



Center for Clinical Care and Research, Nigeria

DATA MANAGEMENT PLAN

Moses Asiozi
CCCRN
Jahi district

Index page

DATA MANAGEMENT PLAN

Table of Content

1. Project Profile
 - i. Project details
 - ii. Ethical approval
2. Document Revisions
3. Project Objectives
4. Monitoring and evaluation systems
 - i. People
 - ii. Process
 - iii. Equipment
 - iv. Environment
 - v. Organization
5. Data processes
 - i. Data collection
 - ii. Reports
6. Quality assurance
 - i. Data verification
7. Data Storage Access and Sharing
 - i. Digital
 - ii. Non digital
 - iii. Data access and sharing
 - iv. Data documentation management and entry
8. Intellectual property copyright and ownership
 - i. Contracts and agreements
 - ii. Ownership
 - iii. Use of third party data sources
9. Post project data retention sharing and destruction

DATA MANAGEMENT PLAN

- i. Data to retain
- ii. Pre existing data
- iii. Duration
- iv. Licensing
- v. Digital data retention
- vi. Non digital rentention

DATA MANAGEMENT PLAN

1. PROJECT PROFILE

<i>Project Details</i>	
<i>Mechanism Name</i>	Service Expansion and Early Detection for Sustainable HIV Care
<i>Name of Implementing Partner</i>	Center for Clinical Care and Research, Nigeria
<i>Abbreviation of Implementing Partner</i>	CCCRN
<i>Mission Partner</i>	MGIC
<i>Lead Activity Manager</i>	Moses Asiozi
<i>Address Of Organization</i>	Jahi district
<i>Phone Number</i>	
<i>Project start date</i>	02/01/2017
<i>Project end date</i>	02/27/2017
<i>Grant reference number</i>	fhacvbk

<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- human subject research

DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>3/8/2017</i>	
<i>Version</i>	<i>0.43</i>	
<i>Approval</i>	<i>Director SI</i>	
	<i>PI /CoP</i>	

DATA MANAGEMENT PLAN

2. Document revision

<i>Version date</i>	<i>3/8/2017</i>
<i>Version Number</i>	<i>0.43</i>
<i>Author</i>	<i>Moses Asiozi</i>
<i>Job designation</i>	
<i>Phone number of author</i>	
<i>Email address of author</i>	<i>masiozi@mgic.umaryland.edu</i>
<i>Approver</i>	
<i>Job Designation</i>	
<i>Phone number of Approver</i>	
<i>Email of Approver</i>	

3. Project Objectives

The Centre for Clinical Care and Research Nigeria promotes best practices in health care delivery and research using locally-adapted models of health systems strengthening. The organization provides comprehensive HIV care and treatment services to more than 30,000 HIV infected persons through health facilities and community organizations in Enugu, Ebonyi and Imo States.

Services are provided at facility and community level for Orphans and Vulnerable that at the community level. CCCRN has provided comprehensives care and treatment services in Imo, Ebonyi and Enugu states. The organisation has also been able to strengthen the capacity of the state structure to be able to provide services to patients after the expiration of the project.

DATA MANAGEMENT PLAN

4. MONITORING AND EVALUATION SYSTEMS

Roles

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Director M&E(SI)	-	-	1
SI Advisor	-	-	1
Senior M&EO	-	3	-
M&EO	-	14	-
data management assistant	11	-	-
db Manager	-	3	-
Senior db Manager	-	-	1

Responsibilities

<i>Name</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Supervisory	-	3	2
PMM, PME, CQI	-	14	-
Data Entry DHIS + EMR	11	-	-
EMR db Management	-	3	1

DATA MANAGEMENT PLAN

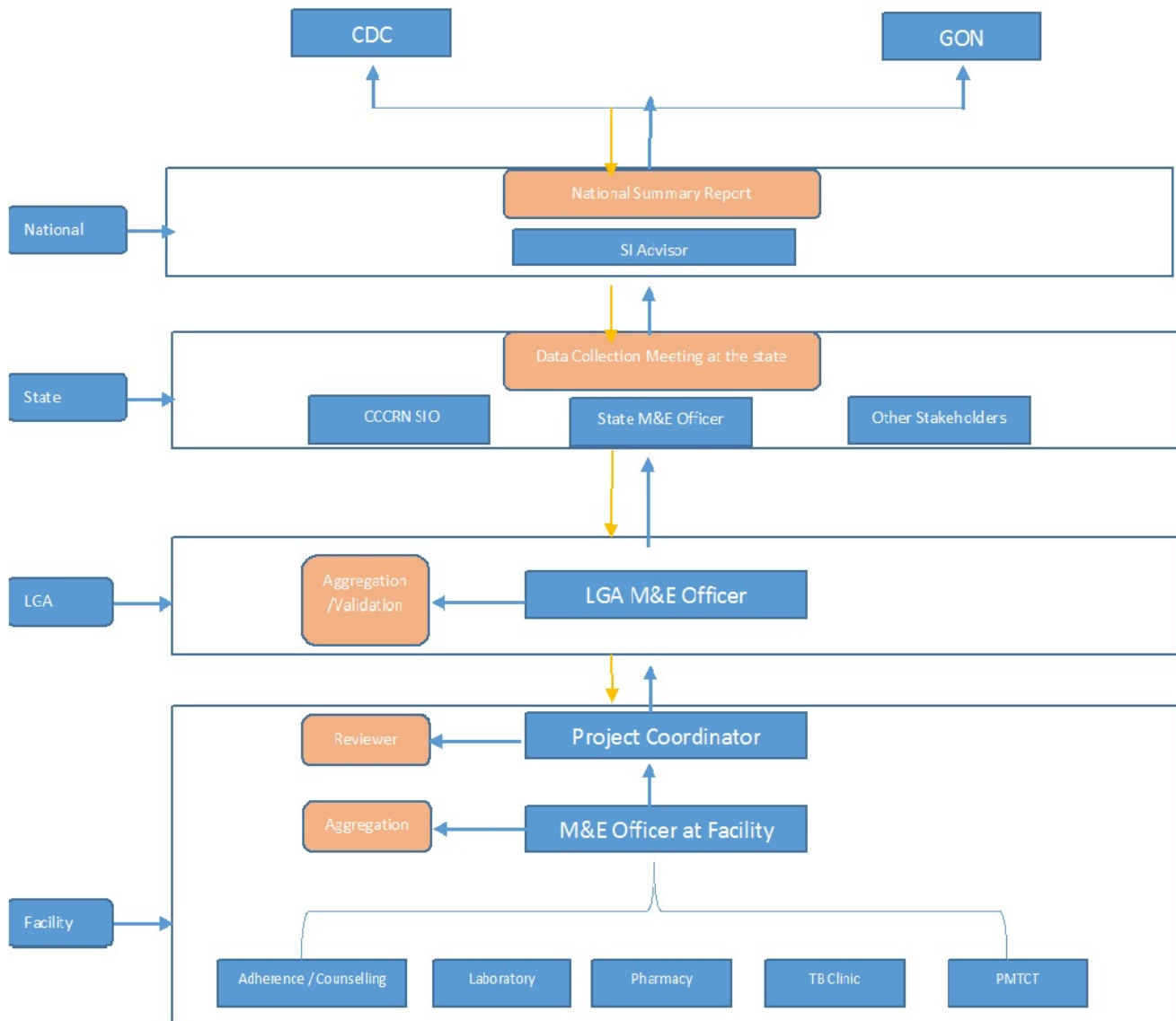
Trainings

<i>Name of training</i>	<i>Site</i>	<i>Region/State</i>	<i>HQ</i>
Statistics Training			01-Jul-2017 29-Jul-2017
OVC NOMIS Training			01-Jul-2017 29-Jul-2017
DHIS Data Entry training		13-Feb-2017 15-Feb-2017	
OVC M&E training	09-Jan-2017 15-Jan-2017	13-Feb-2017 15-Feb-2017	13-Feb-2017 15-Feb-2017
EMR Data entry and use training	09-Jan-2017 15-Jan-2017		

Data Flow Chart

DATA MANAGEMENT PLAN

CCCRN Data Flow Diagram



DATA MANAGEMENT PLAN

Process

DATA MANAGEMENT PLAN

<i>Site support</i>	Monthly
<i>Data garnering</i>	<p>Data is aggregated from all service delivery points in the facility by the M&E officers in comprehensive facilities or officers in-charge in PHCs. Validation and collation of these reports are done by the Local Government Area M&E officers once a month in preparation for the statewide data collection meeting that takes place at the state capital. Issues identified in the reports are rectified at this level before the report is transmitted to the next phase. Once a month, relevant state holders from the state ministry of health, state Agency for the control of HIV/AIDS, CCCRN and other stakeholders meet for data harmonization and collection. The reports are discussed at these meetings and issues are trashed as they apply. CCCRN further takes the duplicate copies of all the reports for entry into the SEEDS template for onward transmission to the next level. At the national level, the report is loaded into a data repository for storage and summaries are also generated from the server. Furthermore, data cleaning is done and a final report is generated. The Summary is then sent back to the state level and to the facility as feedback.</p>

DATA MANAGEMENT PLAN

<i>Data use</i>	<p>The capacity of the facility management has been built to be able to make sense of the data generated at the facility. This has been achieved by CCCRN through the Programme Management Team meetings that hold every month to review data in the facility. Also, because data belong to the facility, an MOU was signed with all CCCRN supported facilities to describe the data collection processes and periods. Data flow and feedback from and to the facilities is contained in the document.</p> <p>A data request for publications goes through multiple ways depending on who is requesting for data. The staff of the hospitals can get a written approval from the National Health Research Ethics Committee of Nigeria. Patients identifiers are always encrypted for those that may require a line list of patients' information. The CDC gives approval when data are to be published by CCCRN.</p>
<i>Data improvement approach</i>	<p>There are mechanisms in place to ensure that data errors are corrected to meet the minimum standard required. The following are the improvements approaches in place in CCCRN supported facilities.</p> <ol style="list-style-type: none">1. Monthly data validation of report carried out the Local Government Area M&E Officers.2. Quality DQA exercise. This is carried out to assess the completeness, accuracy and the validity of data at supported facilities.3. Performance measurement activity. Key indicators are reviewed every six months to check the quality of data reported4. Quality improvement projects are carried out by the facility staff in collaboration with CCCRN to mitigate the challenges identified from all the assessment conducted at the facilities.

DATA MANAGEMENT PLAN

Data collation

<i>Data type</i>	<i>Reporting level</i>	<i>Frequency</i>
Qualitative, Quantitative	facility,Local Government Area ,State ,National,Donor Level Reporting,	Monthly

<i>Equipment</i>	
<i>Project equipments</i>	IT solutions, IT Equipment, Data Collection Tools,Centralized Server

<i>Environment</i>	
<i>States covered by implementing partners</i>	Ebonyi,Enugu,Imo,
<i>No of sites covered by iP</i>	ART: 42 PMTCT: 142 HTC: 2 OVC: 7 Community: 0

5. Data Processes

Reporting levels

facility --> Local Government Area --> State --> National --> Donor Level Reporting

Data

<i>i. facility,Local Government Area ,State ,National,Donor Level Reporting,</i>	
<i>Data type</i>	Quantitative
<i>Data collection and reporting tools</i>	EMR,Registers,Monthly Summary Forms,Client intake forms,Referral forms,HIV request result form,Others(Please List),
<i>Data collection process</i>	<p>Data Collection is done at the state level. Reports are collected at a meeting that is convened by the state ministry of Health in conjunction with the IPs that are supporting the state. The LGA M&E Officers bring the reports that have been aggregated for all facilities within the LGA that they are responsible for to the meeting. The report is further validated and issues in the report are discussed at this forum. The original copies of the reports are submitted to the state ministry while IPs are given photocopies of the report for use. The reports for facilities supported by CCCRN are transcribed into the SEEDS reporting template which is stored in a central server at the head office. The National Summary report is then generated and aggregated in the format that is required by all the stakeholders. The report is reviewed for quality and accuracy. The report is then shared with the relevant stakeholders at the National level.</p>

DATA MANAGEMENT PLAN

REPORTS

<i>i. facility,Local Government Area ,State ,National,Donor Level Reporting, - ART</i>	
<i>Reported to</i>	GON
<i>Program area</i>	Treatment
<i>Frequency of reporting</i>	Monthly
<i>Duration (days)</i>	600
<i>Timelines for reporting</i>	06-Mar-2017
<i>ii. facility,Local Government Area ,State ,National,Donor Level Reporting, - PMTCT</i>	
<i>Reported to</i>	GON
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Monthly
<i>Duration (days)</i>	360
<i>Timelines for reporting</i>	06-Mar-2017
<i>iii. facility,Local Government Area ,State ,National,Donor Level Reporting, - HTC</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Quarterly
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	06-Mar-2017
<i>iv. facility,Local Government Area ,State ,National,Donor Level Reporting, - OVC</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Monthly
<i>Duration (days)</i>	360
<i>Timelines for reporting</i>	06-Mar-2017
<i>v. facility,Local Government Area ,State ,National,Donor Level Reporting, - RADET</i>	

DATA MANAGEMENT PLAN

<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>	06-Mar-2017
<i>vi. facility,Local Government Area ,State ,National,Donor Level Reporting, - ART</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>	08-Jan-2017 09-Apr-2017 09-Jul-2017 08-Oct-2017
<i>vii. facility,Local Government Area ,State ,National,Donor Level Reporting, - PMTCT</i>	
<i>Reported to</i>	PEPFAR
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Quarterly
<i>Duration (days)</i>	90
<i>Timelines for reporting</i>	09-Jan-2017 10-Apr-2017 10-Jul-2017 09-Oct-2017
<i>viii. facility,Local Government Area ,State ,National,Donor Level Reporting, - PMTCT</i>	

DATA MANAGEMENT PLAN

<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>	09-Jan-2017 10-Apr-2017 10-Jul-2017 09-Oct-2017
<i>ix. facility,Local Government Area ,State ,National,Donor Level Reporting, - OVC</i>	
<i>Reported to</i>	GON
<i>Program area</i>	Prevention
<i>Frequency of reporting</i>	Monthly
<i>Duration (days)</i>	360
<i>Timelines for reporting</i>	09-Jan-2017 10-Apr-2017 10-Jul-2017 09-Oct-2017

6. Quality Assurance

<i>i. facility,Local Government Area ,State ,National,Donor Level Reporting, - ART,PMTCT,HTC,</i>	
<i>Data verification approach</i>	Data Quality Assessments
<i>Types of data verification</i>	Data Quality Assessment Checklist
<i>Timelines for data verification</i>	06-Mar-2017
<i>Frequency of data verification</i>	Quarterly
<i>Duration (days)</i>	90

DATA MANAGEMENT PLAN

7. Data Storage, Access & Sharing

Digital Data Storage

<i>i. facility, Local Government Area ,State ,National, - ART,PMTCT,HTC,</i>	
<i>Volume of digital data</i>	30G
<i>Data storage format</i>	Comma - separated values(CSV) file(.csv),SQL data definition,
<i>Storage location</i>	Hard drives
<i>Backup</i>	Yes
<i>Data security</i>	Kept in a secured location
<i>Patient confidentiality policies</i>	HIPAA-Health Information, Portability and accountability ACT of 1996
<i>Storage of pre existing data</i>	Before the start of the programme, pre-existing data is in the custody of the state and the Federal Government of Nigeria. However, the organization had the data in a database and well secured.
<i>ii. The Facility, Local Government Area, State, National, Donor Level Reporting. - ART, PMTCT, HTC,</i>	
<i>Volume of digital data</i>	30GB
<i>Data storage format</i>	SQL data definition,
<i>Storage location</i>	Online
<i>Backup</i>	Yes
<i>Data security</i>	Firewall on the Online server
<i>Patient confidentiality policies</i>	HIPPA
<i>Storage of pre existing data</i>	Before the start of the programme, pre-existing data is in the custody of the state and the Federal Government of Nigeria. However, the organisation had the data in a database and well secured.

Non Digital Data Storage

DATA MANAGEMENT PLAN

i. facility,Local Government Area ,State ,National,Donor Level Reporting, - ART,PMTCT,HTC,

Non digital data types

Files,

Storage location

yes, the location is in a drive located in a specified location in the office. Some are left at the facilities in cupboard or cabinets.

Safeguards and requirements

They are locked

Data Access and Sharing

i. facility,Local Government Area ,State ,National,Donor Level Reporting, - ART,PMTCT,HTC,

DATA MANAGEMENT PLAN

<i>Data access</i>	Data is shared with the government of Nigeria and CDC with no restrictions. However, a third party would be required to get an approval from the GON for access to be given. Where patients line data is to be shared, encryptions is always applied.
<i>Data sharing policies</i>	Data sharing policies is part of what the organization signed with the state Government where the organization currently work. Data collection is carried out by the Local Government M&E officers, the report is submitted to the state ministry of Health and later transmitted to the national.
<i>Data transmission policies</i>	Data transmission policy is part of what the organisation signed with the state Government where the organisation currently work. Data collection is carried out by the Local Government M&E officers, the report is submitted to the state ministry of Health and later transmitted to the national.
<i>Sharing plat forms</i>	Data sharing platforms are in hard and soft copies. Hard copies are given to the state Government during data collection meeting. Copies of the report in an excel format are also transmitted to the state and Federal Government on a six monthly basis. Online, Excel and Word format are currently the platforms for reporting to CDC, meaning that data is submitted primarily on DATIM, RADET and Narratives on word on a quarterly basis.

Data Documentation Management and Entry

i. facility,Local Government Area ,State ,National,Donor Level Reporting, - ART,PMTCT,HTC,

DATA MANAGEMENT PLAN

<i>Stored documentation and data descriptors</i>	Indicator reference guide is always shared as soon as they are received, also we have instructional notes that accompany the reporting template for clarity on where the reports are gotten from and so on.
<i>Naming structure and filing structures</i>	There is no specific filling structure in place. The filling structure is mostly the same across facilities. In most facilities, HIV patients folders are kept in the same location as other folders in the hospital. Every patient is given hospital number and also a serial enrolment number and both are documented on the back of the patient's folder. There is provision for the surname and last name as a way of labelling the folders.

8. Intellectual Property, Copyright and Ownership

<i>Intellectual Property, Copyright and Ownership</i>	
<i>Contracts and agreements</i>	This project is fully funded by CDC and the contract terms and agreement are clearly stated.
<i>Ownership</i>	All data in the organisation belong to the Government of Nigeria and are under the copyright of CDC
<i>Use of third party data sources</i>	Third party data are gotten from facilities, state and GON with a written permission from GON and CDC as it applies.

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 stored in electronic format are to be saved in the cloud. Folders and drives to be saved in a secured location.
<i>Pre existing data</i>	10 years
<i>Duration (days)</i>	After the expiration of 10years
<i>Licensing</i>	

<i>Digital Data Retention</i>	
<i>Data retention</i>	Digital storage is done on a server. The cost of Archiving is approximately \$240 in a year

<i>Non Digital Data Rentention</i>	
<i>Data rention</i>	Non-digital data saved in the same way.