

**NOVEMBER 1, 2017**



**Centre for Clinical Care and Research Nigeria**

## **DATA MANAGEMENT PLAN**

**SI LEAD**

[Company Name]

[Company Address]

# DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>2/6/2017</i>	
<i>Version</i>	<i>0.77</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>	test project
<i>Name of Implementing Partner</i>	Centre for Clinical Care and Research Nigeria
<i>Abbreviation of Implementing Partner</i>	CCCRN
<i>Mission Partner</i>	MGIC
<i>Lead Activity Manager</i>	John Doe
<i>Address Of Organization</i>	Jahi District
<i>Phone Number</i>	0801111111111111
<i>Project start date</i>	02/13/2017
<i>Project end date</i>	05/27/2017
<i>Grant reference number</i>	punh

<i>Ethical Approval</i>	
<i>Ethical approval for the project</i>	Yes
<i>Rational</i>	Publish
<i>Aprroving institutional review board</i>	NHREC
<i>Type of ethical approval</i>	Non- human subject research

# DATA MANAGEMENT PLAN

## Project Objectives

Consider this a very long 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&amp;E process</i>	
<i>Site support</i>	Weekly
<i>Data garnering</i>	some process here
<i>Data use</i>	Presentational
<i>Data improvement approach</i>	to be determined

## Data collation

<i>Data type</i>	<i>Frequency</i>
Type B	Bi - Monthly
hrgh	Monthly

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

<i>Environment</i>	
<i>States covered by implementing partners</i>	Adamawa,Akwa Ibom,Bauchi,Benue,
<i>No of sites covered by iP</i>	ART: 43 PMTCT: 12 HTC: 80 OVC: 3 Community: 6

# DATA MANAGEMENT PLAN

## Data Processes

<i>Data</i>	
<i>Quantitative data collection processess</i>	this is for quantitative Data
<i>Quantitative data source collection and reporting tools</i>	Community enrollment form
<i>Qualitative data collection processess</i>	this here is for Qualitative Data
<i>Qualitative data source collection and reporting tools</i>	Monthly Summary Forms

## REPORTS

<i>Reports type</i>	<i>Reported to</i>	<i>Program area</i>	<i>Timelines</i>	<i>Frequency</i>	<i>Duration (days)</i>
PMTCT	PEPFAR	Prevention	22-Feb-2017 25-Feb-2017	Weekly	1



# DATA MANAGEMENT PLAN

## Quality Assurance

<i>Data verification approach</i>	<i>Types of data verification</i>	<i>Timelines</i>	<i>Frequency</i>	<i>Duration (days)</i>
Data Qualiity Assurance	some tool	24-Feb-2017	Daily	1

# DATA MANAGEMENT PLAN

## Data Storage, Access & Sharing

<i>Data Storage - Digital Data</i>	
<i>Volume of digital data</i>	
<i>Data storage format</i>	SQL data definition,SPSS portable format (.por),
<i>Storage location</i>	Compact disk
<i>Backup</i>	Yes
<i>Data security</i>	
<i>Patient confidentiality policies</i>	
<i>Storage of pre existing data</i>	

<i>Data Storage - Non Digital Data</i>	
<i>Non digital data types</i>	Files,Registers,
<i>Storage location</i>	Compact disk
<i>Safeguards and requirements</i>	

<i>Data Access and Sharing</i>	
<i>Data access</i>	
<i>Data sharing policies</i>	
<i>Data transmission policies</i>	
<i>Sharing plat forms</i>	

<i>Data Documentation Management and Entry</i>	
<i>Stored documentation and data descriptors</i>	
<i>Naming structure and filing structures</i>	

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	
Licensing	

Digital Data Retention	
Data retention	

Non Digital Data Rentention	
Data rention	