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|  | **YELLOW FEVER OUTBREAK GLOBAL DATA CONSOLIDATION** |
| **Description:** | This outlines the process to consolidate yellow fever outbreak related data from countries to a global database. |
| **Updated**: | 17 August 2016 |
| **Definitions**: | *Access file* : A file saved in a Microsoft Access compatible database format (eg. .mdb)  *Excel file* : A file saved in a Microsoft Excel compatible spreadsheet format (eg. .xls, .xlsx)  *yfdata@who.int* : A generic email mailbox for receiving Yellow Fever outbreak related data  *XMart* : A data centralization tool developed by WHO to harmonize and house data from multiple source files  *WCO* : WHO Country Office  *AFRO* : Regional Office for Africa  *HQ* : WHO Headquarters |
| **Process**: | 1. **Summary of responsibilities**    1. WCO       1. Create one centralized, consolidated database in the country       2. Ensure data is complete and cleaned prior to being emailed as an Access file       3. Email mdb file via [yfdata@who.int](mailto:yfdata@who.int) by (day, time)       4. Upload data as an Excel file (or Access file when XMart is updated) and resolve upload issues within 24 hours of initial upload attempt. If this is not possible, request assistance from AFRO colleagues : X       5. Communicate data discrepancies, items awaiting follow up, changes to data flow, etc to focal points.       6. Ensure a designated focal point is always available to email data each week and available to reply to follow up questions       7. Communicate with AFRO if there will be a delay in emailing/uploading data       8. If AFRO identifies any issues with the data during the uploading process; resolve the issues in the EpiInfo database to ensure there will be no future issues with uploads.      * 1. AFRO      1. Ensure data is received in an email by scheduled date and follow up with WCO accordingly      2. Communicate/follow up on ongoing data quality issues with WCO      3. Communicate data discrepancies, follow up on items waiting additional information, follow up/confirm changes in data flow, etc. to WCO and HQ      4. Upload data and resolve upload issues within 24 hours after receiving data (if this has not been done by WCO). If this is not possible, request assistance from HQ colleagues : X      5. If there is a delay in upload of data, communicate the problem with HQ and work together to develop solution, if necessary      6. Maintain list of user access and signed data operating rules   2. HQ      1. If AFRO is unable to perform loading of the data and resolve unaddressed upload issues, HQ will assist in load of the data and resolution of issues      2. Communicate unresolved ongoing data issues with AFRO/WCO      3. Raise data issues needing IT developer intervention      4. Facilitate admin of yfdata inbox access or XMart access as required |
|  | 1. **Sign data operating rules**    1. All users of yfdata and XMart will need to agree to data operating rules that outline data sending, storage, and usage.       1. [yfdata@who.int](mailto:yfdata@who.int) access will only be data managers       2. Access to database will be given according to directorate of incident managers   Violations of these rules will result in access to yfdata inbox and XMart being revoked |
|  | 1. **Send email with latest data from WHO to** [yfdata@who.int](mailto:yfdata@who.int)    1. Email the latest EpiInfo database as an Access file (.mdb) from WHO email account to [yfdata@who.int](mailto:yfdata@who.int) by (day, time)    2. In subject line type: DRC\_*DATE* or ANG\_*DATE*    3. Include a brief summary in the main email body with:       * The number of total records       * The number of records pending final confirmation |
|  | 1. **Manage emails and data received in** [yfdata@who.int](mailto:yfdata@who.int)    1. AFRO       1. Access emails from all countries sent to the [yfdata@who.int](mailto:yfdata@who.int)       2. Review all emails in general inbox that were not automatically moved to a country specific folder (with rules to restrict access to data) through Outlook rules.       3. Move emails to appropriate country level folder, when necessary.       4. Check that the latest data file is:          * Received in [yfdata@who.int](mailto:yfdata@who.int) by (day, time) weekly          * Received successfully without errors, omitted information, inconsistent information, broken/corrupt file, etc.          * Data sent in the attachment corresponds with the last date of data entry as indicated in the subject line and file name       5. Follow up with WCO sender, as necessary, to resolve any issues from 4.1.4       6. Archive yfdata inbox weekly by (day,time) in AFRO file location: (…)    2. HQ       1. Archive yfdata inbox weekly by (day, time) in HQ file location: (…)       2. Facilitate admin of yfdata inbox access according to the user access list and signed operating rules as provided by AFRO    3. Send and delete emails from yfdata       1. Sending from yfdata is restricted to (…)       2. Email a request to Etienne and Kara to delete an email from yfdata |
|  | 1. **Upload data to XMart**    1. If uploading from WCO, skip to step 5.3; if uploading from AFRO or HQ, proceed to step 5.2    2. Download Access file from email to folder location: AFRO (…); HQ (…)   NOTE: Be sure not to alter any value in file after downloading the file from the email to ensure data integrity   * 1. Export the database as an Excel file prior to uploading to XMart (\*temporary step until Xmart is updated to allow upload from .mdb files)      1. Open the .mdb file to be uploaded      2. Select the table to be exported      3. Select the “External Data” tab      4. Select “Export to Excel worksheet”      5. Add the date of last data entry to the end of the file name      6. Ensure the file export saves to the same folder location where the .mdb file was downloaded      7. Select “Export data with formatting and layout”      8. Select “OK”   2. Log into XMart to upload the Excel file: (link to XMart)   3. Upload Angola and DRC data to separate tables      1. Use (cite table specific information) for DRC data      2. Use (cite table specific information) for Angola data      3. Select upload and select file from file location   4. If upload fails, review data upload failure report      1. Check data upload failure report for records that caused upload failure      2. Identify record to be fixed in the file that will be uploaded      3. Correct the issues as mentioned by upload failure report in the Excel file that was uploaded      4. Resolve upload issues and ensure the file has been successfully uploaded by (day, time)      5. If upload issues cannot be resolved, notify relevant WCO/AFRO/HQ focal points by email (cc: yfdata@who.int) with the following information:         + Name of the person who attempted upload (if it is not the email sender)         + File name that will be uploaded         + Date and time of upload (this should correspond with the upload failure report)         + Number of times upload was attempted      6. Resolve upload issues within 24 hours from receipt of data and email a report to all those on the original email with the following information:         + Name of the person who resolved the upload failures (if it is not the email sender)         + How each upload failure was resolved         + Additional details/description for resolving issues in WCO consolidated database      7. If it is likely that time from receipt of data to resolving all issues will take longer than 24 hours, use the yfdata contact list to notify focal points |
|  | 1. **Review issues with the team**    1. Attend weekly call with data managers on (day, time) to review data flow and quality issues from prior week |