Orphans And Vulnerable Children Management Information System (OVCMIS)

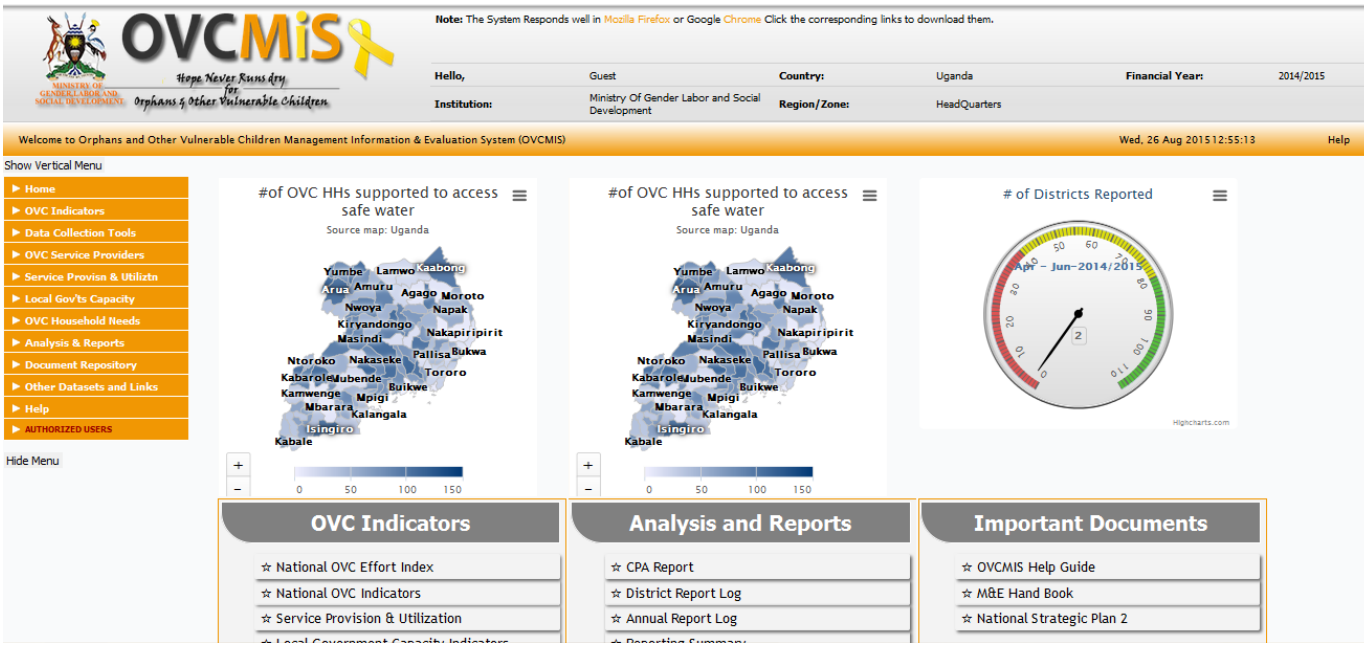
DistrictHandbook - User Guide

Prepared by Data Care (U) Ltd For

Ministry of Gender, Labor and Social Development

August 2015

Version 1.0



OVCMIS Training Labs

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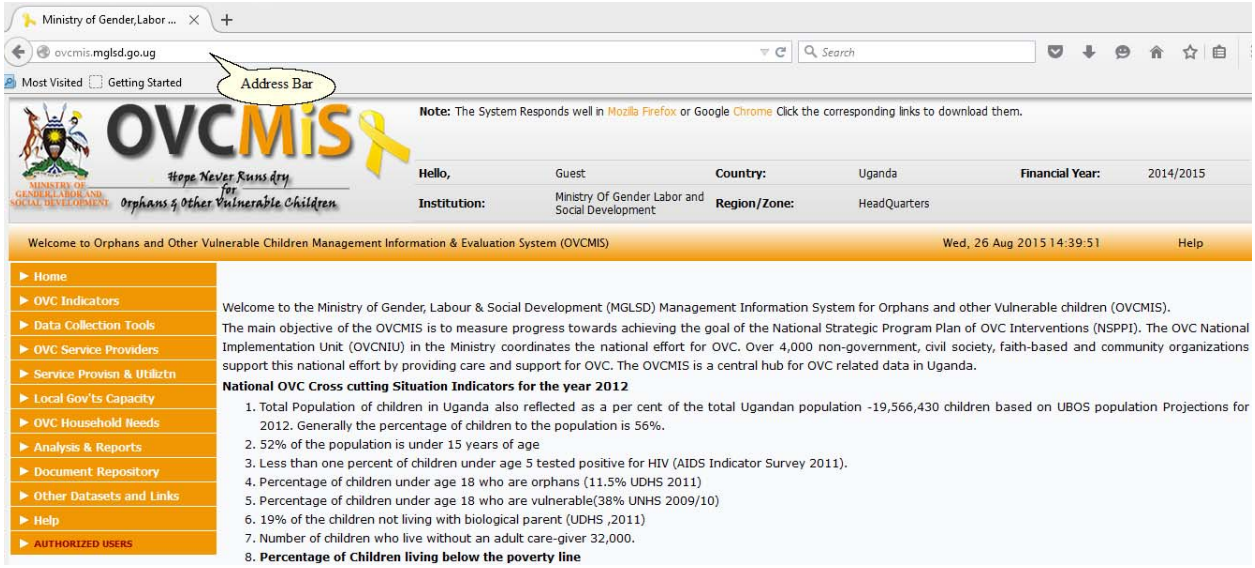
1. Accessing OVCMIS

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 OVCMIS using the latest version of **Mozilla Firefox**.

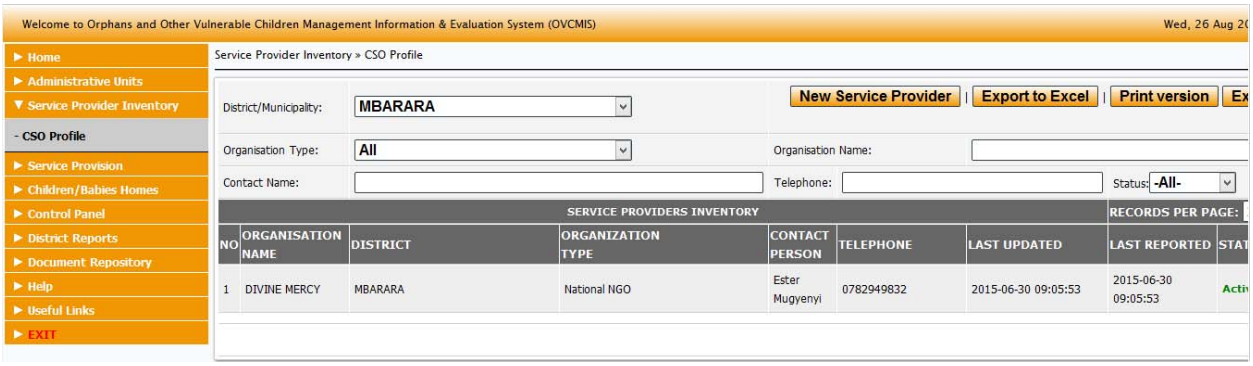
2. Updating Organization Profiles and District Contacts

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

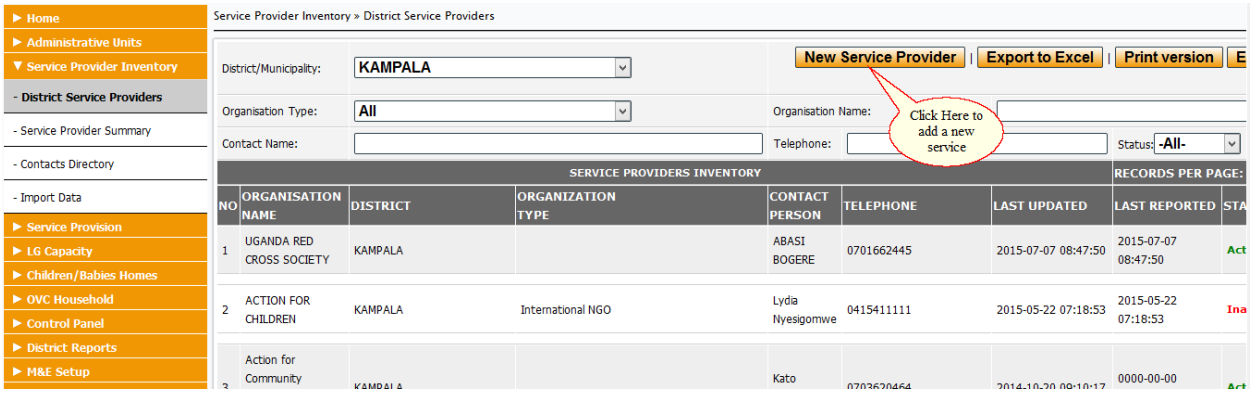
2.1 Creating a New CSO

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.

Service Provider Inventory » District Service Providers

Name of CSO/Institution:

Acronym:

Number of Subcounties Covered:

List of Subcounties Covered --Select Subcounties Covered in KAMPALA--

Year of Registration: -Select-

Registration No:

Type of Organisation -Select Type-

Do you an MOU with the District? Yes: No:

CSO Identification No:

Website:

Contact Details 1:

Contact Person:

Title:

Alternative Contact Details:

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

Service Provider Inventory » CSO Profile

District/Municipality: MBARARA

New Service Provider | Export to Excel | Print version | Export to Excel Book Version | Book Print version

Organisation Type: All

Organisation Name:

Contact Name:

Telephone:

Status: -All-

Go

Click here to View CSO Records

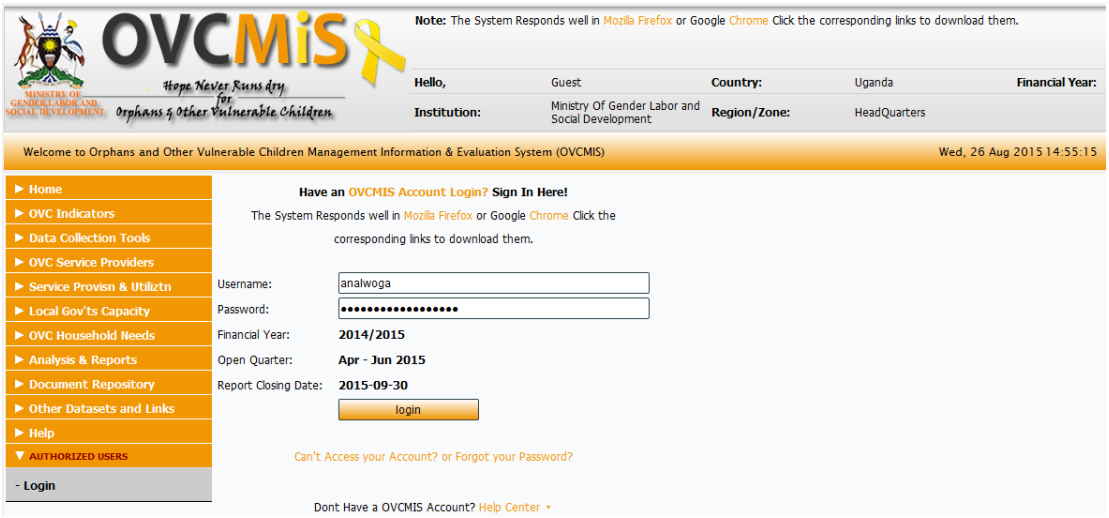
SERVICE PROVIDERS INVENTORY

RECORDS PER PAGE:

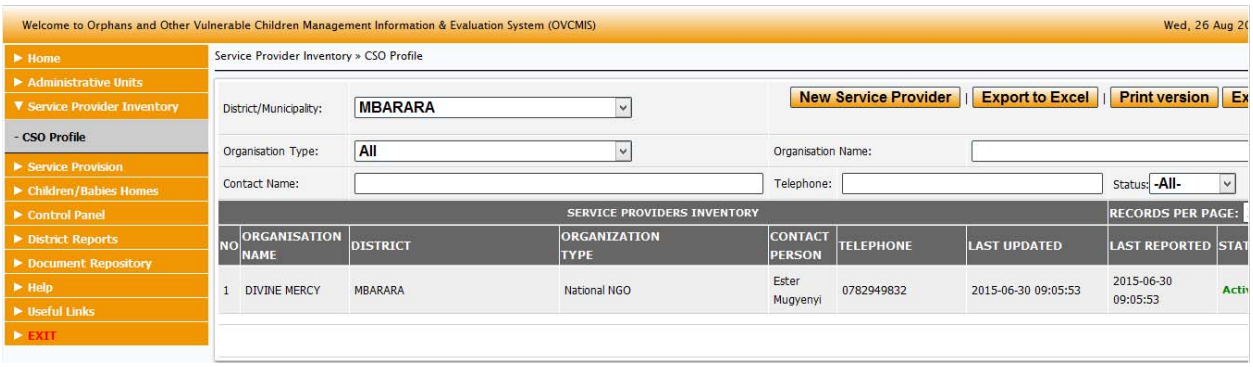
NO	ORGANISATION NAME	DISTRICT	ORGANIZATION TYPE	CONTACT PERSON	TELEPHONE	LAST UPDATED	LAST REPORTED	STA	CTION	
1	DIVINE MERCY	MBARARA	National NGO	Ester Mugyenyi	0782949832	2015-06-30 09:05:53	2015-06-30 09:05:53	Active	Details	Edit

2.2 Updating CSO Profile

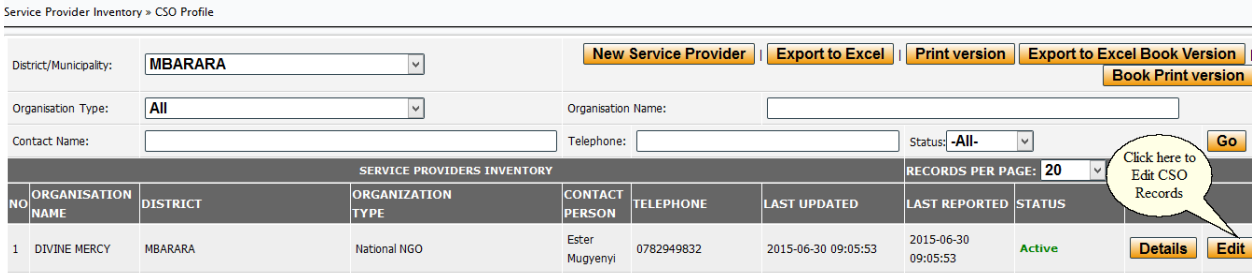
1. Navigate to the Login page under the **Authorized Users** main menu and key in your designated **user name** and **password** as assigned by the OVCMIS System Administrator.



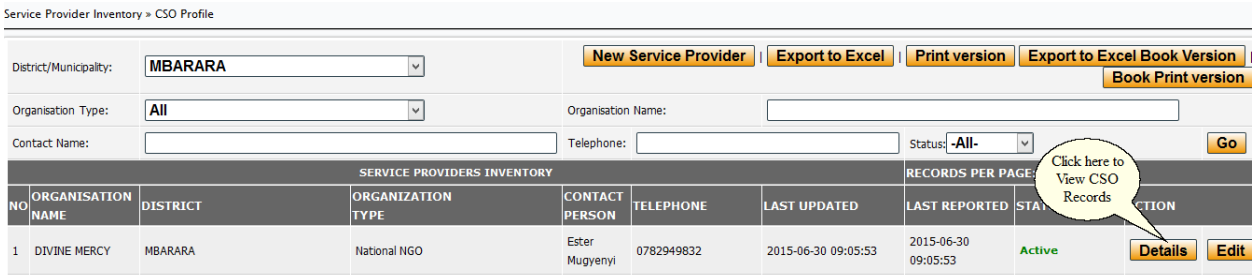
2. Navigate to the **CSO Profile** link under the **Service Provider Inventory** menu as indicated in the screen shot below.



3. Click on the **Edit** buttonto update the CSO profile.

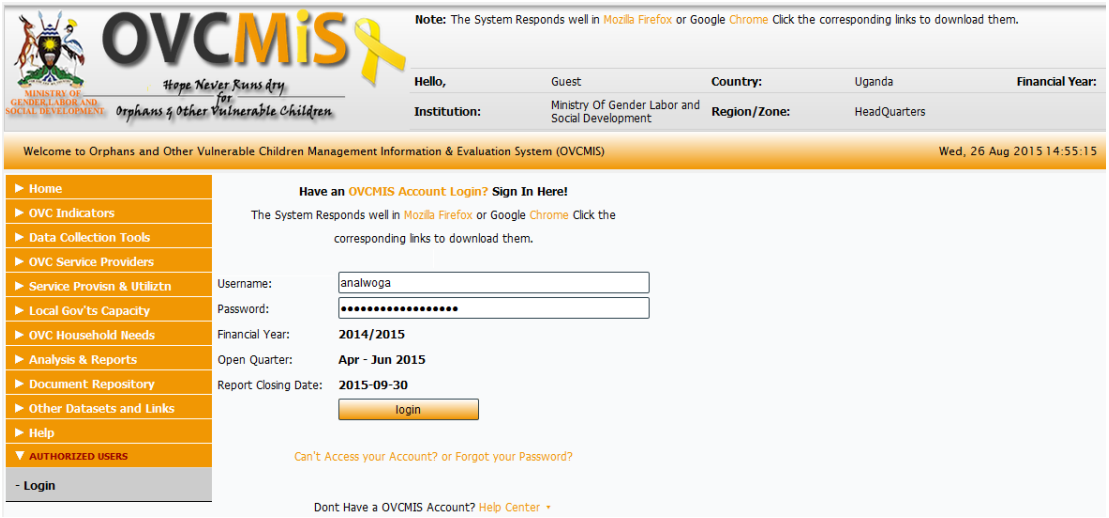


4. To view the CSO profile, click on the **Details** button as indicated in the screen shot below.

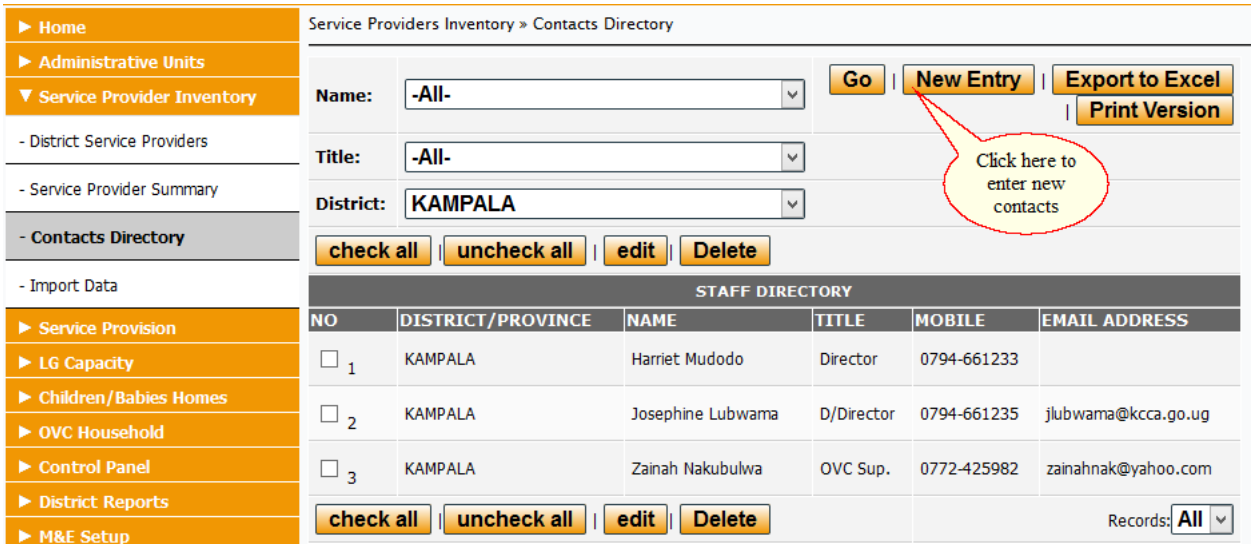


2.3 Creating New Districts Contacts

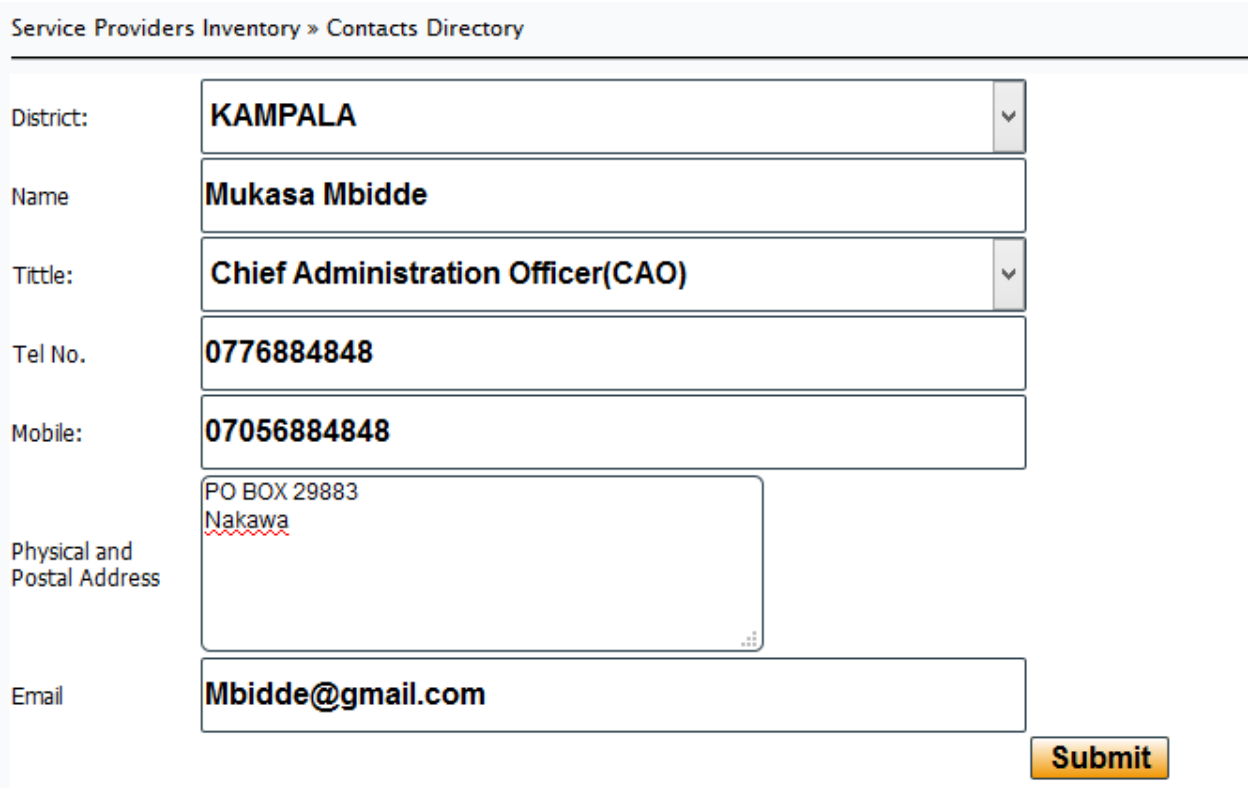
1. Navigate to the Login page under the **Authorized Users** main menu and key in your designated **user name** and **password** as assigned by the OVCMIS System Administrator.



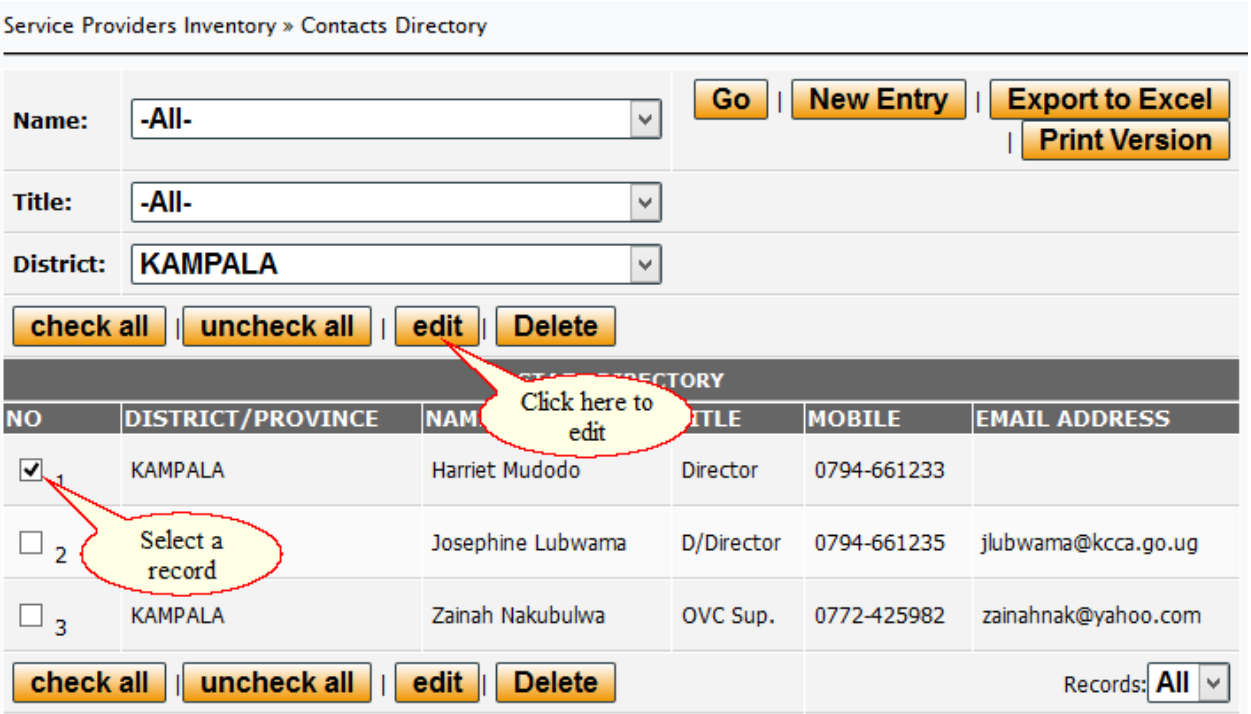
2. Navigate to the **Contacts Directory**link under the **Service Provider Inventory** menu as indicated in the screen shot below. Click on the New Entry button to capture a new district contact.



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.



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

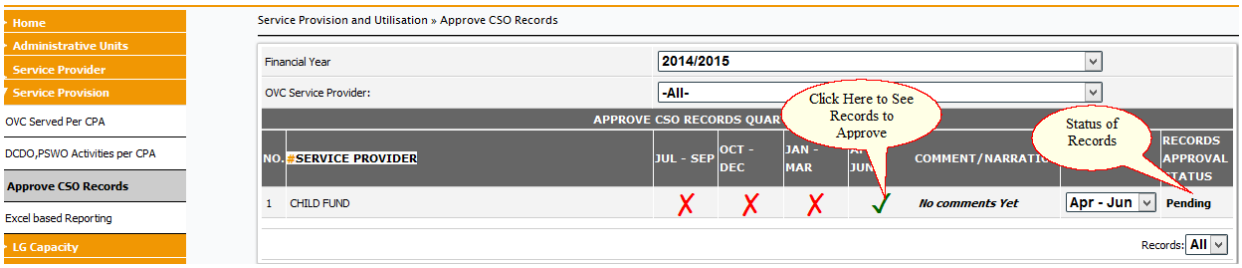


3. Approving CSO Records

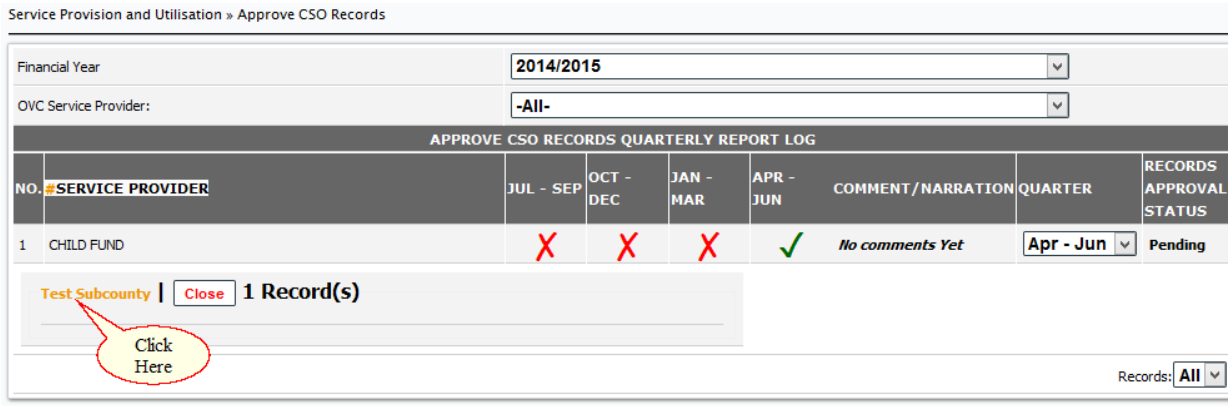
3.1 CSO Records Approval

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.

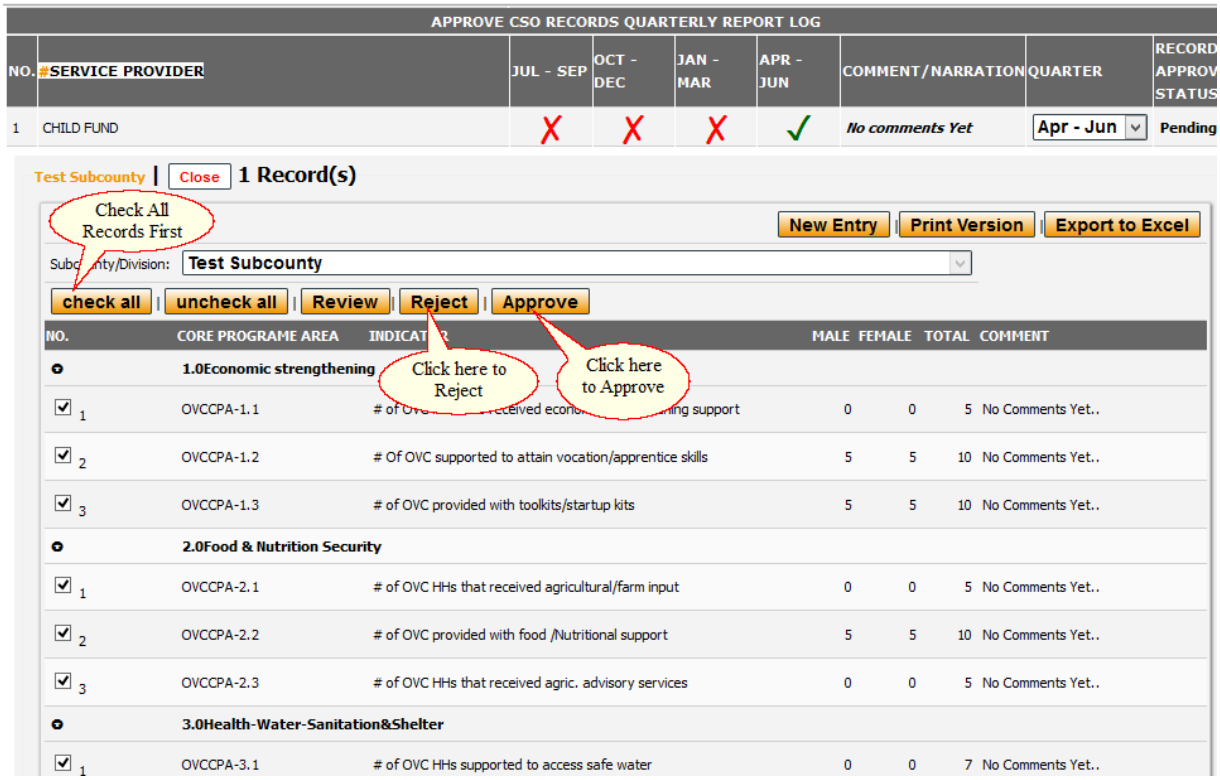
2) Once logged in, navigate to the **Approve CSO Records** link under the **Service Provision** menu as indicated in the screen shot below. A number of CSO records will be displayed with a records approval status of **Pending**. Click on the Green tick for an active quarter to view records to be approved.



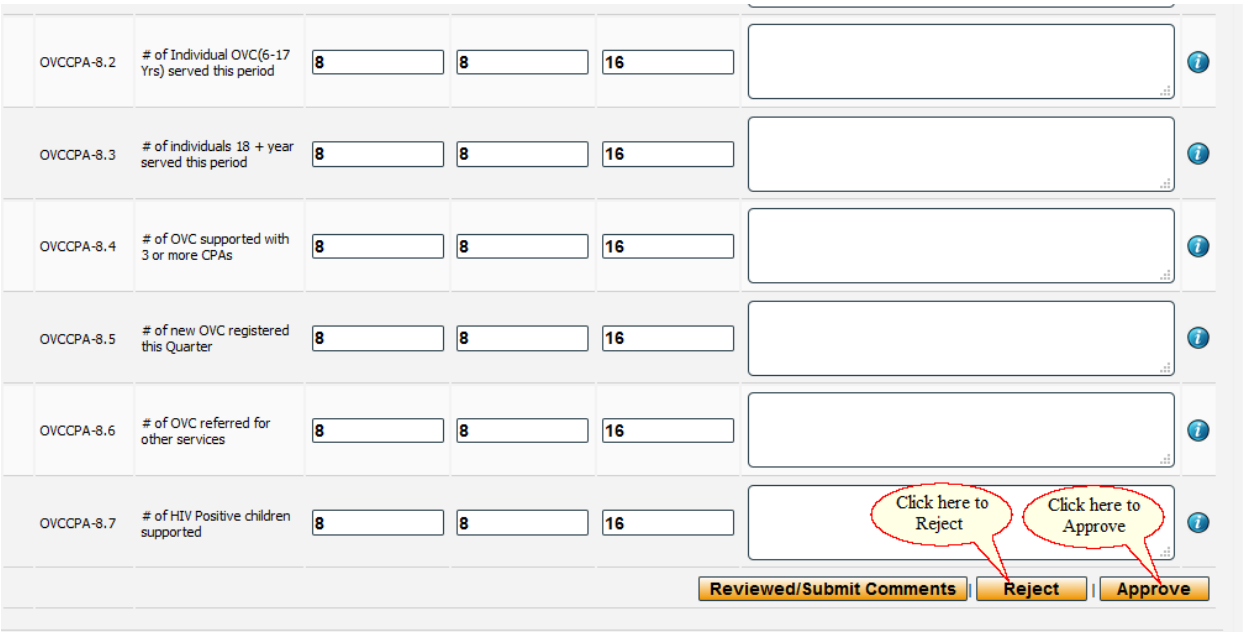
3) When the green tick is clicked on, a list of sub- counties will be displayed for which the CSO submitted data for. Click on the sub-county link.



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.

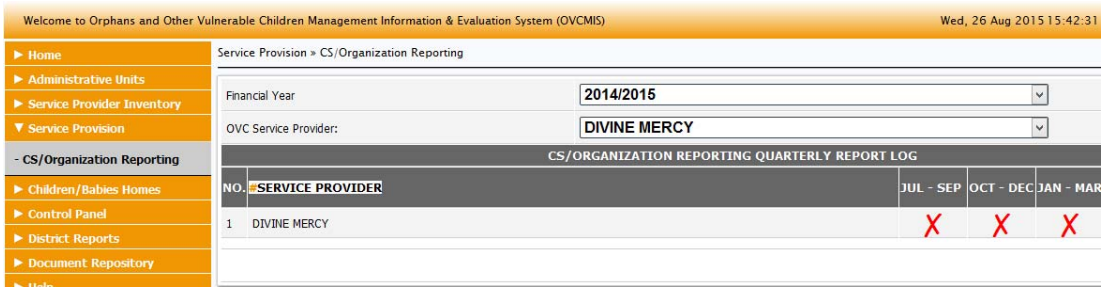


4. Quarterly Reporting

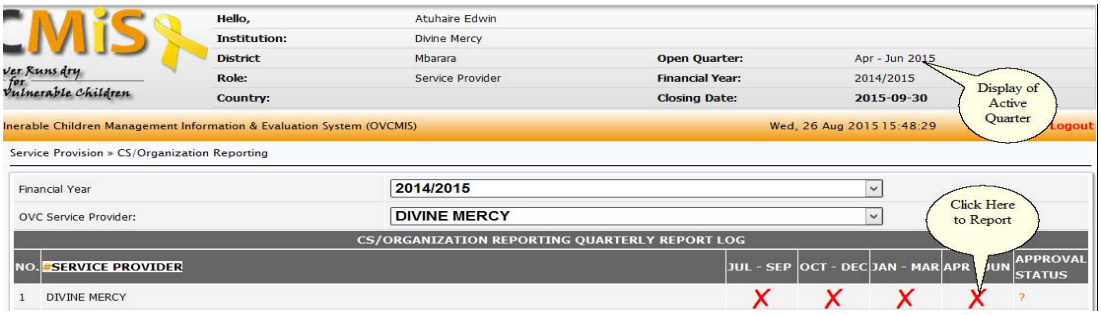
4.1 Reporting through the OVCMIS

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.

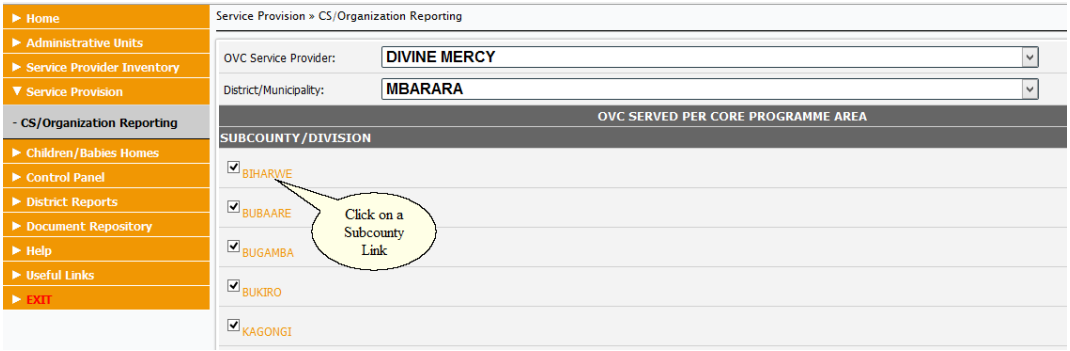
7) Once logged in, navigate to the **CS/ Organization Reporting link** under the **Service Provision** menu as indicated in the screen shot below.



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.

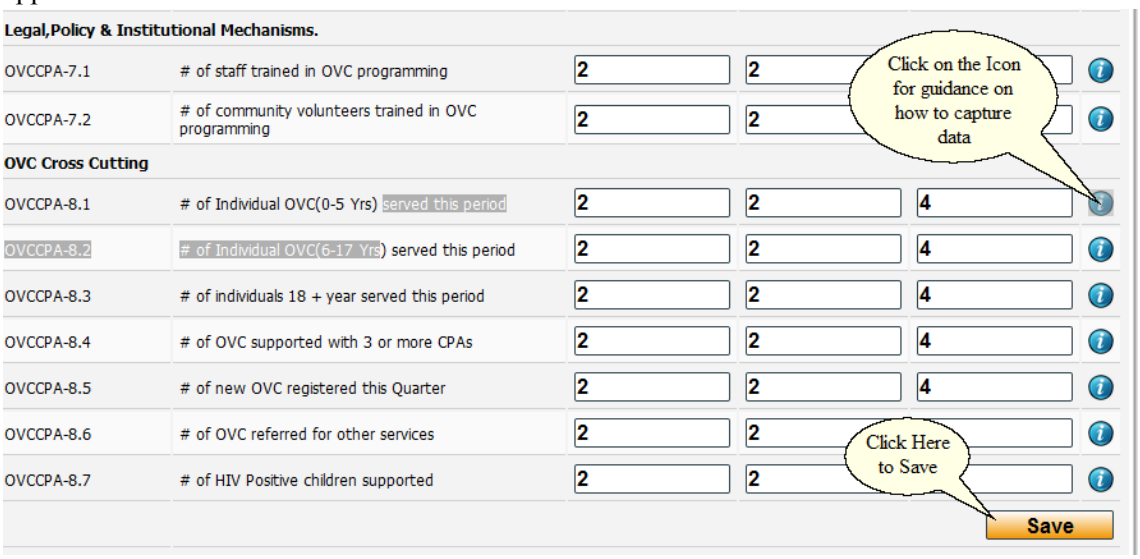


The OVCMIS will display a list of sub-counties with-in the district as indicated in the screen shot below. Click on a sub-county to start the data capture.

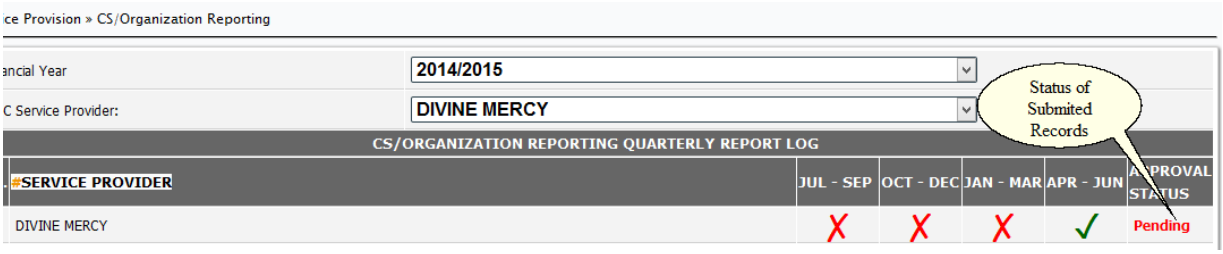


The user will be required to click on **one sub –county at a time** to capture data and save.
NB: Do not attempt to save data for more than one sub-county at a time.

9) A data entry form similar to the one below in the screen shot 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.



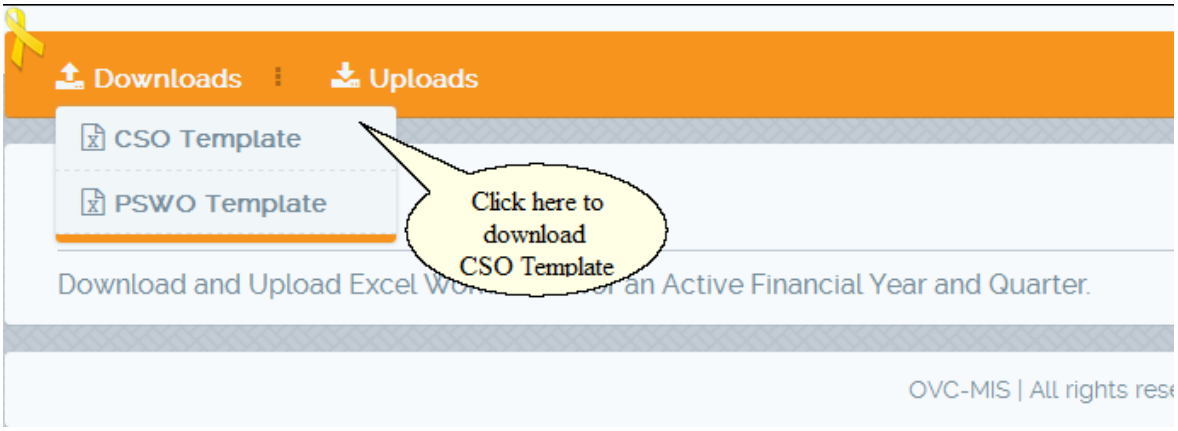
10) Records submitted directly by the CSO representatives will be subject to approval by the district authorities through the OVCMIS. Once the records are approved or rejected by the district authorities, an email notification will be sent to the CSO representative. The screen shot below shows a sample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



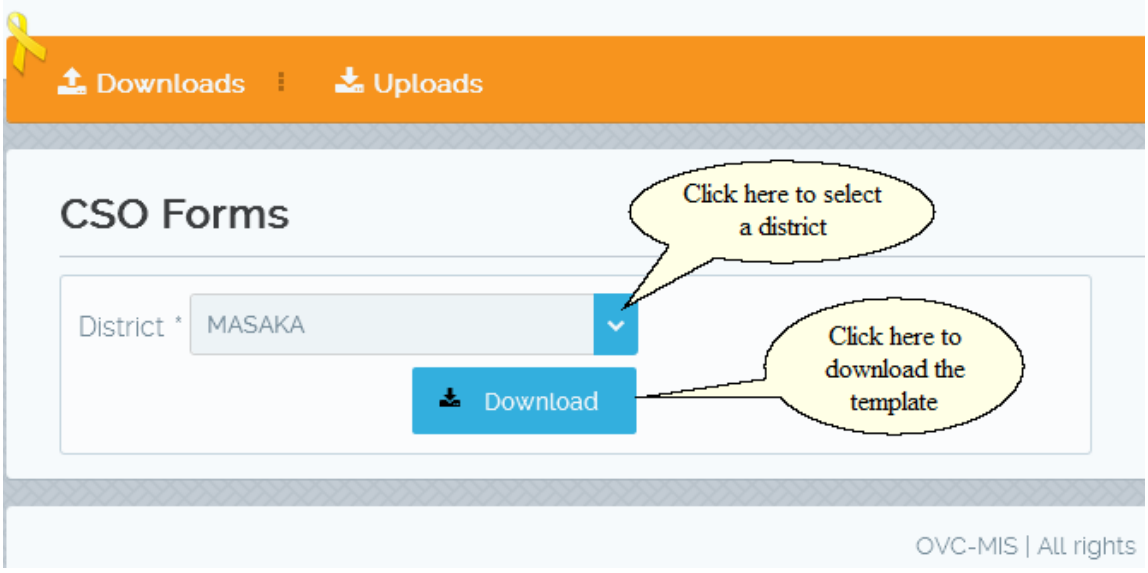
5. Quarterly Reporting - Excel Based

5.1 Downloading CSO templates

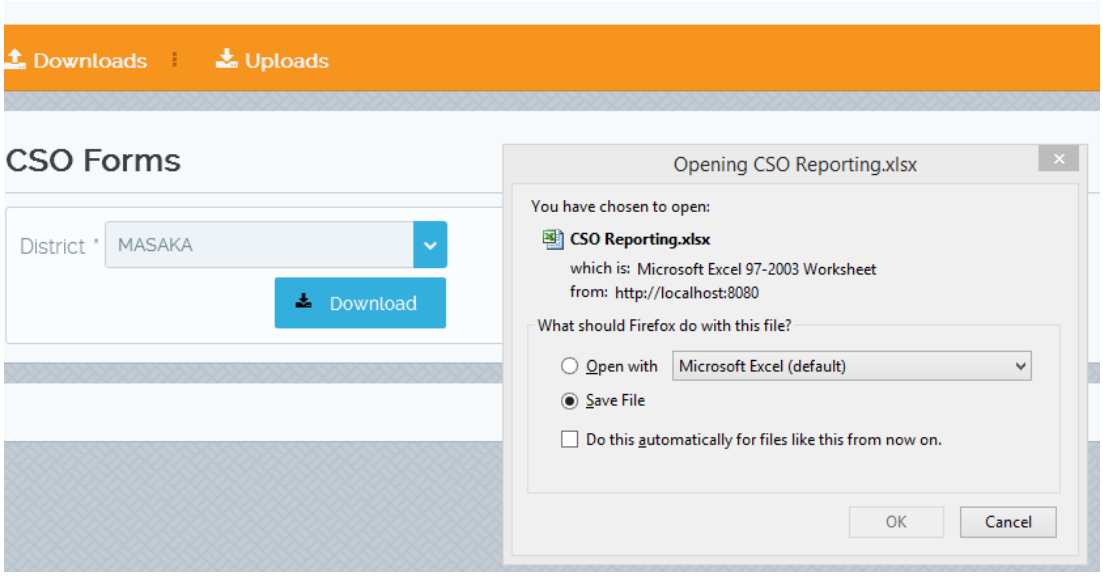
1) Access the OVCMIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.



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.



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.



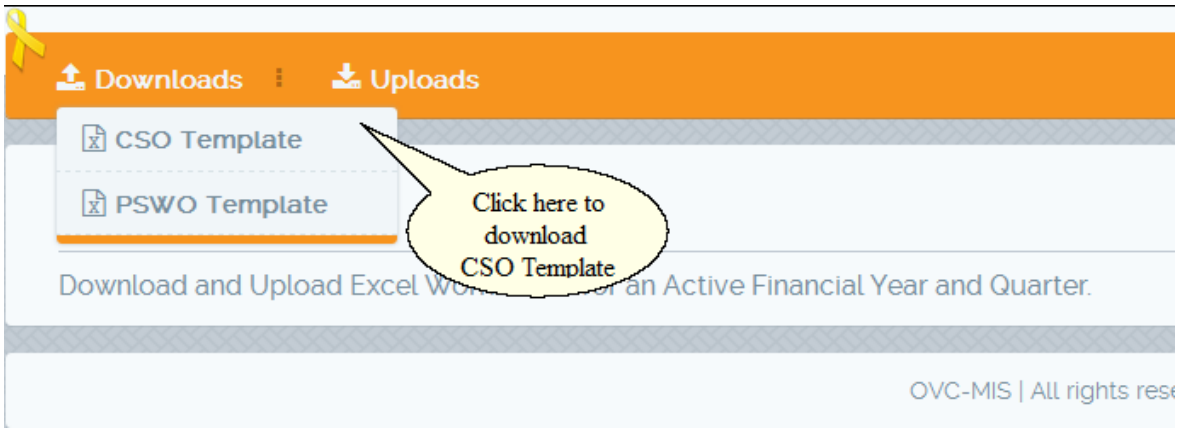
4) Proceed to open the excel file and start the data entry process. The excel file template will be similar to the screen shot below.

OVC MIS CSO REPORTING EXCEL DATA SHEET

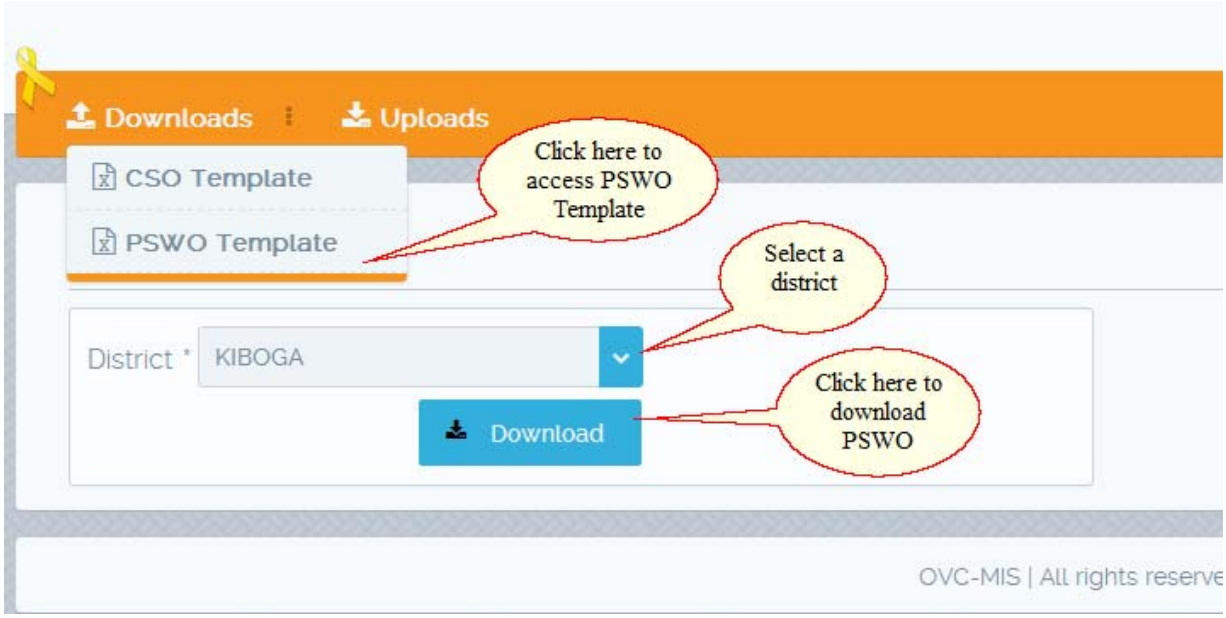
	District	MASAKA	Code
Performance Indicator	BUKAKATA		
	Male	Female	Total
Economic strengthening			
No. of OVC HHs who received economic strengthening support	N/A		3
No. of OVC supported to attain vocation/apprentice skills	4	5	9
No. of OVC provided with toolkits/startup kits	1	2	3
Food & Nutrition Security			
No. of OVC HHs that received agricultural/farm input	N/A		45
No. of OVC provided with food /Nutritional support	12	12	24
No. of OVC HHs that received agric. advisory services	13	13	26
Health-Water-Sanitation&Shelter			
No. of OVC HHs supported to access safe water	N/A		12
No. of OVC supported to receive health services	12	12	24
No. of OVC OVC provided with Insecticide Treated Nets	12	12	24
No. of OVC HHs provided with shelter	12	21	33

5.2 Downloading PSWO templates

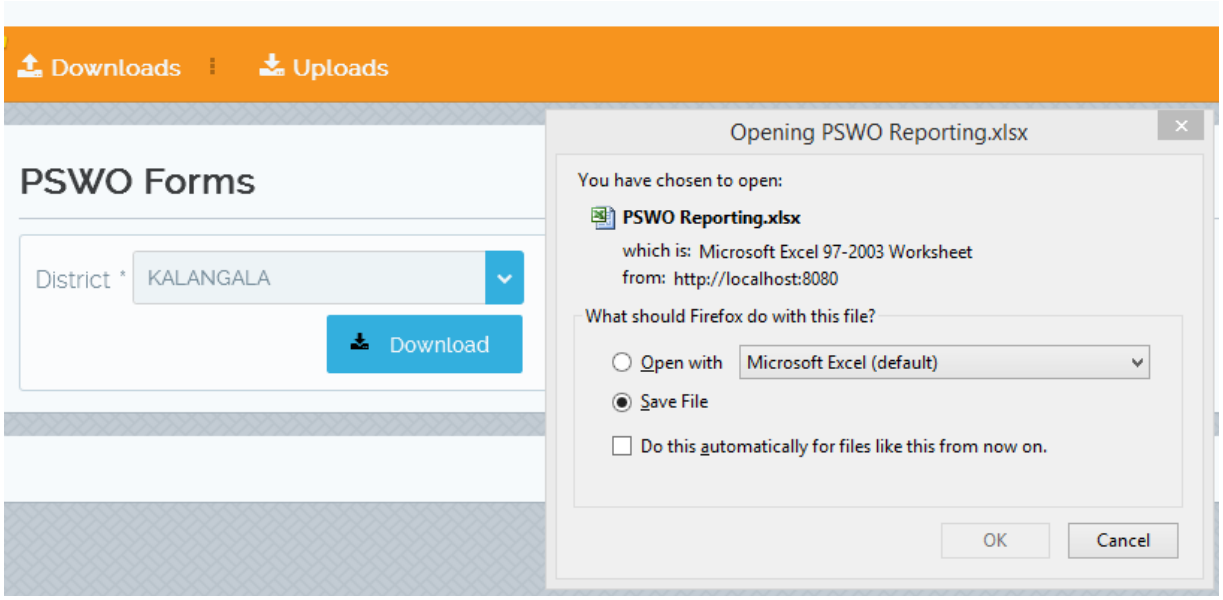
1) Access the OVCMIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.



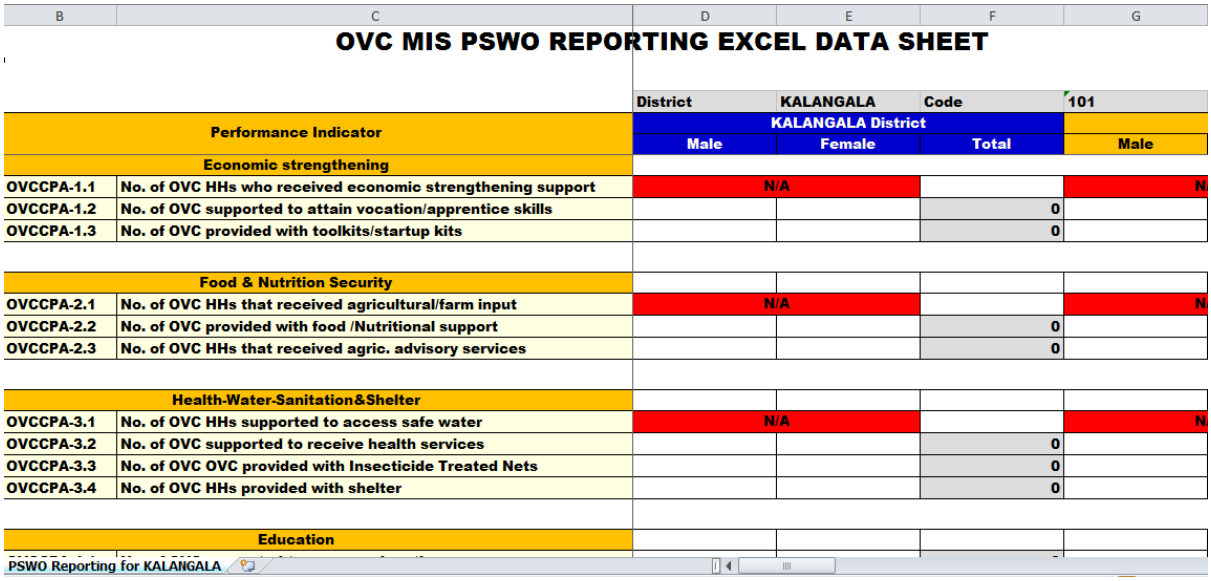
2) A screen shot similar to the one below will be displayed. From the Drop down labeled district, click on it to select a district and click on the download button.



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.



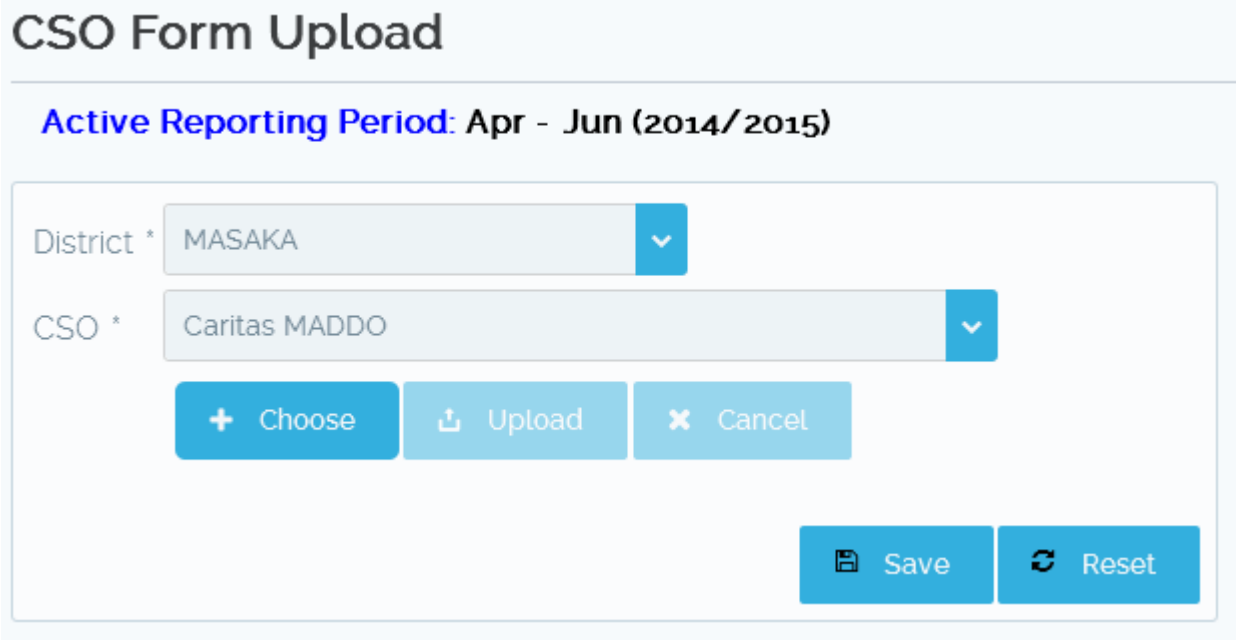
OVC MIS PSWO REPORTING EXCEL DATA SHEET

		District	KALANGALA	Code	101
		KALANGALA District			
Performance Indicator		Male	Female	Total	Male
Economic strengthening					
OVCCPA-1.1	No. of OVC HHs who received economic strengthening support	N/A			N
OVCCPA-1.2	No. of OVC supported to attain vocation/apprentice skills			0	
OVCCPA-1.3	No. of OVC provided with toolkits/startup kits			0	
Food & Nutrition Security					
OVCCPA-2.1	No. of OVC HHs that received agricultural/farm input	N/A			N
OVCCPA-2.2	No. of OVC provided with food /Nutritional support			0	
OVCCPA-2.3	No. of OVC HHs that received agric. advisory services			0	
Health-Water-Sanitation&Shelter					
OVCCPA-3.1	No. of OVC HHs supported to access safe water	N/A			N
OVCCPA-3.2	No. of OVC supported to receive health services			0	
OVCCPA-3.3	No. of OVC OVC provided with Insecticide Treated Nets			0	
OVCCPA-3.4	No. of OVC HHs provided with shelter			0	
Education					

PSWO Reporting for KALANGALA

5.3 Uploading CSOTemplates

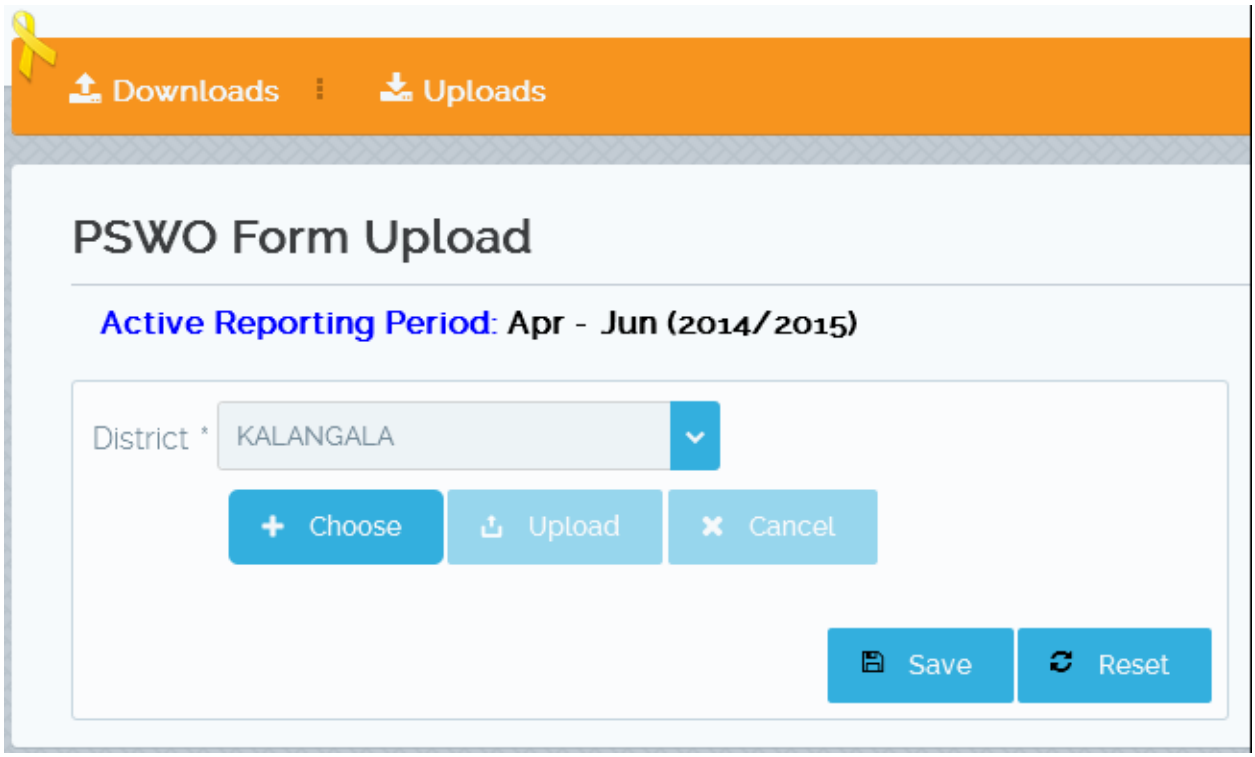
1) Access the OVCMIS system and click on the link **Excel based Reporting**. Navigate to the **Uploads** menu.
2) A screen similar to the one below will be displayed. Users are required to filter out the CSO based on the district selected.



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;

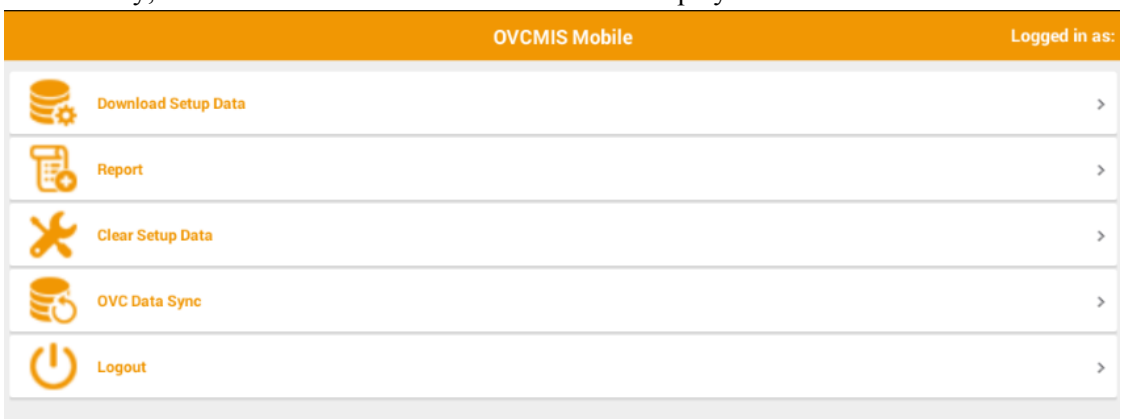
1) Start the Google Play Store on your smart phone.
2) Search for OVCMIS and click to install if prompted to install.
   NB: Note that you need to have a valid internet connection to successfully install the **OVCMIS** App.

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

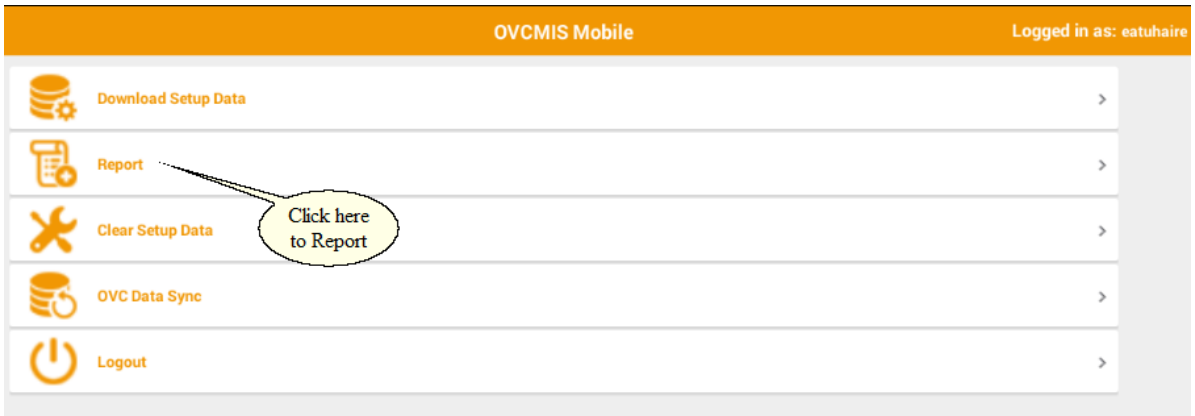
1) Double click the OVCMIS mobile app short cut on your smart phone. The mobile App short cut is represented by a yellow ribbon as indicated in the screen shot below.

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.

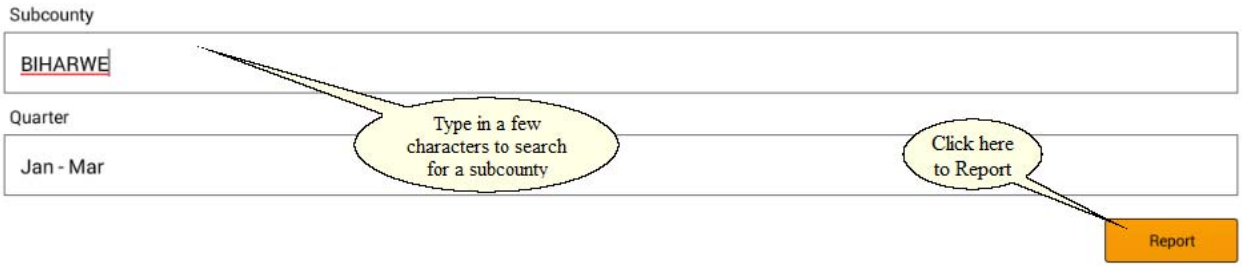


3) Click on the menu option **Download Setup Data**. This allows you to download a list of the administrative units / sub-counties. Please note the following,
   a) Please note that you will not be able to report if you do not download the sub-counties.
   b) Ensure you have enabled an internet connection for you to be able to download sub-counties.

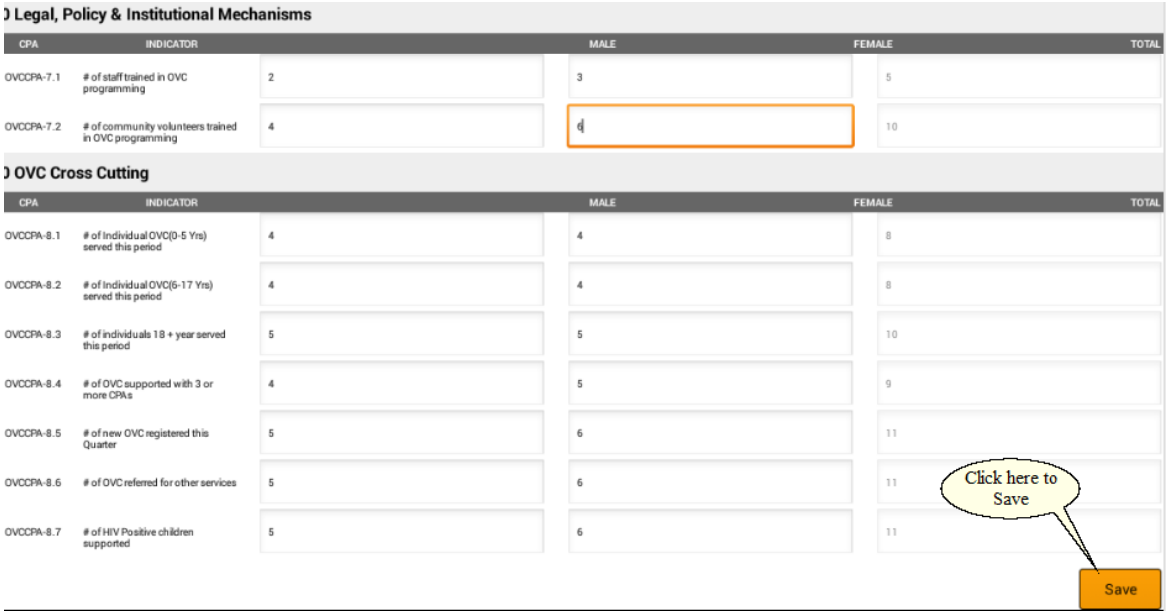
4) Once you have downloaded the administrative units, click on the **Report** icon to be able to submit data as indicated in the screen shot below.



5) A screen will be presented prompting the userto 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.



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.**



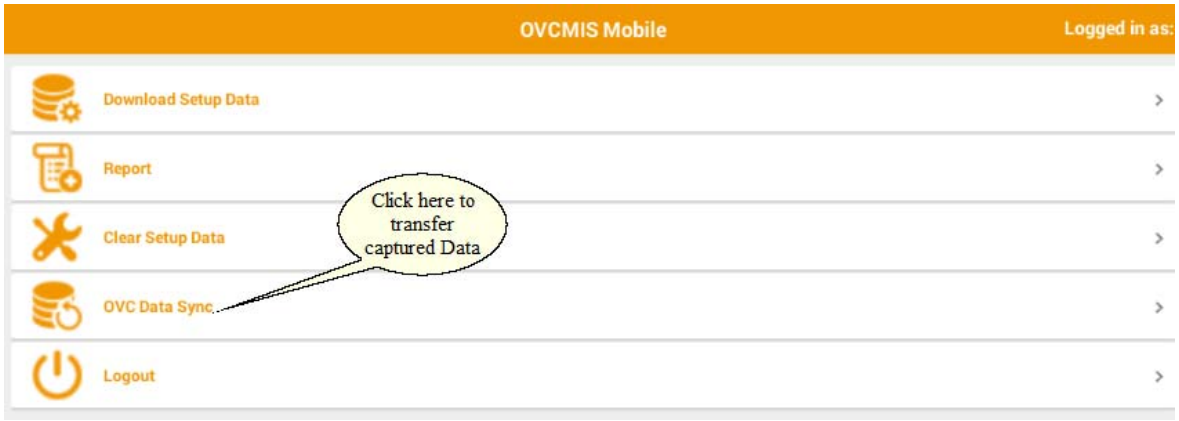
7) Click on the **OVC Data Sync** icon on the OVCMIS mobile app menu to transfer captured data from the phone to the online OVCMIS server.

NB

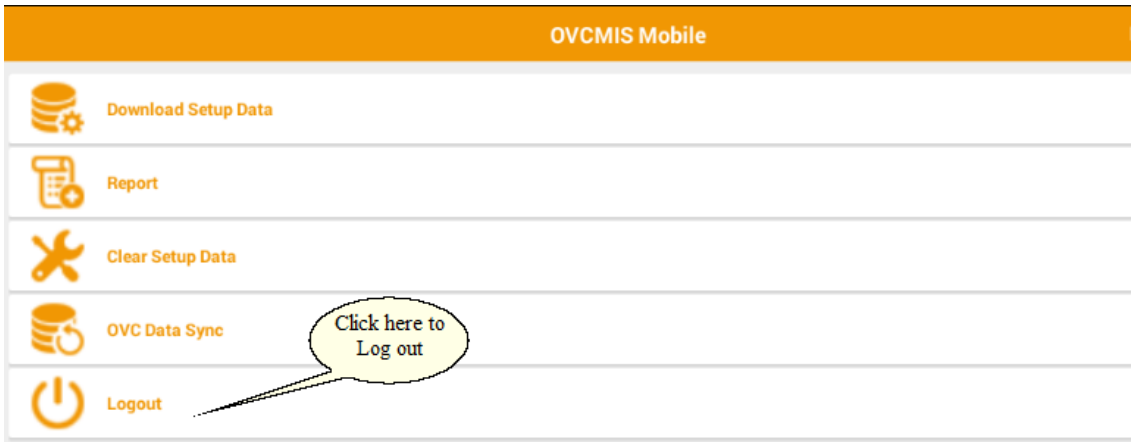
a) Please note that if you don't click on the **OVC Data Sync** icon, the data will be resident on the phone until it is synced online.

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.



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.



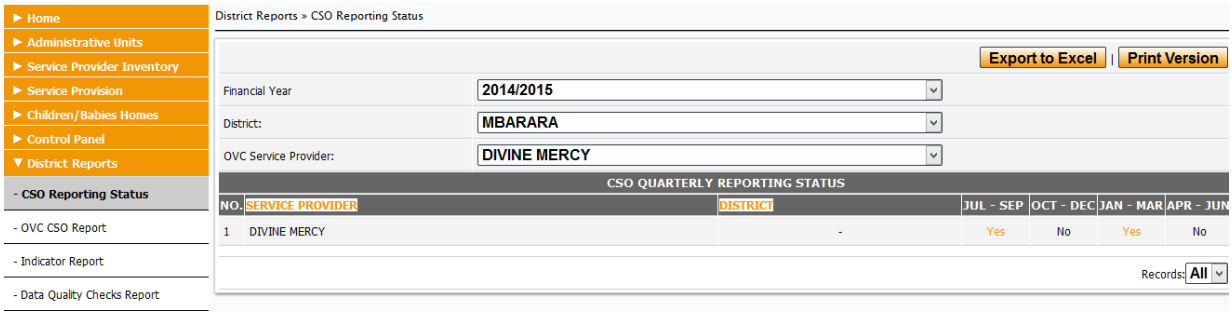
7. Accessing CSO OVCMIS Reports

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 OVCMIS 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 **District Reports** main menu section
3) Click on the **CSO Reporting** status link as indicated in the screen shot below

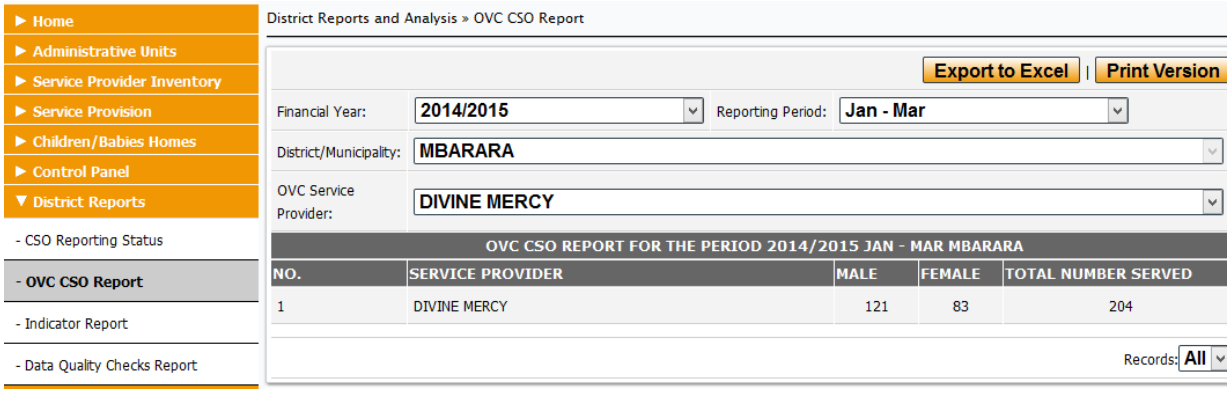


4) Use the filters such as financial years to extract historical information.

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 OVCMIS 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

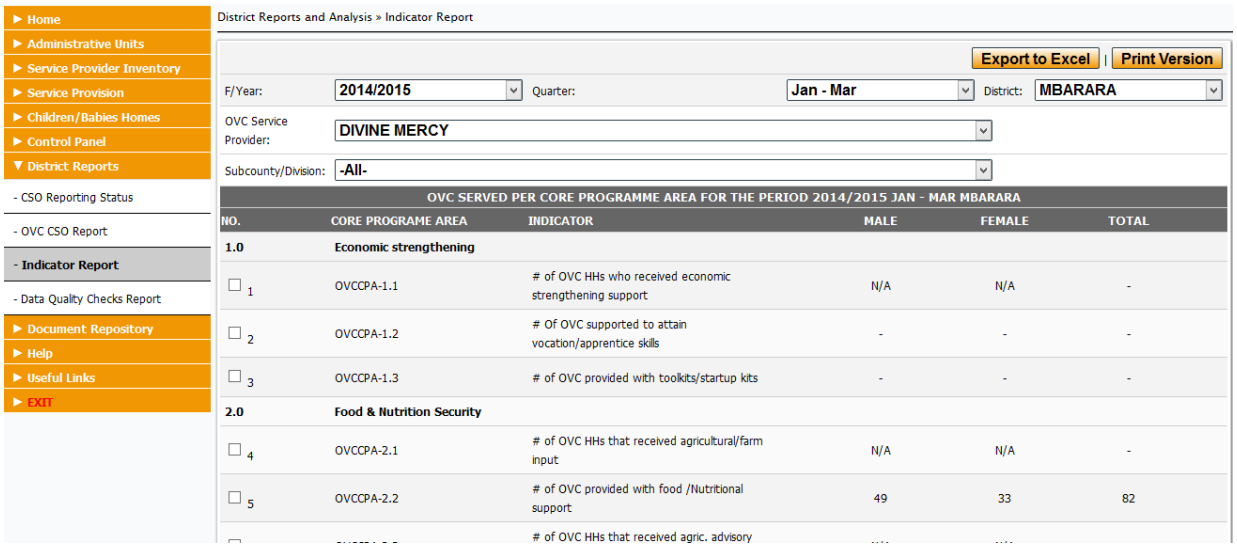


4) Use the filters at the top such as financial years and reporting period to extract historical information.
5) Use the Export to Excel button to export the displayed information to excel.

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

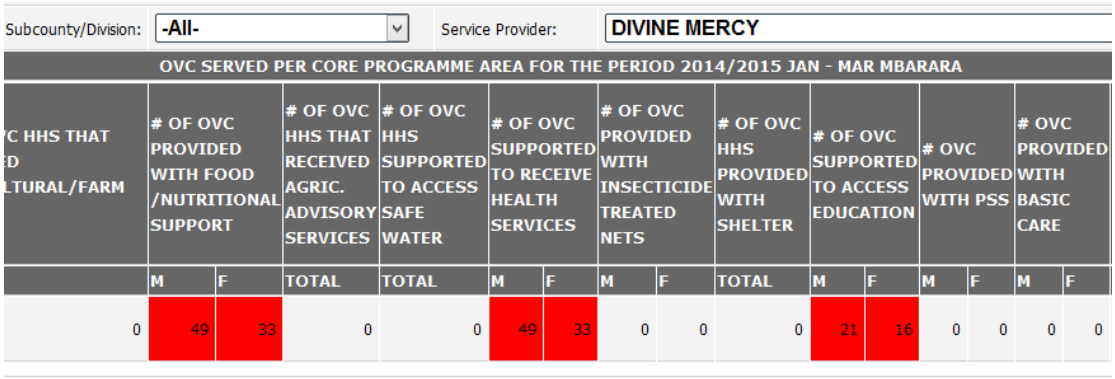


4) Use the filters at the top such as financial years and sub-counties to extract historical information.
5) Use the Export to Excel button to export the displayed information to excel.

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.

# OF STAFF TRAINED IN OVC PROGRAMMING		# OF COMMUNITY VOLUNTEERS TRAINED IN OVC PROGRAMMING		# OF NEW OVC REGISTERED THIS QUARTER		# OF INDIVIDUAL OVC(0-5 YRS) SERVED THIS PERIOD		# OF INDIVIDUAL OVC(6-17 YRS) SERVED THIS PERIOD		# OF INDIVIDUALS 18 + YEAR SERVED THIS PERIOD		# OF OVC SUPPORTED WITH 3 OR MORE CPAS		# OF OVC REFERRED FOR OTHER SERVICES		# OF HIV POSITIVE CHILDREN SUPPORTED		
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	COMMEN
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	View Data Issues

Click Here

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

							# OF OVC HHS WHO RECEIVED ECONOMIC STRENGTHENING SUPPORT	# OF OVC SUPPORT TO ATTAIN VOCATION/APPREN SKILLS	
#	REGION	DISTRICT	OVC SERVICE PROVIDER	SUBCOUNTY	YEAR	QUARTER	TOTAL	M	F
1	South Western	MBARARA	DIVINE MERCY	KAMUKUZI	2014/2015	Jan - Mar	0	0	

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

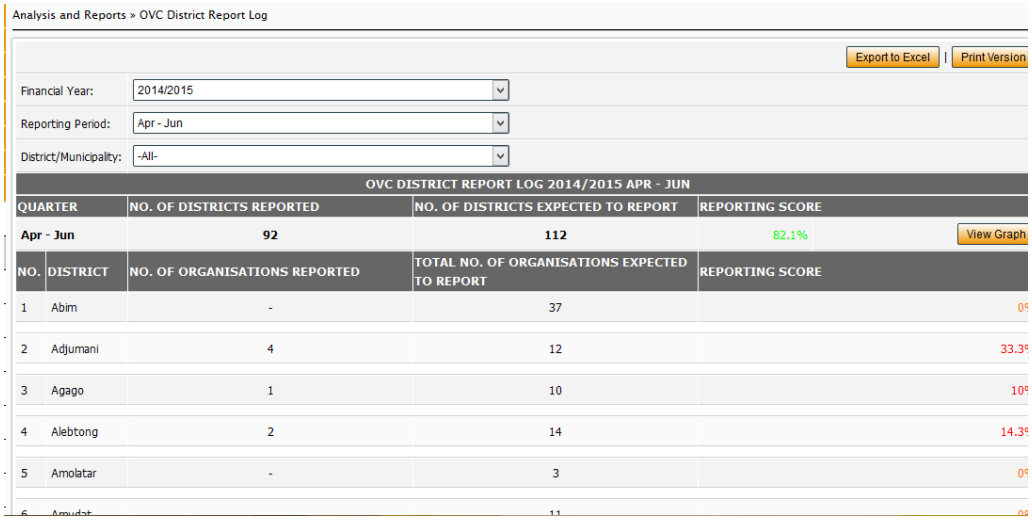
8. Accessing National OVCMIS Reports

To access national reports, users will not need to be logged into the system. Access the OVCMIS 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.

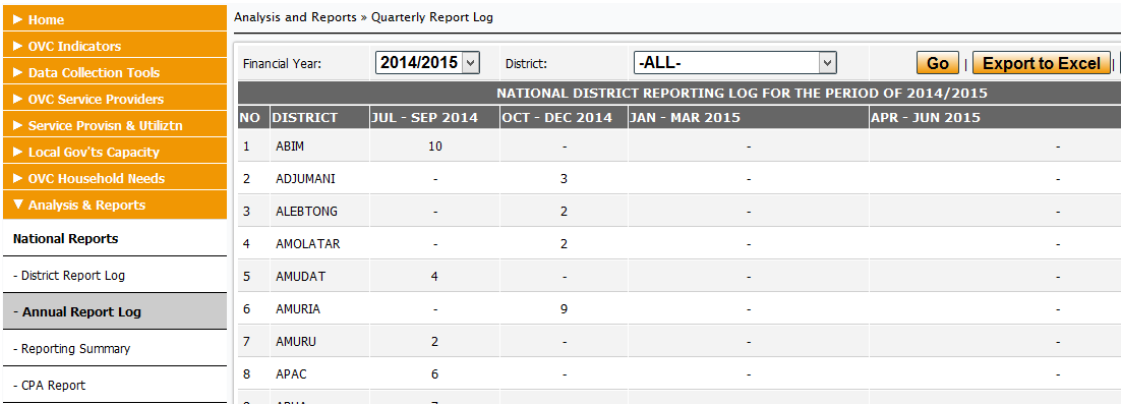
1) Login in to the system with your designated user name and password
2) Navigate to the **Analysis & Reports** main menu section
3) Click on the **District Report log** link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period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

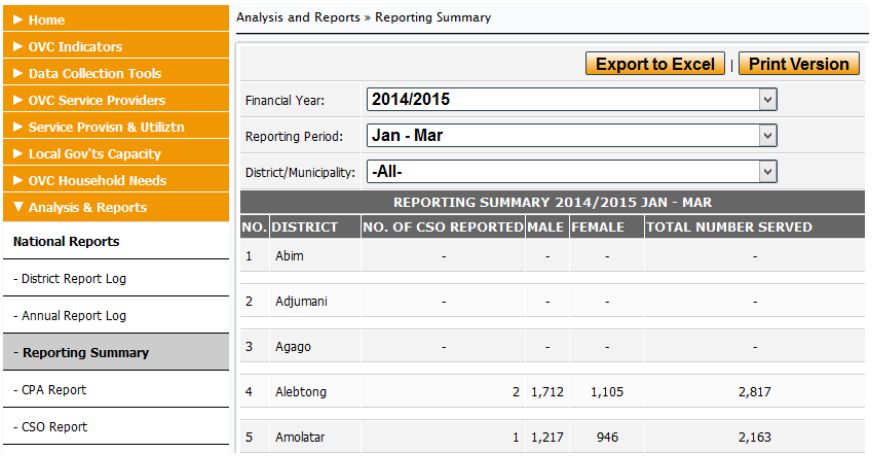
1) Login in to the system with your designated user name and password
2) Navigate to the **Analysis & Reports** main menu section
3) Click on the **Annual Report log** link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period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

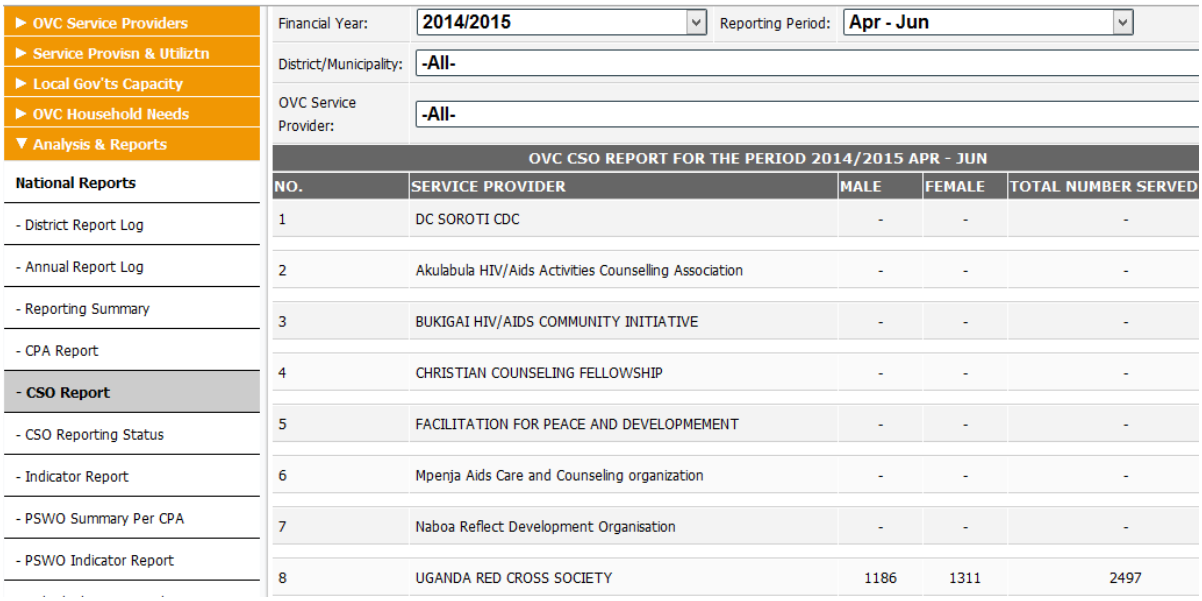
1) Login in to the system with your designated user name and password
2) Navigate to the **Analysis & Reports** main menu section
3) Click on the **Reporting Summary** link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period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

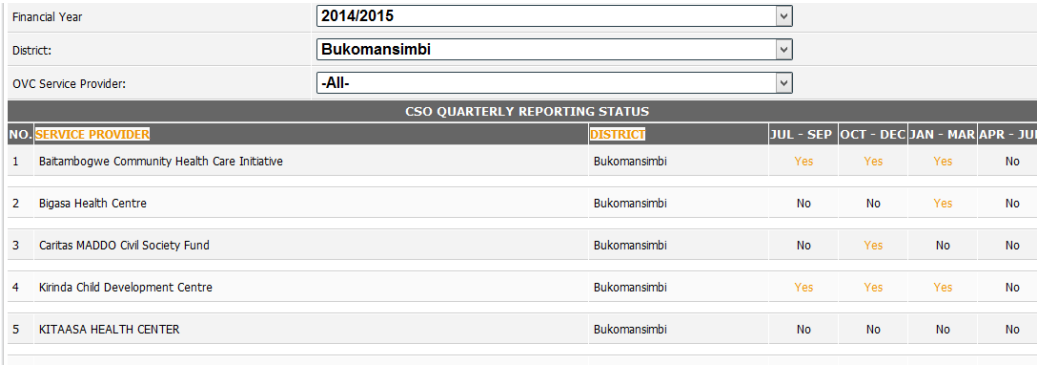
1) Login in to the system with your designated user name and password
2) Navigate to the **Analysis & Reports** main menu section
3) Click on the **Reporting Summary** link and an interface similar to the screen shot below will be displayed. Use the filters such as financial year and reporting period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



Financial Year: 2014/2015
District: Bukomansimbi
OVC Service Provider: -All-

CSO QUARTERLY REPORTING STATUS

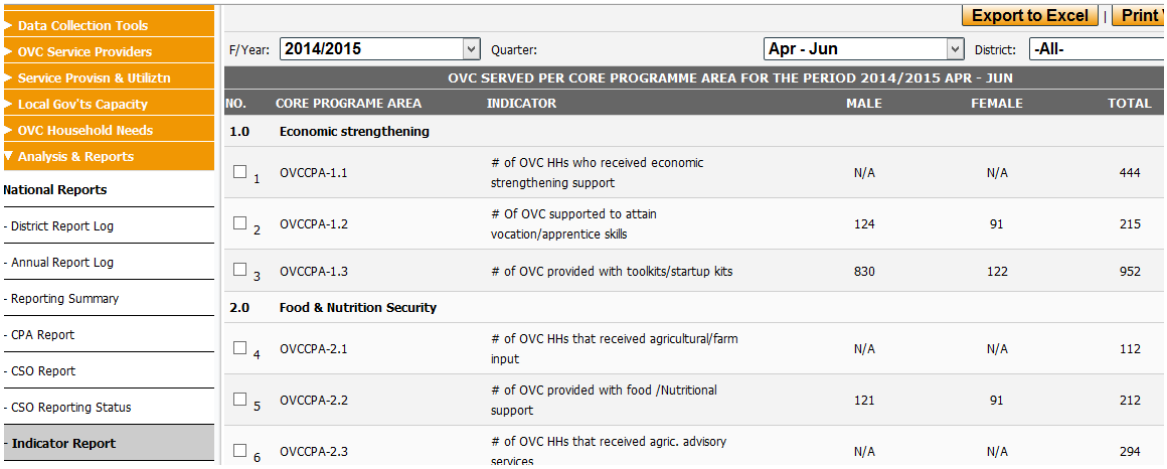
NO.	SERVICE PROVIDER	DISTRICT	JUL - SEP	OCT - DEC	JAN - MAR	APR - JU
1	Baitambogwe Community Health Care Initiative	Bukomansimbi	Yes	Yes	Yes	No
2	Bigasa Health Centre	Bukomansimbi	No	No	Yes	No
3	Caritas MADDO Civil Society Fund	Bukomansimbi	No	Yes	No	No
4	Kirinda Child Development Centre	Bukomansimbi	Yes	Yes	Yes	No
5	KITAASA HEALTH CENTER	Bukomansimbi	No	No	No	No

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.



Data Collection Tools
OVC Service Providers
Service Provisn & Utiliztn
Local Gov'ts Capacity
OVC Household Needs
Analysis & Reports
National Reports
- District Report Log
- Annual Report Log
- Reporting Summary
- CPA Report
- CSO Report
- CSO Reporting Status
- Indicator Report

Export to Excel | Print

F/Year: 2014/2015 Quarter: Apr - Jun District: -All-

OVC SERVED PER CORE PROGRAMME AREA FOR THE PERIOD 2014/2015 APR - JUN

NO.	CORE PROGRAME AREA	INDICATOR	MALE	FEMALE	TOTAL
1.0	Economic strengthening				
1	OVCCPA-1.1	# of OVC HHs who received economic strengthening support	N/A	N/A	444
2	OVCCPA-1.2	# Of OVC supported to attain vocation/apprentice skills	124	91	215
3	OVCCPA-1.3	# of OVC provided with toolkits/startup kits	830	122	952
2.0	Food & Nutrition Security				
4	OVCCPA-2.1	# of OVC HHs that received agricultural/farm input	N/A	N/A	112
5	OVCCPA-2.2	# of OVC provided with food /Nutritional support	121	91	212
6	OVCCPA-2.3	# of OVC HHs that received agric. advisory services	N/A	N/A	294