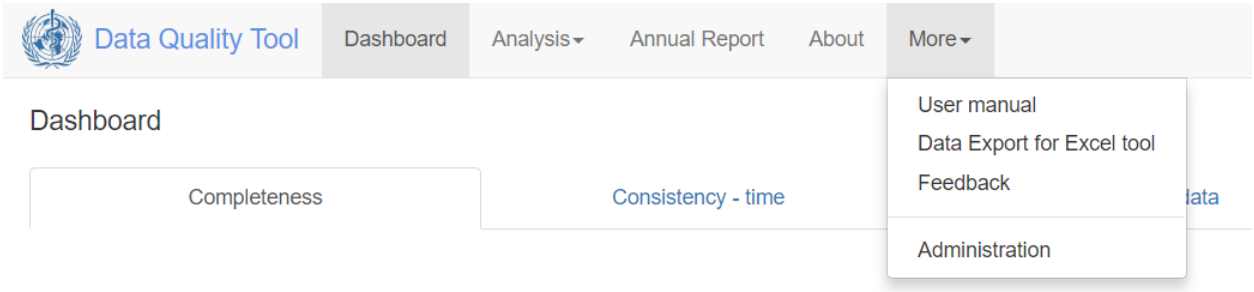
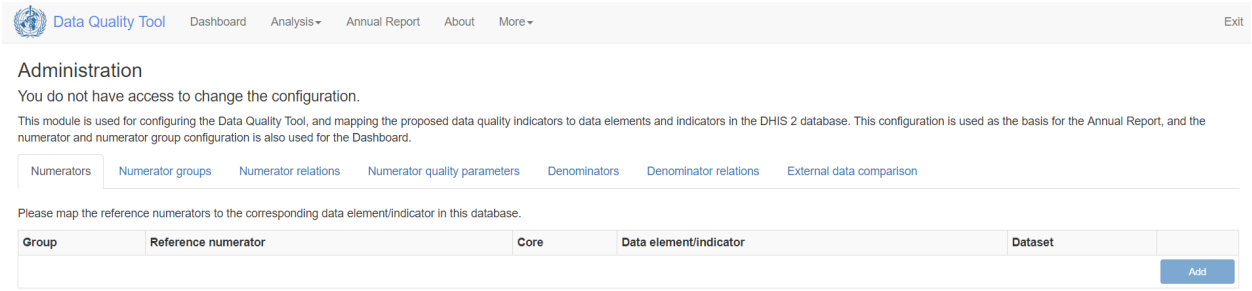
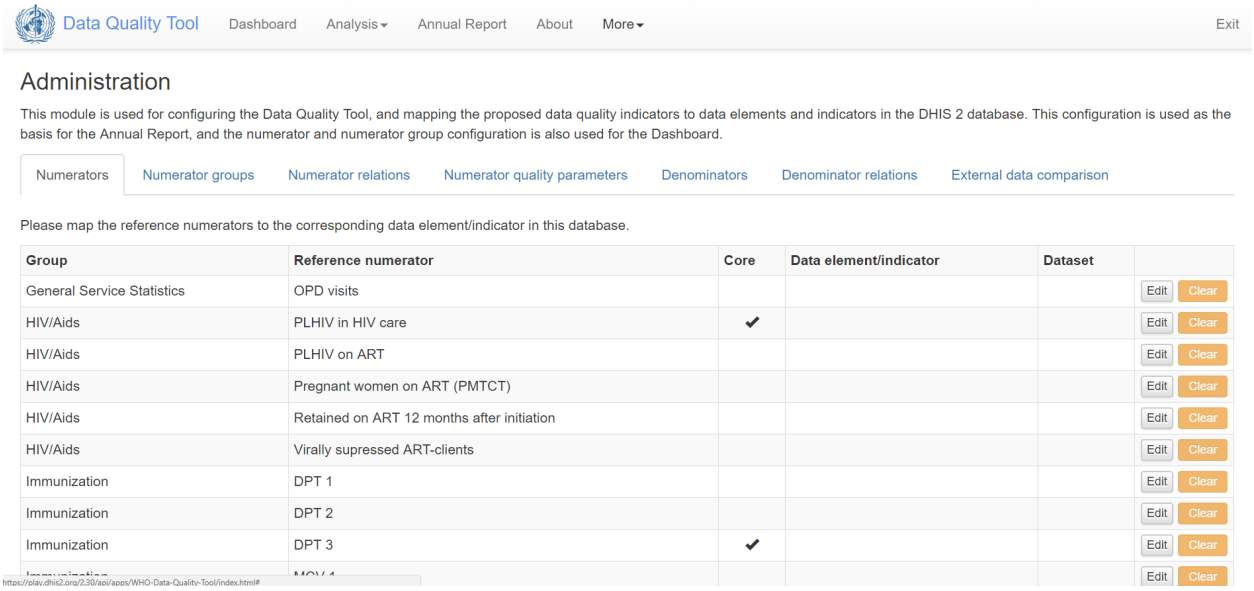
1. To configure the Tool, click on More from the main menu of the Tool then select Administration



2. At first you will see a message saying that you do not have access to change the configuration. You will see this message, at least briefly, even if you have Super-User access.



3. Be patient and wait a minute or two for the message to disappear and for a table to appear:



4. Notice the tabs that appear in a horizontal row across the top of the table: Numerators; Numerator groups; Numerator relations; Numerator quality parameters; Denominators; Denominator; External data comparison. Part 1 of this guide discusses how to configure the first 4 of these tabs.

5. The 1st column of this table provides the name of a "Group". As the term is used here, a "Group" is a set of numerators. Groups are typically for a specific program like HIV/AIDs, Immunization or Maternal health.

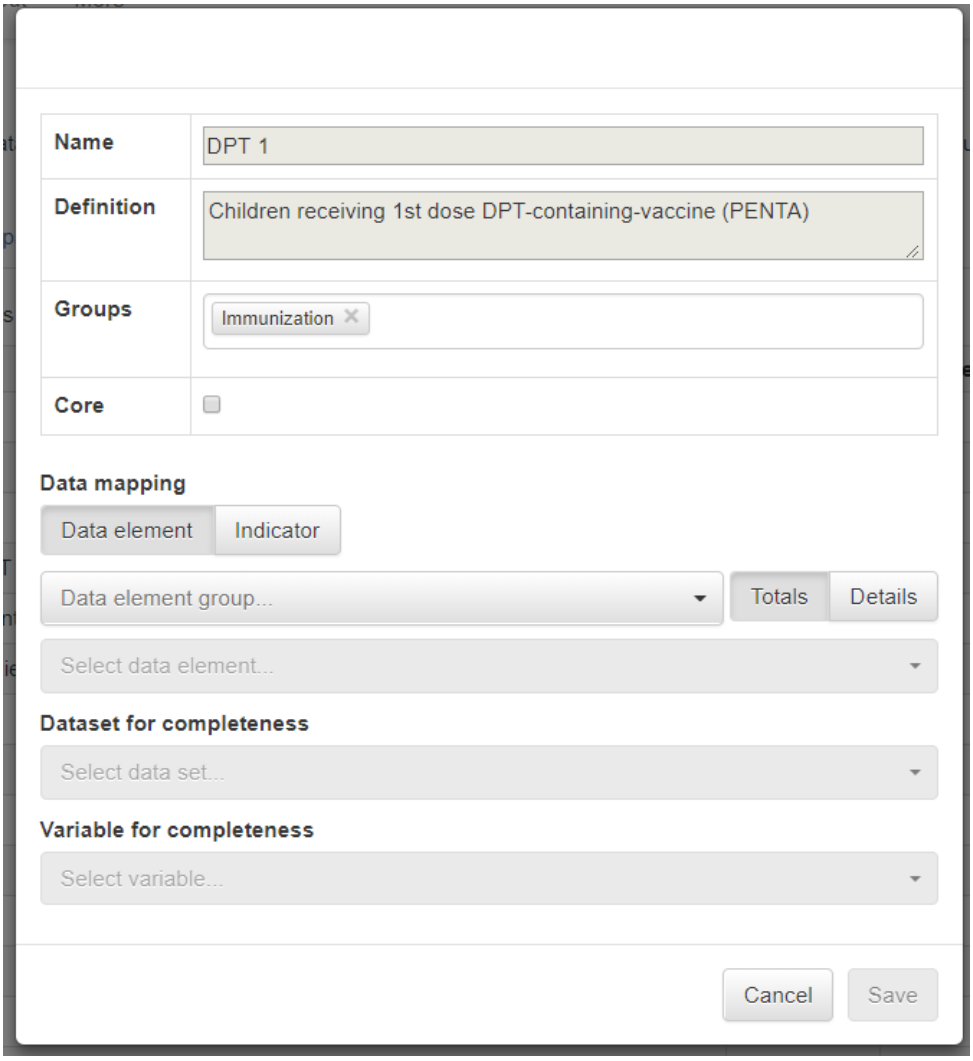
6. The 2nd column of this table lists "Reference numerators". These are standard indicators which are recommended by WHO. Later we will learn how to customize this list by adding new numerators or ignoring some Reference numerators. Notice that this column lists numerators (e.g. DPT 1 doses) rather than indicators (e.g. DPT 1 coverage). The reason for this is that the Tool assesses numerators separately from denominators.

7. The 3rd column is headed "Core". There is a check mark in the cell for each Reference numerator which WHO recommends be included as part of a small (less than 10) multi-program set of indicators to feature on the dashboard of the DQ Tool and in an annual report on the core datasets. Later, we will learn how to modify the list of Core numerators.

8. The 4th column is headed "Data element/indicator". This is the column in which we will specify the DHIS2 data element or indicator which corresponds to the Reference numerator. Notice that this column is now blank. To configure the Tool you must identify which country-specific DHIS2 data element or indicator corresponds to each Reference numerator. This process of matching is called "mapping the Reference numerator to a Data element/indicator".

9. The 5th column is headed "Dataset". This too is now blank. As part of the next step, when you map a Reference indicator to a DHIS2 data element or indicator you will also specify which DHIS2 data set the data for this data element or indicator comes from.

10. To understand the process of mapping, click on the Edit button for the Reference numerator "DPT 1". By default, the first 3 fields for this WHO standard Reference numerator have already been filled in. The box for Core is not checked. However, if you decide to include this indicator in your small core set, you should check this box.



11. Under Data mapping, you leave "Data element" selected if you want to map the Reference numerator to a DHIS2 data element. Alternatively, you may want to map the Reference numerator to an Indicator configured to add together the value of multiple data elements. As an example, suppose that there was one data element for "DPT 1, < 12 months" and a separate data element for "DPT 1, ≥ 12 months". Instead of choosing one data element or the other you could configure an indicator such as "Total DPT 1" = "DPT 1, < 12 months" + "DPT 1, ≥ 12 months". If this indicator did not already exist, you would have to exit the Tool then use the Maintenance-Indicator app to configure it. The denominator of this new indicator would be the number 1. Hence, we call this type of indicator a "numerator only indicator".

12. Notice the box beneath "Data element/Indicator". It asks for the 'Data element group" (or, if Indicator is selected, the "Indicator group". There is no option to select from a list of "All data elements" or "All indicators". Instead, a data element group or indicator group must first be selected. This means that if the data element you want is not part of a data element group then you must exit the Tool and use the Maintenance-Data element group app to assign the data element to a group. Likewise any indicator you want to select must first be assigned to an indicator group by using the Maintenance-Indicator group app.

13. For our example, let's leave Data mapping set to "Data element" then click on the down arrow to the right of "Select data element group" to view the drop-down menu. Find and select "Immunization". Note: the name of the relevant data element group or indicator group may be different on your own DHIS2.

14. Click on the down arrow to the right of "Select data element" to see the drop-down menu. Find and select "Penta 1 doses given". Note: the name of the relevant data element or indicator may be different on your own DHIS2.

15. Next, we must fill in the "Select data set" field under "Data set for completeness". Click on the down arrow to the right of "Select data set" to view the drop-down menu. The Tool has pre-selected the possible data sets. Confirm that the correct data set is listed ("Child health") and select it. This is the data set that the Tool will use to assess for the completeness of reporting. Note: the name of the relevant data set will likely be different on your own DHIS2.
16. Next, we must fill in the field for "Select variable" under Variable for completeness. When you click on the down arrow to the right of "Select variable", notice that the list consists of fully disaggregated detailed data elements with their corresponding categories. You cannot select the aggregated total data element that you just picked (under Data mapping). Instead you are forced to select a detailed data element. It is usually best to select as a variable the detailed data element for which data is most likely to be reported. In our example, this is "Penta 1 does given Fixed, < 1y". This is the detailed data element which the Tool will use to assess "Completeness of indicator data" – assessment of the reporting for a specific data element as opposed to assessment of the reporting for an entire data set[1].

17. Only when you have filled in ALL of the Fields (the box for "Core" is optional) will the Tool permit you to click on Save.

1 DHIS2 assesses a data set for a given facility for a given month as "Complete" if the person entering the monthly data presses the "Complete" button. In contrast, the Tool assesses a "Variable for completeness" as being complete if it has a non-missing value for the given facility and given month.

Name	DPT 1
Definition	Children receiving 1st dose DPT-containing-vaccine (PENTA)
Groups	Immunization ×
Core	☐

Data mapping

Data element | Indicator

Immunization ✖ ▾ | Totals | Details

Penta1 doses given ✖ ▾

Dataset for completeness

Child Health ✖ ▾

Variable for completeness

Penta1 doses given Fixed, <1y ✖ ▾

"*DPT 1*" will be mapped to "Penta1 doses given".

Cancel | Save