Digital Health Ecosystem Progress Report

Name of Submitting Organization: Guild Digital Solutions
Date of Report: 31st March 2023
Dates of Implementation: January - March, 2023
Please answer the following questions. Responses may be narrative or bullet format. Total report should not exceed one page. Please ensure your responses are Arial, size 10, non-bolded text.

1. **Please provide a brief description of activities during the reporting period. In your description, reference activities reflected in the associated financial report below.**

   a) CHT Design Onboarding *(Short narrative on progress and evidence of progress. i.e. How many members are conversant and how would you rate their level of competence by percentage or what they can do)*

   Designer signup to the CHT Academy Status and Progress

   The Introduction To Community Health Toolkit course has been completed by three people. One designer has made a 100% progress on the Medic self-paced Human Centered Design modules and the second is at 50%. The CHT and HCD modules informed our supervisor app requirements gathering activities to understand what supervisor's needs are, the VHT activities they monitor, and how the tool can serve their needs to ensure quality of care and improved health outcomes.

   Persons who signed up to the Academy are:

Name	Signup (CHT Academy) Progress	Course completion Progress
Winnie Nabbanja	Completed	100%
Fatiha Taban	Completed	100%
Loy Nabbosa	Completed	100%

   b) CHT App Building and SRE onboarding *(Share progress as the due date is April) (Short narrative on progress and evidence of progress i.e. How many members are conversant and how would you rate their level of competence by percentage or what they can do)*

   Developer signup to CHT Academy Status and CHT Academy Progress
   - All Developers have successfully signed up to the CHT academy.
   - Developers have been able to take on modules of the CHT Academy and all three developers are above 50%
   - The developers that are signed up to the Academy are:

Developer Name	Signup (CHT Academy) Progress	Course completion Progress
Samuel Okwalinga	Completed	100%
Rino Kitimbo	Completed	80%
Brandon Elijah	Completed	75%

Local Setup Progress
- All developers have been able to set up the CHT application locally.
- All developers attended the capacity building exercise where they were able to demonstrate the capacity to set up the local instance
- As a team we are generally ahead of the learning curve and were able to demonstrate the capacity to run the application locally and create forms

CHT Accelerator Repository
- All developers have been onboarded to the CHT Accelerator repository
- The repository link can be found here: Click here to access repository
- The Guild Digital repository has a readme added
- Next the team will be looking to add our first phase of code which is the unit tests

c) Supervisor App Workflow design and configuration and documentation

Design requirement gathering was conducted through a qualitative method. One on One interviews were conducted and the findings from this activity can be accessed here 📄 Supervisor Workflows [Discovery Interviews]

Focus Group Discussions was conducted and the requirements gathered can be access here 📄 Supervisor Workflows [Discover FDGs]

Design has been onboarded on the Guild Digital CHT accelerator repository that can be accessed here: Design Repository

d) Organizational Development

Q1 focus for Organizational development has been around contracts for the teammates (100% completion); Staff handbook highlighting policies (completed, not shared). The team also completed a Goal Setting coaching activity at the start of the year; and has now completed a Q1 Pulse Check.

2. **Please provide links to any activity-related documents that were drafted or finalized in this reporting period below, or include copies with this report.**
- Design requirements gathering - Link
- FGDs and Interview - Images

3. What challenges have you experienced this period?

1. CHT Design Onboarding - We are not reporting any challenges yet. We did expect however that similar to the CHT App Building course, a design specific course would be accessed and assessed on the CHT Academy.

2. CHT App Building and SRE onboarding - As the progress for the self paced course continues, at what point can the team interface directly with engineers at Medic, for purposes of brainstorming, additional discussions and stretch assignments? It would be great to get clarity on this opportunity if it exists.

3. Supervisor App Workflow design and configuration and documentation - Aside from the Introduction to the Community Health Toolkit, the CHT Academy does not offer any technical design-specific courses. We have, however, progressed through the modules shared on the Human Centered Design approach. These primarily investigate and explain the arc process and its fundamental principles. There is an opportunity to build capacity by focusing on the technique aspects of requirement gathering, workflow design, and documentation in XLS and workflow configurations.

4. Organizational Development

In anticipation of the in-person session, we started on the internal assessment based on the organizational capacity assessment tool. For all 7 categories, Guild Digital is under 70%; and has 2 categories that are 50% or less. This was a great internal reflection and assessment for us, and we look forward to refining these scores and areas at the in-person workshop.

Capacity Areas Under Review	Scores	Top Score	%
1. Leadership	13	25	50.0%
2. Operational Efficiency	7	15	48.9%
3. Service Delivery	12	20	58.6%
4. External Engagement	9	15	57.0%
5. Planning	16	25	63.7%
6. Resources	15	25	59.5%
7. Technical	41	60	69.0%
Total	112	185	

Overall, Q1 organizational capacity stands at 60.7%

5. Participate in an organizational development assessment and co-develop action plan with recommendations. (Share progress as due date is April 30th 2023)

Guild Digital has confirmed attendance to this activity. An all-team review of the tools will be completed to introduce the tools to teammates and complete a dry run.

6. Please include the expenditure summary below:

Total funds obligated	68164
Total funds disbursed to date	13632.80
Total spend against those funds	12060
Balance on disbursed funds	1572
Request for 2 disbursement	$20,449.20

5. Please describe activities planned for the next reporting period.

1. CHT Design Onboarding
    a. Continue to work on Design Capacity Building within the team, and to expand design collaboration between the design team and the project management team.
    b. Increase Design team contribution to partner documentation to support the communication of Workflows and to educate on the Human centered design principles guiding the refugee setting work.

2. CHT App Building and SRE onboarding

    For Q2, the team will continue with the capacity development of the CHT Academy, including providing feedback on the learning content on the platform.

    For Q2, we will complete the upgrade of the test environment to v4.1.1 and provide feedback to Medic on our experience for this.

    We will also explore and deploy Training Cards feature in anticipation of supporting Training and onboarding

    We will attempt the first implementation for Messaging to explore how this feature might be extended to partners in the Refugee Settlement.

3. Supervisor App Workflow design and documentation

    a. Designing workflows - We now have an understanding of what the partner workflows look like. From our requirements gathering these include EPI (Expanded Program on Immunization), Reproductive Health, ICCM, TB, Nutrition, Death Reporting, Mute and Unmute Requests, Materials and Stock. In the next quarter, this is what we will be designing for.

    b. Design requirements gathering - for Q2, we will conduct a partner verification call with partners on the completed requirements collection and analysis from stakeholders in order to identify their prioritized needs, goals, and constraints for the Supervisor App.

    c. Workflow design documentation - we will continue to refine and improve workflow design documentation for the supervisor workflows, particularly inviting Medic colleagues to collaborate on the review and refinement of documents and/or slides.

4. Organizational Development

    We look forward to the in-person capacity development workshop; and follow up actions that will come out of this. Based on our internal review, we will work to prioritize quarterly improvements for all areas scoring 2 or less; and track these on a quarterly basis.

5. App building

    We anticipate building forms that represent routine actions of supervisors. We also anticipate building forms that link VHT work outputs that require supervisor approvals. Appropriate unit tests and tasks will be written based on user requirements.

    We anticipate our first deployment to be ready for internal review and testing on the test environment by the end of April.

6. Participate and share findings of organizational development in the Global Goods Innovation Meeting

    Guild Digital will prepare to send 2-3 people for the Global Goods Innovation summit, prioritizing learning and exposure opportunities within the team.

7. Develop a business plan to prepare for securing additional funding and exploring sustainable scale-up

    Guild Digital will prioritize an updated business plan following guidance with the organizational capacity development work.