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ATLANTIC RESOURCES CORPORATION

A.I.D. Office of Health  
Bureau for Global Programs, Field Support & Research  
Support Services & Technical Assistance  
MACHEALTH

Project No. 93G-6004.35  
Contract No. DPE-5929-C-00-0049-00

Progress Report  
October 1 - December 31, 1993

  
Catherine Savino, MPH  
Project Manager

This reporting period covers October 1 through December 31, 1993. In the area of technical support, a two member team was sent to Eritrea on behalf of the Orphans and Displaced Children Fund and a survey report on Office of Health information resources was completed. Also during this quarter, new programmatic tracking systems were established to monitor the Office of Health portfolio, a large mailing to Congress was completed for the HIV-AIDS Division and staff assistance was provided for the USAID exhibit booth at the American Public Health Association Convention in San Francisco in October, 1993.

### **Technical Assistance**

Ms. Gail Kostinko completed her work as an ARC consultant in November. Charged with assessing existing information resources within the Office of Health, her principal recommendations included

- establishing a health information working group to identify and propose joint information activities;
- organizing an Office of Health information base;
- building on existing resources to develop pro-active dissemination strategies;
- using Internet and CD-ROM to make the Office of Health bibliographic databases accessible.

Ms. Kostinko's report was widely distributed and follow-up on her recommendations will be pursued pending Office of Health reorganization.

Mr. Bernard Chapnick and Mr. Deno Reed travelled to Eritrea November 7 - 18, 1993 to evaluate the current status of their prosthetics program. Their assignment was to determine if it was appropriate to support the rehabilitation program in Eritrea through the War Victim's Fund. Specifically, they were to review existing data on people with disabilities assess needs for services. review existing programs and plans, and identify gaps and potential areas of assistance. Their recommendation, after reviewing programs sponsored by Italy, Norway , Eritrea and WHO was that " the current organizations were working toward implementation of an excellent plan and USAID does not have a unique technical or financial input to make which would further enhance the probability of success. " These recommendations were discussed with the USAID Mission personnel in Eritrea and with USAID personnel within the Office of Health in Washington.

Literature searches were conducted at the request of the Office of Health on November 2 and December 20, 1993. Information was gathered from CDIE (USAID's research office).

### **Design of Projects and Programs**

Beginning October 6, 1993, ARC assumed responsibility for voucher processing and tracking. Voucher tracking essentially involves ensuring that all vouchers for Office of Health projects are signed by the Cognizant Technical Officers in a timely manner per the Prompt Payment Act. (The latest modification to the ARC contract

allowed contract employees to handle financial information (documents) that is not procurement sensitive.) Meetings to discuss the new procedure for vouchers were held with G/H/R&D, Genease Pettigrew and Joy Lyles and approved by CTO Lloyd Feinberg. The procedures that are now being followed are highlighted below.

After being notified that vouchers were ready, ARC collected the vouchers from the USAID Program Office. The vouchers were then sorted by Division and CTO and information (contract number, date received, date due, date sent to Division and date returned to the program office) was logged into the tracking system. The tracking system was designed using a Lotus spreadsheet application in a version compatible with the USAID Lan (version 2.4). CTOs submitted signed vouchers to ARC for processing by the deadline indicated on a cover sheet. If not received, reminder e-mails were sent to CTOs the morning that vouchers were due. At that point, the Office of Health program unit was also advised that a voucher was potentially late. Upon CTO instructions, ARC also made requests for extensions from the Program Office. The goal is to continue the Office of Health's near perfect record of no delinquencies.

Another new system that ARC implemented during this period was a program document tracking system. The purpose of this database was to track every funding document that originates from the Office of Health as it goes through its various stages of approval. Again, several meetings took place between the Office of Health Program unit and ARC as we collected information about what was needed from this system. In addition, a more complete transmittal form was created to accompany program funding documents through the approval process. ARC is responsible for maintaining and updating this database.

Program Meetings were held on October 7 & 22 and November 5, 1993. ARC provided assistance in announcing the meeting, planning its logistics, taking notes, and distributing the minutes to POAs within the Office of Health.

Consultants to the program unit were also especially busy during this time as funding actions were put into order and reviewed for content. With the end of the fiscal year, an overall closing of the books included finalizing the many lists that have been created to track funds, for instance the buy-in list, the priority list, and the OYB spreadsheet. New tracking systems for the next fiscal year will also be created pending a review of what worked and what did not in this year's system. Work has already begun in organizing and implementing improved systems for the next fiscal year.

## **Management Information Systems**

ARC continued to serve as Office of Health liaison to the Internet Task Force, an advisory group that spearheads USAID's connection to the Internet. Sample messages to test the hookup were sent. Information on Internet was researched,

procured, and literature distributed to those interested (Internet World magazine, IBM Internet Journal). Assistance in training Office of Health employees about how to use Internet hookup was provided.

ARC also serves as Office of Health liaison for TASNET, a project database distributed to USAID missions. Information requirements for this database included coordinating project descriptions from all Office of Health CTOS and entering the data into the TASNET database. Arc will continue to help maintain and update the database. Lastly, some updates and editing were required on the RADIAS program within the Office of Health, the USAID on-line document library.

The Office of Health recently upgraded their version of Lotus software and ARC upgraded as well to maintain compatibility. A tutorial for the new version was made available to all Office of Health personnel on a sign out basis.

### **Publications and Reports**

Plans were implemented for the winter issue of the *Health Herald* due out in early 1994. Articles assignments were given, and the time frame, layout and preliminary design were specified.

Within this quarter, graphic design and support was provided for:

- organizational charts for USAID reorganization, Fall 1993
- slides and overheads.
- various printed products such as award certificates, flow charts and logos.

### **Information and Communications**

Health Sector Council meetings took place on November 4, 1993 and December 9, 1993. ARC provided assistance in announcing the meeting, planning its logistics, taking notes, and distributing the minutes to USAID employees in many bureaus. The Health Sector Council is an inter-office steering committee for the R&D bureau.

### **Support Staff Assistance**

Monthly Reports were submitted for October, November and December by Sandy Jenkins, the Administrative Services Coordinator. Personnel actions during this reporting period included two resignations, Martha Pascal and Sandi Severn.

Anne Emmerth attended 3 training seminars in September this quarter to further enhance our in-house newsletter capability: Cost-Saving Production Tips, Cost Effective 2-color Design, The Newsletter Workshop.

In the next quarter, plans include the closeout of the project at the end of May 1994. Additional travel and technical assistance are anticipated throughout the next quarter.

**Financial Status as of December 31, 1993**  
**MACHEALTH**  
**DPE-5929-C-00-0049-00**

<b>CATEGORY</b>	<b>TOTAL BUDGET</b>	<b>BILLED TO DATE</b>	<b>PERCENTAGE BILLED</b>	<b>TOTAL REMAINING</b>
1. Direct Labor	893,808	714,431	80%	179,377
2. Overhead	434,236	349,900	81%	84,336
3. Other				
Consultants	415,087	349,877	84%	65,210
Travel	150,965	106,773	71%	44,192
Equipment	89,087	62,585	70%	26,502
Office Rental	274,286	214,388	78%	59,898
Other direct *	155,600	118,432	76%	37,168
Total Other	1,085,025	852,055	79%	232,970
4. Subtotal (1,2,3)	2,413,069	1,916,386	79%	496,683
5. G&A	367,621	289,137	79%	78,484
6. Fee	183,278	141,471	77%	41,807
<b>7. GRAND TOTAL</b>	<b>2,963,968</b>	<b>2,346,994</b>	<b>79%</b>	<b>616,974</b>

\* includes:

Delivery	\$7,862
Equipment rental	\$340
Insurance	\$3,300
Maint./repair	\$22,741
Meetings	\$261
Photocopies	\$6,131
Postage	\$1,036
Recruiting	\$1,503
Supplies	\$46,458
Telephone	\$27,163
Travel (local)	\$1,185
Training	\$452
<b>TOTAL</b>	<b>\$118,432</b>

## Level of Effort

September 1990 — December 1993

DPE-5929-C-00-0049-00

CORE PERSONNEL	Authorized Level 9/90-12/93	Person Months Used To Date	Person Months Remaining
<i>Project Director</i>	21.6	10.64	10.96
<i>Asst. Project Director</i>	22.6	2.96	19.64
<i>Admin Services Coordinator</i>	19.4	10.87	8.53
<i>Project Assistant</i>	99.4	49.99	49.41
<i>MIS Specialist</i>	19.4	2.34	17.06
<i>Writer/Researcher</i>	4.5	4.34	0.16
<i>Typists</i>	234.3	78.51	155.79
<i>Financial Mgt Specialist</i>			
<i>Facilities Coordinator</i>	0.6		0.60
<i>Short Term Technical Specialist (consultant)</i>	136.8	73.77	63.03
<b>TOTAL Person Months (176 hours = 1 person month)</b>	<b>553.3</b>	<b>233.42</b>	<b>319.88</b>

