PEPFAR
U.S. President's Emergency Plan for AIDS Relief

Data for Accountability, Transparency and Impact Monitoring (DATIM)

MER Q1 Data Transformation Reference Guide

April 2025

U.S. Department of State
U.S. Global Health Security and Diplomacy (GHSD)

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1 Document Scope

This document will provide generic guidance to DATIM data importers on how to transform the Q1 data import files they received from the DATIM team as part of the Q1 data reset. The specific steps for modifying a file will depend on its contents.

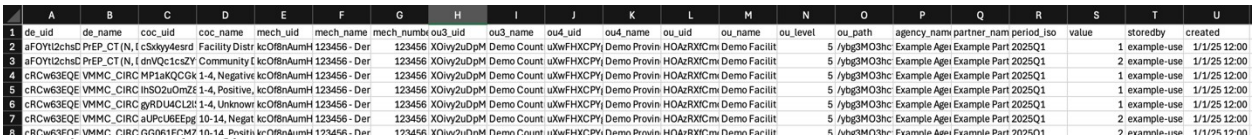
2 Q1 Data files

As part of the compliance process, the DATIM team provided all countries who submitted data files for import in Q1 with new (snapshot) files as part of the Q1 data reset. It is these snapshot files that should be used in this process, not the original data import files that were submitted for import in Q1.

3 Prepping the Q1 snapshot file

3.1 Filtering required columns

The snapshot file received from the DATIM team contains several columns that are not required for data import. So, the first step is to remove these additional columns. In this guide, a fake data file will be used to help demonstrate the required steps, as shown below:



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	de_uid	de_name	coc_uid	coc_name	mech_uid	mech_name	mech_numb	ou3_uid	ou3_name	ou4_uid	ou4_name	ou_uid	ou_name	ou_level	ou_path	agency_nam	partner_nam	period_iso	value	storedby	created
2	aFOYtl2chsD	PrEP_CT (N, [	cSxkyy4esrd	Facility Distr	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	1	example-use	1/1/25 12:00
3	aFOYtl2chsD	PrEP_CT (N, [	dnVQc1csZY	Community [	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	2	example-use	1/1/25 12:00
4	cRCw63EQE	VMMC_CIRC	MP1aKQCGk	1-4, Negative	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	1	example-use	1/1/25 12:00
5	cRCw63EQE	VMMC_CIRC	IhSO2uOmZ8	1-4, Positive,	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	1	example-use	1/1/25 12:00
6	cRCw63EQE	VMMC_CIRC	gyRDU4CL2I	1-4, Unknowr	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	1	example-use	1/1/25 12:00
7	cRCw63EQE	VMMC_CIRC	aUPcU6EEpg	10-14, Negat	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	2	example-use	1/1/25 12:00
8	cRCw63EQE	VMMC_CIRC	GG061FGMZ	10-14, Positiv	kcOf8nAumH	123456 - Der	123456	XOivy2uDpM	Demo Count	uXwFHXCPYj	Demo Provin	HOAzRXfCm	Demo Facilit	5	/ybg3MO3hc	Example Age	Example Part	2025Q1	2	example-use	1/1/25 12:00

Example Q1 snapshot file

Take a copy of the original file and save it as an excel file rather than csv; this copy will be a working version of the import file.

1. In the copied file, remove all but the following columns:
   de_uid, coc_uid, mech_uid, ou_uid, period_iso, value

2. Next, re-order the columns to make the file valid for import into DATIM:
   de_uid, period_iso, ou_uid, coc_uid, mech_uid, value

	A	B	C	D	E	F
1	de_uid	period_iso	ou_uid	coc_uid	mech_uid	value
2	aFOYtl2chsD	2025Q1	HOAzRXfCm	cSxkyy4esrd	kcOf8nAumH	1
3	aFOYtl2chsD	2025Q1	HOAzRXfCm	dnVQc1csZY	kcOf8nAumH	2
4	cRCw63EQE	2025Q1	HOAzRXfCm	MP1aKQCGk	kcOf8nAumH	1
5	cRCw63EQE	2025Q1	HOAzRXfCm	IhSO2uOmZ8	kcOf8nAumH	1
6	cRCw63EQE	2025Q1	HOAzRXfCm	gyRDU4CL2I	kcOf8nAumH	1

Example import file after column filtering and re-arrangement

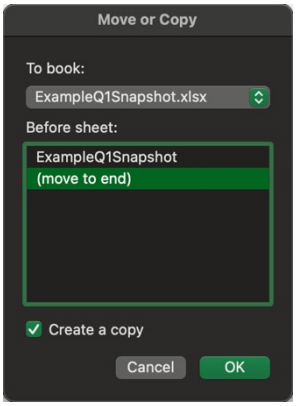
3.2 Removing rows for unsupported data elements (indicators)

Some indicators that were originally reported on in Q1 are no longer accepted in DATIM, so to avoid validation errors, these rows must first be removed from the import file.

1. Download and open the **Excel comparison file** from Helpdesk

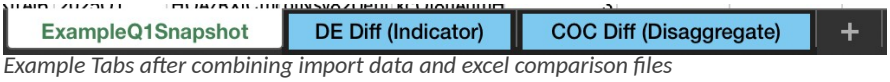
2. Have both your import data and the excel comparison file open

3. Copy both tabs from the excel comparison file into the import file, for each tab:



   a. Right click the tab and select 'Move or copy…'
   b. For the 'To book' field, select the name of your import data file
   c. Select '(move to end)'
   d. Check the 'Create a copy' checkbox and click OK

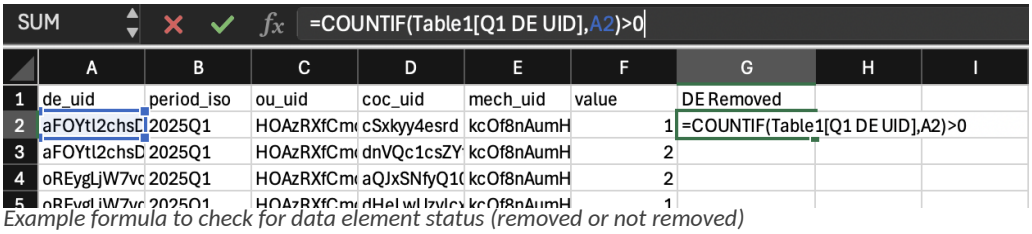
   You should now have three tabs as shown below:



Example Tabs after combining import data and excel comparison files

4. Add a new column to the import data sheet 'DE removed'

5. Add the formula: "=COUNTIF(Table1[Q1 DE UID],A2)>0"



Example formula to check for data element status (removed or not removed)

6. If successful, this should now show TRUE or FALSE depending on if the current data element has been removed or not

7. Fill the formula down to all rows with data in the import data tab

8. Delete all rows where 'DE Removed' = TRUE

9. There should now only be rows with that have 'DE Removed' = FALSE

	A	B	C	D	E	F	G
1	de_uid	period_iso	ou_uid	coc_uid	mech_uid	value	DE Removed
2	aFOYtl2chsD	2025Q1	HOAzRXfCm	cSxkyy4esrd	kcOf8nAumH	1	FALSE
3	aFOYtl2chsD	2025Q1	HOAzRXfCm	dnVQc1csZY	kcOf8nAumH	2	FALSE
4	oREygLjW7vc	2025Q1	HOAzRXfCm	aQJxSNfyQ1(	kcOf8nAumH	2	FALSE
5	oREygLjW7vc	2025Q1	HOAzRXfCm	dHeLwUzvlc	kcOf8nAumH	1	FALSE
6	Y5zUjJ7a5fK	2025Q1	HOAzRXfCm	ppYYPECOvE	kcOf8nAumH	2	FALSE
7	Y5zUjJ7a5fK	2025Q1	HOAzRXfCm	zeIPVS0tehO	kcOf8nAumH	3	FALSE

Example import data tab after DE filtering

3.3 Updating rows for invalid category option combos (disaggregations)

Some disaggregations that were originally reported on in Q1 are no longer accepted into DATIM, or the UIDs for the disaggregations have been changed. To avoid validation errors, these rows must first be removed or updated in the import file.

1. Add a new column 'New COC UID' to the import data tab

	A	B	C	D	E	F	G	H
1	de_uid	period_iso	ou_uid	coc_uid	mech_uid	value	DE Removed	New COC UID
2	aFOYtl2chsD	2025Q1	HOAzRXfCm	cSxkyy4esrd	kcOf8nAumH	1	FALSE	
3	aFOYtl2chsD	2025Q1	HOAzRXfCm	dnVQc1csZY	kcOf8nAumH	2	FALSE	
4	oREygLjW7vc	2025Q1	HOAzRXfCm	aQJxSNfyQ1(	kcOf8nAumH	2	FALSE	
5	oREygLjW7vc	2025Q1	HOAzRXfCm	dHeLwUzvlc	kcOf8nAumH	1	FALSE	
6	Y5zUjJ7a5fK	2025Q1	HOAzRXfCm	ppYYPECOvB	kcOf8nAumH	2	FALSE	
7	Y5zUjJ7a5fK	2025Q1	HOAzRXfCm	zeIPVS0tehO	kcOf8nAumH	3	FALSE	
8	Y5zUjJ7a5fK	2025Q1	HOAzRXfCm	gb2u1310TW	kcOf8nAumH	4	FALSE	

New column addition

2. Use the following formula to lookup the new COC UID if present, or fallback to the original COC:

   =IFNA(VLOOKUP(D2,Table2[[Original Q1 COC UID]:[New Q1 COC UID]],2,FALSE),D2)

   a. The inner part of the formula: VLOOKUP(D2,range,2,false), looks at the COC mapping table to see if the current row's COC has been mapped, if it has, the mapped value is returned (either the new UID, or 0 if there is no new UID, because the COC has been removed)
   b. The outer part of the formula IFNA(...,D2) returns the original COC UID if there is no mapping

SUM =IFNA(VLOOKUP(D2,Table2[[Original Q1 COC UID]:[New Q1 COC UID]],2,FALSE),D2)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	de_uid	period_iso	ou_uid	coc_uid	mech_uid	value	DE Removed	New COC UID					
2	aFOYtl2chsD	2025Q1	HOAzRXfCm	cSxkyy4esrd	kcOf8nAumH	1	FALSE	=IFNA(VLOOKUP(D2,Table2[[Original Q1 COC UID]:[New Q1 COC UID]],2,FALSE),D2)					
3	aFOYtl2chsD	2025Q1	HOAzRXfCm	dnVQc1csZY	kcOf8nAumH	2	FALSE						
4	oREygLjW7vc	2025Q1	HOAzRXfCm	aQJxSNfyQ1(	kcOf8nAumH	2	FALSE						
5	oREygLjW7vc	2025Q1	HOAzRXfCm	dHeLwUzvlc	kcOf8nAumH	1	FALSE						

Adding the formula for the new COC UID column

3. Fill the formula down

4. Copy the values from the New COC UID column

5. Use the excel paste **values** feature to paste the values into the coc_uid column to replace them, normal copy and paste will not work, pasting values must be used here.

6. Delete any rows that have a 0 in the coc_uid column, as these correspond to cocs that are no longer reported in DATIM

3.4 Final cleanup

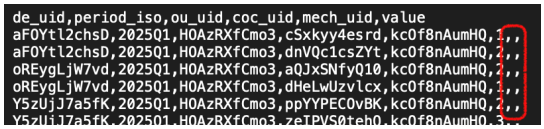
The final file must now be formatted correctly for validation and import to DATIM.

1. Delete the ‘DE Removed’ and ‘New COC UID’ columns

2. Save the import data tab as a csv file

3. Open the csv file in something that is not excel (for example Notepad) and confirm there are no extra rows or columns.

    a. Extra columns will appear as additional commas at the end of each line, remove the commas at the end (2 in the example below) to clean up the file. You can do this using find and replace in Notepad, or by opening the csv an excel and deleting the empty columns to the right of the value column.



    b. Extra rows will appear as lines with only commas in, remove these lines to clean up the file:

4. This final csv file is now ready for validation testing, which can be accessed at https://apps.datim.org/validation (DATIM Prod account required)