Training Database Management Information System (TDMIS)

User's Manual

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September 2014

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Acronyms

CHO	City Health Office
DOH-RO	Department of Health-Regional Office
FP-MCH	Family Planning and Maternal and Child Health
IT	Information Technology
LGU	Local Government Unit
MHO	Municipal Health Office
PHO	Provincial Health Office
PRISM2	Private Sector Mobilization for Family Health-Phase 2
RHU	Rural Health Unit
TDMIS	Training Database Management Information System
USAID	United States Agency for International Development

Introduction

The Department of Health-Regional Offices (DOH-ROs) on an annual basis conduct several health training courses. Data related to these training courses, such as the technical nature of the training, names of participants, and venue of the trainings are documented in notebooks or recorded in computers. Because there has not been a central system to collect and record data related to these training events, records can be misplaced or lost making it difficult to consolidate data to record attendance that the person who attended the training may need to have verified as part of their position requirements or that the government can use to verify which of its employees have or have not been trained. Therefore, reliable and accurate information is vital for managers to develop the annual training plans and ensure that associated training budgets have ample resources.

DOH-ROs have expressed the need to have a database to centralize their training records at the regional level. In response to this request, the USAID Private Sector Mobilization for Family Health-Phase 2 (PRISM2) project worked together with DOH-RO staff to design a Training Database Management Information System (TDMIS), a stand-alone training records database that provides a repository of information on trainings conducted in the region. The TDMIS is to be used to track the type of training activities attended by the region's health service providers and records basic information about each health personnel and the type of training attended. More importantly, the TDMIS captures information on private health facilities operating in the region in addition to public sector facilities. The inclusion of information from private sector operators in the region is important as it provides the DOH-RO a more comprehensive understanding of the health services being provided in the region.

The following DOH-ROs have IT and training personnel oriented and trained on the use of the TDMIS.

- Region 1 Ilocos
- Region 5 Bicol
- Region 7 Central Visayas
- Region 6 Western Visayas
- Region 10 Northern Mindanao
- Region 11 Davao Region or Southern Mindanao

The TDMIS was formally accepted by the DOH-ROs and the installation software was provided for concurrent use and integration in their respective training systems.

As pre-requisite to TDMIS, the regional offices must have established a functional training system on FP-MCH by developing the following elements:

1. DOH-recognized training curriculum for FP-MCH
2. Pool of trainers from public and private sectors
3. Mechanism to identify FP-MCH training needs carried out on an annual basis
4. DOH-RO annual training plan
5. Promotion of training courses
6. Regular training schedule and venue
7. Post-training support activities (i.e., Post-training monitoring and follow-up)

The TDMIS complements the training system by serving as an additional core element (*tracker of training activities and participants*). The DOH Regional Office must have stewardship of the FP-MCH training

system implementation to ensure the sustainability and maintenance of the TDMIS (see the USAID/Philippines document *The Training System for Family Planning and Maternal and Child Health*).

Currently DOH-RO Bicol has the most extensive experience in using TDMIS. The system was installed into each accredited training institution including the Bicol Medical Center, Bicol University, Isarog Family Health Care and Training Center, Naga College Foundation, and the Bicol Regional Training and Teaching Hospital. The training institutions populate the database after each concluded training activity and submit them to the Albay PHO. The PHO serves as the clearing house of the training database by checking and validating the information provided by the training institutions. Once validated, the PHO submits the data to the DOH RO Human Resource Development Unit for updating and consolidation of the training database. Using the TDMIS, they now have an electronic training recording system that they can analyze to determine what trainings are needed by the health staff and where these trainings are needed. Duplicate trainings are also avoided.

Although the TDMIS has been developed with a focus on FP-MCH, it is an open system wherein trainings of other health programs can also be recorded and customized.

This manual documents how to install and use the TDMIS in DOH-ROs, local government unit health offices that may show interest in the system.

Organization of the Training Manual

This manual is designed to guide the user of the TDMIS on the functions of the database system. It is organized in two sections explaining the process and technical usage of the database system in consolidating training data. The first part explains the guidelines and process of collecting data which will be recorded in the database system. The second part serves as a guide for the administrator on how to navigate the database system and generate usable reports for management and administrative purposes.

The DOH-RO usually designates the training point person of office's health programs to manage the content of the database, and assigns an IT personnel who functions as administrator and operator of the TDMIS. Data encoders may be hired or assigned to populate the system on a periodic basis. These personnel are often referred to as TDMIS technical staff.

This manual should be available as a reference source for users in workplaces where the TDMIS is installed and be used as the main guide to train new users of the database.

Part I

I. What is the TDMIS?

The Training Database Management Information System (TDMIS) is a stand-alone training records database that provides a repository of all data related to trainings conducted and attended by health personnel in the region. This includes all trainings by various providers (public and private) as long as the trainings were conducted and organized within the framework of the DOH-RO established training system utilizing the elements outlined above.

This database system centralizes the records of training data at the regional office level and has the following functions:

1. Records profile information of all health service providers (both private and public);
2. Records information related to training conducted;
3. Records health facility information;
4. Generates reports of trained health service provider and the trainings they have attended and completed; and
5. Generates summary training reports

Through the TDMIS, the DOH-RO will have a record of health service providers in both private and public sectors and trainings completed. The province will use this information to identify health personnel and plan for training of those personnel that have not yet completed required training courses.

II. Collecting and Recording Data into the TDMIS

This section explains the process of collecting and encoding data to be included in the database.

A. Collecting Data Using a Profile Form

To register or enrol participants into the TDMIS, a Personnel Profile Form (Figure 1) containing basic training information regarding health personnel was designed. In particular, this form requires basic personal information and information on work, education, and trainings attended. All health personnel employed or rendering service in the DOH-ROs and LGU health offices (PHO, CHO, MHO, RHU etc.) attending the trainings are required to complete the Personnel Profile Form. Attendees from the private sectors are likewise required to complete the forms. The forms shall be distributed and collected during the training activity.

Figure 1 TDMIS Profile Form

(Edit this section for letterhead)

Personnel Profile Form

Basic Information

First Name: _____
Middle Name: _____
Surname: _____
Date of Birth: _____

Sex: ☐ Male ☐ Female

Work Information

Position / Designation:
☐ CHO II (City Health Officer)   ☐ PHN or Nurse (Public Health Nurse)
☐ CHO I (Assistant City Health Officer)   ☐ RHM or midwife (Rural Health Midwife)
☐ MHO (Municipal Health Officer)   ☐ MedTech (Medical Technologist)
☐ RHP (Rural Health Physician)   ☐ Dentist
☐ MO (Medical Officer)   ☐ Dental AIDE
☐ MS (Medical Specialist)   ☐ Others (*Please specify*): _____

Employment Status:
☐ Permanent   ☐ Job Order
☐ Casual/Temporary   ☐ Project-based/Contractual (*Please indicate duration in months & years below*)
Year of Employment: _____   _____ (*Ex. 4 years and 3 months*)
Name of Health Facility: _____ Address of Health Facility: _____

Sector: ☐ Public ☐ Private   Contact Number: _____

Education Background Information

Name of School	Degree earned	Year Graduated

B. Data Source

In addition to the Personnel Profile Form, the Training Activity Attendance Sheet (Figure 2) is to be the primary source of data for every training record recorded on the database system.

Figure 2 Sample Training Activity Attendance Sheet

Establishing a Sustainable Training System for the Family Planning Competency-Based Training (FP-CBT) Basic Course in CHD 7

C. Recording Data into the TDMIS

After receiving the completed accomplished Personnel Profile Forms and Training Activity Attendance Sheets, the designated TDMIS technical staff at the DOH-RO encodes all the data and enters the information into the TDMIS. He/she ensures that training records are centralized at the regional office level by requesting all training providers (public or private; regional, provincial or local) or program coordinators to export their TDMIS databases and submit these to the regional office every quarter.
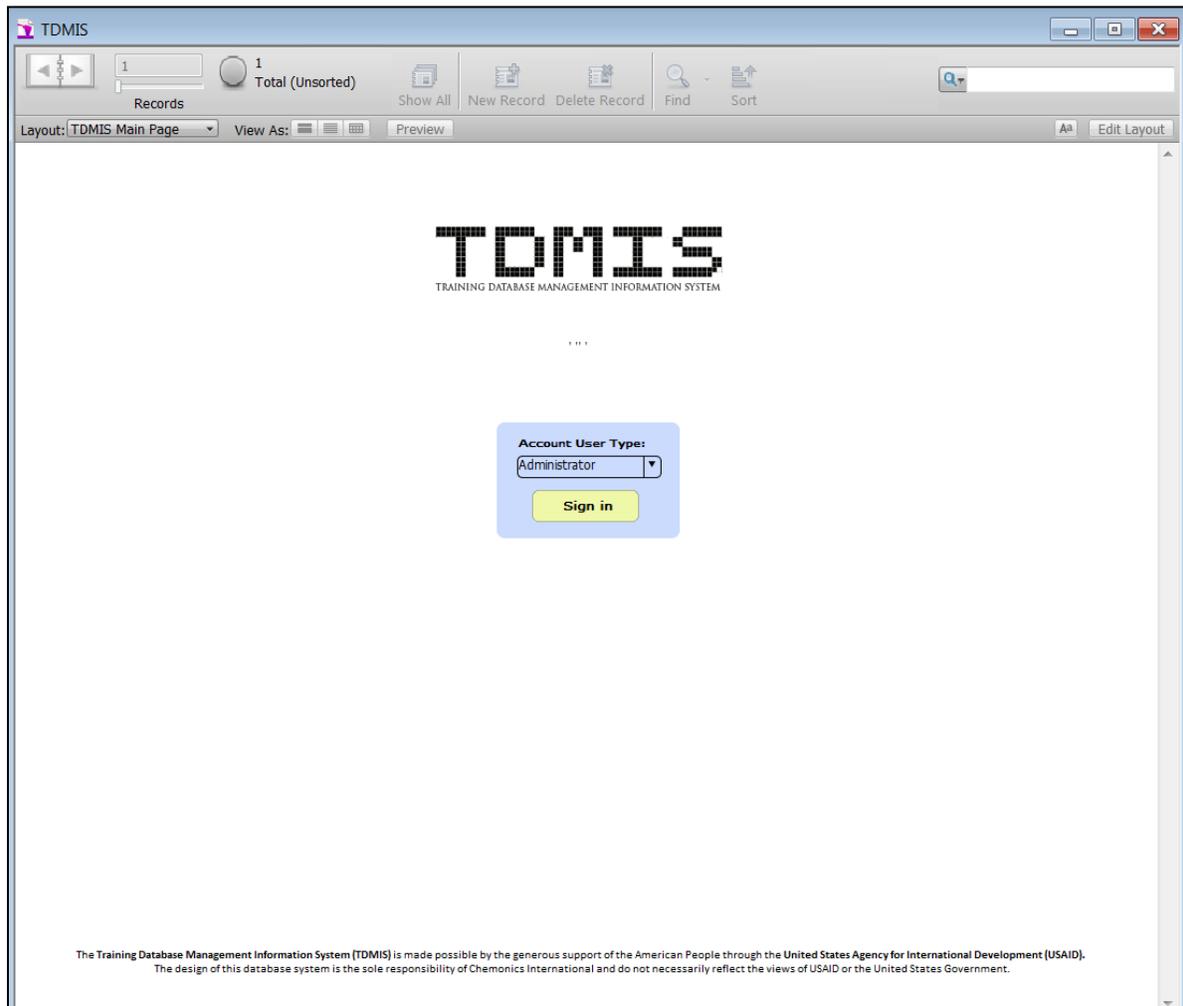
The TDMIS is updated when new personnel information is available such as completing a training. Data in the TDMIS should be updated regularly – at least on a quarterly basis.

III. Access and Authority

Only designated personnel at the regional office level are authorized to administer the TDMIS. The designated personnel can add, edit, and delete records in the database system.

The designated staff may sign-in to the database system as an administrator or encoder. The administrator user type has the authority to add, edit, and delete records while the encoder user type can only add and view records in the database system. The designated staff selects user type in using the database before signing in into the TDMIS (Figure 3).

Figure 3 TDMIS Sign in Form

IV. Deployment and Installation of the TDMIS

This section describes the requirements to successfully introduce the TDMIS. This set of instructions is provided with the assumption that the administrator for the database system has basic knowledge and experience using database applications and is capable of maintaining the TDMIS system.

A. Contents of the TDMIS Kit

The TDMIS kit contains the following:
- TDMIS Software Application
- TDMIS User Manual
- TDMIS Profile Form Template

The TDMIS kits can be requested from the DOH-ROs and Provincial Health Offices.

B. System Requirements

Minimum requirements:

a. Operating System: Windows 8, 7, XP Professional, Home Edition (SP3)

b. Hardware:

CPU: 1 GHz or faster
RAM: 1GB; 1024x768 or higher resolution video adapter and display, DVD drive (for boxed product)

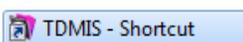These resources must be available for the proper operation and administration of the database.
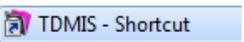
C. How to Install and Run TDMIS

1. Browse the TDMIS CD installer

2. Copy folder to DRIVE C:/

3. To Create TDMIS Shortcut, open TDMIS folder then right click ; select **Create Shortcut;** Drag to desktop.

4. To Run TDMIS, double click from desktop.

5. TDMIS Login Window will open; click Sign-in.

Part II

V. Navigating the TDMIS

This section provides users with guides that will enable them to easily use and navigate the database system. Moreover, it gives instructions to the users at the regional office level on which tabs to click for particular tasks such as creating and displaying records.

A. Main Menu

The Main Menu of the TDMIS has three sets of menu (see Figure 4): Reports, Create Records *(Personnel, Training, and Facility)*, and Manage and Display Records *(List of Personnel, List of Training, and List of Facility)*. These menus enable users to add records into the database and manage these records or merely display them

Figure 4 TDMIS Main Menu
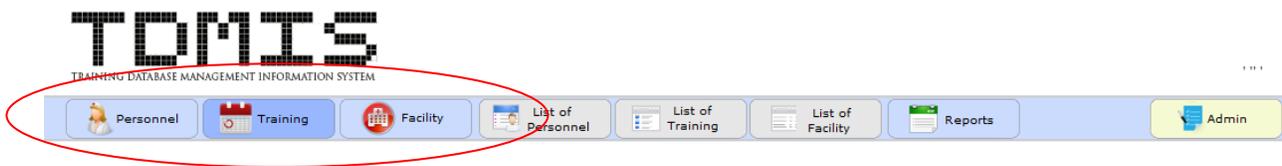
The user may add three (3) sets of records to the TDMIS database system: a Training Record, a Health Facility Record, and a Personnel Record. The user may also access and filter records based on specific categories provided by the system.

B. Training Records

When keying in new records into the system, the user needs to create all of the Training Records and Health Facility Records first **BEFORE** adding Personnel Records. By doing this, users will be able to view the trainings undertaken and the facility of the employee as reference data when encoding his/her training history.

B.1 Creating a Training Record

To create a training record, select "Training" from the main menu section and click "New Record" on the left side of the Training Form. A "Create Record" message dialogue box will pop up, confirming your request to create a new record (see Figure 5).

Figure 5 Create New Record (Training)

If you click "yes," the screen will display the image below (Figure 6). The following fields are provided in the "Details" section:

- Training Title
- Training Type
- Training Objectives
- Start Date & End Date: Period when the training was conducted
- Venue: Location of the training
- Provincial Operation
- Training Sponsor: Organizer of the training
- Competencies Acquired: Training competencies acquired
- Facilitators/Trainers

**Figure 6 Training Record Form (Creating a training record)**

Input the information requested in the fields provided. All training records created would then be reference data on all applicable personnel records under "Training History."

The "Attendance" section will list all the Personnel Records that has reference to the Training Record. This serves as the attendance sheet of a training conducted.

B.2 Saving a Training Record

To save the new record created, click "Save Record" on the left side panel of the interface. A "Save Record" message dialogue box will pop up, confirming your request to save the record created (Figure 7).

Figure 7 Save Record (Training)
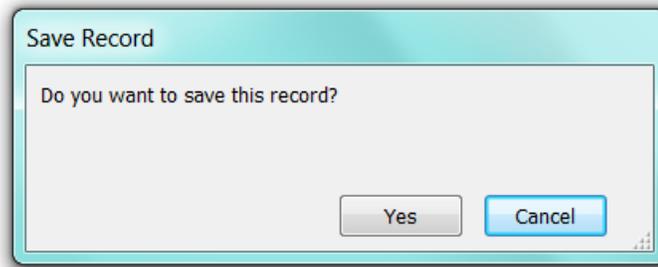
Clicking "Yes to save the Training Record created into the database.

B.3 Deleting a Training Record

To delete the current record you are browsing, click "Delete Record" on the left side panel of the interface. A "Delete Record" message dialogue box will pop up, confirming your request to delete the record from the database (Figure 8).

Figure 8 Delete Record (Training)
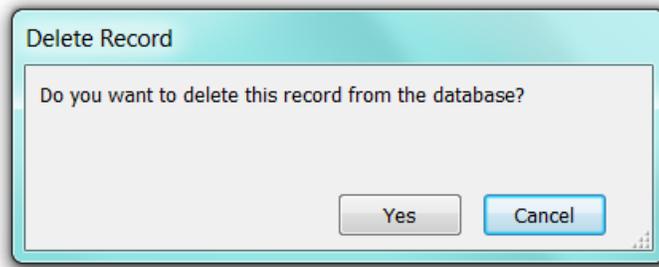
Clicking "Yes," will delete the Training Record permanently from the database.

C. Facility Records

C.1 Creating a Facility Record

To create a Health Facility Record, select "Facility" from the main menu section and click "New Record" on the left side of the Facility Form. A "Create Record" message dialogue box will pop up confirming your request to create a new record (Figure 8).

Figure 9 Create New Record (Facility)

If you click "yes," the screen will display the image below (Figure 10). The following fields are provided in the "Details" section:

- Facility Name: Name of Health Facility
- Facility Sector: Type of Health Facility *(Public or Private)*
- Provincial Operation: Province of operation
- Facility Address: Address of Health Facility *(Street name and barangay)*
- City/Municipality: Town address of Health Facility
- Contact Number: Contact number of Health Facility

Figure 10 Facility Record Form (Creating a health facility record)

C.2 Saving a Facility Record

To save the new record created, click "Save Record" on the left side of the Facility Form. A "Save Record" message dialogue box will pop up, confirming your request to save the record created (Figure 11).

Figure 11 Save Record (Facility)

Clicking "Yes," will save the Facility Record created into the database.

C.3 Deleting a Training Record

To delete the current record you are browsing, click "Delete Record" on the left side of the Facility Form. A "Delete Record" message dialogue box will pop up, confirming your request to delete the record from the database (Figure 12).

Figure 12 Delete Record (Facility)
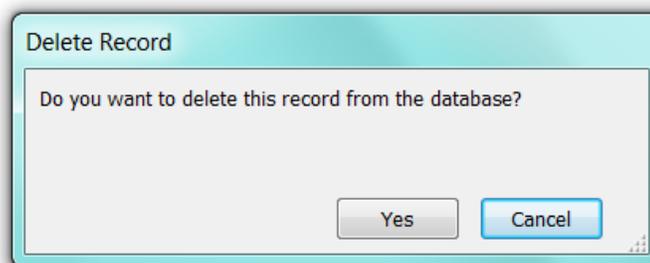
Clicking "Yes," will delete the Facility Record permanently from the database.

D. Personnel Records

D.1 Creating a Personnel Record

To create a Personnel Record, select "Personnel" from the main menu section and click "New Record" on the left side of the Personnel Form. A "Create Record" message dialogue box will pop up confirming your request to create a new record (Figure 13).

Figure 13 Create New Record (Personnel)

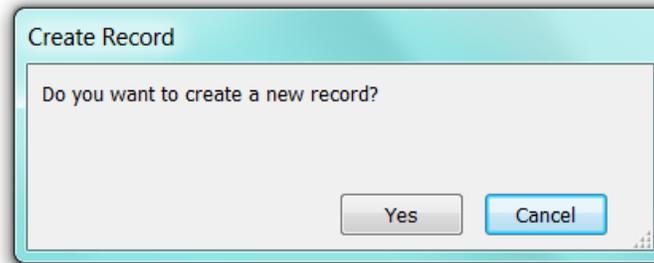

If you click "yes," the screen will display the image below (see Figure 14). The following fields are provided in the "Personnel Information" tab:

Personnel basic information:
- Last Name
- First Name
- Middle Name
- Date of Birth
- Age: Auto-computed if "Date of Birth" field is provided
- Sex: *(Male or Female)*
- Civil Status: *(Single, Married, Separated, Annulled)*
- Citizenship
- Religion
- Contact number

Work information:
- Position/Designation
- PRC License Number
- Employment Status: Employment status of Health Personnel
- Year of Employment: Year employed
- Name of Health Facility: Name of Health Facility (as reference)
- Sector: Auto-filled based on the selected data from "Name of Health Facility" field
- Health Facility Address: Auto-filled based on the selected data from "Name of Health Facility" field
- City/Municipality: Auto-filled based on the selected data from "Name of Health Facility" field
- Province: Auto-filled based on the selected data from "Name of Health Facility" field

Education information:
- Education Level: *(Undergraduate, Graduate, Postgraduate)*
- Degree: Title of degree or course
- School: Name of college or university
- Year Graduated

The Health Service Provider Profile Form, as shown below (Figure 14) has two (2) sections – the "Personnel Information" and "Training History" sections. The "Personnel Information" section contains data fields provided above while the "Training History" section records the trainings attended by the Personnel.

Figure 14 Personnel Record Form (Creating health service personnel record)


D.2 Saving a Personnel Record

To save the new record created, click "Save Record" on the left side of the Personnel Form. A "Save Record" message dialogue box will pop up confirming your request to save the record created (Figure 15).

Figure 15 Save Record (Personnel)

Clicking "Yes" will save the Personnel Record created into the database.

D.3 Deleting a Personnel Record

To delete the current record you are browsing, click "Delete Record" on the left side of the Personnel Form. A "Delete Record" message dialogue box will pop up confirming your request to delete the record from the database (Figure 15).

Figure 16 Delete Record (Personnel)
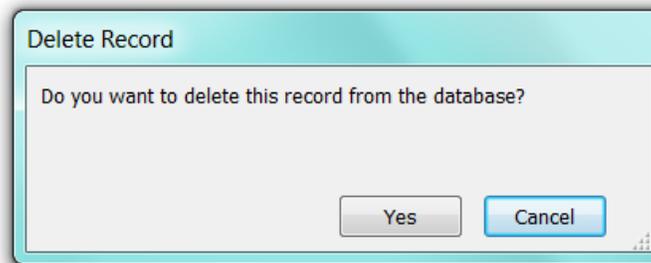
Clicking "Yes" will delete the Personnel Record permanently from the database.

D.4 Adding Training History

To add information of the training completed in the Personnel Record screen, select the "Training History" section. Once activated, the entry section for adding Training history information will be enabled (Figure 17). The following information is provided in the "Training History" section:

- Training Title: A drop-down list of all the Training Records (as reference)
- Start Date and End Date: Date when the training was conducted

Figure 17 Personnel Record Form with Training History section

E. Displaying Records

The system provides an option to view Personnel, Training, and Facility records recorded in the database. Click on the specific button to view all the list of records you want to see (Figure 18).

Figure 18 TDMIS Main Menu (List of records)

The following list of records will be displayed when specific record is selected:

- List of Personnel
- List of Training
- List if Facility

There is a link to related record to the list displayed. To browse the related record, click on the "edit" icon at the end of every entry list.

Following is the record lists that you may browse:

E.1 List of Health Service Providers

This lists all the Personnel Records recorded in the database. It displays all important information related to the personnel. You can also search for Personnel Records using the search box (see Figure 19) by providing the last name of the personnel as search key word. The search result will show all the records that match the search key word.

Figure 19 List of Health Service Providers

E.2 List of Trainings

This lists all the Training Records recorded in the database. It displays all important information related to the training conducted. You can also search for Training Records using the search box (see Figure 20) by providing period date (Start date and End date) of training conducted as search key word. The search result will show all the training records that matched the period specified.

Figure 20 List of FP Trainings

E.3 List of Health Facilities

This lists all the Facility Records recorded in the database. It displays all important information related to the Health Facility (Figure 21). The list can be sorted by province using the drop-down list provided in the search bar. The search result will show all the health facility records that are found in the specified province.

Figure 21 List of Health Facilities
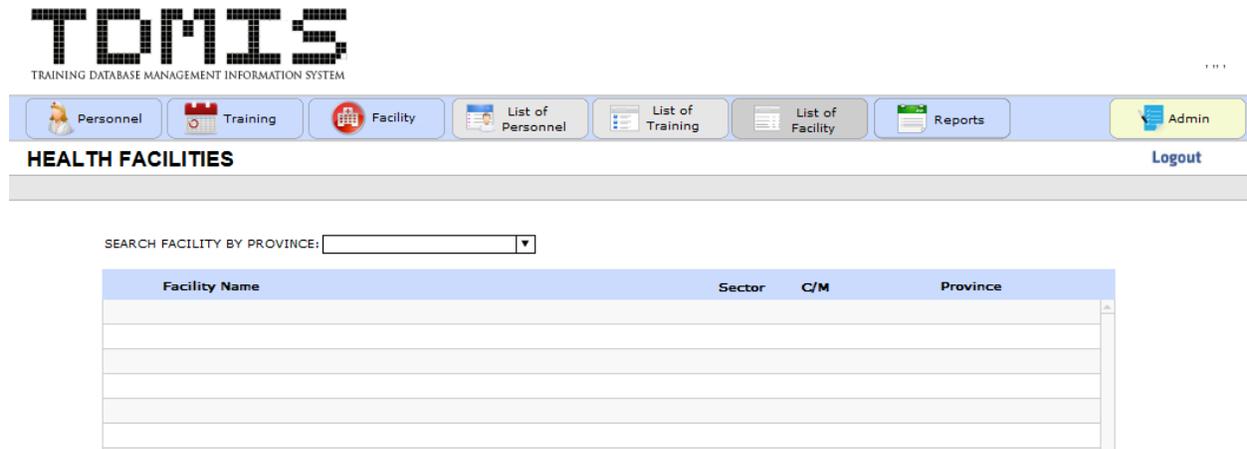
F. Generating Summary Reports

This section provides a way to display a summary of records, depending on the type of information you are searching for (Figure 22):

Figure 22 TDMIS Main Menu (Summary reports)
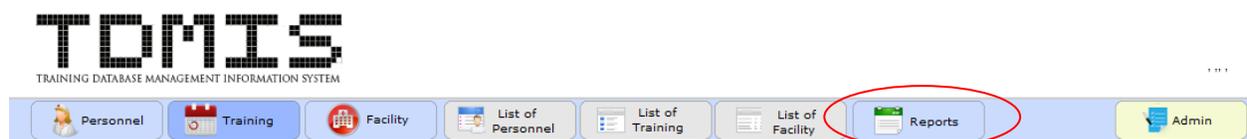
To view all the summary list reports generated by the system, select "Reports" from Main Menu. The following summary reports are generated (see Figure 23):

- Health Service Provider Summary List Report
- Training Conducted Summary List Report
- Health Facility Summary List Report
- Training Attendance Summary List Report

Figure 23 Summary list reports generated by the system

Click on the specific summary reports button to generate the report. These summary list reports generated by the system are printable and can be saved as PDF/Excel files.

Below are the sample summary list reports generated by the system.

F.1 Health Service Provider Summary List Report

This summary report lists all Personnel Records by province and city/municipality. It also counts the total number of personnel by gender and city/municipality.

F.2 Training Conducted Summary List Report

This summary report lists all Training Records by training course. It also displays the number of participants that attended each training activity.

TRAINING CONDUCTEDSUMMARY LIST REPORT

		FP CBT (LEVEL 1)					
START DATE	**END DATE**	**TRAINING TITLE**	**# PAX**	**PROVINCE**	**VENUE**	**ORGANIZED BY**	**KSA**
3/19/2013	3/20/2013	FP CBT LEVEL 1	1	CEBU	QUEST HOTEL	CHD 7	
		FP CBT (LEVEL 2) - SKILLS TRAINING ON IUD INSERTION AND REMOVAL					
START DATE	**END DATE**	**TRAINING TITLE**	**# PAX**	**PROVINCE**	**VENUE**	**ORGANIZED BY**	**KSA**
3/11/2013	3/14/2013	FP CBT 2	1	CEBU	CASA VERDE	CHD 7	Knowledge
		ICV TRAINING					
START DATE	**END DATE**	**TRAINING TITLE**	**# PAX**	**PROVINCE**	**VENUE**	**ORGANIZED BY**	**KSA**
1/7/2013	1/11/2013	ICV TRAINING	2	NEGROS ORIENTALREGION 7		CHD 7	
		INTERPERSONAL COMMUNICATION TRAINING (USING HEALTHPRO TRAINING MODULE APPROVED BY DOH-NCDPC)					
START DATE	**END DATE**	**TRAINING TITLE**	**# PAX**	**PROVINCE**	**VENUE**	**ORGANIZED BY**	**KSA**
12/3/2012	12/8/2012	INTERNATIONAL COMMUNICATION SKILLS ON FP, RESPONSIBLE PARENTHOOD	1	CEBU	QUEST HOTEL, CEBU CITY	CHD 7	
		TRAINING OF TRAINERS FOR FP					
START DATE	**END DATE**	**TRAINING TITLE**	**# PAX**	**PROVINCE**	**VENUE**	**ORGANIZED BY**	**KSA**
2/8/2013	2/11/2013	TRAINING OF TRAINERS FOR FP	0	CEBU	QUEST HOTEL	CHD 7	Knowledge

F.3 Health Facility Summary List Report

This summary report lists all Facility Records by province and city/municipality.

HEALTH FACILITYSUMMARY LIST REPORT

BOHOL						
TAGBILARAN CITY		**FACILITY NAME**	**SECTOR**	**ADDRESS**	**CONTACT NUMBER**	**# PERSONNEL**
		IMAP - UNIVERSITY OF BOHOL	PRIVATE	PALMA ST., TAGBILARAN CITY	+63 915 5390 760	1
DUMAGUETE CITY		**FACILITY NAME**	**SECTOR**	**ADDRESS**	**CONTACT NUMBER**	**# PERSONNEL**
		JUNOB HEALTH CENTER	PUBLIC	JUNOB	+63 915 5390 760	0
		JAGNA RHU-1	PUBLIC	POBLACION	+63 915 5390 760	0
CEBU						
ALCOY		**FACILITY NAME**	**SECTOR**	**ADDRESS**	**CONTACT NUMBER**	**# PERSONNEL**
		CEBU CITY MEDICAL CENTER	PUBLIC	N. Bacalso Avenue, Cebu City	+63 915 5390 760	1
NEGROS ORIENTAL						
DUMAGUETE CITY		**FACILITY NAME**	**SECTOR**	**ADDRESS**	**CONTACT NUMBER**	**# PERSONNEL**
		SILLIMAN UNIVERSITY REPRODUCTIVE HEALTH TEAM CENTER	PRIVATE	HIBBARD AVENUE, DUMAGUETE CITY	+63 915 5390 760	1

F.4 Training Attendance Summary List Report

This summary report lists all the trainings conducted with the corresponding names of personnel who attended each training. It also reports the number of personnel who attended the training by gender.

TRAINING ATTENDANCE SUMMARY LIST REPORT

Training Title: FP CBT 2							
Training Course FP CBT (LEVEL 2) - SKILLS TRAINING ON IUD INSERTION AND REMOVAL							
Start date: 3/11/2013	End Date: 3/14/2013		Total number of participants 1			Provincial operation CEBU	
	PERSONNEL NAME	SEX	AGE	DESIGNATION	SECTOR	PROVINCE	
Male	1						
	CATINDIG, COLY SANTOS	MALE	57	PHN/NURSE	PRIVATE	NEGROS ORIENTAL	

Training Title: FP CBT LEVEL 1							
Training Course FP CBT (LEVEL 1)							
Start date: 3/19/2013	End Date: 3/20/2013		Total number of participants 1			Provincial operation CEBU	
	PERSONNEL NAME	SEX	AGE	DESIGNATION	SECTOR	PROVINCE	
Male	1						
	CATINDIG, COLY SANTOS	MALE	57	PHN/NURSE	PRIVATE	NEGROS ORIENTAL	

Training Title: ICV TRAINING							
Training Course ICV TRAINING							
Start date: 1/7/2013	End Date: 1/11/2013		Total number of participants 2			Provincial operation NEGROS ORIENTAL	
	PERSONNEL NAME	SEX	AGE	DESIGNATION	SECTOR	PROVINCE	
Female	1						
	VIOLA, GRACE AQUINO	FEMALE	68	RHM/MIDWIFE	PRIVATE	BOHOL	
Male	1						
	AGANA, MARK AETHEN GALLANO	MALE	25	PHN/NURSE	PUBLIC	CEBU	

Training Title: INTERNATIONAL COMMUNICATION SKILLS ON FP, RESPONSIBLE PARENTHOOD AND SAFE MOTHERHOOD							
Training Course INTERPERSONAL COMMUNICATION TRAINING (USING HEALTHPRO TRAINING MODULE APPROVED BY DOH-NCDPC)							
Start date: 12/3/2012	End Date: 12/8/2012		Total number of participants 1			Provincial operation CEBU	
	PERSONNEL NAME	SEX	AGE	DESIGNATION	SECTOR	PROVINCE	
Male	1						
	AGANA, MARK AETHEN GALLANO	MALE	25	PHN/NURSE	PUBLIC	CEBU	