Officer's mail. This usually is done after new installation, before backing up any data.

NOTE:

- ❖ No data will be created if the M&E Officers mail has not been set up.
- ❖ Ensure you have set up the right mail or have updated the already existing mail appropriately *before you make any data backup*. This will ensure there is no data loss.

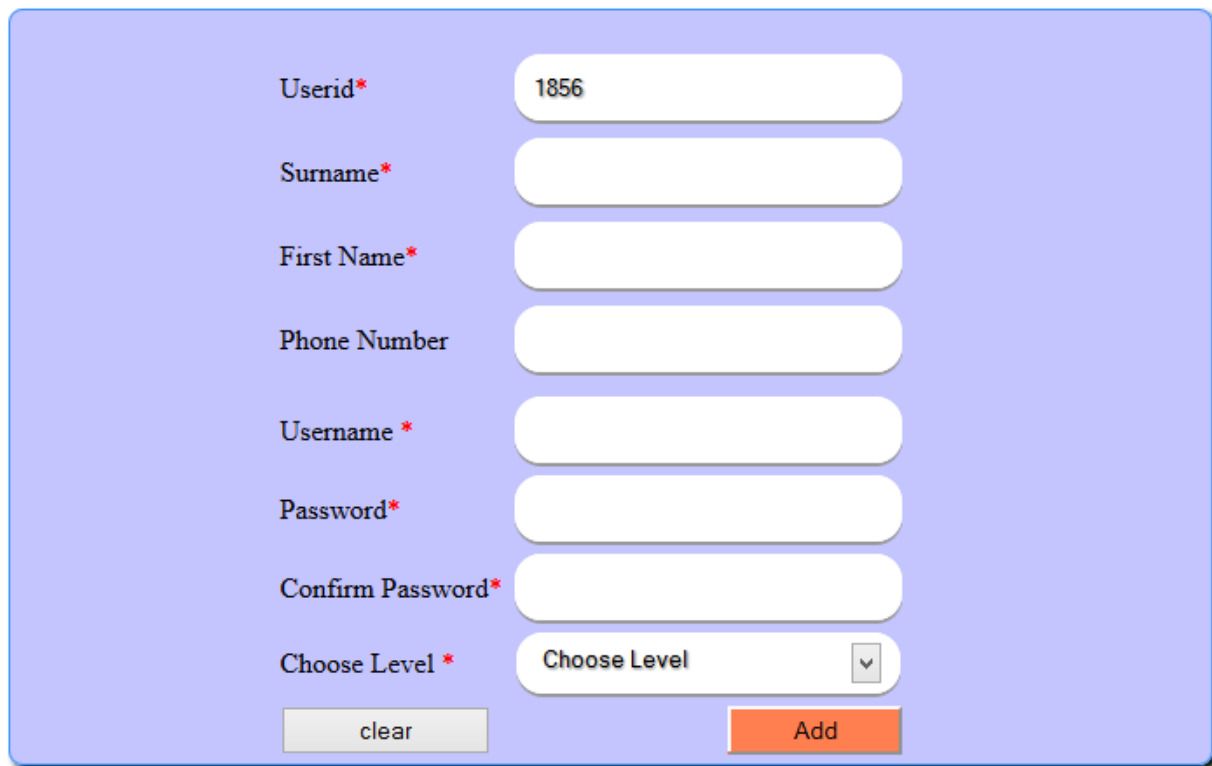
Enter the mail and then click on update.

A screenshot of a form with a light blue background. It features a white text input field containing the text "no mail". To the right of the input field is a grey button with the text "Update" in black.

✓ Adding Users.

This module is only accessible by Administrator and the M&E Officers. Add the user details as outlined and then click on Save to add the user to the system. The entire field marked with (*) are mandatory fields. The userid is auto generated by the system and cannot be edited.

* indicates must fill fields



A user addition form with a light blue background. It contains several input fields and two buttons at the bottom. The fields are: 'Userid*' with the value '1856', 'Surname*', 'First Name*', 'Phone Number', 'Username*', 'Password*', 'Confirm Password*', and 'Choose Level*' which is a dropdown menu currently showing 'Choose Level'. The 'clear' button is grey and the 'Add' button is orange.

Userid*	1856
Surname*	
First Name*	
Phone Number	
Username*	
Password*	
Confirm Password*	
Choose Level*	Choose Level ▼
clear	Add

NOTE: The fields password and confirm password must have the same value as the password.

✓ Edit Profile.

All the system users are able to edit their details. In case the user feels like he/she needs to change some of the details, then she will be required to click on the link provided and she will be directed to the page shown below.

The fields marked with (*) are must enters. The new password and confirm password must be the same.

All the fields marked * must be filled.



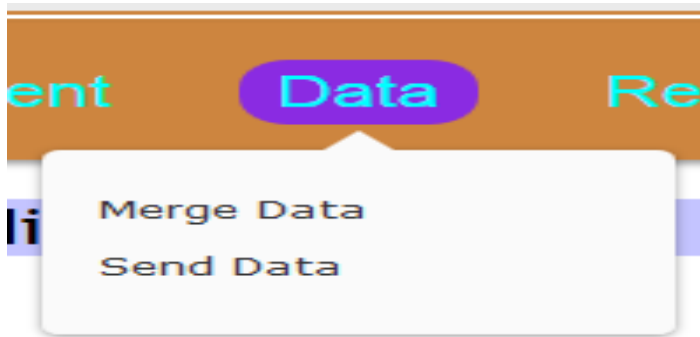
The image shows a user profile editing form on a light blue background. The form contains six input fields with labels to their left. The labels 'First Name *', 'Last Name *', 'Username *', 'New Password *', and 'Confirm Password*' are in bold black text. The 'Phone No.' label is in regular black text. The input fields are white with rounded corners and a thin orange border. The 'First Name' field contains 'James', 'Last Name' contains 'Oswani', 'Username' contains 'k', and 'New Password' contains a single black dot. The 'Confirm Password' field is empty. Below the input fields is a pink 'Save' button with rounded corners and a thin orange border.

First Name *	<input type="text" value="James"/>
Last Name *	<input type="text" value="Oswani"/>
Phone No.	<input type="text"/>
Username *	<input type="text" value="k"/>
New Password *	<input type="password" value="•"/>
Confirm Password*	<input type="password"/>

NOTE: Always remember your username and password.

iv. DATA

Within this section, the user can be able to merge Data and Send Data.

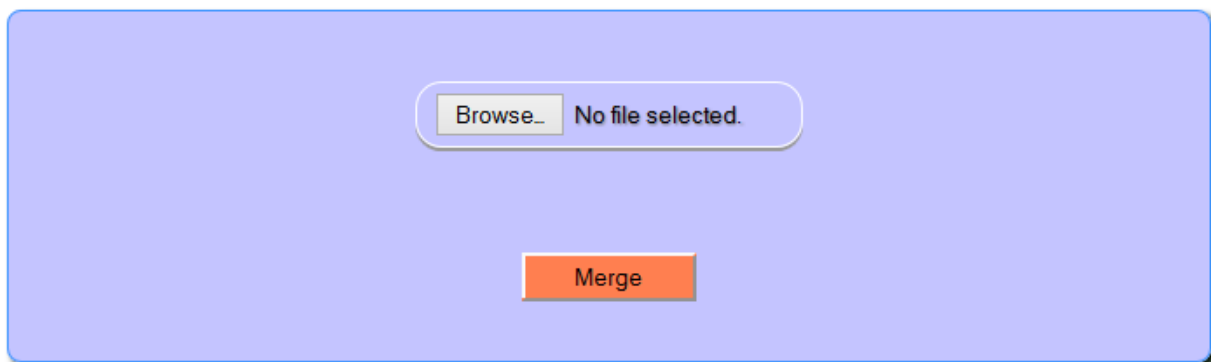


Merge data section is only accessible by the administrator and the M&E Officer.

Send Data is accessible by all the system users.

✓ Merge Data.

The user needs to click on browse to select the file and then click on Merge to merge the data on the uploaded file.




NOTE:

Choose the correct data file for this system. Ensure it has a .sql extension or else contact for help.

✓ Send Data.

- ❖ This module assists the users to send their data backups either to their county heads or to the head officer for the purpose of merging.
- ❖ The county M&E Officers are required to merge all the data from different users before creating any Backups.
- ❖ Click on set up M&E email to set it up if it was not set up or you want to change it.
- ❖ Before also clicking on the below button, ensure there is sufficient Internet connectivity so as to enable transmitting the data via mail.


NOTE : Please ensure you have set up M&E email and you are connected to the internet before creating the back up.



Send Back up

v. Help.

The System has both in system help, user tips and attached system help that can be downloaded. All have different approaches to the help all the users navigate through the system with lot of help.

The System inbuilt user tips are found on each page and they can be accessed by clicking on  image.

Also the system has full help on one page which can be accessed by clicking on the link shown.



Click on each section to get instant help.

M&E CHECKLIST SYSTEM HELP.

Entries
Checklist Form Entry
Management
Data
Reports
Help
Log Out.

vi. Log Out.

Always Remember to Log out of the system after use.