



AI DATA MANAGEMENT SOLUTIONS

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# The President's Emergency Plan For AIDS Relief (PEPFAR)

Monitoring & Evaluation/  
Data Management System

**User Guide**

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# Getting Started

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The PEPFAR M&E v1.3 is a "runtime" application; you do not need additional software in order to use it.

## MINIMUM SYSTEM REQUIREMENTS

To install and use the NERC PE system, you need the following minimum configuration:

Pentium III (Windows) or G3 (Mac OS) processor or faster computer with at least 128 MB RAM (Mac OS) or 32 MB RAM (Windows 95, Windows 98, Windows NT 3.51 or later, Windows Me, 2000 or XP) with at least 20 MB of disk space available. Monitor with 800x600 resolution (1024x768 or higher strongly recommended).

## Installing the Software

You'll need at least 20 megabytes of free space on your hard drive before you can install the software.

If you downloaded the software as a "zipped" file, you will need to extract the files before installation. After extracting the files, locate and double click the "pepfarSetup.exe" file. If you have the software on CD, insert the CD in your computer CD drive and it should start automatically; a Setup wizard will prompt you through the installation process.

The PEPFAR M&E system allows you display and print barcodes instead of client names. In order to display and print barcodes, you will need to install the barcode font included in the "Fonts" folder. To install new fonts to your computer

Click **Start**, point to **Settings**, click **Control Panel**, and then double-click **Fonts**. If you don't see the item you want, click **view all Control Panel options**, and then double-click the item.

1. On the **File** menu, click **Install New Font**.
2. Locate the drive that contains the PEPFAR M&E CD-ROM, and then open the folder titled 'Fonts'.

3. Click the font you want to add.

**Note:** You may download the barcode font from our web site:  
<http://www.aidatasolutions.com/fonts/BARcode.ttf>

## Documentation

In the PEPFAR M&E CD-ROM you will find a folder named, "Documentation" This folder contains a user guide (this document) in PDF format. You will need to install, or have Acrobat Reader on your computer in order to access PDF documents. The electronic version of this document is accessible by choosing "help" from the "Help" menu item.

## Installing Acrobat Reader

A copy of Adobe Acrobat Reader is included in the "Extras folder" To install, double-click the icon and follow the on-screen prompts

**Note:** The "Extras" folder is available on CD-ROM version only

## STARTING THE SYSTEM

After installing the system, an icon will be placed on your desktop, double-click the icon to start the application.

## ENTER YOUR PASSWORD

Once the system starts up, you will be prompted to enter the password assigned to you. If no password has been assigned to you, your initial password to access the system is "User".

## CHANGING YOUR PASSWORD

You can change your initial password at anytime. To change your password

1. Choose Edit menu > Change Password.
2. In the Change Password dialog box, type the current password in the Old password text box.
3. Type the new password for New Password, and again for Confirm new password.
4. Click OK.



*The Change Password Dialog Box*

# Navigating the System

## THE MAIN MENU

The system always opens with the main menu. You can access all the menu commands and commonly used features from the main menu. While navigating the system, you may return to the main menu at anytime either by clicking on the “Main menu” button displayed on the “Main Screen” of each module or choosing from the “PEPFAR” menu item.



The “Main Menu” button

**Service Outlets/Programs** **Clients Served** **Health Workers Trained** **Procurement/Commodities**

**MAIN MENU** Reports Service Sites Impact Level Indicators PMTCT

**President's Emergency Plan for AIDS Relief PEPFAR**

**SERVICE OUTLETS/PROGRAMS** **CLIENTS SERVED** **HEALTH WORKERS TRAINED** **HEALTH WORKERS TRAINED**

**DISPLAY DATA NIGERIA**

**SERVICE OUTLETS/PROGRAMS**  
select filter: Faith-Based

**CLIENTS SERVED**  
select filter: Age/15+ (Female)

**HEALTH WORKERS TRAINED**  
select filter: Treatment (ART)

**GEOGRAPHICAL COVERAGE OF SERVICE SITES**


Abuja, FCT    Borno    Imo    Lagos    Rivers  
 Abia    Cross River    Yobe    Nasarawa    Sokoto  
 Adamawa    Delta    Kaduna    Niger    Taraba  
 Akwa Ibom    Edo    Kano    Ogun    Jigawa  
 Anambra    Ekiti    Katsina    Ondo    Zamfara  
 Bauchi    Enugu    Kebbi    Oyo  
 Bayelsa    Ebonyi    Kogi    Osun  
 Benue    Gombe    Kwara    Plateau

North West   North East  
North Central   South West   South East  
South South

submit

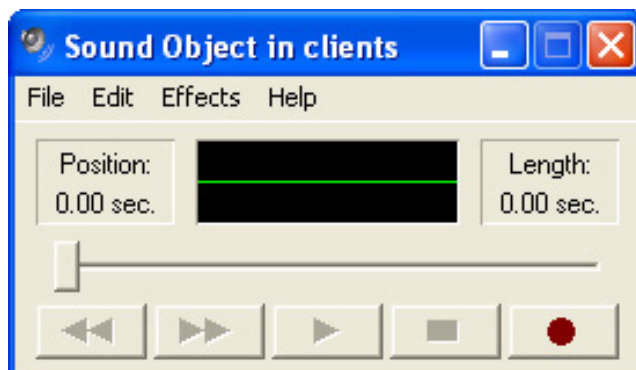
The System Main menu

## Recording Notes

Clicking the Record Notes icon  on the clients screen will launch the Microsoft® sound recorder, you will need to have a microphone plugged into the microphone jack of your computer and properly configured in order to record notes.



To playback recorded notes, right-click the audio icon and choose "Play Sound Recorder Document"



## Displaying Service Sites by Geographical Coverage

From the Main Menu, you can view service sites in each state by clicking on the radio button next to the name of the state and then clicking the "Submit" button.



## THE MENU BAR

The menu bar has five menu options, File, Edit, PEPFAR, Reports and Help.

## The PEPFAR Menu

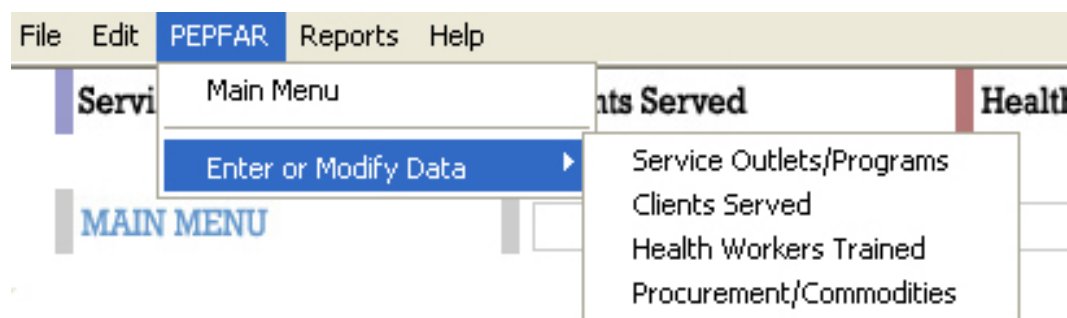


### Main Menu

The main menu is displayed each time the system is launched. From the main menu, you can access all the commands and features that make up the system

### Enter or Modify Data Submenu

This option features a submenu that provides access to the Service Sites, Clients Served, Health Workers Trained, and Procurement/Commodities "Main Screens".



### Main Screen

Each Main Screen displays all the information associated with a particular record in a particular module. You can enter or modify information from the main screens only.

File Edit PEPFAR Reports Help

Service Outlets/Programs Clients Served Health Workers Trained Procurement/Commodities

MAIN MENU Select Impact Level Indicator

Aminu Kano Teaching Hospital Find

Service Site	Service Site Type	
Aminu Kano Teaching Hospital	Hospital	
Services/Programs		
Treatment (ART)		
Medical Transmission: Blood Safety		
HIV Counseling and Testing		
Address		
123 Main Highway		
PO Box/PMB	State	Geographical Coverage
	Kano	

Print blank GIS data capture form

DECIMAL DEGREES or DEGS, MINS, SECS

LATITUDE	LATITUDE
(+ OR -) if Lat=S, enter as positive	(+ OR -) if Lat=S, enter as positive
LONGITUDE	LONGITUDE
(+ OR -) if Lon=W, enter as negative	(+ OR -) if Lon=W, enter as negative

Contact First Name	Contact Last Name	Title
Tel:1	Fax:1	Mobile:1
Tel:2	Fax:2	Mobile:2
Email1 (Primary)	Email:2	Email:3

Start Date	End Date
Total Amount USD	Total Amount NGN
Services/Programs	Amount Allocated
Treatment (ART)	
Medical Transmission: HIV Counseling and Testing	

Received TA?	TA Start Date	TA End Date	TA Program Area
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Policy Development

Service Outlets Main screen

## The File Menu

### Print Setup

Use this feature to select a default printer, and change paper size and orientation. Important: Printer and print setup options depend on the printer and system software you're using. Refer to your printer and system documentation for more information.

### Print

The Print command opens the Print dialog box, which allows you to choose an option before printing.

To print	Choose
All records in the found set	Records being browsed
Only the record currently selected in Browse mode	Current record
A blank record using the current layout (use this option to print a blank "form")	Blank record, showing fields, then choose a formatting option
A list of all the fields defined for the file, including formulas and entry options	Field definitions
A list of all script steps for one script or all scripts in the file	Script definition for, then choose a specific script or all scripts

Select the print range, number of copies and other printing settings, and then click OK.

Other print options depend on the printer and system software you're using. Refer to your printer and system documentation.

### ***Import Records***

You can import data for “Service Sites, Clients Served, Health Workers Trained, or Procurement/Commodities” into the system from other applications. The records you import become “the found set”. When you import, you can add new records, replace or update existing data.

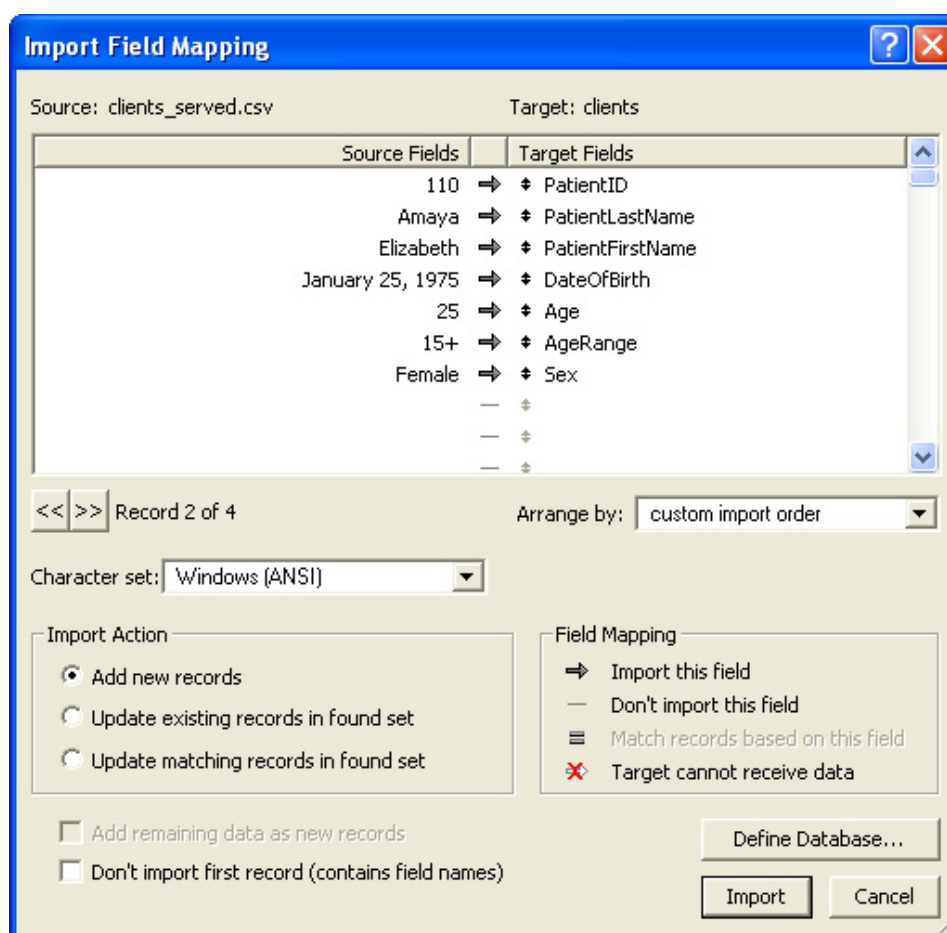
If you’re replacing or updating data; first make a backup copy of your records; replacing and updating will overwrite data and is irreversible.

1. Choose File menu> Import Records [Service Sites, Clients Served, Health Workers Trained, or Procurement/Commodities].
2. In the Open File dialog box, for Files of type (Windows) or Show (Mac OS.), choose a file type to narrow the choices, or choose All Files to see all the files in the current folder that you can import.
3. Select the name of the file to import, and then click Open.
4. If you're importing a Microsoft Excel file that contains more than one worksheet or includes a named range, you see the Specify Excel Data dialog box. Select the worksheet or named range that you want to import and click OK.
5. If you're importing a Microsoft Excel file, you see the First Row Option dialog box. Choose whether the first row of data in the worksheet or named range is field names or data.
6. In the Import Field Mapping dialog box, you can view the data in the file you're importing from by clicking the Scan Data arrows to see the data in each record before you click “Import”
7. In the Import Field Mapping dialog box, choose the type of import you want to perform.

Choose	To
Add new records	Add new records to the end of the database
Replace data in current found set	Replace data in the database with data from the source file, in order, starting with the first record in each file

Choose	To
Update matching records in current found set	Update data in the found set with data in matching records in the file you are importing from
Add remaining records	Add records from the found set of the source file that do not have matching records in the database

8. In the Import Fields Mapping dialog box, line up each field in the “Target Fields” list with the data or field you want to import from (or match for import update). Data on the left that is not aligned with a field on the right will not import. If a field name on the right is dimmed, it cannot accept imported data.



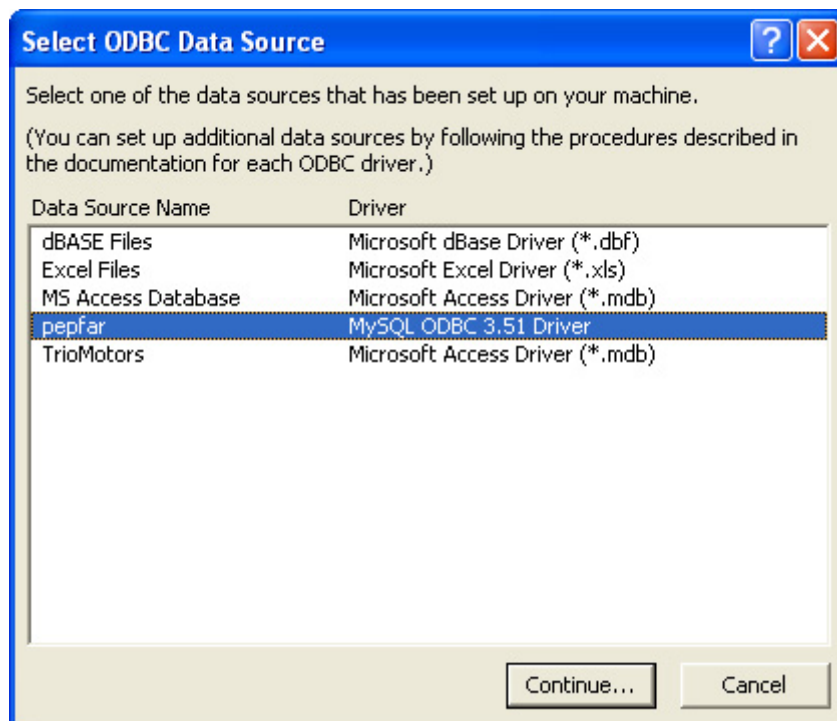
*The Import Fields Mapping Dialog box*

### **Import ODBC (Open Database Connectivity)**

In order to use the import ODBC option, you will need to first configure MySQL connector ODBC 3.51 driver (MyODBC), which is available for download from our web site (<http://www.aidatasolutions.com/mysqlODBC.zip>) (please see Appendix C for steps to configure MyODBC)

Once you have properly configured MyODBC, you can access and import data from the MySQL databases stored on our servers. (Please Note that data available for import must have been previously input through a web interface) The MySQL database you are importing from will have identical field names with those in the destination module so you do not need to line up each field in the "Source Fields" list with the Target fields.

In the Import Fields Mapping dialog box, check the "Don't import first record (contains field names) box, and from the "Arrange By" drop-down box, select "matching names" Choose other data import options as appropriate

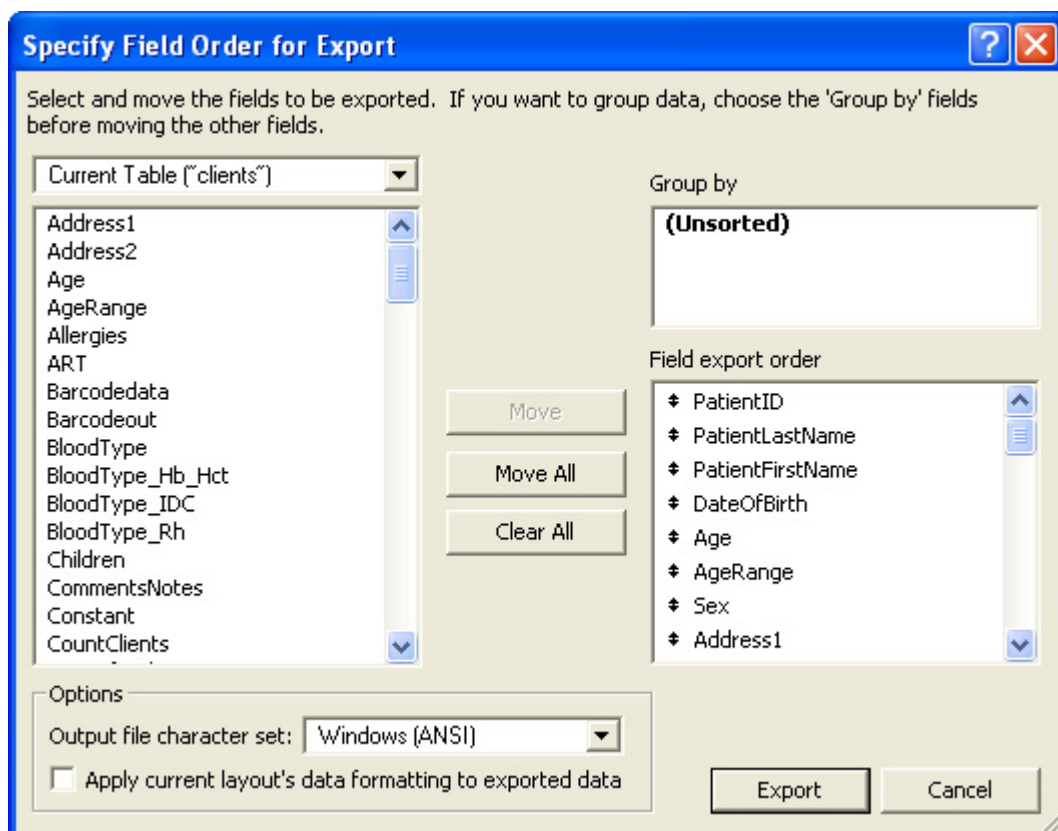


*The Import ODBC Dialog box*

## Export Records

This option allows you to export data to another program

1. In the dialog box that appears, type a name and select a location for the file. Important: If another file with the same name already exists in the same location, this new file replaces the existing file.
2. Choose a file type from the Save as type list
3. Use a file format supported by the application in which you plan to use the exported data. (If you plan to export to Excel or Word, use the Tab-separated Text Files (\*.tab), or the Comma-separated Text Files (\*.csv) formats)
4. In the Specify Field Order for Export dialog box, indicate the fields that contain the data you want to export from the selection on the left, and click the "Move" button
5. When you are done, click the "Export" button



The Specify Field Order for Export Dialog box

**Exit**

Closes all open files and exits the system.

**The Reports Menu**

The layout and structure of the reports in the system derive from the “President's Emergency Plan for AIDS Relief Indicators, Reporting Requirements and Guidelines”

**Program-Level Report**

The Program-level report is based on the framework developed for monitoring program level results achieved by the Emergency Plan, and includes number of service Sites, number of clients served disaggregated by sex, number of organizations provided with TA and number of individuals trained.

**Clients Served**

The Clients Served report lists all clients served disaggregated by age and sex and summarized by state

**People Trained**

The People Trained report lists all people trained including Training Program Area disaggregated by state

**Service Sites**

The Service Sites report lists all service sites including services/programs provided, total number of clients served disaggregated by state

**The Help Menu**

From the Help menu, you can access the electronic version of this document by choosing the “Help” command. For information on contacting the developer, choose the “About” command.

**THE BUTTONS PANEL**

Using the Buttons panel, you can move forward or backward one record at a time, or jump to the first or last record, create a new record, delete a record or records, or show all available records



## Navigating Records

These navigational arrows allow you to move forward or backward one record at a time, or jump to the first or last record



## Show All Records

Clicking this button will display a list of all the records in a particular module



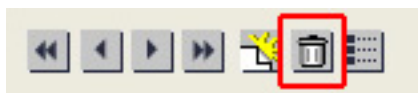
## New Record

Clicking this button will add a new blank record to a module



## Delete Record or Records

Clicking this button displays a dialog that prompts you to either delete the current record being browsed or all the records in a module. Please note that either action will permanently delete record(s), and CANNOT be reversed.



## Find

Clicking the "Find" button puts the system in "Find Mode" and allows you to perform a search using various search criteria.



## VIEWING DATA

The system provides two ways to view data, a "Form view", and a "Table view". Form view displays a record at a time; while Table view enables you view multiple records at once.

### Form View

You can view and edit all the information associated with a particular module in Form view or "Main Screens" only. Use the navigational arrows to move forward or backward one record at a time, or jump to the first or last record in each module.



### Table View

If you were to click on the "Show All" button from the Service Sites module, a list of all service Sites in all the states is displayed in "Table view". In table view, multiple records are displayed on your screen at once.

## FINDING INFORMATION

You can have the system find Service Site(s), Client(s) Served, Health Worker(s) Trained, etc, by clicking the "find" button from any "Main Screen". You can search for a particular record or a group of records. To find records, you specify search criteria e.g. program area, "Treatment (ART)". A search examines all the records in the system and depending on the module, returns relevant search results, (the "found set") the set of records that matches the search criteria. The search results are displayed in Table View. If a search returned only a record, it displays it in Form view. For example, if you searched for service Sites in "Abia" state and the system locates more than one site (the found set) the list is displayed in Table view. Clicking on the name of any service site in the found set will take you to the Form view or "Main screen" that displays detailed information on that service site.



# Using the System

## ENTERING DATA

You should only enter, or modify existing data in Form view or from the appropriate "Main Screen". To modify existing data, click in the field or fields that contain the data you wish to modify and simply type over it. To enter new data, choose the "New" command from the Buttons Panel and fill-in the appropriate fields.

File Edit PEPFAR Reports Help

**Service Outlets/Programs** **Clients Served** **Health Workers Trained** **Procurement/Commodities**

MAIN MENU Select Applicable Program  
PMTCT

**Hafsat Baraya** Find

Service Site/Location (Select from List)  
**Aminu Kano Teaching Hospital**

ID#	Patient Last Name	Patient First Name
100	Baraya	Hafsat

Address

PO Box State Mobile Phone  
Kano

Sex Pregnant? Pregnancy Status  
 Male  Female  Yes  No Weeks: 13

Receiving Treatment DOB Age  
 ART  PMTCT

Age Range  
 0-14  15+

Blood Type

Rh IDC Hb/Hct

100

Print Client Records with Name & Barcode  
Print Client Records with Barcode only

Refill Dates	Active Prescriptions	Allergies
06/01/2006	Lopinavir/ritonavir	No known allergies
06/25/2006	Amprenavir	
07/03/1006	Nevirapine	

Record Notes  
patient is receiving combination of Lopinavir + ritonavir (LPV/r)

PMTCT Counseling	ARV Therapy	TB Therapy
08/03/2006	06/01/2006	06/01/2006
Nurse	Last Nurse	Nurse Due
Helen Aliyu	08/03/2006	08/21/2006
Physician	Last Physician	Physician Due
Dr H. M Muktar	07/01/2006	07/20/2006
Lab Result	Last Labs	Lab Due
CD4+ count 350	06/07/2006	07/07/2006

Emergency Contact	Relationship	Mobile Phone
Haladu Baraya	Husband	
Parents	Siblings	Children
Mohamed &	4	2
Married	Religion	Education
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Muslim	High school

Clients Served Main screen

## ENTERING AND UPDATING INFORMATION

To update information on an existing service site, client, or training participant, first use the find button to locate the site, client or

participant and the system should automatically take you to the appropriate “Main Screen” If not, choose the “Main Screen” of the module you wish to update information for. Supply new information for the site, client or training participant by typing over existing information. Move through the data fields by clicking in the desired field, or using the tab key on your keyboard.

# Appendices

## APPENDIX A - GLOSSARY

Word	Meaning
<b>Application</b>	Software that performs a specific task or function, such as word-processing, creation of spreadsheets, generation of graphics, facilitating electronic mail, <i>etc.</i>
<b>Ascending Sort</b>	A sorting order that starts with the smallest (or oldest) value and ends with the largest (or most recent) value and proceeds in numerical order. For text, values are arranged alphabetically (A-Z). Dates and times are sorted in chronological order.
<b>Browsed Records</b>	Those records in the database that are currently visible.
<b>Browse Mode</b>	In this mode, you can add, view, change, sort, omit (hide), and delete records. Browse mode is where you'll do most of your work, like data entry
<b>Current Field</b>	The database field that is currently selected (by tabbing or clicking in the field). Only the current field can be modified.
<b>Current Record</b>	The record that is currently selected. Only the current record can be modified
<b>Database</b>	An organized collection of information, normally with one central topic.
<b>Descending Sort</b>	A sorting order that starts with the largest (or most recent) value and ends with the smallest (or oldest) value. An alphabetic sort in descending order begins with Z
<b>Dimmed Command</b>	A menu command that cannot presently be selected—usually because it is irrelevant to the current operation. Dimmed items are also referred to as “grayed out” and can appear in dialog boxes as well as in menus.
<b>Export</b>	To create a file in a program that can be read by another. To ensure compatibility with the program that will receive the data, most programs that export data can write it in a number of different file formats
<b>Field</b>	Fields are the building blocks of which records are composed. Each database field is meant to store one particular type of information, such as Date, or Amount <i>etc.</i>
<b>File</b>	Any named collection of information that is stored on disk. Programs, documents, and system software components are examples of files.
<b>File Format</b>	A standard specification for the way data is stored on disk and interpreted.
<b>Find</b>	A command for locating a record or group of records based on criteria you establish
<b>Found set</b>	The remaining visible (or browsed) records following a find procedure, such as a find request.
<b>Menu</b>	A list of choices presented by a program from which you can select an action. Menus appear when you click menu titles in the menu bar
<b>Record</b>	The basic unit of every database. All databases are composed of records, each storing information for a single entity, such as a person, catalog item, <i>etc.</i>
<b>Search Criteria</b>	Information used as a reference in search or find operations
<b>Sort</b>	To rearrange database records in a different order than the one, which they were originally entered.
<b>Sort Order</b>	The order in which a field is sorted, e.g., ascending, descending.

## APPENDIX B – DATABASE FIELD MAPPING GUIDE

Fields in "Clients" Module that accept user data		
Field Name	Type	Description
Address1	Normal, Text	Client's address
Address2	Normal, Text	Client's additional address
Age	Normal, Text	Client's age
AgeRange	Normal, Text	0-14 or 15+
Allergies	Normal, Text	Client's allergy information
BloodType	Normal, Text	Client's blood type
BloodType_Hb_Hct	Normal, Text	Client's blood type
BloodType_IDC	Normal, Text	Client's blood type
BloodType_Rh	Normal, Text	Client's blood type
Children	Normal, Text	Number of client's biological children
CommentsNotes	Normal, Text	Comments and notes
DateOfBirth	Normal, Date	Client's date of birth
DrugsDispensed	Normal, Text	ARV drugs client is receiving
DrugsRefillDate	Normal, Text	ARV drugs refill dates
Education	Normal, Text	Highest educational level attained by client
EmergencyContact	Normal, Text	Client's emergency contact
LabResult	Normal, Text	Client's CD4+ count
LabsDue	Normal, Text	Date of next lab test (mm/dd/yyyy)
LabsLast	Normal, Text	Date of last lab test (mm/dd/yyyy)
Married	Normal, Text	Client's marital status
MobileEmergencyContact	Normal, Text	Mobile telephone number of client's emergency contact
MobilePatient	Normal, Text	Client's mobile telephone number
Nurse	Normal, Text	Name of attending nurse
NurseDue	Normal, Text	Date of next nurse visit (mm/dd/yyyy)
NurseLast	Normal, Text	Date of last nurse visit (mm/dd/yyyy)
Parents	Normal, Text	Names of client's parents
PatientFirstName	Normal, Text	Client's first name
PatientID	Normal, Number	Client's ID number: must be numeric
PatientLastName	Normal, Text	Client's last name
Physician	Normal, Text	Name of attending physician
PhysicianDue	Normal, Text	Date of next physician visit (mm/dd/yyyy)
PhysicianLast	Normal, Text	Date of last physician visit (mm/dd/yyyy)
POBox	Normal, Text	Post Office Box of client
PregnancyStatus	Normal, Text	Number of weeks
Pregnant	Normal, Text	Yes or No
Programs	Normal, Text	Program area applicable to client

Fields in "Clients" Module that accept user data		
Field Name	Type	Description
ReceivingTreatment	Normal, Text	ART or PMTCT
Relationship	Normal, Text	Relationship of emergency contact
Religion	Normal, Text	Clients religion (optional)
ServiceSite_Location	Normal, Text	Name of service site where client is receiving service
Sex	Normal, Text	Female or Male
Siblings	Normal, Text	Number of client's siblings
Start_ARV_Therapy	Normal, Text	Date client started ARV therapy
Start_PMTCT_Counseling	Normal, Text	Date client started PMTCT counseling
Start_TB_Therapy	Normal, Text	Date client started TB therapy
State	Normal, Text	State where client is resident (may be different from that of Service site)

Fields in "service_outlets_programs" that accept user data		
Field Name	Type	Description
Address1	Normal, Text	Address of Service site
Address2	Normal, Text	Additional address for Service site
AmountAllocated1	Normal, Number	Amount allocated to first selected service/program area
AmountAllocated2	Normal, Number	Amount allocated to second selected service/program area
AmountAllocated3	Normal, Number	Amount allocated to third selected service/program area
AmountTotalLocalCurrency	Normal, Number	Total amount in local currency received by service site (only if funds were received in local currency)
AmountTotalUSD	Normal, Number	Total USG funds received by Service site
CommentsNotes	Normal, Text	Comments and/or notes
CompletionDate	Normal, Text	Date GIS survey was completed (This field is available only on the GIS form)
ContactFirstName	Normal, Text	First name of primary contact person for Service site
ContactLastName	Normal, Text	Last name of primary contact person for Service site
Email1	Normal, Text	Primary email address for contact person
Email2	Normal, Text	Other email address for contact person
Email3	Normal, Text	Other email address for contact person
EndDate	Normal, Date	End date of Service site's report cycle
EstimatedPop	Normal, Number	Estimated population of state where Service site is located (This field is available only on the GIS form)
Fax1	Normal, Text	Primary fax number for Service site
Fax2	Normal, Text	Secondary fax number for Service site
Geographical Coverage	Normal, Text	National, North Central, North East, North West, South East, South West, South South
ImplementingAgency	Normal, Text	US Implementing Agency (This field is available only on the GIS form)
Indicators	Normal, Text	Prevention, Prevention of Mother-to-child transmission, Counseling and Testing, Care, Support, and/or Treatment, OVC, Labs, Strategic Information, Other (Capacity Building)
Latitude	Normal, Text	Service site Latitude in Degrees, Minutes, Seconds

Fields in "service_outlets_programs" that accept user data		
Field Name	Type	Description
LatitudeDecDeg	Normal, Text	Service site Latitude in Decimal Degrees
LGA	Normal, Text	Local Government Area where Service site is located (This field is available only on the GIS form)
Longitude	Normal, Text	Service site Longitude in Degrees, Minutes, Seconds
LongitudeDecDeg	Normal, Text	Service site Longitude in Decimal Degrees
Mobile1	Normal, Text	Primary mobile telephone number for contact person
Mobile2	Normal, Text	Secondary mobile telephone number for contact person
OfficialPop	Normal, Number	Official population of state where Service site is located (This field is available only on the GIS form)
POBox_PMB	Normal, Text	Mail box for Service site
Service_Site	Normal, Text	Name of Service site
Services_Programs	Normal, Text	Abstinence and/or Be Faithful, Other Behavior Change, Medical Transmission: Blood Safety, Medical Transmission: Injection Safety, PMTCT, HIV, Counseling and Testing, Treatment (ART), Palliative Care (Facility/Community or Home-Based), TB/HIV, OVC, Labs, Strategic Information, Policy Development, Institutional Capacity Building, Stigma & Discrimination Reduction, Community Mobilization for Prevention, Care and/or Treatment
ServiceSite_Type	Normal, Text	Clinic, Faith-Based, Hospital, Mass Media, Mobile Unit, Other
StartDate	Normal, Date	Start date of Service site's report cycle
State	Normal, Text	State where Service site is located
TA_Received	Normal, Text	Yes or No
TA_Received_EndDate	Normal, Text	Date Service site stopped receiving TA
TA_Received_ProgramArea	Normal, Text	Strategic Information, Policy Development, Institutional Capacity Building
TA_Received_StartDate	Normal, Text	Date Service site began receiving TA
Telephone1	Normal, Text	Primary telephone number for contact person
Telephone2	Normal, Text	Secondary telephone number for contact person
Title	Normal, Text	Title of primary contact person
Village_Community	Normal, Text	Village/Community where Service site is located (This field is available only on the GIS form)

Fields in "service_outlets_programs" that accept user data		
Field Name	Type	Description
Ward	Normal, Text	Ward where Service site is located (This field is available only on the GIS form)
WaypointNumber	Normal, Text	GPS unique location identifier (This field is available only on the GIS form)
YearOfCensus	Normal, Text	Year census was conducted (This field is available only on the GIS form)
YearOfEstimate	Normal, Text	Year population estimate is based on (This field is available only on the GIS form)

Fields in "training" module that accept user data		
Field Name	Type	Description
Address	Normal, Text	Address of participant
Duration	Normal, Text	Duration of training
Email1	Normal, Text	Primary email address for training participant
Email2	Normal, Text	Other email address for training participant
Email3	Normal, Text	Other email address for training participant
EndDate	Normal, Date	Date training completed
Fax1	Normal, Text	Primary fax number for training participant
Fax2	Normal, Text	Secondary fax number for training participant
Indicators	Normal, Text	Prevention, Prevention of Mother-to-child transmission, Counseling and Testing, Care, Support, and/or Treatment, OVC, Labs, Strategic Information, Other (Capacity Building)
Knowledge_Skills	Normal, Text	Expected knowledge, skills and/or competencies derived from training
Mobile1	Normal, Text	Primary mobile telephone number for training participant
Mobile2	Normal, Text	Secondary mobile telephone number for training participant
ParticipantFirstName	Normal, Text	Participant's first name
ParticipantLastName	Normal, Text	Participant's last name
Service_Site	Normal, Text	Service site training participant is affiliated with
StartDate	Normal, Date	Date training began
State	Normal, Text	State where training was received
Telephone1	Normal, Text	Primary telephone number for training participant
Telephone2	Normal, Text	Secondary telephone number for training participant
Title	Normal, Text	Title or job description of participant
Training Program Area	Normal, Text	Abstinence and/or Be Faithful, Other Behavior Change, Medical Transmission: Blood Safety, Medical Transmission: Injection Safety, PMTCT, HIV, Counseling and Testing, Treatment (ART), Palliative Care (Facility/Community or Home-Based), TB/HIV, OVC, Labs, Strategic Information, Policy Development, Institutional Capacity Building, Stigma & Discrimination Reduction, Community Mobilization for Prevention, Care and/or Treatment

Fields in "training" module that accept user data		
Field Name	Type	Description
Training_Retraining	Normal, Text	New Training or Retraining
TrainingObjective	Normal, Text	Specific learning objectives of training
TrainingTitle	Normal, Text	Title of training

## APPENDIX C - STEPS TO CONFIGURE MYODBC

Open Database Connectivity (ODBC) is a widely accepted application-programming interface (API) for database access that uses Structured Query Language (SQL) as its database access language.

Before using MyODBC driver to connect to the MySQL databases stored on our servers you must configure an ODBC Data Source Name. The DSN associates the various configuration parameters required to communicate with the databases to a specific name. The PEPFAR M&E System uses the DSN to communicate with MySQL databases, thereby eliminating the need to specify individual parameters each time you establish a connection.

Configure a MyODBC DSN using the parameters below in order to access MySQL databases stored on our servers

Parameter	Value	Comment
Data Source Name		A unique name to identify the connection
Description		A brief description of the Data Source
Server	http://www.aidatasolutions.com	The hostname of the MySQL server
User	user	The username used to connect to MySQL
Password	user	The password for the user account on server
Database		Select from list of available databases
Port	3306	The TCP/IP port to use for connection

