

NOVEMBER 1, 2017



UNIVERSITY *of* MARYLAND

Maryland global initiative cooperation

DATA MANAGEMENT PLAN

SI LEAD

[Company Name]

[Company Address]

DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>2/13/2017</i>	
<i>Version</i>	<i>0.58</i>	
<i>Approval</i>	<i>Director SI</i>	
	<i>PI /CoP</i>	

DATA MANAGEMENT PLAN

PROJECT PROFILE

<i>Project Details</i>	
<i>Programme title</i>	This is also a useful project title
<i>Name of Implementing Partner</i>	
<i>Abbreviation of Implementing Partner</i>	
<i>Mission Partner</i>	
<i>Lead Activity Manager</i>	other name IP User
<i>Address Of Organization</i>	
<i>Phone Number</i>	
<i>Project start date</i>	02/10/2017
<i>Project end date</i>	05/26/2017
<i>Grant reference number</i>	this is a grant number

<i>Ethical Approval</i>	
<i>Ethical approval for the project</i>	
<i>Rational</i>	
<i>Approving institutional review board</i>	
<i>Type of ethical approval</i>	

DATA MANAGEMENT PLAN

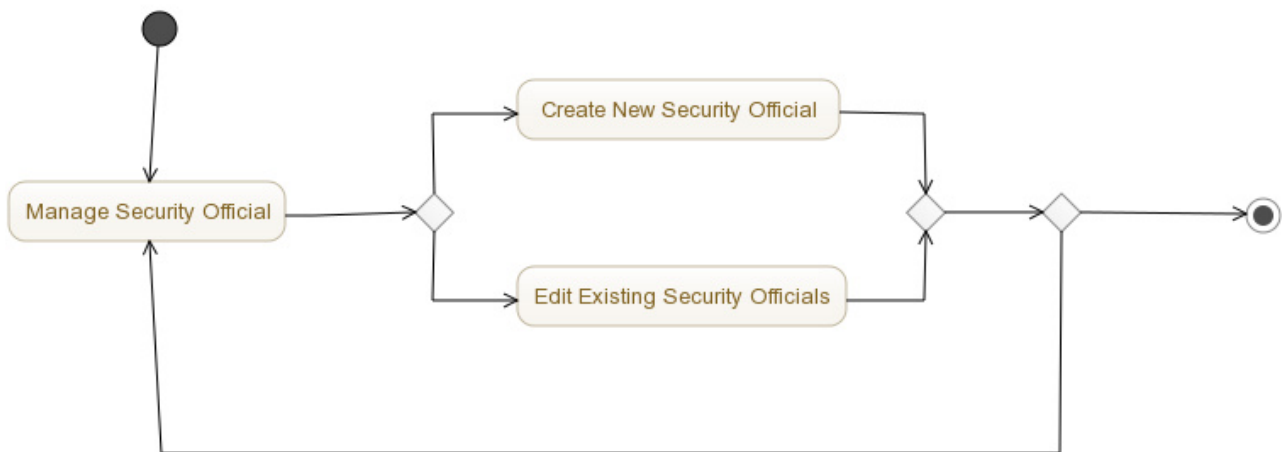
Project Objectives

this is a summary

DATA MANAGEMENT PLAN

MONITORING AND EVALUATION SYSTEMS

Data Flow Chart



Roles

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Senior M&EO	0	0	206
M&EO	0	7	0
M&E Associate	0	10	0
Senior db Manager	0	0	1
db Manager	0	3	0
data management assistant	9	1	0
SI Advisor	0	0	1

Responsibilities

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Supervisory	0	0	207
PMM, PME, CQI	0	17	0
EMR db Management	0	3	1
Data Entry DHIS + EMR	9	1	0

DATA MANAGEMENT PLAN

Trainings

<i>Name of training</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
DHIS Management training		30-Mar-2017 30-Apr-2017	01-Aug-2017 12-Aug-2017
Statistics Training		05-Mar-2017 13-Apr-2017	
EMR Database Management training		10-Feb-2017 28-Feb-2017	10-Feb-2017 28-Feb-2017
Monitoring and Evaluation Training	16-May-2017 25-Aug-2017	02-Jun-2017 30-Jun-2017	
CQI Training			02-Jun-2017 30-Jun-2017
OVC NOMIS Training			01-Jul-2017 29-Jul-2017
OVC M&E training			15-Jun-2017 25-Jun-2017
Health Sector PMM/PME Training			15-Jun-2017 25-Jun-2017
DHIS Data Entry training			01-Aug-2017 12-Aug-2017

DATA MANAGEMENT PLAN

<i>Process</i>	
<i>Implementing partner M&E process</i>	
<i>Site support</i>	Daily
<i>Data garnering</i>	
<i>Data use</i>	
<i>Data improvement approach</i>	

Data collation

<i>Data type</i>	<i>Reporting level</i>	<i>Frequency</i>
Some collation here	HQ	Weekly
Some data type here	State	Bi - Weekly
Some other data maybe patient related here	Facility	Quarterly

<i>Equipment</i>	
<i>Project equipments</i>	Tools

<i>Environment</i>	
<i>States covered by implementing partners</i>	Akwa Ibom,
<i>No of sites covered by iP</i>	ART: 10 PMTCT: 5 HTC: 56 OVC: 3 Community: 21

DATA MANAGEMENT PLAN

Data Processes

Reporting levels

State --> LGA --> Facility --> Community based Organization --> HQ

Data

<i>Reporting level</i>	<i>Data type</i>	<i>Data collection and reporting tools</i>	<i>Data collection process</i>
State	Qualitative	Monthly Summary Forms, Client intake forms,	vnff

REPORTS

<i>i. State - ART</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Daily
<i>Duration (days)</i>	2
<i>Timelines for reporting</i>	16-Feb-2017
<i>ii. LGA - PMTCT</i>	
<i>Reported to</i>	GON
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Weekly
<i>Duration (days)</i>	4
<i>Timelines for reporting</i>	22-Feb-2017 26-Feb-2017
<i>iii. Facility - HTC</i>	

DATA MANAGEMENT PLAN

<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Weekly
<i>Duration (days)</i>	4
<i>Timelines for reporting</i>	25-May-2017 29-Jul-2017

DATA MANAGEMENT PLAN

Quality Assurance

<i>i. Facility - PMTCT</i>	
<i>Data verification approach</i>	Data Quality Assessments
<i>Types of data verification</i>	some random checks
<i>Timelines for data verification</i>	23-Feb-2017
	25-Feb-2017
	15-Apr-2017
<i>Frequency of data verification</i>	Weekly
<i>Duration (days)</i>	7
<i>ii. LGA - ART</i>	
<i>Data verification approach</i>	Data Quality Assurance
<i>Types of data verification</i>	DQA
<i>Timelines for data verification</i>	01-Feb-2017
	28-Apr-2017
	30-Apr-2017
	25-May-2017
<i>Frequency of data verification</i>	Quarterly
<i>Duration (days)</i>	4

DATA MANAGEMENT PLAN

Data Storage, Access & Sharing

Digital Data Storage

<i>i. LGA - HTC</i>	
<i>Volume of digital data</i>	2MB
<i>Data storage format</i>	motion JPEG 2000(.jp2)
<i>Storage location</i>	Compact disk
<i>Backup</i>	Yes
<i>Data security</i>	Secure
<i>Patient confidentiality policies</i>	none
<i>Storage of pre existing data</i>	none
<i>ii. Community based Organization - PMTCT</i>	
<i>Volume of digital data</i>	10MB
<i>Data storage format</i>	SQL data definition
<i>Storage location</i>	Compact disk
<i>Backup</i>	Yes
<i>Data security</i>	Some security
<i>Patient confidentiality policies</i>	some policy
<i>Storage of pre existing data</i>	none

Non Digital Data Storage

<i>i. State - ART</i>	
<i>Non digital data types</i>	Registers
<i>Storage location</i>	some location here
<i>Safeguards and requirements</i>	some requirements here

Data Access and Sharing

<i>i. State - ART</i>	
-----------------------	--

DATA MANAGEMENT PLAN

<i>Data access</i>	fg
<i>Data sharing policies</i>	fgbc
<i>Data transmission policies</i>	fb
<i>Sharing plat forms</i>	fb fg

Data Documentation Management and Entry

<i>i. Facility - PMTCT</i>	
<i>Stored documentation and data descriptors</i>	fb
<i>Naming structure and filing structures</i>	f cv

Intellectual Property, Copyright and Ownership

<i>Intellectual Property, Copyright and Ownership</i>	
<i>Contracts and agreements</i>	
<i>Ownership</i>	
<i>Use of third party data sources</i>	

DATA MANAGEMENT PLAN

Post Project Data Retention Sharing and Destruction

Post Project Data Retention Sharing and Destruction	
Data to retain	
Pre existing data	
Duration (days)	
Licensing	

Digital Data Retention	
Data retention	

Non Digital Data Rentention	
Data rention	