



PEPFAR COP21 Data Pack User Guide & Data Dictionary

U.S. Department of State

U.S. Office of the Global AIDS Coordinator and Health Diplomacy (S/GAC)

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Contents

1	Release Notes	3
2	What's New?	4
3	Testing Targets Cheat Sheet	5
3.1	Purpose	7
3.2	Issue	7
3.3	Is this issue in my Data Pack?	7
3.4	Why is this issue in my Data Pack?	7
3.5	Possible solutions	7
3.6	How to try these solutions in the Data Pack	7
4	Datapack Self-service App	8
4.1	Logging in	8
4.2	Uploading a DataPack	8
4.3	Validating your DataPack	8
5	Appendix	10
5.1	Reference Materials	10

Chapter 1

Release Notes

Coming soon!

Chapter 2

What's New?

HTS Tab Formula Error

In the HTS Tab there is an error within the formula that helps calculate “TB_STAT: New Positive (%)” in column Z of the HTS_TST - Distribution of Positive Tests section. This formula is currently referencing “HTS_TST Post ANC1 New Positives (FY22)” from column J, but needs to be referencing “TB_STAT New Positives (FY22)” from column K. To make this simple change, please adjust the formula from

$$= IF(OR(SUM($G15) = 0, SUM($J15) = 0), "", SUM($J15)/SUM($G15))$$

and change the reference of column J to column K so that it reads

$$= IF(OR(SUM($G15) = 0, SUM($K15) = 0), "", SUM($K15)/SUM($G15))$$

TX_TB_PREV Tab Formula Error

In the TX_TB_PREV Tab there is an error within the formula that helps calculate “TX_CURR (FY22)” in column K of the TX_TB (D) section. This formula is currently double counting TX_NEW contributions to TX_TB. To make this simple change, please adjust the formula from

$$= IF($C15 = "< 15", SUM(SUMIFS(Cascade!$AE : $AE, Cascade!$B : $B, $B15, Cascade!$C : $C, "<= 01", "01 - 04",$$

and change it so that it reads

$$= IF($C15 = "< 15", SUM(SUMIFS(Cascade!$U : $U, Cascade!$B : $B, $B15, Cascade!$C : $C, "<= 01", "01 - 04", "04 - 05",$$

PSNUxIM Tab Formulas

When you received your newly generated PSNUxIM tab for the first time, you will need to scroll to the “Target Values” Section that begins in column CW and copy down the formulas populated in row 15 all the way down to the bottom of your Data Pack. This will be required in order for your Rollup column to properly populate as well as the Deduplication sections.

Chapter 3

Testing Targets Cheat Sheet

Placeholder

3.1 Purpose

3.2 Issue

3.3 Is this issue in my Data Pack?

3.4 Why is this issue in my Data Pack?

3.5 Possible solutions

3.6 How to try these solutions in the Data Pack

3.6.1 PMTCT Tab - decrease positives from ANC and Post-ANC1

3.6.2 TB tab - decrease positives from TB

3.6.3 DATIM Import

3.6.4 Instructions

3.6.5 DATIM Import

3.6.6 Instructions

3.6.7 Leveraging Alternatives to Spectrum

3.6.8 Relative Standard Errors

3.6.9 Host Country Estimates for Military Organization Units

3.6.10 DATIM Import

3.6.11 Instructions

3.6.12 PEPFAR Coverage of Host Country TX_NET_NEW_SUBNAT

3.6.13 Targeted Host Country ART Coverage

3.6.14 Targeted TX_CURR_SUBNAT and TX_NET_NEW_SUBNAT

3.6.15 Gap to Coverage Analysis for Military Organization Units

3.6.16 DATIM Import

3.6.17 Instructions

3.6.18 TX_NET_NEW (FY22)

3.6.19 TX_CURR (FY22)

3.6.20 Setting TX_CURR Targets among Infant Population Groups

Chapter 4

Datapack Self-service App

The DataPack self-service app provides a one-stop shop for validating and analyzing your DataPack. After logging into the app, you can upload a copy of your DataPack, and receive feedback regarding the structure and content of the DataPack. The app will attempt to provide feedback regarding any errors which may prevent the import of your DataPack into DATIM. In general, all errors must be resolved prior to any approval or import of data into DATIM. Warning messages should be carefully reviewed. While these may not prevent import of your data, ignoring them may lead to data quality problems. The app also provides a number of charts and tables to assist with review of your DataPack. Each of these functions will be described in more detail in the remainder of this chapter.

4.1 Logging in

In order to access the app, you will need to login with your DATIM credentials. If you do not have a DATIM username and password or if your account has been deactivated, please contact DATIM support.

4.2 Uploading a DataPack

Once you have logged into the app, choose “Browse” from the left side pane. Select the DataPack you wish to validate. Please be sure to use an “XLSX” file! Other formats such as XLSB or ZIP archives of your DataPack are not supported, and cannot be used.

Once your file is completely uploaded to the server, the “Validate” button should become active.

4.3 Validating your DataPack

After pressing the “Validate” button on the left-side pane, the app will perform a number of structural checks on your file. It is critical that the structure of the DataPack matches that which was provided to you. Any tabs or columns which have been removed will result in a parsing error, and these will need to be fixed prior to import. Other checks include:

- **Altered formulas:** Generally, formulas should not be altered, but there can be valid programmatic reasons for doing so. These warnings are provided in order to allow those reviewing the DataPack to make a determination as to whether they are valid changes or not.

- Decimal values: In general, all values (with a few exceptions) should be whole integer numbers. Decimals cannot be imported into DATIM, and thus must be rounded prior to import. This can lead to variations in the numbers which are visible in the DataPack and those which are imported into DATIM.
- Negative numbers: In general, all numbers in the DataPack should be whole, positive integers.
- Non-numeric values: Any values which are not numeric, e.g. characters, is not allowed.
- Imbalanced PSNUxIM distribution: When distributing data from the main DataPack tabs, to the PSNUxIM tab, small variations due to rounding may result. As an example, if a target of 100 has been set in the main tab, and is then distributed evenly between three partners, each with a target value of 33, a value of 1 remains undistributed. To avoid this situation you may need to use allocation targets of 34%,34%,32% instead, which would ensure that the values allocated in the PSNUxIM tab match those in the main programmatic area tabs.
- Threaded comments: This type of comment, as opposed to the previous type of Notes used in Microsoft Excel, causes corruption issues when the app attempts to update your PSNUxIM tab. Prior to submitting for an updated PSNUxIM tab, you MUST remove all threaded comments. For more information about the differences between threaded comments and notes visit this [link](#).
- Duplicated rows: There should be no duplicated rows in any of the main tabs or the PSNUxIM tab.
- Invalid organisation units: All PSNUs referenced in the DataPack must exist in DATIM.
- Missing metadata: Certain columns such as the PSNU, Indicator code, Age, Sex and KeyPop columns must always be present. If any of these values is for some reason missing, please find the location of the error and fix the issue.

Chapter 5

Appendix

5.1 Reference Materials

- COP/ROP 2021 Guidance: <https://www.state.gov/wp-content/uploads/2020/12/PEPFAR-COP21-Guidance-Final.pdf>
- MER Data Validation Rules User Guide: <https://datim.zendesk.com/hc/en-us/articles/360055112711-MER-Validation-Guide>
 - This Document has been designed to communicate all validation rules that the Data Pack, as well as other COP21 documents, will go through in the validation and upload process. A description of the validation rules, their definitions and user actions to correct any flagged errors can be found in this document.
- Monitoring, Evaluation, and Reporting Indicator Reference Guide (MER) v2.5: <https://datim.zendesk.com/hc/en-us/articles/360000084446-MER-Indicator-Reference-Guides>
- MER 2.5 Training Videos: <https://datim.zendesk.com/hc/en-us/articles/360051593031-MER-2-5-Training-Videos>