

# HEALTH COMMUNICATION SYSTEM

## SYSTEM USER GUIDE



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# HC1 HOME PAGE

## HEALTH COMMUNICATION SYSTEM

Login



# SYSTEM USERS

**HC1 system Has three Types of users:**

- ❖ **Clerks/System User.**
- ❖ **Administrators.**
- ❖ **Guests.**

# SYSTEM USERS

- A clerk has the following capabilities in the System.
- 1)Perform Data Entry
- 2)Perform data backup
- 3)Edit personal details
- 4)Edit data receiver details(M&E Officer)
- 5)Edit groups, participants and attendance
- 6)View Reports

# SYSTEM USERS- ADMINISTRATORS

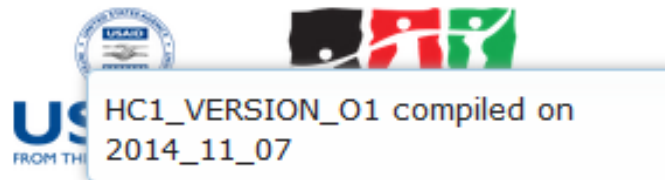
- An Administrator has the following capabilities in the System.
- 1)Perform Data Entry
- 2)Perform data backup
- 3) Merge Data into the system
- 4)Edit personal details
- 5)Edit data receiver details(senior Data Manager)
- 6)Edit groups, participants and attendance including ability to delete a participant.
- 7)View Reports
- 8) Add users to the system

# SYSTEM USERS - GUESTS

- An guest has the following capabilities in the System.
- 1)View Reports

# SYSTEM VERSION

To know the system version, over your mouse on the word HC1 at the home page of the system and get to know whether the system is updated.



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# LOGIN PAGE

This is the first page of the system. Provide your username and password to access the System.

The image shows a login form with a blue background. At the top, the word "Login" is centered. Below it are two white input fields: "Username" and "Password". Under the password field is an orange "Log In" button. A blue callout bubble points to the button with the text "Click Here to log in.". At the bottom of the form is a link that says "[Register as a Guest](#)".



# HC1-SYSTEM GUIDE

The System users will be directed to the page with the menu shown in the next page. Data clerk will be required to do activities in this order:

- i. Add Groups
- ii. Add facilitators
- iii. Add participants
- iv. Mark Attendance.

This is simplified by the HC Form Entry navigation Module.

# SYSTEM USER MENU.

Click Here to add groups, facilitators, participants and mark the attendance

Click here to view reports available in the system

Click here to edit personal details as registered in the system

HC Form Entry



Edit Entries



Attendance



Reports



Data



Management



help



logout

Click Here to edit groups, facilitators and participants .

Click here to edit attendance for each group.

Click here to do data backup, merging and editing data receiver email address

# HC FORM ENTRY

- Has got 7 steps.
- Enables a user to Add/select a group
- Add facilitators
- Add Participants
- Mark attendance
- Preview the marked details.

# PAGE 1/7

## Add/Select Group PAGE 1/7

Specify details appropriately in each page.



\* indicates must fill fields

County\*

Choose County



District\*

Choose District



Implementing Partner\*

Choose Partne



Target Population \*

target populatic



Group Category\*

category



Next

## PAGE 1/7 (Group Category)

- one can choose a group category as either new or existing.
- **New Group** - Means that the group name has not been entered into the system and thus one is adding it the first time.
- **Existing group** – The group name is already added into the system. One should select the group name from the select box that is displayed.


# PAGE 2/7 (No. Of Facilitators)

- Specify the number of facilitators To add in the input field shown below.



Specify the number of facilitators to add then click next .



Number of facilitators  

Next

# PAGE 3/7 (Facilitator details)

<< Back

ADDING FACILITATORS Page 3/7

>> Next

Add Facilitator Details.



District Name: BARINGO CENTRAL || Partner Name: GSK || Target Population: MSM (SAFE IN THE CITY)

Row:	Select Groups:	First Name:	Middle Name:	Last Name:	Phone No:
1	<div>Choose Group(s) demo hjh</div>	<div>First name</div>	<div>Middle name</div>	<div>Last name</div>	<div>Phone</div>
2	<div>Choose Group(s) demo hjh</div>	<div>First name</div>	<div>Middle name</div>	<div>Last name</div>	<div>Phone</div>

Save and Continue

Add the Group Name (pre-selected), Firstname , Middlename (Optional), Last name and phone number (optional) of each participants.

# PAGE 4/7 (Adding Participants)

<< Back

ADDING PARTICIPANTS Page 4/7

Specify the Reporting Year, Reporting period and number of participants you wish to add.

\* indicates must fill fields

Choose PEPFAR Year *	Choose Year ▼	<b>Note: If you are entering data for Period oct-Dec , Choose year as 2015</b>
Choose Period *	Choose Period ▼	
Choose Month *	Choose Month ▼	
Number of participants *	<input type="text"/>	
<input type="button" value="Next"/>		

Choose the PEPFAR Year which the Data you are belongs to, the period, Month and the Number of months



# PAGE 5/7 (Adding Participants)

<< Back

ADDING PARTICIPANTS Page 5/7

>> Next

District: BARINGO CENTRAL

Target Population: MSM (SAFE IN THE CITY)

Group Name: demo .

\* Indicates must fill/select.

No.	* First name	Middle name	* Last name	* Gender	* Age
1	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Choose Se"/> ▼	<input type="text" value="Age"/>
2	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Choose Se"/> ▼	<input type="text" value="Age"/>

Enter all the fields whose table header is marked with a red asterik (\*)

# PAGE 6/7 (Registering Topics)

\*Start Date (mm/dd/yyyy)

\*End Date (mm/dd/yyyy)

\*Curriculum

SAFE IN THE CITY EBI



\*Facilitator

Choose Facilitator



Co-facilitator

Choose co-Facilitator

rt rt ( )

facilfacil / (0756543432)



\*Expected No of Sessions

1

Select the topics as taught in each day

S1

DECISION MAKING  
CONDOM USE  
HIV AND AIDS



Next

Enter all the fields whose table header is marked with a red asterik (\*)

# PAGE 7/7 (Marking Attendance)

Facilitator	Phone No.	District	Partner	Target Population	Group Name	Start date	End date	Curriculum
facil facil	0756543432	BARINGO CENTRAL	GSK	MSM (SAFE IN THE CITY)	demo	11/01/2014	11/02/2014	SAFE IN THE CITY EBI

FORM NUMBER:		Enter form serial number. <input type="text" value="eg 32140"/>		
A	Session and Topic	S1 DECISION MAKING, CONDOM USE, HIV AND AIDS,		
B	Methods Used *	<div> 1 Picture C  2 Timeline  3 Role Pla  4 Theatre  5 Video sh  6 Discuss  7 Radio Li </div>		
C	Date Of Session *	<input type="text" value="mm/dd/yyyy"/>		
D	Time Taken ( minutes ) *	<input type="text"/>		
E	Number of Male condoms distributed	<input type="text"/>		
F	Number of Female condoms distributed	<input type="text"/>		
First name	Middle Name	Last Name	Age	Sex
NB: The total sessions for each participant is auto calculated and saved by the system				
SAMPLE		USER	22	male
SAMPLE		USER	22	male
Reviewed By:	<input type="text"/>			

Enter all the fields whose table header is marked with a red asterik (\*)  
 Note: adding more than one forms serial number has now been disabled for accuracy in data analysis reasons and validations

# Editing Attendance

## EDITING ATTENDANCE



County*	Choose County	▼
District*	Choose District	▼
Implementing Partner*	Choose Partner	▼
Target Population *	target population	▼
Group Name*	Choose Group	▼
Choose Year *	Choose Year	▼
Choose Period*	Choose Period	▼
Choose Month*	Choose Month	▼
Choose Form ID*	Choose Form ID	▼
<a href="#">Next</a>		

**Last Marked Details**  
  
**District :**BARINGO CENTRAL  
  
**Partner :** GSK  
  
**Target population :** MSM (SAFE IN THE CITY)  
  
**Group :** DEMO  
  
[View last Marked](#)  
  
[HC Form Entry](#)

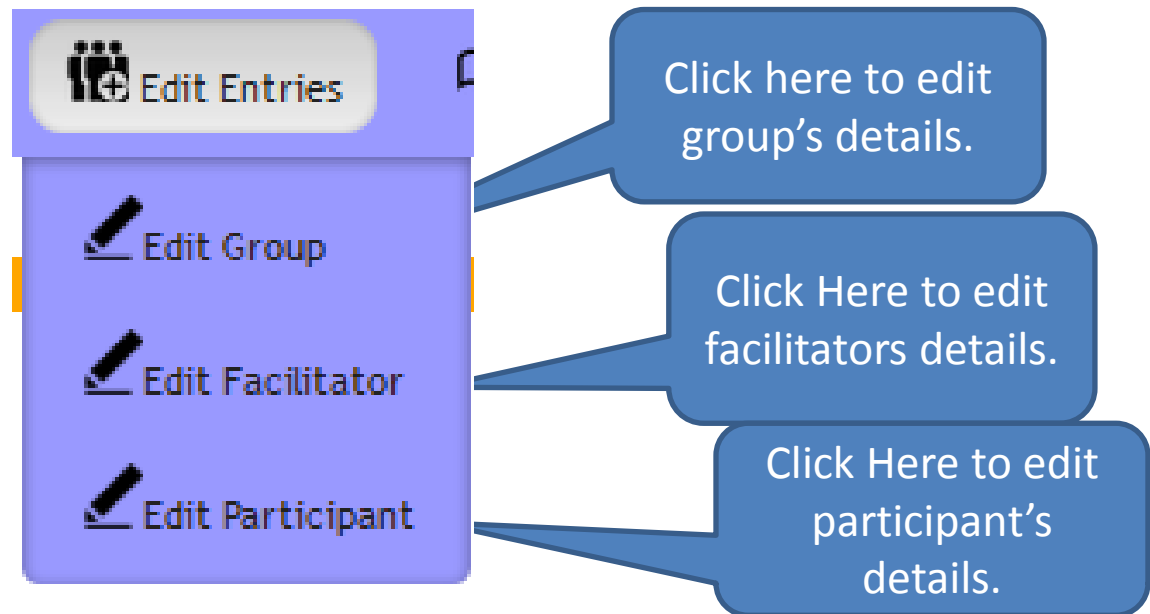
HC1 © Aphia Plus | USAID 2014

# Editing Attendance

- After Marking Attendance of one form , a page showing the last marked details will be shown.
- This helps one to make decision on whether to preview last marked page or to begin marking a new form.

# EDIT ENTRIES.

When a mouse is moved over the group entries button the following sub menu appears.



## EDIT GROUPS.

Select the details as entered during registration for the group which you want to edit its details.

County\*

Choose County ▼

District\*

Choose District ▼

Partners Name\*

Choose Partner ▼

Group\*

Choose Group ▼

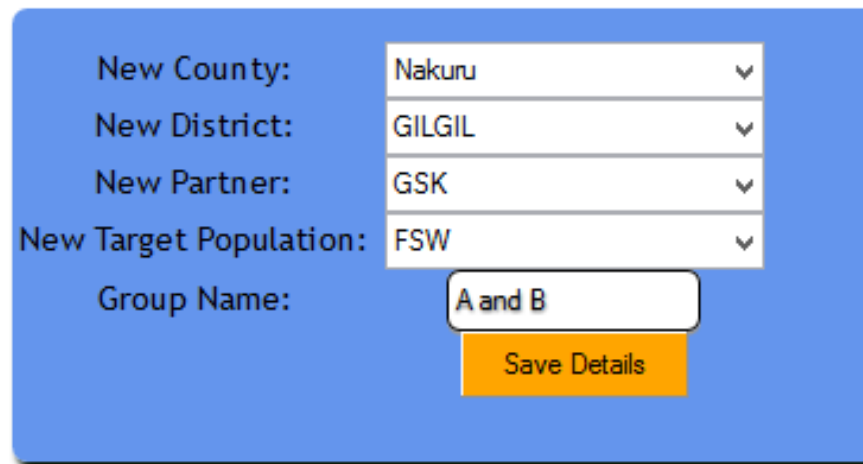
Edit Group

Search groups details by typing the group name here : 

If one doesn't know the district or partner in which a group belongs, they can search those details by typing its name in the search field .

## Edit groups.

On this page, Enter the right new data (County, District, Partner, Target Population and Group Name) then click on save button.



A screenshot of a web form with a blue background. The form contains five labels on the left and their corresponding input fields on the right. The labels are 'New County:', 'New District:', 'New Partner:', 'New Target Population:', and 'Group Name:'. The input fields are dropdown menus for the first four labels and a text box for the last one. The dropdown menus are currently showing 'Nakuru', 'GILGIL', 'GSK', and 'FSW' respectively. The text box contains 'A and B'. Below the text box is an orange button labeled 'Save Details'.

New County:	Nakuru
New District:	GILGIL
New Partner:	GSK
New Target Population:	FSW
Group Name:	A and B
<input type="button" value="Save Details"/>	

Enter all the right group name and then save the details.



# Edit facilitators.

Within this the user can be able to search the facilitator.  
Enter the details shown and then click Here

Enter Name	Choose Partner <input type="button" value="v"/>	Choose Target Pc <input type="button" value="v"/>	Phone number	Search...			
First Name	Middle Name	Last Name	Phone No.	Partner	Groups	Edit	Transfer
Geofrey	mwamba	okioma	0711221122	NOPE	mwas,	Edit	Transfer

Click Here to edit facilitators details.

Click Here to transfer a facilitator from one groups to to others.

# EDIT FACILITATOR DETAILS.

Here the user can be able to edit the facilitators basic details entered during registration.

First Name\*

Geofrey

Middle Name\*

mwamba

Last Name\*

okioma

Phone Number\*

0711221122

Partner

NOPE

Groups

mwasa,

Save

Edit any of these details as preferred.

These details can not be edited. If you need to change them then select **transfer** in the previous page

Click here to save the details

# TRANSFER FACILITATOR.

Within this page the system user can be able to associate the facilitator with one or more the groups.

First Name  
Geofrey

Middle Name  
mwamba

Last Name  
okioma

Phone Number  
0711221122

Partner\*  
NOPE ☐

Groups\*  
mwas,

Choose Group  
mwas

Save

Previously selected groups.

Associate facilitator to more groups here

# Edit Participants.

## EDITING PARTICIPANTS

Select group

Filter data by group name

Note: To delete a participant, you need an administrator or an M&E Officer account

Save to csv

Save to xls

Save to pdf

Show 10 entries

A dynamic search field

Search:

First name	Middle Name	Last Name	Sex	Age	Group Name	District	Year	Quarter	Month
		MUSYOKA	female	18	MKU	NAKURU CENTRAL	2014	4	7
ABDILAH	ABDI	ABDI	male	28	COMMON CUP	NAIVASHA	2014	1	10
ABIT		ROTICH	female	21	Emmanuel	NAROK NORTH	2014	4	9

Double click on any field to edit the details

Use the group select box above to load data for a specific group.  
NB: opening this page will by default open the last entered 1000 participants.

# Edit Participants (exporting Participants)

Export the selected data into any of the formats shown.

Save to csv

Save to xls

Save to pdf

Search:

District	Year	Quarter	Month
URU CENTRAL	2014	4	7
ASHA	2014	1	10
OK NORTH	2014	4	9

## Edit Attendance.

This page will be divided into two sections for explanation purposes.

The upper part is for editing the sessions details and the lower part is for editing individual attendance.

# Edit sessions details.






















Within this the user can be able to search for a participant using the first, middle or last name.

Session and Topic	S1	S2	S3	S4	S5	S6	S7
	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>	<div>TOPIC1 topic2 topic3 topic4 topic5 topic6 few1</div>
Methods Used	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>	<div>1 Picture C 2 Timeline 3 Role Pla 4 Theatre 5 Video st 6 Discussi 7 Radio Li</div>
Date Of Session	09/09/201	01/01/201	01/02/201	01/03/201	01/04/201	01/05/201	01/06/201
Time Taken In minutes	60	30	30	30	30	30	30
Number of Male condoms distributed	0	0	0	0	0	0	0
Number of Female condoms distributed	0	0	0	0	0	0	0

Edit all the session details as preferred.

## Edit sessions details.

This page enables the user to edit participant's attendance as needed. What appears on each select box is the current attendance status.

Middle Name	Last Name	Gender	Age	S1	S2	S3	S4	S5	S6	S7
	Mwakio	male	22	 makeup ▾	 present ▾	 makeup ▾	 present ▾	 makeup ▾	 present ▾	 present ▾
	onsare	male	23	 present ▾	 present ▾	 present ▾	 present ▾	 present ▾	 absent ▾	 makeup ▾
	Onsase	male	23	 present ▾	 absent ▾	 present ▾	 present ▾	 present ▾	 absent ▾	 makeup ▾

SAVE

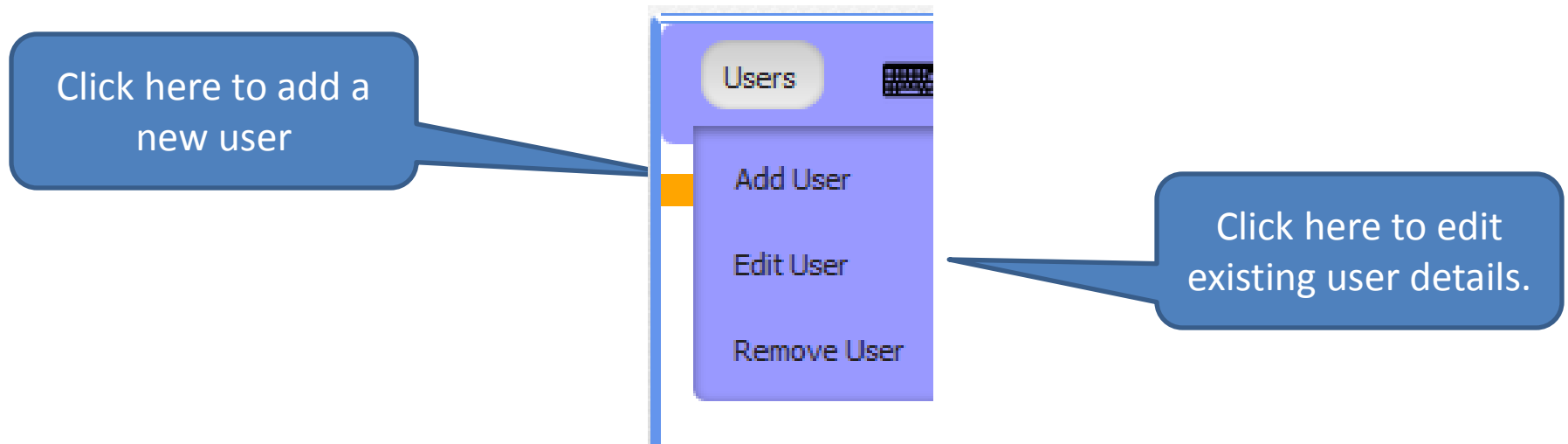
Click Here to choose the right selection if the participant was not present. Present is the current selection .

After choose all the right details, click here to save the details.



## ADDING USERS

Within this the administrator can be able to add clerks and also edit their details.



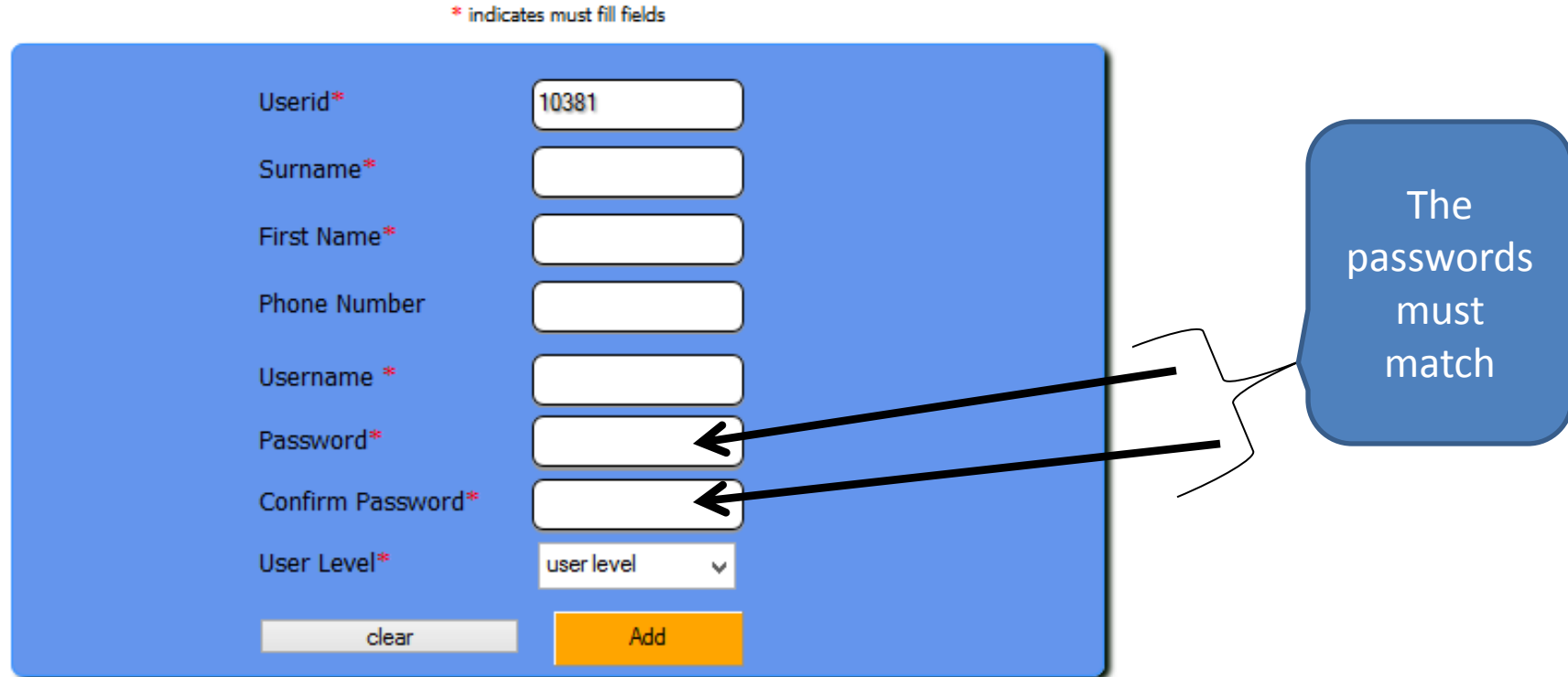
# ADDING USERS

This is the clerk registration page. Enter all the required details appropriately. Click Add to save.

\* indicates must fill fields

Userid*	<input type="text" value="10381"/>
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"/>



The passwords must match



## EDIT USERS.

This page lists all the details for all the clerks.  
Click on the edit button to edit the clerk's details.

Click here to edit the user details.

No.	First Name	Last name	Username	Phone no	Edit
1	samson	mutua	sam	0756444323	
2	Moses	ongera	mose	0756765434	

## EDIT CLERKS.

Within this page the user is required to enter all the correct details and then press the save button.

First Name	Last name	Username	Phone no	Edit
<input type="text" value="samson"/>	<input type="text" value="mutua"/>	<input type="text" value="sam"/>	<input type="text" value="0756444323"/>	<input type="button" value="Save"/>

After entering all the right details, press here

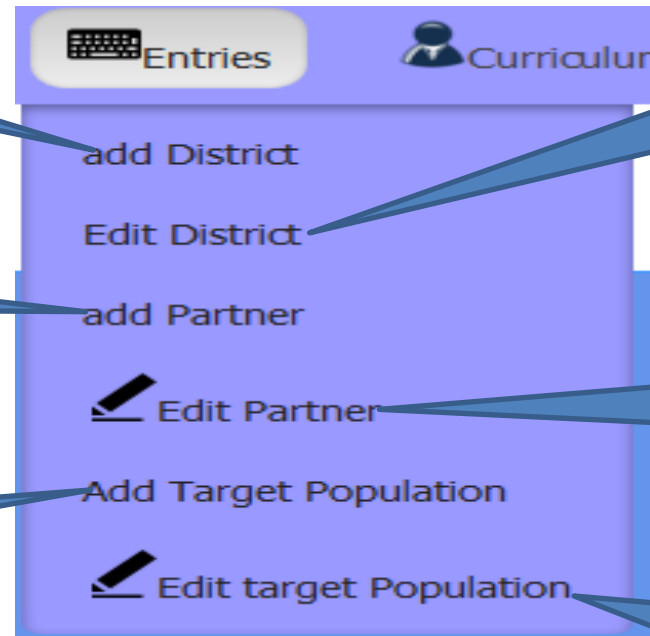
# ENTRIES.

Within this page the user is required to enter all the correct details and then press the save button.

Add new districts

Add new partners

Add new target population



Edit the existing district details

Edit the existing partner details

Edit the existing target population

## ADD DISTRICTS.

Choose a county where you want to add district(s) to and then click on **Add District** button.



A screenshot of a web form with a blue background. At the top, the text "County\*" is displayed. Below it is a dropdown menu with the text "Choose County" and a downward arrow icon. At the bottom is a purple button with the text "Add District".

# ADD DISTRICTS.

Within this page the user can register at least 1 district and at most 15 districts per page.

County Name: Baringo

Next County.

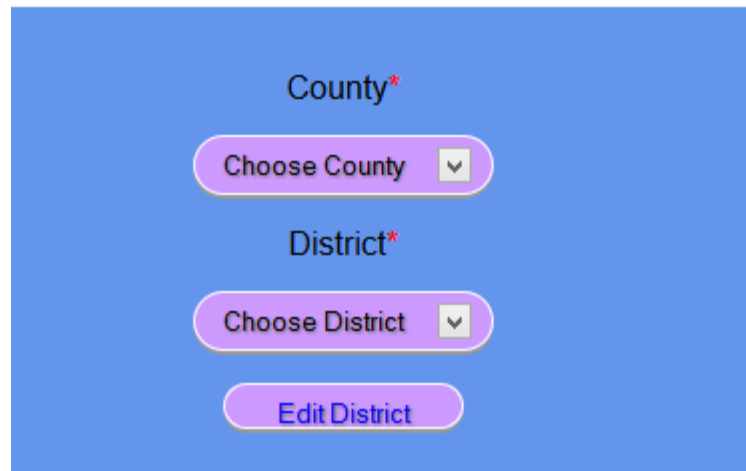
Enter District Name	Enter District Name	Enter District Name
Enter District Name	Enter District Name	Enter District Name
Enter District Name	Enter District Name	Enter District Name
Enter District Name	Enter District Name	Enter District Name
Enter District Name	Enter District Name	Enter District Name

Add Districts

Click here to save the details

## EDIT DISTRICTS.

Choose the district that you want to edit its details. Click on the edit district button.



County\*

Choose County ▼

District\*

Choose District ▼

Edit District



## EDIT DISTRICTS.

Enter the right district name and then save the details. If this district belongs to a different county than the one shown then choose the right county and then save details.

The image shows a form titled "EDIT DISTRICTS." with a blue background. It contains two main input fields: "County" and "District Name". The "County" field is a dropdown menu currently showing "Nakuru". The "District Name" field is a text input box containing "GILGIL". Below these fields is a purple button labeled "Save Details". Two blue callout boxes provide instructions: one points to the "County" dropdown with the text "Choose the right county.", and the other points to the "District Name" text box with the text "Enter the right district name."

County

Nakuru

District Name

GILGIL

Save Details

Choose the right county.

Enter the right district name.

## ADD PARTNER.

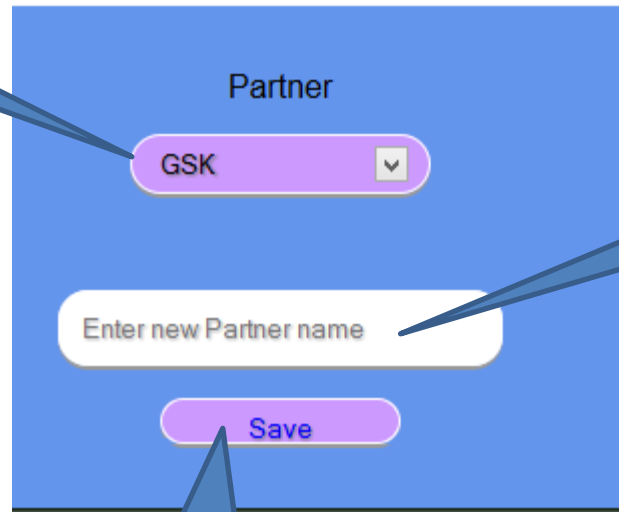
Within this page the user is able to add at least 1 and at most 15 partners.

Enter Partner Name	Enter Partner Name	Enter District Name
Enter Partner Name	Enter Partner Name	Enter Partner Name
Enter Partner Name	Enter Partner Name	Enter Partner Name
Enter Partner Name	Enter Partner Name	Enter Partner Name
Enter Partner Name	Enter Partner Name	Enter Partner Name
Add Partners		

## EDIT PARTNER.

The clerk is also able to edit the partner name as shown below.

Select the partner to edit its details



The screenshot shows a form titled "Partner" on a blue background. It contains a dropdown menu with "GSK" selected, a text input field with the placeholder "Enter new Partner name", and a "Save" button. Three blue callout boxes with white text point to these elements: "Select the partner to edit its details" points to the dropdown, "Enter the new partner name." points to the text input, and "Click here to save the details." points to the "Save" button.

Enter the new partner name.

Click here to save the details.

## ADD TARGET POPULATIONS.

Choose a partner under whom you want to add the target populations. The target populations to be added will belong to this partner. After selecting the target population click on the Next button.



Partners Name\*

Choose Partner ▼

Next

A black arrow points from the 'Next' button to the text 'click on the Next button' in the paragraph above.

## ADD TARGET POPULATIONS.

Within this page the user can register at least 1 and at most 5 target populations.

Choose the age group here.

Partner Name: GSK

The partner you selected from the previous page.

Row	Select Age Group	Enter Target Population Name
1	Choose Group ▼	Enter Target Pop Name
2	Choose Group ▼	Enter Target Pop Name
3	Choose Group ▼	Enter Target Pop Name
4	Choose Group ▼	Enter Target Pop Name
5	Choose Group ▼	Enter Target Pop Name

Enter target population name

Click here to add all the entered details

Add Target Population

## EDIT TARGET POPULATIONS.

Choose the partner and the target population that you want to edit its details. Click the Edit Target Population button to move to the edit page.



The image shows a blue rectangular form with rounded corners. It contains three main sections. The first section is labeled 'Implementing Partner\*' in black text. Below it is a light purple rounded button with the text 'Choose Partner' and a small downward arrow icon. The second section is labeled 'Choose Target Population\*' in black text. Below it is a light purple rounded button with the text 'Choose Target Pc' and a small downward arrow icon. The third section is a light purple rounded button with the text 'Edit Target Pop' in blue.

Implementing Partner\*

Choose Partner ▼

Choose Target Population\*

Choose Target Pc ▼

Edit Target Pop

## EDIT TARGET POPULATIONS.

Edit all the details as needed and then save them.

**NOTE :** If the age group is not set, then your details wont be saved.

Choose the correct partner here.

Choose The Implementing Partner

GSK



Choose Age Group

Not Set



Target Population Name

FSW

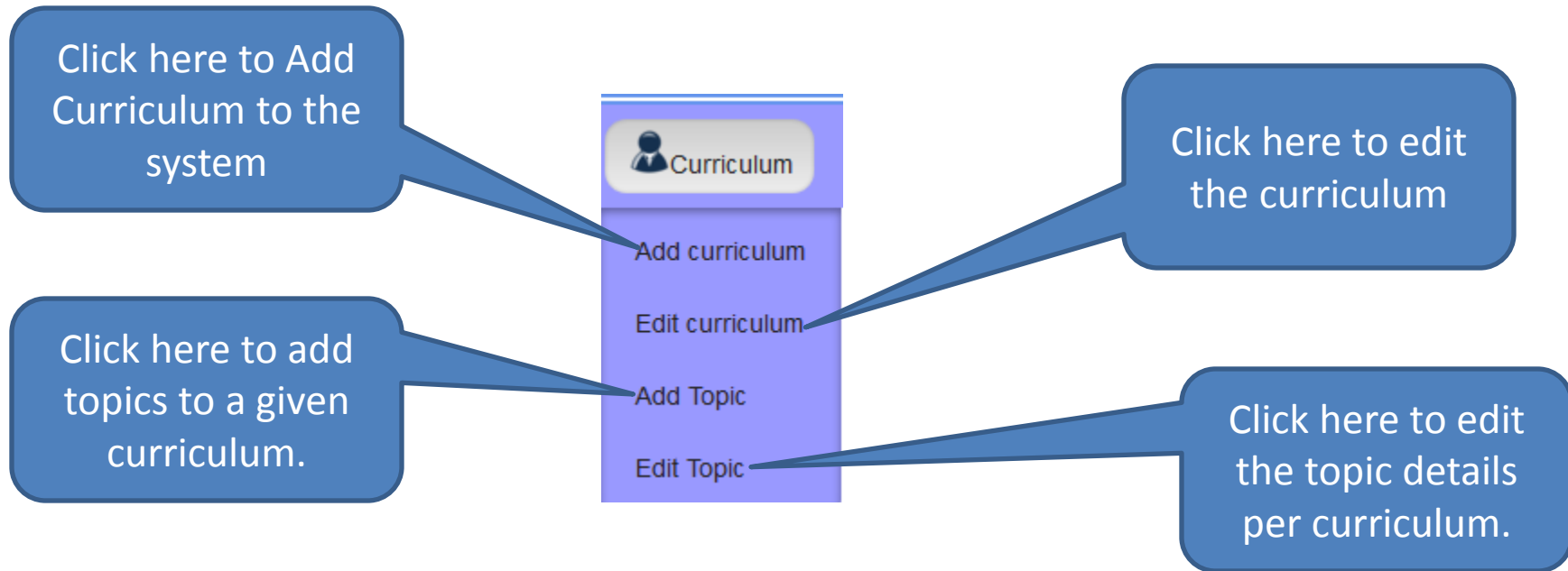
Save Details

Choose the age group here.

Enter the correct target population name here.

# CURRICULUM.

Within this the administrator can be able to add and edit curriculum. She/he can also be able to add or edit topics within a given curriculum.





## ADD CURRICULUM.

Choose the right target population to which you want to add curriculum.

\* indicates must fill

Implementing Partner*	Choose Partner ▼
Target Population *	target population ▼
Next	

## ADD CURRICULUM.

Within this page, a user can register a maximum of 4 and a minimum of 1 curriculum. Each curriculum has the associated number of sessions which also must be entered.

The screenshot shows a web form titled "ADD CURRICULUM." with a blue header bar. Inside the header, it displays "|| Partner Name: GSK || Target Population: FSW". The main form area is a table with two columns and four rows. The left column contains four blue buttons labeled "Enter Curriculum Name". The right column contains four blue buttons labeled "Enter number of sessions". At the bottom of the table is a purple button labeled "Add Curriculum".

Partner Name: GSK    Target Population: FSW	
Enter Curriculum Name	Enter number of sessions
Enter Curriculum Name	Enter number of sessions
Enter Curriculum Name	Enter number of sessions
Enter Curriculum Name	Enter number of sessions
Add Curriculum	

## EDIT CURRICULUM.

This is the curriculum edit page. Within this the user can be able to change the curriculum name.

The diagram shows a blue rectangular form titled "Curriculum\*" in black text. Inside the form, there is a white dropdown menu with the letter "G" and a downward arrow icon. Below this is a white text input field with the placeholder text "Enter New Curriculum Name". At the bottom of the form is a purple rounded button with the text "Save" in white. Two blue callout boxes with white text provide instructions: one points to the dropdown menu saying "Choose the curriculum you need to edit here.", and the other points to the text input field saying "Enter the new curriculum name."

Choose the curriculum you need to edit here.

Curriculum\*

G

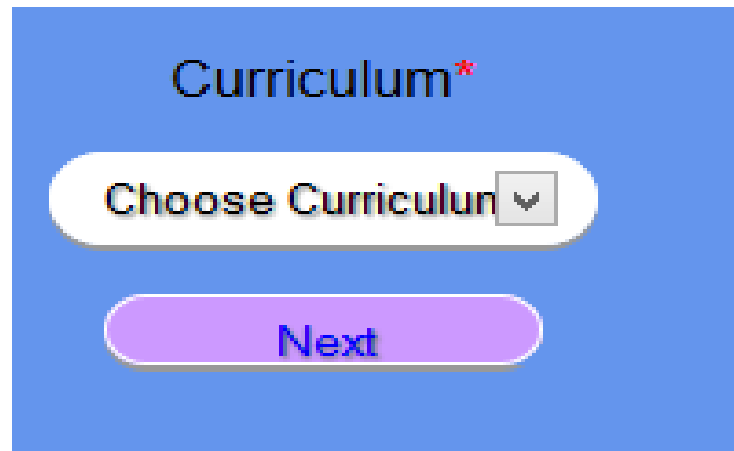
Enter New Curriculum Name

Save

Enter the new curriculum name.

## ADD TOPICS.

Here the user needs to choose the curriculum where she/he needs to add topics. After choosing the curriculum the user can click on the next button.



Curriculum\*

Choose Curriculum ▼

Next

## ADD TOPICS.

Here the user can be able to register at most 12 and at least 1 topic per this page. Enter all the topic names you need to register under the selected curriculum and then save the details.

Curriculum Name: TIME TO TALK			Next.
Enter Topic Name	Enter Topic Name	Enter Topic Name	
Enter Topic Name	Enter Topic Name	Enter Topic Name	
Enter Topic Name	Enter Topic Name	Enter Topic Name	
Enter Topic Name	Enter Topic Name	Enter Topic Name	
Save			

# EDIT TOPICS.

Edit and then save the details.

The form is set against a blue background and contains the following elements:

- Curriculum\***: A dropdown menu with 'fsw' selected.
- Topic \***: A dropdown menu with 'fsw1' selected.
- Select new curriculum**: A label positioned below the 'Topic' dropdown.
- Choose Curriculum**: A dropdown menu.
- Enter New Topic Name**: A label positioned above a text input field.
- fsw1**: The text entered in the 'Enter New Topic Name' field, followed by a green checkmark icon.
- Save**: A purple button at the bottom of the form.

Three blue callout boxes provide instructions:

- Left Callout**: 'Select curriculum and the topic you need to edit its details' (points to the 'Curriculum' and 'Topic' dropdowns).
- Right Callout**: 'Choose the new curriculum and enter the correct topic name.' (points to the 'Choose Curriculum' dropdown and the 'Enter New Topic Name' field).

# REPORTS

As the administrator , you can generate all the reports shown with more additional reports to come.

HC System is able to generate the following reports :

- County completion rate(pie chart)
- Partner completion rate(pie chart)
- Groups completion rate (excel)
- Target population attendance (bar chart)
- Kepms Report ( Age based report and Partner based report per month ).

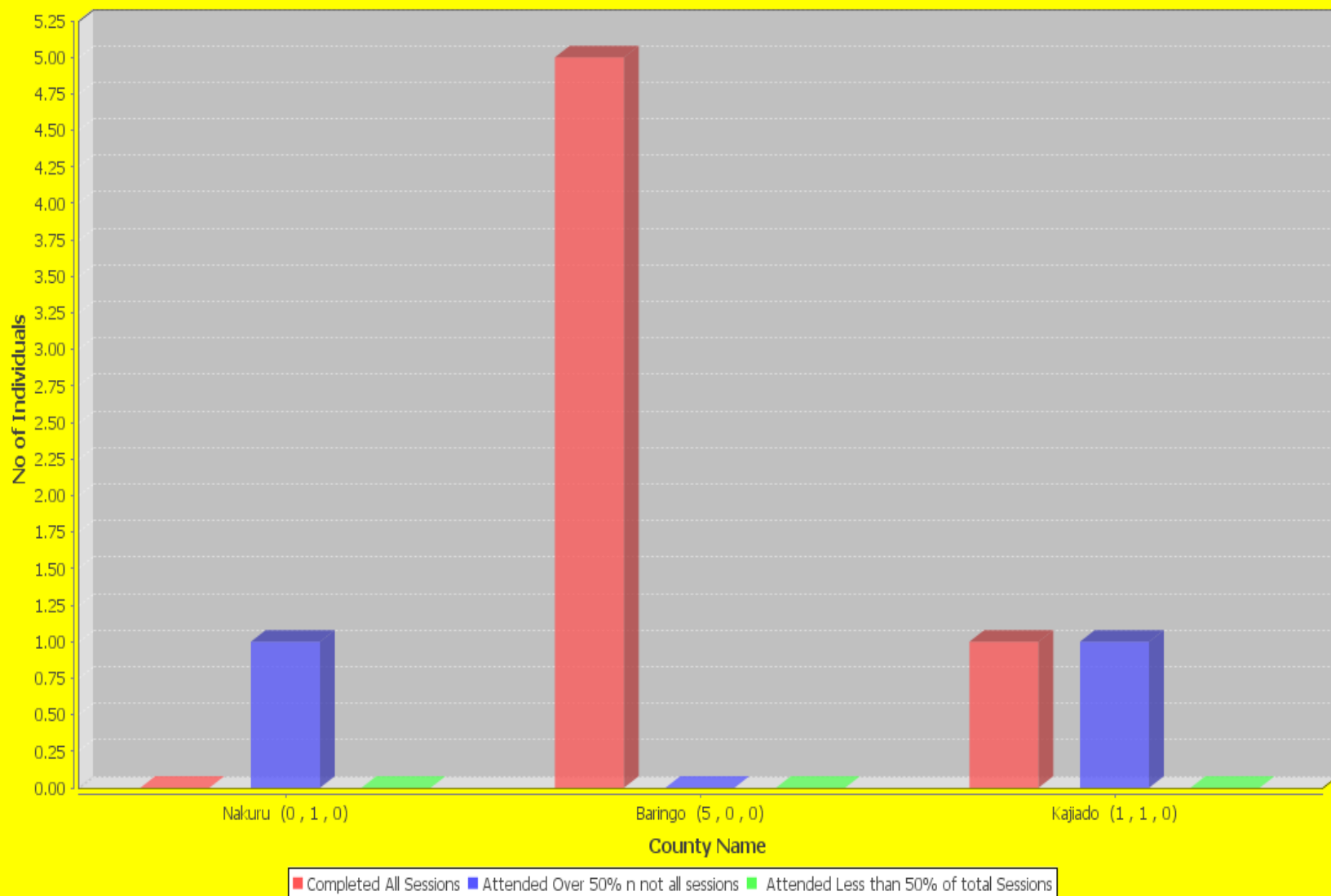
# REPORTS-TARGET COMPLETION RATE PER COUNTY

Target Population :FSW

Period : Jan - March

Year : 2012

Total Individuals : 8

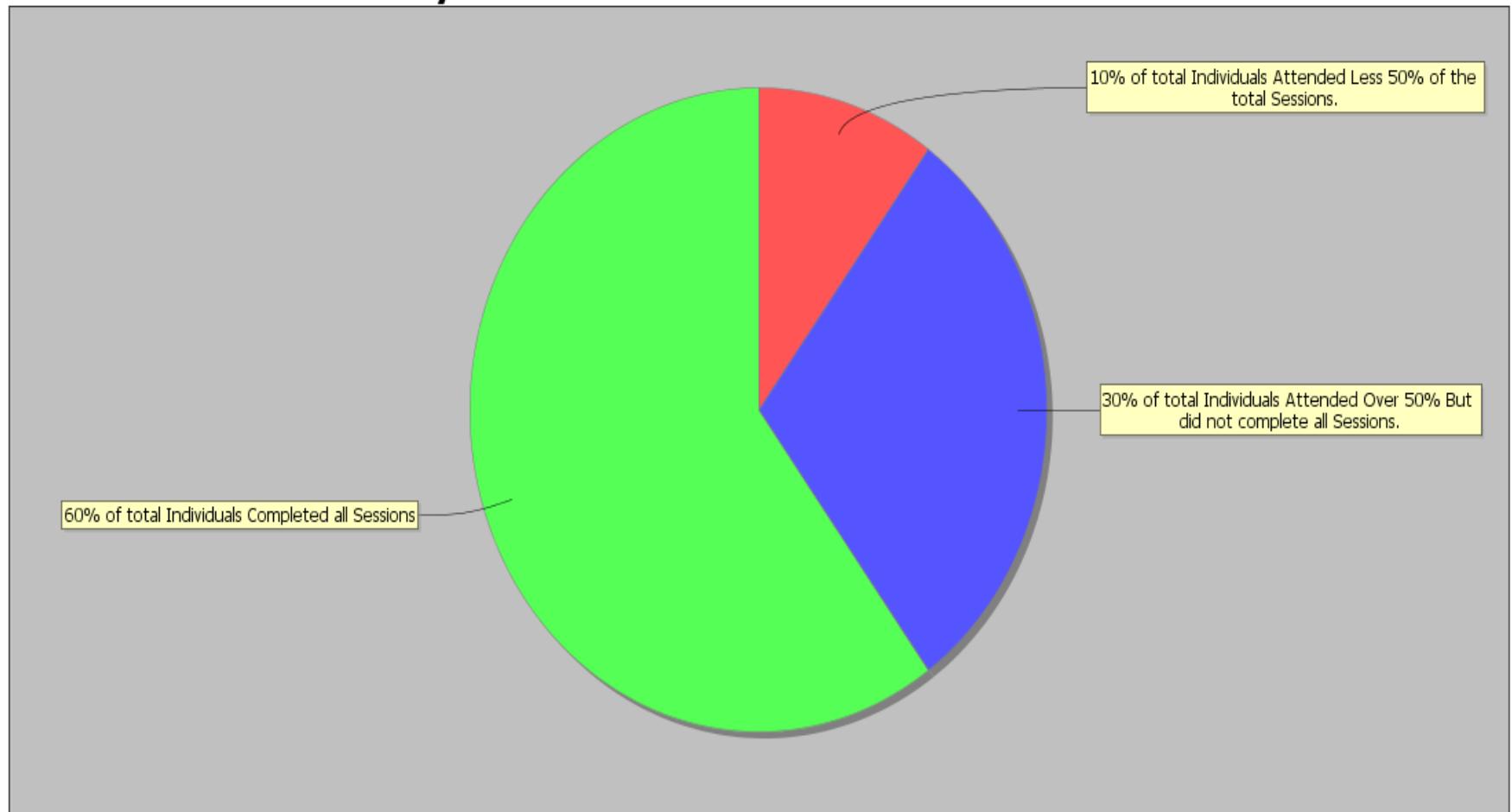




# REPORTS-TARGET POPULATION COMPLETION RATE

**Completion Rate for : FSW**

**Partners : GSK and FAIR Counties : Baringo, Kajiado, Laikipia and Nakuru  
within the year : 2012 Period : Jan - June Total Individuals : 10**

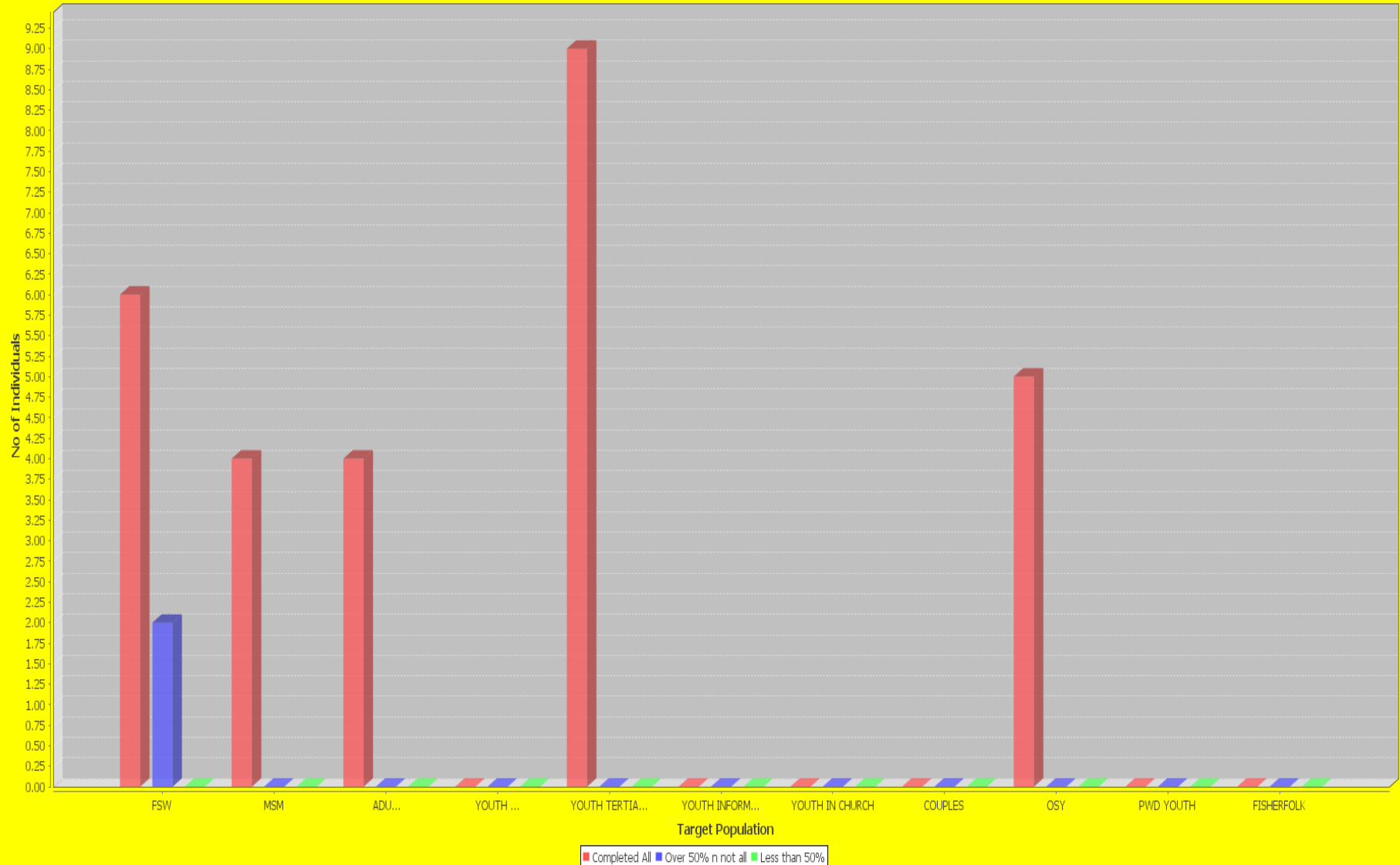


● 10% of total Individuals Attended Less 50% of the total Sessions. ● 30% of total Individuals Attended Over 50% But did not complete all Sessions.  
● 60% of total Individuals Completed all Sessions

# REPORTS-TARGET POPULATION ATTENDANCE

Target Population Report: (Jan - March)2012

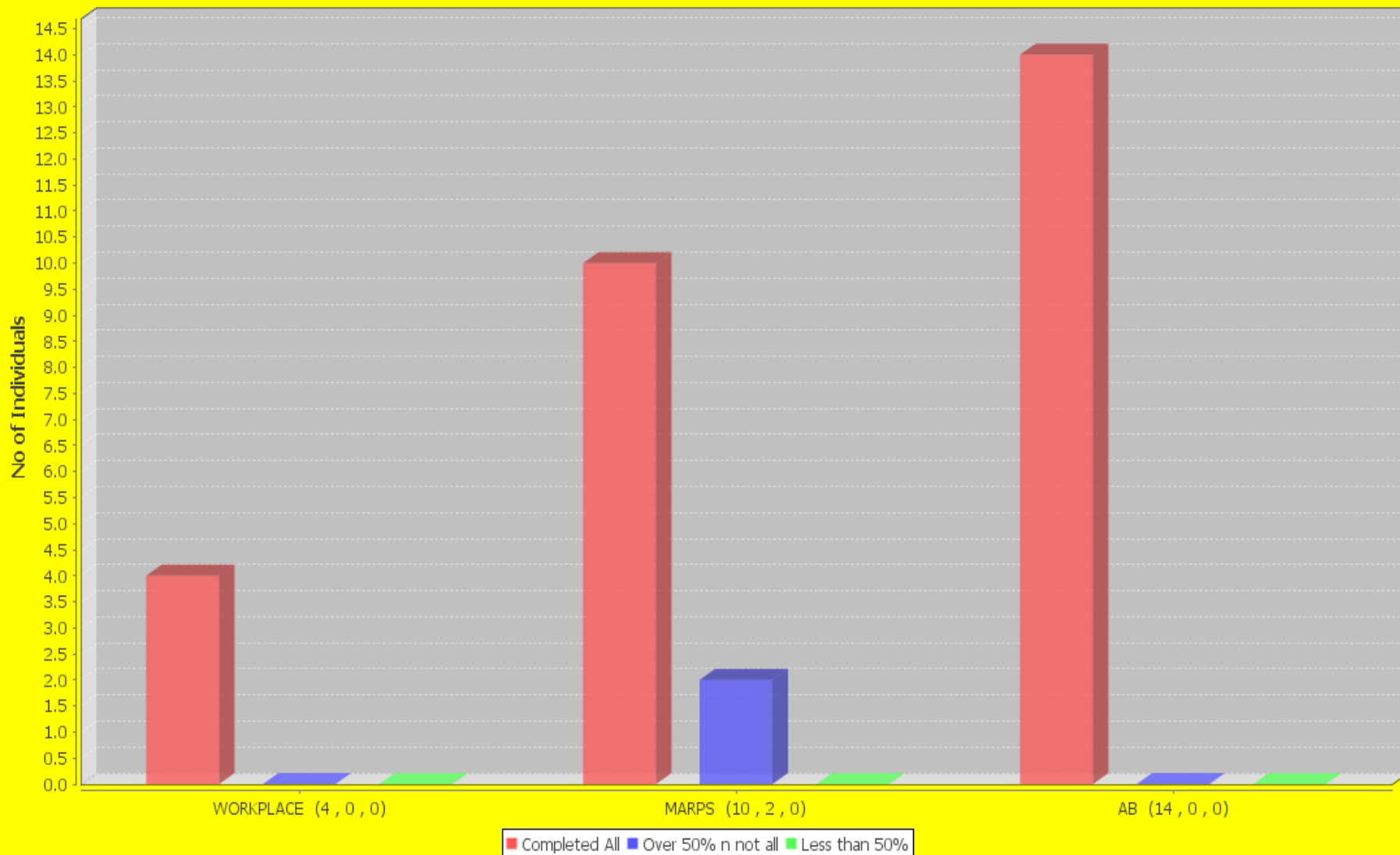
No of Individuals: 30



# REPORTS-PEPFAR ATTENDANCE.

PEPFAR Report :( Period : Jan - March) 2012

Total Individuals : 30



## REPORTS-GROUPS ATTENDANCE

This reports shows attendance of various groups

Overall Groups Attendance Report										
Partner Name	Target Population	Group Name	Facilitator	Total	Start Date	End Date	Completed	Attended over 50%	Attended less 50%	Overall Attendance
GSK	FSW	mwas	mo mo	1	02/03/2014	03/03/2014	0%	100%	0%	83%
		kaj	jak2 mwas	3	02/03/2014	03/03/2014	33%	67%	0%	89%
		grp1	m m	5	02/03/2014	03/03/2014	100%	0%	0%	100%
		grp2	m m	4	02/03/2014	03/03/2014	100%	0%	0%	100%
		grp3	m m	4	02/03/2014	03/03/2014	100%	0%	0%	100%
NOPE	OSY	hui	mo mo	5	02/03/2014	03/03/2014	100%	0%	0%	100%
ICL	YOUTH TERTIARY EDUCATION	bargrp	m m	5	02/03/2014	03/03/2014	100%	0%	0%	100%
		hutr	m m	4	02/03/2014	03/03/2014	100%	0%	0%	100%

# REPORTS-PEPFAR REPORT

This report shows the completion rate for all the counties with the given PEPFAR. It shows only those who have completed.

County	PEPFAR	Sex	Jan-March	April -June	July-Sep	Oct -Dec	Totals
Baringo	AB	FEMALE	6				6
		MALE	4				4
	MARPS	FEMALE	5				5
		MALE					0
	WORKPLACE	FEMALE					0
		MALE					0
Kajiado	AB	FEMALE	1				1
		MALE	3				3
	MARPS	FEMALE	3				3
		MALE	2				2
	WORKPLACE	FEMALE					0
		MALE					0

# REPORTS-PEPFAR REPORT

This report shows the completion rate for all the counties with the given target populations . It shows only those who have completed.

PEPFAR Report for the Year 2014

County	IP	Target Grouped	Sex	Target	Oct - Dec(2013)	Jan-March	April -June	July-Sep	Total	Achieved
Baringo	FAIR	FISHERFOLK	MALE	800	6		159	323	488	61.0%
			FEMALE	800	5		123	428	556	69.0%
	GSK	FSW (SISTER TO SISTER)	FEMALE	800				934	934	116.0%

Note that **Targets** and **Achieved** column has been added .

## REPORTS-PEPFAR REPORT

This report shows the completion rate for all the Partners with the given target populations . It shows only those who have completed.

IP	Target Grouped	Sex	Jan-March	April -June	July-Sep	Oct -Dec	Totals
GSK	FSW	FEMALE	6				6
	MSM	MALE	2				2
	ADULT WORKPLACE	MALE	2				2
		FEMALE	2				2
NOPE	OSY	MALE	2				2
		FEMALE	3				3
ICL	YOUTH TERTIARY EDUCATION	MALE	5				5
		FEMALE	4				4

# REPORTS – KEPMS BY AGE GROUP

This report shows the number of people who completed all sessions report by month, Year and age bracket.

NB: Always enable macros when viewing this report.

Kepms Format Report Per Age Bracket							
				MONTHS	SEX		
				JUL	AUG	SEP	Grand Total
COUNTY	PARTNER	TARGET_POPULATION	AGE_BRACKET	F	F	F	
KAJIADO	GSK	FSW (SISTER TO SISTER)	15-19		18	70	88
			20-24		99	259	358
			25+		198	290	488
	GSK Total				315	619	934



# REPORTS – KEPMS BY PARTNER

This report shows the number of people who completed all sessions report by month, Year , population and gender.

NB: Always enable macros when viewing this report.

Kepms Format Report Per Partner , Month , County and Gender							
-				MONTHS	SEX		
				JUL	AUG	SEP	Grand Total
YEAR	COUNTY	PARTNER	TARGET_POPULATION	F	F	F	
2014	KAJIADO	GSK	FSW (SISTER TO SISTER)		315	619	934
	LAIKIPIA		FSW (SISTER TO SISTER)	26	1363	1014	2403
	NAKURU		FSW (SISTER TO SISTER)		551	861	1412
	NAROK		FSW (SISTER TO SISTER)		401	357	758
2014 Total				26	2630	2851	5507
Grand Total				26	2630	2851	5507

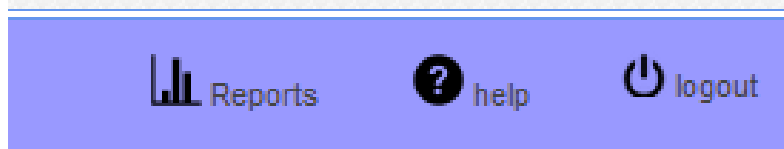
## GUEST.

The system support a guest user whose main role will be to generating and viewing the system reports.

This is only through the APHIAplus Systems Kiosk Reports module.

## GUEST MENU.

This is the menu that will be shown to a guest user.



Hovering your

# DQA

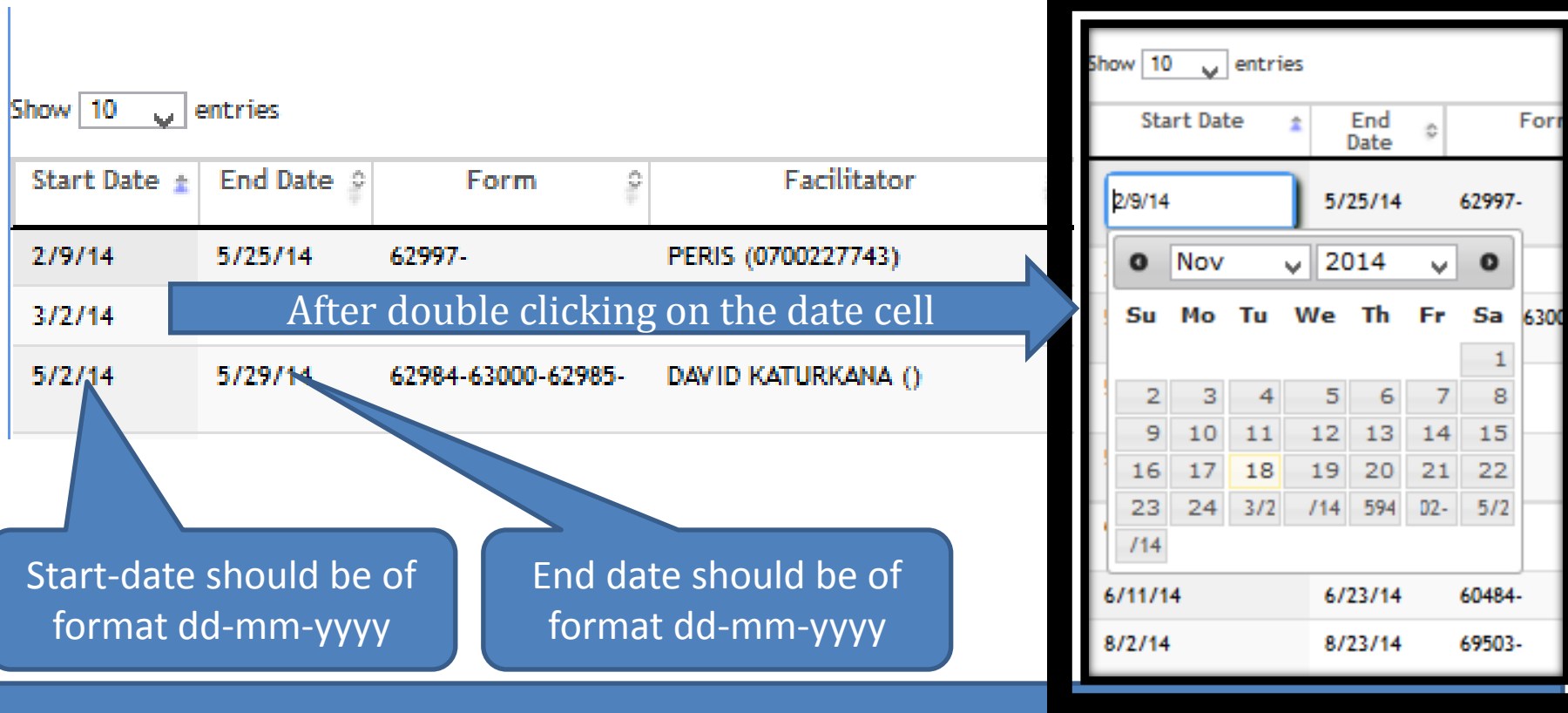
- You can now use a Data Quality Analysis Module to know on data that is not meeting the expected standards/format.
- As of HC1\_VERSION\_01 (2014\_11\_07), there are three sections of the DQA.
- (1) Invalid date DQA
- (2) Duplicates DQA
- (3) Incomplete records

# Invalid date- DQA

After double clicking on the date cell

Start-date should be of format dd-mm-yyyy

End date should be of format dd-mm-yyyy



The image shows a data table with columns: Start Date, End Date, Form, and Facilitator. The table contains three rows of data. A blue arrow points from the text 'After double clicking on the date cell' to the 'Start Date' cell of the third row, which contains '5/2/14'. A blue callout box points to this cell with the text 'Start-date should be of format dd-mm-yyyy'. Another blue callout box points to the 'End Date' cell of the same row, which contains '5/29/14', with the text 'End date should be of format dd-mm-yyyy'. A calendar date picker is open over the 'Start Date' cell, showing the month of November 2014. The date '18' is highlighted in yellow. The calendar also shows the month of December 2014 at the bottom.

Start Date	End Date	Form	Facilitator
2/9/14	5/25/14	62997-	PERIS (0700227743)
3/2/14			
5/2/14	5/29/14	62984-63000-62985-	DAVID KATURKANA ()

Calendar Date Picker (Nov 2014):

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

This section shows you date that is in wrong format. You can edit each of this fields by double clicking on the field and selecting the correct date from a calendar.

# Duplicates-DQA

Participant	Age	Sex	Group	Occurence	Target Population
DAVID MBURU MBURU 26	26	male	TULAGA	2	FISHERFOLK
DAVID MBURU MBURU 26	26	male	BAHARINI	2	FISHERFOLK
JAMES MAINA MAINA 29	29	male	KAMERE BEACH 1	2	FISHERFOLK
JAMES MAINA MAINA 29	29	male	PIRATES	2	FISHERFOLK

Each of the simultaneous columns shown are duplicates mode

To delete one of each instance of a duplicate, You should be a system administrator or an M&E officer.

NB: You can always export the shown duplicates into either csv, xls or pdf format using the buttons shown in each page.

Read the Help tips in each DQA to understand more about how to use the module.

# Incomplete Records DQA

Expected Sessions	Sessions Attended
9	0
8	0
1	0
1	0

This section shows data that was not completely marked up to the last step (7/7) of the HC form entry.

All the records that appear to have 0 sessions attended means that data for that individual was not completely marked.

To Clean up this records, master the county , partner , target population , group name , year , month , quarter and form number if applicable.