Republic of South Sudan

Participant Manual
Foundation DHIS South Sudan

Name

Division of Research, Monitoring and Evaluation,
Directorate General of Planning and Coordination, Ministry of Health
Acknowledgements

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## General Course Outline

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0. What do the following terms mean?

- **DHIS**
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

- **Data Entry**
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

- **Standard Reports**
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

- **Exporting**
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

- **Importing**
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________

- **Indicator**
  __________________________________________________________
  __________________________________________________________
  __________________________________________________________
1 Logging in

• When first logging in, please follow the instructions carefully of the facilitator. Ask the facilitator about passwords.
  Keep your user name easy to remember e.g. the first part of your name”. Do not use a “.” use “_” if needed.
  My Username is __________
  My password is __________

  Top Tip:
  Don’t forget your username!

• Key shortcuts:
  DHIS 14 Startup   DHIS14 Core   Log in Screen/Name

Tips:
• It is important to use your log-in so that the information, changes or errors can be chased.
• Don’t use capital letters for the username, and keep it simple!
• If you have forgotten your username use the default: admin password district

  Top Tip:
  You cannot enter data in the admin username.
2 The Control Centre

After selecting “DHIS14 Core” from the “DHIS14 Startup folder”
You will be asked for your log-in
You will see the below screen: THE CONTROL CENTRE
You can see file name at the top “Republic of South Sudan”

Data Entry: All data entry is here

Export to Data Mart: Produces Indicators

Standard Reports: Produces tables of data elements

Import/Export: Import other people’s data or export your data

Maintenance: Housekeeping, adding data elements, indicators, usernames

Switch Data File: Change the data file you have, e.g. For another country

QUIT: Always use this function to close the DHIS
3 Data Entry

Select “Data – Entry/Edit”

Top Tip:

Select the correct data set

For monthly reporting use both

1. ROSS RPIL 2011 Part 1
2. ROSS RPIL 2011 Part 2
Tips for Data Entry

- **Double Click** on the Data Entry, Data element you see this graph

- If the DHIS thinks you have violated the min/max you will see this screen. You have 4 options:
  - **Add a comment** from the drop down list
  - **Correct Entry**: Change the entry as you have checked it with the supervisor or the paper form, and a different number is given
  - **Modify Min/Max**: You know this value is right, so you change the min/max for the DHIS. Change every 3-6 months **NOT every month**
  - **Entry Verified**: Entry is correct and has been checked

When you first start, enter data slowly and copy forms correctly!
What do I do after Data Entry?

Three Key Areas to consider are:

- Save
- Validate (no errors should be there!)
- Produce Standard Reports for Supervisors
- “Export to text” to the State or central levels (for the whole county/state)

**Top Tip:**
1. Exporting is for sending to another DHIS Computer
2. Standard Reports are for supervisors or facilities
4. Data Entry and Validation

After entering data:

1. Press the “Save Button”
2. Press the “Validate” Button

Top Tip:
Only change the min-max after you have 3 months data

Top Tip:
If “Save” button is grey, it is already saved

Validation Rules:

Min/Max Violations:
Check if this data is too high or too low

Absolute Validation Rules:
See the Guidelines for Good Quality Data
(next page)
5. Guidelines for Good Quality Data (1)

Rule 1: Compare Diarrhoea treated with ORS and Diarrhoea all under 5

• Children with diarrhoea treated with ORS must be less than or the same as all children with diarrhoea. If all children with diarrhoea are given ORT (ORS or any homemade fluid) as in the South Sudan protocol for rehydration, the 2 values should be similar.
• However if the use of ORS is low and the children with diarrhoea are not given ORS, this should be explained.

Rule 2: Children with diarrhoea, malaria and pneumonia must be less than all consultations under 5.

• Children with diarrhoea, malaria and pneumonia should be less than or equal to all children seen

Rule 3: Pneumonia presumed should be small numbers

• Pneumonia presumed under 5 years is defined as cough or difficult and fast breathing and any one of the following general danger signs: child unable to drink or breastfeed, child vomits everything, child has convulsions during this illness, child is lethargic or unconscious or chest drawing or stridor in a calm child. The definition of fast breathing depends on the age of the child:
• Generally very few children are seen with ‘real’ pneumonia. Most children have upper respiratory tract infection.

Rule 4: Comparing ANC visits

Antenatal client 4th or more visit should be a small number as very few women come for more than 1 or 2 antenatal visits
5. Guidelines for Good Quality Data (2)

**Rule 5: Comparing live births and Deliveries in facility**
Live births in facility should be similar to deliveries in facility (delivery by skilled staff and unskilled staff). If there were multiple births, the live births may be more than the deliveries, if there were still births, the figure may be smaller than deliveries.

**Rule 6: Vaccines and Deliveries**
- All the live births in the facility should be given BCG and OPV0
- The Vitamin A figure includes both the women who delivered in the facility. The BCG (fixed) is the babies born in the facility (live births). Should women who delivered at home or in the community, on arrival at the facility should be counted as a postnatal visit, given Vitamin A and the baby given BCG and OPV. In these circumstances, the figures for Vitamin A and BCG will be bigger than the live births

**Rule 7: Deliveries in community**
- Deliveries done in community and written into the Delivery Register are NOT counted as deliveries in the facility

**Rule 8: All deaths in the facility are reported**
- Deaths that occur in the community are NOT included.
- Deaths under 5 years and maternal deaths that occur in the facility are included in the sum of all deaths.
6. Dealing with Input Errors

- **Never** leave errors in the DHIS. You can either:
- Contact facility
- Ensure the capturing data is correct at the time of collection, work with the facility!

Can you spot the error below?

<table>
<thead>
<tr>
<th>20 Post partum visit</th>
<th>0</th>
<th>100</th>
<th>18</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 Malaria uncomplicated clinically diagnosed treated ACT under 5 years</td>
<td>0</td>
<td>100</td>
<td>37</td>
</tr>
<tr>
<td>22 Malaria uncomplicated confirmed treated ACT under 5 years</td>
<td>0</td>
<td>100</td>
<td>21</td>
</tr>
<tr>
<td>23 Malaria severe under 5 years</td>
<td>0</td>
<td>100</td>
<td>17</td>
</tr>
<tr>
<td>24 Malaria all under 5 years</td>
<td>0</td>
<td>100</td>
<td>84</td>
</tr>
</tbody>
</table>

![Intermediate course button](See Intermediate course)
6. Dealing with Input Errors

Write down what data quality rules you have learnt:

1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________
4. ___________________________________________________________
5. ___________________________________________________________
6. ___________________________________________________________

Write down how you can deal with them?

1. ___________________________________________________________
2. ___________________________________________________________
3. ___________________________________________________________
4. ___________________________________________________________
5. ___________________________________________________________
6. ___________________________________________________________
7. Quality Feedback from State/Higher Level

**What will the feedback consist of?**

- Confirmation report is received
- Completeness
- Data quality
- Performance against targets

**What must you do?**

- Check the data against the original
- Provide verbal feedback to each health facility so that they will learn about data quality
- Change the data entry according to new information
- Export to State any changes

**Where can I find other support?**

- Support NGOs will also be sent the feedback to help with on-the-ground support
8. Routine Raw Data Reports

Standard reports produces reports on the DATA ELEMENTS ONLY.

Select “Standard Reports” on the Control Centre

1. Select Routine Raw Data Reports
2. Select a Data set you want
3. Select the Org Unit level. Facility/county/state
4. Select the “from” and “to” dates
5. Select the layout you would like “landscape” or “portrait”
6. Select whether you want a word document or an excel document

The report is not saved, a new document opens on your taskbar that you can look at. **Save this as a useful name!** E.g. “Akoka Jan-Jun 2011”

**Top Tip:** You can run Outstanding input forms in the same way!
9. Graphs

Sunshine Hospital DPT 1 – DPT 3 Drop-out Rate (2009)

Author: Mo Ali

Label Both Axis
Make sure there is a title
Put the author on it

Top Tip
Produce the Routine Raw Data Report from an Excel Document
10. Exporting to Text: Sending Information to State

I’ve finished inputting data, how do I send it?
1. Go to “Export/Import” on the Control Centre
2. Select Export XML/Text
3. Select the Data Set e.g. “ROSS RPIL 2011 Part 1”
4. Select the Org Unit you want to send
5. Select the data period
6. **Do not change** the “export file format”
7. **Do not change the location** of the export “C:\Dhis14\Transfer”. All transfer files will be here
8. For simple export (just data) please press export
9. The file name will now appear in the “Export File” box. And you will find it in the transfer folder
Where do I find the export file?

Transfer button on the Control Centre

OR... Option 2

Computer

Local Disk (C)

Dhis14 Folder

Transfer Folder
10. How do I send this by email?

1. Go back to the Control Centre
2. Select the Transfer Folder button
3. You will see the export file you have made
   • **You can either:**
     – Put in on a flash stick
     – Send by email

**PUT ON FLASH STICK**
Right click on the file
Select “Send to” and
Select your flash stick

**SEND BY EMAIL**

**OPTION 1**
Easiest way is to “Copy and Paste” to your “Documents” folder or “Desktop”
Open your “yahoomail” or “googlemail” or work email, as per normal.
Select “New message” or “compose mail”
Select “attach file”

**OPTION 2**
Open your “yahoomail” or “googlemail”, as per normal.
Select “New message” or “compose mail”
Select “attach file”
Find the folder C:\Dhis14 in “Computer”
Find the folder “Transfer Folder”
Find the file name that you have created

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**Top Tip:**
1. Use to “Export/Import” Button on the Control Centre **NOT** “Export to Datamart”
11. Importing Functions: Receiving data from NGOs or Counties

I’ve received the information; how do I import it?

ALWAYS Save the file in the “C:\DHIS\Transfer” Folder

1. Select Import XML/Text
2. Select the “Select File”
3. Find the file you want and select it

   It will take a few moments for it to load, as it is checking the information

   It will then ask you if you want to save it, say ok.

Tip:

Check the title of the 7z file to see if this is what you are expecting to receive.

If there are any errors, please try the process again.

If this doesn’t work, get the sender to check they have used the correct file
12. Advanced Functions

**Quiz:**
What do the following symbols have in common?

- __________________
- __________________
- __________________
- __________________
- __________________
12. Advanced Functions

Reports Folder: Contains all reports

Transfer Folder: Contains all “Export to text” files

Pivot Table Short Cut
13. Producing Indicators: Export to Datamart

Every time you have finished entering data it is good practice to make the DHIS calculate the indicators.

**How do I do this?**

Export to Datamart function

On the Control Centre Select “Export to Datamart”

1. **Make sure the Pivot Table is closed!**
2. Press the “Export to Datamart” (including export of resource tables”
3. **Do not change the file name**
4. Leave the **export options the same**
5. Only change the dates that you want to see. **Usually you can leave this the same**
6. Press **Export**

It will now take a few moments to calculate the information.

Press ok, and ok, for any screens after this.

You will now be back to the main Datamart screen. The Top right corner has an excel icon saying “Pivot Table”. Press this.
Updating your indicators and pivot table; after you have inputted new data

On the main Control Centre; select “Export to Datamart”

You will see two buttons on the left hand side. (See below)

Select “Export to Datamart (including export to resource tables)”

Select the time period you would like export.

Select the export button

After it has finished, press close on the screen that pops-up

Press the Pivot Table Button
Pivot Tables

Ensure you have refreshed the Pivot Table after you have used “Export to Datamart”

1. Select an Organisational Unit:
   OU2: State
   OU3: County
   OU4: Payam
   OU5: Facility

   E.g. You can select multiple facilities for your field site, using the drop down menu for OU5

2. Select Which Indicators you would like using the drop down menu/arrow

   Top Tip: Think about what you want to display first.
Pivot Table Selection

You can select Multiple Indicators

Top Tip:
Copy the worksheet into a new excel document, then you can change it easily & make mistakes!

You can select multiple months
What are my five key tips from the course?