

THE VALUE OF PERFORMANCE.
NORTHROP GRUMMAN

EA Release 3 (R3)

User Interface (UI) [Draft]

15 March 2013

Terry Zagar

Project Manager

PROMIS Menu Bar

Menu bar layout (before log-on):

PEPFAR Logo *PROMIS Name* *PROMIS acronym expansion* *Date*

PEPFAR Logo **PROMIS** PEPFAR Reporting & Organization Management Information System 2012-12-12

Welcome! About PROMIS

Welcome! Log-on Request an account Submit a help ticket

PROMIS Product Name -----> *Menu options reflect selected PROMIS Product*

Menu bar layout (after log-on):

PEPFAR Logo *PROMIS Name* *User's organization* *Date & user name / profile link*

PEPFAR Logo **PROMIS** U.S. Department of Health and Human Services / Centers for Disease Control and Prevention (HHS/CDC) 2012-12-12
JSmith_profile


Home Expenditure Help Center About PROMIS Log-out

Home View my dashboard Request profile update Request new access rights Submit a new account request Submit a help ticket

PROMIS Product Name -----> *Menu options reflect selected PROMIS Product*

PROMIS Menu Bar

Menu bar behavior (select pages within a PROMIS Product):




PROMIS

U.S. Department of Health and Human Services / Centers for Disease Control and Prevention (HHS/CDC)

2012-12-12
[JSmith profile](#)

| | | | | | | |
|--------------------------|--|-----------------|-----------------|---------------|-------------------------|----------------------|
| Home | Expenditure | Help Center | About PROMIS | Log-out | | |
| SAPR/APR: De-Duplication | Reporting OU workflow Table edit | View my history | View my reports | View guidance | Download blank template | Submit a help ticket |

Drop-down on scroll-over if Product has Sub-Products



PROMIS

U.S. Department of Health and Human Services / Centers for Disease Control and Prevention (HHS/CDC)

2012-12-12
[JSmith profile](#)

| | | | | | | |
|--------------------------|--------------------|------------------------|-----------------|---------------|-------------------------|----------------------|
| Home | Expenditure | Help Center | About PROMIS | Log-out | | |
| SAPR/APR: De-Duplication | View my mechanisms | View my upload history | View my reports | View guidance | Download blank template | Submit a help ticket |

Selected Page ['selected' color to identify page clicked]; first item always default when new Product selected (below)

Non-selected Page [default Color]

Mouse Over [change to intermediate color]

PROMIS EA R3

SELECTED PROMIS EA R3 MOCK- UPS



Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Log On to PROMIS [* required field]

PROMIS user name *

Password *

Log-On

I Forgot My Password

I Want to Change My Password

I Need My Account Unlocked

WARNING: This is a United States Government computer system for use by authorized users only. Use by unauthorized persons or for personal business is prohibited and constitutes a violation of 18 USC 1030 and other federal laws. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative actions. Individuals using this computer system or any connected system, without authority, or in excess of their authority, are subject to having all of their activities monitored and recorded by system personnel. In the course of system maintenance, the activities of authorized users may also be monitored. Furthermore, law enforcement officials may be authorized to access and collect evidence from this computer system. Anyone using this computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. There is no right to privacy on this system.

Please report suspected violations or security problems to your Information Systems Security Officer.



Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

[Log-On](#) > I forgot my password

Reset my password [* required field]

PROMIS user name *

Your email address *

Note: Must match email associated with your PROMIS account

Reset Password

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Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

[Log-On](#) > I want to change my password

Change My Password [* required field]

PROMIS user name *

Current password *

New password *

Retype new password *

Change Password

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Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

[Log-On](#) > I need my account unlocked

Unlock My Account [* required field]

PROMIS user name *

Your email address *

Note: Must match email associated with your PROMIS account

Unlock Account

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Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Please provide some information about yourself or intended account user [* required fields]

First Name *

John

Middle Initial

J

Last Name *

Smith

Email Address *

jsmith@et.cdc.gov

Note: Requests for U.S. Government employees MUST include a .gov email address

Primary PEPFAR Country *

Ethiopia ▼

Note: Select only one Country ; users can add other PEPFAR Countries once they have a PROMIS account

Primary PEPFAR Agency *

U.S. Department of Health and Human Services / Centers for Disease Control and Prevention (HHS/CDC) ▼

Note: Select only one Agency to approve initial PROMIS account request

Organization *

U.S. Department of Health and Human Services / Centers for Disease Control and Prevention (HHS/CDC) ▼

Request Justification *

Government Agency:
 U.S. Department of Health and Human Services / Centers for Disease Control and Prevention (HHS/CDC)

Partner:
 Abt Associates
 African Palliative Care Association
 Africare

Please review & confirm th

utton

Captcha

Enter text from box above *

Empty text input box for captcha verification

Request Account



Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Please provide the following information [* required fields]

Your Email Address *

Activity *

Expenditures ▼

OU *

Tanzania ▼

Issue *

I am unable to access my PROMIS user account ▼

I am unable to request a new PROMIS account

I am unable to access my existing PROMIS account

I would like to find out more about using PROMIS

Other

Comment *

Please review & confirm the above information, type in the text shown in the image below, and then submit by clicking the Submit Help Ticket button



Enter text from box above *

Submit Help Ticket



Home

SAPR/APR

Expenditure

System Management

Help Center

About PROMIS

Log-out

Home

View my dashboard

Request profile update

Request new access rights

Submit a new account request

Submit a help ticket

Operating Unit Participation

Tanzania

Reporting Cycle

2013 SAPR

Current Data Quality Reports:

| Partner: Mechanism | As-Of Date | Type | |
|---|------------|------|---|
| Columbia University: Columbia [New83] (12033) | 2013-10-15 | PDF | ▲ |
| Deloitte: TUNAJALI (11031 <- 9984) | 2012-10-10 | PDF | |
| University of Washington: I-TECH (13055 <- 9903) | 2013-10-10 | PDF | |

Window Internet Explorer X

File for Download:

Columbia University: Columbia [New83] (12033).pdf



Home

SAPR/APR

Expenditure

System Management

Help Center

About PROMIS

Log-out

Home

View my dashboard

Request profile update

Request new access rights

Submit a new account request

Submit a help ticket

Email Address

jsmith@et.cdc.gov

Note: U.S. Government employees MUST provide a .gov email address

Default log-on page

Home



Please review & confirm the above information, and then update by clicking the update Profile button

Request Profile update



Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country * ▼

Approver * ▼

Access a new PROMIS module (or remove current module)

Module * ▼

For this Country ... * ▼

... I Need To ... * View Results Only View & Enter Results View , Enter & Submit Results View & Approve/ Reject Submission Administer Module

... For These Mechanisms * ▼

Approver * ▼

Request Justification *

Request New Access Right



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[About PROMIS](#)

[Learn about this site](#)

[Review site legal info](#)

[Review privacy statement](#)

DS-4213 PRESIDENT'S EMERGENCY PLAN FOR AIDS RELIEF (PEPFAR) PROGRAM EXPENDITURES

[OMB No. 1405-0208; OMB approval expires 11/05/2014; Burden-24 hours]

Public reporting burden for collection of this information is estimated to average 24 hours per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a currently valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please send them to: Office of the US Global AIDS Coordinator (S/GAC) U.S. Department of State, SA-29, 2nd Floor, Washington, DC 20522-2920.

PERSONAL INFORMATION

This site is only accessible to authorized PROMIS users with an assigned user identifier and associated password. All transmissions to and from the PROMIS application are protected and secured via SSL encryption. PROMIS tracks and associates the following information with each user:

- User name (to ensure a user is uniquely identified within PROMIS)
- User operating unit (to limit data access to only those Countries in PROMIS associated with your PROMIS account)
- User organization (to limit access to only those elements of PROMIS data relevant to your organization)
- User email address (to support user notifications such as a notice for a required password change, a notice to review the site terms of use, etc.)
- User roles & privileges (used to further limit access to only those PROMIS functional capabilities and elements of PROMIS data that are relevant to your role within your organization)
- Each user log-on session to include log-in time and log-out time (to assess the appropriateness of your access to the PROMIS web site)
- Each PROMIS data element entered, updated, or deleted by you in the course of your interactions with PROMIS (to track PROMIS data change history, to assess inappropriate PROMIS data changes, and to provide a means to identify data that may need to be corrected at a future date)

The PROMIS hosting services provider also tracks information to support site performance to include:

- The browser used when accessing PROMIS
- The time & date of each visit to the PROMIS log-in page
- The PROMIS web pages visited
- The address of the web site visited immediately prior to visiting the PROMIS web site
- Any malicious actions against the PROMIS web service.

Your information will not be disclosed, given, sold, or transferred unless required for law enforcement or otherwise required by law. The PROMIS website is maintained by the U.S. Government and is protected by various provisions of Title 18, U.S. Code. Violations of Title 18 are subject to criminal prosecution in Federal court.

USE OF COOKIES

When interacting with the PROMIS website, the PROMIS website maintains both session-based and persistent "cookies" on your browser. PROMIS session-based cookies store text information temporarily in your computer's random access memory (RAM) while you are using PROMIS. When you close your web browser, these cookies are removed. PROMIS persistent cookies store information for a longer period and are used to identify returning PROMIS users.

HIPAA PRIVACY RULE NOTICE

The PROMIS website does not collect or maintain individually identifiable Protected Health Information (PHI). While PEPFAR Partners may have access to such information from their health service provider Sub-Partners in-Country, PROMIS provides for entry of only aggregated results by pre-defined health indicator. PROMIS maintains no



Home Expenditure Help Center About PROMIS Log-out

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

Operating Unit ▼

Status ▼

Agency ▼

Reporting Cycle ▼

Organization Role ▼

Select Defaults

| | FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|----|---|-------------------|-----------------|--|--|------------------------------|
| 1 | | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| 2 | F | Academy for Educational Development: Expanded PMTCT (20334 <- 2398) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 3 | W | Academy for Educational Development : Pathways to Health (10674 <- 9945) | Funding Agency | Submitted Draft | View Check Submit Final | File Web | Get Template |
| 4 | F | ADCI/VOCA : New Health Initiative (15044 <- 7845) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 5 | F | Ado University : Health Tanzania (17653 <- 6439) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 6 | W | Ado University: Dar es Salaam Care Providers Training (16540 <- 7329) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 7 | | AECOM-USA : Some Mechanism Name (12345 <-1223) | Funding Agency | Not Started | View | File Web | Get Template |
| 8 | | AECOM-USA: Some Other Mechanism Name (123456<-1224) | Funding Agency | Not Started | View | File Web | Get Template |
| 9 | F | African Field Epidemiology Network: Another Mechanism Name (22345 <-22345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 10 | FW | African Medical and Research Foundation: Yet Another Mechanism Name (22345 <-22345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 11 | F | African Medical and Research Foundation : This Mechanism Name (34345 <-34345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 12 | F | Partner A: This Mechanism Name (345 <- 1) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 13 | F | Partner B: This Mechanism Name (344 <- 2) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 14 | F | Partner C: This Mechanism Name (343 <- 3) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 15 | F | Partner D: This Mechanism Name (3434 <- 4) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 16 | F | Partner E: This Mechanism Name (3435 <- 5) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 17 | F | Partner F: This Mechanism Name (3433 <- 6) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |



Home

Expenditure

Help Center

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Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

[View my mechanisms](#) > Manage data via file

Operating Unit : Tanzania

Reporting Cycle : 2013 Expenditure

Agency : HHS/CDC

Mechanism : [Abt Associates: Care Services \[21330 <- 1207\]](#)

Reporting Org : Abt Associates

Manage previously uploaded files for reporting cycle or click 'Upload Another File' to add new results

Select New File for Upload

| | Action | Type | Status | Previously Uploaded Files – Queued, Processing & Successful | Date | By |
|----|--|-------------|------------|---|-------------------|------------|
| 1 | | Expenditure | Processing | TZ_21330_EP_Abt Associates_2013 EXP_13.xlsx | 2012-04-12 : 0600 | John Smith |
| 2 | Replace Back Out | Expenditure | Success | TZ_21330_EP_Abt Associates_2013 EXP_12.xlsx | 2012-04-11 : 1000 | Mary Doe |
| 3 | Replace Back Out | Expenditure | Success | TZ_21330_EP_Abt Associates_2013 EXP_11.xlsx | 2012-04-09 : 0734 | John Smith |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

View my mechanisms > Program Information results entry

Operating Unit : Tanzania
 Agency : HHS/CDC
 Status : Not Started

Reporting Cycle : 2013 Expenditure
 Mechanism : Abt Associates:Care Services [21330 <- 1207]
 Reporting Org : Abt Associates

View Partner Expenditure Report

View Expenditure Comments Report

Program Information Results Entry

Expenditure Results Entry

Comments Entry

- ▼ FBCTS
 - Month 0 Patients
 - Month 6 Patients
 - Month 12 Patients
- Clinic Visits
- Lab Tests
- ▶ CBCTS
- ▶ PMTCT
- ▶ HTC
- ▶ PEP
- ▶ BS
- ▶ LAB
- ▶ OVC
- ▶ SORP-GP
- ▶ SORP-MARPS
- ▶ SORP-IDU
- ▶ VMMC
- ▶ HSS

Number: FBCTS.CV: Facility-Based Care, Treatment and Support: Clinic Visit
 Label: Estimate the average number of times over the year each patient-type received a clinic visit

Region

| FBCTS: Facility-Based Care, Treatment and Support | Derived SAPR/APR Result | Result |
|---|-------------------------|----------------------|
| Adult Pre-ART patients (15+ years) | 125 | <input type="text"/> |
| Pediatric Pre-ART patients (< 15 years) | 456 | <input type="text"/> |
| Adult ART patients (15+ years) | 87 | <input type="text"/> |
| Pediatric ART patients (<15 years) | 149 | <input type="text"/> |

Copy Derived Result Delete Result Save Result

| Edit | Region | Numerator | Entered By |
|------------------------|--------|-----------|------------|
| Select | Kagera | <none> | John Smith |
| Select | Iringa | <none> | Mary Doe |

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

View my mechanisms > Expenditure results entry

Operating Unit : Tanzania
 Agency : HHS/CDC
 Status : Not Started

Reporting Cycle : 2013 Expenditure
 Mechanism : Abt Associates:Care Services [21330 <- 1207]
 Reporting Org : Abt Associates

View Partner Expenditure Report

View Expenditure Comments Report

Program Information Results Entry

Expenditure Results Entry

Comments Entry

- ▼ Site-Level
 - ▼ FBCTS
 - Investment Recurrent
 - ▶ CBCTS
 - ▶ PMTCT
 - ▶ VMMC
 - ▶ HTC
 - ▶ PEP
 - ▶ BS
 - ▶ LAB
 - ▶ IC
 - ▶ OVC
 - ▶ SORP-GP
 - ▶ SORP-MARPS
 - ▶ SI
 - ▶ Surveillance
 - ▶ HSS
 - ▶ PM

Number: FBCTS.INV: Facility-Based Care, Treatment and Support: Investment Expenditures
 Label: Investment Expenditures (integer dollar amount)

Region
 ▼

| FBCTS: Facility-Based Care, Treatment and Support | Result |
|--|--------------------------------------|
| Training (in-service) | <input type="text" value="343,600"/> |
| Construction & renovation | <input type="text" value="121,000"/> |
| Vehicles | <input type="text" value="100,108"/> |
| Equipment and furniture | <input type="text"/> |
| Other investment expenditures (please explain in comments) | <input type="text"/> |
| FBCTS - Investment Expenditures | 564,708 |

Delete Result

Save Result

| Edit | Region | Numerator | Entered By |
|------------------------|--------|-----------|------------|
| Select | Kagera | 564,708 | John Smith |
| Select | Iringa | 39,654 | Mary Doe |

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Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

View my mechanisms > Comments entry

Operating Unit : Tanzania

Reporting Cycle : 2013 Expenditure

View Partner Expenditure Report

Agency : HHS/CDC

Mechanism : Abt Associates: Care Services [21330 <- 1207]

View Expenditure Comments Report

Status : Not Started

Reporting Org : Abt Associates

Program Information Results Entry

Expenditure Results Entry

Comments Entry

Comment Type

Expenditure

Program Area

FBCTS: Facility-Based Care, Treatment and Support

Comment

Large empty text area for entering a comment, with a vertical scrollbar on the right side.

Clear Comment

Delete Comment

Save Comment

| Edit | Date | Comment | Entered By |
|------------------------|-------------------|-------------------------|------------|
| Select | 2013-04-11 : 0634 | This is a comment | John Smith |
| Select | 2013-04-03 : 0950 | This is another comment | MaryDoe |

PROMIS EA R3

PRODUCT – Welcome to PROMIS [pre-login]



Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Log On to PROMIS [* required field]

PROMIS user name *

Password *

Log-On

On click **I Forgot My Password** button, user taken to **I forgot my password page**

I Forgot My Password

I Want to Change My Password

I Need My Account Unlocked

On click **Log On** button, user taken to their default PROMIS page (from user profile)

On click **I Need My Account Unlocked** button, user taken to **I need my account unlocked page**

On click **I Want to Change My Password** button, user taken to **I want to change my password page**

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Welcome!

About PROMIS

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Log-on

Request an account

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[Log-On](#) > I forgot my password

Reset my password [* required field]

PROMIS user name *

Your email address *

Note: Must match email associated with your PROMIS account

Reset Password

*On click **Reset Password** button, a dialog appears:*

- Dialog text: "Your password is reset; you will receive an email shortly with your new password"*

- Dialog button: "Okay"*

*On click **Okay** button in dialog, user returned to **Log-On** page*



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Request an account

Submit a help ticket

[Log-On](#) > I want to change my password

Change My Password [* required field]

PROMIS user name *

Current password *

New password *

Retype new password *

Change Password



On click **Change Password** button, a dialog appears:

- Dialog text: "Your password is changed"
- Dialog button: "Okay"

On click **Okay** button in dialog, user returned to **Log-On** page

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Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

[Log-On](#) > I need my account unlocked

Unlock My Account [* required field]

PROMIS user name *

Your email address *

Note: Must match email associated with your PROMIS account

Unlock Account

*On click **Unlock Account** button, a dialog appears:*

- Dialog text: "Your account is unlocked"*
- Dialog button: "Okay"*

*On click **Okay** button in dialog, user returned to **Log-On** page*



WARNING: This is a United States Government computer system for use by authorized users only. Use by unauthorized persons or for personal business is prohibited and constitutes a violation of 18 USC 1030 and other federal laws. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative actions. Individuals using this computer system or any connected system, without authority, or in excess of their authority, are subject to having all of their activities monitored and recorded by system personnel. In the course of system maintenance, the activities of authorized users may also be monitored. Furthermore, law enforcement officials may be authorized to access and collect evidence from this computer system. Anyone using this computer system expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials. There is no right to privacy on this system.

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Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Please provide some information about yourself or intended account user [* required fields]

First Name *

Middle Initial

Last Name *

Email Address *

Note: Requests for U.S. Government employees MUST include a .gov email address

Primary PEPFAR Country *

Note: Select only one Country ; users can add other PEPFAR Countries once they have a PROMIS account

Primary PEPFAR Agency *

Note: Select only one Agency to approve initial PROMIS account request

Organization *

Request Justification *

Please review & confirm the above information, type in the text shown in the image below, and then submit by clicking the Request Account button

Captcha

Enter text from box above *

Request Account

Organization drop-down list is filtered based on the selected Primary PEPFAR Country and Primary PEPFAR Agency.



Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Please provide some information about yourself or intended account user [* required fields]

First Name * Middle Initial Last Name *

Email Address *

Note: Requests for U.S. Government employees MUST include a .gov email address

Primary PEPFAR Country *

Note: Select only one Country ; users can add other PEPFAR Countries once they have a PROMIS account

Primary PEPFAR Agency *

Note: Select only one Agency to approve initial PROMIS account request

Organization *

Request Justification *

Please review & confirm th

utton

Captcha

Enter text from box above *

Request Account

Organization drop-down list is filtered based on the selected Primary PEPFAR Country and Primary PEPFAR Agency. Organization drop-down list divided into Government Agency section and a Partner section



Welcome!

About PROMIS

Welcome!

Log-on

Request an account

Submit a help ticket

Please provide the following information [* required fields]

Your Email Address *

Activity *

Expenditures ▼

OU *

Tanzania ▼

Issue *

I am unable to access my PROMIS user account ▼

I am unable to request a new PROMIS account

I am unable to access my existing PROMIS account

I would like to find out more about using PROMIS

Other

Comment *

Please review & confirm the above information, type in the text shown in the image below, and then submit by clicking the Submit Help Ticket button

Captcha

Enter text from box above *

Submit Help Ticket

PROMIS EA R3

PRODUCT - About PROMIS [pre-login]



Welcome!

About PROMIS

About PROMIS

Learn about
this site

Review site
legal info

Review privacy
statement

Purpose

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- PEPFAR is the President's Emergency Plan For AIDS Relief
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- JavaScript must be enabled on your web browser to utilize the features of the PROMIS site



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DS-4213 PRESIDENT'S EMERGENCY PLAN FOR AIDS RELIEF (PEPFAR) PROGRAM EXPENDITURES

[OMB No. 1405-0208; OMB approval expires 11/05/2014; Burden-24 hours]

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- User organization (to limit access to only those elements of PROMIS data relevant to your organization)
- User email address (to support user notifications such as a notice for a required password change, a notice to review the site terms of use, etc.)
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- Each user log-on session to include log-in time and log-out time (to assess the appropriateness of your access to the PROMIS web site)
- Each PROMIS data element entered, updated, or deleted by you in the course of your interactions with PROMIS (to track PROMIS data change history, to assess inappropriate PROMIS data changes, and to provide a means to identify data that may need to be corrected at a future date)

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- The PROMIS web pages visited
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USE OF COOKIES

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PRODUCT – Home [post-login]



Home SAPR/APR Expenditure System Management Help Center About PROMIS Log-out

Home View my dashboard Request profile update Request new access rights Submit a new account request Submit a help ticket

Operating Unit Participation

Reporting Cycle

Current Data Quality Reports:

| Partner: Mechanism | As-Of Date | Type | |
|---|------------|------|---|
| Columbia University: Columbia [New83] (12033) | 2013-10-15 | PDF | ▲ |
| Deloitte: TUNAJALI (11031 <- 9984) | 2012-10-10 | PDF | |
| University of Washington: I-TECH (13055 <- 9903) | 2013-10-10 | PDF | |

Window Internet Explorer X

File for Download:
Columbia University: Columbia [New83] (12033).pdf

Open Save As ... Cancel

This is the default page for user on log-on

The address of this web page is: [https://pepfarpromis.net/PROMIS ... state=Logged On](https://pepfarpromis.net/PROMIS...state=LoggedOn)



| | | | | | | |
|------|-------------------|------------------------|---------------------------|------------------------------|----------------------|---------|
| Home | SAPR/APR | Expenditure | System Management | Help Center | About PROMIS | Log-out |
| Home | View my dashboard | Request profile update | Request new access rights | Submit a new account request | Submit a help ticket | |

Email Address

Note: U.S. Government employees MUST provide a .gov email address

Default log-on page

Please review & confirm the above information, and then update by clicking the update Profile button

This page accessible via this link from any page when logged on to PROMIS

List matches list of Go links & sub-links available to user:

- Home
- SAPR/APR: Reporting
- Expenditure: Reporting
- SAPR/APR: De-Duplication

*...
List contents filtered based on user role(s)*

When clicked, PROMIS updates user information and sends user a confirmation via email (to both old and new email addresses if not the same)



Home

SAPR/APR

Expenditure

System Management

Help Center

About PROMIS

Log-out

Home

View my dashboard

Request profile update

Request new access rights

Submit a new account request

Submit a help ticket

Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country *

Approver *

Access a new PROMIS module (or remove current module)

Module *

For this Country ... *

... I Need To ... * View Results Only View & Enter Results View , Enter & Submit Results View & Approve / Reject Submission Administer Module

... For These Mechanisms *

Approver *

Request Justification *

Request New Access Right

All option text initially grayed out when navigating to this page



Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country * < select a Country >

Approver *

| | |
|------------|--------|
| Ethiopia | add |
| Kenya | add |
| Mozambique | add |
| Namibia | remove |
| Nigeria | add |

Access a new PROMIS

Module *

For this Country ... *

... I Need To ... *
 View Results Only
 View & Enter Results
 View, Enter & Submit Results
 View & Approve / Reject Submission
 Administer Module

... For These Mechanisms *

Approver *

Request Justification *

Request New Access Right

User cannot select an Approver until they select a Country; Country drop-down list includes all active PROMIS Countries; drop-down list indicates whether Country is available to either 'add' (user does not currently have access to the Country) or 'remove' (user currently has access to Country)



Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country * Kenya add ▼

Approver * < select Approver > ▼

Access a new PROMIS Module *

- Mary Jones – HHS/CDC
- Henry Smith - USAID
- Jacqui Wilson – State/AF

Module * ▼

For this Country ... * ▼

... I Need To ... *
 View Results Only
 View & Enter Results
 View , Enter & Submit Results
 View & Approve / Reject Submission
 Administer Module

... For These Mechanisms * ▼

Approver * ▼

Request Justification *

Request New Access Right

Approver drop-down list is Country-specific



Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country *

Approver *

Access a new PROMIS module (or remove current module)

Module *

| | | | |
|------------------------|------------------------|--------|----------------------|
| For this Country ... * | SAPR/APR: Reporting | remove | <input type="text"/> |
| ... I Need To ... * | Expenditure: Reporting | add | <input type="text"/> |

... For These Mechanisms *

Approver *

Request Justification *

Request New Access Right

- User can only select one checkbox at a time; if one is checked & user clicks other, uncheck checked item & check clicked item
- Module drop-down is limited based on whether or not user has a .gov email address (see next slide)
- User can only select Approver once Module, I Need To ... and ...For These Mechanisms entries completed

Module Drop-Down Menu Items

| Module | Module Appears in Drop Down If ... | |
|----------------------------------|------------------------------------|------------------|
| | Partner (non-.gov email) | USG (.gov email) |
| SAPR/APR: Reporting | X | X |
| SAPR/APR: De-Duplication | | X |
| SAPR/APR: Table Edit | | X |
| SAPR/APR: Country Workflow | | X |
| Expenditure: Reporting | X | X |
| Expenditure: Table Edit | | X |
| Expenditure: Country Workflow | | X |
| System Management: Table Edit | | X |
| System Management: User Accounts | | X |



Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country *

Approver *

Access a new PROMIS module (or remove current module)

Module *

For this Country ... *

... I Need To ... * View Results Only View & Enter Results View , Enter & Submit Results View & Approve / Reject Submission Administer Module

... For These Mechanisms*

Approver *

Abt Associates: Mechanism Name 1

Abt Associates: Mechanism Name 2

Abt Associates: Mechanism Name 3

Request Justification *

- Mechanism drop-down list filtered by selected Country & sorted by Funding Agency
- User can select multiple mechanisms from the drop-down list
- 'add/remove' noted based on whether user already has access to Mechanism
- User can 'select all' to select all mechanism for an Agency⁴⁰



Please identify new PROMIS access right requested for your user account; please submit separate request for each new right [* required fields]

Access a new Country (or remove current access for a Country)

Country *

Approver *

Access a new PROMIS module (or remove current module)

Module * Expenditure: Reporting

For this Country ... * Kenya

... I Need To ... * View Results Only View & Enter Results View , Enter & Submit Results View & Approve/ Reject Submission Administer Module

... For These Mechanisms * 2 of 3 selected

Approver *

- Mary Jones – HHS/CDC
- Henry Smith - USAID
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Request Justification *

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Country *

Approver *

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Module *

For this Country ... *

... I Need To ... * View Results Only View & Enter Results View , Enter & Submit Results View & Approve/ Reject Submission Administer Module

... For These Mechanisms *

Approver *

Request Justification *

Request New Access Right

When user clicks Request New Access Right button, email notification sent to selected Approver via PROMIS

PROMIS EA R3

PRODUCT - About PROMIS [post-login]



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SUB-PRODUCT – EXPENDITURE: REPORTING



Home Expenditure Help Center About PROMIS Log-out

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

Operating Unit

Reporting Cycle

Select Defaults

Status

Organization Role

Agency

| | FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|----|---|-------------------|-----------------|--|--|------------------------------|
| 1 | | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| 2 | F | Academy for Educational Development: Expanded PMTCT (20334 <- 2398) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 3 | W | Academy for Educational Development : Pathways to Health (10674 <- 9945) | Funding Agency | Submitted Draft | View Check Submit Final | File Web | Get Template |
| 4 | F | ADCI/VOCA : New Health Initiative (15044 <- 7845) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 5 | F | Ado University : Health Tanzania (17653 <- 6439) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 6 | W | Ado University: Dar es Salaam Care Providers Training (16540 <- 7329) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 7 | | AECOM-USA : Some Mechanism Name (12345 <-1223) | Funding Agency | Not Started | View | File Web | Get Template |
| 8 | | AECOM-USA: Some Other Mechanism Name (123456<-1224) | Funding Agency | Not Started | View | File Web | Get Template |
| 9 | F | African Field Epidemiology Network: Another Mechanism Name (22345 <-22345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 10 | FW | African Medical and Research Foundation: Yet Another Mechanism Name (22345 <-22345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 11 | F | African Medical and Research Foundation : This Mechanism Name (34345 <-34345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 12 | F | Partner A: This Mechanism Name (345 <- 1) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 13 | F | Partner B: This Mechanism Name (344 <- 2) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 14 | F | Partner C: This Mechanism Name (343 <- 3) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 15 | F | Partner D: This Mechanism Name (3434 <- 4) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 16 | F | Partner E: This Mechanism Name (3435 <- 5) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 17 | F | Partner F: This Mechanism Name (3433 <- 6) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |



Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

Operating Unit: ▼

Status: ▼

Agency: ▼

Reporting Cycle: ▼

Organization Role: ▼

Select Defaults

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| 8 | | AECOM-USA: Some Other Mechanism Name (123456 <- 1224) | Funding Agency | Not Started | View | File Web | Get Template |

Default Selections (on initial navigation to page & when 'Select Defaults' button clicked):

Operating Unit User's default OU [drop-down is <select OU> followed by list of user's OUs]; single select

Reporting Cycle Current reporting cycle [drop down is <select Reporting Cycle> followed by list of Reporting Cycles in reverse chronological order ... e.g., 2013 Expenditure, 2012 Expenditure, ...]; single select

Status All [drop-down is <select Status> followed by list of available status's]; multiple select; Select All & Unselect All option in drop-down

Organization Role Funding Agency if USG user; otherwise, all roles [drop-down is <select Organization Role(s)> followed by list of roles] multiple select; Select All & Unselect All option in drop-down

Agency User's Agency if USG user; otherwise, all Agencies [drop down is <select Agency(s)> followed by list of Agencies]; multiple select; Select All & Unselect All option in drop-down



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Expenditure: Reporting View my mechanisms View my upload history View my reports View guidance Download blank template Submit a help ticket

Operating Unit: Tanzania ▼ Reporting Cycle: 2013 Expenditure ▼

Status: All ▼ Organization Role: Funding Agency ▼

Agency: HHS/CDC ▼

Select Defaults

| FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|--|-------------------|-----------------|--|--|------------------------------|
| | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| F | Academy for Educational Development: Expanded PMTCT (20334 <- 2398) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| W | Academy for Educational Development : Pathways to Health (10674 <- 9945) | Funding Agency | Submitted Draft | View Check Submit Final | File Web | Get Template |
| F | ADCI/VOCA : New Health Initiative (15044 <- 7845) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| F | Ado University : Health Tanzania (17653 <- 6439) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| W | Ado University: Dar es Salaam Care Providers Training (16540 <- 7329) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| | AECOM-USA : Some Mechanism Name (12345 <- 1223) | Funding Agency | Not Started | View | File Web | Get Template |
| | AECOM-USA: Some Other Mechanism Name (123456 <- 1224) | Funding Agency | Not Started | View | File Web | Get Template |
| F | African Field Epidemiology Network: Another Mechanism Name (22345 <- 22) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| FW | African Medical and Research Foundation: Yet Another Mechanism Name (2 | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| F | African Medical and Research Foundation: This Mechanism Name (34345 <- | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |

- 'Blank' indicates no results yet entered for mechanism
- F 'F' indicates at least one successful upload for mechanism
- W 'W' indicates at least one web entry for mechanism
- FW 'FW' indicates both successful file & web entries for mechanism

Note: Entry may be value or comment or both



Home Expenditure Help Center About PROMIS Log-out

Expenditure: Reporting View my mechanisms View my upload history View my reports View guidance Download blank template Submit a help ticket

Operating Unit: Tanzania ▼ Reporting Cycle: 2013 Expenditure ▼ **Select Defaults**

Status: All ▼ Organization Role: Funding Agency ▼

Agency: HHS/CDC ▼

| FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|--|-------------------|-----------------|--|--|------------------------------|
| 1 | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| 2 | F Academy for Educational Development: Expanded PMTCT (20334 <- 2398) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 3 | W Academy for Educational Development : Pathways to Health (10674 <- 9945) | Funding Agency | Submitted Draft | View Check Submit Final | File Web | Get Template |
| 4 | F ADCI/VOCA : New Health Initiative (15044 <- 7845) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 5 | F Ado University : Health Tanzania (17653 <- 6439) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 6 | W Ado University: Dar es Salaam Care Providers Training (16540 <- 7329) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 7 | AECOM-USA : Some Mechanism Name (12345 <-1223) | Funding Agency | Not Started | View | File Web | Get Template |
| 8 | AECOM-USA: Some Other Mechanism Name (123456<-1224) | Funding Agency | Not Started | View | File Web | Get Template |
| 9 | F African Field Epidemiology Network: Another Mechanism Name (22345 <-22345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 10 | FW African Medical and Research Foundation: Yet Another Mechanism Name (23456 <-23456) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 11 | F African Medical and Research Foundation: This Mechanism Name (34345 <-34345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |

Same as in current application

'Check' is new action that generates (or downloads latest) Data Quality Report



Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

Operating Unit: ▼

Status: ▼

Agency: ▼

Reporting Cycle: ▼

Organization Role: ▼

Select Defaults

| FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|--|-------------------|-------------|---|--|------------------------------|
| 1 | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| 2 | Academy for Educational Development | | | Check Submit Draft | File Web | Get Template |
| 3 | Academy for Educational Development | | | Check Submit Final | File Web | Get Template |
| 4 | ADCI/VOCA: New Health Initiatives | | | Check Accept Redo | File Web | Get Template |
| 5 | Ado University: Health Tanzania | | | Check Accept Redo | File Web | Get Template |
| 6 | Ado University: Dar es Salaam Campus | | | Check Submit Draft | File Web | Get Template |
| 7 | AECOM-USA: Some Mechanism | | | | File Web | Get Template |
| 8 | AECOM-USA: Some Other Mechanism | | | | File Web | Get Template |
| 9 | African Field Epidemiology Network | | | Check Submit Draft | File Web | Get Template |
| 10 | African Medical and Research Foundation: Yet Another Mechanism Name (2 | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 11 | African Medical and Research Foundation: This Mechanism Name (34345 <- | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |

Notification

The latest Data Quality Report for Mechanism:

Columbia University: Columbia [New83] (12033).pdf

Needs to be generated. You will receive an email alert when the report is available in PROMIS (on your Home page), or if any issues arise in report generation.

The DQR is generated on server side & transmitted to user via email to avoid any session timeout issues if a current version does not already exist for this Mechanism



Home Expenditure Help Center About PROMIS Log-out

Expenditure: Reporting View my mechanisms View my upload history View my reports View guidance Download blank template Submit a help ticket

Operating Unit: Reporting Cycle:

Status: Organization Role:

Agency:

| FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|---|-------------------|-----------------|--|--|------------------------------|
| 1 | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| 2 | Academy for Educational Development: Expanded PMTCT (20334 <- 2398) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 3 | Academy for Educational Development: Pathways to Health (10674 <- 9945) | Funding Agency | Submitted Draft | View Check Submit Final | File Web | Get Template |
| 4 | ADCI/VOCA: New Health Initiative (15044 <- 7045) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 5 | Ado University: Health Tanzania (1765) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 6 | Ado University: Dar es Salaam Care Pro | Funding Agency | Submitted Final | View Check Submit Draft | File Web | Get Template |
| 7 | AECOM-USA: Some Mechanism Name | Funding Agency | Submitted Final | View | File Web | Get Template |
| 8 | AECOM-USA: Some Other Mechanism | Funding Agency | Submitted Final | View | File Web | Get Template |
| 9 | African Field Epidemiology Network: A | Funding Agency | Submitted Final | View Check Submit Draft | File Web | Get Template |
| 10 | African Medical and Research Foundation: Yet Another Mechanism Name (2 | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 11 | African Medical and Research Foundation: This Mechanism Name (34345 <- | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |

Window Internet Explorer

File for Download:
Columbia University: Columbia [New83] (12033).pdf

On click, if this is the most current version of the DQR file, show standard browser file download dialog with option to Open, Save, or Cancel

DATA QUALITY REPORT

Date : 2013-07-16 : 0634

Operating Unit : Tanzania

Reporting Cycle : 2013 Expenditure

Agency : HHS/CDC

Reporting Org : Abt Associates

Mechanism : Abt Associates: Care Services [21330 <- 1207]

DATA QUALITY REPORT

Expenditure: General

0 Issues

Note: If there are no issues for a given Technical Sub-Area, then report the Program Area only if the mechanism also has comments for the Technical Sub-Area; otherwise, do not display Program Area in the Data Quality Report

Expenditure: General Comments

2 comments provided

| DATE | SUBMITTED BY | COMMENT |
|-------------------|--------------|--|
| 2013-07-02 : 0431 | MaryDoe | This is a long, multi-line comment with line breaks. It should display completely for user. This a a new paragraph. |
| 2013-07-02 : 0421 | MaryDoe | This is an earlier comment block This may be up to 5,000 characters long. And keep going ... |

DATA QUALITY REPORT

3 issues - Negative FBCTS expenditure value entered; please be sure to explain in FBCTS Comments:

Expenditure: FBCTS

2 issues – Negative FBCTS expenditure value entered; please be sure to explain in FBCTS Comments:

| Tab | Program Area | National Sub Unit | |
|---------------------|--------------|-------------------|--|
| Program Information | FBCTS | Dar es Salaam | <i>Use this table format for Expenditure results</i> |
| Program Information | FBCTS | Kilimanjaro | |

... include all applicable and non-NULL sections associated with Program Area before associated comments section ...

Expenditure: FBCTS Comments

2 comments provided

| DATE | SUBMITTED BY | COMMENT |
|-------------------|--------------|--|
| 2013-04-02 : 0431 | MaryDoe | This is a long, multi-line comment with line breaks. It should display completely for user. This a a new paragraph. |
| 2013-04-02 : 0421 | MaryDoe | This is an earlier comment block This may be up to 5,000 characters long. And keep going ... |

DATA QUALITY REPORT

3 issues - Negative FBCTS expenditure value entered; please be sure to explain in FBCTS Comments:

Expenditure: PM

2 issues – Negative PM expenditure value entered; please be sure to explain in PM Comments:

| Tab | Program Area | National Sub Unit |
|---------------------|--------------|-------------------|
| Program Information | PM | Dar es Salaam |
| Program Information | PM | Kilimanjaro |

Expenditure: PM Comments

0 comments provided



Operating Unit: Reporting Cycle:

Status: Organization Role:

Agency:

| FW | Mechanism | Organization Role | Status | Actions | Manage Data Via | Pre-Populated Template |
|----|---|-------------------|-----------------|--|--|------------------------------|
| | Abt Associates: Care Services [21330 <- 1207] | Funding Agency | Not Started | View | File Web | Get Template |
| 2 | Academy for Educational Development: Expanded PMTCT (20334 <- 2398) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 3 | Academy for Educational Development : Pathways to Health (10674 <- 9945) | Funding Agency | Submitted Draft | View Check Submit Final | File Web | Get Template |
| 4 | ADCI/VOCA : New Health Initiative (15044 <- 7845) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 5 | Ado University: Health Tanzania (17653 <- 6439) | Funding Agency | Submitted Final | View Check Accept Redo | File Web | Get Template |
| 6 | Ado University: Dar es Salaam Care Providers Training (16540 <- 7329) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 7 | AECOM-USA : Some Mechanism Name (12345 <-1223) | Funding Agency | Not Started | View | File Web | Get Template |
| 8 | AECOM-USA: Some Other Mechanism Name (123456<-1224) | Funding Agency | Not Started | View | File Web | Get Template |
| 9 | African Field Epidemiology Network: Another Mechanism Name (22345 <-22345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 10 | African Medical and Research Foundation: Yet Another Mechanism Name (23456 <-23456) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |
| 11 | African Medical and Research Foundation: This Mechanism Name (34345 <-34345) | Funding Agency | Pending | View Check Submit Draft | File Web | Get Template |

*'File' replaces the current 'Select File' & takes user to a new page
'Web' is similar to 'View', but takes user directly to Facility entry page for mechanism*

On a separate page for pre-populated template download, user can select desired template without leaving this screen: Expenditure or Expenditure (Local Language) template, only applies to Expenditure reporting



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Expenditure: Reporting

View my mechanisms

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Download blank template

Submit a help ticket

[View my mechanisms](#) > Manage data via file

Operating Unit : Tanzania

Reporting Cycle : 2013 Expenditure

Agency : HHS/CDC

Mechanism : Abt Associates: Care Services [21330 <- 1207]

Reporting Org : Abt Associates

Manage previously uploaded files for reporting cycle or click 'Upload Another File' to add new results

Select New File for Upload

| | Action | Type | Status | Previously Uploaded Files – Queued, Processing & Successful | Date | By |
|----|--|-------------|------------|---|-------------------|------------|
| 1 | | Expenditure | Processing | TZ_21330_EP_Abt Associates_2013 EXP_13.xlsx | 2012-04-12 : 0600 | John Smith |
| 2 | Replace Back Out | Expenditure | Success | TZ_21330_EP_Abt Associates_2013 EXP_12.xlsx | 2012-04-11 : 1000 | Mary Doe |
| 3 | Replace Back Out | Expenditure | Success | TZ_21330_EP_Abt Associates_2013 EXP_11.xlsx | 2012-04-09 : 0734 | John Smith |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |



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[View guidance](#)

[Download blank template](#)

[Submit a help ticket](#)

[View my mechanisms](#) > [Manage data via file](#) > Upload a new file

Operating Unit : [Tanzania](#)

Reporting Cycle : [2013 Expenditure](#)

Agency : [HHS/CDC](#)

Mechanism : [Abt Associates: Care Services \[21330 <- 1207\]](#)

Reporting Org : [Abt Associates](#)

Select Excel .xlsx file for upload

TZ_21330_EP_Abt Associates_2013 EXP_11.xlsx

Browse

Upload File



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[View my mechanisms](#) > Pre-populated template

Operating Unit : Tanzania

Reporting Cycle : 2013 Expenditure

Agency : HHS/CDC

Mechanism : Abt Associates: Care Services [21330 <- 1207]

Reporting Org : Abt Associates

Pre-populated Expenditure template available for download:

Files pre-populated with locations reported for Reporting Cycle above

[TZ_21330_EP_Abt Associates_2013 EXP_11.xlsx](#)

Pre-populated Expenditure (Local Language) template available for download:

Files pre-populated with locations reported for Reporting Cycle above

[TZ_21330_EP_Abt Associates_2013 EXP_LL_11.xlsx](#)

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

View my mechanisms > Program Information results entry

Operating Unit : Tanzania
 Agency : HHS/CDC
 Status : Not Started

Reporting Cycle : 2013 Expenditure
 Mechanism : Abt Associates:Care Services [21330 <- 1207]
 Reporting Org : Abt Associates

View Partner Expenditure Report

View Expenditure Comments Report

Program Information Results Entry

Expenditure Results Entry

Comments Entry

- ▼ FBCTS
 - Month 0 Patients
 - Month 6 Patients
 - Month 12 Patients

Clinic Visits

- Lab Tests
- ▶ CBCTS
- ▶ PMTCT
- ▶ HTC
- ▶ PEP
- ▶ BS
- ▶ LAB
- ▶ OVC
- ▶ SORP-GP
- ▶ SORP-MARPS
- ▶ SORP-IDU
- ▶ VMMC
- ▶ HSS

Number: FBCTS.CV: Facility-Based Care, Treatment and Support: Clinic Visit
 Label: Estimate the average number of times over the year each patient-type received a clinic visit

Region

| FBCTS: Facility-Based Care, Treatment and Support | Derived SAPR/APR Result | Result |
|---|-------------------------|----------------------|
| Adult Pre-ART patients (15+ years) | 125 | <input type="text"/> |
| Pediatric Pre-ART patients (< 15 years) | 456 | <input type="text"/> |
| Adult ART patients (15+ years) | 87 | <input type="text"/> |
| Pediatric ART patients (<15 years) | 149 | <input type="text"/> |

Copy Derived Result Delete Result Save Result

| Edit | Region | Numerator | Entered By |
|------------------------|--------|-----------|------------|
| Select | Kagera | <none> | John Smith |
| Select | Iringa | <none> | Mary Doe |

Program Information Indicator Hierarchy

FBCTS

- Month 0 Patients
- Month 6 Patients
- Month 12 Patients
- Clinic Visits
- Lab Tests

CBCTS

- Number of Individuals
- Services Provided

PMTCT

- PW Tested
- PW Care
- Infant Tested
- Infant Care
- Positives

HTC

- Number of Individuals
- PITC
- VCT
- CBTC

PEP

- Number of Individuals

BS

- Blood Units

LAB

- Number Renovated

OVC

- Number of Individuals
- Services Provided

SORP-GP

- Population Reached
- Services Provided

SORP-MARPs

- Population Reached
- Services Provided

SORP-IDU

- Population Reached

VMMC

- Number of Individuals

HSS

- Number of Workers

View my mechanisms > Program Information results entry

Operating Unit : Tanzania Reporting Cycle : 2013 Expenditure
 Agency : HHS/CDC Mechanism : Abt Associates:Ca
 Status: Not Started Reporting Org : Abt Associates

When:

- User has no 'edit' privileges, OR
- Mechanism is 'Submitted Final' or 'Accepted by CTO', OR
- Country workflow is not in 'Direct Results Reporting' state

Then:

- Copy Derived Result, Delete Result and Save Result buttons no longer visible on page
- Entry boxes changed to plain table grid

Program Information Results Entry Expenditure Results Entry Comments Entry

- ▼ FBCTS
 - Month 0 Patients
 - Month 6 Patients
 - Month 12 Patients
- Clinic Visits
- Lab Tests
- ▶ CBCTS
- ▶ PMTCT
- ▶ HTC
- ▶ PEP
- ▶ BS
- ▶ LAB
- ▶ OVC
- ▶ SORP-GP
- ▶ SORP-MARPS
- ▶ SORP-IDU
- ▶ VMMC
- ▶ HSS

Number: FBCTS.CV: Facility-Based Care, Treatment and Support: Clinic Visit
 Label: Estimate the average number of times over the year each patient-type received a clinic visit

Region

| FBCTS: Facility-Based Care, Treatment and Support | Derived SAPR/APR Result | Result |
|---|-------------------------|--------|
| Adult Pre-ART patients (15+ years) | 125 | 150 |
| Pediatric Pre-ART patients (< 15 years) | 456 | 500 |
| Adult ART patients (15+ years) | 87 | 100 |
| Pediatric ART patients (<15 years) | 149 | 200 |

| Edit | Region | Numerator | Entered By |
|------------------------|--------|-----------|------------|
| Select | Kagera | <none> | John Smith |
| Select | Iringa | <none> | Mary Doe |

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

View my mechanisms > Expenditure results entry

Operating Unit : Tanzania
 Agency : HHS/CDC
 Status : Not Started

Reporting Cycle : 2013 Expenditure
 Mechanism : Abt Associates:Care Services [21330 <- 1207]
 Reporting Org : Abt Associates

View Partner Expenditure Report

View Expenditure Comments Report

Program Information Results Entry

Expenditure Results Entry

Comments Entry

- ▼ Site-Level
 - ▼ FBCTS
 - Investment
 - Recurrent
 - ▶ CBCTS
 - ▶ PMTCT
 - ▶ VMMC
 - ▶ HTC
 - ▶ PEP
 - ▶ BS
 - ▶ LAB
 - ▶ IC
 - ▶ OVC
 - ▶ SORP-GP
 - ▶ SORP-MARPS
 - ▶ SI
 - ▶ Surveillance
 - ▶ HSS
 - ▶ PM

Number: FBCTS.INV: Facility-Based Care, Treatment and Support: Investment Expenditures
 Label: Investment Expenditures (integer dollar amount)

Region
 ▼

| FBCTS: Facility-Based Care, Treatment and Support | Result |
|--|--------------------------------------|
| Training (in-service) | <input type="text" value="343,600"/> |
| Construction & renovation | <input type="text" value="121,000"/> |
| Vehicles | <input type="text" value="100,108"/> |
| Equipment and furniture | <input type="text"/> |
| Other investment expenditures (please explain in comments) | <input type="text"/> |
| FBCTS - Investment Expenditures | 564,708 |

Delete Result

Save Result

| Edit | Region | Numerator | Entered By |
|------------------------|--------|-----------|------------|
| Select | Kagera | 564,708 | John Smith |
| Select | Iringa | 39,654 | Mary Doe |

65

Program Information Indicator Hierarchy

Site-Level

FBCTS

Investment

Recurrent

CBCTS

Investment

Recurrent

Services

PMTCT

Investment

Recurrent

Percentage

HIV Test Kit

ARV Drugs

VMMC

Investment

Recurrent

HTC

Investment

Recurrent

Test Modalities

PEP

Investment

Recurrent

Site-Level *(continued)*

BS

Investment

Recurrent

LAB

Investment

Recurrent

Percentage

Non-ARV Drugs

Supplies

IC

Investment

Recurrent

OVC

Investment

Recurrent

Services

SORP-GP

Investment

Recurrent

Services

SORP-MARPs

Investment

Recurrent

Services

SI

Expenditures

Percentages

Surveillance

Expenditures

HSS

Expenditures

Services

Percentage

PM

Expenditures

Percentage

View my mechanisms > Expenditure results entry

Operating Unit : Tanzania Reporting Cycle : 2013 Expenditure
 Agency : HHS/CDC Mechanism : Abt Associates:Ca
 Status: Not Started Reporting Org : Abt Associates

When:

- User has no 'edit' privileges, OR
- Mechanism is 'Submitted Final' or 'Accepted by CTO', OR
- Country workflow is not in 'Direct Results Reporting' state

Then:

- Delete Result and Save Result buttons no longer visible on page
- Entry boxes changed to plain table grid

Program Information Results Entry Expenditure Results Entry Comments Entry

- ▼ Site-Level
 - ▼ FBCTS
 - Investment Recurrent
 - ▶ CBCTS
 - ▶ PMTCT
 - ▶ VMCC
 - ▶ HTC
 - ▶ PEP
 - ▶ BS
 - ▶ LAB
 - ▶ IC
 - ▶ OVC
 - ▶ SORP-GP
 - ▶ SORP-MARPS
 - ▶ SI
 - ▶ Surveillance
 - ▶ HSS
 - ▶ PM

Number: FBCTS.INV: Facility-Based Care, Treatment and Support: Investment Expenditures
 Label: Investment Expenditures (integer dollar amount)

Region

| FBCTS: Facility-Based Care, Treatment and Support | Result |
|--|----------------|
| Training (in-service) | 343,600 |
| Construction & renovation | 121,000 |
| Vehicles | 100,108 |
| Equipment and furniture | |
| Other investment expenditures (please explain in comments) | |
| FBCTS - Investment Expenditures | 564,708 |

| Edit | Region | Numerator | Entered By |
|------------------------|--------|-----------|------------|
| Select | Kagera | 564.708 | John Smith |
| Select | Iringa | 39,654 | MaryDoe |

Expenditure: Reporting

View my mechanisms

View my upload history

View my reports

View guidance

Download blank template

Submit a help ticket

View my mechanisms > Comments entry

Operating Unit : Tanzania

Agency : HHS/CDC

Status : Not Started

Reporting Cycle : 2013 Expenditure

Mechanism : Abt Associates:Care Services [21330 <- 1207]

Reporting Org : Abt Associates

View Partner Expenditure Report

View Expenditure Comments Report

Program Information Results Entry

Expenditure Results Entry

Comments Entry

Comment Type

Expenditure

Program Area

FBCTS: Facility-Based Care, Treatment and Support

Comment

Large empty text area for entering a comment, with a vertical scrollbar on the right side.

Clear Comment

Delete Comment

Save Comment

| Edit | Date | Comment | Entered By |
|------------------------|-------------------|-------------------------|------------|
| Select | 2013-04-11 : 0634 | This is a comment | John Smith |
| Select | 2013-04-03 : 0950 | This is another comment | Mary Doe |

Comment Type & Program Area

Comment Type

Program Information

Expenditure

Program Area (Comment Type = 'Program Information')

FBCTS: Facility-Based Care, Treatment & Support

Program Area (Comment Type = 'Expenditure')

FBCTS: Facility-based Care, Treatment and Support

CBCTS: Community-based Care, Treatment and Support

PMTCT: Prevention of Mother-to-Child Transfer

VMMC: Voluntary Medical Male Circumcision

HTC: HIV Testing and Counseling

PEP: Post-exposure Prophylaxis

BS: Blood Safety

LAB: Laboratory

IC: Infection Control

OVC: Orphans and Vulnerable Children

SORP-GP: Sexual and Other Risk Prevention, General Population

SORP-MARPs: Sexual and Other Risk Prevention, Most at-Risk Populations

PM: Program Management

SI: Strategic Information

SURV: Surveillance

HSS: Health System Strengthening

View my mechanisms > Comments entry

Operating Unit : Tanzania Reporting Cycle : 2013 Expenditure
 Agency : HHS/CDC Mechanism : Abt Associates:Ca
 Status: Not Started Reporting Org : Abt Associates

Program Information Results Entry Expenditure Results Entry Comments Entry

Comment Type: Expenditure Program Area: FBCTS: Facility-Based Care, Treatment and Support

Comment: This is a comment

When:

- User has no 'edit' privileges, OR
- Mechanism is 'Submitted Final' or 'Accepted by CTO', OR
- Country workflow is not in 'Direct Results Reporting' state

Then:

- Clear Comment, Delete Comment and Save Comment buttons no longer visible on page
- User can copy but not change text in Comment box

| Edit | Date | Comment | Entered By |
|------------------------|-------------------|-------------------------|------------|
| Select | 2013-04-11 : 0634 | This is a comment | John Smith |
| Select | 2013-04-03 : 0950 | This is another comment | MaryDoe |



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Expenditure: Reporting

View my mechanisms

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Download blank template

Submit a help ticket

Operating Unit

Reporting Cycle

View

Status

Agency

Mechanism

| | Date | Uploaded By | Uploaded For | Type | Mechanism | File Name | Status |
|----|-------------------|-------------|----------------|-------------|-------------------------------------|---|------------------------|
| 1 | 2012-04-12 : 0600 | John Smith | Abt Associates | Expenditure | Abt Associates: Health Services [20 | FP_20344_Abt Associates_2012 SAPR_13.xlsx | Processing |
| 2 | 2012-04-11 : 1000 | Mary Doe | FHI360 | Expenditure | FHI360: New Health Initiative [2034 | FP_20345_FHI360_2012 SAPR_12.xlsx | Success |
| 3 | 2012-04-09 : 0734 | John Smith | JHPIEGO | Expenditure | JHPIEGO: PMTCT Training [20346 <- | NP_20346_JHPIEGO_2012 SAPR_11.xlsx | Failed |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |

Note revised column headings

Instead of a 'Message' column, the Status becomes a link if there is an associated error message; the user can click on the link to view the message

PROMIS EA R3

SUB-PRODUCT – SYSTEM MANAGEMENT: USER ACCOUNTS

System Management: User Accounts Create/edit user accounts Approve account requests View my reports Restrict PROMIS access Test email address

Search Criteria

User Name:

First Name:

Last Name:

Active: Yes No ▼

Search Criteria

Organization:

Email:

OU: ▼

Product: ▼

Clear Search Criteria

Find User(s) to Edit

OR

Create a New User

| User Name | First Name | Last Name | Organization | Email | Active | |
|--------------------------|------------|-----------|---------------------|------------------------------|-------------------------------------|---|
| FDoe | | | Columbia University | fdoe@columbia.edu | <input checked="" type="checkbox"/> | ▲ |
| KFrancis | | | Columbia College | kfrancis@columbiacollege.edu | <input checked="" type="checkbox"/> | |
| | | | | | | ▼ |

Enter / edit user account information: [* required fields]

User Name * Active Default Language * ▼

First Name * Middle Initial Last Name *

Organization * ▼ Email Address *

 Use saved profile ▼

| Action | Product | Sub-Product | Rights | OU | Agency | Organization | Mechanism |
|------------------------|---------------|-------------|----------------|------------|---------|-----------------------|---------------|
| Delete | SAPR/APR ▼ | Reporting ▼ | Read ▼ | Ethiopia ▼ | Any ▼ | Columbia University ▼ | Any ▼ |
| Delete | Expenditure ▼ | Reporting ▼ | Read / Write ▼ | Ethiopia ▼ | USAID ▼ | Columbia University ▼ | Mechanism A ▼ |
| Delete | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ | ▼ |



Test an Email [* required field]

Enter email address *

Email text

Test

*Include also on **Approve user accounts** page as table option (i.e., 'Test Email' link); use this page to test users with no PROMIS account*