

Annex 3

Tanzania Commission for AIDS

TACAIDS



M&E Database

User Manual

Version 1.02

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M&E Database

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Introduction

1. The database system

The main purpose of developing this M&E database was to harmonize the Monitoring and Evaluation System and to ensure that the necessary information that fulfils the indicators for the national response is captured in the database. In addition, the database developed will create a data utilisation mechanism, which would ensure that there is a relevant reporting system at different levels (districts, regional, zone levels), the relevant information is sent in time; and that there is relevant information flow for policy and decision making at different levels.

The developed M&E database is intended for storing a large variety of qualitative and quantitative indicators values from various sources to allow the user to report on these national key indicators and to track changes in the values over time. Indicator values are entered on forms on the screen resembling the questionnaires used for collecting them. A special form has been provided for entering indicators originating from a range of different sources.

Some report formats have been provided, and it is assumed that more will be developed after the stakeholders' meeting to assess the output of the system.

1.1 Approach to the development

The database is developed using 2-tier architecture. The Front End consists of end user interfaces such as data input forms, data searching forms and report generators. The basic purpose of this tier is to ensure a user-friendly interaction and presentation of data in appropriate format(s). The front tier is based on MS Access Project. The forms are developed using MS Access Project, which is reading and storing data in a database created using SQL Server.

The Database back end is the main storage for data and stored procedures. The SQL Server database engine is used for this purpose. All the data that are entered using MS Access Project Forms are stored in the SQL database.

Microsoft Access Project is an Access file that connects to a Microsoft SQL Server database through OLE DB component architecture. An Access Project contains only code-based or HTML-based database objects: forms, reports, macros, modules, and shortcuts to data access pages. An Access Project does not contain any data or data definition-based objects: tables, views, database diagrams or stored procedures. These database objects are stored in the SQL Server database. Access projects are used to create client/server applications.

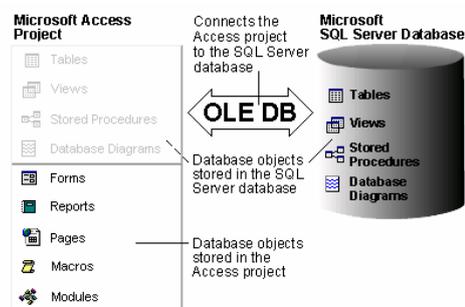


Figure 1: MS Access Project in Relation to SQL Server Engine

In order to effectively handle the large variety of different indicators originating from diverse sources and being reported on sparsely populated questionnaires, it was avoided to create a large number of data tables or tables with excessive numbers of columns. Users are encouraged to use the data entry form developed to enter the value for each table. The menu of the developed Database system is divided according to the following 21 thematic areas:

- Monitoring the spread of HIV in respective area;
- Advocacy;
- Fighting stigma and discrimination;
- District and community responses;
- Mainstreaming HIV/AIDS;
- HIV/AIDS, development and poverty reduction policies;
- Sexually Transmitted Infection (STI) control and case management;
- Condom promotion and distribution;
- Voluntary Counseling and Testing (VCT);

- Prevention of Mother to Child Transmission of HIV (PMTCT);
- Health promotion for specific population groups: children and the youth, girls and women, men & disabled people;
- School based prevention for primary and secondary level;
- Health promotion for vulnerable population groups;
- Workplace interventions (public, private & informal sectors);
- Safety of blood, blood- products and universal precaution in health care and non-health care settings including waste management;
- Treatment for common opportunistic infections, including ARVs;
- Home/community – based care & support;
- Economic and social support for persons, families and communities affected by AIDS;
- HIV/AIDS research;
- Funding of HIV/AIDS activities; and
- Institutional strengthening or enhanced HIV/AIDS responses.

1.3 Overview of the User Manual

Section 1 of the manual contains instructions for using the database. An attempt has been made to provide adequate directions for users with limited experience with Access, while not going into extreme details. Experienced Access users can probably skip the general remarks in Section 1. Section 2 concerns the administrators of the database. Users using the database to enter or look at data, or who wish to open or print standard reports, may skip this section.

2. Instructions

2.1 The menu system

The day-to-day operations on the database can be accomplished using the provided menus. This is not only convenient, but it also assures that the built-in processes, which are important for maintaining data integrity, are running appropriately.

When opening the database, the main menu appears automatically. To reduce clogging of buttons on the main menu, the access to the data is divided into three levels. Clicking on any of the buttons on the main menu will take the user to the next menu level. And when the user clicks on button of the second level menu, she/he will be taken directly to the data entry form. Figure 2 below depicts the main menu.

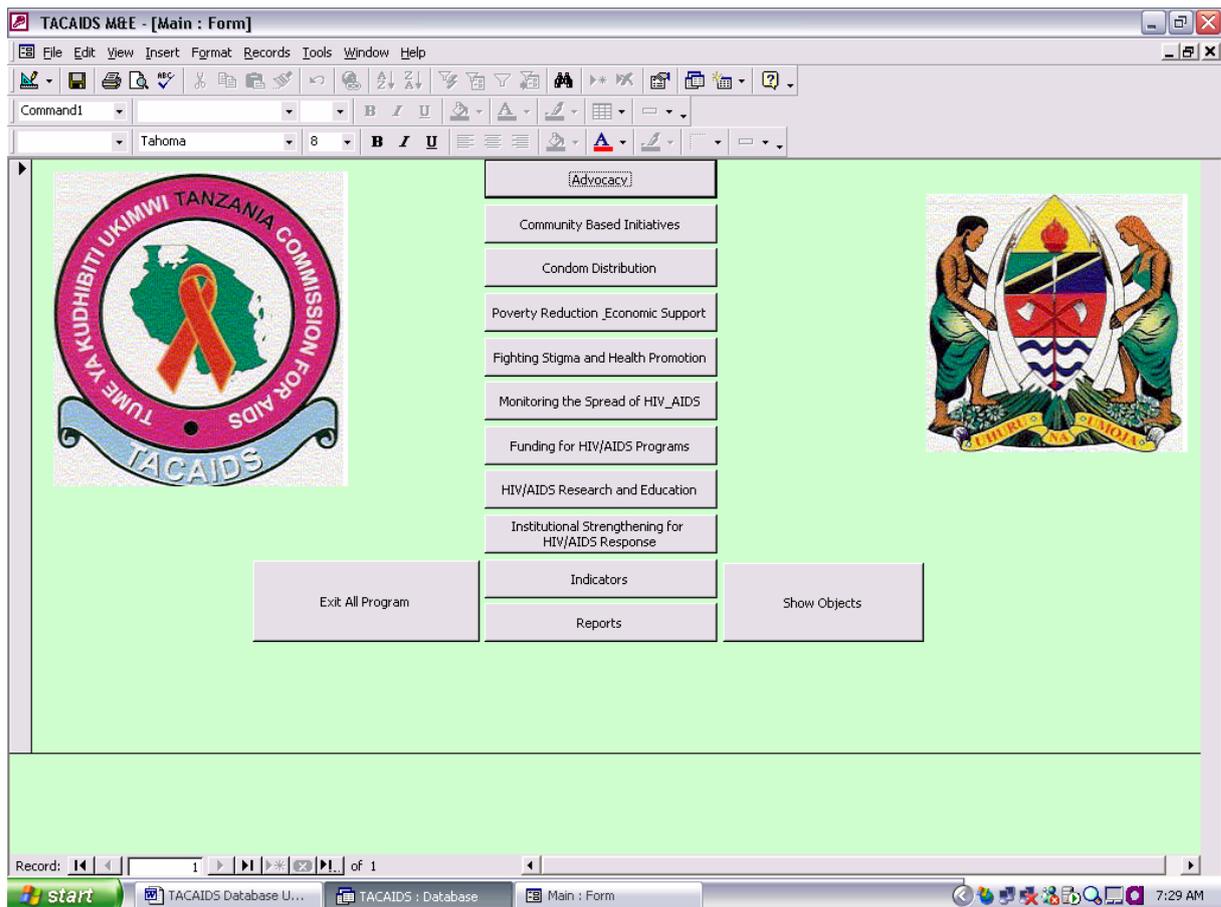


Figure 2: Main Menu

Two special buttons have been provided in the bottom corners of the screen:

- The button on the left side closes the database, and
- The right hand button takes the experienced user to the database window.

If the latter button was clicked, the user can return to the main menu as follows:

- Under Objects on the left side of the database window, click on Forms
- Double-click the form Main. (If it is not visible, use the scroll bar at the bottom of the window to scroll to the form.) See Figure 3 below

All other menus have a special button for taking the user back to the main menu.

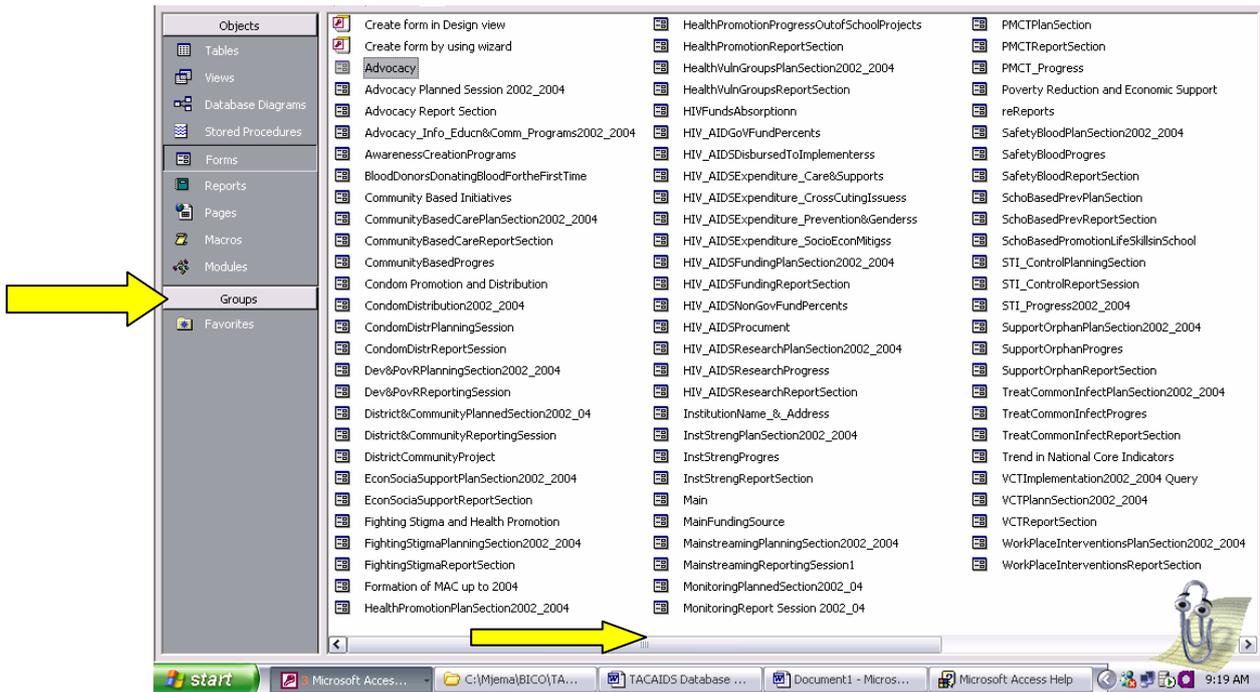


Figure 3: Forms displayed underneath the main menu

Suppose the user clicks the first menu of the main, which is Advocacy, the following menu depicted on Figure 4 below will open.

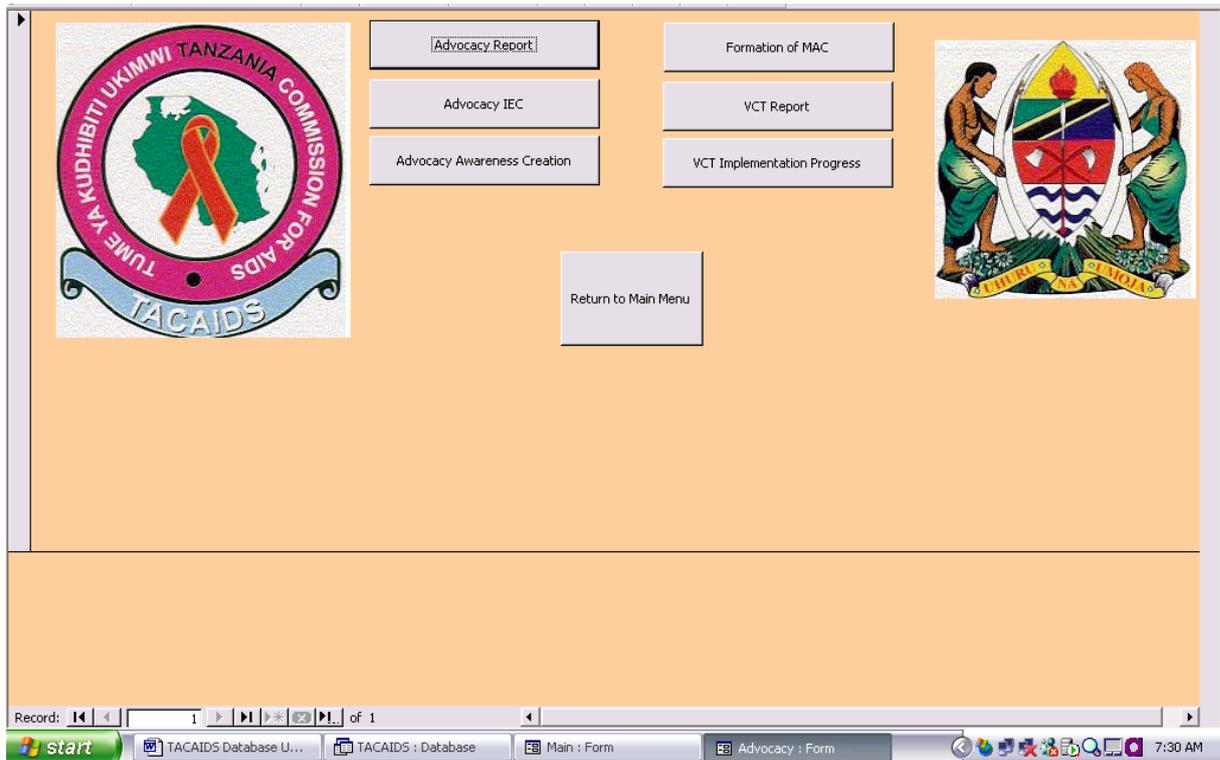


Figure 4: Advocacy menu

And if the user, for example, clicks Advocacy IEC on the Advocacy menu, the data entry form for Information, Education and Communication will be open as shown on Figure 5 below:

TANZANIA COMMISSION FOR AIDS

ADVOCACY

STRATEGIC OBJECTIVE 1:
 - Sustain high level political commitment at all levels,
 - Make HIV/AIDS an issue which society accepts and openly discusses,
 - People infected/affected by HIV/AIDS are met with tolerance and compassion, and
 - To provide correct and sound information and to protect people from false rumours and misinformation is a special task

Information Education and Communication (IEC) Programmes During 2002 - 2004

IEC_ID	<input type="text" value="2001"/>	LocationName	<input type="text"/>	Year	<input type="text"/>
District:	<input type="text"/>	Region:	<input type="text"/>		
	Number of Performers/Programs or Production	Number of Groups or Frequency	Coverage	Estimated Total Number of Audience reached	
Traditional Dances	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Choir	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drama	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sports	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Radio programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Television programs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Video and Cinema shows	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billboards	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Posters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record: 1 of 1

Windows taskbar: TACAIDS Datab..., TACAIDS : Data..., Main : Form, Advocacy : Form, Information_Edu..., 7:33 AM

Figure 5: Information, Education and Communication Form

2.2 Manoeuvring between forms and between records on each form

In general, two types of forms can be distinguished:

- Data entry forms, and
- Pop-up forms, which are opened from the system maintenance menus.

All of these forms have the navigation buttons on the bottom left side of the form activated for moving between records. Users not experienced in using these buttons will find instructions in the Access Help under the heading “Move between records or fields.”

Data entry forms are closed by clicking the Close button in the top right corner of the form. If you click the “Main Menu” button it takes you to the main form and closes the present opened form.

3. System maintenance

3.1 Introduction

The database contains a considerable amount of details relating to the indicators. These include, for example, particulars of the organisations providing the data, the indicators required for specific applications, the community initiatives, advocacy issues, etc. In addition, dimensions and categories, which may apply to indicators, have been saved in the database. These tables can be maintained from the System Maintenance menus. The tables accessible through these menus are also providing useful information some users may wish to consult.

3.2 Concepts

3.2.1 Data sources

Data sources are referred to as various responsible Institutions, which are supposed to give data to be put into the database. If required, the term Organisation can be interpreted as any data source for which questionnaires are entered into the system.

It may in some cases be desirable to group organisations (or data sources) under a governing body. This could, for example, be the case for a NGO with regional offices if questionnaires for the individual regional offices are to be captured in the system.

3.2.2 Reporting periods

Codes have been provided for a variety of different reporting periods up to the year 2030. If it should become necessary to add codes, for example for recording historical data, care should be taken to stick exactly to the format used for equivalent periods in the existing codes.

3.2.3 Indicators and data items

Indicators are the key entities of the database, not requiring further explanation. If indicators are to be aggregated in some reports, it may be necessary to store different data items required for calculating the indicator. In order to provide for components of indicators to be stored separately, one or more data items must be specified for each indicator. In this solution after clicking the Indicators in the main

menu, the second menu will give you a sub-menu for entering data for calculation of indicators, and sub-menu for calculated indicators as shown on figure 6 below.

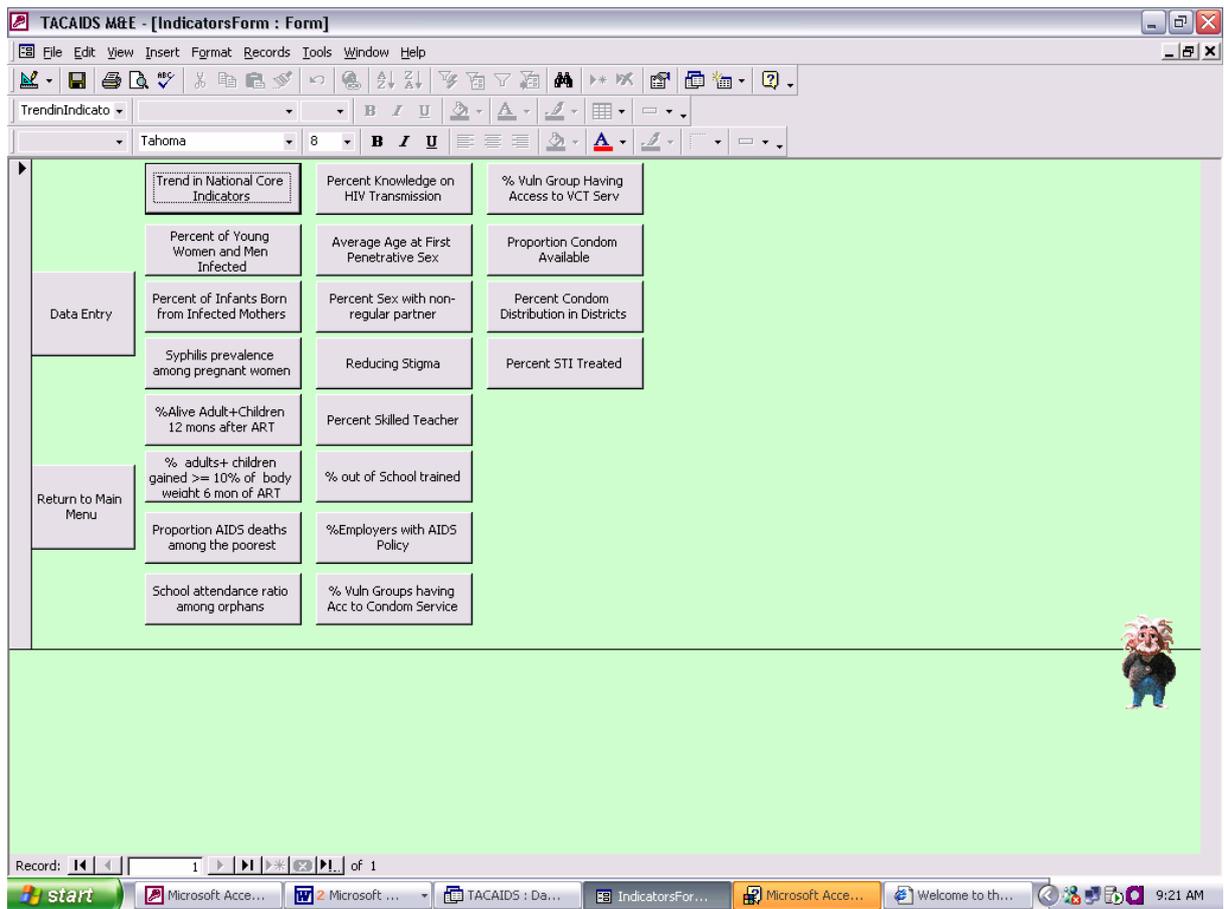


Figure 6: Indicators form.

If you press the Data Entry form, it will give you another form to select the main data sources. In this case they are Ministry of Health (MoH) (including data from NACP), Ministry of Education (MoE), Ministry of Finance (MoF), Presidents Office for Regional Administration and Local Government (PORALG), as well as specific data from TACAIDS (see figure 7)

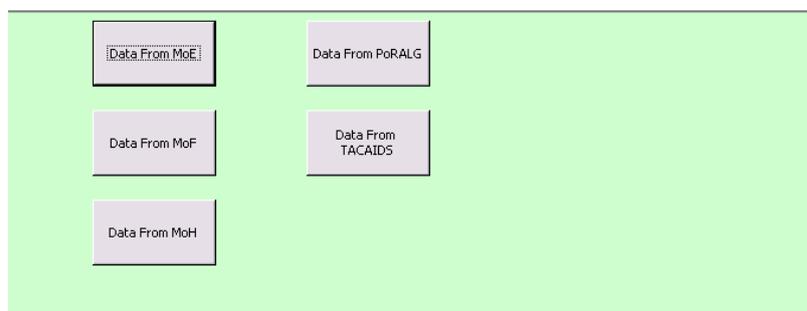


Figure 7: Submenu Indicating the main data source.

If for example one clicks the button “Data from MoH”, the form depicted on figure 8 will open, giving a position for entering various data obtained from Ministry of Health.

Indicator	Data Source	Value
Total Annual Condom Demand	MoH	3456
No. of Sites Offering ARV services	MoH	5
Region	Dar es Sak	
Health Centres with No Fluconazole	MoH	21
District	Kinondoni	
Patient treated STI_Counseled	MoH	21
Health Centres with No Fluconazole	MoH	7
Patient with STI	MoH	54
Approv. Health Cent. to offer Fluco.	MoH	15
Infected Pregnants Receiving ARV	MoH	15
PLHA groups Represented	MoH	4
No. Pregnant with Syphilis	MoH	13
Estimate of Infected Pregnant Women	MoH	73
Trained HBC provider per District	MoH	9
No. Pregnant Tested for Syphilis	MoH	34
Health Centres prov. at least min. PMTC	MoH	7
Trained HBC provider per Population	MoH	14
No. People on ARV for last 12mons	MoH	43
Health Centres Providing Full PMTC	MoH	2
Organisations Providing HBC	MoH	7
No. People Started ART 12 mons ago	MoH	65
No. of Blood Units Screened	MoH	77
No. People on ARV for 6 to12 mons	MoH	23
No. Blood Units Transfused	MoH	143
No. AIDSIB Deaths Poorest People	MoH	13
Health Centres w Guidln in BloodHandling	MoH	8
Total AIDSIB deaths	MoH	53
Total Number of Health Centres	MoH	19
PLHA Receiving Supportive Altn	MoH	14
Health Centre w Guidln Waste Handling	MoH	9
All PLHA Surveyed	MoH	54
No. of VCT sites	MoH	16
Respondents having condom access	MoH	63
No. of Clients who visit VCTs	MoH	54
No. Vulnerable group Surveyed	MoH	103
Patients with Adv.HIV receiving ARV	MoH	23
Respondent having acces to VCT	MoH	24
Total Patients with Adv.HIV	MoH	56
Total Condom Available	MoH	2456

Figure 8: Data Entry form for data obtained from Ministry of Health

3.2.4 Collections of indicators

Sets of indicators are contained in specific reports or are required for some applications. Such sets are referred to in the database as collections of indicators. In this application, the collection of the indicators and their trends can be viewed using the submenu “Trend in National core Indicators” as shown on figure 9. There is a room for showing the baseline value and other values up to year 2008.

Indicator code:	Indicator Name:	Reporting Schedule	Data Source	Baseline(2001):	ValueAtEnd2005:
	Level of advocacy efforts to enhance the Response to HIV/AIDS	Biannually	TACAIDS		
			Prime Minister's Office	ValueAtEnd2002:	ValueAtEnd2006:
			Vice President's Office	ValueAtEnd2003:	ValueAtEnd2007:
			Ministrial Departments and Agencies	ValueAtEnd2004:	ValueAtEnd2008:

Figure 9: A form to view individual indicators and its trend in various years

4. Data entry

After clicking any button on the main form, it will open a second level of the menu items. In the second level menu form there are buttons, which link directly to data entry forms. For example, if the user clicks the Community Based Initiatives on the main menu, it will open the following second menu level as shown on Figure 10

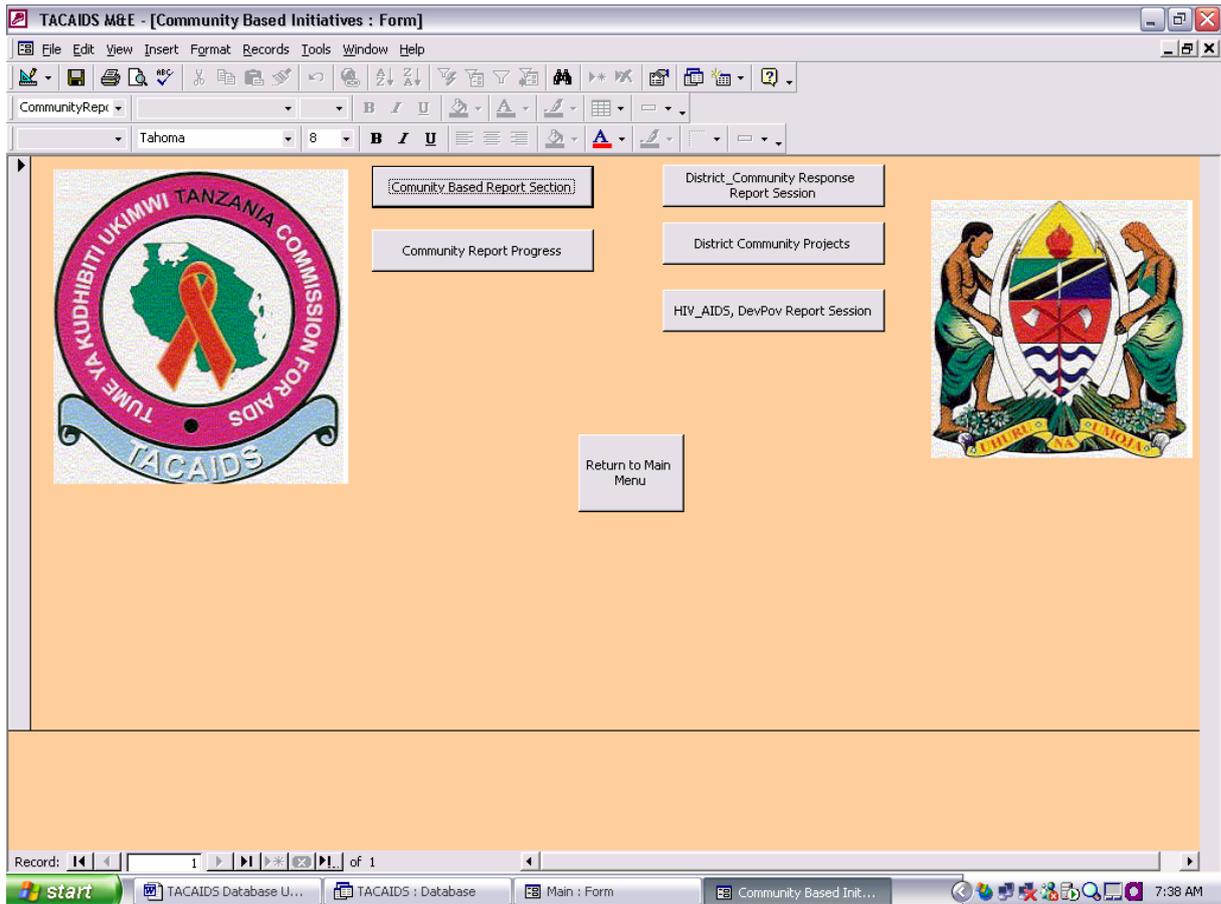


Figure 10: Community Based Initiative menu

If then the user clicks, for example, district community projects, the system will open the following data entry form:

TANZANIA COMMISSION FOR AIDS
 KEY RESULTS AREA 3: DISTRICT AND COMMUNITY RESPONSES
 STRATEGIC OBJECTIVE 3:
 - Mobilise and support the community to develop their own responses to HIV/AIDS
 - District and Municipalities to establish new partnerships and effectively plan and coordinate the local responses to HIV/AIDS under the leadership of local government councils
 Community Projects in Your District During 2002 - 2004

DisComID	Gor	LocationName	Gorongosa		Year:				
District:		Number of projects	Beneficiaries		Implementers		Total Number of Participants		
Region:			Male	Female	Male	Female	Male	Female	Total
Peer Education on Prevention Projects	0		0	0	0	0	10	20	30
Orphan Care									
School Support (school fees)	0		0	0	0	0	0	0	0
Food and Clothing	0		0	0	0	0	40	60	100
Counseling_Psychological support	0		0	0	0	0	0	0	0
People Living with HIV/AIDS (PLHA)									
Counseling	0		0	0	0	0	0	0	0
Legal and human rights advocacy projects	0		0	0	0	0	0	0	0
Income generating activities	0		0	0	0	0	0	0	0
Widow / Widower									
Counseling	0		0	0	0	0	10	30	40
Legal_human rights advocacy projects	0		0	0	0	0	0	0	0
Income generating activities	0		0	0	0	0	40	70	110

Record: 1 of 1

start TACAIDS Datab... TACAIDS : Data... Main : Form Community Base... DistrictCommunit... 7:39 AM

Figure 11: Community Projects in the District Data entry form

The Structure of the data entry forms for this database is grouped as follows:

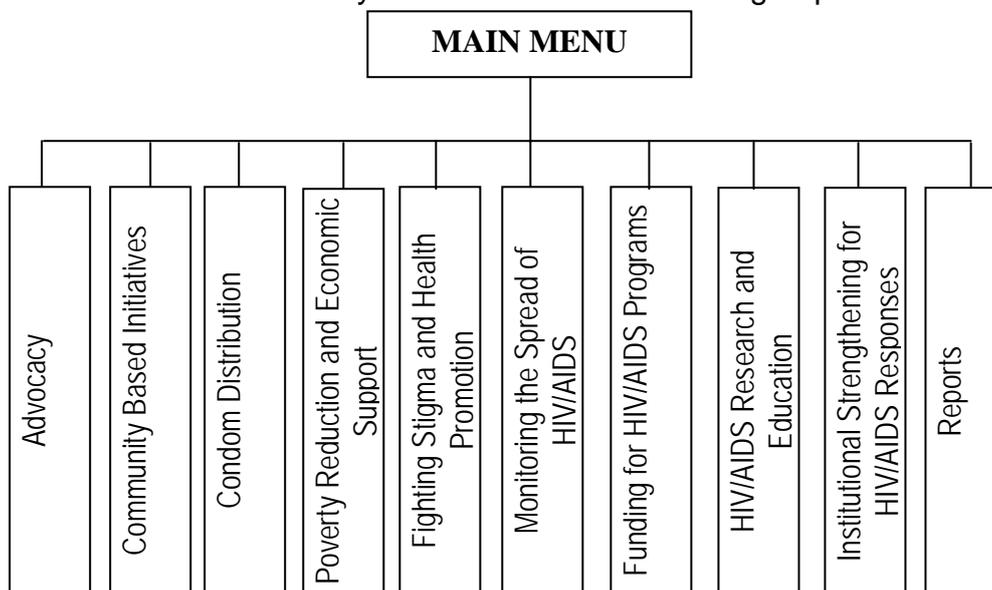


Figure 12: Hierarchical Structure of the Database Menu

The second level structure of the data entry is having the following menu:

i. Advocacy

- Advocacy Report
- Information, Education and Communication
- Awareness Creation

- Formation of Multi-Sectoral AIDS Committees (MAC)
- VCT Report Session
- VCT Implementation Progress

ii. Community Based Initiatives

- Community Based Reporting
- Community Based Progress Report
- District and Community Response Reporting
- District and Community Response Projects
- HIV/AIDS, Development and Poverty Reporting

iii. Condom Distribution

- Condom Promotion Reporting
- Condom Promotion Distribution Progress

iv. Poverty Reduction and Economic Support

- Economic Support Reporting
- HIV/AIDS, Development and Poverty Reporting
- Support Orphans Reporting
- Support Orphans Progress

v. Fighting Stigma and Health Promotion

- Fighting Stigma Reporting
- Health Promotion Reporting
- Health Promotion for Out of School Youths
- Health Promotion for Special Vulnerable Groups Reporting
- STI Control Reporting
- STI Control Progress Report
- Treatment of Common Infections Reporting
- Treatment of Common Infection Progress

vi. Monitoring the Spread of HIV AIDS

- Monitoring Reporting
- Monitoring Blood Donors
- Safety Blood Reporting

- Safety Blood Progress
- Monitoring Pregnant Women
- PMTCT Reporting
- PMTCT Progress

vii. Funding for HIV/AIDS Programs

- HIV/AIDS Main Funding Source
- HIV/AIDS Funding Reporting
- HIV/AIDS Government Funding Percent
- HIV/AIDS non Government Funding Percent
- HIV/AIDS Procurements
- HIV Fund Absorption
- HIV/AIDS Funds Disbursements to Implementers
- HIV/AIDS Expenditure – Care and Support
- HIV/AIDS Expenditure – Cross Cutting Issues
- HIV/AIDS Expenditure – Prevention and Gender
- HIV/AIDS Expenditure – Social Economic Mitigations

viii. HIV/AIDS Research and Education

- HIV/AIDS Research Reporting
- HIV/AIDS Research Progress
- Schools Based Prevention Reporting
- Schools Based Promotion of Life Skills in Schools

ix. Institutions Strengthening for HIV/AIDS Responses

- Institutional Name and Address
- Institution Strengthening Reporting
- Institution Strengthening Progress
- Mainstreaming Reporting
- Work Place Interventions Reporting Session

x. Reports

- Trend in the National Core Indicators
- Advocacy

- Formation of MAC
- Monitoring the Spread of HIV/AIDS
- Blood Donors
- Pregnant Women Attending ANC
- PMTCT Status
- HIV/AIDS Funding matters
- Community Based Initiatives Progress
- Institutional Strengthening Progress
- STI Control Progress
- Support of Orphan Progress

5. Reports

The reports that are generated by the database are grouped according to Regions and districts. Depending on type of questions in the questionnaire, some of the data are disaggregated according to sex, rural/urban, and age group. For example figure 13 below shows a report for blood donors donating blood for the first time in the reporting period disaggregated according to rural/urban and age group.

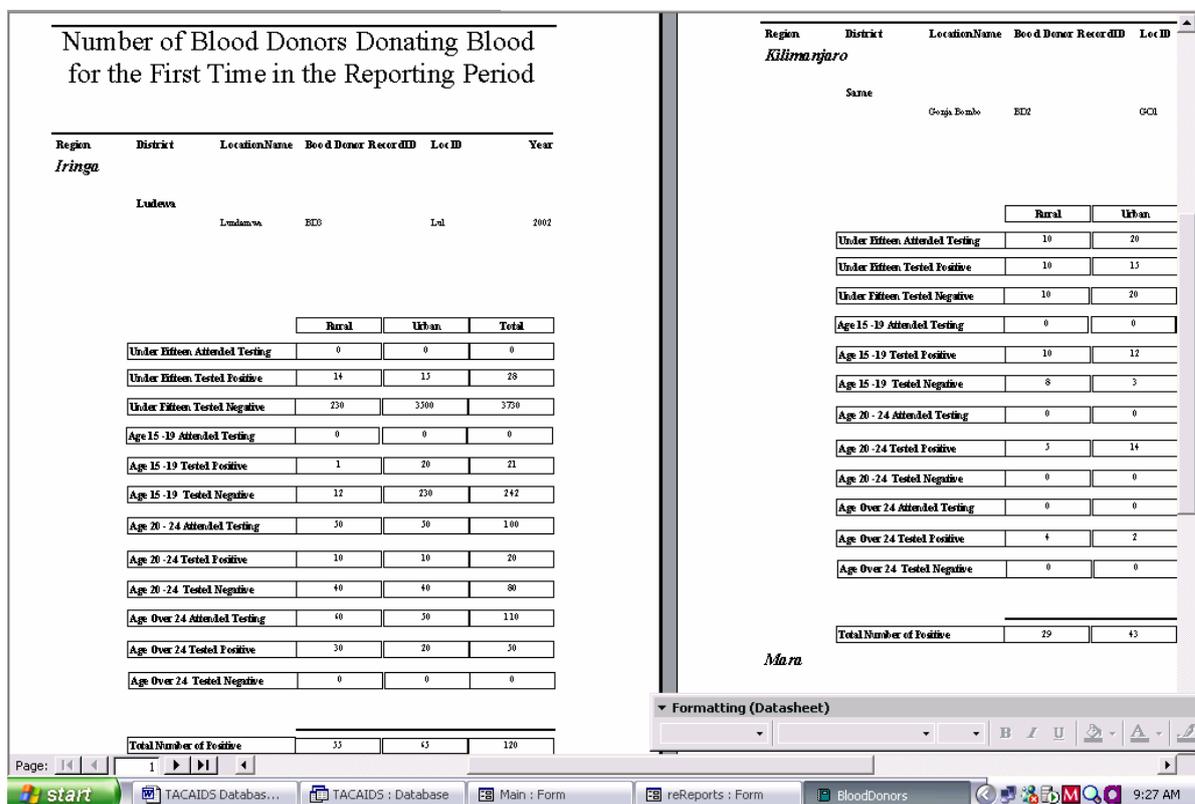


Figure 13: A report showing Blood Donors donating blood for the first

Figure 14 below is a report disaggregated according to the sex of the members of the MAC at different level. The reports generated from this database can be easily directly transmitted to MS Excel or MS Word for further analysis.

Formation of Multi-Sectoral AIDS Committees in the Reporting Period								
<i>Region</i>			<i>Dar es Salaam</i>					
District Kinondoni								
Location Name	Record ID	Location ID	Year	# MAC Expected	# MAC Formed	Male Members	Female Members	Total Members
Kilongwina	2	KI3	2002					
Council MAC				20	3	10	32	42
Ward MAC				20	3	10	32	42
Street MAC				10	3	10	34	44
Village MAC				10	3	10	23	33
Kitongoji MAC				10	3	23	34	57
MAC Activities				Habshansham				
<i>Region</i>			<i>Mara</i>					
District Bunda								
Location Name	Record ID	Location ID	Year	# MAC Expected	# MAC Formed	Male Members	Female Members	Total Members
Bugowe	1	Bun2	2002					
Council MAC				10	8	14	14	28
Ward MAC				8	4	24	22	46

Figure 14: A report showing the Formation of MAC disaggregated according to sex.