



**NATIONAL PROGRAM FOR  
ORPHANS AND VULNERABLE  
CHILDREN**



**REPUBLIC OF COTE D'IVOIRE  
UNITY - DISCIPLINE - WORK**

# OVC Database User Manual

Côte d'Ivoire

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**Data.FI**  
Data for Implementation

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## Abbreviations

<b>DB-DREAMS</b>	DREAMS Database
<b>DB-OVC</b>	OVC Database
<b>COP</b>	Country Operational Plan
<b>Data.FI</b>	Data for Implementation Project
<b>DREAMS</b>	Determined, Resilient, Empowered, AIDS-free, Mentored and Safe
<b>MFFE</b>	Ministry of Women, Family and Children
<b>NGO</b>	non-governmental organization
<b>NP-OVC</b>	National Program for Orphans and Vulnerable Children (Programme national de prise en charge des orphelins et autres enfants rendus vulnérables — the PNOEV)
<b>OVC</b>	orphans and vulnerable children
<b>OVC MIS</b>	OVC Management Information System
<b>PEPFAR</b>	President's Emergency Plan for AIDS Relief
<b>USAID</b>	United States Agency for International Development

# Introduction

Côte d'Ivoire, through the Ministry of Women, Family and Children (MFFE), has established a National Program for Orphans and Vulnerable Children (PNOEV) whose objective is to develop a policy for the care of orphans and vulnerable children (OVC) and to ensure this policy is implemented.

The main mission of the PNOEV is to ensure that quality services are delivered to OVC. The goal is to improve the quality of these children's lives and their well-being in accordance with national standards. The program has therefore set up an OVC management information system (OVC MIS) that integrates harmonized data collection tools and databases 1.3, 2.0, and 3.0.

An integrated Determined, Resilient, Empowered, AIDS-free, Mentored and Safe (DREAMS)/OVC database will help to foster the emergence of a dynamic DREAMS/OVC system that provides data to inform OVC activity managers. Through these data, managers will be able to make better decisions and develop strategies to build the capacity of service providers to align service packages and enroll OVC. To maximize the potential uses of the DREAMS/OVC data system, MEASURE Evaluation set up an initial phase to identify indicators, design paper-based data collection tools, and develop a DREAMS database that is interoperable with the OVC database.

Since 2019 with USAID/PEPFAR funding, the Data.FI project has been providing technical assistance to the PNOEV and its partners to improve the national OVC and DREAMS databases and set up a user support system to increase accessibility to and use of these applications.

At the initial implementation of the Country Operational Plan 2020 (COP20) targets, key stakeholders made new demands in view of the new information requirements and some malfunctions of the OVC and DREAMS databases. The Data.FI project has updated the OVC database by developing it on the OpenMRS platform.

This user manual provides the information needed to facilitate use of this revised database.

**Commented [RB1]:** Requirements or needs?

**Commented [RB2]:** Do you mean "by transitioning it to the OPENMRS Platform"?

# Section 1: Login/Entry



# Accessing the database

## Logging into the database

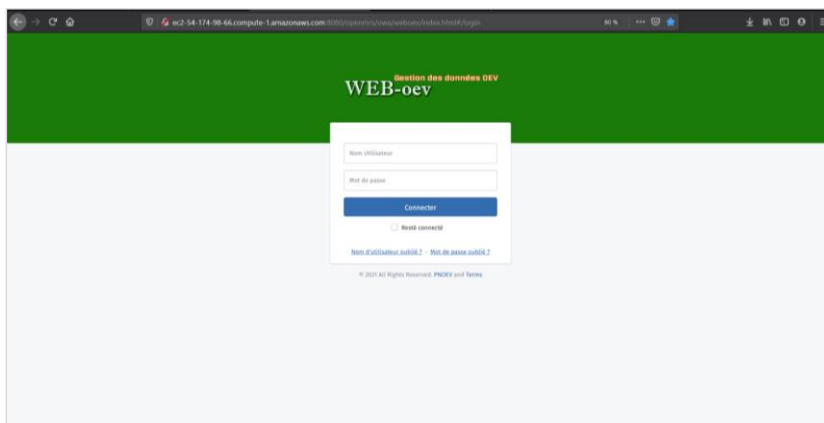
### Prerequisites

To connect to the OVC database, you must:

- Have a computer
- Have an Internet connection available
- Launch the browser (**preferably Google Chrome for optimal database performance**)



- Enter the address "www.sig-oev.org" in the browser address bar
- Press the "Enter" key on the keyboard to access the interface, which looks like this:





To log into the database, you must be set up as a user, i.e., have access rights from the administrator. Users are given a login or username and a password. To access the database home page, enter the username followed by the password and click on "Connect" or press the enter key on the keyboard.

Example:



The top section of the database home page offers us five main areas:



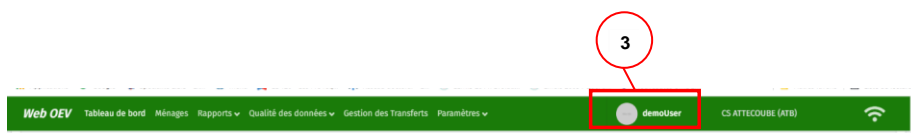
1. Zone 1 simply shows us the name of the application, **WebOEV**.
2. Zone 2 contains **all the modules** in the application. These modules are:
  - Dashboard
  - Households
  - Reports
  - Data quality
  - Transfer management
  - Settings
3. Zone 3 shows the logged-in user's profile.
4. Zone 4 displays the facility to which the logged-in user belongs.
5. Zone 5 shows users if they are connected or not. The  symbol appears when the user has an Internet connection. If there is no connection, this symbol looks like this .

**Commented [MH3]:** I'm not sure if this is the official name; I didn't want to change it in case the name is only in French

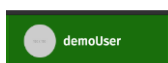
The lower section of the database home page shows us the dashboard, which will be discussed in Section 2 of our manual.

## Logging off the database

To log off and leave the database, go to the user profile area (zone 3 of the top interface).



**Step 1:** Click on the username.



**Step 2:** On the drop-down list, click on "Logout."



The user is then disconnected.

# Identification

## How to enter a new household

To enter a new household in the OVC database, the user must first log in and then:

**Step 1:** Click on the **Households** tab in zone 2 at the top of the home interface, which contains all the application modules.



**Step 2:** A new page is displayed:

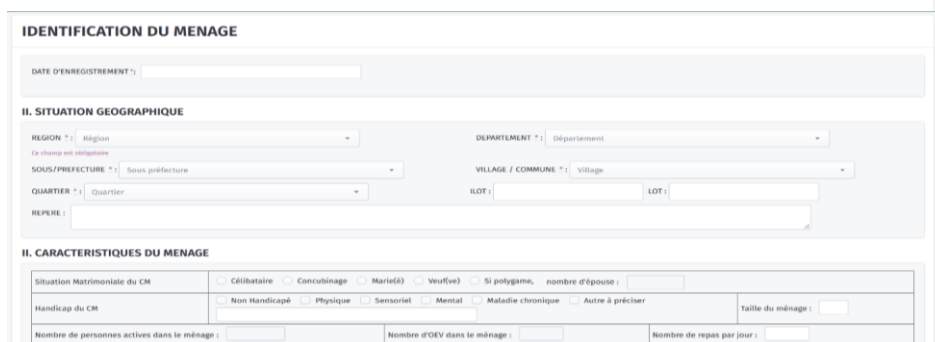


This page has three parts:

1. Search for household
2. Search for members
3. New household

**Step 3:** Click on 3 "New household" to enter a new household.

**Step 4:** Enter the information from the household identification form in the form that appears:

The image shows a form titled 'IDENTIFICATION DU MENAGE'. It is divided into several sections: 1. 'DATE D'ENREGISTREMENT \*': A text input field. 2. 'II. SITUATION GEOGRAPHIQUE': Contains dropdown menus for 'REGION \*' (région), 'DEPARTEMENT \*' (département), 'SOUS/PREFECTURE \*' (sous préfecture), and 'VILLAGE / COMMUNE \*' (village). It also has input fields for 'QUARTIER \*' (quartier), 'ILOTT', and 'LOT'. 3. 'II. CARACTERISTIQUES DU MENAGE': Contains a table with radio buttons for marital status (Célibataire, Concubinage, Marié(e), Veuf(ve), Si polygame) and a field for 'nombre d'épouse'. It also has checkboxes for 'Handicap du CM' (Non Handicapé, Physique, Sensoriel, Mental, Maladie chronique, Autre à préciser) and a field for 'Taille du ménage'. At the bottom, there are three input fields: 'Nombre de personnes actives dans le ménage', 'Nombre d'OEV dans le ménage', and 'Nombre de repas par jour'.

### IDENTIFICATION DU MENAGE

CENTRE SOCIAL: CS.ABOBO

DATE D'ENREGISTREMENT :

Here the user is asked to enter the registration date, information on the household's geographical location, and information on its characteristics.

For NGOs entering household information, the user must select the social center that covers the geographical area where the household is located.

**Step 5:** Save the entered form.

Once you have filled in all this information, click on the "Save" button at the bottom right of the form.

### II. CARACTERISTIQUES DU MENAGE

Situation matrimoniale du CM:  Célibataire  Concubinage  Marié(e)  veuf(ve)  Si prélogé, mention d'épouser

Handicap du CM:  Non handicapé  Physique  Sensoriel  Mental  Maladie chronique  Autre à préciser

Nombre de personnes actives dans le ménage:  Nombre d'OEI dans le ménage:  Nombre de repas par jour:

Porte d'entrée:  CM  PNE  COP  Assoc. PNEB  Centre Social  CATEOEF  Autre

Type de logement:  Villa  Appartement  Maison en bande  Court commun  Case  Autre

Nombre de pièces:  Situation du logement:  Propriétaire  Locataire  Maison familiale  Autre

Commodités:  WC  Lave-vaisselle  Cuisine  Baignoire

Principale source d'eau:  Eau courante  Pompe hydraulique / forage  Puits  Margot / Source  Autre

Principale source d'éclairage:  Électrique  Lampe solaire  Aucune  Autre

Combustible principal:  Gaz  Charbon  Bois  Autre

Indigents protégés par le CM:  Chrétienne  Musulmane  Animiste  Autre

Situation du CM:  Capital social (appartenance à une communauté)  Non (si) (spécifier la principale)

Autres ressources de ménage:  Téléphone  Télévision  Autre

Sources de revenus permanentes du ménage:  Actifs professionnels  Apport familial  Apport extérieur (don, bourse)  Autres (spécifier)

Estimation du revenu mensuel du ménage (en F CFA):  Moins de 10.000  10.000 à 100.000  100.001 à 200.000  200.001 à 500.000  Plus de 500.000

Estimation des dépenses mensuelles du ménage:

Registering the household identification form gives access to the page below:

**Identifiant:** 001AB02000002

**Classification:**  Validité

Date d'enregistrement:  Situation géographique: GRANDS PORTS > ABISSAN > BANGEROLLE > BINGE WOLLE > WATTO-BOLAKÉ

Porte d'entrée:  PNE Taille du ménage:  Personnes actives:  Nombre d'OEI:

### CARACTERISTIQUE DU MENAGE

**Chef de ménage**

Situation matrimoniale	Concubinage	Handicap	Non handicapé
Intervale(s)	MARIÉ	Religion	Chrétienne
Capital social (appartenance à une communauté)			

**Logement**

Type de logement	Maison en bande	Nombre de pièces	2
Situation du logement	Locataire	Commodités	Source WC Cuisine
Principale source d'eau	Eau courante	Principale source d'éclairage	Électrique
Combustible principal	Gaz	Autres ressources du ménage	Téléphone Télévision

**Revenus du ménage**

Sources de revenus permanentes du ménage	Activité professionnelle
Estimation du revenu mensuel du ménage	50.000 à 100.000
Estimation des dépenses mensuelles du ménage	50.000

**Liste des membres du ménage**

- 001AB0200000301 YENANCE AKA
- 001AB0200000302 JAMEL ESS DIAL
- 001AB0200000303 MARCELLE AKA
- 001AB0200000304 TANIA AKA

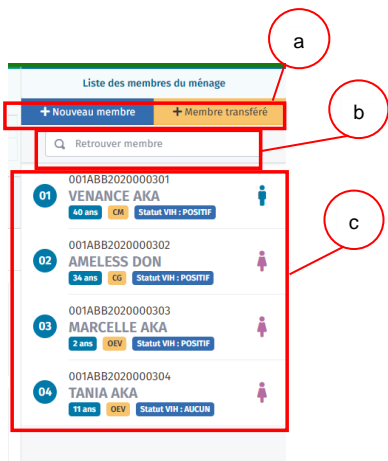
- Household header field, displaying certain household characteristics. This field remains visible while the user navigates through the various tabs in zone 2. This includes:
  - Household identifier**, which is generated automatically after the household identification form is registered and incorporates the coordination platform code, social center code, year of registration, and household number
  - Household classification**: if no assessment has been made, this field shows "not yet assessed." The classification is displayed after the household assessment.
  - Date the household was registered
  - Household front door
  - Household size
  - Number of active people
  - Number of OVC
  - Geographic location
- Area providing access to various tabs related to the household (characteristics, assessment, graduation, and outcomes).
- Display field when the user is browsing the various tabs mentioned in 2. By default, this field displays the summary of the household characteristics entered in the household identification form ("Characteristics" tab selected by default).

The screenshot shows a web interface for household identification. At the top, there are tabs for 'Identifiant' (0018AB02000000) and 'Classification' (Vulnérable). Below these are navigation tabs: 'Caractéristiques', 'Porte d'entrée', 'Taille du ménage', 'Personnes actives', and 'Nombre d'OVC'. The 'Caractéristiques' tab is selected and highlighted with a red box. The main content area is titled 'CARACTERISTIQUE DU MENAGE' and contains several sections:

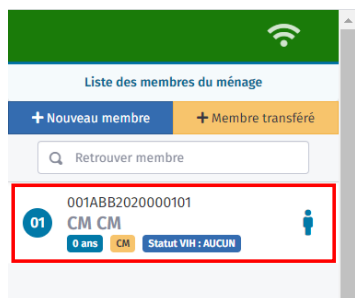
- Identifiant**: 0018AB02000000
- Classification**: Vulnérable
- Situation géographique**: GRANDS-POINTS > ABIDJAN > BINGERVILLE > BINGERVILLE > NYBATO-BOUAKÉ
- Caractéristique du ménage**:
  - Chef de ménage**: Situation matrimoniale (Cocouinage), Handicap (Non handicapé), Ethnie(s) (NSATO), Religion (Chrétienne), Capital social (Appartenance à une communauté)
  - Logement**: Type de logement (Maison en bande), Situation du logement (Localaire), Principale source d'eau (Eau courante), Combustible principal (Gaz), Nombre de pièces (2), Commodes, Douche WC Carène, Électricité, Téléphone Télévision
  - Revenus du ménage**: Sources de revenus permanentes du ménage (Activité professionnelle), Estimation du revenu mensuel du ménage ([10.000 à 100.000]), Estimation des dépenses mensuelles du ménage (90000)
- Liste des membres du ménage**: A sidebar on the right showing a list of household members with their IDs and names: VENANCE AKA, AMELESS DON, MARCELLE AKA, and TANIA AKA.

- When this area is showing the household characteristics, if a user clicks on the "edit" button at the bottom he/she is returned to the household identification form and can make the desired changes.
- The following options are available in zone 4, "List of household members":
    - Add a household member (a)
    - Add a transferring member to the household (a)
    - Search for a member either by code or by name (b)
    - Display the list of household members with some individual characteristics given for each (c)

NB: this zone will be discussed further in the section on adding and editing members in a household.

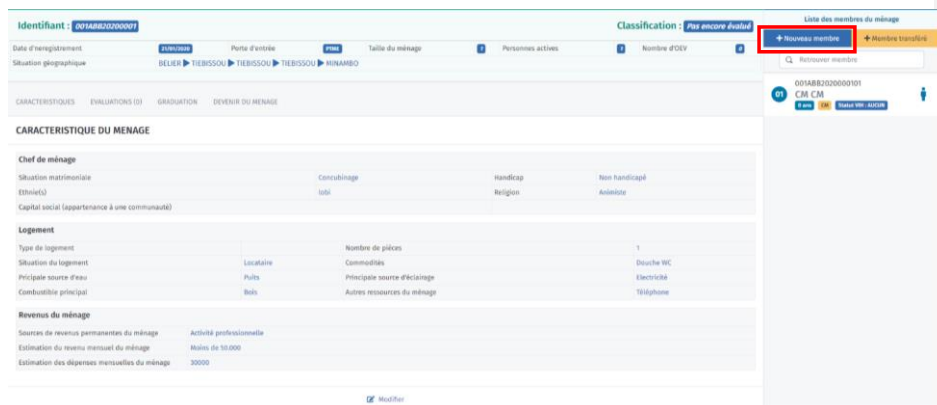


NB: entering a new household by default creates a head of household; this person's information must be edited.



## How to add a new member

Step 1: Click on "New member."



Step 2: Enter the household member's individual data, then click save.

The screenshot shows a form titled 'AJOUT DE MEMBRE AU MENAGE' (Add member to household). The form contains the following fields and options:

- Date d'enregistrement dans le ménage: 20/04/2021
- Numéro d'ordre: 02
- Nom: KOUADIO
- Prénoms: ERIC
- Sexe:  M  F
- Date de naissance: 06/04/2010
- Si bénéficiaires DREAMS notifier son code: (A blue box highlights this field)
- Numéro d'ordre du ménage qui prend soin de lui: 1
- Type de membre:  Donneur de soins  DEV

Buttons for 'Enregistrer' (Save) and 'Fermer' (Close) are at the bottom.

NB:

- The "Close" tab allows you to leave this window without saving your changes.
- The (blue) box for entering the DREAMS code is only displayed for female members between the ages of 10 and 24 inclusive (the target population for the DREAMS program).



Step 3: A new page is displayed to continue entering the member's identification.

This page includes:

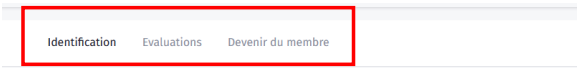
1. Household member header field displaying certain household characteristics. This field remains visible while the user navigates through the various tabs in zone 2. The following are displayed in this zone:
  - a. Beneficiary's code
  - b. First and last names
  - c. Sex
  - d. Age and date of birth
  - e. Order number in the household
  - f. Registration date
  - g. The order number of the household member who takes care of him/her (blue box)
  - h. If the member is the head of household, this is displayed right after the number of the household member who is taking care of him/her.
  - i. If the member is a caregiver, check "Caregiver" in step 2 and it will be displayed in green.

- j. If the member is an OVC, this is displayed in yellow (black box).
- k. Current needs: "None" is the default. Needs will be identified after assessment.
- l. HIV status: if the status is negative or unknown, this field will change as the status changes. Any change is reflected in the support activity form. The clinical number is also displayed (or "No number" if it has not been entered).
- m. DREAMS number This is displayed when the member is a project target. If the member is not participating in the DREAMS project at the time of identification (DREAMS number not filled in), it is marked "None." Otherwise, this number is displayed.
- n. The "Edit" button, which allows you to edit the data in the individual data interface
- o. The "Household" button, which allows you to exit the member page and return to the global household page.



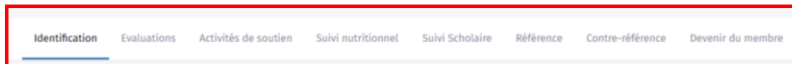
2. Zone providing access to various tabs related to the member.

- Before the assessment, only 3 tabs are displayed (Identification, Assessment, and Member Outcome)



NB: the "Education monitoring" tab is displayed for all beneficiary members between the ages of 2 and 21 inclusive.

- All other tabs are displayed once the assessment has been performed, so there are eight tabs available instead of three (Identification, Assessment, Support Activities, Nutrition Monitoring, Education Monitoring, Referral, Counter-referral and Member Outcome)



3. Display field when the user is browsing the various tabs mentioned in 2. By default, the "Identification" tab is selected to complete the member identification entry.

**Step 4:** After entering the remaining identification data, click on the "Save" button.

Identificateur	Existence d'un entrée de naissance ou d'une pièce d'identité	Niveau d'instruction	Profession à l'identification	Vulnérabilité	Type de vulnérabilité	Statut	Personne informée du statut sérologique	Suivi TAMV	membres de ménage
A - Aucun B - Physique C - Biométrique D - Identité E - Médical F - Médical chronique	0 - Aucun 1 - Présence / 2 - Absence	0 - Aucun 1 - Primaire / 2 - Secondaire 3 - Supérieur 4 - Non concerné	0 - Non orphelin 1 - Orphelin 2 - Orphelin 3 - Orphelin 4 - Non applicable	0 - Non orphelin 1 - Orphelin 2 - Orphelin 3 - Orphelin 4 - Non applicable	A - Orphelin B - VVE C - Protection D - Autre à préciser E - Aucun	1 - Membre du ménage 2 - Personne de contact 3 - Intervenant social 4 - Autre à préciser 5 - Non applicable 6 - Autre (préciser)	1 - oui 2 - non 3 - non applicable	1 - Adultes 2 - Enfants 3 - Autres 4 - Très bonne 5 - Non concerné	

## Search for a previously entered household or member

### Search for a household

**Step 1:** Click on the **Households** tab.



**Step 2:** Enter the ID of the household you are looking for.

**Step 3:** The household you are looking for is displayed. Click on the household to access its page.

Identifiant	Date d'enregistrement	Taille du ménage	Structure	Chef de ménage	Porte d'entrée
00100120210006	20/04/2021	3	Centre social Abebe	0010012021000601 - GERTRUDE IRIE LOU	CAT_CDT

**Step 4:** The household page is displayed.

**Identifiant:** 00100120210006 **Classification:** Vulnérable

Date d'enregistrement: 20/04/2021 | Porte d'entrée: CAT\_CDT | Taille du ménage: 3 | Personnes actives: 1 | Nombre d'DEV: 2

Situation géographique: lagunes > Abidjan > Yopougon > Sicogi > Quartier marché

**CARACTERISTIQUE DU MENAGE**

**Chef de ménage**

Situation matrimoniale	Marié (e)	Handicap	Maladies chroniques
Ethnie(s)	GOURO	Religion	Chrétienne
Capital social (appartenance à une communauté)			

**Logement**

Type de logement	Maison en bande	Nombre de pièces	2
Situation du logement	Locataire	Commodités	Douche Latrines
Principale source d'eau	Eau courante	Principale source d'éclairage	Electricité
Combustible principal	Gaz	Autres ressources du ménage	Téléphone Réfrigérateur

**Revenus du ménage**

Sources de revenus permanentes du ménage	Activité professionnelle
Estimation du revenu mensuel du ménage	[100.001 à 200.000]
Estimation des dépenses mensuelles du ménage	150000

**Liste des membres du ménage**

- 01 GERTRUDE IRIE LOU (14 ans, CH, Statut Vit.: POFMR)
- 02 ERICKA KOUADIO (18 ans, DEV, Statut Vit.: MCMR)
- 03 ANGE KOUADIO (4 ans, DEV, Statut Vit.: ACCMR)

## Search for a member

The WebOEV database provides two options for searching for a registered member.

### Option 1

**Step 1:** Click on the **Households** tab.

**Step 2:** Enter either the ID or the name of the member you are looking for.

The screenshot shows two search sections. The top section, 'Recherche de ménage', has a search bar with the placeholder text 'Saisir l'identifiant du ménage recherché' and a 'Nouveau ménage' button. The bottom section, 'Recherche de membres', has a search bar with the placeholder text 'Saisir l'identifiant du membre recherché'. This search bar is highlighted with a red rectangular box.

As soon as the user starts typing the name of the member they are looking for, a list of names containing the letters entered will appear below the search bar to facilitate the search.

The screenshot shows the 'Recherche de membres' section with a search bar containing 'E'. Below the search bar, a table of search results is displayed. The table is highlighted with a red rectangular box. The table has the following columns: 'Identifiant', 'Nom et prénom', 'Date de naissance', 'Genre', 'Numéro du ménage', and 'Structure'. There are three rows of data, all from 'Centre social Abobo'. Below the table, it says 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are also 'Previous' and 'Next' navigation buttons.

Identifiant	Nom et prénom	Date de naissance	Genre	Numéro du ménage	Structure
0010012021000601	GERTRUDE IRIE LOU	01/03/1981	F	00100120210006	Centre social Abobo
0010012021000602	ERICKA KOUADIO	06/04/2010	F	00100120210006	Centre social Abobo
0010012021000603	ANGE KOUADIO	13/04/2017	M	00100120210006	Centre social Abobo

NB: for the ID, the user must enter the member's entire identifier.

**Step 3:** Click on the member you are looking for to access their page.

Recherche de ménage Accéder ménage

🔍 Saisir l'identifiant du ménage recherché

---

Recherche de membres

🔍

Show 10 entries Search:

Identifiant	Nom et prénom	Date de naissance	Genre	Numéro du ménage	Structure
0010012021000601	GERTRUDE IRE LOU	01/03/1981	F	00100120210006	Centre social Abobo
0010012021000602	ERICKA KOUADIO	06/04/2010	F	00100120210006	Centre social Abobo
0010012021000603	ANGÉ KOUADIO	13/04/2017	M	00100120210006	Centre social Abobo

No data available in table

Showing 0 to 0 of 0 entries Previous Next

**Step 4** The household page is displayed.

0010012021000602 - ERICKA KOUADIO | 11 ans (06/04/2010) | 02

ENREGISTREMENT : 20/04/2021 | DONNEUR DE SOIN : 1 | OEY

Besoins réels : AUCUN Statut VIH : NEGATIF

Identification Evaluations Devenir du membre

FICHE D'IDENTIFICATION Enregistrer

Handicap	Niveau d'instruction	Vulnérabilité	Type de vulnérabilité	Statut sérologique	Relation avec les membres du ménage		
					Les adultes	Les enfants	Ceux qui prennent soin de lui
A - Absent B - Physique C - Sensoriel D - Mental E - Maladie chronique	0 - Aucun 1 - Précolaire / Maternelle 2 - Primaire 3 - Secondaire 4 - Supérieur 5 - Non concerné	0 - non orphelin 1 - Orphelin de père 2 - Orphelin de mère 3 - Orphelin de père et de mère 4 - Non applicable	A - OEY B - VEG C - grossesse D - Autre à préciser E - Autre	A - Membre du ménage B - personnel de santé C - intervenant social D - ami et connaissance E - non applicable X - autre (préciser)	1 - oui 2 - non 3 - non applicable	1 - Matrielle 2 - Autre homme 3 - Femme 4 - Fils homme 5 - Non concerné(s)	Ceux qui prennent soin de lui
X C D E	1 2 3 4 5 X N T	0 1 2 3 4 AUCUN	0 1 2 3 4 0	X C D E 0 1 2 3	A B C D X 1 2 3	1 2 3 A 1 2 3 4 5	1 2 3 4 1 2 3 4 5

**Option 2**

**Step 1:** Search for the member's household by following the steps for finding a household (see "Searching for a household").

**Step 2:** Search for the member in the list of household members on the right or enter the member's name in the search bar on the right.

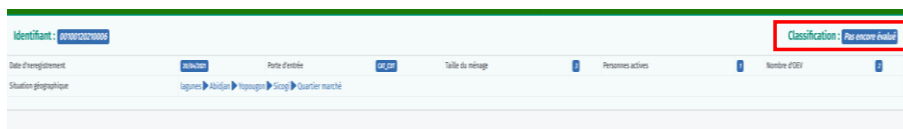
The screenshot shows a web application interface for household management. At the top, there is a navigation bar with 'Identifiant' and 'Classification'. Below this, there are tabs for 'Personnes actives' and 'nombre d'OEY'. A search bar is located in the top right corner, with a red box around it and a callout 'a'. Below the search bar, there is a list of household members, with a red box around it and a callout 'b'. The list includes names like VENANCE AXA, AMEL ESS DOUN, MARCELLE AXA, and TANIA AXA. The main content area displays details for the household, including 'CARACTERISTIQUE DU MENAGE', 'Chef de ménage', 'Logement', and 'Revenus du ménage'.

- a. Search bar with either code or name
- b. List of household members

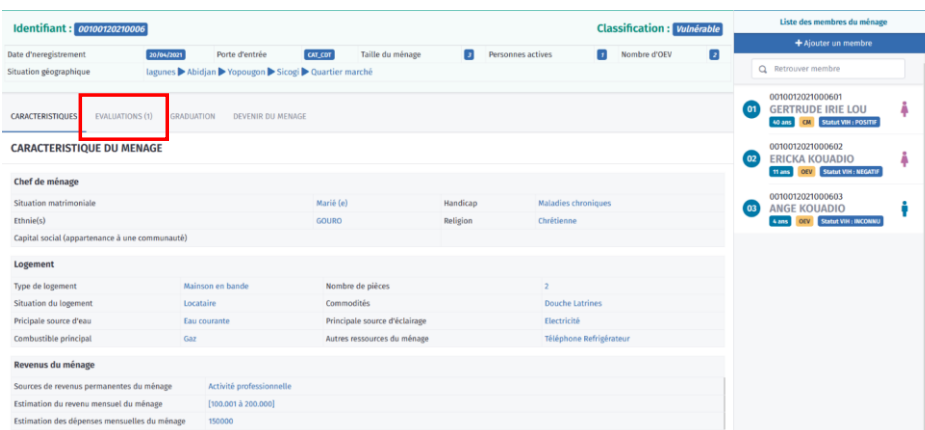
# Assessment

## Entering the household assessment

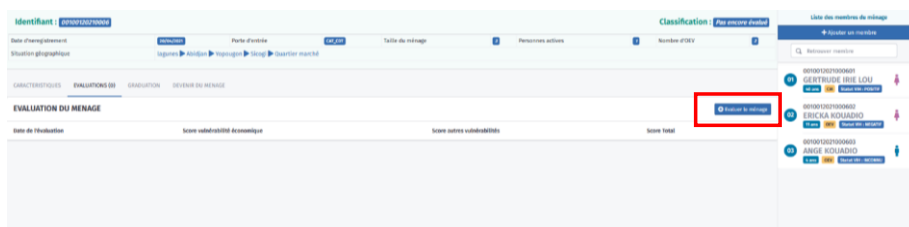
Prior to the household assessment, the header on the household page tells us that the household has not yet been assessed.



**Step 1:** On the page of the household entered, in the field with access to the various household-related tabs, click on the "Assessments" tab.

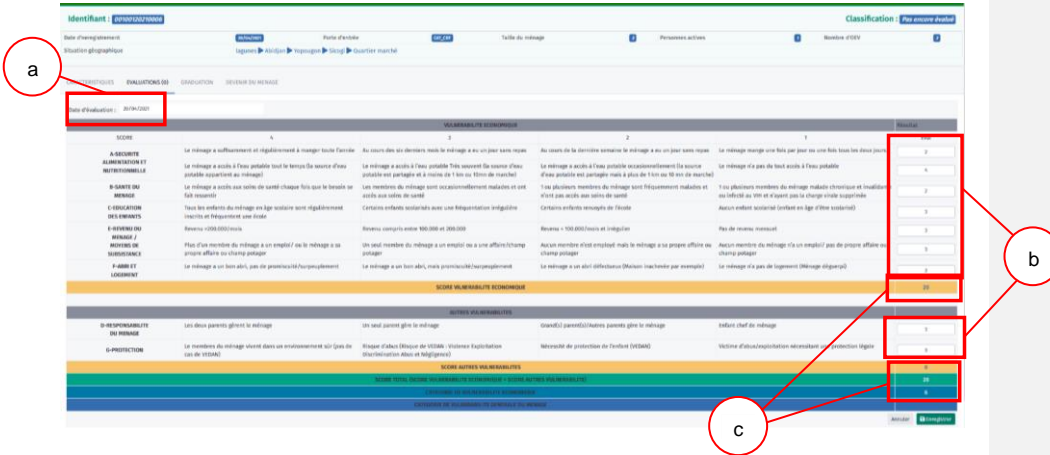


**Step 2** Click on the "Assess household" tab.



**Step 3:** The assessment form is available.

- Enter the assessment date.
- Select the assessment scores for each domain.
- The score totals, overall score, and vulnerability category are generated automatically.

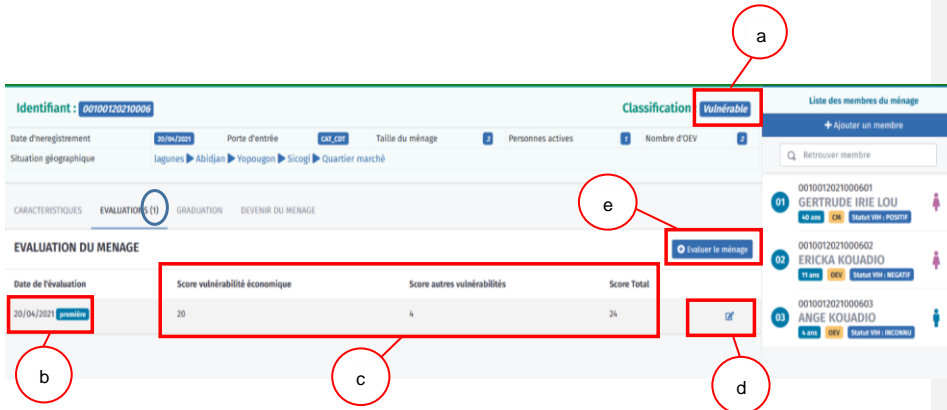


**Step 4:** Confirm the entry by clicking on the "Save" button.

NB: the "Cancel" button (blue box) allows you to close the form without saving it and return to the home page for the household.

SCORE AUTRES VULNERABILITES		6
SCORE TOTAL (SCORE VULNERABILITE ECONOMIQUE + SCORE AUTRES VULNERABILITES)		26
CATEGORIE DE VULNERABILITE ECONOMIQUE		6
CATEGORIE DE VULNERABILITE GENERALE DU MENAGE		
Annuler		<input type="button" value="Sauvegarder"/>

**Step 5:** The household assessment dashboard is displayed. It consists of:



- Household classification
- Assessment date and ranking
- Vulnerability scores
- A check box to access the form to edit the assessment if necessary
- For a new assessment, e.g., the second assessment, click on the "Assess Household" button and a new empty form is available once again.



NB: once the first assessment has been performed, the number 1 appears in brackets instead of 0 in the Assessment tab (blue circle).

## Entering the household beneficiary assessment

**Step 1:** In the household entry interface, click on the member whose assessment will be entered to access their interface.

The screenshot shows the household entry interface. At the top, there is a header with 'Identifiant: 00100120210006' and 'Classification: Vulnérable'. Below this, there are several tabs: 'CARACTERISTIQUES', 'EVALUATIONS (1)', 'GRADUATION', and 'DEVENIR DU MENAGE'. The 'EVALUATIONS (1)' tab is selected, showing a table with columns for 'Date de l'évaluation', 'Score vulnérabilité économique', 'Score autres vulnérabilités', and 'Score Total'. The table contains one row with the date '20/04/2021' and scores of 20, 4, and 24 respectively. To the right, there is a 'Liste des membres du ménage' section with a '+ Ajouter un membre' button and a 'Rechercher membres' input. A red box highlights the list of members, which includes three entries: 01 GERTRUDE IRIE LOU (40 ans, Chef, Statut VIH: POSITIF), 02 ERICKA KOUADIO (11 ans, Chef, Statut VIH: NEGATIF), and 03 ANGE KOUADIO (4 ans, OEV, Statut VIH: NEGATIF).

**Step 2:** Click on the "Assessment" tab and then the "Assess beneficiary" button to access the assessment form.

The screenshot shows the assessment form interface. At the top, there is a header with '0010012021000601 - GERTRUDE IRIE LOU' and '40 ans (01/02/1981) 01'. Below this, there are several tabs: 'ENREGISTREMENT: 20/04/2021', 'DONNEUR DE SOIN: 01', 'CHEF DE MENAGE', 'DONNEUR DE SOIN', 'Besoins réels: AUCUN', 'Statut VIH: POSITIF', and 'Nombres DREAMS: 0000'. The 'Evaluations' tab is selected, showing a 'LISTE DES EVALUATIONS DES BESOINS DU BENEFICIAIRE' section. A red box highlights the 'Evaluations' tab, and another red box highlights the 'Evaluer le bénéficiaire' button.

NB: if the assessment has not been entered, the activity forms are not available and "None" appears in the header at the level of current requirements (blue box).

**Step 3:** Enter the form data. This form includes:

- Assessment date
- Individual needs assessment domain
- Scores
- Planned interventions (providing services that address urgent needs), which appear based on the score in the individual needs assessment area. Scores of 4 and 3 do not lead to any intervention. Interventions are only available if the scores are 2 or 1.
- Intervention time is only shown for scores of 2 or 1 in the assessment areas.

- f. Implementation status tracking (Completed, In Progress, Not Done) appears only for scores of 2 or 1 in the assessment areas. No items should be checked off on the first assessment.

g. Data sources

**Step 4:** Click on the "Save" button at the bottom right of the assessment form to save the data entered.

NB: if you do not want to save your entries or if you want to leave the form without entering any data, click on the "Cancel" button located at the top right of the form.

**Step 5:** The household assessment dashboard is displayed, with:

- a. Current needs from the assessment, which are displayed in the header
- b. Assessment date
- c. Structure

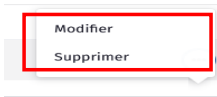
- d. Data sources
- e. Scores
- f. Number of planned interventions
- g. Status tracking. This changes as it is edited in the assessment sheet.



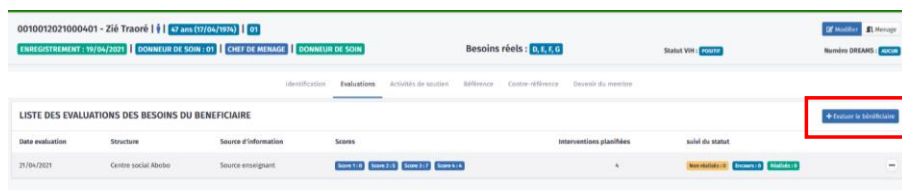
**Step 6:** Edit or delete the assessment record.

To perform these actions, click on the ⋮ button located just after the status tracker. Two choices are displayed:

- Edit, which allows you to access the assessment form again to edit it, including updating the status tracking
- Delete, which allows you to permanently delete the saved evaluation form

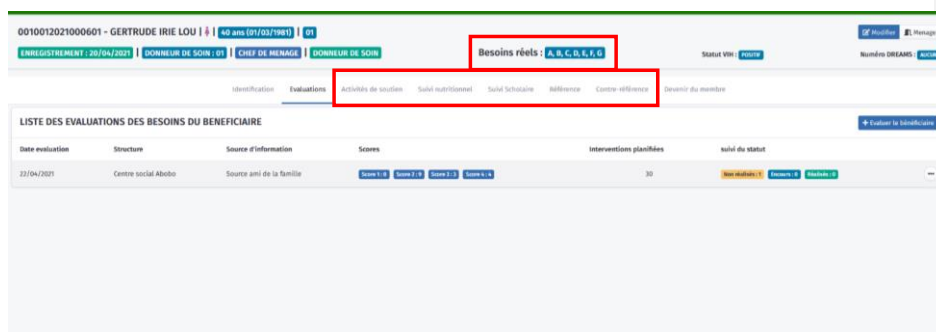


NB: to perform a new assessment of the member, click again on "Assess the beneficiary" to access a new assessment form.



## Entering the beneficiary's individual activity forms

NB: individual activity forms are available in the beneficiary's interface and can only be accessed after the assessment. Forms are available in the interface based on current needs after assessment.

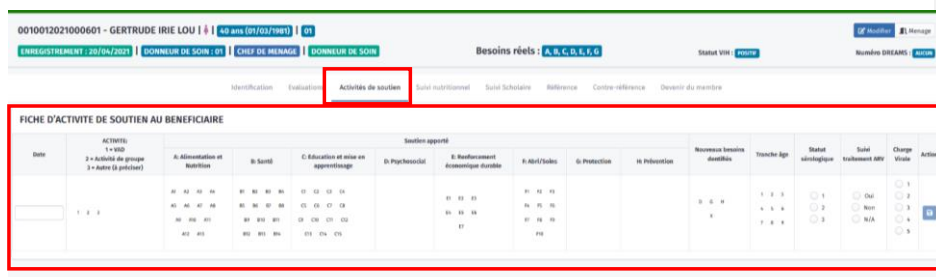


These forms are:

- Support Activities
- Nutrition Monitoring
- Education Monitoring: Available to all beneficiaries ages 2 to 21, inclusive
- Reference
- Counter-reference

## Filling out the Support Activities form

**Step 1:** Click on the "Support Activities" tab to access the form in the display area below:



Step 2: Fill out the form.

0010012021000404 - Abou Traore | 11 ans (13/01/2010) | 04  
 ENREGISTREMENT : 19/04/2021 | DONNEUR DE SOIN : 02 | CIV  
 Besoins réels: A, B, C, D, E, F, G | Statut VIH: POSIF | Numéro DREAMS: ACTION

Identification | Evaluations | **Activités de soutien** | Suivi nutritionnel | Suivi scolaire | Référence | Centre-référence | Devenir du membre

**FICHE D'ACTIVITE DE SOUTIEN AU BENEFICIAIRE**

Date	ACTIVITE: 1 = IND 2 = Activité de groupe 3 = Autre (à préciser)	Séances appuyées											Niveau des besoins identifiés	Tranche d'âge	Statut sérologique	Suivi traitement ART	Charge Vieille	Action																																																																																																																																																																																																																																									
		A. Alimentation et Nutrition	B. Santé	C. Éducation et mise en apprentissage	D. Psychosocial	E. Renforcement économique durable	F. Abs/Traite	G. Protection	H. Prévention																																																																																																																																																																																																																																																		
22/04/2021	1	01 02 03 04	05 06 07 08	09 10 11 12	13 14 15 16	17 18 19 20	21 22 23 24	25 26 27 28	29 30 31 32	33 34 35 36	37 38 39 40	41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56	57 58 59 60	61 62 63 64	65 66 67 68	69 70 71 72	73 74 75 76	77 78 79 80	81 82 83 84	85 86 87 88	89 90 91 92	93 94 95 96	97 98 99 100	101 102 103 104	105 106 107 108	109 110 111 112	113 114 115 116	117 118 119 120	121 122 123 124	125 126 127 128	129 130 131 132	133 134 135 136	137 138 139 140	141 142 143 144	145 146 147 148	149 150 151 152	153 154 155 156	157 158 159 160	161 162 163 164	165 166 167 168	169 170 171 172	173 174 175 176	177 178 179 180	181 182 183 184	185 186 187 188	189 190 191 192	193 194 195 196	197 198 199 200	201 202 203 204	205 206 207 208	209 210 211 212	213 214 215 216	217 218 219 220	221 222 223 224	225 226 227 228	229 230 231 232	233 234 235 236	237 238 239 240	241 242 243 244	245 246 247 248	249 250 251 252	253 254 255 256	257 258 259 260	261 262 263 264	265 266 267 268	269 270 271 272	273 274 275 276	277 278 279 280	281 282 283 284	285 286 287 288	289 290 291 292	293 294 295 296	297 298 299 300	301 302 303 304	305 306 307 308	309 310 311 312	313 314 315 316	317 318 319 320	321 322 323 324	325 326 327 328	329 330 331 332	333 334 335 336	337 338 339 340	341 342 343 344	345 346 347 348	349 350 351 352	353 354 355 356	357 358 359 360	361 362 363 364	365 366 367 368	369 370 371 372	373 374 375 376	377 378 379 380	381 382 383 384	385 386 387 388	389 390 391 392	393 394 395 396	397 398 399 400	401 402 403 404	405 406 407 408	409 410 411 412	413 414 415 416	417 418 419 420	421 422 423 424	425 426 427 428	429 430 431 432	433 434 435 436	437 438 439 440	441 442 443 444	445 446 447 448	449 450 451 452	453 454 455 456	457 458 459 460	461 462 463 464	465 466 467 468	469 470 471 472	473 474 475 476	477 478 479 480	481 482 483 484	485 486 487 488	489 490 491 492	493 494 495 496	497 498 499 500	501 502 503 504	505 506 507 508	509 510 511 512	513 514 515 516	517 518 519 520	521 522 523 524	525 526 527 528	529 530 531 532	533 534 535 536	537 538 539 540	541 542 543 544	545 546 547 548	549 550 551 552	553 554 555 556	557 558 559 560	561 562 563 564	565 566 567 568	569 570 571 572	573 574 575 576	577 578 579 580	581 582 583 584	585 586 587 588	589 590 591 592	593 594 595 596	597 598 599 600	601 602 603 604	605 606 607 608	609 610 611 612	613 614 615 616	617 618 619 620	621 622 623 624	625 626 627 628	629 630 631 632	633 634 635 636	637 638 639 640	641 642 643 644	645 646 647 648	649 650 651 652	653 654 655 656	657 658 659 660	661 662 663 664	665 666 667 668	669 670 671 672	673 674 675 676	677 678 679 680	681 682 683 684	685 686 687 688	689 690 691 692	693 694 695 696	697 698 699 700	701 702 703 704	705 706 707 708	709 710 711 712	713 714 715 716	717 718 719 720	721 722 723 724	725 726 727 728	729 730 731 732	733 734 735 736	737 738 739 740	741 742 743 744	745 746 747 748	749 750 751 752	753 754 755 756	757 758 759 760	761 762 763 764	765 766 767 768	769 770 771 772	773 774 775 776	777 778 779 780	781 782 783 784	785 786 787 788	789 790 791 792	793 794 795 796	797 798 799 800	801 802 803 804	805 806 807 808	809 810 811 812	813 814 815 816	817 818 819 820	821 822 823 824	825 826 827 828	829 830 831 832	833 834 835 836	837 838 839 840	841 842 843 844	845 846 847 848	849 850 851 852	853 854 855 856	857 858 859 860	861 862 863 864	865 866 867 868	869 870 871 872	873 874 875 876	877 878 879 880	881 882 883 884	885 886 887 888	889 890 891 892	893 894 895 896	897 898 899 900	901 902 903 904	905 906 907 908	909 910 911 912	913 914 915 916	917 918 919 920	921 922 923 924	925 926 927 928	929 930 931 932	933 934 935 936	937 938 939 940	941 942 943 944	945 946 947 948	949 950 951 952	953 954 955 956	957 958 959 960	961 962 963 964	965 966 967 968	969 970 971 972	973 974 975 976	977 978 979 980	981 982 983 984	985 986 987 988	989 990 991 992	993 994 995 996	997 998 999 1000

Step 3: Save the data entered by clicking on the Save disk.

0010012021000404 - Abou Traore | 11 ans (13/01/2010) | 04  
 ENREGISTREMENT : 19/04/2021 | DONNEUR DE SOIN : 02 | CIV  
 Besoins réels: A, B, C, D, E, F, G | Statut VIH: POSIF | Numéro DREAMS: ACTION

Identification | Evaluations | **Activités de soutien** | Suivi nutritionnel | Suivi scolaire | Référence | Centre-référence | Devenir du membre

**FICHE D'ACTIVITE DE SOUTIEN AU BENEFICIAIRE**

Date	ACTIVITE: 1 = IND 2 = Activité de groupe 3 = Autre (à préciser)	Séances appuyées											Niveau des besoins identifiés	Tranche d'âge	Statut sérologique	Suivi traitement ART	Charge Vieille	Action																																																																																																																																																																																																																																									
		A. Alimentation et Nutrition	B. Santé	C. Éducation et mise en apprentissage	D. Psychosocial	E. Renforcement économique durable	F. Abs/Traite	G. Protection	H. Prévention																																																																																																																																																																																																																																																		
22/04/2021	1	01 02 03 04	05 06 07 08	09 10 11 12	13 14 15 16	17 18 19 20	21 22 23 24	25 26 27 28	29 30 31 32	33 34 35 36	37 38 39 40	41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56	57 58 59 60	61 62 63 64	65 66 67 68	69 70 71 72	73 74 75 76	77 78 79 80	81 82 83 84	85 86 87 88	89 90 91 92	93 94 95 96	97 98 99 100	101 102 103 104	105 106 107 108	109 110 111 112	113 114 115 116	117 118 119 120	121 122 123 124	125 126 127 128	129 130 131 132	133 134 135 136	137 138 139 140	141 142 143 144	145 146 147 148	149 150 151 152	153 154 155 156	157 158 159 160	161 162 163 164	165 166 167 168	169 170 171 172	173 174 175 176	177 178 179 180	181 182 183 184	185 186 187 188	189 190 191 192	193 194 195 196	197 198 199 200	201 202 203 204	205 206 207 208	209 210 211 212	213 214 215 216	217 218 219 220	221 222 223 224	225 226 227 228	229 230 231 232	233 234 235 236	237 238 239 240	241 242 243 244	245 246 247 248	249 250 251 252	253 254 255 256	257 258 259 260	261 262 263 264	265 266 267 268	269 270 271 272	273 274 275 276	277 278 279 280	281 282 283 284	285 286 287 288	289 290 291 292	293 294 295 296	297 298 299 300	301 302 303 304	305 306 307 308	309 310 311 312	313 314 315 316	317 318 319 320	321 322 323 324	325 326 327 328	329 330 331 332	333 334 335 336	337 338 339 340	341 342 343 344	345 346 347 348	349 350 351 352	353 354 355 356	357 358 359 360	361 362 363 364	365 366 367 368	369 370 371 372	373 374 375 376	377 378 379 380	381 382 383 384	385 386 387 388	389 390 391 392	393 394 395 396	397 398 399 400	401 402 403 404	405 406 407 408	409 410 411 412	413 414 415 416	417 418 419 420	421 422 423 424	425 426 427 428	429 430 431 432	433 434 435 436	437 438 439 440	441 442 443 444	445 446 447 448	449 450 451 452	453 454 455 456	457 458 459 460	461 462 463 464	465 466 467 468	469 470 471 472	473 474 475 476	477 478 479 480	481 482 483 484	485 486 487 488	489 490 491 492	493 494 495 496	497 498 499 500	501 502 503 504	505 506 507 508	509 510 511 512	513 514 515 516	517 518 519 520	521 522 523 524	525 526 527 528	529 530 531 532	533 534 535 536	537 538 539 540	541 542 543 544	545 546 547 548	549 550 551 552	553 554 555 556	557 558 559 560	561 562 563 564	565 566 567 568	569 570 571 572	573 574 575 576	577 578 579 580	581 582 583 584	585 586 587 588	589 590 591 592	593 594 595 596	597 598 599 600	601 602 603 604	605 606 607 608	609 610 611 612	613 614 615 616	617 618 619 620	621 622 623 624	625 626 627 628	629 630 631 632	633 634 635 636	637 638 639 640	641 642 643 644	645 646 647 648	649 650 651 652	653 654 655 656	657 658 659 660	661 662 663 664	665 666 667 668	669 670 671 672	673 674 675 676	677 678 679 680	681 682 683 684	685 686 687 688	689 690 691 692	693 694 695 696	697 698 699 700	701 702 703 704	705 706 707 708	709 710 711 712	713 714 715 716	717 718 719 720	721 722 723 724	725 726 727 728	729 730 731 732	733 734 735 736	737 738 739 740	741 742 743 744	745 746 747 748	749 750 751 752	753 754 755 756	757 758 759 760	761 762 763 764	765 766 767 768	769 770 771 772	773 774 775 776	777 778 779 780	781 782 783 784	785 786 787 788	789 790 791 792	793 794 795 796	797 798 799 800	801 802 803 804	805 806 807 808	809 810 811 812	813 814 815 816	817 818 819 820	821 822 823 824	825 826 827 828	829 830 831 832	833 834 835 836	837 838 839 840	841 842 843 844	845 846 847 848	849 850 851 852	853 854 855 856	857 858 859 860	861 862 863 864	865 866 867 868	869 870 871 872	873 874 875 876	877 878 879 880	881 882 883 884	885 886 887 888	889 890 891 892	893 894 895 896	897 898 899 900	901 902 903 904	905 906 907 908	909 910 911 912	913 914 915 916	917 918 919 920	921 922 923 924	925 926 927 928	929 930 931 932	933 934 935 936	937 938 939 940	941 942 943 944	945 946 947 948	949 950 951 952	953 954 955 956	957 958 959 960	961 962 963 964	965 966 967 968	969 970 971 972	973 974 975 976	977 978 979 980	981 982 983 984	985 986 987 988	989 990 991 992	993 994 995 996	997 998 999 1000

Step 4: A line for saving this data appears just below in the activity tracking area, and the form is released for a new entry.

0010012021000404 - Abou Traore | 11 ans (13/01/2010) | 04  
 ENREGISTREMENT : 19/04/2021 | DONNEUR DE SOIN : 02 | CIV  
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Identification | Evaluations | **Activités de soutien** | Suivi nutritionnel | Suivi scolaire | Référence | Centre-référence | Devenir du membre

**FICHE D'ACTIVITE DE SOUTIEN AU BENEFICIAIRE**

Date	ACTIVITE: 1 = IND 2 = Activité de groupe 3 = Autre (à préciser)	Séances appuyées											Niveau des besoins identifiés	Tranche d'âge	Statut sérologique	Suivi traitement ART	Charge Vieille	Action
		A. Alimentation et Nutrition	B. Santé	C. Éducation et mise en apprentissage	D. Psychosocial	E. Renforcement économique durable	F. Abs/Traite	G. Protection	H. Prévention									
22/04/2021	1	01 02 03 04	05 06 07 08	09 10 11 12	13 14 15 16	17 18 19 20	21 22 23 24	25 26 27 28	29 30 31 32	33 34 35 36	37 38 39 40	41 42 43 44	45 46 47 48	49 50 51 52	53 54 55 56	57 58 59 60	6	



## Filling out the Nutrition Monitoring form

**Step 1:** Click on the "Support Activities" tab to access the form in the display area below:

The screenshot shows the top navigation bar with the following elements:
 

- Identification: 001ABB2020000301 - VENANCE AKA | 40 ans (20/12/1980) | 01
- ENREGISTREMENT : 11/05/2020
- DOMICILE DE SOIN : 01
- CHEF DE MENAGE
- Besoins réels : A, B, C, D, E, G, H
- Statut VIH : POSITIF | PAS DE NUMERO
- Numéro DREAMS : AUCUN

 Below the navigation bar, the 'Suivi nutritionnel' tab is highlighted with a red box. The main content area is titled 'FICHE DE SUIVI NUTRITIONNEL DU BENEFICIAIRE' and contains a table with the following columns:
 

- N°
- Date
- Age
- Catégorie
- Statut
- Traitement
- Poids (kg)
- Taille (cm)
- Z Score P/T
- IMC pour Age
- PS
- Modes d'alimentation
- Observations
- Etat nutritionnel
- Action menée
- Observation

**Step 2:** Fill out the form.

This screenshot shows the same form as Step 1, but with data entered into the table. The 'Suivi nutritionnel' tab remains highlighted. The table contains one row of data:
 


N°	Date	Age	Catégorie	Statut	Traitement	Poids (kg)	Taille (cm)	Z Score P/T	IMC pour Age	PS	Modes d'alimentation	Observations	Etat nutritionnel	Action menée	Observation
	01/06/2020	39	1 -> HOPITAL	1 -> Hospitalisé	1 -> Oui	55	158				1 -> Aliments Exclusif		1 -> Non Etat Nutritionnel 2		

**Step 3:** Save the data entered by clicking on the "Save" button.

This screenshot shows the form after data entry. The 'Suivi nutritionnel' tab is still highlighted. The table now contains the same data as in Step 2. The 'Save' button, located at the bottom right of the table, is highlighted with a red box.

**Step 4:** A line for saving this data appears just below in the activity tracking area, and the form is released for a new entry.

N°	Date	Age	Catégorie	Lieu de prise en charge	Statut	Tratamiento	Préca (kg)	Taille (cm)	T. base RTT	IMC pour Age	PG	Mode d'alimentation	CE/Alim	Etat nutritionnel	Action mesurée	Observation	
1	01/06/2020	39	HOSPITAL	POSTIF	Yes	SS	158					1 2 3 4	0 1	2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5	0 1 2 3 4 5

**Step 5:** Each saved entry can be edited or deleted by clicking on the  button at the end of each line. See the procedure for the Support Activities form.

## Filling out the Education Monitoring form

**Step 1:** Click on the "Support Activities" tab to access the form in the display area below:

N°	Année scolaire	Age (ans)	Classe	N°Matricule	Etablissement fréquenté	Evaluation scolaire/Services offerts						Décision de fin d'année	Commentaire (Préciser les prises en regard des résultats scolaires) E = Encle		
						Moyenne 1	Services offerts	Moyenne 2	Services offerts	Moyenne 3	Services offerts				
							01 02 03 04 05 06 07 08		01 02 03 04 05 06 07 08		01 02 03 04 05 06 07 08		01 02 03 04 05 06 07 08	A A E	

**Step 2:** Fill out the form.

N°	Année scolaire	Age (ans)	Classe	N°Matricule	Etablissement fréquenté	Evaluation scolaire/Services offerts						Décision de fin d'année	Commentaire (Préciser les prises en regard des résultats scolaires) E = Encle	
						Moyenne 1	Services offerts	Moyenne 2	Services offerts	Moyenne 3	Services offerts			
2020-2021	11	CM2	13AK766030036	EPP PINEY	12	01 02 03 04 05 06 07 08		01 02 03 04 05 06 07 08		01 02 03 04 05 06 07 08		01 02 03 04 05 06 07 08	A A E	Premer Eleve



**Step 3:** Save the data entered by clicking on the "Save" button.

The screenshot shows the 'FICHE INDIVIDUELLE DE SUIVI SCOLAIRE' form. At the bottom right of the table, there is a 'Sauvegarder' button highlighted with a red box.

**Step 4:** A line for saving this data appears just below in the activity tracking area, and the form is released for a new entry.

The screenshot shows the 'FICHE INDIVIDUELLE DE SUIVI SCOLAIRE' form with a new empty row added to the table, highlighted with a red box.

**Step 5:** Each saved entry can be edited or deleted by clicking on the ... button at the end of each line. See the procedure for the Support Activities form.

## Filling out the Reference form

**Step 1:** Click on the "Support Activities" tab to access the form in the display area below:

The screenshot shows the 'FICHE DE REFERENCE' form. The 'Référence' tab is selected and highlighted with a red box. The form fields are also highlighted with a red box.

Step 2: Fill out the form.

The screenshot shows the 'FICHE DE REFERENCE' form. On the left, there is a table with four columns: 'Nombre de fiche', 'Date de référence', 'Motif de la référence', and 'Structure d'accueil'. The table is currently empty. On the right, there is a form with several fields: 'Date de référence', 'N° de la fiche', 'Nom de la Structure d'accueil', 'Service d'accueil', 'Motif de la référence', and 'Trouble nutritionnel'. The 'Date de référence' field contains '21/04/2021', 'N° de la fiche' contains '01', 'Nom de la Structure d'accueil' contains 'HOPITAL G', 'Service d'accueil' contains 'nutrition', and 'Motif de la référence' contains 'Trouble nutritionnel'. At the bottom of the form, there are two buttons: 'Sauvegarder' (Save) and 'Annuler' (Cancel).


Step 3: Save the data entered by clicking on the "Save" button."

NB: the yellow "Cancel" button allows you to cancel the entries made (blue box).

This screenshot is identical to the one above, but with a red box around the 'Sauvegarder' button and a blue box around the 'Annuler' button, indicating the final step of saving the data.

**Step 4:** A line for saving this data appears just to the left of the form, and the form is released for a new entry.


The screenshot shows the 'FICHE DE REFERENCE' section of a web application. At the top, there is a header with user information: '0010012021000404 - Abou Traore | 11 ans (11/01/2010) | 04'. Below this, there are tabs for 'ENREGISTREMENT: 19/04/2021', 'DONNEUR DE SOIN: 02', and 'DEV'. The main content area has a navigation bar with 'Identification', 'Evaluations', 'Activités de soutien', 'Suivi nutritionnel', 'Suivi Scolaire', 'Référence', 'Contre-référence', and 'Devenir du membre'. The 'Référence' tab is active. Below the navigation bar, there is a table with one row and four columns: 'Numero de fiche', 'Date de référence', 'Motif de la référence', and 'Structure d'accueil'. The row contains the values '01', '20/04/2021', 'Trouble Nutritionnel', and 'HOPITAL G'. To the right of the table is a form with fields for 'Date de référence', 'N° de la fiche', 'Nom de la Structure d'accueil', 'Service d'accueil', and 'Motif de la référence'. At the bottom of the form are 'Ajouter' and 'Supprimer' buttons. A red box highlights the table and the form.

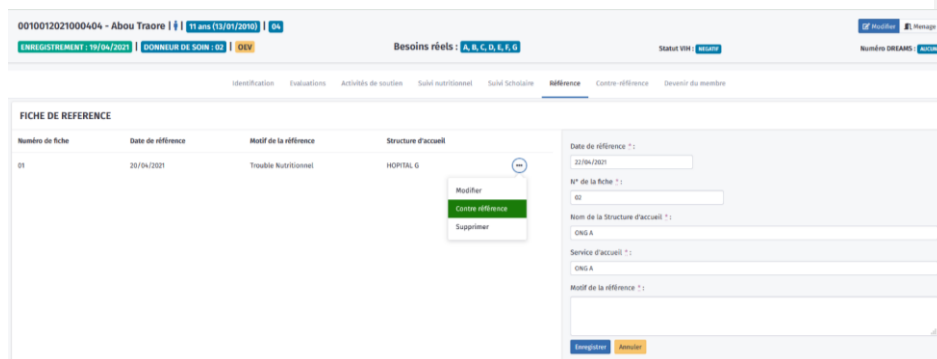
**Step 5:** Each saved entry can be edited or deleted by clicking on the  button at the end of each line. See the procedure for the Support Activities form.

## Filling out the Counter-Reference form

**Step 1:** Click on the "Reference" tab on the page for the beneficiary for whom you want to enter the counter-reference. This opens the form in the lower right display area (red box) and the list of references entered in the lower left (blue box).

This screenshot is similar to the one above, but with different highlights. The 'Référence' tab in the navigation bar is highlighted with a red box. The table on the left is highlighted with a blue box, and the form on the right is highlighted with a red box. The table contains the same data as in the previous screenshot: one row with '01', '20/04/2021', 'Trouble Nutritionnel', and 'HOPITAL G'. The form on the right has the same fields: 'Date de référence', 'N° de la fiche', 'Nom de la Structure d'accueil', 'Service d'accueil', and 'Motif de la référence', with 'Ajouter' and 'Supprimer' buttons at the bottom.

**Step 2:** On the reference for which the user wants to enter the counter-reference, click on the  button and select "Counter-reference."



0010012021000404 - Abou Traore | 11 ans (13/01/2010) | **SA**  
 ENREGISTREMENT : 19/04/2021 | DONNEUR DE SOIN : **OU** | **OUV** | Besoins réels : **A, B, C, D, E, F, G** | Statut VIH : **secur** | Numéro DREAMS : **active**

Identification | Evaluations | Activités de soutien | Suivi nutritionnel | Suivi Schémaire | **référence** | Contre-référence | Devenir du membre

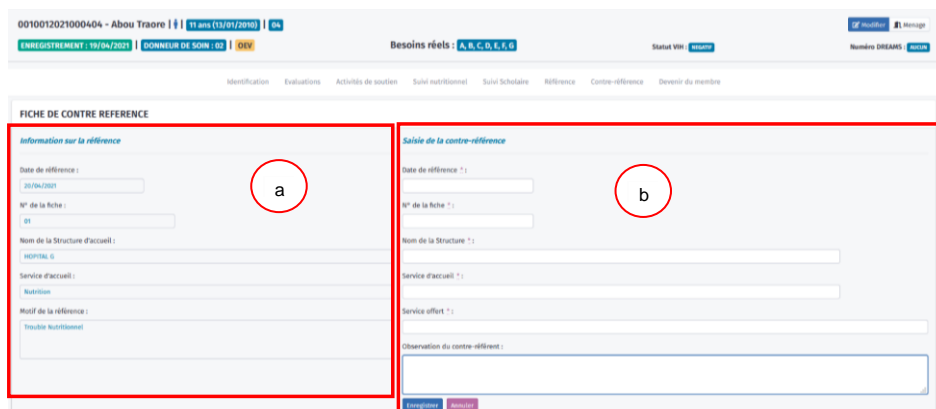
**FICHE DE REFERENCE**

Numero de fiche	Date de référence	Motif de la référence	Structure d'accueil
01	20/04/2021	Trouble Nutritionnel	HOPITAL G

Date de référence : 20/04/2021  
 N° de la fiche : 01  
 Nom de la Structure d'accueil : ONG A  
 Service d'accueil : ONG A  
 Motif de la référence :

**Step 3:** The counter-reference form is available with 2 interfaces:

- On the left, the information on the reference card.
- On the right, the form for entering the counter-reference.



0010012021000404 - Abou Traore | 11 ans (13/01/2010) | **SA**  
 ENREGISTREMENT : 19/04/2021 | DONNEUR DE SOIN : **OU** | **OUV** | Besoins réels : **A, B, C, D, E, F, G** | Statut VIH : **secur** | Numéro DREAMS : **active**

Identification | Evaluations | Activités de soutien | Suivi nutritionnel | Suivi Schémaire | **référence** | Contre-référence | Devenir du membre

**FICHE DE CONTRE REFERENCE**

**Information sur la référence** (a)

Date de référence : 20/04/2021  
 N° de la fiche : 01  
 Nom de la Structure d'accueil : HOPITAL G  
 Service d'accueil : Nutrition  
 Motif de la référence : Trouble Nutritionnel

**Saisie de la contre-référence** (b)

Date de référence :  
 N° de la fiche :  
 Nom de la Structure :  
 Service d'accueil :  
 Service offert :  
 Observation du contre-référence :

Step 4: Fill out the form.

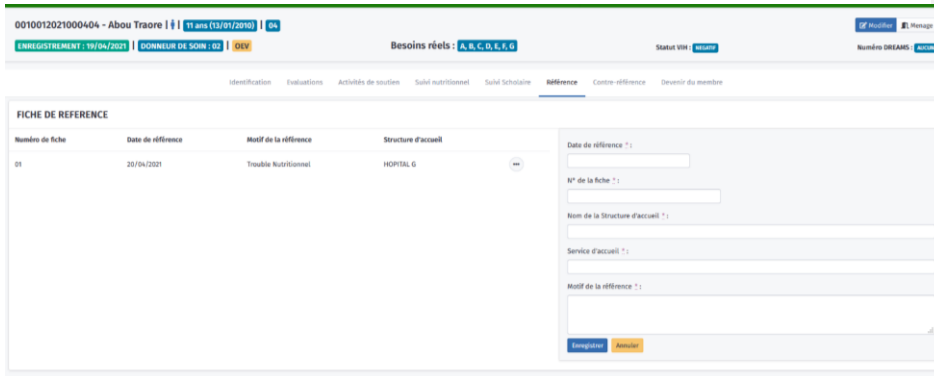
The screenshot shows a web interface for a patient record. At the top, there is a header with patient information: '0010012021000404 - Abou Traore', '11 ans (11/01/2010)', and '04'. Below this, there are tabs for 'ENREGISTREMENT: 19/04/2021', 'DONNEUR DE SOIN: 02', and 'OIV'. The main navigation bar includes 'Identification', 'Evaluations', 'Activités de soutien', 'Suivi nutritionnel', 'Suivi Scolaire', 'Référence', 'Contre-référence', and 'Devenir du membre'. The 'Contre-référence' tab is active. The form is titled 'FICHE DE CONTRE REFERENCE' and is divided into two main sections: 'Information sur la référence' and 'Saisie de la contre-référence'. The 'Saisie de la contre-référence' section is highlighted with a red border and contains the following fields: 'Date de référence \*:', 'N° de la fiche \*:', 'Nom de la Structure d'accueil \*:', 'Service d'accueil \*:', 'Service offert \*:', and 'Observation du contre-référé:'. The 'Observation' field contains the text 'RAS'. At the bottom of this section are two buttons: 'Enregistrer' (Save) and 'Annuler' (Cancel).

Step 5: Save the data entered by clicking on the "Save" button."

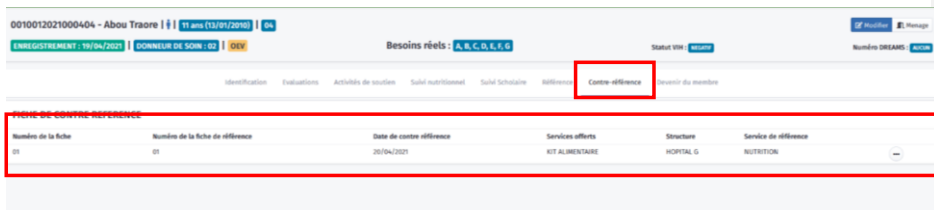
NB: the yellow "Cancel" button allows you to cancel the entries made (blue box).


This screenshot is identical to the one above, showing the 'FICHE DE CONTRE REFERENCE' form. In this view, the 'Enregistrer' button is highlighted with a red box, and the 'Annuler' button is highlighted with a blue box. The rest of the form content remains the same.

**Step 6:** Return to the home page of the Reference tab.

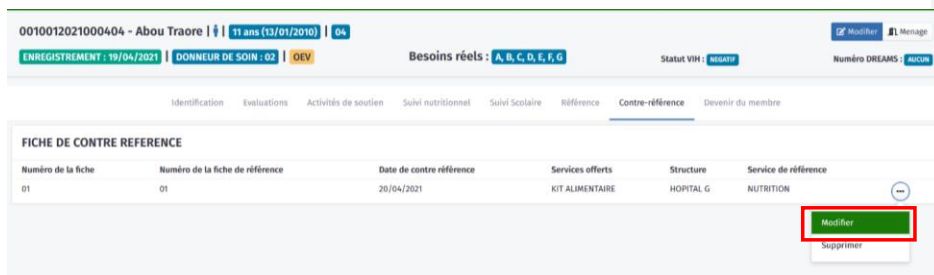


**Step 7:** Click on the Counter-reference tab and view the counter-references entered in the display area.



**Step 8:** Each saved counter-reference can be edited or deleted by clicking on the  button at the end of each line.

- To edit a counter-reference, click on the "Edit" button.



- The form for entering the counter-reference is displayed, **but this time on the counter reference tab for editing**. Click on "Save" after making changes or "Cancel" (blue box) to exit without changing the form.

The screenshot displays a web form titled "FICHE DE CONTRE REFERENCE". It is divided into two main sections. The left section, titled "Information sur la référence", contains fields for "Date de référence" (20/04/2021), "N° de la fiche" (01), "Nom de la Structure d'accueil" (HOPITAL G), "Service d'accueil" (Nutrition), and "Motif de la référence" (Trouble Nutritionnel). The right section, titled "Saisie de la contre-référence", is highlighted with a red border and contains fields for "Date de référence" (20/04/2021), "N° de la fiche" (01), "Nom de la Structure" (HOPITAL G), "Service d'accueil" (NUTRITION), "Service offert" (KIT ALIMENTAIRE), and "Observation du contre-référent" (RAS). At the bottom of the right section, there are two buttons: "Enregistrer" (highlighted with a red box) and "Annuler" (highlighted with a blue box).

# Entering outcome

## Household outcome

Step 1: In the household display interface, click on the "Household Outcome" tab.

The screenshot shows the household display interface for household ID 001ABR20200002. The 'DEVENIR DU MENAGE' tab is highlighted with a red box. The interface includes a header with the household ID, classification 'Vulnérable', and a list of household members. The main content area is divided into sections: 'CARACTERISTIQUE DU MENAGE', 'Logement', and 'Revenus du ménage'. The 'Logement' section shows details like 'Maison en bande' and 'Localité'. The 'Revenus du ménage' section shows 'Sources de revenus permanentes du ménage' and 'Estimation du revenu mensuel du ménage'.

Step 2:

- Select the household outcome in the form's display area.
- Enter the outcome notification date.
- Click on the "Save" button.

The screenshot shows the household display interface for household ID 001ABR20200002. The 'DEVENIR DU MENAGE' tab is selected. The form contains fields for 'Transfert(s)', 'Gratuit', and 'Autre'. The 'Date de notification du devenir' field is highlighted with a red box. A 'Sauvegarder' button is also highlighted with a red box. The right sidebar shows a list of household members.



**Step 3:** The outcome is saved and a button appears that allows you to cancel the operation in case of error.

The screenshot shows the 'DEVENIR DU MENAGE' form with the following details:

- Identifiant: 001ABB20200003
- Classification: Vulnérable
- Date d'enregistrement: 11/05/2020
- Situation géographique: GRANDS PONTS > ABIDJAN > BINGERVILLE > BINGERVILLE > M'BATTO-BOUAKE
- Forme:  Transféré(e),  Gradué,  Autre
- Date de notification du devenir: 11/05/2021
- Buttons: **Annuler** (highlighted in red), Enregistrer

## Household transfer

### Household transfer with change of location

When the household moves to a new location, the procedure for reporting this to the OVC database involves three steps. The first step is at the transferring structure level, the second is of the social center responsible for the platform where the household will live from now on, and the third concerns the structure that will be responsible for this household.

#### Transferring structure

Notification of a transferred household is made by the structure that has been responsible for managing this household. This could be an NGO or a social center.

**Step 1:** In the household display interface, click on the "Household Outcome" tab.

The screenshot shows the household display interface with the following details:

- Identifiant: 001ABB20200003
- Classification: Vulnérable
- Date d'enregistrement: 11/05/2020
- Situation géographique: GRANDS PONTS > ABIDJAN > BINGERVILLE > BINGERVILLE > M'BATTO-BOUAKE
- Tab selected: **SITUATION DU MENAGE** (highlighted in red)
- Section: CARACTERISTIQUE DU MENAGE
- Table:
 

Chef de ménage			
Situation matrimoniale	Concubinage	Handicap	Non handicapé
Ethnie(s)	MBATO	Religion	Chrétienne
Logement			
Type de logement	Maison en bande	Nombre de pièces	2
Situation du logement	Locataire	Commodités	Douche WC Cuisine
Principale source d'eau	Eau courante	Principale source d'éclairage	Electricité
Combustible principal	Gas	Autres ressources du ménage	Téléphone Télévision
Revenus du ménage			
Sources de revenus permanentes du ménage	Activité professionnelle		
Estimation du revenu mensuel du ménage	[0,000 à 100,000]		
Estimation des dépenses mensuelles du ménage	00000		

**Step 2:**

- In the form display field, select "Transferred" for this household.
- Enter the outcome notification date.
- Click on the "Save" button.

**Step 3:** The outcome is saved and the following appears:

- A button to cancel the operation in case of error
- "Transferred" on household header



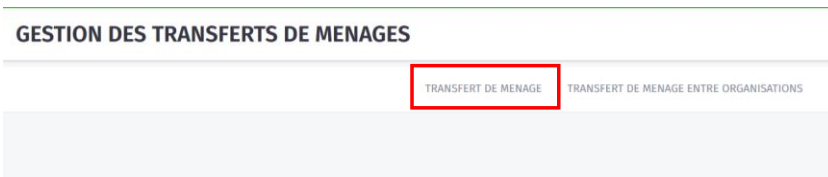
*Social center responsible for the platform where the household will be located (new platform responsible for the household)*

**Step 1:** Log in with your ID and password.

**Step 2:** Click on the **Transfer Management** module at the top of the OVC database home page.



**Step 3:** Click on "Household Transfer" on the page that appears.



**Step 4:** Enter the number of the transferred household in the search box and click on the magnifying glass or press the "Enter" key on the keyboard.

Web OEV | Tableau de bord | Messages | Rapports | Qualité des données | Gestion des transferts | Paramètres | Demo Demo

### GESTION DES TRANSFERTS DE MENAGES

TRANSFERT DE MENAGE | TRANSFERT DE MENAGE ENTRE ORGANISATIONS

TRANSFERT DE MENAGES

Remplir le numéro du ménage transféré

Choix de la plateforme de destination | Choix de la structure de destination

Transférer vers :

Statistiques

Ménages	Bénéficiaires	Bénéficiaires servis	OEV	OEV servis
0	0	0	0	0

Date :

**Step 5:** If the household is transferred, a summary of its information appears.

### GESTION DES TRANSFERTS DE MENAGES

TRANSFERT DE MENAGE | TRANSFERT DE MENAGE ENTRE ORGANISATIONS

TRANSFERT DE MENAGES

00148B20200001

Choix de la plateforme de destination | Choix de la structure de destination

Transférer vers :

Statistiques

Ménages	Bénéficiaires	Bénéficiaires servis	OEV	OEV servis
0	0	0	0	0

Date :

Summary of household information:

- Numéro du ménage: 00148B20200001
- Date d'enregistrement: 17/06/2020
- Taille du ménage: 1 / 10
- Nombre d'OEV: 0 / 5
- Chef de ménage: 00148B2020000101 - CM CM
- Donneurs de soins: 0
- Classification:
- Date du transfert: 16/11/2022
- Centre social d'origine: 02.44900

NB: if the household is not transferred, the following alert is displayed:

### TRANSFERT DE MENAGES

00148B20200001

Ce numéro ne correspond pas à celui d'un ménage transféré

**Step 6:** Select the destination platform and the destination structure, then click on "Validate the transfer." Once the transfer is validated, the transfer location is displayed (see blue box).

**GESTION DES TRANSFERTS DE MENAGES**

TRANSFERT DE MENAGE TRANSFERT DE MENAGE ENTRE ORGANISATIONS

TRANSFERT DE MENAGES

001ABR20200001

ABENGOUROU CS ABENGOUROU

Transférer vers CS ABENGOUROU

Statistiques

Ménages	Bénéficiaires	Bénéficiaires servis	OEV	OEV servis
0	0	0	0	0

Date : 29/11/2020

Valider le transfert

*Structure in charge of the household (destination structure)*

**Step 1:** Search for the new household in the household list using its household code (see the "Household Search" section).

**Step 2:** Once the household page is displayed, click on the "Edit" tab in the general characteristics to enter the household characteristics.

CARACTERISTIQUES EVALUATIONS (1) GRADUATION DEVENIR DU MENAGE

**CARACTERISTIQUE DU MENAGE**

**Chef de ménage**

Situation matrimoniale	Concubinage	Handicap	Non handicapé
Ethnie(s)	MBATO	Religion	Chrétienne
Capital social (appartenance à une communauté)			

**Logement**

Type de logement	Maison on bande	Nombre de pièces	2
Situation du logement	Localité	Communités	Source WC Colonne
Principale source d'eau	Eau courante	Principale source d'éclairage	Electricité
Combustible principal	Gas	Autres ressources du ménage	Téléphone Télévision

**Revenus du ménage**

Sources de revenus permanentes du ménage	Activité professionnelle
Estimation du revenu mensuel du ménage	[10.000 à 100.000]
Estimation des dépenses mensuelles du ménage	90000

Modifier

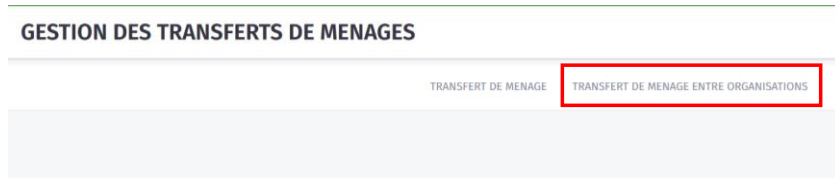
**Transfer of households with no change of location, but moving from one organization to another**

When the household does not change location, but for some reason the structure responsible for it changes, the procedure for reporting it in the database is as follows:

**Step 1:** Click on the **Transfer Management** module at the top of the OVC database home page.

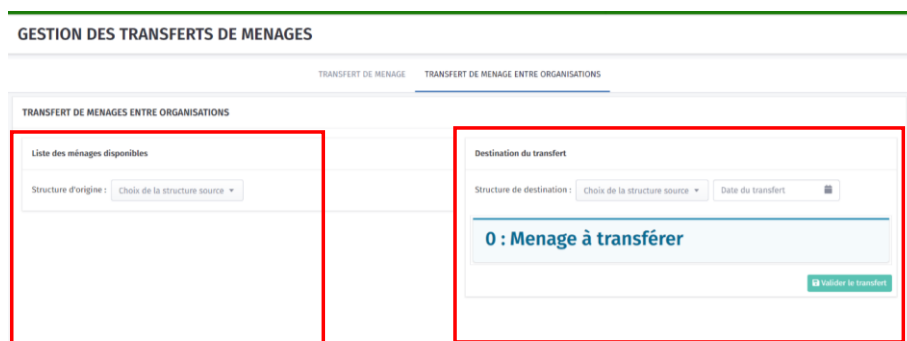


**Step 2:** Click on "Household Transfer Between Organizations" on the page that appears.

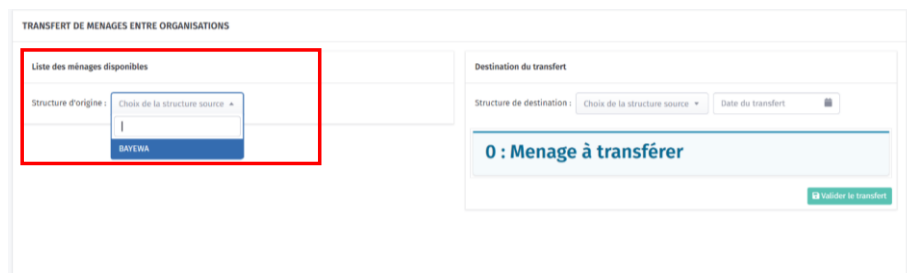


**Step 3:** The page that appears includes the following:

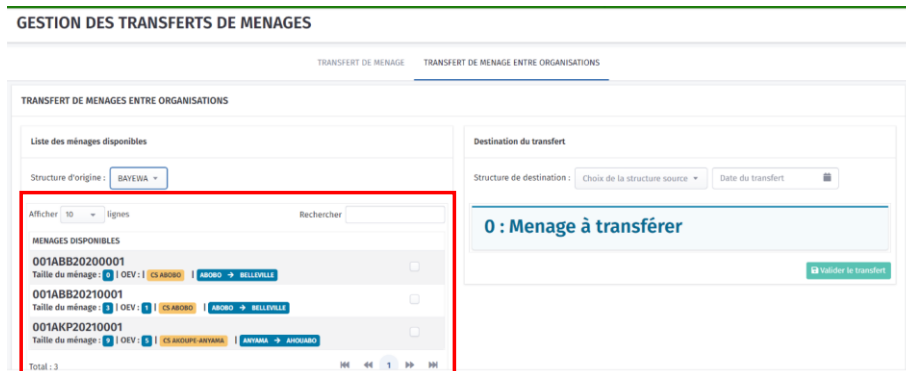
- In the area on the left, the list of available households
- In the area on the right, the transfer destination



**Step 4:** Select the source structure (original structure).



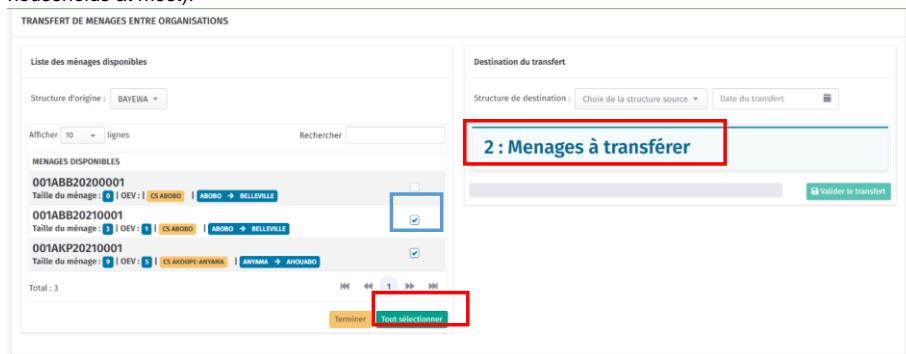
**Step 5:** The list of households for this structure appears.



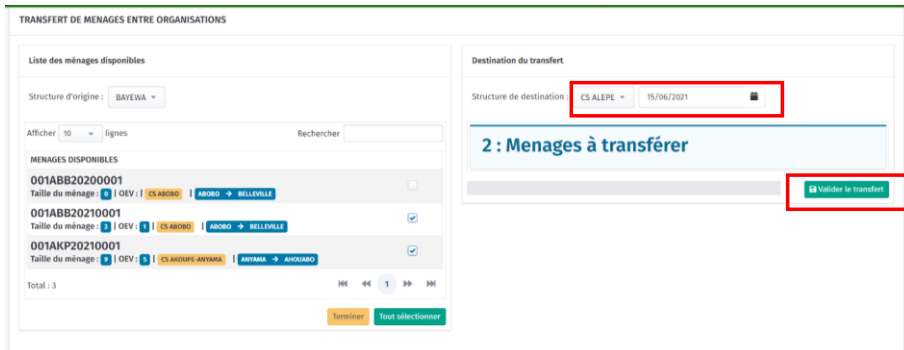
**Step 6:** Select the households to be transferred. You can select them by checking off the households one by one (blue box) or by clicking on "Select all" (red box).

After making the selection, the number of households to be transferred is displayed.

NB: if there are a large number of households to be transferred, do this in several batches (100 to 200 households at most).



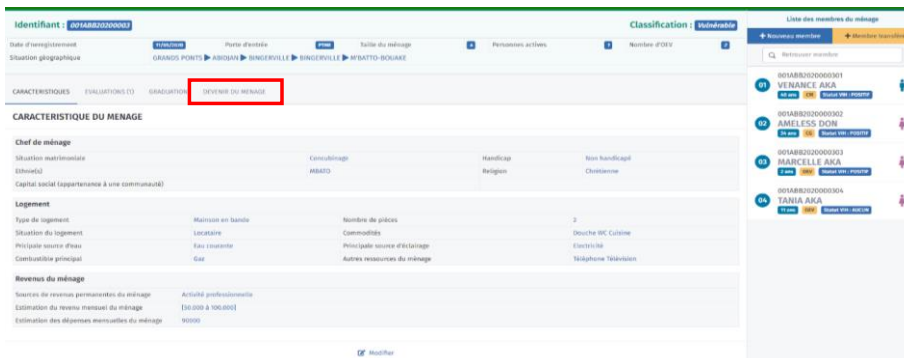
**Step 7:** Select the destination structure and transfer date, then click on "Validate the transfer."



The number of households transferred is displayed after the transfer is validated. Next, click "Finish" to return to the capture in Step 3 if households from another facility are to be transferred.

### Graduated household

**Step 1:** In the household display interface, click on the "Household Outcome" tab.



**Step 2:**

- In the form display field, select "Graduated" for this household.
- Enter the outcome notification date.
- Click on the "Save" button.

The screenshot shows the 'DEVENIR DU MENAGE' form. At the top, the identifier is '001ABB20200003' and the classification is 'Vulnérable'. The form includes fields for 'Date d'inscription' (11/05/2020), 'Porte d'entrée' (PTME), 'Taille du ménage' (5), 'Personnes actives' (1), and 'Nombre d'OE' (2). The geographical situation is 'GRANDS PONTS > ABIDJAN > BINGERVILLE > BINGERVILLE > M'BATTO-BOUAKE'. The 'DEVENIR DU MENAGE' section has three radio buttons: 'Transféré(e)', 'Gradué' (selected), and 'Autre'. Below these is a text input field for 'Autre à préciser' and a date field for 'Date de notification du devenir' set to '11/05/2021'. A red box highlights the 'Gradué' radio button and the date field. Another red box highlights the 'Enregistrer' button at the bottom right.

**Step 3:** The outcome is saved and a button appears that allows you to cancel the operation in case of error.

This screenshot shows the same form after the 'Gradué' outcome has been saved. The 'Date de notification du devenir' field now contains '11/05/2021'. The 'Enregistrer' button is now disabled, and a new 'Annuler' button has appeared next to it, highlighted with a red box. The 'Gradué' radio button remains selected.



## Other outcome

The steps are the same as above:

- Specify the outcome for this "Other" entry.
- Enter the outcome notification date.
- Click on the "Save" button.

**DEVENIR DU MENAGE**

Transféré(e)  
 Gradué  
 Autre

Date de notification du devenir:

**Enregistrer**

02 001ABB2020000302  
**AMELESS DON**  
34 ans CC Statut VIH : POSITIF

03 001ABB2020000303  
**MARCELLE AKA**  
2 ans OEV Statut VIH : POSITIF

04 001ABB2020000304  
**TANIA AKA**  
11 ans OEV Statut VIH : AUCUN

## Beneficiary outcome

**Step 1:** Select the appropriate beneficiary.

Identifiant : 001ABB20200003 Classification : **Vulnérable**

Date d'enregistrement: 11/05/2020 Porte d'entrée: PTME Taille du ménage: 5 Personnes actives: 1 Nombre d'OEV: 2

Situation géographique: GRANDS PONTS > ABIDJAN > BINGERVILLE > BINGERVILLE > M'BATTO-BOUAKE

CARACTERISTIQUES EVALUATIONS (1) GRADUATION DEVENIR DU MENAGE

**CARACTERISTIQUE DU MENAGE**

**Chef de ménage**

Situation matrimoniale	Concubinage	Handicap	Non handicapé
Ethnie(s)	MBATO	Religion	Chrétienne
Capital social (appartenance à une communauté)			

**Logement**

Type de logement	Maison en bande	Nombre de pièces	2
Situation du logement	Locataire	Commodités	Douche WC Cuisine

Liste des membres du ménage

+ Nouveau membre + Membre transféré

Retrouver membre

01 001ABB2020000301  
**VENANCE AKA**  
40 ans CH Statut VIH : POSITIF

02 001ABB2020000302  
**AMELESS DON**  
34 ans CC Statut VIH : POSITIF

03 001ABB2020000303  
**MARCELLE AKA**  
2 ans OEV Statut VIH : POSITIF

04 001ABB2020000304  
**TANIA AKA**  
11 ans OEV Statut VIH : AUCUN

05 001ABB2020000305  
**EVE AKA**

**Step 2:** Click on the "Member Outcome" tab and then click on the "Enter Outcome" button.

001ABB2020000301 - VENANCE AKA | 40 ans (20/12/1980) | 01

ENREGISTREMENT: 11/05/2020 DONNEUR DE SOIN: 01 CHEF DE MENAGE

Besoins réels: A, B, C, D, E, F, G, H Statut VIH: POSITIF I PAS DE NUMERO Numéro DREAMS: AUCUN

Identification Evaluations Activités de soutien Santé matrimonial Santé Sociale Référence Centre-référence **Devenir du membre**

**DEVENIR DU MEMBRE**

Date de devenir: Devenir: destination si Transfert: **Entrer l'issue**

**Step 3:**

- Enter the outcome in the form that appears.
- Specify the outcome date.
- Select the beneficiary's outcome from the three available choices (transferred, deceased, other).

- If "Other" is selected, specify what the other outcome is.
- Click on the "Save" button.

001ABB2020000301 - VENANCE AKA | 60 ans (06/12/1960) | 01

ENREGISTREMENT : 11/05/2020 | DONNEUR DE SOIN : 01 | CHEF DE MENAGE

Besoins réels : A, B, C, D, E, F, G, H

Statut VIH : POSITIF | PAS DE NUMERO

Numéro DREAMS : AUCUN

Identification Evaluations Activités de soutien Soins nutritionnel Soins Sociaux Siffiance Centre référence Devenir du membre

DEVENIR DU MEMBRE

Date du décès: [input type="text"]

Transféré(e)

Décédé(e)

Autre: Autre à préciser [input type="text"]

[button type="button" value="Enregistrer"]

**Step 4:** The beneficiary's outcome appears along with a summary of the information related to that outcome.

001ABB2020000302 - AMELESS DON | 36 ans (28/01/1987) | 02

ENREGISTREMENT : 11/05/2020 | DONNEUR DE SOIN : 02 | DONNEUR DE SOIN

Besoins réels : AUCUN

Statut VIH : POSITIF | PAS DE NUMERO

Numéro DREAMS : AUCUN

Identification Evaluations Devenir du membre

DEVENIR DU MEMBRE

Date du décès	Destiné(e)	destination et transfert
04/05/2021	Décédé(e)	

[button type="button" value="Ajouter"]

**Step 5:** If there was an error on the outcome, click the [button type="button" value="..."] button and select "Delete."

001ABB2020000302 - AMELESS DON | 36 ans (28/01/1987) | 02

ENREGISTREMENT : 11/05/2020 | DONNEUR DE SOIN : 02 | DONNEUR DE SOIN

Besoins réels : AUCUN

Statut VIH : POSITIF | PAS DE NUMERO

Numéro DREAMS : AUCUN

Identification Evaluations Devenir du membre

DEVENIR DU MEMBRE

Date du décès	Destiné(e)	destination et transfert
04/05/2021	Décédé(e)	

[button type="button" value="Ajouter"]

[button type="button" value="Supprimer"]

## Transferred beneficiary

Beneficiaries may be transferred by the social center or the NP-OCV.

**Step 1:** Select the appropriate beneficiary.

Identifiant : 001ABB20200003 Classification : Vulnérable

Date d'enregistrement : 11/05/2020 Porte d'entrée : PTME Taille du ménage : 5 Personnes actives : 1 Nombre d'OEV : 3

Situation géographique : GRANDS PONTS ▶ ABIDJAN ▶ BINGERVILLE ▶ BINGERVILLE ▶ M'BATTO-BOUAKE

Retrouver membre

01 001ABB2020000301 VENANCE AKA 42 ans CM Statut VIH : POSITIF

02 001ABB2020000302 AMELESS DON 14 ans CM Statut VIH : POSITIF

03 001ABB2020000303 MARCELLE AKA 2 ans OEV Statut VIH : POSITIF

04 001ABB2020000304 TANIA AKA 11 ans OEV Statut VIH : AUCUN

05 001ABB2020000305 EVE AKA

CARACTERISTIQUE DU MENAGE

Chef de ménage

Situation matrimoniale	Concubinage	Handicap	Non handicapé
Ethnie(s)	MIBATO	Religion	Chrétienne
Capital social (appartenance à une communauté)			

Logement

Type de logement	Maison en bande	Nombre de pièces	2
Situation du logement	Locataire	Commodités	Douche WC Cuisine

**Step 2:** Click on the "Member Outcome" tab and then click on the "Enter Outcome" button.

001ABB2020000301 - VENANCE AKA | 42 ans (20/12/1980) | 01

ENREGISTREMENT : 11/05/2020 | DONNEUR DE SOIN : 01 | CHEF DE MENAGE

Besoins réels : A, B, C, D, E, F, G, H

Statut VIH : POSITIF | PAS DE NUMERO

Numéro DREAMS : AUCUN

Identification Evaluations Activités de soutien Suivi nutritionnel Suivi Scolaire Référence Centre-référence **Devenir du membre**

DEVENIR DU MEMBRE

Date de devenir

Devenir destination ou transfert

Enter outcome

**Step 3:**

- Enter the outcome in the form that appears.
- Specify the outcome date.
- Select the "Transferred" outcome from the three available choices (transferred, deceased, other).
- Click on the "Save" button.

001ABB2020000301 - VENANCE AKA | 42 ans (20/12/1980) | 01

ENREGISTREMENT : 11/05/2020 | DONNEUR DE SOIN : 01 | CHEF DE MENAGE

Besoins réels : A, B, C, D, E, F, G, H

Statut VIH : POSITIF | PAS DE NUMERO

Numéro DREAMS : AUCUN

Identification Evaluations Activités de soutien Suivi nutritionnel Suivi Scolaire Référence Centre-référence **Devenir du membre**

DEVENIR DU MEMBRE

Date de devenir

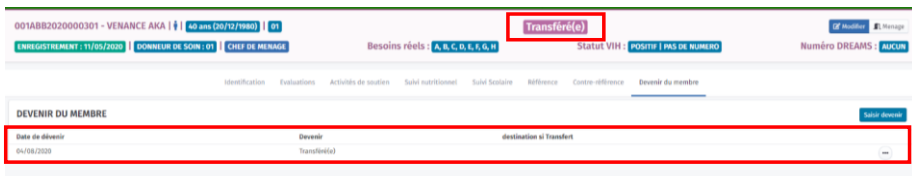
Transféré(e)

Décédé(e)

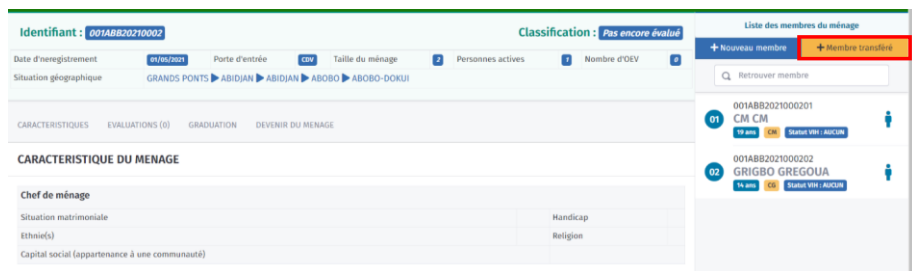
Autre : Autre à préciser

Enregistrer

**Step 4:** The beneficiary's outcome appears along with a summary of the information related to that outcome.

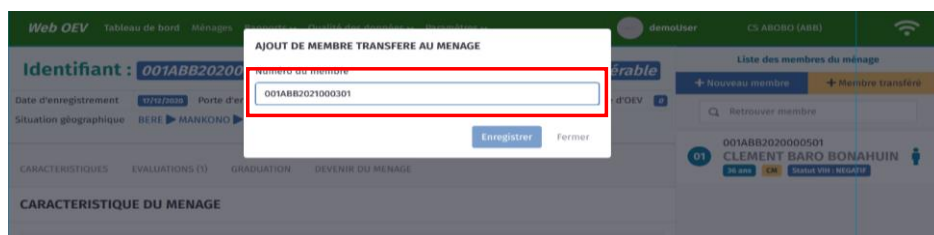


**Step 5:** Access the household that is to receive the beneficiary and click on the "Transferred Member" button.

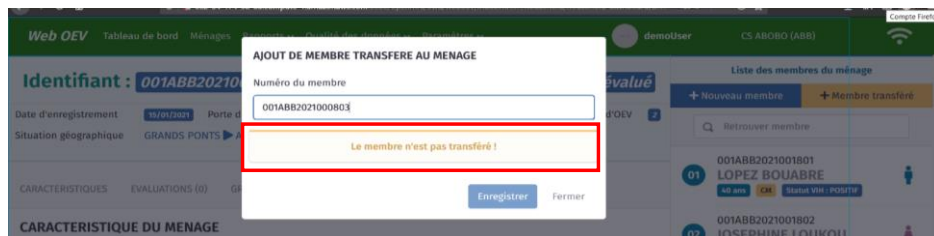


NB: if this is a new household, repeat the entire identification process.

**Step 6:** Enter the transferred beneficiary's number.



- If the member has not been transferred, an alert message will appear:



- If the member has been transferred, the page below appears. The transferred member's information (first and last names, date of birth, sex, and date transferred) is visible for verification before continuing the transfer process. If this is the transferred member you are looking for, enter:

- Registration date in the new household
- Number of the household member who will take care of him/her
- Type of member in this household

Then click on "Save."

**Step 7:** The beneficiary is added to the household and appears in the list of members of the new household.

Numéro d'OE	Nom et prénom	Sexe	Statut	Statut VNI	Statut POS
01	MADELEINE KANGA	10 ans	DF	Statut VNI: POSITIF	
02	BRIGITTE KOUASSI	15 ans	DF	Statut VNI: NEGATIF	
03	FRANCK KOUAME	2 ans	DF	Statut VNI: POSITIF	
04	MARCEL GUEI	11 ans	DF	Statut VNI: POSITIF	
05	ROGER BOUABRE	11 ans	DF	Statut VNI: POSITIF	

# Graduation

**Step 1:** Click on the "Graduation" tab on the household page, then click on the "New Graduation Checklist" button.

The screenshot shows the household page for identifier 001ABB20200003, classified as 'Vulnérable'. The 'GRADUATION' tab is selected under 'EVALUATIONS (1)'. A button labeled 'Nouvelle checklist de graduation' is highlighted with a red box. To the right, a list of household members is visible, including VENANCE AKA (40 ans, CH), AMELESS DON (3s ans, CC), MARCELLE AKA (2 ans, DEV), TANIA AKA (11 ans, DEV), and EVE AKA (12 ans, DEV).

**Step 2:** Fill in the graduation checklist that appears, then click on the "Save" button.

The screenshot shows the 'Checklist de graduation' form. It contains 16 questions related to household characteristics and graduation criteria. Each question has three response options: 'OUI', 'NON', and 'NA'. The form is enclosed in a red border. The questions cover topics such as household registration, household composition, household income, household structure, and household characteristics.

NO	QUESTION DU MEMBRE	OUI	NON	NA
1	Le statut VIH de tous les membres du ménage qui sont éligibles au diplôme est-il connu ?	OUI	NON	NA
2	Tous les personnes du ménage infectées au VIH ont-elles une charge soignée satisfaisante ?	OUI	NON	NA
3	Les Frais de santé des membres du ménage sont-ils assurés par le ménage au cours des 6 derniers mois ?	OUI	NON	NA
4	La personne vivant avec le VIH a-t-elle engagé le processus de partage de son statut sérologique à son conjoint ?	OUI	NON	NA
5	Les enfants de plus de 10 ans, vivant avec le VIH, participent-ils à un processus d'accès au statut ? (Sélectionner pour un counseling approprié d'examen de statut, participation à un groupe de pairs)	OUI	NON	NA
6	Le ménage est-il stable économiquement au point de couvrir avec une AED/visite d'AMC ?	OUI	NON	NA
7	Au cours des 6 derniers mois aucun cas de malnutrition n'a été signalé dans le ménage.	OUI	NON	NA
8	Au cours des 6 derniers mois aucun cas de VIH/SIDA (Sélectionner l'option d'identification des séropositifs) n'a été signalé dans le ménage.	OUI	NON	NA
9	Les adolescents et les adultes du ménage connaissent-ils les services appropriés vers lesquels s'adresser pour les questions de VIH/SIDA ?	OUI	NON	NA
10	L'alcool du ménage est-il abstrait pour les enfants (bière, rhum, vin, liqueur, eau potable) ?	OUI	NON	NA
11	Tous les enfants et adolescents du ménage ont-ils accès au même accès depuis au moins 6 mois ?	OUI	NON	NA
12	Tous les enfants scolarisés du ménage fréquentent régulièrement l'école (ils n'ont pas manqué plus de 3 mois de cours)	OUI	NON	NA
13	Les enfants non scolarisés ou décrochés d'apprentissage de l'ANP et qui sont assés en apprentissage depuis au moins six mois ?	OUI	NON	NA
14	Les Frais de santé des enfants en âge d'être scolarisés et d'apprentissage des décrochés/non scolarisés du ménage sont-ils assurés au cours des 6 derniers mois ?	OUI	NON	NA

Specific case of graduation administration results:

- When all results are "yes" (14 "yes" answers) or if there are more than 3 "no" results (i.e., between 4 and 14 "no" answers), click directly on the "Save" button.

3	Les frais de santé des membres du ménage sont-ils assurés par le ménage au cours des 6 derniers mois ?	<input checked="" type="radio"/>	Non	NA
4	La personne vivant avec le VIH a-t-elle entamé le processus de partage de son statut sérologique à son conjoint ?	<input checked="" type="radio"/>	Non	NA
5	Les enfants de plus de 10 ans, vivant avec le VIH, participent-ils à un processus d'annonce du statut ? (Répondre pour un counselling approprié d'annonce du statut, participation à un groupe de parole)	<input checked="" type="radio"/>	Non	NA
<b>DOMAINE : STABILITE</b>				
6	Le ménage est-il stable économiquement ou prêt à croire avec une AGR/membre d'AVEC ?	<input checked="" type="radio"/>	Non	NA
7	Au cours des 6 derniers mois aucun cas de malnutrition n'a été signalé dans le ménage	<input checked="" type="radio"/>	Non	NA
<b>DOMAINE : SECURITE DU MENAGE</b>				
8	Au cours des 6 derniers mois aucun cas de VEDAN (Violence - Exploitation-Discrimination-Abus-Négligence) n'a été signalé dans le ménage	<input checked="" type="radio"/>	Non	NA
9	Les adolescents et les adultes du ménage connaissent-ils les services appropriés vers lesquels s'orienter pour les questions de VEDAN ?	<input checked="" type="radio"/>	Non	NA
10	L'habitat du ménage est-il sécurisant pour les enfants (toit, fenêtre, porte, toilette, eau potable) ?	<input checked="" type="radio"/>	Non	NA
11	Tous les enfants et adolescents du ménage vivent-ils avec un même adulte depuis au moins 6 mois ?	<input checked="" type="radio"/>	Non	NA
<b>DOMAINE : EDUCATION</b>				
12	Tous les enfants scolarisés du ménage fréquentent régulièrement l'école (n'a pas manqué plus de 3 mois de cours)	<input checked="" type="radio"/>	Non	NA
13	Les enfants non scolarisés ou déscolarisés disposent-ils d'AGR et ou sont assidus en apprentissage depuis au moins six mois ?	<input checked="" type="radio"/>	Non	NA
14	Les frais de scolarité des enfants en âge d'être scolarisés et d'apprentissage des déscolarisés/non scolarisés du ménage sont-ils assurés au cours des 6 derniers mois ?	<input checked="" type="radio"/>	Non	NA
<b>TOTAL</b>		<b>14</b>	<b>0</b>	<b>0</b>

4	La personne vivant avec le VIH a-t-elle entamé le processus de partage de son statut sérologique à son conjoint ?	<input checked="" type="radio"/>	Non	NA
5	Les enfants de plus de 10 ans, vivant avec le VIH, participent-ils à un processus d'annonce du statut ? (Répondre pour un counselling approprié d'annonce du statut, participation à un groupe de parole)	<input checked="" type="radio"/>	Non	NA
<b>DOMAINE : STABILITE</b>				
6	Le ménage est-il stable économiquement ou prêt à croire avec une AGR/membre d'AVEC ?	<input checked="" type="radio"/>	Non	NA
7	Au cours des 6 derniers mois aucun cas de malnutrition n'a été signalé dans le ménage	<input checked="" type="radio"/>	Non	NA
<b>DOMAINE : SECURITE DU MENAGE</b>				
8	Au cours des 6 derniers mois aucun cas de VEDAN (Violence - Exploitation-Discrimination-Abus-Négligence) n'a été signalé dans le ménage	<input checked="" type="radio"/>	Non	NA
9	Les adolescents et les adultes du ménage connaissent-ils les services appropriés vers lesquels s'orienter pour les questions de VEDAN ?	<input checked="" type="radio"/>	Non	NA
10	L'habitat du ménage est-il sécurisant pour les enfants (toit, fenêtre, porte, toilette, eau potable) ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
11	Tous les enfants et adolescents du ménage vivent-ils avec un même adulte depuis au moins 6 mois ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
<b>DOMAINE : EDUCATION</b>				
12	Tous les enfants scolarisés du ménage fréquentent régulièrement l'école (n'a pas manqué plus de 3 mois de cours)	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
13	Les enfants non scolarisés ou déscolarisés disposent-ils d'AGR et ou sont assidus en apprentissage depuis au moins six mois ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
14	Les frais de scolarité des enfants en âge d'être scolarisés et d'apprentissage des déscolarisés/non scolarisés du ménage sont-ils assurés au cours des 6 derniers mois ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
<b>TOTAL</b>		<b>8</b>	<b>5</b>	<b>0</b>

- However, if there are between 1 and 3 "no" answers, a form is displayed that needs to be filled in for the activities planned for the entry.

11	Tous les enfants et adolescents du ménage vivent-ils avec un même adulte depuis au moins 6 mois ?	<input checked="" type="radio"/>	Non	NA
<b>DOMAINE : EDUCATION</b>				
12	Tous les enfants scolarisés du ménage fréquentent régulièrement l'école (n'a pas manqué plus de 3 mois de cours)	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
13	Les enfants non scolarisés ou déscolarisés disposent-ils d'AGR et ou sont assidus en apprentissage depuis au moins six mois ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
14	Les frais de scolarité des enfants en âge d'être scolarisés et d'apprentissage des déscolarisés/non scolarisés du ménage sont-ils assurés au cours des 6 derniers mois ?	<input checked="" type="radio"/>	<input checked="" type="radio"/>	NA
<b>TOTAL</b>		<b>11</b>	<b>3</b>	<b>0</b>

**Services/interventions à offrir**

Business ou interventions 1

Business ou interventions 2

Business ou interventions 3

Business ou interventions 4

Business ou interventions 5

## Section 2: Data Quality/Data Analysis



## Data quality

Several input controls and alert messages were implemented in the OVC database to ensure high quality data. The screen shots below show some examples of the controls implemented to ensure the quality of the data in the database.

### Some examples of controls on the Household Identification form

The red boxes are fields that are unlocked only if answers are selected or variables are filled in: (i) "number of wives" can only be filled in if "polygamous" is selected in marital status; (ii) "number of active persons in the household" and "number of OVC in the household" are activated only if "household size" is filled in; (iii) selecting "Other" activates the field to specify this entry.

The screenshot shows a web-based form titled "II. CARACTERISTIQUES DU MENAGE". The form contains various sections with dropdown menus and input fields. Red boxes highlight the following fields:

- A dropdown menu for marital status, where "Polygamie" is selected.
- An input field for "Nombre de femmes" (Number of wives).
- An input field for "Nombre de personnes actives dans le ménage" (Number of active persons in the household).
- An input field for "Nombre de personnes OVC dans le ménage" (Number of OVC in the household).
- A dropdown menu for "Type de ménage" (Type of household), where "Autre" is selected.
- An input field for "Autres renseignements sur le ménage" (Other information about the household).

NB: several controls were inserted in the various data entry forms in the OVC database.

## DREAMS code entry field

The image shows two screenshots of the 'AJOUT DE MEMBRE AU MENAGE' form. The left screenshot shows the form with a red box highlighting the 'Si bénéficiaires DREAMS notifier son code' field. The right screenshot shows the same form with the 'Si bénéficiaires DREAMS notifier son code' field highlighted in red.

The DREAMS code entry field appears for a beneficiary who qualifies for the program.

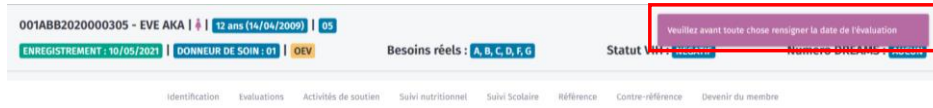
Assessment form unavailable for household members who are not OVC or caregivers

The image shows a screenshot of the 'FICHE D'IDENTIFICATION' form for Felix Bouabre. The 'Identification' tab is highlighted with a red box. The form contains various fields for personal information, including name, date of birth, sex, and DREAMS code.

Handicap	Existence d'un extrait de naissance ou d'une pièce d'identité	Niveau d'instruction	Profession à l'identification	Vulnérabilité	Type de vulnérabilité	Statut sérologique	Personne informée du statut sérologique	Suivi TARV	Relation avec les membres du ménage		
Aucun	1 = Oui (préciser le N°) 2 = Non	0 = Aucun 1 = Primaire / Maternelle 2 = Primaire 3 = Secondaire 4 = Supérieur 5 = Non concerné	0 = non orphelin 1 = Orph de père 2 = Orph de mère 3 = Orph de père et de mère 4 = Non applicable	0 = non orphelin 1 = Orph de père 2 = Orph de mère 3 = Orph de père et de mère 4 = Non applicable	A = OEV B = VBG C = protection D = Autre à préciser E = Aucun	1=Négatif 2=Positif 3=Inconnu	A = Membre du ménage B = personnel de santé C = intervenant social D = amis et connaissance E = Non applicable X = autre (préciser)	1 = oui 2 = non 3 = non applicable	Les adultes	Les enfants	Ceux qui prennent soin de lui
A B C	1 2 3 4 5 6 7 8	0 1 2 3	0 1 2 3	0 1 2 3	A B C D	1 2 3	A B C D E X	1 2 3	1 2 3	1 2 3	1 2 3

Only the identification form and the member outcome can be filled in.

## Example of an alert message



## Duplicate management

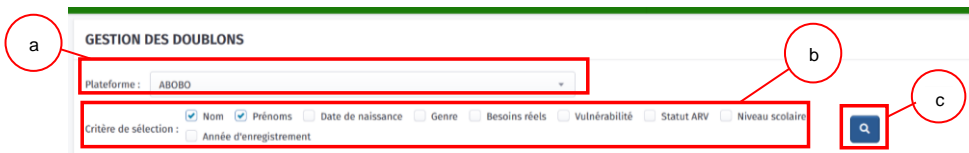
In addition to these upstream controls, the **Data Quality** module was developed to manage the issue of duplicates.

**Step 1:** Click on the **Data Quality** module and then on **"Duplicate Management."**

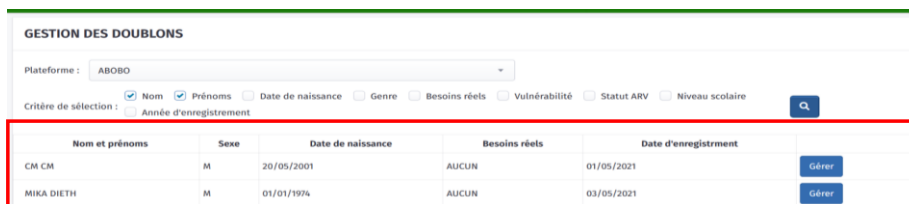


**Step 2:** In the page that appears:

- Select the platform in which you want to identify duplicates.
- Select the search criteria for duplicates. You must use one of the first three criteria (Last name, First names, or Date of Birth).
- Click on the Search button to search for duplicates.



**Step 3:** A list of duplicate groups appears. Each line represents all the duplicates included in that group.



NB: a "Manage" button appears at the end of each line to manage duplicates.

**Step 4:** Click on the "Manage" button to access the duplicate management page.

The top screenshot shows the 'GESTION DES DOUBLONS' page with a search filter set to 'ABENGOUROU'. Below the filter, there are checkboxes for selection criteria: Nom (checked), Prénoms (checked), Date de naissance, Genre, Besoins réels, Vulnérabilité, Statut ARV, Niveau scolaire, and Année d'enregistrement. A table below lists a member with the following details: Nom et prénoms: CM CM, Sexe: M, Date de naissance: 20/04/2001, Besoins réels: AUCUN, Date d'enregistrement: 01/04/2021. A 'Gérer' button is highlighted with a red box.

The bottom screenshot shows two detailed member profiles. Each profile has a 'Préférée' radio button, a 'Voir le ménage' button, and a trash icon. The profiles show the following details: Numéro OEV: 009AGR2021000203, Nom et prénoms: CM CM, Sexe: M, Date de naissance: 20/04/2001, Structure: CS ABENGOUROU, Date d'enregistrement: 01/04/2021. Below the profiles, there are buttons for 'Statut Sérologique: AUCUN' and 'Besoins réels: AUCUN'. At the bottom, there is a 'Fusionner les membres' button.

List of duplicates with details to better assess the measures to be taken.

Commented [MH4]: this is a fragment in the French

- The "Preferred" radio buttons at the top left of each block allow you to activate the "Merge Members" button to merge member information in case of duplicates.
- The "View Household" button, at the top center of each block, allows you to access to the household in which the member is located to help you make a decision.
- The trash can icon, on the top right, allows you to delete the (duplicate) member(s) permanently from the database to keep only one in the system.

## Tracking entries

**Step 1:** Click on the **Data Quality** module and then on "Track Entries."

The screenshot shows the 'Web OEV' navigation bar with the following items: 'Tableau de bord', 'Messages', 'Rapports', 'Qualité des données' (highlighted with a red box), 'Gestion des transferts', and 'Paramètres'. Below the navigation bar, the 'GESTION DES TRANSFERTS' page is shown with a 'Suivi des saisies' button highlighted with a red box.

**Step 2:** In the page that appears:

- a. Select the platform.
- b. Select the period for the indicators.
- c. Click on the search button (blue box).
- d. The entry tracking list appears.
- e. The list can be exported in Excel format.

The screenshot shows the 'CONTRÔLE DE SAISIE DES DONNEES' interface. At the top, there is a dropdown menu for 'Choix de la plateforme' (labeled 'a'). Below it are two buttons: 'Exporter Excel' (labeled 'e') and 'Exporter PDF'. To the right is a search button (labeled 'c'). The main part of the interface is a table with the following columns: 'Plateforme', 'Structure', 'Nombre de ménages', 'Nombre de membres', 'Nombre de bénéficiaires', 'Nombre d'OEV', 'Nombre de bénéficiaires servis', and 'Nombre d'OEV servis'. The table contains 14 rows of data, all with values of 0.

Plateforme	Structure	Nombre de ménages	Nombre de membres	Nombre de bénéficiaires	Nombre d'OEV	Nombre de bénéficiaires servis	Nombre d'OEV servis
BONGOUANOU	CS ABONGOUA	0	0	0	0	0	0
ABOBO	CS ABOBO	0	0	0	0	0	0
ATTECOUBE	CS ABOBO-DOLAME	0	0	0	0	0	0
ABOISSO	CS ABOISSO	0	0	0	0	0	0
ADJAME	CS ADJAME 223 LOTS	0	0	0	0	0	0
ADJAME	CS ADJAME SANTE	0	0	0	0	0	0
AGNIBILEKROU	CS AGNIBILEKRO	0	0	0	0	0	0
ABENGOUROU	CS ABENGOUROU	0	0	0	0	0	0
AGBOVILLE	CS AGBOVILLE	0	0	0	0	0	0
ABOBO	CS AKOULPE	0	0	0	0	0	0

**Step 3:** Each column can be sorted in ascending or descending order.

The screenshot shows a sorting dropdown menu for the 'Nombre de membres' column. The menu is open, showing the current value '12' and two options: 'Sort Ascending' and 'Sort Descending'. There is also a 'Remove Sort' option at the bottom.

# Data Analysis

You can analyze data in the **Dashboard** and **Reports** modules.

## Dashboard

This module is the landing page when the user connects to the OEV database. The user can also access it by clicking on the **Dashboard** module in zone 2 at the top of the database.



The purpose of the dashboard is to allow users to visualize the main data so they can make decisions quickly.

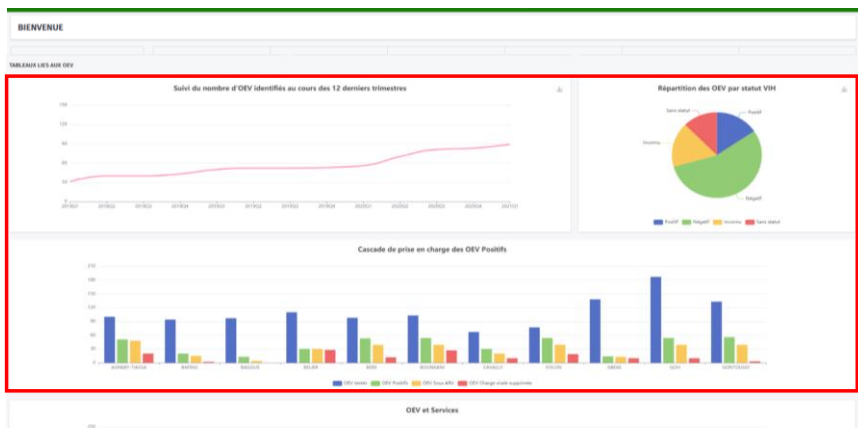
It should be noted that the indicators represented in the dashboard will change depending on users' information needs.

The OVC database dashboard is organized into three main sections:

- The first section summarizes the following data:
  - Number of households
  - Number of members
  - Number of beneficiaries
  - Number of OVC
  - Number of OVC testing HIV-positive
  - Number of OVC on ARVs
  - Number of OVC whose viral load is suppressed



- The second section of the dashboard displays data related to households.

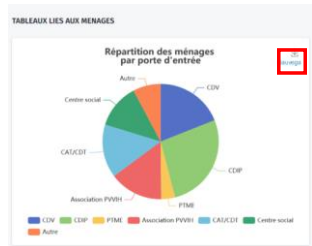


- The third section of the dashboard displays data related to OVC.

Dashboard charts can be downloaded for reports or presentations. To do this, follow these steps:

Click on the Save icon in the upper right corner of each chart or table and follow the instructions as necessary.

**Commented [MH5]:** there seems to be only one step; change to singular?



## Report

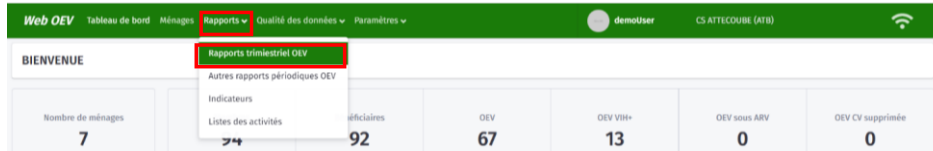
The second module that the application offers for data analysis is the **Report** module. This has three sub-modules:

- OVC reports
- Indicators
- List of beneficiaries

These modules can export Excel files to facilitate secondary analyses if needed by the user.

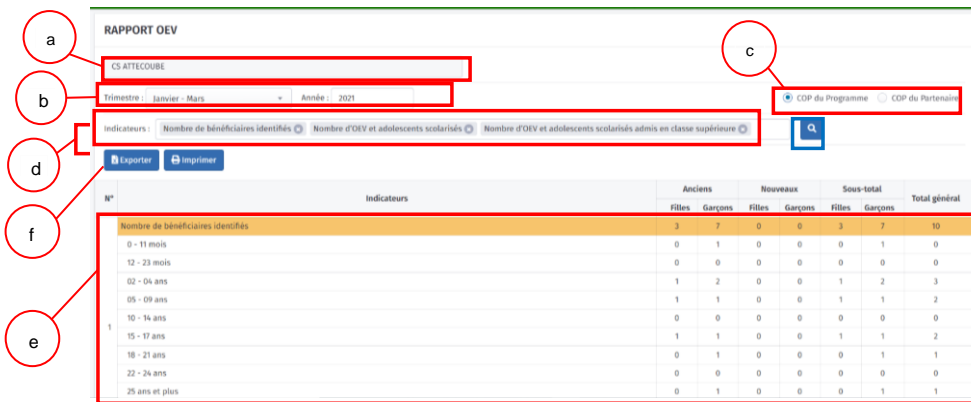
## OVC Quarterly Report

**Step 1:** Click on the **Report** module and select "OVC Quarterly Reports."



**Step 2:** In the page that appears:

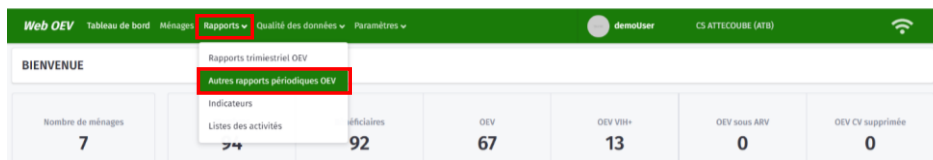
- Select the structure or platform.
- Select the period for the report.
- Select the calendar type (Program COP or Partner COP).
- Select the indicators for the report, then click on the Search button (blue box).
- The report is displayed below.
- The report can be exported in Excel format or printed.



NB: the "Print" button allows you to print the report.

## Other periodic OVC reports

**Step 1:** Click on the **Report** module and select "Other Periodic OVC Reports."



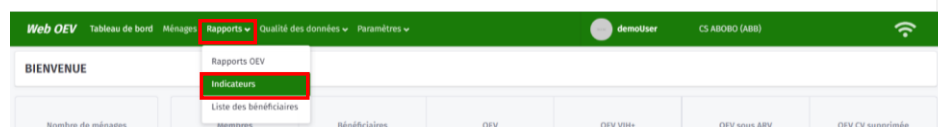
**Step 2:** In the page that appears:



- Select the structure or platform.
- Select the period for the indicators.
- Select the calendar type (Program COP or Partner COP).
- The report is displayed.

## Indicators

**Step 1:** Click on the **Report** module and select **"Indicators."**

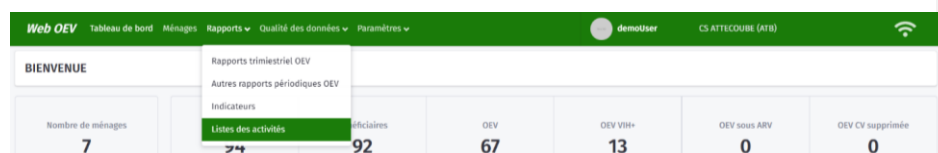


**Step 2:** In the page that appears:

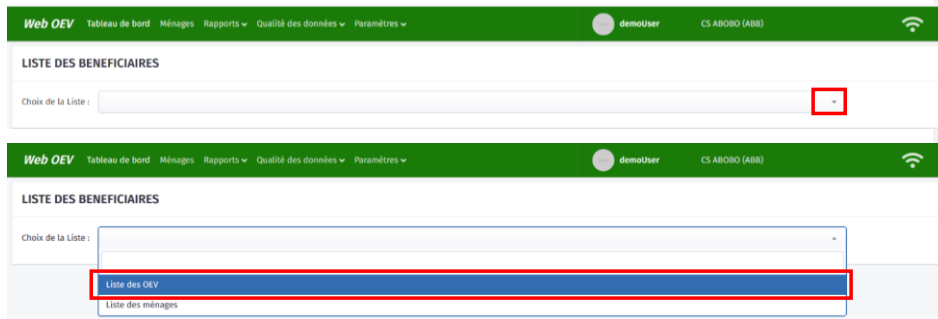
- Select the structure or platform.
- Select the period for the indicators.
- Select the calendar type (Program COP or Partner COP).
- Select the indicators, then click on the Search button to generate the results.

## Activity lists

**Step 1:** Click on the **Report** module and select **"Activity Lists."**

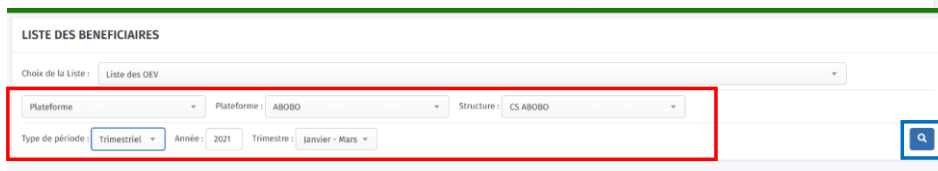


**Step 2:** Select the list by clicking on the down arrow.

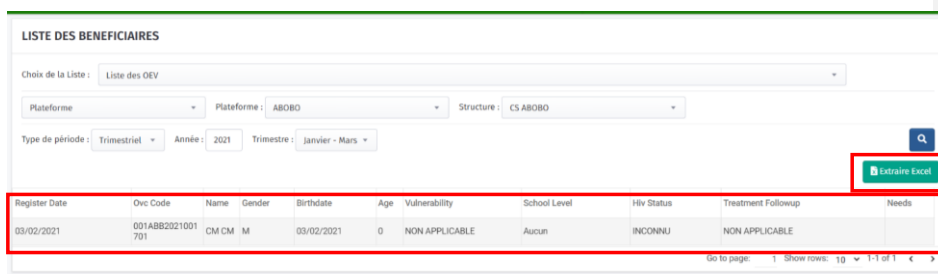


**Step 3:**

- Select whether the list is by platform or by partner (COP type).
- Select the platform.
- Select the structure.
- Select the period.
- Click on the Search button (blue box).



**Step 4:** The search results are displayed below, and the table can be exported to Excel format by clicking on the "Extract Excel" button.

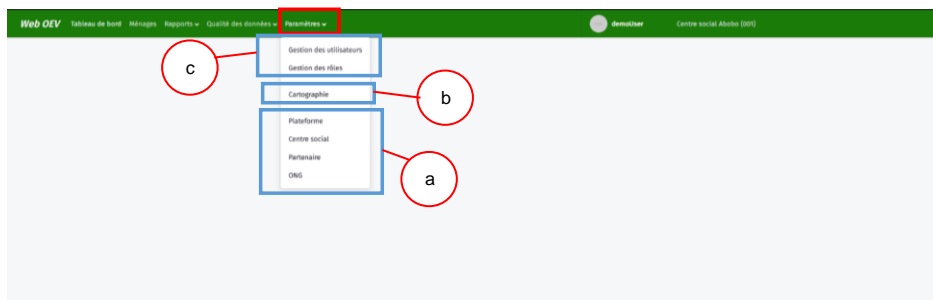


## Section 3: Settings

## Accessing the Settings Module

The **Settings** module contains the following sections:

- a. Structure creation: Platform, Social Center, Partner, NGO
- b. Mapping
- c. Management: user management, role management



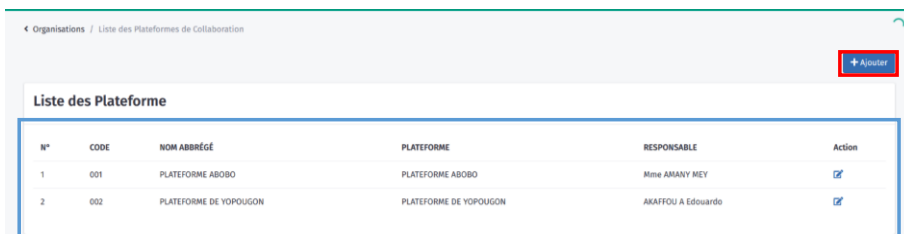
# Creating a structure

## Creating an OVC platform

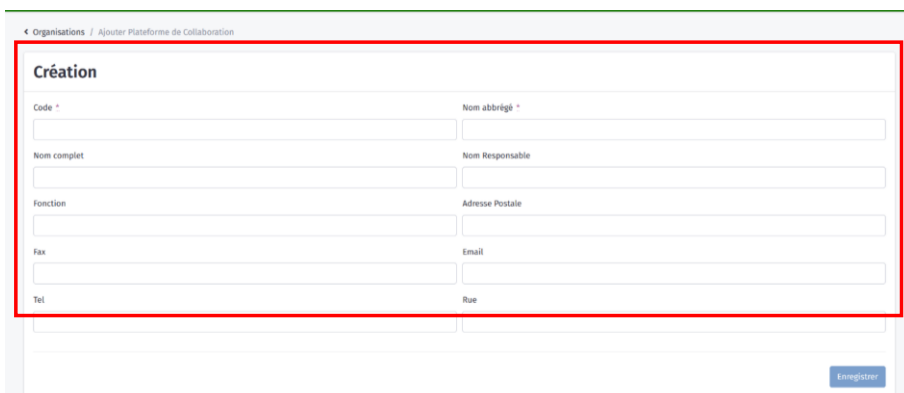
**Step 1:** Click on the **Settings** module, then choose "Platform" from the drop-down list.



**Step 2:** Click "Add" on the page that appears. This page also lists the platforms created previously (blue box).



**Step 3:** Enter the platform information in the form that appears. The code and short name are required.



**Step 4:** Click on the "Save" button to create the platform.

Création

Code \* 003 Nom abrégé \* PFC Cocody

Nom complet Plateforme de coordination de cocody Nom Responsable ASSE FULBERT

Fonction directeur centre social de Cocody Adresse Postale

Fax Email cocody@gmail.com

Tel 0101000010 Rue

Enregistrer

NB: to cancel the platform creation action, i.e., not save it in the database, click on the "Organization" tab (blue box), which will redirect the user to the database home page, i.e., the dashboard.

**Step 5:** Return to the platform creation home page. The created platform is displayed in the platform list (blue box).

Liste des Plateforme

N°	CODE	NOM ABRÉGÉ	PLATEFORME	RESPONSABLE	Action
1	003	PFC Cocody	Plateforme de coordination de cocody	ASSE FULBERT	<input checked="" type="checkbox"/>
2	001	PLATEFORME ABOBO	PLATEFORME ABOBO	Mme AMANY MEY	<input checked="" type="checkbox"/>
3	002	PLATEFORME DE YOPOUGON	PLATEFORME DE YOPOUGON	AKAFFOU A Edouardo	<input checked="" type="checkbox"/>

NB:

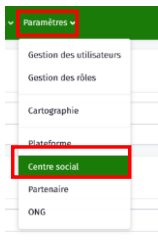
- To edit information for a created platform, click on the "Action" check box to the right of that platform's line to access the creation form.

1	003	PFC Cocody	Plateforme de coordination de cocody	ASSE FULBERT	<input checked="" type="checkbox"/>
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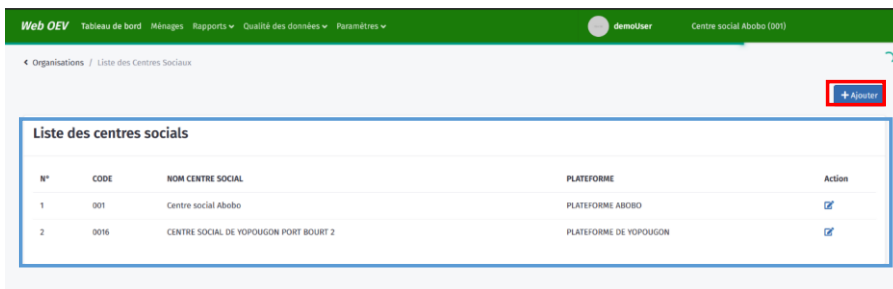
- A created platform can only be deleted by the OVC database administrator.

## Creating a social center

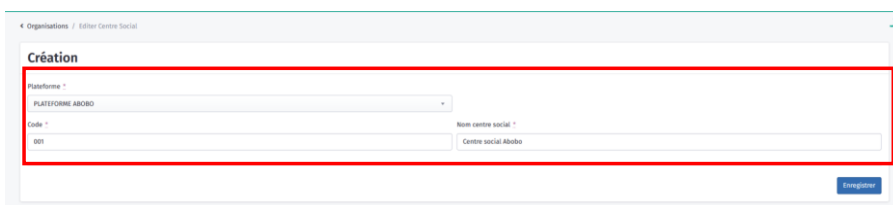
**Step 1:** Click on the **Settings** module, then choose "Social Center" from the drop-down list.



**Step 2:** Click "Add" on the page that appears. This page also lists the social centers created previously (blue box).



**Step 3:** Enter the social center information in the form that appears, then click "Save."



NB: all information in this form is mandatory.

**Step 4:** Click on the "Save" button to create the platform.

NB: to cancel the social center creation action, i.e., not save it in the database, click on the "Organization" tab (blue box), which will redirect the user to the database home page, i.e., the dashboard.

**Step 5:** Return to the social center creation home page. The created social center is displayed in the list of social centers (blue box).

Id	CODE	NOM CENTRE SOCIAL	PLATEFORME	Action
1	001	Centre social Abobo	PLATEFORME ABOBO	<a href="#">✕</a>
2	006	CENTRE SOCIAL DE YOPOUIGN PORT BOURT 2	PLATEFORME DE YOPOUIGN	<a href="#">✕</a>

NB:

- To edit information about a created social center, click on the "Action" check box on the line for that social center line to access the creation form.

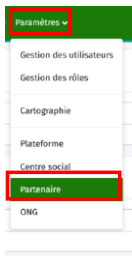
2	006	CENTRE SOCIAL DE YOPOUIGN PORT BOURT 2	PLATEFORME DE YOPOUIGN	<a href="#">✕</a>
---	-----	--	------------------------	-------------------

- A created social center can only be deleted by the OVC database administrator.

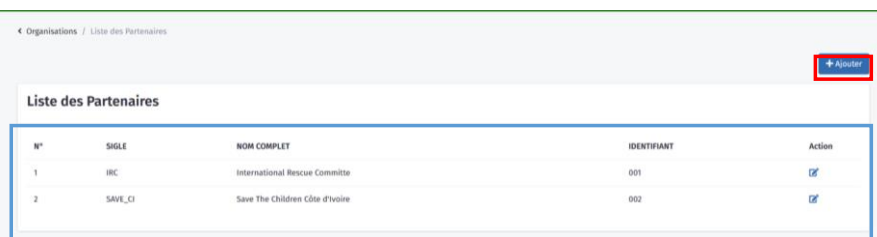


## Creating a partner

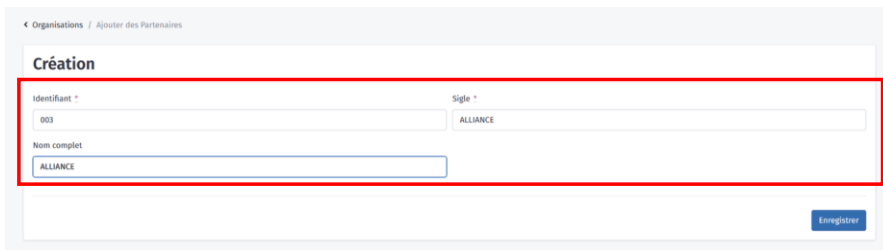
**Step 1:** Click on the **Settings** module, then choose "**Partner** " from the drop-down list.



**Step 2:** Click "Add" on the page that appears. This page also lists partners created previously (blue box).



**Step 3:** Enter the partner information in the form that appears.

A screenshot of the 'Création' form for adding a partner. The form is titled 'Organisations / Ajouter des Partenaires'. It contains three input fields: 'Identifiant \*' with the value '003', 'Sigle \*' with the value 'ALLIANCE', and 'Nom complet' with the value 'ALLIANCE'. There is a blue 'Enregistrer' button at the bottom right.

NB: all information in this form is mandatory.

**Step 4:** Click on the "Save" button to create the partner.

← Organisations / Ajouter des Partenaires

### Création

Identifiant \*  Sigle \*

Nom complet

NB: to cancel the partner creation action, i.e., not save it in the database, click on the "Organization" tab (blue box), which will redirect the user to the database home page, i.e., the dashboard.

**Step 5:** Return to the partner creation home page. The partner created is displayed in the partner list (blue box).

← Organisations / Liste des Partenaires + Ajouter

### Liste des Partenaires

N°	SIGLE	NOM COMPLET	IDENTIFIANT	Action
1	ALLIANCE	ALLIANCE	003	<input checked="" type="checkbox"/>
2	IRC	International Rescue Committee	001	<input checked="" type="checkbox"/>
3	SAVE_CI	Save The Children Côte d'Ivoire	002	<input checked="" type="checkbox"/>

NB:

- To edit information for a created partner, click on the "Action" check box to the right of that **NGO's** line to access the creation form.

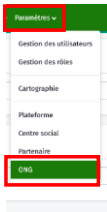
**Commented [MH6]:** should this read "partner"?

1	ALLIANCE	ALLIANCE	003	<input checked="" type="checkbox"/>
---	----------	----------	-----	-------------------------------------

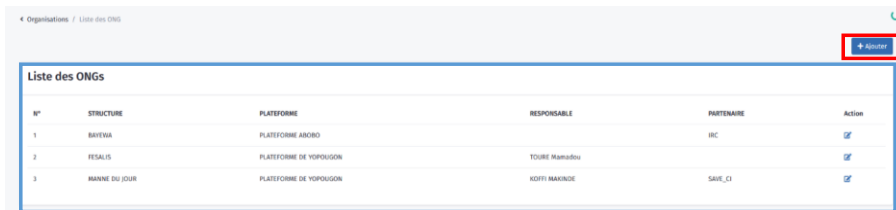
- A created partner can only be deleted by the OVC database administrator.

## Creating an NGO

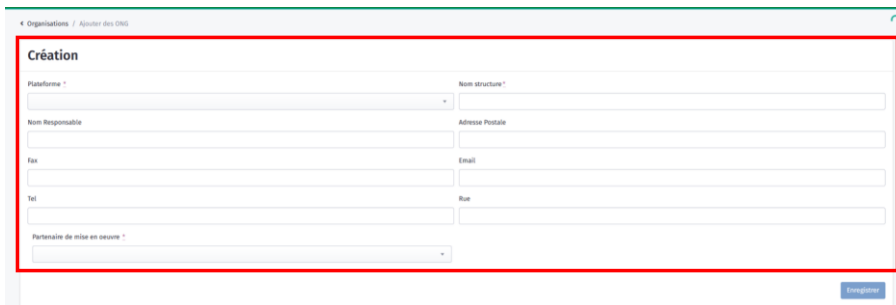
**Step 1:** Click on the **Settings** module, then choose "NGO" from the drop-down list.



**Step 2:** Click "Add" on the page that appears. This page also lists NGOs created previously (blue box).



**Step 3:** Enter the NGO information in the form that appears.



**Step 4:** Click on the "Save" button to create the NGO.

NB: to cancel the NGO creation action, i.e., not save it in the database, click on the "Organization" tab (blue box), which will redirect the user to the database home page, i.e., the dashboard.

**Step 5:** Return to the NGO creation home page. The created NGO is displayed in the NGO list (blue box).

N°	STRUCTURE	PLATEFORME	RESPONSABLE	PARTENAIRE	Action
1	BAFENVA	PLATEFORME ASORO		IRC	<input type="checkbox"/>
2	RESALIS	PLATEFORME DE YOPOUGON	TOURE Mamadou		<input type="checkbox"/>
3	MANNE DU JOUR	PLATEFORME DE YOPOUGON	KOFFI MAKINDE	SAHE_C1	<input type="checkbox"/>
4	ONG ASSE	PLATEFORME DE YOPOUGON	ASSE FULBERT		<input type="checkbox"/>

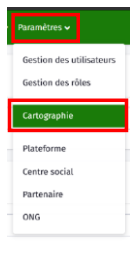
NB:

- To edit information for a created NGO, click on the "Action" check box to the right of that NGO's line to access the creation form.

- A created NGO can only be deleted by the OVC database administrator.

## Mapping

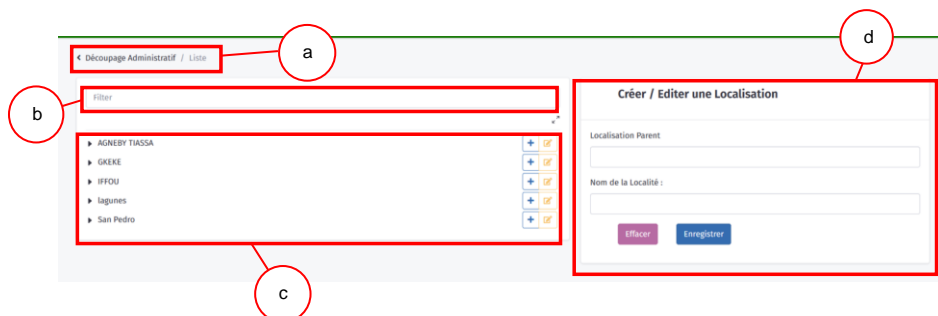
To map (create and edit locations), click on the **Settings** module, then choose "**Mapping**" from the drop-down list.



The Create and Edit Location page appears.

This area has three parts:

- Allows you to return to the database home page
- Filter field that allows you to search for location by entering it
- Location ranking field
- Field for creating/editing the location



**Step 1:** Create a region.

Once you are on the Create and Edit Location page:

Enter the name of the region in the "Location Name" section and click on "Save."

The region created is displayed in the location ranking area.

NB:

- The "Parent Location" field (yellow box) for the region does not need to be entered.
- The "Delete" button cancels any entries made.

Créer / Editer une Localisation

Localisation Parent

Nom de la Localité : Bélier

Effacer Enregistrer

Créer / Editer une Localisation

Localisation Parent

Nom de la Localité : Bélier

Effacer Enregistrer

**Step 2:** Create a department, sub-prefecture, commune, or neighborhood/village.

- Once the region has been created, click on the "+" symbol in front of the region to create the department.

Créer / Editer une Localisation

Localisation Parent

Ajouter une localité enfant la Localité :

Effacer Enregistrer

- This loads the region (Bélier in this example) into the parent location of the Create and Edit Location area.

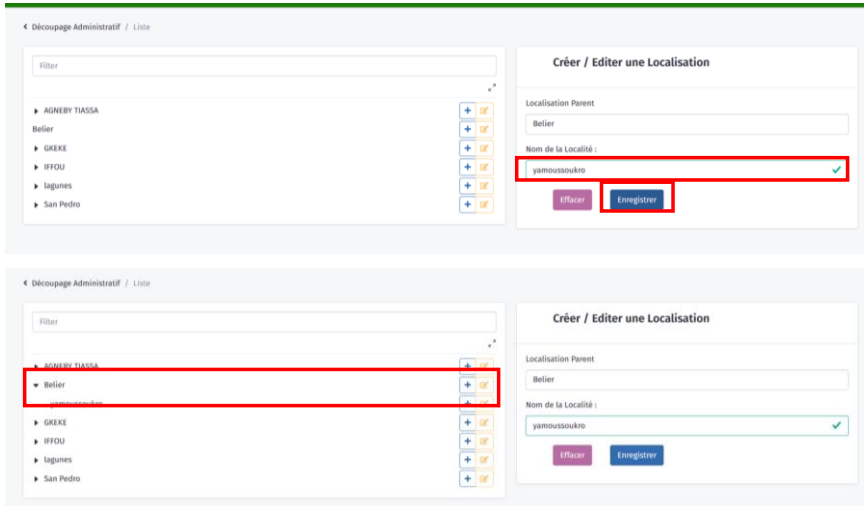
Créer / Editer une Localisation

Localisation Parent


Nom de la Localité :

Effacer Enregistrer

c. Enter the department in the place name and click on "Save."



NB:

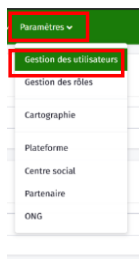
- Creating a sub-prefecture, commune, or neighborhood /village follows the same principle as creating a department, with the department, sub-prefecture, and the commune as the parent location respectively.
- The  button allows you to edit the information (the name) of the location for which it is selected.

# Management

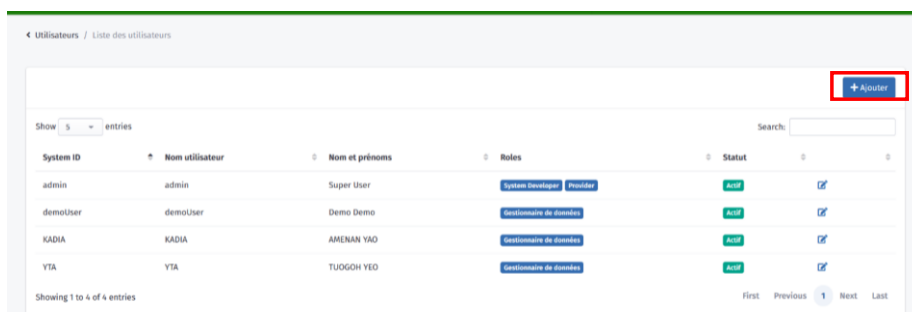
## User management

This section allows you to create and edit users.

**Step 1:** Click on the **Settings** module, then in the drop-down list choose "User Management."



**Step 2:** Click on "Add" to add a new user.





**Step 3:** Fill in the user account creation form that appears and click on "Save."

The "Cancel" button (blue box) cancels any actions performed.

The screenshot shows a web form titled "Créer / Editer un utilisateur". It is divided into two main sections: "Infos Personnelles" and "Infos Compte".

**Infos Personnelles:**

- Nom: Kouassi
- Prénoms: Eric
- Genre: M (selected)
- Téléphone: 0707000282
- Email: keas@yahoo.fr

**Infos Compte:**

- Nom utilisateur: kouass23
- Mot de passe: [masked]
- Confirmer le mot de passe: [masked]
- Structure de l'utilisateur: Centre social Abobo
- Roles: Gestionnaire de données

At the bottom, there are two buttons: "Enregistrer" (highlighted in a red box) and "Annuler" (highlighted in a blue box).

**Step 4:** The new user is displayed (blue box) in the list of created users.

The screenshot shows a table titled "Liste des utilisateurs". The table has the following columns: System ID, Nom utilisateur, Nom et prénoms, Roles, and Statut. The newly created user is highlighted with a blue box.

System ID	Nom utilisateur	Nom et prénoms	Roles	Statut
admin	admin	Super User	System Invoqueur, Propriétaire	Actif
demoUser	demoUser	Demo Demo	Gestionnaire de données	Actif
KADIA	KADIA	AMENAN YAO	Gestionnaire de données	Actif
kouass23	kouass23	Eric Kouassi	Gestionnaire de données	Actif
YTA	YTA	TUOGOYH YEO	Gestionnaire de données	Actif

**NB:** a created user account can be inactivated by clicking on its status.

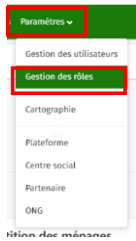
This close-up shows two rows of the user list table. The first row has a green "Actif" button highlighted with a red box. The second row has a yellow "Inactif" button highlighted with a red box.

kouass23	kouass23	Eric Kouassi	Gestionnaire de données	Actif
kouass23	kouass23	Eric Kouassi	Gestionnaire de données	Inactif

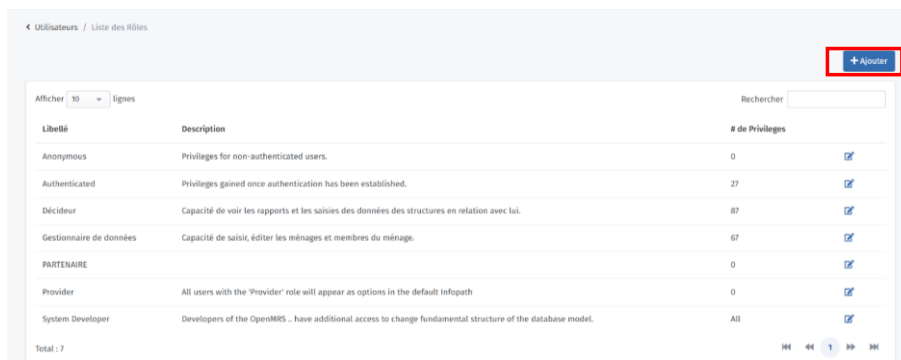
## Role management

This section allows you to create and edit user roles.

**Step 1:** Click on the **Settings** module, then in the drop-down list choose **"Role Management."**



**Step 2:** Click "Add" to add a new role on the role list page.



**Step 3:** Create the role by giving its name, parent role, and description, then select its privileges and click the "Save" button at the bottom of the form. This action brings you back to the role list page.

Utilisateurs / Ajouter Rôle

Créer / Editer un Rôle

Nom du rôle ?

Nom du rôle

Roles parents

Description

Description

Privilèges :

<input type="checkbox"/> Add Allergies	<input type="checkbox"/> Add Cohorts	<input type="checkbox"/> Add Concept Proposals	<input type="checkbox"/> Add Encounters
<input type="checkbox"/> Add HL7 Inbound Archive	<input type="checkbox"/> Add HL7 Inbound Exception	<input type="checkbox"/> Add HL7 Inbound Queue	<input type="checkbox"/> Add HL7 Source
<input type="checkbox"/> Add Observations	<input type="checkbox"/> Add Orders	<input type="checkbox"/> Add Patient Identifiers	<input type="checkbox"/> Add Patient Programs
<input type="checkbox"/> Add Patients	<input type="checkbox"/> Add People	<input type="checkbox"/> Add Problems	<input type="checkbox"/> Add Relationships
<input type="checkbox"/> Add Report Objects	<input type="checkbox"/> Add Reports	<input type="checkbox"/> Add Users	<input type="checkbox"/> Add Visits

<input type="checkbox"/> View Calculations	<input type="checkbox"/> View Concept Classes	<input type="checkbox"/> View Concept Datatypes	<input type="checkbox"/> View Concept Proposals
<input type="checkbox"/> View Concept Sources	<input type="checkbox"/> View Concepts	<input type="checkbox"/> View Data Entry Statistics	<input type="checkbox"/> View Encounter Types
<input type="checkbox"/> View Encounters	<input type="checkbox"/> View FHIR Client	<input type="checkbox"/> View Field Types	<input type="checkbox"/> View Forms
<input type="checkbox"/> View Global Properties	<input type="checkbox"/> View Household	<input type="checkbox"/> View Household evaluation	<input type="checkbox"/> View Identifier Types
<input type="checkbox"/> View Jasper Reports	<input type="checkbox"/> View Locations	<input type="checkbox"/> View Navigation Menu	<input type="checkbox"/> View Observations
<input type="checkbox"/> View Order Types	<input type="checkbox"/> View Orders	<input type="checkbox"/> View Patient Cohorts	<input type="checkbox"/> View Patient Identifiers
<input type="checkbox"/> View Patient Programs	<input type="checkbox"/> View Patients	<input type="checkbox"/> View People	<input type="checkbox"/> View Person Attribute Types
<input type="checkbox"/> View Privileges	<input type="checkbox"/> View Problems	<input type="checkbox"/> View Programs	<input type="checkbox"/> View Relationship Types
<input type="checkbox"/> View Relationships	<input type="checkbox"/> View Report Objects	<input type="checkbox"/> View Reports	<input type="checkbox"/> View RESTWS
<input type="checkbox"/> View Roles	<input type="checkbox"/> View Token Registrations	<input type="checkbox"/> View Unpublished Forms	<input type="checkbox"/> View Users

Enregistrer Annuler

## Conclusion

Actions performed for OVC and their families must be able to be tracked for us to make data-driven decisions. We felt it was appropriate, therefore, to set up a web application that can collect real-time data from the peripheral level to the central level. This document is intended to be a practical guide to help achieve that objective. We encourage all stakeholders to take advantage of it to promote effective use of the application. Constructive suggestions that users would like to offer the designer will help further enrich the function of this tool.

## Appendix: Participants in Developing the OVC Database User Manual

Last name, first name	Position	Organizations/Institutions
ASSOHOU NOBA ANGE ERIC	M&E Specialist	Data.FI Côte d'Ivoire
BOGUI SERGE PACOME EVRARD	IT	Data.FI Côte d'Ivoire
ANGAMAN KASSY ROGER	M&E Department Head	PNOEV
SAMAKE YAYA	M&E Officer	PNOEV
ADOU CHIMENE FLORENCE	M&E Assistant Intern	PNOEV
YEO GOZIE BRICE ARMAND	M&E Assistant Intern	PNOEV
AKE LAURENCE	M&E Officer	PNOEV
ASSALE TAIWA VENANCE	M&E Officer	PNOEV
GNANHO AKOUA SALY	M&E Officer	PNOEV
KOUAME NINA	M&E Officer	PNOEV
N'GUESSAN AMOIN JULITTE	M&E Assistant Intern	PNOEV

TL-21-11

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JULY 2021

