



**Catholic Caritas Foundation of Nigeria (CCFN)**

## **DATA MANAGEMENT PLAN**

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CCFN

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# DATA MANAGEMENT PLAN

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# DATA MANAGEMENT PLAN

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# DATA MANAGEMENT PLAN

## 1. PROJECT PROFILE

<i>Project Details</i>	
<i>Mechanism Name</i>	Sustainable HIV care and Treatment Action In Nigeria
<i>Name of Implementing Partner</i>	Catholic Caritas Foundation of Nigeria (CCFN)
<i>Abbreviation of Implementing Partner</i>	CCFN
<i>Mission Partner</i>	
<i>Lead Activity Manager</i>	Paul MARCUS
<i>Address Of Organization</i>	
<i>Phone Number</i>	
<i>Project start date</i>	10/01/2016
<i>Project end date</i>	09/29/2017
<i>Grant reference number</i>	16848

<i>Ethical Approval</i>	
<i>Ethical approval for the project</i>	Yes
<i>Rational</i>	Project
<i>Approving institutional review board</i>	Others
<i>Type of ethical approval</i>	Non- human subject research

# DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>3/22/2017</i>	
<i>Version</i>	<i>0.21</i>	
<i>Approval</i>	<i>Director SI</i>	
	<i>PI /CoP</i>	

# DATA MANAGEMENT PLAN

## 2. Document revision

<i>Version date</i>	<i>3/22/2017</i>
<i>Version Number</i>	<i>0.21</i>
<i>Author</i>	<i>Paul MARCUS</i>
<i>Job designation</i>	
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<i>Email address of author</i>	<i>PMARCUS@ccfng.org</i>
<i>Approver</i>	
<i>Job Designation</i>	
<i>Phone number of Approver</i>	
<i>Email of Approver</i>	

## 3. Project Objectives

1. HIV incidence is reduced in the target populations.
2. People living with HIV have access to quality care and treatment services to optimize their quality of life.
3. GoN and SDFs (Service Delivery Facilities) have increased organizational and technical capacity to sustain and expand quality of HIV services in Nigeria.



4. MONITORING AND EVALUATION SYSTEMS

Roles

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

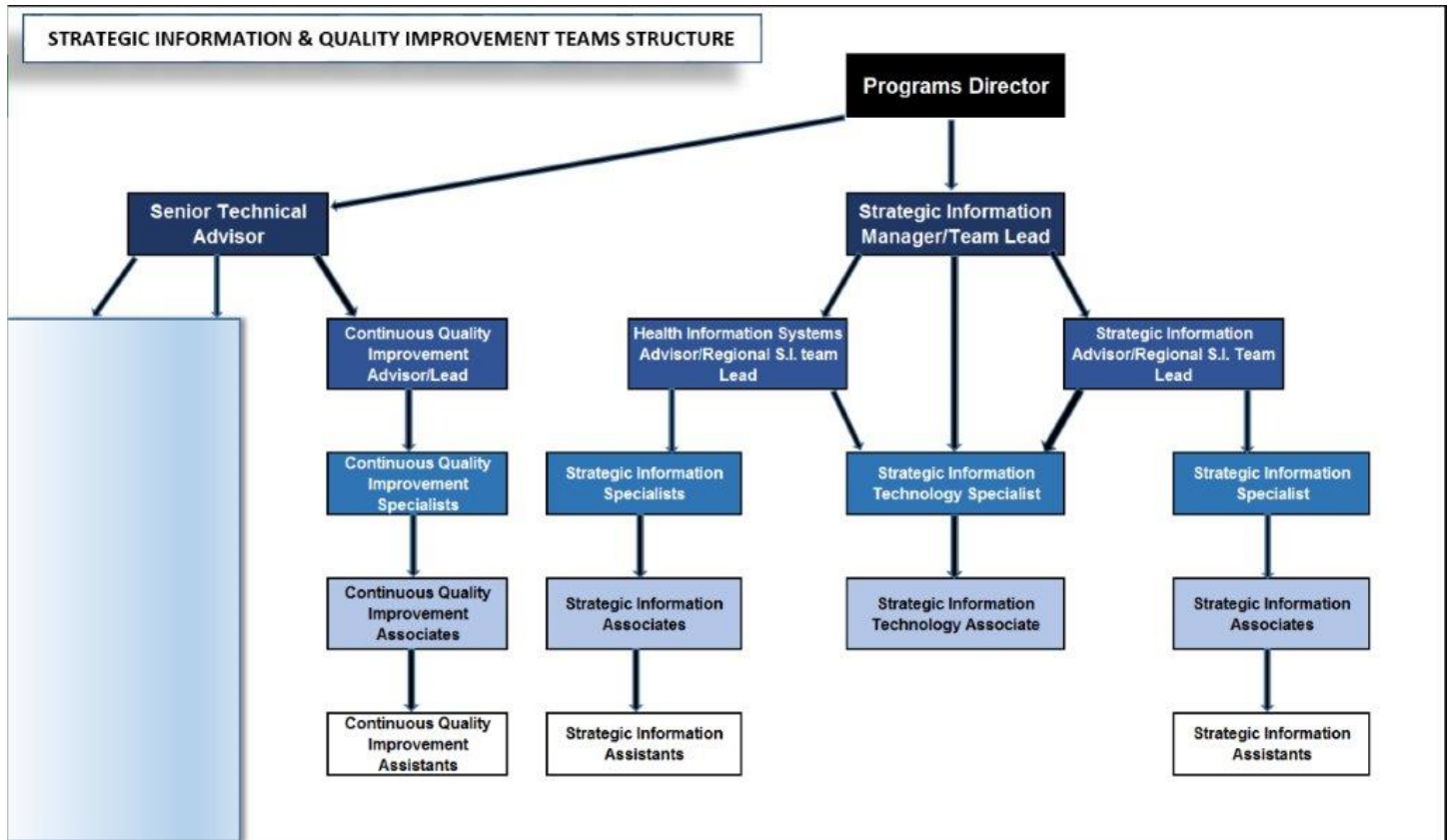
<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
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# DATA MANAGEMENT PLAN

Trainings

<i>Name of training</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
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Data Flow Chart



# DATA MANAGEMENT PLAN

<i>Process</i>	
<i>Site support</i>	Quarterly
<i>Data garnering</i>	Information collected at the point of service delivery of the PMM forms, then collated on Registers then reported on monthly summery forms and Excel Sheet Templates.
<i>Data use</i>	Data is reviewed monthly through the PMT Meetings, then CCFN collects and review data through SI/SRT meetings, and Program Management Meetings.
<i>Data improvement approach</i>	Weekly data validation and monthly data harmonization and reporting.

# DATA MANAGEMENT PLAN

Data collation

<i>Data type</i>	<i>Reporting level</i>	<i>Frequency</i>
Bi-weekly data	Facility Level,	Bi - Weekly

## *Equipment*

<i>Project equipments</i>	Tools
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## *Environment*

<i>States covered by implementing partners</i>	Benue,Delta,FCT,Kaduna,Kogi,Lagos,Nasarawa ,Ondo,Ogun,Osun,Oyo,Plateau,
<i>No of sites covered by iP</i>	ART: 61 PMTCT: 37 HTC: 2 OVC: 10 Community: 0

# DATA MANAGEMENT PLAN

## 5. Data Processes

Reporting levels

Facility Level

Data

<i>i. Facility Level,</i>	
<i>Data type</i>	Quantitative
<i>Data collection and reporting tools</i>	EMR,Registers,Monthly Summary Forms,
<i>Data collection process</i>	Count of program outputs from registers and queries from EMR, are aggregated and reported on the Monthly summery forms and excel templates.
<i>ii. Facility Level,</i>	
<i>Data type</i>	Qualitative
<i>Data collection and reporting tools</i>	Others(Please List),
<i>Data collection process</i>	Program area narratives by the program area leads.

# DATA MANAGEMENT PLAN

## REPORTS

<i>i. Facility Level, - ART</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Treatment
<i>Frequency of reporting</i>	
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	01-Jan-2017 31-Mar-2017
<i>ii. Facility Level, - PMTCT</i>	
<i>Reported to</i>	GON
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Monthly
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	01-Jan-2017 31-Mar-2017
<i>iii. Facility Level, - HTC</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Monthly
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	01-Jan-2017 31-Mar-2017
<i>iv. Facility Level, - OVC</i>	
<i>Reported to</i>	OTHERS
<i>Program area</i>	Treatment
<i>Frequency of reporting</i>	Quarterly
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	01-Jan-2017 31-Mar-2017

## DATA MANAGEMENT PLAN

<i>v. Facility Level, - RADET</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Treatment
<i>Frequency of reporting</i>	Quarterly
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	01-Jan-2017 31-Mar-2017

# DATA MANAGEMENT PLAN

## 6. Quality Assurance

<i>i. Facility Level, - ART,PMTCT,HTC,</i>	
<i>Data verification approach</i>	Weekly, Monthly data harmonization and reporting
<i>Types of data verification</i>	Data validation worksheets and report collation templates
<i>Timelines for data verification</i>	01-Jan-2017 31-Jan-2017
<i>Frequency of data verification</i>	Monthly
<i>Duration (days)</i>	30



# DATA MANAGEMENT PLAN

## 7. Data Storage, Access & Sharing

### Digital Data Storage

<i>i. Facility Level, - ART,PMTCT,HTC,</i>	
<i>Volume of digital data</i>	1TB
<i>Data storage format</i>	SQL data definition,
<i>Storage location</i>	Hard drives
<i>Backup</i>	Yes
<i>Data security</i>	Anti virus, Locked cabinets, safely kept external hard drives
<i>Patient confidentiality policies</i>	
<i>Storage of pre existing data</i>	

### Non Digital Data Storage

<i>i. Facility Level, - ART,PMTCT,HTC,</i>	
<i>Non digital data types</i>	Files,Registers,
<i>Storage location</i>	Carbinets
<i>Safeguards and requirements</i>	Locked carbinets

### Data Access and Sharing

<i>i. Facility Level, - ART,PMTCT,HTC,</i>	
<i>Data access</i>	The facility Administrators, CCFN Management and Stakeholders, GoN
<i>Data sharing policies</i>	
<i>Data transmission policies</i>	
<i>Sharing plat forms</i>	Monthly reports are collated, reviewed and feedback are given to the Facility. GoN Monthly report Summery is filled and sent/Data is inputed into the DHIS. DATIM & RADET is prepared/completed and sent to CDC.

### Data Documentation Management and Entry

# DATA MANAGEMENT PLAN

<i>i. Facility Level, - ART,PMTCT,HTC,</i>	
<i>Stored documentation and data descriptors</i>	data quality SOP, documentation SOP.
<i>Naming structure and filing structures</i>	

## 8. Intellectual Property, Copyright and Ownership

<i>Intellectual Property, Copyright and Ownership</i>	
<i>Contracts and agreements</i>	SUSTAIN Project implemented by Catholic Caritas Foundation of Nigeria (CCFN) in partnership with CDC Nigeria as primary Donor.
<i>Ownership</i>	Partner Treatment Facilities, CCFN, CDC, and Government of Nigeria (GoN).
<i>Use of third party data sources</i>	Any Third Party data used will be referenced appropriately.

# DATA MANAGEMENT PLAN

## 9. Post Project Data Retention Sharing and Destruction

<i>Post Project Data Retention Sharing and Destruction</i>	
<i>Data to retain</i>	Data documentation SOP. standardized filing system for a period of 10 years.
<i>Pre existing data</i>	10 years
<i>Duration (days)</i>	10 years. after 10 years, old and unused files/folders/Registers can be destroyed.
<i>Licensing</i>	

<i>Digital Data Retention</i>	
<i>Data retention</i>	

<i>Non Digital Data Rentention</i>	
<i>Data rention</i>	