Institute of Human Virology Nigeria

DATA MANAGEMENT PLAN

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DATA MANAGEMENT PLAN

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Approval	*Director SI*
	PI /CoP

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DATA MANAGEMENT PLAN

PROJECT PROFILE

Project Details	
Mechanism Name	AIDS Care and Treatment Plus Up
Name of Implementing Partner	
Abbreviation of Implementing Partner	
Mission Partner	
Lead Activity Manager	Martha Okposo
Address Of Organization	
Phone Number	
Project start date	10/01/2016
Project end date	09/30/2017
Grant reference number	

Ethical Approval	
Ethical approval for the project	Yes
Rational	Project
Aprroving instititional review board	CDC Atlanta
Type of ethical approval	Non- human subject research

Project Objectives

ACTION-Plus Up is an IHVN Project funded by the US Government PEPFAR (US President's Emergency Plan for AIDS Relief) through Centers for Disease Control and Prevention (CDC). ACTION-Plus Up focuses on the following areas: ART treatment for adult and children (including pregnant women); laboratory diagnosis and tracking of patients' status; care and support for people living with HIV/AIDS and people affected by HIV/AIDS; and monitoring and evaluation of patients and program progress. Others include prevention of mother-to-child transmission (PMTCT); HIV Testing Services, support to orphans and vulnerable children; and training in all the above areas.

MONITORING AND EVALUATION SYSTEMS

Data Flow Chart

Roles

Name	Site	Region/State	HQ

Responsibilities

Name	Site	Region/State	HQ

Trainings

Name of training	Site	Region/State	HQ

DATA MANAGEMENT PLAN

Process	
Implementing partner M&E process	
Site support	Monthly
Data garnering	
Data use	
Data improvement approach	

Data collation

Data type	Reporting level	Frequency
ART,PMTCT and HTS Summary	LACA,	Monthly
ART,PMTCT and HTS Summary	SACA,	Monthly
ART,PMTCT and HTS Summary	FMOH,	Monthly
MER Indicator ART,PMMTCT,HTS,OVC,TB /HIV	CDC,	Quarterly

Equipment	
Project equipments	IT equipments, mobile application, Laptops, Servers

Environment	
States covered by implementing partners	Benue,Delta,Ekiti,FCT,Kaduna,Kano,Katsina,Nasarawa,Ondo,Ogun,Osun,
No of sites covered by iP	ART: 0 PMTCT: 0 HTC: 0 OVC: 0 Community: 0

Data Processes

Reporting levels
LACA --> SACA --> FMOH --> CDC

Data

Reporting level	Data type	Data collection and reporting tools	Data collection process
LACA,	Quantitative		
SACA,	Quantitative	Registers,Monthly Summary Forms,	
FMOH,	Quantitative	EMR,	Data is collated by facility M&E staff into the monthly summary forms and picked or submitted to LACA M&E who submits it to SACA M&E. IHVN work with the SACA M&E team to ensure the monthly summary forms are updated on the DHIS platform
CDC,	Quantitative	EMR,	Data is collated quarterly, Semi-Annually and Annually and updated on the DATIM reporting platform
CDC,	Qualitative	EMR,	Narrative reports based on submitted quantitative data on achievements and reason for poor performance if applicable

REPORTS

Quality Assurance

Data Storage, Access & Sharing

Digital Data Storage

i. CDC, - ART,PMTCT,HTC,	
Volume of digital data	500GB
Data storage format	SQL data definition,Rich Text Format(.rtf),
Storage location	Offline,Hard drives,
Backup	External hard drives with stored data kept in secured location
Data security	Data is requiring transmission via internet or stored in external drives are first encrypted
Patient confidentiality policies	Data is requiring transmission via internet or stored in external drives are first encrypted or patient identifiers are disabled and patients are only identified with their unique pepfar id
Storage of pre existing data	paper based data are stored in binders and stored in secured lock-up cabinets.
ii. FMOH, - ART,PMTCT,HTC,	
Volume of digital data	
Data storage format	Open Document Text(.odt),
Storage location	
Backup	Duplicate of monthly summary forms are kept in facility
Data security	Registers and forms are stored in lock-up cabinets
Patient confidentiality policies	Monthly summaries sent are devoid of patient identifiers
Storage of pre existing data	lock-up file cabinets

Non Digital Data Storage

i. FMOH, - ART,PMTCT,HTC,	

Non digital data types	Registers,
Storage location	lock up cabinets
Safeguards and requirements	

Data Access and Sharing

i. FMOH, - ART,PMTCT,HTC,	
Data access	Data is shared with LACA and SACA M&E officers who update such data on DHIS for National use
Data sharing policies	Formal written request must be sent to the director stategic information of the Institute Of Human Virology- Nig for approval after extensive review of the request by the committee responsible
Data transmission policies	data is first encrypted before transmition
Sharing plat forms	via Internet and use of externa drive

Data Documentation Management and Entry

Intellectual Property, Copyright and Ownership

Intellectual Property, Copyright and Ownership	
Contracts and agreements	
Ownership	
Use of third party data sources	

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	