

DATIM Site Administrator Guide & FAQ

Background:

Site Administrators have a special DATIM User Role with permission to partially administer their assigned Organizational Unit (OU) hierarchy in DATIM.

Responsibilities:

The main responsibilities of Site Administrators are to administer the Organizational Hierarchy (OU) for their DATIM assigned Country or Region. They can:

- Add new sub-national, community, and facility level sites in DATIM.
- Edit or update site names, and other key attributes.
- Submit a DATIM Support ticket for any bulk site creation, updates, mergers, deletions, or major reorganizations required for data reporting.

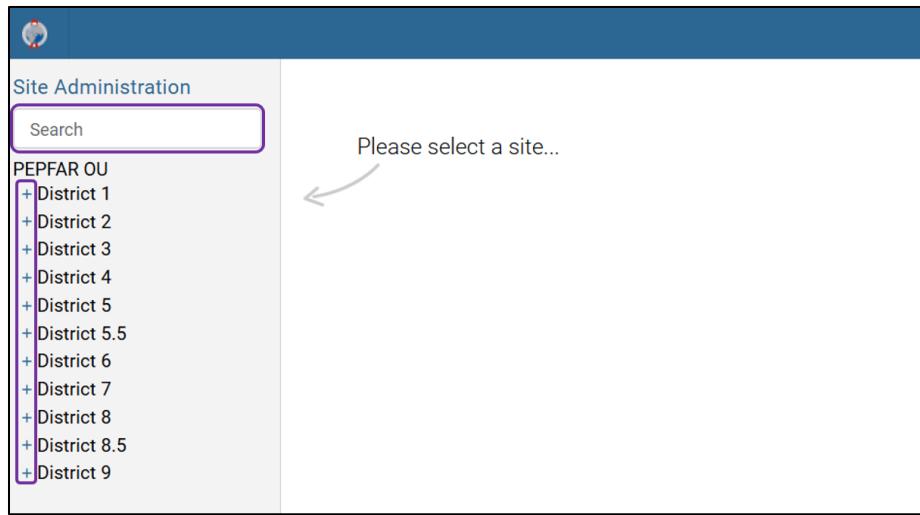
Note: You CANNOT delete an organizational unit if it has had data entered at any point in time, and a merge operation should be considered if the site is a duplicate.

Site Administration App:

Navigating the App:



1. Navigate to the Site Administration App in DATIM
 - a. If you do not see the app, submit a DATIM Support ticket to initiate the Site Admin permission approval process request.
2. Once the App loads, you will be shown the OU Level 3 (Country/Region), and Level 4 (Sub-National/Country) Hierarchy Tree on the left side.
 - a. Navigate the OU hierarchy using the "Search" bar or the "+":



Adding a Site:

1. Navigate to the *parent* site above where you want to put a new site.
2. Click the blue plus button "+" at the bottom of the page to add a site.

District 1
PEPFAR OU > District 1

Name *	District 1
Short name *	D1
Code	
MOH id	
UID	eZAly4YXR3Z

SAVE

3. **Name** and **Short name** are required (marked with an asterisk) fields.
 - a. The UID (Unique Identifying Number) will be automatically generated and assigned to the newly created organization unit after you click "Save."
4. Click "Save" at the bottom right once you have finished adding your site.

a. Note: You will get an error message if a parent or child site in the same org hierarchy tree has the exact same Name.

Adding a Facility Site:

Facility level sites have a slightly different User Interface in the new app. It includes core facility details, such as MOH Id, and coordinates, as well as site attributes.

Facility

Caribbean Region > Country > District > Community > Facility

Name *	Facility	}	Required
Short name *	Facility		Required
Code	123456	}	Optional
MOH id	abcd1234		Optional
UID	BmprjDYPm1q		Optional
Latitude			Optional
Longitude		Optional	
Site attributes		< FY2025 >	
Community services	<input type="checkbox"/>	}	Optional
Faith based	<input type="checkbox"/>		Optional
University	<input type="checkbox"/>		Optional
Facility type	Unknown		Optional
Owner	Unknown		Optional
Hours	Unknown		Optional

SAVE

Facility Site Attributes:

PEPFAR's Site Attributes are defined in the MER Indicator Reference Guide (typically Appendix C). Please refer to that document for the most up-to-date Site Attribute Guidance.

Note: Adding or editing Site Attributes in the App is optional.

Site attributes may change over time, and to account for this, we incorporated a time dimension to enable a snapshot, per fiscal year (FY). This allows historical data to remain linked to historical site attributes for a given facility. Country teams have the flexibility to update site attributes as needed. However, it's important to note that site attributes for a fiscal year become fixed at the conclusion of its Q4 reporting cycle (December). Any subsequent updates will apply to the following fiscal year. If no updates are provided, the previous year's attributes will carry over automatically.

Where possible, facility attributes should be sourced from the Ministry of Health's facility registry or Master Facility List (MFL).

Site Attributes are administrative, epidemiologic, and service-related data about facilities and subnational units (SNUs) and are collected to:

- Provide more complete information on service provision and facility infrastructure.
- Help illuminate where services should be provided, where services are provided, who is delivering these services, and what is the service capacity.
- Facilitate improved decision-making when country programs are determining what services should be targeted by geographic locations to the populations in greatest need of these services.

Site Attribute	Options
University	TRUE/FALSE
Faith Based	TRUE/FALSE
Community Services	TRUE/FALSE
Facility Type	Dispensary/Pharmacy
	Health Post
	Hospital
	Mobile Health Clinic
	Other Facility
	Primary Health Center

	Standalone Laboratory
	Temporary Facility
Owner	Government: MOH
	Government: Other
	NGO or Non-Profit
	Private
Hours	Standard shift
	Extended hours
	24 hour

Frequently Asked Questions (FAQ)

Can I download my Org Hierarchy code list?

- Yes! Click the button at the bottom right side of the app “Download org unit code list.”
- It will be a flat file CSV with the following column headers:
`regionorcountry_code, regionorcountry_name, orgunit_level orgunit_parent, orgunit_parent_internal_id, orgunit_internal_id, orgunit_name, orgunit_code, moh_id.`

I can't see the site Admin App, where is it?

- Site administration app requires a special permission that User Admins can't grant. It must be requested through Zendesk support and approved.