Learner's Guide to Reports

What is this guide?

This guide contains all exercises and detailed steps to perform them related to the use of the reports app for the Analytics Tools Level 1 academy. Please perform each of the exercises when prompted to by your instructors.

Learning objectives for this session

1. Create a data set report
2. Create a reporting rate summary
3. Describe how reporting rates can be viewed in other applications
4. Create an organisation unit distribution report
5. Describe how resources can be uploaded

Time needed for this session

Live demo: 2 demos, ~ 20 mins each

Hands-on exercises: 5 exercises, 5-15 mins each

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Exercises

Exercise 1 - Data Set Report

Access the reports app

Apps -> Reports
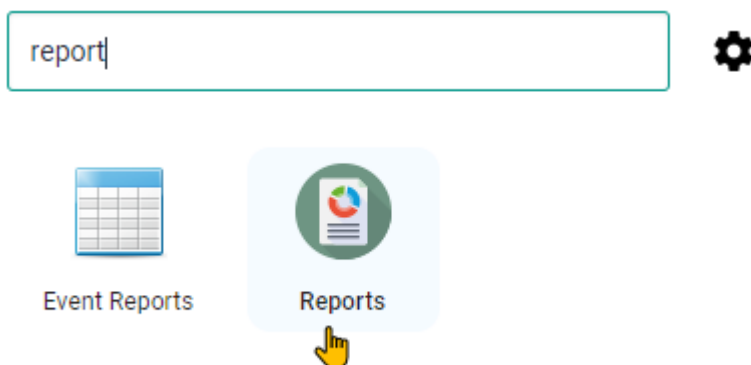
Review the reports app

The modules that are available here are described in this presentation:

Open the data set report module

This is an example of a data set report from the Immunization data set.

Outreach sessions

Outreach immunisation sessions held	
Outreach immunisation sessions planned	60

Vaccinations - children

Vaccine	< 1 year	>= 1 year	Total
BCG	1753	17	1770
DPT-HepB-HIB 1	1639	16	1655
DPT-HepB-HIB 2	1305	12	1317
DPT-HepB-HIB 3	1156	11	1167
IPV	1478	15	1493
OPV 0	1488		1488
OPV 1	1663	16	1679
OPV 2	1504	16	1520
OPV 3	1525	14	1539
PCV 1	1545	15	1560
PCV 2	1504	14	1518
PCV 3	1456	14	1470

Run the data set report

Select inputs for the Org unit, Data Set and Period. In this example, the data set report is being run using the following:

- Org Unit : Bird District
- Data Set : Immunisation
- Report period : Monthly, Year: 2022, Month: October

After selecting your inputs, select "Get report"

Review the data set report

Review the report with the group. Note that this is an output of the data set exactly as it appears in data entry. Depending on your outputs, it may have aggregated values from various org units and time periods and placed them into the data set for review.

Outreach sessions

Outreach immunisation sessions held	
Outreach immunisation sessions planned	60

Vaccinations - children

Vaccine	< 1 year	>= 1 year	Total
BCG	1753	17	1770
DPT-HepB-HIB 1	1639	16	1655
DPT-HepB-HIB 2	1305	12	1317
DPT-HepB-HIB 3	1156	11	1167
IPV	1478	15	1493
OPV 0	1488		1488
OPV 1	1663	16	1679
OPV 2	1504	16	1520
OPV 3	1525	14	1539
PCV 1	1545	15	1560
PCV 2	1504	14	1518
PCV 3	1456	14	1470

Review download options

You are able to download the data set report as either an excel or PDF file

DOWNLOAD AS XLS   DOWNLOAD AS PDF

Exercise 2 - Run a data set report within an orgunit group

Create another data set report. This time select the "Show more options" button to show available org unit group sets.

After selecting "Show more options" you will see the available org unit group sets

Select an orgunit group in addition to the other inputs for the report

Select inputs for the Org unit, Data Set and Period. In this example, the data set report is being run using the following:

- Org Unit : Animal Region
- Data Set : Immunisation
- Report period : Monthly, Year: 2022, Month: October

In addition, the "Public" Org unit group has been selected from the "Ownership" group set. Select "Get report" in order to retrieve the report.

Review the data set report

The data set report is the same as before, however now it has filtered out the aggregation. Only data from public facilities has been included in the data set report.

Outreach sessions

Outreach immunisation sessions held	
Outreach immunisation sessions planned	621

Vaccinations - children

Vaccine	< 1 year	>= 1 year	Total
BCG	20932	264	21196
DPT-HepB-HIB 1	19726	231	19957
DPT-HepB-HIB 2	19317	261	19578
DPT-HepB-HIB 3	17391	200	17591
IPV	16688	207	16895
OPV 0	17779		17779
OPV 1	19336	254	19590
OPV 2	18739	242	18981
OPV 3	18123	213	18336
PCV 1	18593	245	18838
PCV 2	17757	230	17987
PCV 3	17407	221	17628
MR 1	17787	182	17969

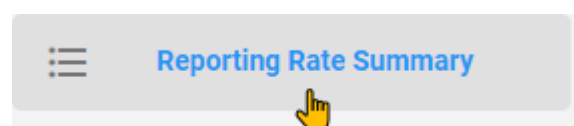## Exercise 3 - Reporting Rate Summary

Select the Reporting Rate Summary module from within the reports app

Reporting Rate Summary ☰

Browse the reporting rates of data sets by
organisation unit and period based on various criteria
for submission.

Get Report 👆

OR

| ☰   **Reporting Rate Summary** 👆 |

Reviewing the reporting rate summary concept

This is available within the accompanying slides if you require additional review. Reporting rate summary allows you ro check the system-defined completeness and timeliness for one period of any aggregate data set in the system. There are several drawbacks to the reporting rates as calculated by DHIS2, but may often be used as a best estimate in a number of circumstances.

This is an example summary from the Immunisation data set.

Bird District - Immunization - 2021

Name	Immunization Actual reports	Immunization Expected reports	Immunization Reporting rate	Immunization Actual reports on time	Immunization Reporting rate on time
Owl Dispensary	11.0	12.0	91.7	11.0	91.7
Cardinal HGPHC	11.0	12.0	91.7	11.0	91.7
Hawk Primary Health Centre	11.0	12.0	91.7	11.0	91.7

Run the reporting rate summary

Select inputs for the Org unit, Data Set and Period. In this example, the reporting rate summary is being run using the following:

- Org Unit : Dog District
- Data Set : Immunisation
- Report period : Yearly, Year: 2022

Note that, just like for data set reports you are also able to select "show more options" and select additional org unit group filters if you need to. In this example, none have been selected but the same principles as data set reports would apply.

After selecting your inputs, select "Get report"

Report organisation unit	Data set
▾ ☐ Trainingland	Immunisation
▾ ☐ Animal Region	
‣ ☐ Bird District	Report period
‣ ☐ Cat District	
‣ ☑ Dog District	Yearly
‣ ☐ Fish District	
‣ ☐ Game District	
‣ ☐ Insect District	year
‣ ☐ Food Region	2022 ▾

Show fewer options

Ownership

Select Option ▾

Type

Select Option ▾

Urban/Rural

Select Option ▾

GET REPORT

Review the reporting rate summary

Review the report with the group and explain the outputs.

Dog District - Immunisation - 2022

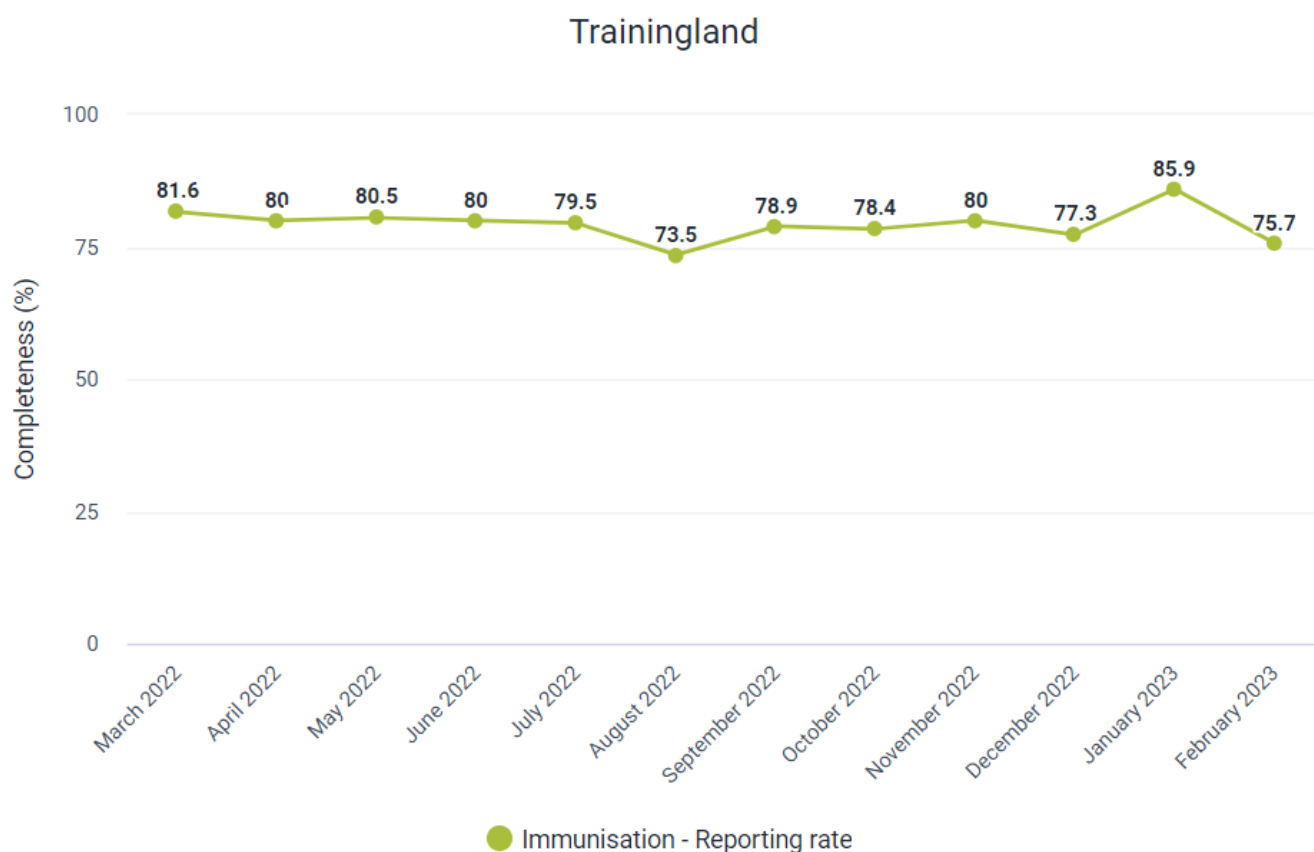| Name	Immunisation - Actual reports	Immunisation - Expected reports	Immunisation - Reporting rate	Immunisation - Actual reports on time	Immunisation - Reporting rate on time
Hot dog Primary Health Centre	11.0	12.0	91.7	11.0	91.7
Afghan Dispensary	11.0	12.0	91.7	11.0	91.7
Dingo HC	11.0	12.0	91.7	11.0	91.7
Terrier Dispensary	11.0	12.0	91.7	11.0	91.7
Great Dane HC	11.0	12.0	91.7	11.0	91.7

Review download options

You are able to download the data set report as either an excel or PDF file

Exercise 4 - Reporting Rates in Other Tools

The reporting rate summary is a very user-friendly tool; however one critical disadvantage of the reporting summary is that only one period can be viewed at a time. In addition, the report rate summary does not respect the organisation unit "closing date;" this may cause a problem if you have permanently closed a facility but the data set you are reviewing is still assigned to that facility.

We can also review reporting rates in charts, tables or maps and even combine them with other data by using combination charts.

Open the chart "EPI - Completeness - 2022 months" in Data Visualizer

Here we can see that we review completeness over many periods.

Edit the data selection

If we open the data tab and select "Data sets" you will be able to see the various metrics associated with data set reporting rates.

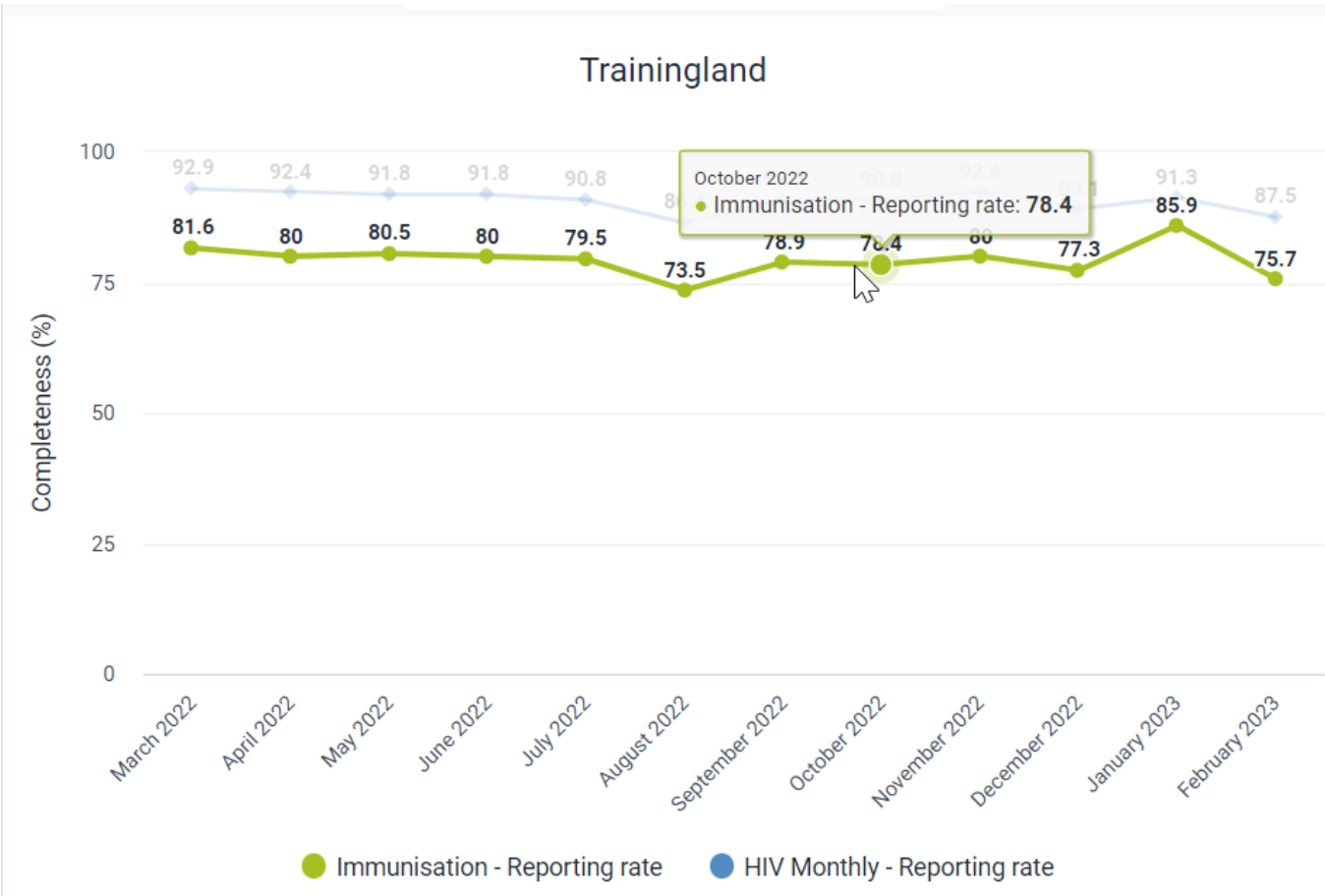Add in the reporting rate "HIV Monthly Reporting rate" as an example.

Data

Select Update to review the chart. Another advantage when using these apps is that you can view reporting rates not only across multiple periods, but also across multiple data sets at the same time.

Exercise 5 - Org Unit Distribution

Select the "Org Unit Distribution report" module from within the reports app

Org unit distribution report

Browse the organisation unit distribution report based on the organisation unit group sets and its groups.

Get Report

OR

Org unit distribution report

Review the org unit distribution report

This is available within the accompanying slides if you need to review it. This report allows you to review the number of organisation units that belong to an organisation unit group. It is a good tool to verify this count is correct and to determine if you can use these groups in indicator values and expect the correct result.

This is an example from the Ownership group set.

Private - Trainingland

Organisation Unit	Private	Public	Total
Animal Region	24	90	114
Food Region	5	65	70
Trainingland	29	155	184

Run the org unit distribution report

Select inputs for the Org unit and Org unit Group Set. In this example, the org unit dist. report is being run using the following:

- Org Unit : Food Region
- Group Set : Ownership

After selecting your inputs, select "Get report"

Report organisation unit	Group Set

▾ ☐Trainingland
   ‣ ☐Animal Region
   ‣ ☑**Food Region**
	Ownership ▾

GET REPORT   **GET CHART**

Review the org unit distribution report

Review the report and explain the outputs.

Private - Food Region

Organisation Unit	Private	Public	Total
Dessert District	0	10	10
Dinner District	5	15	20
Fruit District	0	10	10
Staple District	0	10	10
Sweet District	0	10	10
Vegetable District	0	10	10
Food Region	5	65	70

Review download options

You are able to download the data set report as either an excel or PDF file

Run the report again by selecting "Get Chart"

You can also output org unit distribution via chart options; we can see that it is not nearly as detailed however as a breakdown by the child orgunits is not available in this view.

Report organisation unit

▾ ☐ Trainingland
   ▸ ☐ Animal Region
   ▸ ☑ **Food Region**

Group Set

Ownership   ▾

GET REPORT   **GET CHART**

Private - Food Region