OVCMIS Training Labs

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1. Accessing OVC MIS

1.1 Accessing the MIS

1. Start your web browser and type in this address in the browser address bar  
   http://196.10.119.130:83/ovcmisdemo/ as indicated in the screen shot below.

   NB: For better performance it is recommended that you access the OVC MIS using the latest version of Mozilla Firefox.
2. Updating Organization Profiles and District Contacts

Authorized CSO representatives can change profile information once they are logged into the OVCMIS. To change the CSO profile data follow the steps below.

2.1 Creating a New CSO

1. Navigate to the Login page under the Authorized Users main menu and key in your designated user name and password as assigned by the OVCMIS System Administrator.

2. Navigate to the **District Service Providers** link under the Service Provider Inventory menu as indicated in the screen shot below.

3. Click on the **New Service Provider** button to create a new CSO profile.
4. A data entry form similar to the one below will be displayed. Ensure you click on the **Submit** button at the end of the data entry form to save the data in the OVCMIS database.

![Data Entry Form](image1)

5. To view the CSO profile, click on the Details button as indicated in the screen shot below.

![CSO Profile](image2)
2.2 Updating CSO Profile

1. Navigate to the Login page under the **Authorized Users** main menu and key in your designated **user name** and **password** as assigned by the OVCMIS System Administrator.

   ![Login Page Screenshot](image1.jpg)

   **Note:** The system responds well in Mozilla Firefox or Google Chrome. Click the corresponding links to download them.

2. Navigate to the **CSO Profile** link under the **Service Provider Inventory** menu as indicated in the screen shot below.

   ![Service Provider Inventory Screenshot](image2.jpg)

3. Click on the **Edit** button to update the CSO profile.

   ![Edit Button Screenshot](image3.jpg)
4. To view the CSO profile, click on the **Details** button as indicated in the screen shot below.

2.3 Creating New Districts Contacts

1. Navigate to the Login page under the **Authorized Users** main menu and key in your designated **user name** and **password** as assigned by the OVCMIS System Administrator.

2. Navigate to the **Contacts Directory** link under the **Service Provider Inventory** menu as indicated in the screen shot below. Click on the **New Entry** button to capture a new district contact.
3. A data entry form similar to the one below will be displayed for you to capture data. Ensure you input all the details and click on the **Submit** button to save the data.

![Data Entry Form](image)

4. To edit the district contact details, select a district contact to be edited and click on the **Edit** button.

![District Contact List](image)
3. Approving CSO Records

3.1 CSO Records Approval

1) Navigate to the Login page under the Authorized Users main menu and key in your designated user name and password as assigned by the System Administrator.

2) Once logged in, navigate to the Approve CSO Records link under the Service Provision menu as indicated in the screen shot below. A number of CSO records will be displayed with a records approval status of Pending. Click on the Green tick for an active quarter to view records to be approved.
3) When the green tick is clicked on, a list of sub-counties will be displayed for which the CSO submitted data for. Click on the sub-county link.

4) To approve or reject records ensure you have selected all records by clicking on the Check All button.
5) An interface similar to the one below will be displayed with the option to capture comments for each indicator. Click on the Approve button to approve records or the Reject button to reject CSO records.
4. Quarterly Reporting

4.1 Reporting through the OVCMIS

6) Navigate to the Login page under the **Authorized Users** main menu and key in your designated **user name** and **password** as assigned by the System Administrator.

![Login page screenshot](image1.png)

7) Once logged in, navigate to the **CS/ Organization Reporting link** under the **Service Provision** menu as indicated in the screen shot below.

![Screen shot of CS/ Organization Reporting](image2.png)

8) Click on the Active quarter to submit data. The active quarter is always displayed at the top of the OVCMIS home page as indicated in the screen shot below. In the screen shot below the user will be required to click on the **Apr –Jun** quarter.
The OVCMIS will display a list of sub-counties within the district as indicated in the screenshot below. Click on a sub-county to start the data capture.

The user will be required to click on **one sub-county at a time** to capture data and save. **NB:** Do not attempt to save data for more than one sub-county at a time.

9) A data entry form similar to the one below in the screenshot will be displayed once the user selects a sub-county. The user should proceed to capture data for the indicators that are applicable and save the data.

10) Records submitted directly by the CSO representatives will be subject to approval by the district authorities through the OVCMIS. Once the records are approved or rejected by the district authorities, an email notification will be sent to the CSO representative. The screenshot below shows a sample of a CSO record pending approval by the CDO.
5. Quarterly Reporting - Excel Based

5.1 Downloading CSO templates

1) Access the OVCMIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.

![Download CSO Templates](image1.png)

2) A screen shot similar to the one below will be displayed. From the Drop down labeled district, click on it to select a district and click on the download button.

![Select District and Download](image2.png)
3) A prompt will appear that gives you the option to save a copy of the excel file on to your computer. Choose to save the file and start to capture the data.

4) Proceed to open the excel file and start the data entry process. The excel file template will be similar to the screen shot below.

![Excel file template screenshot]
5.2 Downloading PSWO templates

1) Access the OVC MIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.

![Image of Downloads and Uploads with PSWO Template highlighted]

2) A screen shot similar to the one below will be displayed. From the Drop down labeled district, click on it to select a district and click on the download button.

![Image of Downloads and Uploads with PSWO Template highlighted and District selected]
3) A prompt will appear that gives you the option to save a copy of the excel file on to your computer. Choose to save the file and start to capture the data.

4) Proceed to open the excel file and start the data entry process. The excel file template will be similar to the screen shot below.

![PSWO Reporting Excel Data Sheet](image-url)
5.3 Uploading CSOTemplates

1) Access the OVCMIS system and click on the link Excel based Reporting. Navigate to the Uploads menu.
2) A screen similar to the one below will be displayed. Users are required to filter out the CSO based on the district selected.

**CSO Form Upload**

**Active Reporting Period:** Apr - Jun (2014/2015)

<table>
<thead>
<tr>
<th>District</th>
<th>MASAKA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSO</td>
<td>Caritas MADDO</td>
</tr>
</tbody>
</table>

3) Click on the Choose button to locate the excel file to upload.
4) Click on the Upload button to upload the excel file to the OVCMIS database.
5) Click on the Save button to save the data into the online OVCMIS database. The excel file will be validated to ensure that the records are accurate.
5.4 Uploading PSWO Templates

1) Access the OVCMIS system and click on the link **Excel based Reporting**. Navigate to the Uploads menu.
2) Click on the **Choose** button to locate the excel file to upload.
3) Click on the **Upload** button to upload the excel file to the OVCMIS database.
4) Click on the **Save** button to save the data into the online OVCMIS database. The excel file will be validated to ensure that the records are accurate.
6. Quarterly Reporting – Mobile Version

6.1 Downloading OVCMIS APP
The OVCMIS mobile App has been designed to run specifically on Android enabled smart phones. The recommended version of Android is 4 and higher. To download the OVCMIS App, ensure you have enabled the Google Play Store App. To download the OVCMIS App, follow the steps below;

1) Start the Google Play Store on your smart phone.
2) Search for OVCMIS and click to install if prompted to install.
   NB: Note that you need to have a valid internet connection to successfully install the OVCMIS App.

6.2 Reporting with OVCMIS Mobile App
To report using the OVCMIS mobile app, follow the steps below;
NB: Please ensure that the internet connection is enabled

1) Double click the OVCMIS mobile app short cut on your smart phone. The mobile App short cut is represented by a yellow ribbon as indicated in the screen shot below.

![OVCMIS Mobile App Short Cut](image)

2) A login screen will be presented to the user to key in their user credentials. Please note that the credentials used to access the online OVCMIS are applicable here. Once you have logged in successfully, a screen similar to the one below will be displayed with a menu to interact with.

<table>
<thead>
<tr>
<th>OVCMIS Mobile</th>
<th>Logged in as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download Setup Data</td>
<td></td>
</tr>
<tr>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>Clear Setup Data</td>
<td></td>
</tr>
<tr>
<td>OVC Data Sync</td>
<td></td>
</tr>
<tr>
<td>Logout</td>
<td></td>
</tr>
</tbody>
</table>

3) Click on the menu option **Download Setup Data**. This allows you to download a list of the administrative units / sub-counties. Please note the following,
   a) Please note that you will not be able to report if you do not download the sub-counties.
   b) Ensure you have enabled an internet connection for you to be able to download sub-counties.
4) Once you have downloaded the administrative units, click on the **Report** icon to be able to submit data as indicated in the screen shot below.

![OVCMIS Mobile screenshot](image)

5) A screen will be presented prompting the user to select a sub-county. Select the sub-county field and type in some letters. The OVCMIS mobile app will provide a list of sub-counties matching the letters you have input. Select the sub-county and click on the **Report** button.

```
Subcounty
BIHARWE
```

6) A data entry screen similar to the one below will be displayed for data entry. Please capture data for the appropriate fields. A message will be displayed on successful saving of the data.

**NB:** The data captured will initially be stored on the local phone storage.

a) You may also turn off the internet connection when capturing data **but put it on again when transferring data to the online OVCMIS.**
7) Click on the **OVC Data Sync** icon on the OVCMIS mobile app menu to transfer captured data from the phone to the online OVCMIS server.

**NB**

a) Please note that if you don’t click on the **OVC Data Sync** icon, the data will be resident on the phone until it is synced online.

b) Please note that you will need an active internet connection to transfer the data.

c) Note that if the CSO is tagged as inactive, the data will not be transferred.

<table>
<thead>
<tr>
<th>OVCMIS Mobile</th>
<th>Logged in as:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download Setup Data</td>
<td>&gt;</td>
</tr>
<tr>
<td>Report</td>
<td>&gt;</td>
</tr>
<tr>
<td>Clear Setup Data</td>
<td>&gt;</td>
</tr>
<tr>
<td>OVC Data Sync</td>
<td>&gt;</td>
</tr>
<tr>
<td>Logout</td>
<td>&gt;</td>
</tr>
</tbody>
</table>

8) When done capturing the data and transferring it to the online system / syncing, it is advisable that you log out of the OVCMIS mobile app. To log out of the mobile app, click on the **Logout** icon as indicated in the screen shot below.
7. Accessing CSO OVC MIS Reports

To access reports specific to the CSO, end users will need to be logged into the system with their user names and passwords. These reports can be accessed under the District Reports main menu. For national reports, users will not need to login into the system. Once you access the OVC MIS system, users will be required to navigate to the Analysis and Reports main menu section.

7.1 CSO Reporting Status

This report shows the reporting status of a CSO for a specific quarter in a given financial year. To access the report follow the steps below;

1) Login in to the system with your designated user name and password
2) Navigate to the Districts Reports main menu section
3) Click on the CSO Reporting status link as indicated in the screen shot below
4) Use the filters such as financial years to extract historical information.

7.2 OVC CSO Report

This report shows the total number of OVC served in a given quarter. To access the report follow the steps below;

1) Login into the OVC MIS with your designated username and password
2) Navigate to the Districts Reports main menu section
3) Click on the OVC CSO Report link as indicated in the screen shot below
4) Use the filters at the top such as financial years and reporting period to extract historical information.
5) Use the Export to Excel button to export the displayed information to excelf.
7.3 Indicator Report
This report shows the total number of OVC for each core program area. To access the report follow the steps below:

1) Login into the OVCMIS with your designated username and password
2) Navigate to the Districts Reports main menu section
3) Click on the Indicator Report link as indicated in the screen shot below
4) Use the filters at the top such as financial years and sub-counties to extract historical information.
5) Use the Export to Excel button to export the displayed information to excel.

7.4 Data Quality Checks Report
This report shows the quality issues / data inconsistencies with the data that has been captured. The report will highlight the specific indicators whose data needs to be fixed.

1) Login into the OVCMIS with your designated username and password
2) Navigate to the Districts Reports main menu section
3) Click on the Data Quality Checks Report link as indicated in the screen shot below. Columns highlighted in Red will need to be resolved by updating the data with the appropriate values.
4) Click on the View Data Issues link to see the list of data quality issues to be resolved.

<table>
<thead>
<tr>
<th>Of Staff Trained in OVC Programming</th>
<th>Of Community Volunteers Trained in OVC Programming</th>
<th>Of New OVC Registered This Quarter</th>
<th>Of OVC Supported with 3 or More CPAS</th>
<th>Of OVC Referred for Other Services</th>
<th>Of HIV Positive Children Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>F M P</td>
<td>F M P</td>
<td>F M P</td>
<td>F M P</td>
<td>F M P</td>
<td>F M P</td>
</tr>
<tr>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

Click Here

5) A screen shot similar to the one below will be displayed showing the data quality issues to be resolved.

<table>
<thead>
<tr>
<th>Region</th>
<th>District</th>
<th>OVC Service Provider</th>
<th>Subcounty</th>
<th>Year</th>
<th>Quarter</th>
<th>Total</th>
<th>M</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>South</td>
<td>Western</td>
<td>HVARARA DIVINE MERCY</td>
<td>KAMUKUZI</td>
<td>2014/2015</td>
<td>Jan - Mar</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

1. Verify data, more male provided with food/Nutritional support than total male OVC served
2. Verify data, more female provided with food/Nutritional support than total female OVC served
3. Verify data, more male supported to receive health services than total male OVC served
4. Verify data, more female supported to receive health services than total female OVC served
5. Verify data, more male supported to access education than total male OVC served
6. Verify data, more female supported to access education than total female OVC served
7. Verify data, more male child abuse and neglect cases handled than total male OVC served
8. Verify data, more female child abuse and neglect cases handled than total female OVC served

Close
8. Accessing National OVC MIS Reports

To access national reports, users will not need to be logged into the system. Access the OVC MIS system by inputting the following web address http://196.10.119.130:83/ovcmisdemo/ and navigating to the Analysis & Reports main menu.

8.1 District Report Log

The district report log shows the total number of service providers expected to report and the actual number of service providers who have reported. To access the district report log, follow the steps below.

1) Login in to the system with your designated user name and password
2) Navigate to the Analysis & Reports main menu section
3) Click on the District Report log link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period to extract historical information.

8.2 Annual Report Log

The Annual Report log shows the actual number of service providers who have reported for a given financial year. To access the annual report log, follow the steps below.

1) Login in to the system with your designated user name and password
2) Navigate to the Analysis & Reports main menu section
3) Click on the Annual Report log link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period to extract historical information.
8.3 Reporting Summary

The Reporting Summary shows the total number of OVC’s who have been supported / served for a given reporting period in each district disaggregated by gender. To access the Reporting Summary report, follow the steps below.

1) Login in to the system with your designated user name and password
2) Navigate to the Analysis & Reports main menu section
3) Click on the Reporting Summary link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period to extract historical information.

8.4 CSO Report

The CSO Report shows the total number of OVC’s who have been supported / served for a given reporting period for a given CSO. To access the CSO report, follow the steps below.

1) Login in to the system with your designated user name and password
2) Navigate to the Analysis & Reports main menu section
3) Click on the Reporting Summary link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period to extract historical information.
8.5 CSO Reporting Status

The CSO Report shows the reporting status of each CSO/service provider for all the quarters in a financial year. To access the report, follow the steps below.

1) Login in to the system with your designated user name and password
2) Navigate to the Analysis & Reports main menu section
3) Click on the CSO Reporting Status link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period to extract historical information.

<table>
<thead>
<tr>
<th>CSO QUARTERLY REPORTING STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
</tr>
<tr>
<td>-----</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>2</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>4</td>
</tr>
<tr>
<td>5</td>
</tr>
</tbody>
</table>

8.6 Indicator Report

The Indicator Report shows the total number of OVC served per core program area. The report can be used to extract district specific numbers or all districts for a given reporting period.

To access the report, follow the steps below.

1) Login in to the system with your designated user name and password
2) Navigate to the Analysis & Reports main menu section
3) Click on the Indicator Report link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and Quarter to extract historical information.

<table>
<thead>
<tr>
<th>CORE PROGRAMME AREA</th>
<th>INDICATOR</th>
<th>MALE</th>
<th>FEMALE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Economic Strengthening</td>
<td>OVCDA 1.1</td>
<td>NA</td>
<td>NA</td>
<td>444</td>
</tr>
<tr>
<td></td>
<td>OVCDA 1.2</td>
<td>114</td>
<td>91</td>
<td>215</td>
</tr>
<tr>
<td></td>
<td>OVCDA 1.3</td>
<td>830</td>
<td>122</td>
<td>952</td>
</tr>
<tr>
<td>2.0 Food &amp; Nutrition Security</td>
<td>OVCDA 2.1</td>
<td>NA</td>
<td>NA</td>
<td>112</td>
</tr>
<tr>
<td></td>
<td>OVCDA 2.2</td>
<td>131</td>
<td>91</td>
<td>212</td>
</tr>
<tr>
<td></td>
<td>OVCDA 2.3</td>
<td>NA</td>
<td>NA</td>
<td>294</td>
</tr>
</tbody>
</table>