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**Timeline:**

* **Tuesdays by 14:00pm** data sent to PCO (I will collate once all the programs are installed on my desktop)
* **Tuesday COB** Collated data and first draft presentation to be sent to Oversight
* **Wednesdays at 12pm** POCs from each agency to meet to discuss final presentation notes and talking points.
* **Wednesdays COB** final presentation to be sent to Oversight and Angeli and Maureen
* **Thursdays** any last minute changes can be discussed and presentation resent, but should be exception, not the rule
* **Thursdays 16:30-17:00pm** telecon with OGAC to go through results

For questions contact:

* Dieter at [SchlodderDF@state.gov](mailto:SchlodderDF@state.gov) ( PCO liaison)
* Abe at [lqe1@cdc.gov](mailto:lqe1@cdc.gov) , Yaa at [yobengaduasare@peacecorps.gov](mailto:yobengaduasare@peacecorps.gov) (R Script)
* Vanessa at [VDaCosta@cdc.gov](mailto:VDaCosta@cdc.gov) (CDC Dataset, Interagency Dashboard)
* Norman at [ngandiwa@usaid.gov](mailto:ngandiwa@usaid.gov) (USAID Dataset)

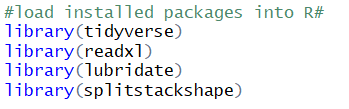
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**Before Running R Script**

1. Create a folder called “Siyenza\_scripts”. In this folder, create 2 subfolders: 1 named “RAW” and 1 named “Outputs”
   1. R is case-sensitive so be sure that the subfolder names are formatted exactly as shown
   2. RAW is where you’ll save both datasets and Outputs is where your final merged dataset will save automatically
2. Save both agency datasets in the RAW folder. Once you have these 2 subfolders created, you’re now ready to run the R script.

**Running R Script**

1. Run R Script to Merge CDC & USAID Datasets
   1. Make sure packages are installed and loaded



* 1. Run lines 5-19
  2. Update line 36 when new TX\_CURR dates are needed
     1. Comment out 28-32 because have 271-275
  3. Update line 149 with the # of weeks of TX\_CURR data: \* TX\_NET\_NEW\_AVG-=TX\_NET\_NEW To Date/ # of Weeks of TX\_CURR Data
     1. i.e. for May 24th data, there are 12 weeks of TX\_CURR data so divide by 12
  4. Run Lines 20-178
     1. Troubleshoot lines 69-77 if needed (these lines calculate the # of weeks from the current weekend and create dummy rows for those dates)
  5. Update currentweekstart & currentweekend in lines 271-275
  6. Run lines 271-275

1. Merged file will automatically save to your Outputs folder
2. Send output to Dashboard POC for the week

**Replacing Source Dataset**

1. Make a copy of the most recent Interagency Dashboard to work from
2. Navigate to the ‘R Output’ sheet and delete the data
3. Import the new R Output into the sheet
   1. Data🡪 From Text🡪 My Table Has Headers, Finish
4. Navigate to the ‘Source Dataset’ sheet
   1. Make sure the table is unfiltered
   2. Delete all the data in the table (but keep the table)
5. Copy and paste ‘R Output’ data into ‘Source Dataset’ as ‘Paste as Values’
6. Refresh the data
   1. Data🡪Refresh all
      1. When it prompts for an import, select🡪CANCEL🡪CONTINUE TO REFRESH ANYWAY

**Refresh Pivot Tables & change select filters**

1. **‘Master Pivot’** sheet
   1. Check to make sure numbers are pulling correctly and dates are in mm/dd/yyyy format
      1. If they are showing differently, pull dates out then in again (must be in mm/dd/yyyy format to sync to ‘GETPIVOT’ formulas in ‘Table for Visuals’
2. **‘District Pivot’** sheet
   1. Change Pivot #2 (Cell E42) date dropdown to the current ‘Week\_End’ date
3. **‘Partner Pivot’** sheet
   1. Change Pivot #2 (Cell A34) date dropdown to the current ‘Week\_End’ date ( so that TX\_CURR\_28\_TODATE populates)
4. **‘Service Hours Pivot’** sheet
   1. Check to make sure numbers are pulling correctly and it sums to the total # of facilities

**Update ‘Table for Visuals’ Sheet**

1. In the most recent Friday date, go through and add/update in missing formulas:
   1. **Master Table-**
      1. Add missing NET NEW formulas and change Missed Appointment formulas
      2. Update Cumulative values in column AH so that SUM includes the current week
   2. **Partner Table-** TX\_NET\_NEW Formulas (column H58:H66)
      1. Update time bound TX\_NET\_NEW [22-Mar – present TX\_CURR]
         1. i.e. for Anova Health Institute: =(L100\*2)+D100+E100+F100…
            1. L100= TX\_NET\_NEW\_AVG 29-Mar
            2. D100= TX\_NET\_NEW 12-Apr
            3. E100= TX\_NET\_NEW 26-Apr
            4. F100= TX\_NET\_NEW 10-May
            5. B138= TX\_NET\_NEW 24-May
      2. Update TX NEW/TX NET NEW(%) for current week
         1. Use TX NEW and TX NET NEW AVG values in tables starting at column AF138
   3. **District Table-** TX\_NET\_NEW\_AVG Formulas (column H7-:H90)
      1. Update time bound TX\_NET\_NEW [22-Mar – present TX\_CURR
         1. i.e. for Alfred Nzo District: =(C114\*2)+D114+E114+F114…
            1. L114= TX\_NET\_NEW\_AVG 29-Mar
            2. D114= TX\_NET\_NEW 12-Apr
            3. E114= TX\_NET\_NEW 26-Apr
            4. F114= TX\_NET\_NEW 10-May
            5. K138= TX\_NET\_NEW 24-May

**Review Visuals**

1. Review **‘Dashboard’** sheet to ensure visuals are accurate and up to date, and text boxes are updated
   1. For visuals displaying weekly values, update each visual to include the current week
   2. Double check TX\_CURR totals
   3. Add Service Hours Status visual (Visual #15) from last week next to the current week’s visual
2. Review **‘Partner & District Comparison’** Sheet to ensure visuals are accurate and up to date
3. Review **‘Facility Line List’** Sheet to ensure table is accurate and up to date

**Distribute Dashboard**

1. Save Dashboard as ‘Siyenza Interagency Dashboard\_FRIDAYSDATEData\_TODAYSDATE’
2. Send Dashboard to Interagency M&E team for review by COB Tuesday