

Orphans And Vulnerable Children Management Information System (OVCMIS)

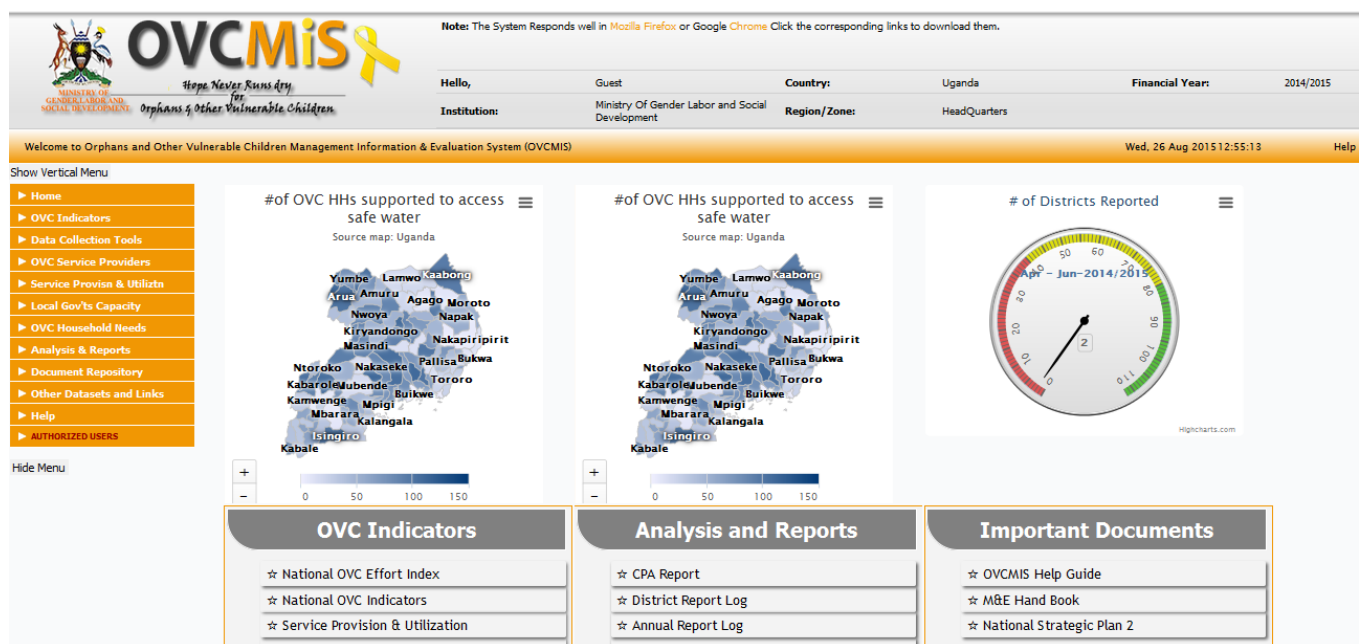
DistrictHandbook - User Guide

Prepared by Data Care (U) Ltd For

Ministry of Gender, Labor and Social Development

August 2015

Version 1.0



OVC MIS 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.

Ministry of Gender, Labor and Social Development

ovcmis.mglsd.go.ug

Address Bar

Note: The System Responds well in Mozilla Firefox or Google Chrome. Click the corresponding links to download them.

OVC MiS
Hope Never Runs dry for Orphans & Other Vulnerable Children

Hello, Guest
Institution: Ministry Of Gender Labor and Social Development

Country: Uganda
Region/Zone: HeadQuarters

Financial Year: 2014/2015

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVCMIS)

Wed, 26 Aug 2015 14:39:51 Help

- ▶ Home
- ▶ OVC Indicators
- ▶ Data Collection Tools
- ▶ OVC Service Providers
- ▶ Service Provisn & Utiliztn
- ▶ Local Gov'ts Capacity
- ▶ OVC Household Needs
- ▶ Analysis & Reports
- ▶ Document Repository
- ▶ Other Datasets and Links
- ▶ Help
- ▶ AUTHORIZED USERS

Welcome to the Ministry of Gender, Labour & Social Development (MGLSD) Management Information System for Orphans and other Vulnerable children (OVCMIS). The main objective of the OVCMIS is to measure progress towards achieving the goal of the National Strategic Program Plan of OVC Interventions (NSPPI). The OVC National Implementation Unit (OVNCIU) in the Ministry coordinates the national effort for OVC. Over 4,000 non-government, civil society, faith-based and community organizations support this national effort by providing care and support for OVC. The OVCMIS is a central hub for OVC related data in Uganda.

National OVC Cross cutting Situation Indicators for the year 2012

1. Total Population of children in Uganda also reflected as a per cent of the total Ugandan population -19,566,430 children based on UBOS population Projections for 2012. Generally the percentage of children to the population is 56%.
2. 52% of the population is under 15 years of age
3. Less than one percent of children under age 5 tested positive for HIV (AIDS Indicator Survey 2011).
4. Percentage of children under age 18 who are orphans (11.5% UDHS 2011)
5. Percentage of children under age 18 who are vulnerable(38% UNHS 2009/10)
6. 19% of the children not living with biological parent (UDHS ,2011)
7. Number of children who live without an adult care-giver 32,000.
8. **Percentage of Children living below the poverty line**

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 OVC MIS. 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 OVC MIS System Administrator.

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS)

Have an OVC MIS Account? [Login?](#) [Sign In Here!](#)

The System Responds well in [Mozilla Firefox](#) or [Google Chrome](#) Click the corresponding links to download them.

Username:

Password:

Financial Year: **2014/2015**

Open Quarter: **Apr - Jun 2015**

Report Closing Date: **2015-09-30**

[login](#)

[Can't Access your Account? or Forgot your Password?](#)

[Don't Have a OVC MIS Account? Help Center](#)

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

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS)

Service Provider Inventory » CSO Profile

District/Municipality: **MBARARA** [New Service Provider](#) [Export to Excel](#) [Print version](#) [Exit](#)

Organisation Type: **All** Organisation Name:

Contact Name: Telephone: Status: **-All-**

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

3. Click on the **New Service Provider** button to create a new CSO profile.

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS)

Service Provider Inventory » District Service Providers

District/Municipality: **KAMPALA** [New Service Provider](#) [Export to Excel](#) [Print version](#) [Exit](#)

Organisation Type: **All** Organisation Name:

Contact Name: Telephone: Status: **-All-**

NO	ORGANISATION NAME	DISTRICT	ORGANIZATION TYPE	CONTACT PERSON	TELEPHONE	LAST UPDATED	LAST REPORTED	STATUS
1	UGANDA RED CROSS SOCIETY	KAMPALA		ABASI BOGERE	0701662445	2015-07-07 08:47:50	2015-07-07 08:47:50	Active
2	ACTION FOR CHILDREN	KAMPALA	International NGO	Lydia Nyesigomwe	0415411111	2015-05-22 07:18:53	2015-05-22 07:18:53	Inactive
3	Action for Community	KAMPALA		Kato	0703670464	2014-10-20 00:10:17	0000-00-00	Active

- 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:

Year of Registration:

Registration No:

Type of Organisation:

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

CSO Identification No:

Website:

Contact Details 1:

Contact Person:

Title:

Alternative Contact Details:

Contact:

- 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

SERVICE PROVIDERS INVENTORY							RECORDS PER PAGE:		
NO	ORGANISATION NAME	DISTRICT	ORGANIZATION TYPE	CONTACT PERSON	TELEPHONE	LAST UPDATED	LAST REPORTED	STATUS	ACTION
1	DIVINE MERCY	MBARARA	National NGO	Ester Mugenyi	0782949832	2015-06-30 09:05:53	2015-06-30 09:05:53	Active	<div><div>Click here to View CSO Records</div><div><div>Details</div><div>Edit</div></div></div>

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.

OVCMIS
Hope Never Runs dry
for
Orphans & Other Vulnerable Children

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

Hello, Guest Country: Uganda Financial Year:
Institution: Ministry Of Gender Labor and Social Development Region/Zone: HeadQuarters

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVCMIS) Wed, 26 Aug 2015 14:55:15

Have an OVCMIS Account Login? Sign In Here!
The System Responds well in **Mozilla Firefox** or **Google Chrome** Click the corresponding links to download them.

Username: analwoga
Password:
Financial Year: 2014/2015
Open Quarter: Apr - Jun 2015
Report Closing Date: 2015-09-30
login

Can't Access your Account? or Forgot your Password?

Dont Have a OVCMIS Account? [Help Center](#)

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

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVCMIS) Wed, 26 Aug 2015 14:55:15

Service Provider Inventory > CSO Profile

District/Municipality: MBARARA New Service Provider Export to Excel Print version Ex
Organisation Type: All Organisation Name:
Contact Name: Telephone: Status: -All-
RECORDS PER PAGE: 20

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

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

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
RECORDS PER PAGE: 20

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

Click here to Edit CSO Records

Details Edit

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

Service Provider Inventory » CSO Profile

District/Municipality: [New Service Provider](#) [Export to Excel](#) [Print version](#) [Export to Excel Book Version](#) [Book Print version](#)

Organisation Type: Organisation Name:

Contact Name: Telephone: Status: [Go](#)

SERVICE PROVIDERS INVENTORY							RECORDS PER PAGE:	Click here to View CSO Records
NO	ORGANISATION NAME	DISTRICT	ORGANIZATION TYPE	CONTACT PERSON	TELEPHONE	LAST UPDATED	LAST REPORTED	STATUS ACTION
1	DIVINE MERCY	MBARARA	National NGO	Ester Mugenyi	0782949832	2015-06-30 09:05:53	2015-06-30 09:05:53	Active Details Edit

2.3 Creating New Districts Contacts

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

OVC MIS Hope Never Runs dry for Orphans & Other Vulnerable Children

Note: The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Hello, Guest Country: Uganda Financial Year: 2014/2015

Institution: Ministry Of Gender Labor and Social Development Region/Zone: HeadQuarters

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS) Wed, 26 Aug 2015 14:55:15

[Home](#) [OVC Indicators](#) [Data Collection Tools](#) [OVC Service Providers](#) [Service Provisn & Utiliztn](#) [Local Gov'ts Capacity](#) [OVC Household Needs](#) [Analysis & Reports](#) [Document Repository](#) [Other Datasets and Links](#) [Help](#) [AUTHORIZED USERS](#) [Login](#)

Have an OVC MIS Account? [Login? Sign In Here!](#)

The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Username: Password:

Financial Year: 2014/2015 Open Quarter: Apr - Jun 2015 Report Closing Date: 2015-09-30 [login](#)

Can't Access your Account? or Forgot your Password?

Dont Have a OVC MIS Account? [Help Center](#)

- 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.

[Home](#) [Administrative Units](#) [Service Provider Inventory](#) [District Service Providers](#) [Service Provider Summary](#) [Contacts Directory](#) [Import Data](#) [Service Provision](#) [LG Capacity](#) [Children/Babies Homes](#) [OVC Household](#) [Control Panel](#) [District Reports](#) [M&E Setup](#)

Service Providers Inventory » Contacts Directory

Name: [Go](#) [New Entry](#) [Export to Excel](#) [Print Version](#)

Title:

District:

[check all](#) [unchecked all](#) [edit](#) [Delete](#)

STAFF DIRECTORY					
NO	DISTRICT/PROVINCE	NAME	TITLE	MOBILE	EMAIL ADDRESS
<input type="checkbox"/> 1	KAMPALA	Harriet Mudodo	Director	0794-661233	
<input type="checkbox"/> 2	KAMPALA	Josephine Lubwama	D/Director	0794-661235	jlubwama@kcca.go.ug
<input type="checkbox"/> 3	KAMPALA	Zainah Nakubulwa	OVC Sup.	0772-425982	zainahnak@yahoo.com

[check all](#) [unchecked all](#) [edit](#) [Delete](#) Records:

- 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.

Service Providers Inventory » Contacts Directory

District:	KAMPALA
Name	Mukasa Mbidde
Title:	Chief Administration Officer(CAO)
Tel No.	0776884848
Mobile:	07056884848
Physical and Postal Address	PO BOX 29883 Nakawa
Email	Mbidde@gmail.com
Submit	

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

Service Providers Inventory » Contacts Directory

Name:	-All-	Go	New Entry	Export to Excel	Print Version
Title:	-All-				
District:	KAMPALA				
check all unchecked all edit Delete					
NO	DISTRICT/PROVINCE	NAME	TITLE	MOBILE	EMAIL ADDRESS
<input checked="" type="checkbox"/> 1	KAMPALA	Harriet Mudodo	Director	0794-661233	
<input type="checkbox"/> 2		Josephine Lubwama	D/Director	0794-661235	jlubwama@kcca.go.ug
<input type="checkbox"/> 3	KAMPALA	Zainah Nakubulwa	OVC Sup.	0772-425982	zainahnak@yahoo.com
check all unchecked all edit Delete				Records: All	

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.

Note: The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Hello, Guest Country: Uganda Financial Year:

Institution: Ministry Of Gender Labor and Social Development Region/Zone: HeadQuarters

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVCMiS) Wed, 26 Aug 2015 14:55:15

Have an OVCMiS Account Login? Sign In Here!

The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Username: analwoga

Password:

Financial Year: 2014/2015

Open Quarter: Apr - Jun 2015

Report Closing Date: 2015-09-30

login

Can't Access your Account? or Forgot your Password?

Dont Have a OVCMiS Account? Help Center

- 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.

Home

Administrative Units

Service Provider

Service Provision

OVC Served Per CPA

DCDO,PSWO Activities per CPA

Approve CSO Records

Excel based Reporting

LG Capacity

Service Provision and Utilisation » Approve CSO Records

Financial Year

2014/2015

OVC Service Provider:

-All-

APPROVE CSO RECORDS QUAR

Click Here to See Records to Approve

Status of Records

NO.	SERVICE PROVIDER	JUL - SEP	OCT - DEC	JAN - MAR	APR - JUN	COMMENT / NARRATIVE	RECORDS APPROVAL STATUS
1	CHILD FUND	X	X	X	✓	No comments Yet	Apr - Jun Pending

Records: All

- 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.

Service Provision and Utilisation » Approve CSO Records

Financial Year: **2014/2015**

OVC Service Provider: **-All-**

APPROVE CSO RECORDS QUARTERLY REPORT LOG

NO.	SERVICE PROVIDER	JUL - SEP	OCT - DEC	JAN - MAR	APR - JUN	COMMENT / NARRATION	QUARTER	RECORDS APPROVAL STATUS
1	CHILD FUND	X	X	X	✓	No comments Yet	Apr - Jun	Pending

Test Subcounty | Close 1 Record(s)

Click Here

Records: All

- 4) To approve or reject records ensure you have selected all records by clicking on the **Check All** button.

APPROVE CSO RECORDS QUARTERLY REPORT LOG

NO.	SERVICE PROVIDER	JUL - SEP	OCT - DEC	JAN - MAR	APR - JUN	COMMENT / NARRATION	QUARTER	RECORD APPROVAL STATUS
1	CHILD FUND	X	X	X	✓	No comments Yet	Apr - Jun	Pending

Test Subcounty | Close 1 Record(s)

Check All Records First

Subcounty/Division: Test Subcounty

check all | uncheck all | Review | Reject | Approve







NO.	CORE PROGRAMME AREA	INDICATOR	MALE	FEMALE	TOTAL	COMMENT
1.0 Economic strengthening						
✓ 1	OVCCPA-1.1	# of OVCs who received economic strengthening support	0	0	5	No Comments Yet..
✓ 2	OVCCPA-1.2	# Of OVC supported to attain vocation/apprentice skills	5	5	10	No Comments Yet..
✓ 3	OVCCPA-1.3	# of OVC provided with toolkits/startup kits	5	5	10	No Comments Yet..
2.0 Food & Nutrition Security						
✓ 1	OVCCPA-2.1	# of OVC HHs that received agricultural/farm input	0	0	5	No Comments Yet..
✓ 2	OVCCPA-2.2	# of OVC provided with food /Nutritional support	5	5	10	No Comments Yet..
✓ 3	OVCCPA-2.3	# of OVC HHs that received agric. advisory services	0	0	5	No Comments Yet..
3.0 Health-Water-Sanitation&Shelter						
✓ 1	OVCCPA-3.1	# of OVC HHs supported to access safe water	0	0	7	No Comments Yet..

Click here to Reject

Click here to Approve

New Entry | Print Version | Export to Excel

- 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.

OVCCPA-8.2	# of Individual OVC(6-17 Yrs) served this period	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text"/>	
OVCCPA-8.3	# of individuals 18 + year served this period	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text"/>	
OVCCPA-8.4	# of OVC supported with 3 or more CPAs	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text"/>	
OVCCPA-8.5	# of new OVC registered this Quarter	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text"/>	
OVCCPA-8.6	# of OVC referred for other services	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text"/>	
OVCCPA-8.7	# of HIV Positive children supported	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="16"/>	<input type="text"/>	

Click here to Reject

Click here to Approve

Reviewed/Submit Comments

Reject

Approve

4. Quarterly Reporting

4.1 Reporting through the OVC MIS

- 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.

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS) Wed, 26 Aug 2015 14:55:15

Have an OVC MIS Account Login? Sign In Here!

The System Responds well in Mozilla Firefox or Google Chrome Click the corresponding links to download them.

Username:

Password:

Financial Year: **2014/2015**

Open Quarter: **Apr - Jun 2015**

Report Closing Date: **2015-09-30**

Can't Access your Account? or Forgot your Password?

Dont Have a OVC MIS Account? [Help Center](#)

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

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS) Wed, 26 Aug 2015 15:42:31

Service Provision > CS/Organization Reporting

Financial Year: **2014/2015**

OVC Service Provider: **DIVINE MERCY**

NO.	SERVICE PROVIDER	JUL - SEP	OCT - DEC	JAN - MAR
1	DIVINE MERCY	X	X	X

- 8) Click on the Active quarter to submit data. The active quarter is always displayed at the top of the OVC MIS 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.

Welcome to Orphans and Other Vulnerable Children Management Information & Evaluation System (OVC MIS) Wed, 26 Aug 2015 15:48:29

Service Provision > CS/Organization Reporting

Financial Year: **2014/2015**

OVC Service Provider: **DIVINE MERCY**

NO.	SERVICE PROVIDER	JUL - SEP	OCT - DEC	JAN - MAR	APR - JUN	APPROVAL STATUS
1	DIVINE MERCY	X	X	X	X	?

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.

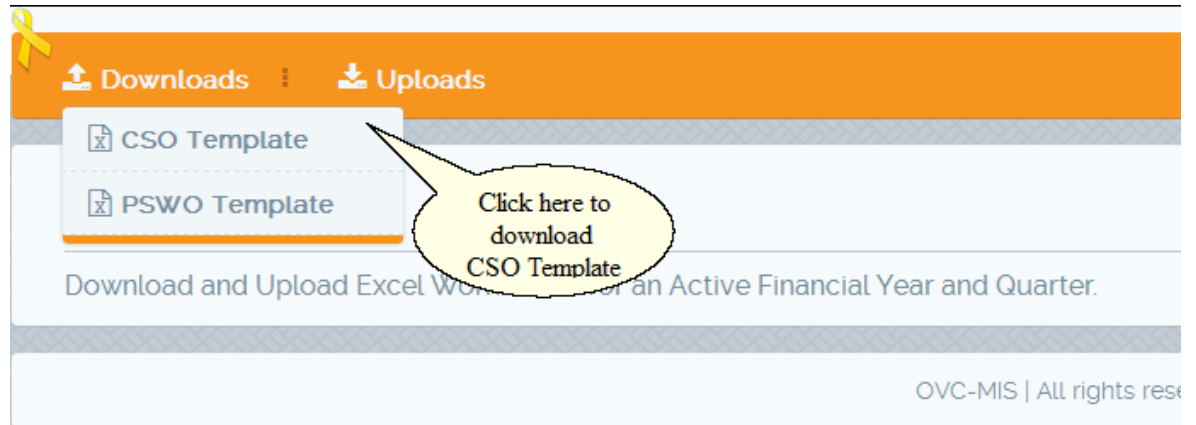
- 9) A data entry form similar to the one below in the screen shot will be displayed once the user selects a sub-county. The user should proceed to capture data for the indicators that are applicable and save the data.

- 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.

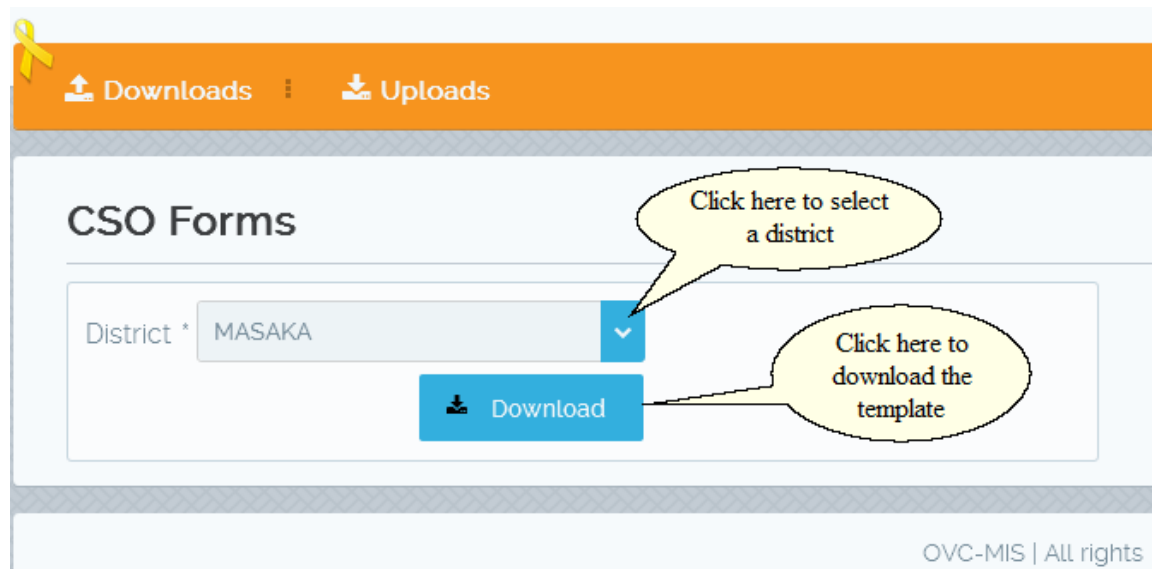
5. Quarterly Reporting - Excel Based

5.1 Downloading CSO templates

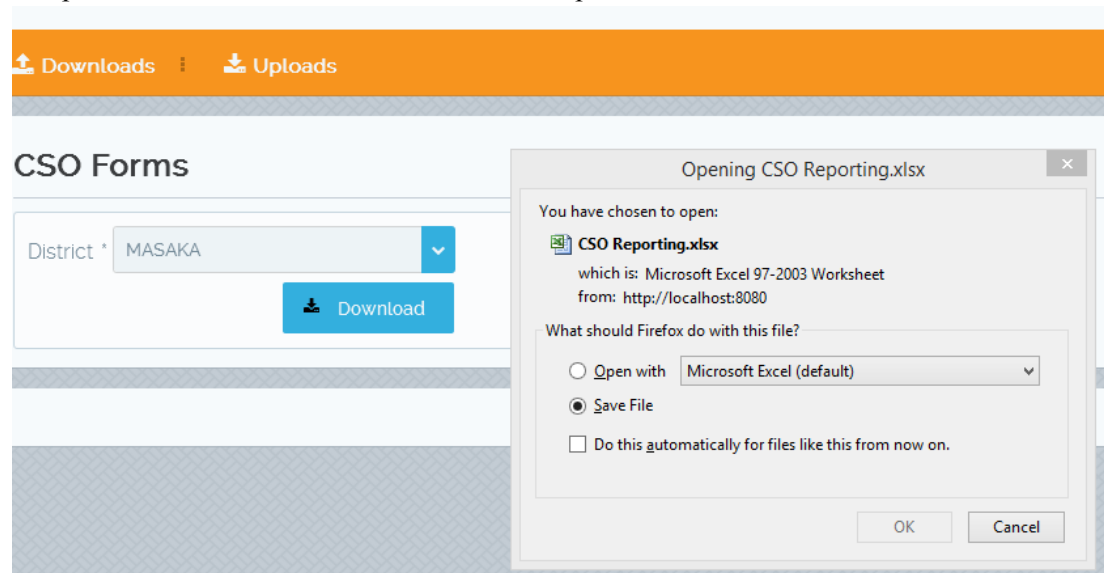
- 1) Access the OVC MIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.



- 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.

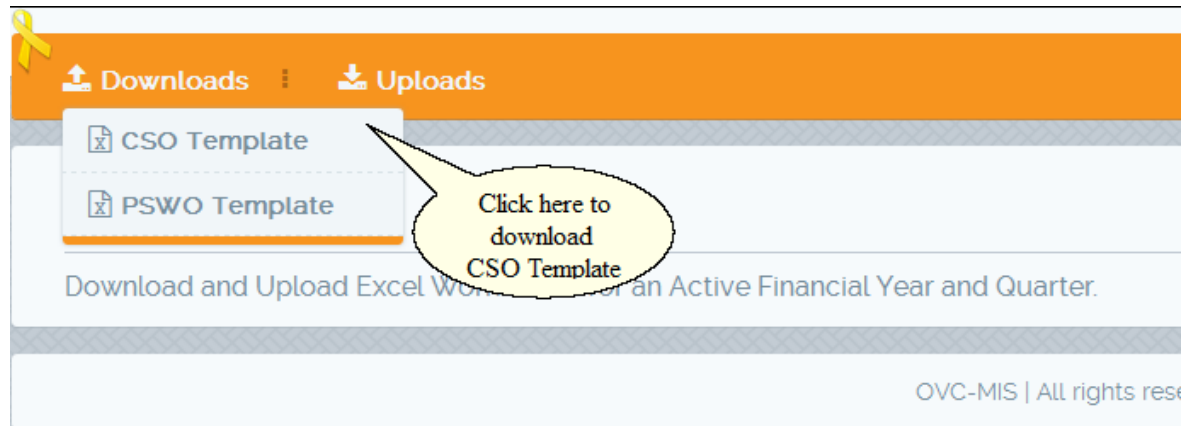


- 4) Proceed to open the excel file and start the data entry process. The excel file template will be similar to the screen shot below.

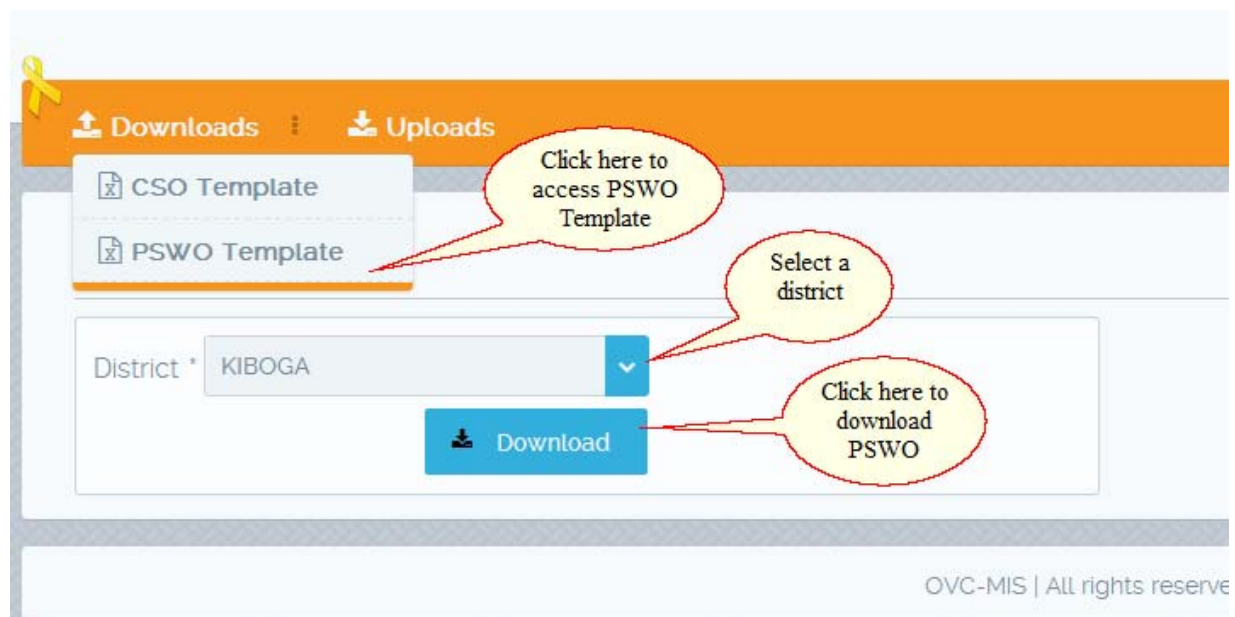
OVC MIS CSO REPORTING EXCEL DATA SHEET			
Performance Indicator	District	MASAKA	Code
	BUKAKATA		
	Male	Female	Total
Economic strengthening			
No. of OVC HHs who received economic strengthening support	N/A		3
No. of OVC supported to attain vocation/apprentice skills	4	5	9
No. of OVC provided with toolkits/startup 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

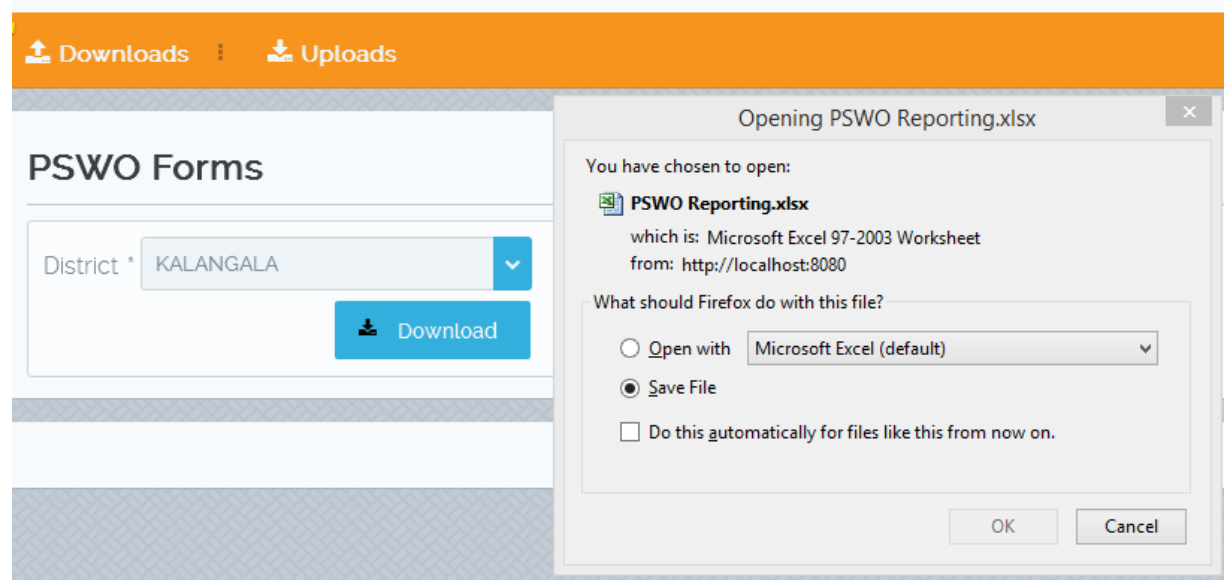
- 1) Access the OVC MIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.



- 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.

B	C	D	E	F	G
OVC MIS PSWO REPORTING EXCEL DATA SHEET					
		District	KALANGALA	Code	101
		KALANGALA District			
		Male	Female	Total	Male
Performance Indicator					
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.

CSO Form Upload

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

District * MASAKA

CSO * Caritas MADDO

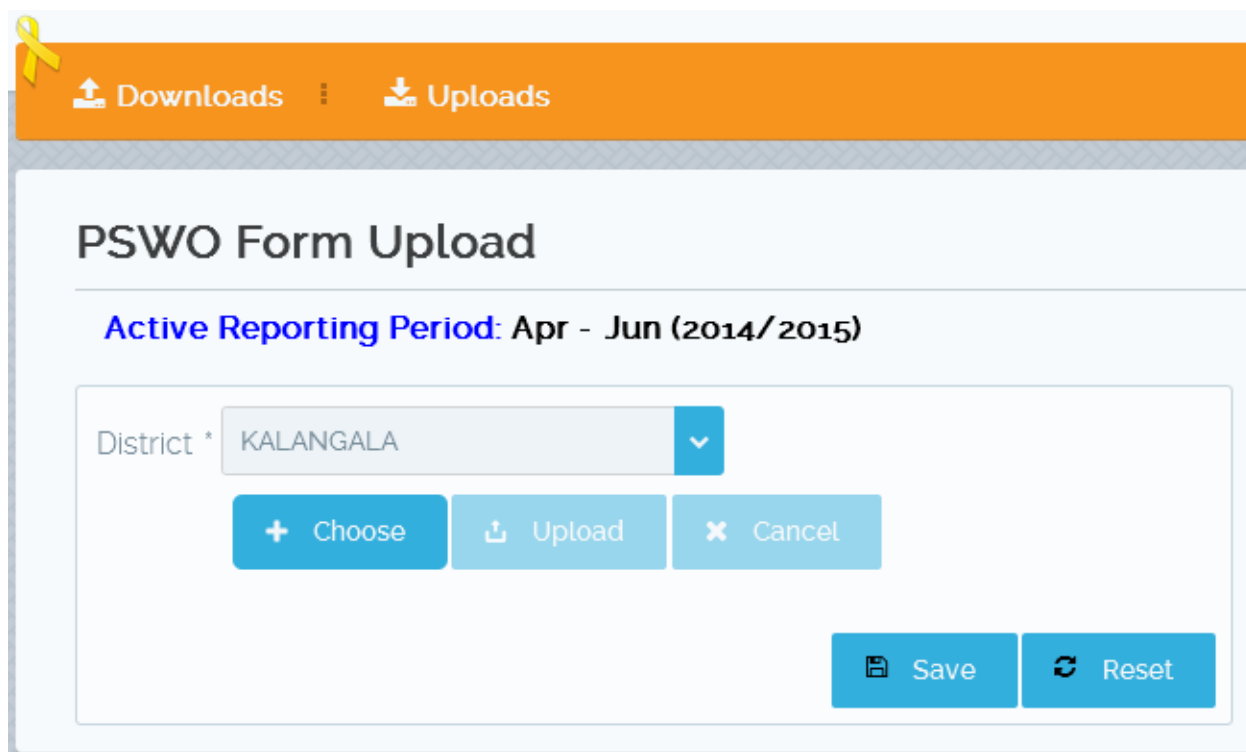
+ Choose Upload Cancel

Save Reset

- 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.



The screenshot displays the 'PSWO Form Upload' interface. At the top, there is an orange navigation bar with a yellow ribbon icon on the left and two buttons: 'Downloads' (with an upward arrow icon) and 'Uploads' (with a downward arrow icon). Below the navigation bar, the main heading 'PSWO Form Upload' is centered. Underneath the heading, the text 'Active Reporting Period: Apr - Jun (2014/2015)' is displayed in blue. The main content area contains a form with a 'District *' label and a dropdown menu currently showing 'KALANGALA'. Below the dropdown are three buttons: '+ Choose' (blue), 'Upload' (light blue with an upward arrow icon), and 'Cancel' (light blue with an 'X' icon). At the bottom right of the form area, there are two more buttons: 'Save' (blue with a floppy disk icon) and 'Reset' (blue with a circular arrow icon).

6. Quarterly Reporting – Mobile Version

6.1 Downloading OVC MIS APP

The OVC MIS 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 OVC MIS App, ensure you have enabled the Google Play Store App. To download the OVC MIS App, follow the steps below;

- 1) Start the Google Play Store on your smart phone.
- 2) Search for OVC MIS and click to install if prompted to install.

NB: Note that you need to have a valid internet connection to successfully install the **OVC MIS** App.

6.2 Reporting with OVC MIS Mobile App

To report using the OVC MIS mobile app, follow the steps below;

NB: Please ensure that the internet connection is enabled

- 1) Double click the OVC MIS 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.

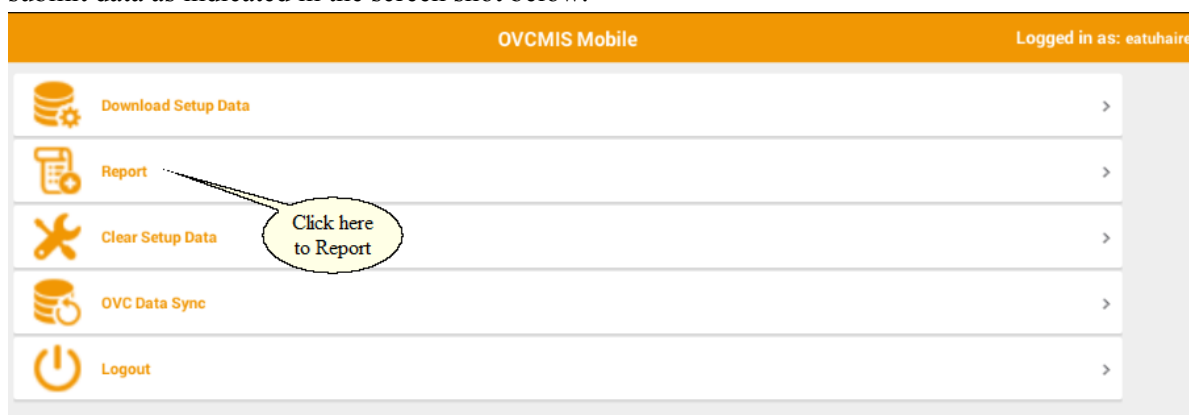


- 2) A login screen will be presented to the user to key in their user credentials. **Please note that the credentials used to access the online OVC MIS are applicable here.** Once you have logged in successfully, a screen similar to the one below will be displayed with a menu to interact with.



- 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 user to select a sub-county. Select the sub-county field and type in some letters. The OVC MIS 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

Quarter

Jan - Mar

Type in a few characters to search for a subcounty

Click here to Report

Report

- 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 OVC MIS.**

Legal, Policy & Institutional Mechanisms

CPA	INDICATOR		MALE	FEMALE	TOTAL
OVC CPA-7.1	# of staff trained in OVC programming	2	3	5	
OVC CPA-7.2	# of community volunteers trained in OVC programming	4		10	

OVC Cross Cutting

CPA	INDICATOR		MALE	FEMALE	TOTAL
OVC CPA-8.1	# of Individual OVC (0-5 Yrs) served this period	4	4	8	
OVC CPA-8.2	# of Individual OVC (6-17 Yrs) served this period	4	4	8	
OVC CPA-8.3	# of individuals 18 + year served this period	5	5	10	
OVC CPA-8.4	# of OVC supported with 3 or more CPAs	4	5	9	
OVC CPA-8.5	# of new OVC registered this Quarter	5	6	11	
OVC CPA-8.6	# of OVC referred for other services	5	6	11	
OVC CPA-8.7	# of HIV Positive children supported	5	6	11	

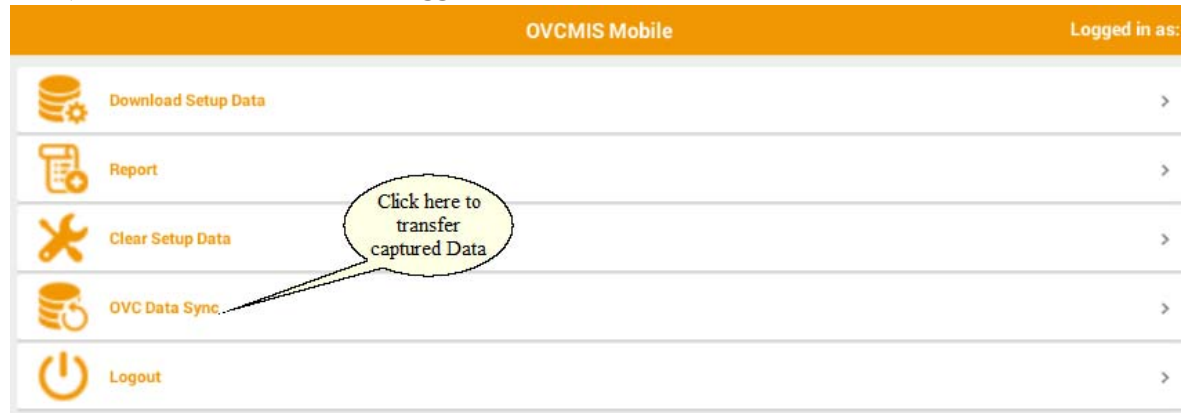
Click here to Save

Save

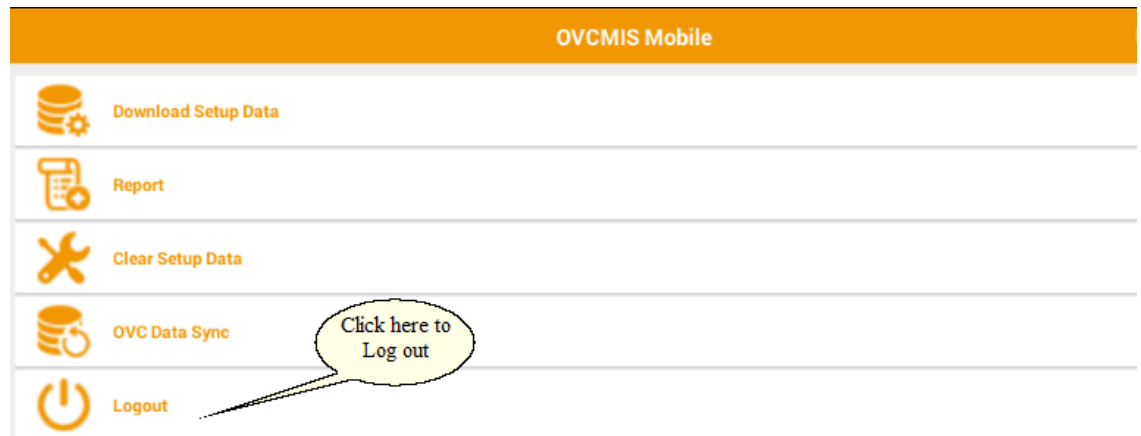
- 7) Click on the **OVC Data Sync** icon on the OVC MIS mobile app menu to transfer captured data from the phone to the online OVC MIS server.

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 OVC MIS 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

The screenshot shows the 'District Reports > CSO Reporting Status' page. On the left is a navigation menu with 'District Reports' expanded, showing 'CSO Reporting Status' as the selected option. The main content area has filters for Financial Year (2014/2015), District (MBARARA), and OVC Service Provider (DIVINE MERCY). Below these are 'Export to Excel' and 'Print Version' buttons. The report title is 'CSO QUARTERLY REPORTING STATUS'. The table has columns: NO., SERVICE PROVIDER, DISTRICT, JUL - SEP, OCT - DEC, JAN - MAR, and APR - JUN. The data row shows: 1, DIVINE MERCY, -, Yes, No, Yes, No. A 'Records: All' dropdown is at the bottom right.

NO.	SERVICE PROVIDER	DISTRICT	JUL - SEP	OCT - DEC	JAN - MAR	APR - JUN
1	DIVINE MERCY	-	Yes	No	Yes	No

- 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

The screenshot shows the 'District Reports and Analysis > OVC CSO Report' page. The left navigation menu has 'OVC CSO Report' selected. The main content area has filters for Financial Year (2014/2015), Reporting Period (Jan - Mar), District/Municipality (MBARARA), and OVC Service Provider (DIVINE MERCY). It includes 'Export to Excel' and 'Print Version' buttons. The report title is 'OVC CSO REPORT FOR THE PERIOD 2014/2015 JAN - MAR MBARARA'. The table has columns: NO., SERVICE PROVIDER, MALE, FEMALE, and TOTAL NUMBER SERVED. The data row shows: 1, DIVINE MERCY, 121, 83, 204. A 'Records: All' dropdown is at the bottom right.

NO.	SERVICE PROVIDER	MALE	FEMALE	TOTAL NUMBER SERVED
1	DIVINE MERCY	121	83	204

- 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 OVC MIS 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

Home
Administrative Units
Service Provider Inventory
Service Provision
Children/Babies Homes
Control Panel
District Reports
CSO Reporting Status
OVC CSO Report
Indicator Report
Data Quality Checks Report
Document Repository
Help
Useful Links
EXIT

District Reports and Analysis » Indicator Report

Export to Excel
Print Version

F/Year: 2014/2015 Quarter: Jan - Mar District: MBARARA

OVC Service Provider: DIVINE MERCY

Subcounty/Division: -All-

OVC SERVED PER CORE PROGRAMME AREA FOR THE PERIOD 2014/2015 JAN - MAR MBARARA					
NO.	CORE PROGRAMME AREA	INDICATOR	MALE	FEMALE	TOTAL
1.0 Economic strengthening					
<input type="checkbox"/> 1	OVC CPA-1.1	# of OVC HHs who received economic strengthening support	N/A	N/A	-
<input type="checkbox"/> 2	OVC CPA-1.2	# of OVC supported to attain vocation/apprentice skills	-	-	-
<input type="checkbox"/> 3	OVC CPA-1.3	# of OVC provided with toolkits/startup kits	-	-	-
2.0 Food & Nutrition Security					
<input type="checkbox"/> 4	OVC CPA-2.1	# of OVC HHs that received agricultural/farm input	N/A	N/A	-
<input type="checkbox"/> 5	OVC CPA-2.2	# of OVC provided with food /Nutritional support	49	33	82
<input type="checkbox"/>		# of OVC HHs that received agric. advisory	

- 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 OVC MIS 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.

Subcounty/Division:		<div>-All-</div>		Service Provider:		<div>DIVINE MERCY</div>									
OVC SERVED PER CORE PROGRAMME AREA FOR THE PERIOD 2014/2015 JAN - MAR MBARARA															
OVC HHs THAT RECEIVED AGRICULTURAL/FARM INPUT	# OF OVC PROVIDED WITH FOOD /NUTRITIONAL SUPPORT		# OF OVC HHs THAT RECEIVED AGRIC. ADVISORY SERVICES	# OF OVC HHs SUPPORTED TO ACCESS SAFE WATER	# OF OVC SUPPORTED TO RECEIVE HEALTH SERVICES		# OF OVC PROVIDED WITH INSECTICIDE TREATED NETS		# OF OVC HHs PROVIDED WITH SHELTER	# OF OVC SUPPORTED TO ACCESS EDUCATION		# OF OVC PROVIDED WITH PSS		# OF OVC PROVIDED WITH BASIC CARE	
	M	F	TOTAL	TOTAL	M	F	M	F	TOTAL	M	F	M	F	M	F
0	49	33	0	0	49	33	0	0	0	21	16	0	0	0	0

- 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		COMMENT
M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	 View Data Issues

- 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 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.

Analysis and Reports » OVC District Report Log

Export to Excel | Print Version

Financial Year: 2014/2015

Reporting Period: Apr - Jun

District/Municipality: -All-

OVC DISTRICT REPORT LOG 2014/2015 APR - JUN				
QUARTER	NO. OF DISTRICTS REPORTED	NO. OF DISTRICTS EXPECTED TO REPORT	REPORTING SCORE	
Apr - Jun	92	112	82.1%	
View Graph				
NO.	DISTRICT	NO. OF ORGANISATIONS REPORTED	TOTAL NO. OF ORGANISATIONS EXPECTED TO REPORT	REPORTING SCORE
1	Abim	-	37	0%
2	Adjumani	4	12	33.3%
3	Agago	1	10	10%
4	Alebtong	2	14	14.3%
5	Amolatar	-	3	0%
6	Amudat	-	11	0%

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.

Analysis and Reports » Quarterly Report Log

Financial Year: 2014/2015 District: -ALL- Go Export to Excel

NATIONAL DISTRICT REPORTING LOG FOR THE PERIOD OF 2014/2015					
NO	DISTRICT	JUL - SEP 2014	OCT - DEC 2014	JAN - MAR 2015	APR - JUN 2015
1	ABIM	10	-	-	-
2	ADJUMANI	-	3	-	-
3	ALEBTONG	-	2	-	-
4	AMOLATAR	-	2	-	-
5	AMUDAT	4	-	-	-
6	AMURIA	-	9	-	-
7	AMURU	2	-	-	-
8	APAC	6	-	-	-

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.

► Home

► OVC Indicators

► 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

Analysis and Reports » Reporting Summary

Export to Excel

Print Version

Financial Year:

2014/2015

Reporting Period:

Jan - Mar

District/Municipality:

-All-

REPORTING SUMMARY 2014/2015 JAN - MAR

NO.	DISTRICT	NO. OF CSO REPORTED	MALE	FEMALE	TOTAL NUMBER SERVED
1	Abim	-	-	-	-
2	Adjumani	-	-	-	-
3	Agago	-	-	-	-
4	Alebtong	2	1,712	1,105	2,817
5	Amolatar	1	1,217	946	2,163

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.

► 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

- PSWO Summary Per CPA

- PSWO Indicator Report

Financial Year:

2014/2015

Reporting Period:

Apr - Jun

District/Municipality:

-All-

OVC Service Provider:

-All-

OVC CSO REPORT FOR THE PERIOD 2014/2015 APR - JUN

NO.	SERVICE PROVIDER	MALE	FEMALE	TOTAL NUMBER SERVED
1	DC SOROTI CDC	-	-	-
2	Akulabula HIV/Aids Activities Counselling Association	-	-	-
3	BUKIGAI HIV/AIDS COMMUNITY INITIATIVE	-	-	-
4	CHRISTIAN COUNSELING FELLOWSHIP	-	-	-
5	FACILITATION FOR PEACE AND DEVELOPEMENT	-	-	-
6	Mpenja Aids Care and Counseling organization	-	-	-
7	Naboa Reflect Development Organisation	-	-	-
8	UGANDA RED CROSS SOCIETY	1186	1311	2497

