

Orphans And Vulnerable Children Management Information System (OVC MIS)

CSO Handbook - User Guide

Prepared by Data Care (U) Ltd For

Ministry of Gender, Labor and Social Development

August 2015

Version 1.0

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 12:55:13 Help

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#of OVC HHs supported to access safe water

Source map: Uganda

of Districts Reported

Apr - Jun-2014/2015

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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.

The screenshot shows a web browser window with the address bar containing 'ovcmis.mglsd.go.ug'. The page features the OVC MIS logo and a navigation menu on the left. The main content area includes a welcome message and a list of indicators:

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 OVC MIS using the latest version of **Mozilla Firefox**.

2. Updating Organization Profile

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 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 OVC MIS System Administrator.

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

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.

4. 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](#)

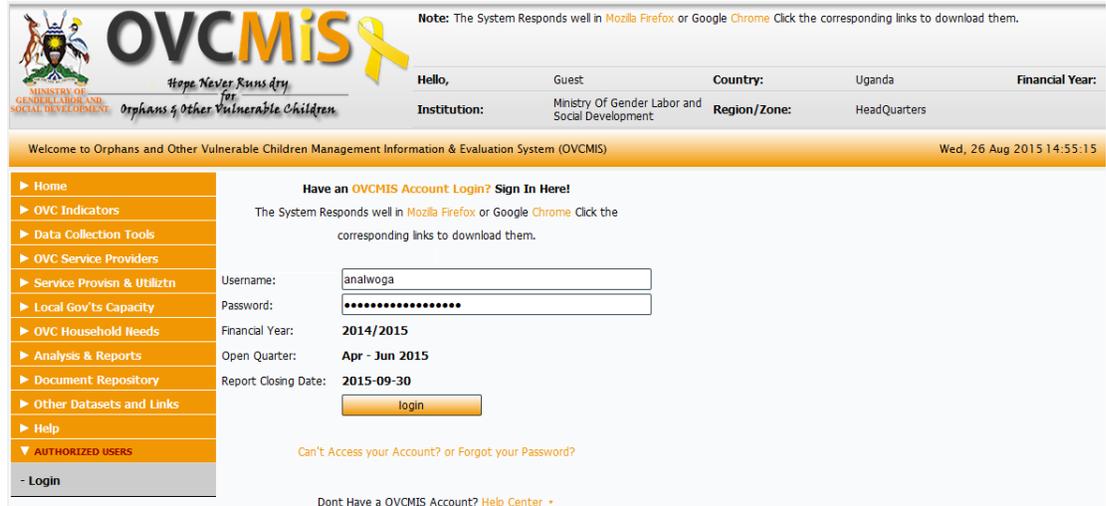
SERVICE PROVIDERS INVENTORY							RECORDS PER PAGE:		
NO	ORGANISATION NAME	DISTRICT	ORGANIZATION TYPE	CONTACT PERSON	TELEPHONE	LAST UPDATED	LAST REPORTED	STATUS	ACTION
1	DIVINE MERCY	MBARARA	National NGO	Ester Mugenyi	0782949832	2015-06-30 09:05:53	2015-06-30 09:05:53	Active	Details Edit

Note: A callout bubble points to the 'Details' button with the text: 'Click here to View CSO Records'

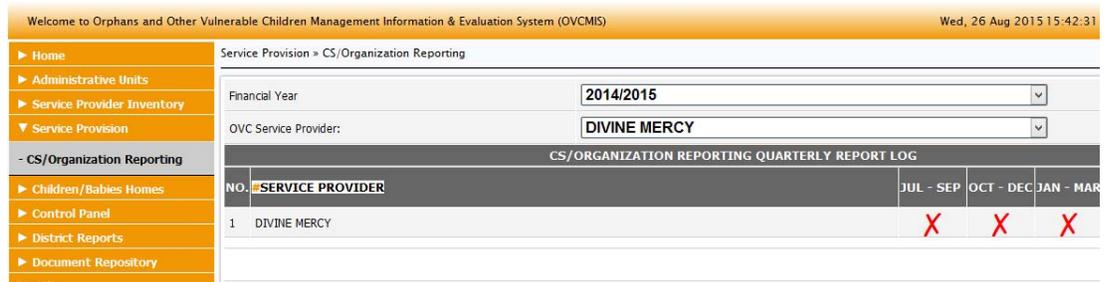
3. Quarterly Reporting

3.1 Reporting through the OVC MIS

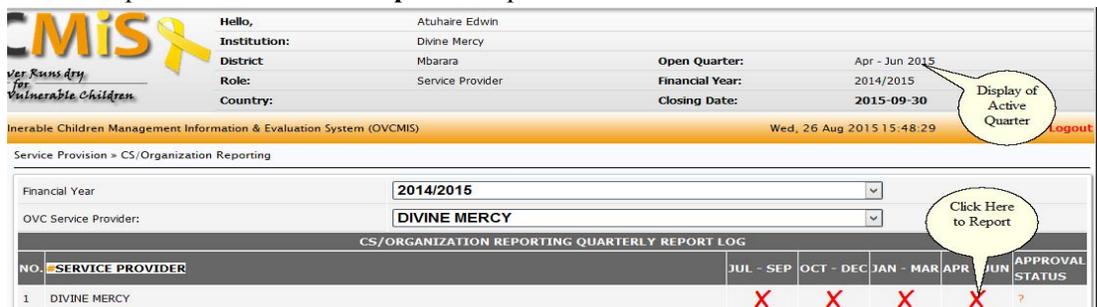
- 1) Navigate to the Login page under the **Authorized Users** main menu and key in your designated **user name** and **password** as assigned by the System Administrator.



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



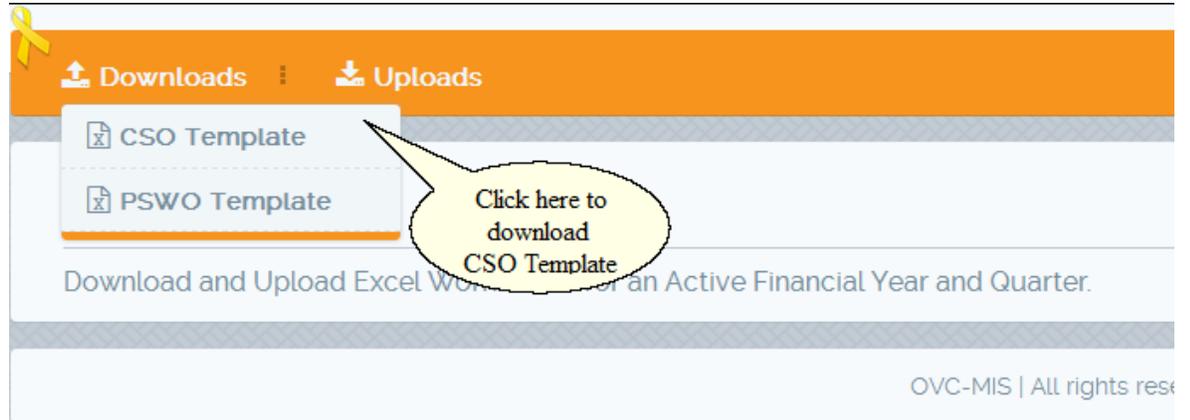
- 3) Click on the Active quarter to submit data. The active quarter is always displayed at the top of the OVC MIS home page as indicated in the screen shot below. In the screen shot below the user will be required to click on the **Apr –Jun** quarter.



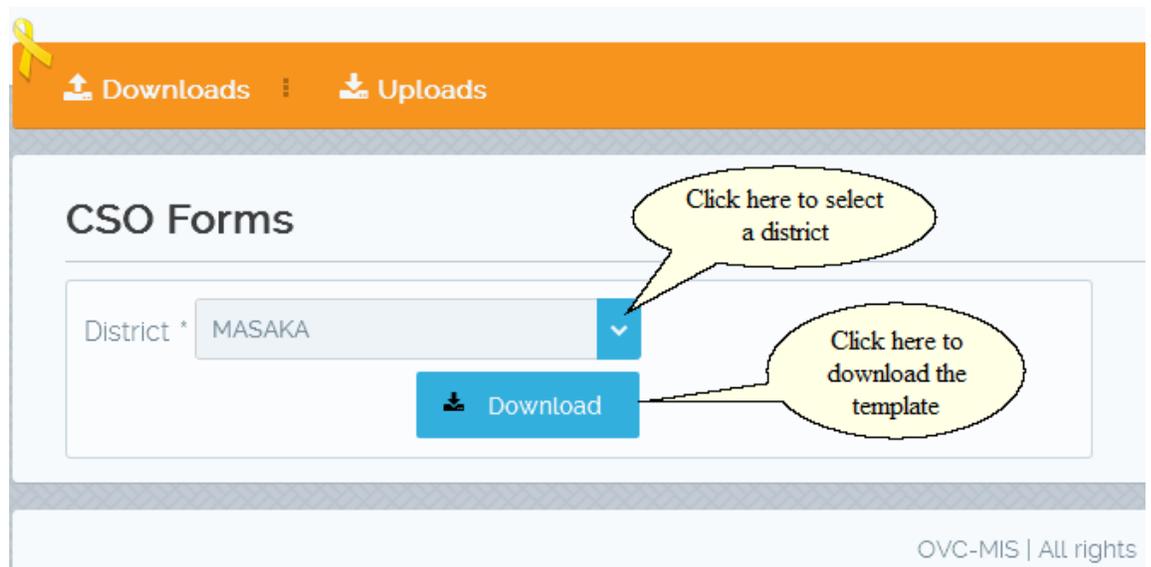
4. Quarterly Reporting - Excel Based

4.1 Downloading templates

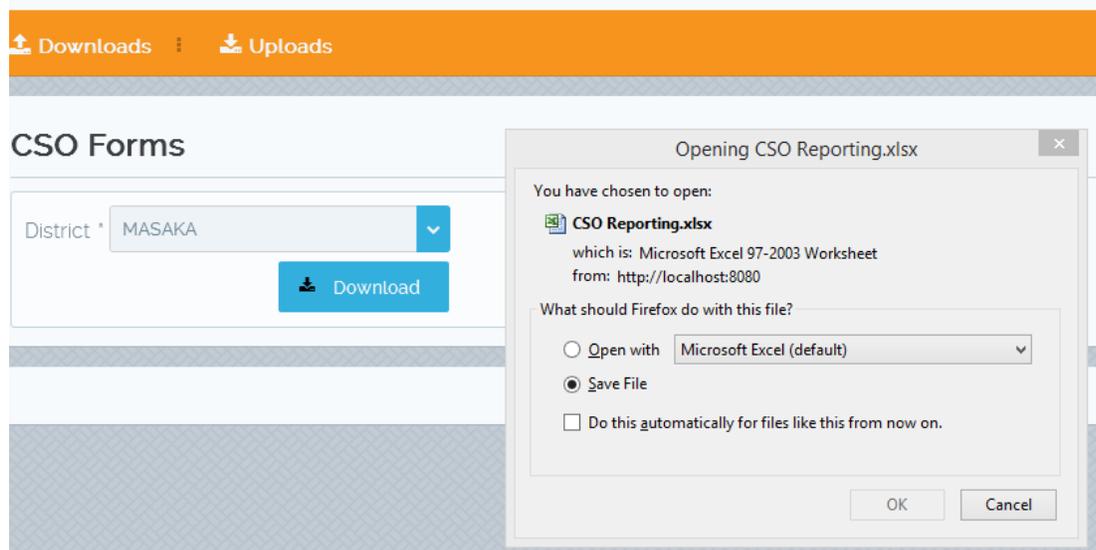
- 1) Access the OVC MIS system and click on the link **Excel based Reporting**. A screen familiar to the one below will be displayed.



- 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			
	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

4.2 Uploading CSOTemplates

- 1) Access the OVC MIS 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 MADD0

+ 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 OVC MIS database.
- 5) Click on the **Save** button to save the data into the online OVC MIS database. The excel file will be validated to ensure that the records are accurate.

5. Quarterly Reporting – Mobile Version

5.1 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.

5.2 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.

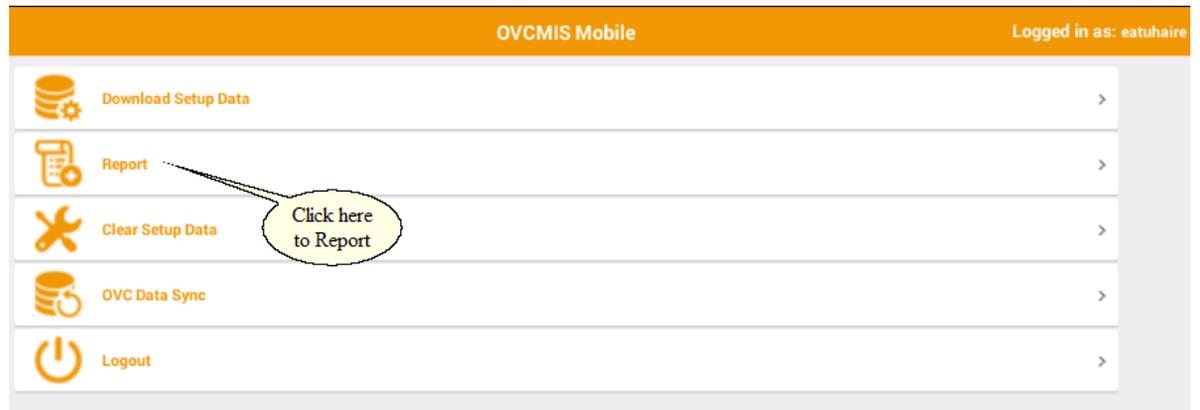


- 2) A login screen will be presented to the user to key in their user credentials. **Please note that the credentials used to access the online OVC MIS are applicable here.** Once you have logged in successfully, a screen similar to the one below will be displayed with a menu to interact with.



- 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	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	

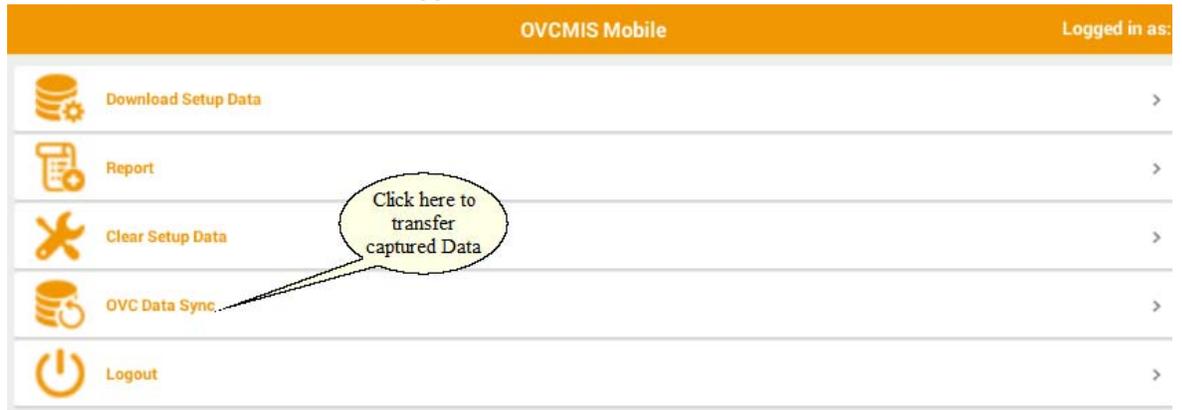
Click here to Save

Save

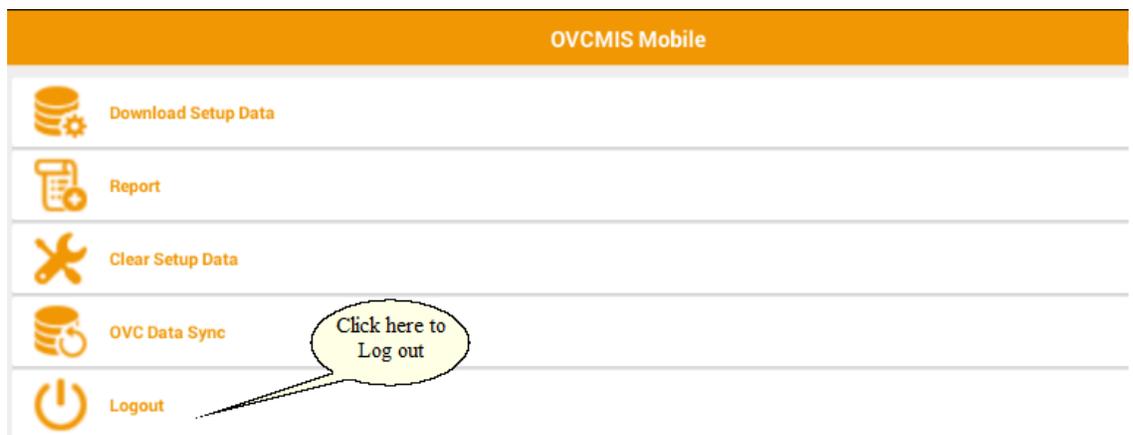
- 7) Click on the **OVC Data Sync** icon on the OVC MIS mobile app menu to transfer captured data from the phone to the online OVC MIS server.

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.



6. 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.

6.1 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

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.

6.2 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

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.

6.3 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

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	OVCCPA-1.1	# of OVC HHS who received economic strengthening support	N/A	N/A	-
<input type="checkbox"/> 2	OVCCPA-1.2	# Of OVC supported to attain vocation/apprentice skills	-	-	-
<input type="checkbox"/> 3	OVCCPA-1.3	# of OVC provided with toolkits/startup kits	-	-	-
2.0 Food & Nutrition Security					
<input type="checkbox"/> 4	OVCCPA-2.1	# of OVC HHS that received agricultural/farm input	N/A	N/A	-
<input type="checkbox"/> 5	OVCCPA-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.

6.4 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.

OVC SERVED PER CORE PROGRAMME AREA FOR THE PERIOD 2014/2015 JAN - MAR MBARARA															
C HHS THAT RECEIVED AGRICULTURAL/FARM	# 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		# OVC PROVIDED WITH PSS		# OVC PROVIDED WITH BASIC CARE	
	M	F			TOTAL	TOTAL	M	F		M	F	TOTAL	M	F	M
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	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.

#	REGION	DISTRICT	OVC SERVICE PROVIDER	SUBCOUNTY	YEAR	QUARTER	TOTAL	M	F
1	South Western	MBARARA	DIVINE MERCY	KAMUKUZI	2014/2015	Jan - Mar	0	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

7. 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.

7.1 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%

7.2 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	-	-	-

7.3 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	Analysis and Reports » Reporting Summary					
▶ OVC Indicators	<input type="button" value="Export to Excel"/> <input type="button" value="Print Version"/>					
▶ Data Collection Tools	Financial Year:	2014/2015				
▶ OVC Service Providers	Reporting Period:	Jan - Mar				
▶ Service Provisn & Utiliztn	District/Municipality:	-All-				
▶ Local Gov'ts Capacity	REPORTING SUMMARY 2014/2015 JAN - MAR					
▶ OVC Household Needs	NO.	DISTRICT	NO. OF CSO REPORTED	MALE	FEMALE	TOTAL NUMBER SERVED
▼ Analysis & Reports	1	Abim	-	-	-	-
National Reports	2	Adjumani	-	-	-	-
- District Report Log	3	Agago	-	-	-	-
- Annual Report Log	4	Alebtong	2	1,712	1,105	2,817
- Reporting Summary	5	Amolatar	1	1,217	946	2,163
- CPA Report						
- CSO Report						

7.4 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	Financial Year:	2014/2015	Reporting Period:	Apr - Jun	
▶ Service Provisn & Utiliztn	District/Municipality:	-All-			
▶ Local Gov'ts Capacity	OVC Service Provider:	-All-			
▶ OVC Household Needs	OVC CSO REPORT FOR THE PERIOD 2014/2015 APR - JUN				
▼ Analysis & Reports	NO.	SERVICE PROVIDER	MALE	FEMALE	TOTAL NUMBER SERVED
National Reports	1	DC SOROTI CDC	-	-	-
- District Report Log	2	Akulabula HIV/Aids Activities Counselling Association	-	-	-
- Annual Report Log	3	BUKIGAI HIV/AIDS COMMUNITY INITIATIVE	-	-	-
- Reporting Summary	4	CHRISTIAN COUNSELING FELLOWSHIP	-	-	-
- CPA Report	5	FACILITATION FOR PEACE AND DEVELOPEMENT	-	-	-
- CSO Report	6	Mpenja Aids Care and Counseling organization	-	-	-
- CSO Reporting Status	7	Naboa Reflect Development Organisation	-	-	-
- Indicator Report	8	UGANDA RED CROSS SOCIETY	1186	1311	2497
- PSWO Summary Per CPA					
- PSWO Indicator Report					

7.5 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 - JUN
1	Baltambogwe 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

7.6 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.

<ul style="list-style-type: none"> > Data Collection Tools > OVC Service Providers > Service Provisn & Utiliztn > Local Gov'ts Capacity > OVC Household Needs ▼ Analysis & Reports 		F/Year: 2014/2015 Quarter: Apr - Jun District: -All-	Export to Excel Print
OVC SERVED PER CORE PROGRAMME AREA FOR THE PERIOD 2014/2015 APR - JUN			
NO.	CORE PROGRAME AREA	INDICATOR	TOTAL
1.0 Economic strengthening			
<input type="checkbox"/> 1	OVCCPA-1.1	# of OVC HHs who received economic strengthening support	444
<input type="checkbox"/> 2	OVCCPA-1.2	# Of OVC supported to attain vocation/apprentice skills	215
<input type="checkbox"/> 3	OVCCPA-1.3	# of OVC provided with toolkits/startup kits	952
2.0 Food & Nutrition Security			
<input type="checkbox"/> 4	OVCCPA-2.1	# of OVC HHs that received agricultural/farm input	112
<input type="checkbox"/> 5	OVCCPA-2.2	# of OVC provided with food /Nutritional support	212
<input type="checkbox"/> 6	OVCCPA-2.3	# of OVC HHs that received agric. advisory services	294