

**NOVEMBER 1, 2017**



**Excellence Community Education Welfare Scheme (ECEWS)**

## **DATA MANAGEMENT PLAN**

**SI LEAD**  
ECEWS

# DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>3/30/2017</i>	
<i>Version</i>	<i>0.3</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>	Local Capacity Enhancement
<i>Name of Implementing Partner</i>	
<i>Abbreviation of Implementing Partner</i>	
<i>Mission Partner</i>	
<i>Lead Activity Manager</i>	Modupe Isibor
<i>Address Of Organization</i>	
<i>Phone Number</i>	
<i>Project start date</i>	
<i>Project end date</i>	
<i>Grant reference number</i>	

<i>Ethical Approval</i>	
<i>Ethical approval for the project</i>	Yes
<i>Rational</i>	Project
<i>Approving institutional review board</i>	CDC Atlanta
<i>Type of ethical approval</i>	Non Research Determination

# DATA MANAGEMENT PLAN

## Project Objectives

# DATA MANAGEMENT PLAN

## MONITORING AND EVALUATION SYSTEMS

### Data Flow Chart

#### Roles

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
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#### Responsibilities

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
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# DATA MANAGEMENT PLAN

## Trainings

<i>Name of training</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
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# DATA MANAGEMENT PLAN

<i>Process</i>	
<i>Implementing partner M&amp;E process</i>	
<i>Site support</i>	Monthly
<i>Data garnering</i>	program level data is collected at service delivery points in supported sites using the national HIV PMM tools. The LGA M7E focal persons is supported to collate and report to the state. IPs work with LGA M&E persons to validate reported data in supported sites and report to CDC on DATIM platform quarterly, semi annually and annually.
<i>Data use</i>	
<i>Data improvement approach</i>	

## Data collation

<i>Data type</i>	<i>Reporting level</i>	<i>Frequency</i>
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<i>Equipment</i>	
<i>Project equipments</i>	Tools

<i>Environment</i>	
<i>States covered by implementing partners</i>	Ebonyi, Enugu, Imo,
<i>No of sites covered by iP</i>	ART: 9 PMTCT: 38 HTC: 41 OVC: 2 Community: 2

# DATA MANAGEMENT PLAN

## Data Processes

## Reporting levels

## Data

<i>Reporting level</i>	<i>Data type</i>	<i>Data collection and reporting tools</i>	<i>Data collection process</i>
	Quantitative	EMR,Registers,Monthly Summary Forms,Client intake forms,Hand card,Community enrollment form,Household enumeration forms,Household enumeration sticker,Referral forms,HIV request result form,	services are documented using national HIV PMM tools, the LGA M&E officers are supported to collect, collate and report data to state ministry of health through the DHIS platform. ECEWS validate the monthly data with LGA M7E person and report on DATIM platform quarterly.

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## REPORTS



# DATA MANAGEMENT PLAN

Quality Assurance

# DATA MANAGEMENT PLAN

## Data Storage, Access & Sharing

Digital Data Storage

Non Digital Data Storage

Data Access and Sharing

Data Documentation Management and Entry

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	