



USER MANUAL



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ABOUT THE OPENRBF¹ USER'S MANUAL

This user's manual has been written to make the use of the software easier for the different users. It has been written based on the current version of the software as it was conceived for the demonstration portal of OpenRBF. In it you will find a detailed explanation of the different interfaces (Front End and Back End) and of their content. In the first part, you will find the various sections of the public interface or Front End. They are presented as menus. Instructions will be given regarding the relationship between the information in the public interface and the part in which they are created in the administration interface.

In the second part you will find detailed and illustrated instructions on how to generate content with the software. A glossary is provided at the end of the manual to help you understanding the concepts and jargon used in the manual. Finally at the beginning of the manual various issues have been written as a Frequently Asked Questions (FAQ) section in order to guide you directly to towards the sections you need the most.

1. OpenRBF : A web base software that allows you to collect and extract data, to display them so that they are accessible to all. The code of this application is open source.



1. FRONT END OR INTERFACE PUBLIQUE

How to access the OpenRBF demo website?

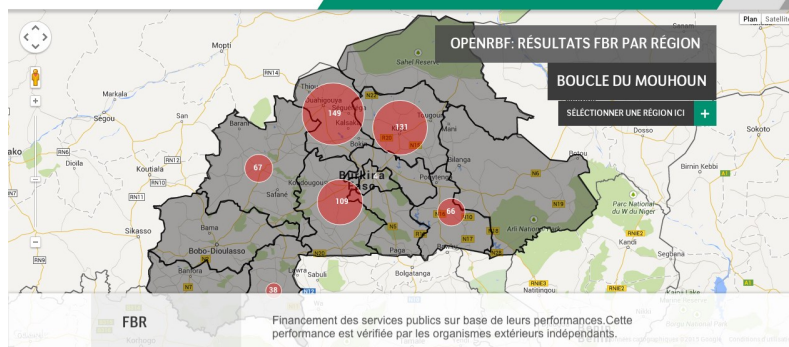
To access the demonstration website of OpenRBF, you just need to type <http://www.demo.openrbf.org> in the URL bar. You will then land on the homepage of the PBF website.

The public interface or front end is the part of the website that is accessible to all. It presents complete information about the PBF project. It shows the progress of the project and the data regarding the evolution of the activities developed as part of PBF.

From the front end, you can access the following menus: About, FBP data, Documents, News, and Management.

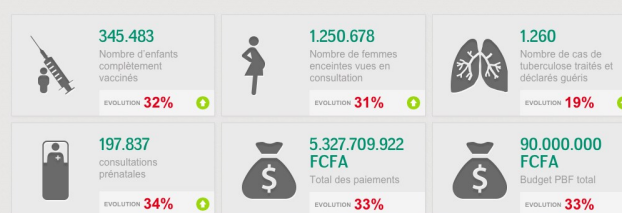
A. Homepage

The application homepage shows a summarized version of the information contained on public site. It sums up with pictures and charts the data concerning the PBF project activities, the PBF's areas of activity and the healthcare formations involved. The homepage also shows the titles of the main sections presents in the public interface. (Sections are in green on top right of the page).



RÉSULTATS EN TEMPS RÉEL

EVOLUTION | 10/2013-9/2014 COMPARE AVEC 10/2012-9/2013



VOIR LES RÉSULTATS FBR

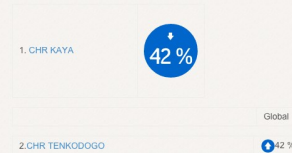
La qualité des soins est mesurée en continu. Ces résultats sont vérifiés par des organismes extérieurs indépendants.

TOP QUALITÉ

CENTRE DE SANTÉ ET DE PROMOTION SOCIALE (CSPS)



CENTRE HOSPITALIER RÉGIONAL(CHR)



ACTUALITÉS

DÉMONSTRATION RÉDACTION D'UN ARTICLE

DEMONS
06 JAN 2015

Comment rédiger un nouvel article ou créer un nouveau document?

MORE 



FORMATION DES MEMBRES DES
ÉQUIPES ACV

Les membres des équipes ACV ont été formés du 08 au 10 septembre 2014 sur leurs rôles dans la mise en œuvre du FBR au Burkina Faso. La formation qui a été...

MORE



B. About section

The page contains information on the PBF project such as information about the health system, the legal framework in which the health system evolves and in which the project fits. That information is published by the portal's users based on their needs (The data publication process will be described page 57 in the workflow section). It informs on the PBF objectives and outlines its context of development and its goals. You can also publish here information about the different participants and partners of the project.

ACTEURS	RÔLE	TÉLÉPHONE
Mamadou Gabriel	Vérificateur	+257
Aminata Camille	PM	+257
Pierre Vincent	PM	+257

The footer section includes logos for OpenRBF, PORTAIL FBR, and MINISTÈRE DE LA SANTÉ, along with a 'FINANCÉ PAR' logo for BLUE SQUARE .ORG. It also features a 'PARTENAIRES' section, social media links (Facebook, Twitter, YouTube), and a copyright notice: 'COPYRIGHT © 2014 TOUS DROITS RÉSERVÉS'.



C. FPB data section

The data page gives information about key data related to the indicators and about the evolution during predefined period of the figures of the quantitative and qualitative indicators. You will also find here the periodical evolution of payments for the different entities and by indicators. The figures in red indicate the number of active entities per region. The figures for “real time results”, “quality score”, “quantity” and “received payment” are displayed once they have been entered and are updated every time data are published.

.

This example of **Indicator Page** informs about the indicators evolution. This page can be viewed at national, regional, district and entities levels. To display the chart, you just have to move the mouse over the label of the indicator.

Home / Données

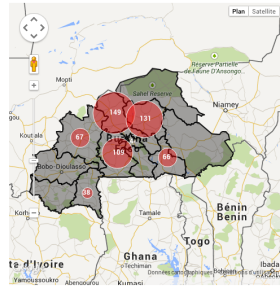
OPENRBF: RÉSULTATS FBR PAR RÉGION

DONNÉES CLÉS

RÉSULTATS EN
TEMPS RÉEL

SCORE DE QUALITÉ

PAIEMENTS REÇUS



Regions
BOUCLE DU MOUHOUN | Centre | CENTRE EST | CENTRE NORD
| CENTRE-OUEST | NORD | SUD-OUEST | Cascades | Centre-Sud | Est
| Haut-Bassin | Plateau-Centre | Sahel

TOP SCORE DE LA QUALITÉ

1. CSPS DE LEGMOIN (CSPS)

2. CSPS DE NIONOGO (CSPS)

3. INFIRMERIE DEU LYCEE YADEGA (DI)

4. CSPS DE BOGOYA (CSPS)

5. CSPS DE BOUDANGOU (CSPS)

Global

86%

86%

83%

82%

QUANTITÉ NATIONALE

INDICATEUR	TRIM. I 2013	TRIM. II 2013	TRIM. III 2013	TRIM. IV 2013	TRIM. I 2014	TRIM. II 2014	TRIM. III 2014
Nombre de nouveaux cas de patients de 5 ans et + vus en consultation curative infirmière - indigent	126	124	180	173	175	124	136
Nombre de jours de mise en observation de malades - indigent	11	56	57	33	81	27	29
Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PT et utilisatrices de contraceptifs oraux ou d'injectables - indigent	28	30	22	36	56	26	38
Nombre de visites à domicile effectuées	9.212	9.374	8.434	8.497	8.727	9.103	9.280
Nombre de césariennes réalisées - patient indigent	0	1					
Nombre de contre-références reçues	5.954	6.478	5.893				

QUALITÉ NATIONALE

CENTRE DE SANTÉ ET DE PROMOTION SOCIALE (CSPS)	Q 1 2013	Q 2 2013	Q 3 2013	Q 4 2013	Q 1 2014	Q 2 2014	Q 3 2014	Q 4 2014
BOUCLE DU MOUHOUN	43	44						
CENTRE NORD	47	45						
SUD OUEST	47	47	40	48	47	44	44	
CENTRE EST	47	43	41	46	46	47	42	
NORD	46	43	44	43	45	45	46	
CENTRE-OUEST	44	46	45	44	48	45	46	
CENTRE HOSPITALIER RÉGIONAL (CHR)								
CENTRE NORD	42	31	61	31	31	42	42	
CENTRE EST	61	31	42	42	31	40	42	
CENTRE MÉDICAL AVEC ANTENNE CHIRURGICALE (CMA)								
CENTRE NORD	68	29	29	55	68	29	29	
SUD OUEST	29	47	29	48	48	48	29	
NORD	38	39	42	48	38	42	42	

PAIEMENTS REÇUS

CLASSE D'ENTITE	TRIM.	Gestion Financière	Prévention des infections	Planification	consultations externes	prise en charge des enfants de 29 jours à 59 mois (selon l'approche TETU)	Evaluation qualitative de la prise en charge des urgences néonatales	Evaluation qualitative des contre-références réalisées et transmises au niveau du CISE/SIM	Evaluation qualitative des hospitalisations	Evaluation qualitative des interventions chirurgicales majeures	Evaluation qualitative des accouchements eutociques assistés	Evaluation qualitative des césariennes réalisées	Evaluation qualitative de la prise en charge des GEU	Evaluation qualitative des accouchements dystociques
Formations Sanitaires	736.5													
		0	17	12	12	17	81	12						
		100	0	80	80	0	80	80						
		100	100	30	30	100	100	30						
		80	35	90	90	30	90	90						
		89	0	35	38	0	0	38						
		90	10	40	40	10	20	40						
		24	9	65	68	9	20	65						
		34	22	21	21	22	2	21						
		70	60	18	18	60	62	18						
		0	0	0	0	0	0	0						
		21	41	43	43	41	36	43						
		61	29	30	30	29	43	30						
		56	87	81	81	87	28	81						



D. Documents

This page allows you to publish online all kind of documents in the PFD format. To understand how to enter information regarding these documents and how to download them, see the **Content** section.

The screenshot shows the OpenRBF PORTAIL FBR website. At the top left is the OpenRBF logo and the text "PORTAIL FBR MINISTÈRE DE LA SANTÉ". To the right is a language selector with "EN" and "FR". A green navigation bar contains links: ACCUEIL, À PROPOS, DONNÉES FBP, DOCUMENTS, ACTUALITÉS, and GESTION. Below the navigation bar is a breadcrumb trail: Home / Documentation. The main heading is "DOCUMENTATION" in green. A featured document card for "MANUEL D'UTILISATION" dated "06 JAN 2015" is shown, with a red button labeled "TÉLÉCHARGER 1.15MB" and a "MORE >" link. The footer area includes a "PARTENAIRES" section with logos for OpenRBF, PORTAIL FBR, and BLUE SQUARE ORG. It also features social media links (Facebook, Twitter, YouTube) and a copyright notice: "COPYRIGHT © 2014 TOUS DROITS RÉSERVÉS".



E. News

This page presents chronologically a list of articles about any activity and other event related to the PBF project. For instructions on how to publish new articles, see paragraph « **How to write a new article** » in the **Content** section.

The screenshot displays the 'PORTAIL FBR' website, which is part of the 'MINISTÈRE DE LA SANTÉ'. The header includes the OpenRBF logo, the site title, and a language selector (EN FR). A green navigation bar contains links: ACCUEIL, A PROPOS, DONNÉES FBR, DOCUMENTS, ACTUALITÉS, and GESTION. Below the navigation bar, a breadcrumb trail shows 'Home / Actualités'. The main section is titled 'ACTUALITÉS' and features two news items:

- DÉMONSTRATION RÉDACTION D'UN ARTICLE**
06 JAN 2015
Comment rédiger un nouvel article ou créer un nouveau document?
MORE >
- FORMATION DES MEMBRES DES ÉQUIPES ACV**
09 SEP 2014
Les membres des équipes ACV ont été formés du 08 au 10 septembre 2014 sur leurs rôles dans la mise en oeuvre du FBR au Burkina Faso. La formation qui a été assurée par l'équipe technique de la mise en oeuvre du FBR a connu la...
MORE >

The footer section, titled 'PARTENAIRES', includes logos for OpenRBF, PORTAIL FBR, and BLUE SQUARE.ORG, along with social media links (Facebook, Twitter, YouTube) and a copyright notice: 'COPYRIGHT © 2014 TOUS DROITS RÉSERVÉS'.



F. Admin

The section Admin allows you to access the administration platform or Backend that will be described in the second part of this manual.

A screenshot of the OpenRBF PORTAIL FBR login page. The page has a green header with the OpenRBF logo and "PORTAIL FBR MINISTRE DE LA SANTE" on the left, and a language selector "EN FR" on the right. A navigation bar below the header contains links: ACCUEIL, A PROPOS, DONNEES FBP, DOCUMENTS, ACTUALITES, and GESTION. The main content area is titled "VEUILLEZ-VOUS IDENTIFIER" and contains a login form. The form includes a message "Vous avez été déconnecté...", an "Email:" label with an input field labeled "Email address", a "Mot de passe:" label with an input field labeled "Password", and a green "Connexion" button. Below the button is a link "Retour au site web". At the bottom of the form is a link: "Problème de connexion? Envoyez un email à sdelbeke@bluesquare.org". The footer of the page features a large graphic with the OpenRBF logo and "PORTAIL FBR MINISTRE DE LA SANTE" on the left, and "FINANCE PAR BLUE SQUARE .ORG" in the center. On the right, there is a "PARTENAIRES" section, social media links for Facebook, Twitter, and YouTube, and a copyright notice: "COPYRIGHT © 2014 TOUS DROITS RÉSERVÉS."



2. BACK END OR ADMINISTRATION PLATFORM

How to access the Back End?

To access the administration platform, click on the **Admin** menu item in the top right corner of the page. The **Admin** section provides an access to the Back End or administration platform. One can only access it with the correct identification details.

You land on a registration form in which you enter your identification details: email address (1) and your password (2). Next, click on (3) "Connexion".

A screenshot of the OpenRBF login page. The page header includes the OpenRBF logo, the text "PORTAIL FBR" and "MINISTÈRE DE LA SANTÉ", and a language selector "EN FR". A green navigation bar contains links: ACCUEIL, A PROPOS, DONNÉES FBP, DOCUMENTS, ACTUALITÉS, and GESTION. The main content area is titled "VEUILLEZ-VOUS IDENTIFIER" and contains a message "Vous avez été déconnecté...". Below this are two input fields: "Email:" with a sub-label "Email address" (annotated with a blue square "1") and "Mot de passe:" with a sub-label "Password" (annotated with a blue square "2"). A green "Connexion" button (annotated with a blue square "3") is positioned below the password field. A link "Retour au site web" is located below the button. At the bottom, a footer note reads: "Problème de connexion? Envoyez un email à sdelbeke@bluesquare.org".



Once logged in the Back End (administration platform), you reach the following homepage:

**PORTAIL FBR**
OpenRBF MINISTÈRE DE LA SANTÉ

EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

COMPLÉTUDE DES DONNÉES [T4:2014] **1**

Type de fichier	Octobre	Novembre	Décembre
Quantité première échelon	520/526	525/526	523/526
Quantité deuxième échelon	6/6	6/6	6/6
Qualité premier échelon			526/526
Qualité deuxième échelon			4/4
Qualité deuxième niveau			2/2
Evaluation de la performance des ACV			0/6
Evaluation de la performance DRS			6/6
Evaluation de la performance des ECD			15/15
Evaluation de la performance du PADS			1/1
Evaluation de la performance du DCPD_SFS/FBR			0/1
Evaluation de la performance UAT			0/1
Evaluation de la performance DGEES			0/1

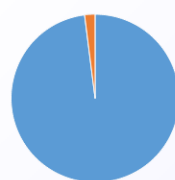
Trim. IV 2014

PROPORTION DE FICHIERS SAISIS [T4:2014]

Quantité



Qualité



COMPLÉTUDE INFO FOSA **3**

#	REGION	Geo	Photo	Pop	Statut	Resp	Email
1	BOUCLE DU MOUHOUN	63/63	0/63	63/63	63/63	0/63	0/63
2	Centre	0/0	0/0	0/0	0/0	0/0	0/0
3	CENTRE EST	0/61	1/61	61/61	61/61	33/61	0/61
4	CENTRE NORD	53/126	1/126	126/126	125/126	96/126	0/126
5	CENTRE-OUEST	100/104	0/104	104/104	104/104	21/104	0/104
6	NORD	101/144	0/144	144/144	144/144	144/144	0/144
7	SUD OUEST	24/34	0/34	34/34	34/34	23/34	0/34

Plus de détails...

RESUMÉ DE LA FRAUDE [T4:2014] **2**

District	Octobre	Novembre	Décembre
BOUCLE DU MOUHOUN	0	0	0
CENTRE NORD	0	0	0
SUD OUEST	0	0	0
CENTRE EST	0	0	0
NORD	0	0	0
Centre	0	0	0
CENTRE-OUEST	0	0	0

Pas de rapports de fraude pour ce trimestre

Trim. IV 2014

ACTIONS RAPIDES **5**

- Saisie de données
- Rapports
- Mettre à jour votre profil
- Aide
- Page d'accueil

RESUMÉ DES LOGS **4**

Date	Responsable	Action
2015-01-06 13:52:29	demo	Connexion réussie
2015-01-06 13:51:23	demo	Connexion réussie
2015-01-06 13:22:04	demo	Connexion réussie
2015-01-06 12:23:14	demo	Vous avez été déconnecté...
2015-01-06 11:37:00	demo	Connexion réussie

Détails des logs

A PUBLIER **6**

Titre d'article	Auteur	Date de création
Formation de l'UAT FBR au portail OpenRBF	demo	2014-09-03



On top of the page are located the Back End menus that is to say the Dashboard, Input, Reports, Export, CMS and Settings. Every menu item will be described on the next pages.

A. Dashboard

If you click on **Dashboard**, the page displays several tab-shaped menus that lead to the different functionalities you can access. The displayed menus depend on the user's profile (a National Administrator does not have the same rights that a Controller ...).

The menus that are displayed on this page are:

- **Data completeness (1):** You will find more detail about this module functionality on page 17
- **Fraud summary (2):** This table displays the number of reported frauds per region and for a quarter. You will find more details about this module functionality on page 29 .
- **Quick actions (5):** This is a shortcut to some of the most used menus. For this portal, the menus set as quick actions are: data input, reports, update your profile and homepage . You will find explanations about those menus later on.
- **Alerts:** These are messages that are displayed on the dashboard to indicate the recent actions (data input, ...).



- ***Info FOSA completeness (3):*** This table displays the completeness of the information from the FOSA level (pictures, coordinates, localization...). You will find more details about how to edit a FOSA on page 48.
- ***Log summary (4):*** Holds the list of actions taken by the users.

How to quickly check the data completeness?

On the dashboard, the 'data completeness' module shows the progress made on the data input for each month and per file type

(ex: First level/grade quantity, a report of the number of files (1) over the number of expected files (2) is displayed) . By default the last quarter is displayed. One can choose the period to be displayed with/via the drop-down (3).

COMPLÉTUDE DES DONNÉES [T4:2014]				
Type de fichier		Octobre	November	Décembre
Quantité première échelon	1	520/526	2	523/526
Quantité deuxième échelon		6/6	6/6	6/6
Qualité premier échelon				526/526
Qualité deuxième échelon				4/4
Qualité deuxième niveau				2/2
Evaluation de la performance des ACV				0/6
Evaluation de la performance DRS				6/6
Evaluation de la performance des ECD				15/15
Evaluation de la performance du PADS				1/1
Evaluation de la performance du DCPD_SFS/FBR				0/1
Evaluation de la performance UAT				0/1
Evaluation de la performance DGESS				0/1
Trim. IV 2014 3				

By clicking on the figures that are shown for the month or the quarter, one displays the FOSA for which data have not been entered yet.

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres

Bonjour, demo | Déconnecter

COMPLÉTUDE DES DONNÉES [T2:2014]

Type de fichier	Avril	Mai	Juin
Quantité première échelon	523/526	522/526	519/526

KAYA

KOUDOUGOU

OUAHIGOUYA

TENKODOGO

#	Entité	Nom du responsable
1	CSPS DE TANGASGO	SAWADOGO Christine

Quantité deuxième échelon	6/6	6/6	6/6
Qualité premier échelon	526/526		
Qualité deuxième échelon	4/4		
Qualité deuxième niveau	2/2		

PROPORTION DE FICHIERS SAISIS [T2:2014]

Quantité



Qualité

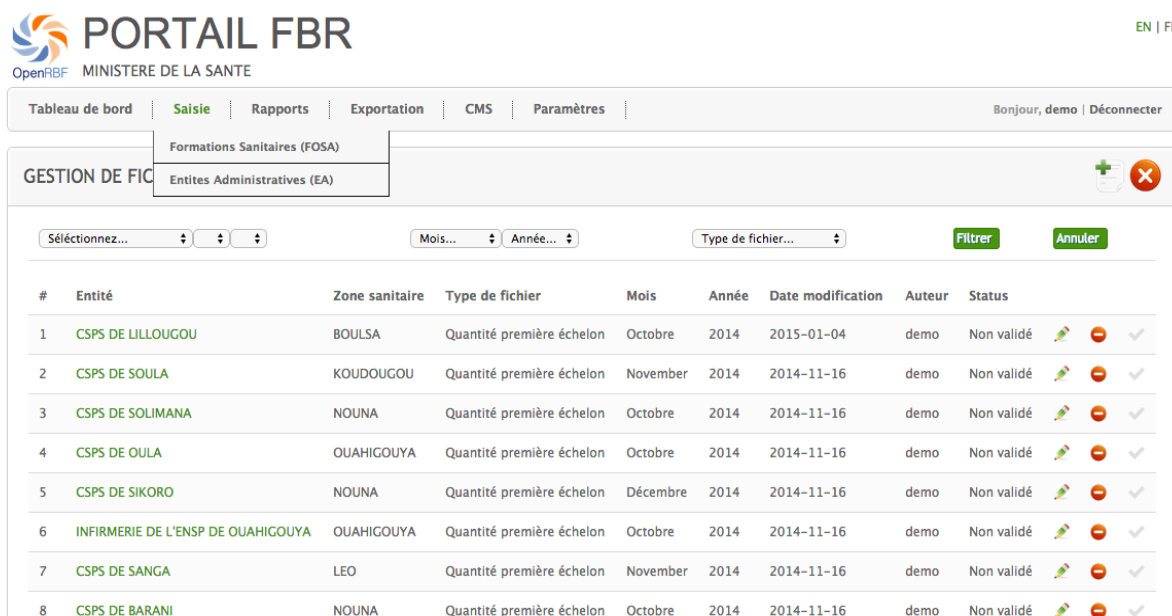


COMPLÉTUDE INFO FOSA

#	REGION	Geo	Photo	Pop	Statut	Resp	Email
---	--------	-----	-------	-----	--------	------	-------

B. Input of data

To show the different files to, from the dashboard, click on the **Input** menu. Two sub-menu options will show up depending on the status and access right of the user.



PORTAIL FBR
OpenRBF MINISTRE DE LA SANTE

EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

Gestion de Fichiers

Formations Sanitaires (FOSA)
Entites Administratives (EA)

Sélectionnez... Mois... Année... Type de fichier... Filtrer Annuler

#	Entité	Zone sanitaire	Type de fichier	Mois	Année	Date modification	Auteur	Status
1	CSPS DE LILLOUGOU	BOULSA	Quantité première échelon	Octobre	2014	2015-01-04	demo	Non validé
2	CSPS DE SOULA	KOUDOUYOU	Quantité première échelon	November	2014	2014-11-16	demo	Non validé
3	CSPS DE SOLIMANA	NOUNA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé
4	CSPS DE OULA	OUAHIGOUYA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé
5	CSPS DE SIKORO	NOUNA	Quantité première échelon	Décembre	2014	2014-11-16	demo	Non validé
6	INFIRMERIE DE L'ENSP DE OUAHIGOUYA	OUAHIGOUYA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé
7	CSPS DE SANGA	LEO	Quantité première échelon	November	2014	2014-11-16	demo	Non validé
8	CSPS DE BARANI	NOUNA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé

You can proceed to entering data:

- ⇒ for the FOSA's activities by clicking on Healthcare Formation (FOSA)
- ⇒ For administrative data by clicking on Administrative Entities (EA).

1. Data input for the FOSA

1.1. New input file :

- Click on **Healthcare formation** in the dropdown menu displayed when you place your pointer over the **Input** menu; you land on the **File Management** page showing the already existing files. You can create new files like this (the procedure to create new files is explain at the bottom of/under this table).


PORTAIL FBR
OpenRBF MINISTRE DE LA SANTE

EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

GESTION DE FICHIERS - [2118 FICHIERS]

Sélectionnez... Mois... Année... Type de fichier... Filtrer Annuler

#	Entité	Zone sanitaire	Type de fichier	Mois	Année	Date modification	Auteur	Status
1	CSPS DE LILLOUGOU	BOULSA	Quantité première échelon	Octobre	2014	2015-01-04	demo	Non validé   
2	CSPS DE SOULA	KOUDOUGOU	Quantité première échelon	November	2014	2014-11-16	demo	Non validé   
3	CSPS DE SOLIMANA	NOUNA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé   
4	CSPS DE OULA	OUAHIGOUYA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé   
5	CSPS DE SIKORO	NOUNA	Quantité première échelon	Décembre	2014	2014-11-16	demo	Non validé   
6	INFIRMERIE DE L'ENSP DE OUAHIGOUYA	OUAHIGOUYA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé   
7	CSPS DE SANGA	LEO	Quantité première échelon	November	2014	2014-11-16	demo	Non validé   
8	CSPS DE BARANI	NOUNA	Quantité première échelon	Octobre	2014	2014-11-16	demo	Non validé   
9	CSPS DE NATENGA	KAYA	Quantité première échelon	Décembre	2014	2014-11-16	demo	Non validé   

- To create a new file, click on the sign  placed in the top right corner of the page
- Open the page **New File**
- Define the file you which to create and input by filling up the dialog window with the following information: (1) the region, (2) the district, (3) the entity, (4) the file type, (5) the period, then click on **Continue**

NOUVEAU FICHIER

Region:

Sélectionnez...

1

Zone Sanitaires:

2

Entité

3

Type de fichier

4

Période:

Sélectionnez...

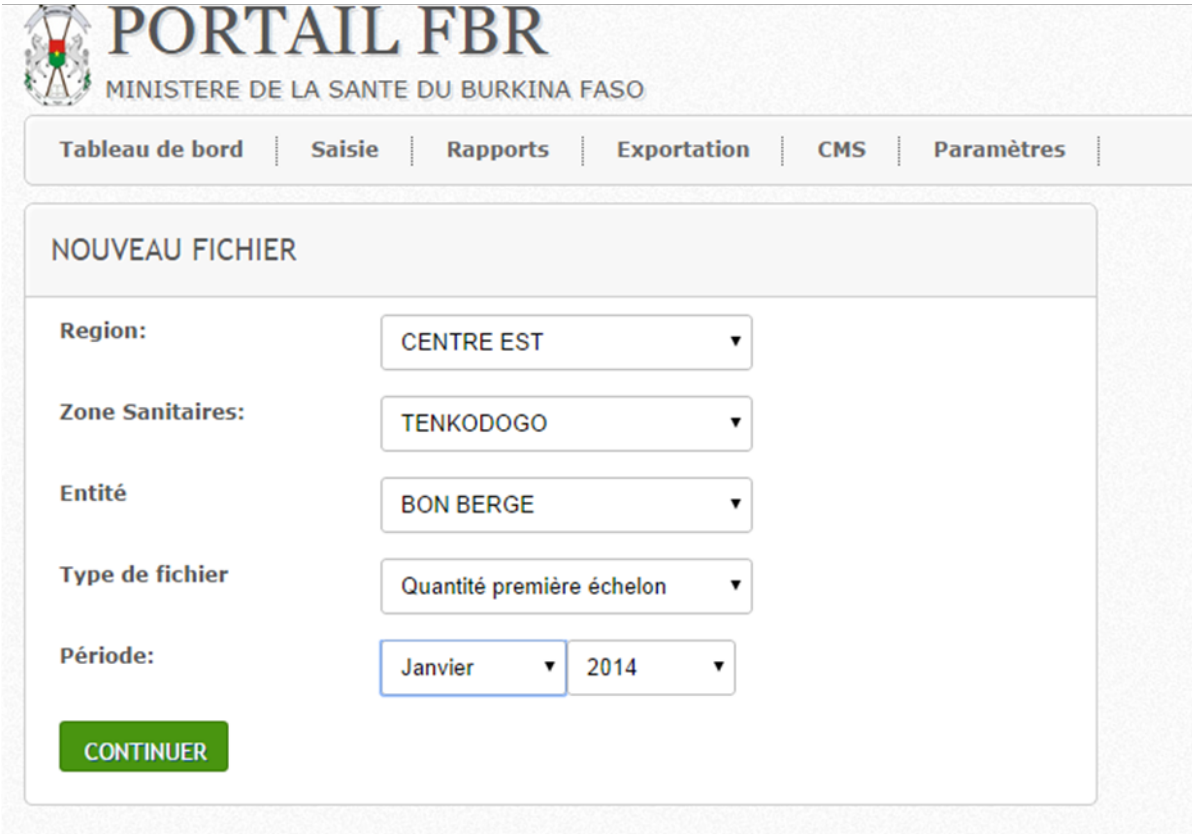
2015

5

CONTINUER

NB : The procedure to create a file is the same for all file types.

Example: Bellow is an example of preliminary information filling for the creation of a First grade quality file for the region Center-East, in the district of Tenkodogo, for the account of the Bon Berge FOSA and regarding the month of January 2014.



The screenshot shows the 'PORTAIL FBR' (Burkina Faso Health Portal) interface. At the top, there is a navigation bar with links: 'Tableau de bord', 'Saisie', 'Rapports', 'Exportation', 'CMS', and 'Paramètres'. Below this, a section titled 'NOUVEAU FICHIER' (New File) contains a form with the following fields:

- Region:** A dropdown menu with 'CENTRE EST' selected.
- Zone Sanitaires:** A dropdown menu with 'TENKODOGO' selected.
- Entité:** A dropdown menu with 'BON BERGE' selected.
- Type de fichier:** A dropdown menu with 'Quantité première échelon' selected.
- Période:** Two dropdown menus for 'Janvier' and '2014'.

A green 'CONTINUER' button is located at the bottom left of the form.



1.2. Input of Quality and Quantity data

1.2.1. Input of quantitative data :

First of all input the total amount computed by the controllers and recorded on the input sheets in the cell (1). If this cell is not filled up, the input of the other data is impossible. To validate the file, it is compulsory that this total (1) equals the total showed by the file (6).

Write any remark/observation to make about the verification in the cell (2).

Then input the indicators' data as they have been recorded on the input sheets of the controllers in the dedicated columns. The declared values will be recorded in the column (3) dedicated to Declared Data and the validated value in the column (4) dedicated to the validated data. The indicators are likely to be different depending on the regions.

The total to be paid for the indicator (5) is calculated automatically.

The amount indicated in the cell (1) must be the same than the final total located in the last cell of the column (6) at the bottom of the table.

Save the data once everything has been recorded by clicking on Save (7).

SAISIE DES DONNEES - QUANTITÉ PREMIÈRE ÉCHELON

Entité: BOUCLE DU MOUHOUN - NOUNA - CSPS COMMUNAL DE NOUNA

Période: Janvier 2015

Total: 546,373

#	Indicateur	Déclarée	Validée	Prix/Points disponibles	Total
1	Nombre de nouveaux consultants de 5 ans et plus vus en consultation curative infirmière	545	5,464	120.00	655,680
2	Nombre de nouveaux consultants de moins de 5 ans vus en consultation curative infirmière			0	134,460
3	Nombre de jours de mise en observation de malades			0	193,800
4	Nombre de contre références reçues	747	64	1,200.00	76,800
5	Nombre d'enfants complètement vaccinés	78	73	360.00	26,280
6	Nombre de femmes enceintes ayant reçu VAT 2 ou plus au cours du mois	73	65	300.00	19,500
7	Nombre de femmes enceintes (nouvelles et anciennes inscrites) vues en consultation prénatale	655	64	480.00	30,720
8	Nombre de femmes vues en consultation postnatale (J6-J8 et S6-S8)	63	734	600.00	440,400
9	Nombre d'accouchements réalisés au cours du mois	100	73	1,800.00	131,400
10	Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PF et utilisatrices de contraceptifs oraux ou d'injectables	37	28	600.00	16,800
11	Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PF et utilisatrices de méthodes de longue durée (DIU et implant)	36	73	1,200.00	87,600
12	Nombre de nouveaux inscrits de 0-11 mois vus en consultation du nourrisson sain	273	273	120.00	32,760
13	Nombre d'enfants de 12-23 mois vus en consultation du nourrisson sain	273	27	300.00	8,100
14	Nombre d'enfants de 6-59 mois pris en charge pour malnutrition aiguë modérée (MAM)	72	83	360.00	29,880
15	Nombre d'enfants de 6-59 mois pris en charge pour malnutrition aiguë sévère (MAS) sans complication	28	82	900.00	73,800
16	Nombre de visites à domicile effectuées	28	823	3,600.00	2,962,800
17	Nombre de personnes ayant bénéficié d'un dépistage volontaire de l'infection à VIH (hors femmes dépistées dans le cadre de la PTME)	37	26	600.00	15,600
18	Nombre de femmes enceintes ayant bénéficié d'un dépistage de l'infection à VIH dans le cadre de la PTME	27	76	600.00	45,600
19	Nombre de mères VIH+ ayant bénéficié d'un traitement prophylactique complet aux ARV	27	828	3,000.00	2,484,000
20	Nombre de nouveaux nés de mère VIH + pris en charge	28	634	3,600.00	2,282,400
21	Nombre de PVIH sous ARV suivies	62	36	1,200.00	43,200
22	Nombre de cas de TPM+ (nouveau cas et rechutes) dépistés	217	73	7,200.00	525,600
23	Nombre de cas de tuberculose (toute forme) traités et déclarés guéris ou traitement terminé	27	37	10,200.00	377,400
Total					10,694,580

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6



Caution/Warning:

- The data input for the indicators cannot start if the total amount previously calculated by the controllers is not indicated in the total cell
- If the calculated totals at the beginning and the end of the table are different, the data will not be saved. If the totals are different, check that there is no mistake in the inputted data. In case of input mistakes, the following message will show up “Check the totals and try again” .

Two mistakes are then to be checked:

- i. Mistakes that occurred while inputting data : please double check if the validated data on paper are indeed the same than on the electronic file.
- ii. If the mistake comes from the paper version: please remake the calculations on paper.



1.2.2. Input of qualitative data :

- Enter in the cell (1) the total (in percent!) recorded in the input form of the controllers and the remarks or observations regarding this input in the cell (2).
- In the cell (3) one enters the points assigned to each component of the quality.

NB: For the indicators going from 1 to 10, costs are set up. Once all the available points are inputted, the total is automatically computed (4). And from the indicator 11 to the last one/until the end, the number of available points (5) is manually filed up by the user as it may differ from one FOSA to the other.

- Enter the data declared for each indicator in the column (3) as they were recorded in the summary of the input form from the controllers.
- The totals shown in (1) and (6) must be the same and they represent the percent obtained for the quality score.
- Once the input is complete, click on Save.

 le fichier existe déjà.

SAISIE DES DONNEES - QUALITÉ PREMIER ÉCHELON

Entité: BOUCLE DU MOUHOUN – NOUNA – CSPS COMMUNAL DE NOUNA
Période: Décembre 2014
Score Obtenues: 81.61

Demo data

#	Indicateur	Points attribués	Prix/Points disponibles	Pourcentage
1	INDICATEURS GÉNÉRAUX	60.00	70.00	85.71
2	CONDITIONS D'ACCUEIL DES UTILISATEURS	50.00	50.00	100.00
3	DISPONIBILITÉ DU MATÉRIEL MÉDICO – TECHNIQUE	110.00	110.00	100.00
4	TENUE DES SUPPORTS DE COLLECTE DE DONNÉES	38.00	40.00	95.00
5	GESTION DES MÉDICAMENTS, CONSOMMABLES ET INTRANTS	150.00	150.00	100.00
6	RESPECTS DES NORMES DE CONSERVATION DES CONSOMMABLES ET DE RÉALISATION DE CERTAINES ACTIVITÉS	130.00	140.00	92.86
7	GESTION FINANCIÈRE	40.00	80.00	50.00
8	PRÉVENTION DES INFECTIONS	120.00	120.00	100.00
9	PLAN D'AMÉLIORATION DE LA PERFORMANCE (PAP)	0.00	60.00	0.00
10	VISITES À DOMICILE	80.00	80.00	100.00
11	PRISE EN CHARGE DES NOUVEAUX CONSULTANTS DE 5 ANS ET PLUS REÇUS EN CCI	100.00	100.00	100.00
12	PRISE EN CHARGE DES ENFANTS DE 2 MOIS À MOINS DE 5 ANS MALADES	246.00	250.00	98.40
13	MISE EN OBSERVATION DES MALADES	100.00	100.00	100.00
14	VACCINATION DES ENFANTS DE 0 À 11 MOIS	50.00	50.00	100.00
15	CONSULTATIONS PRÉNATALES	122.00	160.00	76.25
16	CONSULTATIONS POSTNATALES	72.00	90.00	80.00
17	ACCOUCHEMENT	90.00	250.00	36.00
18	PF (TOUTE MÉTHODE)	68.00	80.00	85.00
19	CONSULTATION DU NOURRISSON SAIN DE 0 À 11 MOIS	45.00	55.00	81.82
20	CONSULTATION DU NOURRISSON SAIN DE 12 À 23 MOIS	35.00	50.00	70.00
21	PRISE EN CHARGE DES ENFANTS DE 6 À 59 MOIS MALNUTRIS (MAM)	45.00	80.00	56.25
22	PRISE EN CHARGE DES ENFANTS DE 6 À 59 MOIS MALNUTRIS (MAS SANS COMPLICATION)	95.00	115.00	82.61
23	DÉPISTAGE DE L'INFECTION À VIH	60.00	60.00	100.00
24	PRISE EN CHARGE DES FEMMES ENCEINTES SÉROPOSITIVES	0.00	0.00	0.00
25	APPLICATION À LA NAISSANCE DU PROTOCOLE PTME AUX NOUVEAU-NÉS DE MÈRES SÉROPOSITIVES	0.00	0.00	0.00
26	SUIVI DES PVVH SOUS ARV	0.00	0.00	0.00
27	DÉPISTAGE DE LA TUBERCULOSE	20.00	20.00	100.00
28	PRISE EN CHARGE DES CAS DE TB TRAITÉS ET GUÉRIS (TPM+)	0.00	0.00	0.00
Total		1,926.00	2,360.00	81.61

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1.3. Input of data for quality improvement bonuses

- Input in the cell (1) the total recorded in the input form of the controllers and their remarks.
- Click on Save.

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Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

SAISIE DES DONNEES - BONUS AMÉLIORATION QUALITÉ

Entité: BOUCLE DU MOUHOUN - NOUNA - CSDS COMMUNAL DE NOUNA

Période: Trim. IV - 2014

Montant du bonus: **1**

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1.4. Input of fraud data

- Enter the fraud report date in the cell (1)
- Approve the fraud report display by clicking on the cell (2) so that this information shows up on the homepage. Any report created is recorded and thus visible under the “fraud summary” menu that shows up on the dashboard.
- Make a description of the nature of the observed fraud (3)
- Upload the document reporting the fraud if needed on (4)
- Click on Save if all the data are recorded.

 **PORTAIL FBR** EN | FR
OpenRBF MINISTERE DE LA SANTE

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

SAISIE DES DONNEES - FRAUDE

Entité: BOUCLE DU MOUHOUN - NOUNA - CSPP COMMUNAL DE NOUNA 1

Date de constat:  2

Afficher le rapport: ☐

Description: 3

Rapports (pdf): Aucun f... choisi 4

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2. Input of data regarding the Administrative entities

How to create a new administrative file?

The procedure to create new files for the administrative entities is the same than the one for the FOSA. This menu allows you to input evaluation data regarding/of the performance of the ACV, DRS, ECD, DCP, DGE, PADS, UAT .

NB: the core level entities (DCPP, DGE, PADS, UAT) are located in the Center region and in the Kadiogo district.

To browse exiting files or create a new one:

- Mouse over the Input menu so that the dropdown menu appears.
- Click on the sub-menu Administrative Entities, you land on the File management page consisting of a list of existing files regarding the administrative entities.

GESTION DE FICHIERS - [169 FICHIERS]

Sélectionnez... Mois... Année... Type de fichier... Filtrer Annuler

#	Entité	Zone sanitaire	Type de fichier	Mois	Année	Date modification	Auteur	Status	
1	PADS	Kadiogo	Evaluation de la performance du PADS	Décembre	2014	2015-01-04	demo	Non validé	  
2	ECD OUARGAYE	OUARGAYE	Evaluation de la performance des ECD	Décembre	2014	2014-11-14	demo	Non validé	  
3	ECD SOLENZO	SOLENZO	Evaluation de la performance des ECD	Septembre	2013	2014-11-14	demo	Non validé	  
4	ECD KONGOUSSI	KONGOUSSI	Evaluation de la performance des ECD	Mars	2013	2014-11-14	demo	Non validé	  
5	ECD TENKODOGO	TENKODOGO	Evaluation de la performance des ECD	Mars	2013	2014-11-14	demo	Non validé	  
6	ECD NOUNA	NOUNA	Evaluation de la performance des ECD	Décembre	2013	2014-11-14	demo	Non validé	  
7	ECD KOUDOUGOU	KOUDOUGOU	Evaluation de la performance des ECD	Septembre	2013	2014-11-14	demo	Non validé	  
8	DRS BOUCLE DU MOUHOUN	NOUNA	Evaluation de la performance DRS	Décembre	2013	2014-11-13	demo	Non validé	  
9	DRS BOUCLE DU MOUHOUN	NOUNA	Evaluation de la performance DRS	Mars	2013	2014-11-13	demo	Non validé	  

- To create a new Administrative Entity file, click on the (+) sign located in the top right corner.
- Fill in the new file description form by following the same procedure than for creating a new FOSA file.

Example :

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres

NOUVEAU FICHIER

Region: BOUCLE DU MOUHOUN ▼

Zone Sanitaires: NOUNA ▼

Entité: ECD NOUNA ▼

Type de fichier: EVALUATION DE LA PERFOI ▼

Période: Trim. I ▼ 2014 ▼

CONTINUER



Here you will allocate points to the indicators. The points will be recorded in the Verified column. For each indicator, the system will automatically display the score. The same goes for the global score of the quality evaluation.

Indicate the evaluation score (1) as written on the controllers' sheet. If comments are to be made, enter them in (2).

In the allocated point column (3), input the points allocated to each indicator, the computation will be automatically performed in the Percent column (4) as the data input process progresses.

The point total automatically computed by the application will show up in (5). This total must be the same as the one indicated in (1) for the bill to be stored/recorded/saved.

Once all data have been inputted, click on Save.

 le fichier existe déjà.

SAISIE DES DONNEES - EVALUATION DE LA PERFORMANCE DES ECD

Entité: BOUCLE DU MOUHOUN - SOLENZO - ECD SOLENZO

Période: Décembre 2014

Score Obtenues: 59.70

Demo data

#	Indicateur	Points attribués	Prix/Points disponibles	Pourcentage
1	INDICATEURS GÉNÉRAUX	16.00	25.00	64.00
2	PLANIFICATION SUIVI ET EVALUATION	20.00	20.00	100.00
3	GESTION FINANCIÈRE	7.00	15.00	46.67
4	HYGIÈNE & ENVIRONNEMENT DE TRAVAIL	10.00	15.00	66.67
5	GESTION DES MEDICAMENTS	6.00	23.00	26.09
6	MEDICAMENTS TRACEURS	10.00	30.00	33.33
7	VACCINATION	12.00	20.00	60.00
8	INTRANTS PROGRAMMES SPÉCIFIQUES (SR, PALUDISME, NUTRITION, TUBERCULOSE, VIH)	11.00	20.00	55.00
9	GESTION DE L'INFORMATION SANITAIRE	15.00	15.00	100.00
10	SUPERVISIONS	14.00	20.00	70.00
11	CONTROLES	3.00	15.00	20.00
12	VERIFICATION DE LA QUALITE/PERFORMANCE	20.00	20.00	100.00
13	INDICATEURS DE PERFORMANCE DU DISTRICT	13.00	25.00	52.00
Total		157.00	263.00	59.70

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C. Reports and bills

How to generate a report?

The **Reports** menu consists of a list of reports and bills. To access the reports:

- Click on the **Reports** menu
- You land on the Reports page consisting of a list of reports, bills.
- The types of file present differ depending on projects (for the current project) we have the following type of reports:

1/ Monthly allowance bill for service providers

2/ Quarter allowance bill for regulators

3/ Quality bonuses bill

4/ Monthly consolidated quality bonuses bill

5/ Indicators synthesis

6/ Fraud report

7/ Quality improvement bonus



- To consult and to export on of them, click on the report's title (1), a selection dialog (2) will appear on the right of the list.
- In the selection dialog, select the identification elements of the Report (region, district entity, month, year) then click on Open.
- The selected report will open in PDF format in another page.

The screenshot shows the 'PORTAIL FBR' interface for the 'MINISTERE DE LA SANTE'. The top navigation bar includes links for 'Tableau de bord', 'Saisie', 'Rapports', 'Exportation', 'CMS', and 'Paramètres'. The 'Rapports' section is active, displaying a list of reports on the left. The first report, 'Facture subsides mensuels prestataires', is highlighted with a blue box labeled '1'. To the right, a selection dialog box is open, also titled 'Facture subsides mensuels prestataires'. This dialog contains five dropdown menus: 'Region' (BOUCLE DU MOUHOUN), 'Zone Sanitaires' (NOUNA), 'Entité' (CSPS DE BAGALA), 'Mois' (Février), and 'Année' (2015). A blue box labeled '2' is placed over the 'Entité' dropdown. At the bottom of the dialog are two green buttons: 'OUVRIR' and 'ANNULER'. The footer of the page includes the copyright notice 'Copyright © 2014 Tous droits réservés.' and the website 'bluesquare.org'.



D. Exportation

The Exportation menu allows to export PBF data in excel format. You can export all the data saved in the system's database as well as the user list. The data export is done by file type. The table thereafter list all the export possibilities.

How to export data?

- Click on the  sign in from of the file type
- The  sign appears indicating that the file is ready to be exported
- Click on  this small sign to complete the file export.

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EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

EXPORTATION - FICHIERS DE DONNÉES FBR DE ROUTINE [3]   

2014 | 2015

#	Nom du fichier	annee de l export	Taille	Date	
1	Qualité 1er echelon	2015	5 Kb	January 6th 2015	   
2	qualité premier echelon	2015	5 Kb	January 6th 2015	   
3	Quantité première échelon	2015	6 Kb	January 6th 2015	   

Liste des utilisateurs 

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How to generate a new exportation?

- Click on  to open the new file creation form
- Once the form opened, fill it up with the relevant information
- Enter the title of the fill to export in (1).



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EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

CONFIGURATION DE L'EXPORTATION DES DONNÉES

Configuration de l'exportation des données

Titre de la configuration:

Type de fichier:

Type de données:

Region:

Zone Sanitaires:

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- Select the type of file that you want to export (2) as well as the type of data that will be exported in the file in (3).
- Select the concerned region (4), then click on Save to make the file creation effective.
- The file shows up in the list of file to export according to the year in which it was created.



E. CMS (content management system)

The CMS menu consists in various information displayed as articles intended for the public interface.

- Click on the CMS menu
- From this menu, you can control the news and documents publication and edit the “About” section as well as manage the data publication and validation.
- By default, the system shows the last articles created.

 **PORTAIL FBR** EN | FR
OpenRBF MINISTÈRE DE LA SANTÉ

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

SYSTÈME DE GESTION DE CONTENU - ACTUALITES [3] + - x

[Actualites](#) | [Documents](#) | [Top](#) | [Publication et validation](#)

Title: Auteur: **Filtrer** **Annuler**

#	Titre d'article	Date de création	Date de modification	Auteur	
1	Démonstration rédaction d'un article	2015-01-06	2015-01-06	demo	☒ ☐ ☐ ☐ ☐
2	Formation des membres des équipes ACV	2014-09-09	2015-01-06	demo	☒ ☐ ☐ ☐ ☐
3	Formation de l'UAT FBR au portail OpenRBF	2014-09-03	2015-01-06	demo	☒ ☐ ☐ ☐ ☐

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1. News and documents menu

Small icons indicate the article's status:



When the icon is green, it means that the article has been published on the public interface's homepage.



If it is grey, it means the article has not been published on the homepage. You can thus activate its publication by clicking on the icon that will change color.



When the icon is green, it means that the article has been published in the dedicated section. You can un-publish it by clicking on the green icon.



When the icon is grey, the article is not published in the dedicated section. You can activate its publication by clicking on the grey icon.

You can click on this icon to modify an existing article.



You can click on this icon to modify an existing article.



You can click this icon to delete an article.



How to write a new article or add a new document?

- Click first on the submenu News or Documents.
- Then click on the sign  located in the top right part of the page bellow the user name to open the redaction space.
- Write down the article's title in (1), then the article's body in the space (2). You can directly add the formatting to the article that will be displayed as you formatted it.
- You also have the possibility to load a picture for the uploading by clicking on Choose a file (3).
- By selecting (4) you can publish the article on the page of the dedicated submenu whereas if you select the homepage option (5) you will also publish the article on the homepage. It means that this article will be publicly accessible once connected to the website (<http://www.demo.openrbf.org>) under the News menu.

PORTAIL FBR
OpenRBF MINISTÈRE DE LA SANTÉ

EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

SYSTÈME DE GESTION DE CONTENU - DOCUMENTS

Titre: **1**

Contenu: **2**

Document: **3**

Publié: **4** ☐

Page d'accueil: **5** ☐



2. Publication and data validation

The submenu **Publication and validation** allows to control the data validation and their publication on the front-end for each quarter.

Before having the possibility to public data, it is important to validate them. Once validated by a user, data cannot be changed by a user having less authority (more restricted access) than the person charged of the validation.

Example:

A regional administrator valid data. The ACV teams or the ECD cannot modify these validated data anymore, except if they are invalidated either by the regional level or by a greater authority (national level).

It is possible to place conditions on the validation and the publication of data via the menu Settings > Workflow (see page 47)

- The validation is done by selecting the district for which one wishes to validate the data. Here there are two validation levels. Regional level validation then national level validation.
- You can choose to publish all or a part of the data by selecting the districts for which you wish to publish data.

Tableau de bord	Saisie	Rapports	Exportation	CMS	Paramètres	Bonjour, Antoine Legrand Déconnecter
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SYSTÈME DE GESTION DE CONTENU - CMS - PUBLICATION DES DONNÉES FBP [3]

Actualites | Documents | A propos | Top | Publication et validation

Trimestre Année	Date de validation nationale	Auteur validation	Date de publication	Auteur publication
Trim. III 2014 (Cliquez ici pour le détail)				
Trim. II 2014 (Cliquez ici pour le détail)	2014-10-09	KABORE Moussa	2014-10-09	KABORE Moussa

Zone Sanitaire	Completude des donnees	Validation regionale ☐ (tout)	Validation nationale ☐ (tout)	Publication ☐ (tout)
1 NOUNA (BOUCLE DU MOUHOUN)	69/180	☐ (0/69)	☐	☐
2 SOLENZO (BOUCLE DU MOUHOUN)	46/148	☐ (0/46)	☐	☐
3 Kadiogo (Centre)	0/	☒ (0/0)	☐	☐
4 OUARGAYE (CENTRE EST)	65/144	☐ (1/65)	☐	☐
5 TENKODOGO (CENTRE EST)	28/140	☐ (0/28)	☐	☐
6 BOULSA (CENTRE NORD)	3/184	☐ (0/3)	☐	☐
7 KAYA (CENTRE NORD)	54/248	☐ (0/54)	☐	☐
8 KONGOUSSI (CENTRE NORD)	32/160	☐ (0/32)	☐	☐
9 KOUDOUGOU (CENTRE-OUEST)	56/356	☐ (54/56)	☐	☐

F. Settings

The Settings menu allows you to configure a part of the system. By clicking on this menu you will have access to the following submenus:

User accounts: Allows to modify/add/delete a user account

FBR entities: Allows to modify/add/delete an entity

Regions: Allows to modify/add/delete a region or a district

FBR indicators: Allows to modify/add/delete an indicator

Targeted populations: Allow to modify/add/delete

Workflow: Allow to modify/add/delete the workflow for the data publication and validation.

NB: Most of this functionalities are only accessible to the national administrator.



1. Creation of a user account

How to create a new user account?

- Click on Settings then on User accounts
- The list of registered user in the system show up

 **PORTAIL FBR** EN | FR
OpenRBF MINISTÈRE DE LA SANTÉ

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COMPTES UTILISATEURS - UTILISATEURS [4]

Utilisateurs | Groupes | Tâches

Sélectionnez... Sélectionnez... Filtre Annuler

#	Nom complet	Email (nom d'utilisateur)	Fonction	Téléphone	
1	Aminata Camille	caminata@bluesquare.org	PM	+257	☒ ☐ ☐ ☐ ☐
2	demo	demo@openrbf.org	demo	0	☒ ☐ ☐ ☐ ☐
3	Mamadou Gabriel	Gmamadou@bluesquare.org	Vérificateur	+257	☒ ☐ ☐ ☐ ☐
4	Pierre Vincent	pvincent@bluesquare.org	PM	+257	☒ ☐ ☐ ☐ ☐

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- Click on the signe  in the top-right part of the page to open the account creation form on the User accounts-Add an account
- In (1), enter the first names and last names of the user (e.g.: Joseph Minala)
- In (2), enter the user's role (Controller Manager)
- Enter in (3) his/her phone number or at least one digit (Compulsory!)
- If you want the name to be published in the user list, click on the Publish button
- In (4), enter the user e-mail
- In (5), create a password that you will communicate to the user
- In (6), choose the user group
- Click on the Activate button if you want this account to be immediately active
- In (7) select the work area (e.g.: for the controller manager for the Nouna area, click on Nouna)
- When you are done with the form, click on Save to complete the account creation.



COMPTES UTILISATEURS - AJOUTER UN COMPTE

 Les Champs marqués d'une * sont obligatoires

Identification

Nom complet:

Fonction:

Téléphone:

Publier: ☐

1

2

3

Information de connexion

Email (nom d'utilisateur):

Mot de passe:

Mot de passe (confirmation):

Groupe utilisateur:

Activer le compte: ☐

4

5

6

Zone de travail

Clique + Ctrl:

7

SAUVEGARDER **ANNULER**



Description of the user groups

Super Administrator: Access to every function of the application.

National administrator: Has the following authorizations:

- Manage the user accounts, entities and budgets
- Reports and data exportation
- Input/consult/delete data of every entities (Healthcare formation and Administrative entities)
- Data validation and publication

EAT User: has the following authorizations:

- Input/consult/delete data of every entities (Healthcare formation and Administrative entities)
- Data validation and publication
- Reports and data exportation

ACV coordinator: has the following authorizations:

- Input/consult/delete data from service provider in his/her region
- Reports and data exportation of his/her region
- Regional validation

ACV operator: has the following authorizations:

- Input and consult data for service provider in his/her district
- Reports in his/her district

Central regulator: has the following authorizations:

- Consultation of data in the entire country
- Reports and exportations

ECD Manager: has the following authorizations:

- Export and consultation in his/her district

DRS Manager: has the following authorizations:

- Export and consultation in his/her district

2. Export and consultation in his/her district

2.1. How to create a new healthcare formation?

Click on the Settings menu and in the drop-down menu click on FBR Entities. Then click on the submenu Health Structure.

FORMATIONS SANITAIRES ET RÉGIONS - [638 STRUCTURE DE SANTÉ]							
Structure de santé Entité Administrative Groupes d'entités Types d'entités Classes d'entités Complétude de données Exporter vers ODK Importer de ODK							
		Sélectionnez...		Filtrer		Annuler	
#	Nom	Zone Sanitaire	Type	Type de contrat	Statut	Groupe EI	Bonus d'équité
1	CSPS DE BERMA	NOUNA	Centre de santé et de promotion sociale	Principal	Public	Traitement, catégorie I	20 %
2	CSPS DE SOKOURA	NOUNA	Centre de santé et de promotion sociale	Principal	Public	Traitement, catégorie IV	20 %
3	CSPS DE BARANI	NOUNA	Centre de santé et de promotion sociale	Principal	Public	Traitement, catégorie I	20 %
4	CSPS DE BOURASSO	NOUNA	Centre de santé et de promotion sociale	Principal	Public	Traitement, catégorie IV	20 %



- Click on  in the right upper part of the panel to open the form for the creation of a new FOSA. Fill in the form with the required information (this form allows you to enter diverse health information) this file is also accessible from the menu Completeness that is displayed on the dashboard.

See on the following table the kind of information to fill in:

FORMATIONS SANITAIRES ET RÉGIONS

 Les Champs marqués d'une * sont obligatoires

Définition d'entité

Nom:

Type:

Statut:

Nombre de personnel:

Image: Aucun fichier sélectionné

Population cible:

Population cible - Année:

Code SIS:

Active: ☐

Information sur le contrat

Copie du contrat (PDF): Aucun fichier sélectionné

Date de debut: 

Date de fin: 

Type de contrat:

Groupe:

Utilise le bonus d'équité: ☐

Pourcentage utilise pour l'équité(%):

Localisation géographique

Region:

Zone Sanitaires:

Longitude:

Latitude:

Information de contact

Nom responsable:

Numéro de téléphone:

E-mail responsable:

Adresse:

Information bancaire

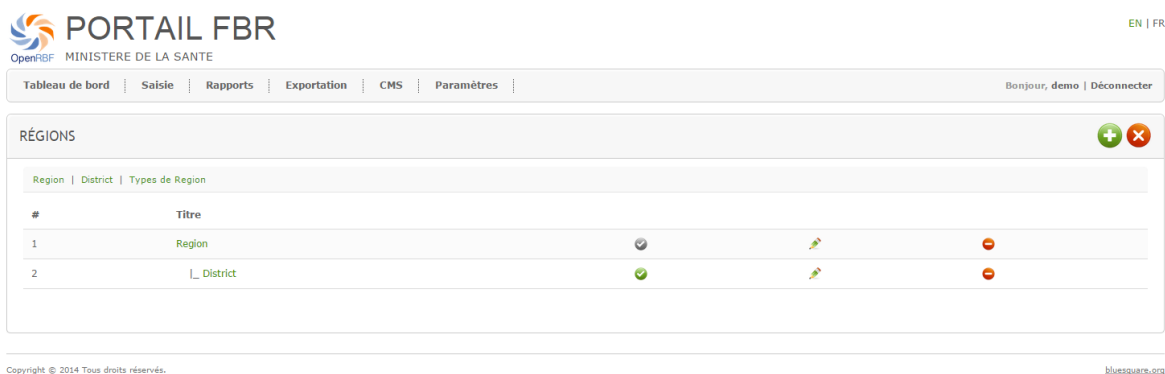
Banque:

Succursale bancaire:

Compte bancaire:

2.2. How to edit or create a new region ?

- Click on the Settings menu
- In the drop-down menu, click on Regions



PORTAIL FBR
MINISTÈRE DE LA SANTÉ

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RÉGIONS

Region | District | Types de Region

#	Titre			
1	Region	✓	✎	✖
2	_ District	✓	✎	✖

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This screen shows you the hierarchy of the organizations' units. To edit either a region or a district, click on the corresponding submenu. For instance to edit a new district, click on District. The screen displays then the list of districts already registered in the system. To edit one of them, click on its name. To create a new one click on  to open the creation form.



RÉGIONS - [16 DISTRICT]

Region | District | Types de Region

#	Nom de Zone	Population cible	Année population cible	Bonus d'équité			
1	NOUNA	340024	2014	20	✓	✎	✖
2	SOLENO	332828	2014	40	✓	✎	✖
3	KONGOUSSI	344628	2014	10	✓	✎	✖
4	KAYA	362929	2014	10	✓	✎	✖
5	BATIE	89036	2014	40	✓	✎	✖
6	DIEBOUGOU	127857	2014	20	✓	✎	✖
7	OUARGAYE	322481	2014	20	✓	✎	✖

3. Creating and editing indicators

In Settings > Indicators FBR. The list of the existing indicators in the system is then displayed.

INDICATEURS [355]

+

×

Elements de données

|

Parametrisation des tarifs d indicateurs

|

Catégories d'indicateurs

Titre d'indicateur:

Type de fichier...

Filtrer

Annuler

#	Titre	Abbrev	Unité	Type de donnée	
1	Nombre de femmes enceintes (nouvelles et anciennes inscrites) vues en consultation prénatale				
2	100% des DS ont bénéficié d'un appui pour l'élaboration de leur plan d'action annuel (voir les rapports d'appui)				
3	100% des FS ont bénéficié d'un appui pour l'élaboration de leur plan d'action annuel (voir les rapports d'appui)				
4	Absence de rupture des 45 molécules et produits traceurs				
5	Absence médicaments périmés ou avec des étiquettes falsifiées				
6	accouchement		Points	Numbers	
7	Accouchements assistés	Accouchements assistés	Patients	Numbers	

To edit an existing indicator, click on it. You can use the search engine to find the indicator to edit. To create a new indicator, click on 

In both cases, you can edit the indicator's form. You then only have to modify/complete the different fields of the form.



(1) : Indicator's name, its common name and its abbreviation if it has one.

(2) : Add the description, the definition

(3) : Allows you to associate an indicator with a file. You can assign a same indicator to different files. Click on  to add a type of file. Some files are divided into categories (e.g. quality file). You can then assign an indicator to a file's category.

(4) : Chose the position of the indicator in the file and define its price/cost/rate. And the period for which the indicator is available.

INDICATEURS

Définition d'indicateur

Titre:

Abbrev:

Nom commun:

Description

accouchement

Unités:

Type de donnée:

Montrer sur la page d'accueil: ☐

Appliquer le bonus d'indigence: ☐

Tarif modifiable: ☒

Résultats en temps réel: ☐

Utilise les couvertures: ☐

Population cible utilisée:

Icone de l'indicateur: Aucun fichier sélectionné

Fichier de données

Type de fichier / Catégorie	Associé à la qualité	Numéro d'ordre	Tarif par défaut	Bonus	Cible: rel	Cible: abs	De
Qualité premier échelon	Oui	17	250	0		0	2013-01
Sélectionnez...							

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4. Budget

In Settings > Budget.

This section allows you to define an annual budget for each administrative entity financed by the RBF.

To edit an entity's budget, click on it. To add a budget click on  then fill in the available sum and save.

BUDGETS  						
Sélectionnez...			Année...		Filtrer	Annuler
#	District	Type d'entité	Entité:	Mois	Année	Montant Disponible(FCFA)
1	BATIE	ECD	ECD BATIÉ		2014	7,593,218
2	SOLENZO	ECD	ECD SOLENZO		2014	11,081,252
3	OUARGAYE	ECD	ECD OUARGAYE		2014	8,813,931
4	TENKODOGO	ECD	ECD TENKODOGO		2014	6,958,854
5	NOUNA	DRS	DRS BOUCLE DU MOUHOUN		2014	16,347,525
6	TENKODOGO	DRS	DRS CENTRE EST		2014	17,233,570

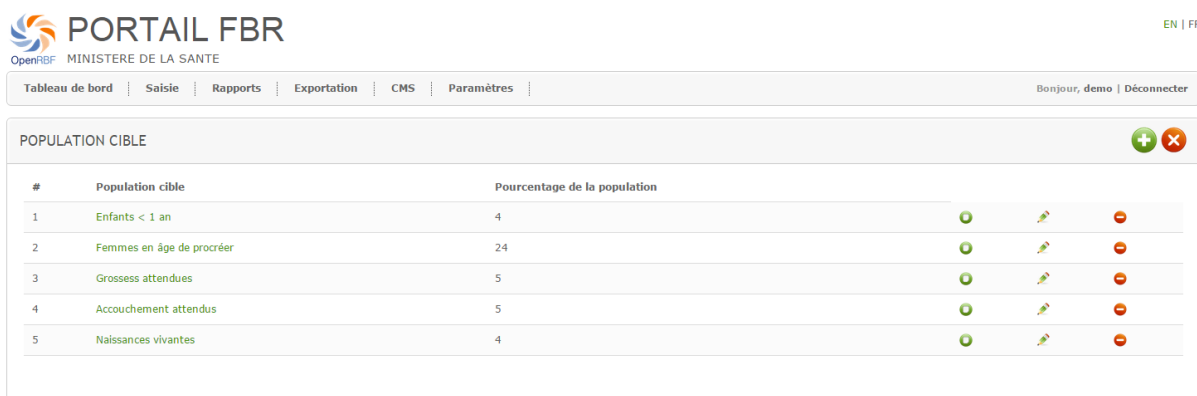


5. Target population

In Settings > Target population.

This section allows you to define the target populations of the project. These target populations are displayed on the front end and are reused in the cover computation of some indicators (e.g. vaccinal cover of children under one year).

To edit a target population, click on it. To add/create a target group click on .



The screenshot shows the 'PORTAIL FBR' interface with the 'PARAMÈTRES' tab selected. The 'POPULATION CIBLE' section is active, displaying a table of target populations. The table has three columns: '#', 'Population cible', and 'Pourcentage de la population'. There are five rows of data. Each row has three action icons: a green circle with a plus sign, a pencil icon, and a red circle with a minus sign.

#	Population cible	Pourcentage de la population
1	Enfants < 1 an	4
2	Femmes en âge de procréer	24
3	Grossesses attendues	5
4	Accouchement attendus	5
5	Naissances vivantes	4

Target populations are defined as a percentage of an area total population.

You can choose whether or not to publish the target populations on the front end by ticking/unticking the publish option.

Population Cible

Population cible	Enfants < 1 an
Pourcentage de la population: national	4
Pourcentage de la population: BOUCLE DU MOUHOUN	4.2
Pourcentage de la population: CENTRE NORD	4.4
Pourcentage de la population: SUD OUEST	4.23
Pourcentage de la population: CENTRE EST	4.3
Pourcentage de la population: NORD	4.37
Pourcentage de la population: Centre	4
Pourcentage de la population: CENTRE-OUEST	4.2
Publier	☒

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6. Workflow

In Settings> Workflow.

This section allows you to define the publication process and data validation settings. The process consists of three steps (regional validation, national validation, publication). Each step of the process can be conditioned.

In the example below the regional validation can only be made once all the data are entered. The national validation is only possible once the regional validation is effective. Data publication is conditioned by the national validation.

NB: It rests with the portal's owner to decide which data publication process he prefers to follow.

The screenshot shows the "PARAMÈTRES" (Parameters) section of the "PORTAIL FBR" (FBR Portal) interface, specifically the "Workflow" configuration page. The page header includes the OpenRBF logo, "PORTAIL FBR", "MINISTÈRE DE LA SANTÉ", and language options "EN | FR". A navigation bar contains links: "Tableau de bord", "Saisie", "Rapports", "Exportation", "CMS", and "Paramètres". The main content area is titled "Workflow" and contains a table with two columns: "Etat" (Status) and "Condition". The table has three rows: "Validation regionale :", "Validation nationale :", and "Publication :". Each row has a dropdown menu in the "Condition" column, all of which are currently set to "Validation nationale". At the bottom of the form are two buttons: "SAUVEGARDER" (Save) and "ANNULER" (Cancel).

Etat	Condition
Validation regionale :	Validation nationale
Validation nationale :	Validation nationale
Publication :	Validation nationale

[SAUVEGARDER](#) [ANNULER](#)



Please do not hesitate to contact us if you have any questions or suggestions:

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