

NOVEMBER 1, 2017



UNIVERSITY *of* MARYLAND

**Maryland global initiative cooperation**

**DATA MANAGEMENT PLAN**

SI LEAD

[Company Name]

[Company Address]

# DATA MANAGEMENT PLAN

<i>Initial date of ShieldPortal completion</i>	<i>2/13/2017</i>	
<i>Version</i>	<i>0.22</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>	This is also a useful project title
<i>Name of Implementing Partner</i>	
<i>Abbreviation of Implementing Partner</i>	
<i>Mission Partner</i>	
<i>Lead Activity Manager</i>	
<i>Address Of Organization</i>	
<i>Phone Number</i>	
<i>Project start date</i>	02/10/2017
<i>Project end date</i>	05/26/2017
<i>Grant reference number</i>	this is a grant number

<i>Ethical Approval</i>	
<i>Ethical approval for the project</i>	
<i>Rational</i>	
<i>Approving institutional review board</i>	
<i>Type of ethical approval</i>	

# DATA MANAGEMENT PLAN

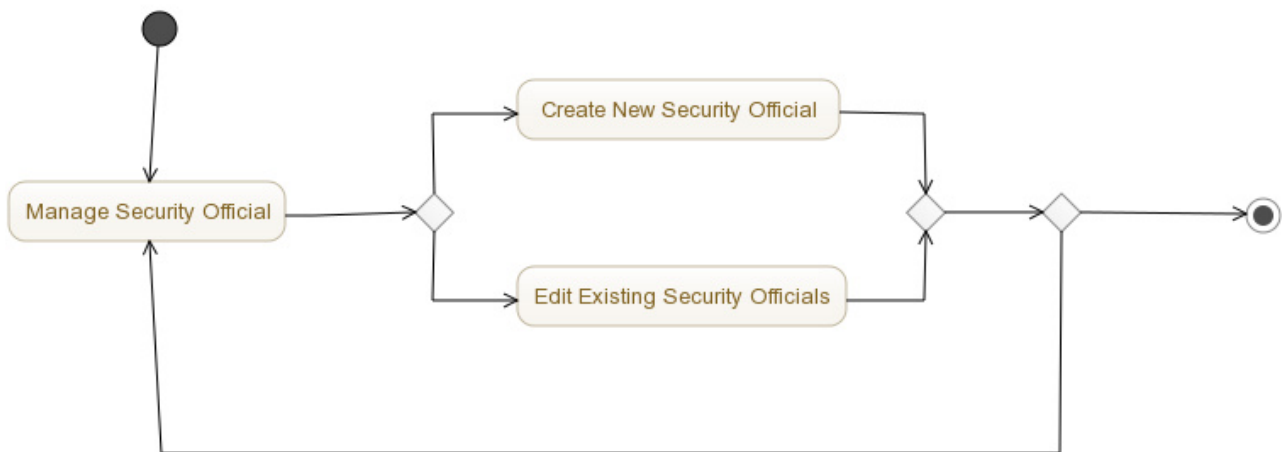
## Project Objectives

this is a 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>	Daily
<i>Data garnering</i>	
<i>Data use</i>	
<i>Data improvement approach</i>	

## Data collation

<i>Data type</i>	<i>Reporting level</i>	<i>Frequency</i>
Some collation here	HQ	Weekly
Some data type here	State	Bi - Weekly
Some other data maybe patient related here	Facility	Quarterly

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

<i>Environment</i>	
<i>States covered by implementing partners</i>	Akwa Ibom,
<i>No of sites covered by iP</i>	ART: 10 PMTCT: 5 HTC: 56 OVC: 3 Community: 21

# DATA MANAGEMENT PLAN

## Data Processes

### Data

<i>Reporting level</i>	<i>Data type</i>	<i>Data collection and reporting tools</i>	<i>Data collection process</i>
State	Qualitative	Monthly Summary Forms, Client intake forms,	vnff

## REPORTS

<i>Reports type</i>	<i>Reported to</i>	<i>Program area</i>	<i>Timelines</i>	<i>Frequency</i>	<i>Duration (days)</i>	<i>Reporting level</i>
ART	PEPFAR	Prevention	16-Feb-2017	Daily	2	State



# DATA MANAGEMENT PLAN

## Quality Assurance

<i>Data verification approach</i>	<i>Types of data verification</i>	<i>Reporting level</i>	<i>Timelines</i>	<i>Frequency</i>	<i>Duration (days)</i>
Data Quality Assessments	n f	LGA	16-Feb-2017 27-Feb-2017	Daily	3

# DATA MANAGEMENT PLAN

## Data Storage, Access & Sharing

<i>Data Storage - Digital Data</i>	
<i>Volume of digital data</i>	
<i>Data storage format</i>	
<i>Storage location</i>	
<i>Backup</i>	
<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>	
<i>Storage location</i>	
<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	