



PEPFAR

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

FY23 PEPFAR HRH Reporting Template

DATIM Error Messages and Resolutions

September 2023

Overview of DATIM Validation Errors

Data Validations in DATIM HRH App

- Data quality validations are processed upon upload to DATIM
- These checks are logical or value checks (see appendix for complete list)
- In contrast to past HRH inventory instruments used, many of these checks are not processed in real time as data is entered into the HRH template; instead, the errors are identified in the system
 - Example: If a resource is indicated to be Non-Service Delivery (NSD), their job title must be an NSD-related job title. If that occurs in a row, it will be flagged with an error message when uploaded to DATIM.
- The template can be uploaded as many times as needed to correct errors
- **The template must fully pass all validations before the Implementing Partner (IP) is able to successfully submit**

Upload Status Examples

If your template is successfully uploaded, you will see the following status:

Prime Partner

DUNS #	Uploaded Template	Status	Int	Del
639391218	COP20FY21_HRH_18483.xlsx	✓ success	7	

If there is an error in your uploaded template, you will see the following error status:

Prime Partner

DUNS #	Uploaded Template	Status	Int	Del
639391218	COP20FY21_HRH_18483.xlsx	! 1 error	7	

DATIM Validations and Resolutions

Completing a Final Quality Check Before Submission

Prior to uploading the template into the DATIM HRH App, it is important to conduct a data quality check. The template has been designed to minimize data entry errors through the inclusion of drop-down lists. However, a number of issues will trigger data entry error messages. To minimize the number of identified errors, perform the following check on the template prior to upload:

- ✓ **Check for completeness: Incomplete fields will trigger an error message.**
 - Ensure that all required fields in the Cover Sheet and StaffList Tabs are complete, consistent with each other and valid entries.
 - Ensure that all started rows are completed.
- ✓ **Check for logic: Use the error messages checks listed in the Definitions table as your guide to ensure each entry makes sense.**
 - Ensure all staff have been categorized and entered consistently (work location, roving, program area, employment title, etc.)
- ✓ **Check for duplicates:**
 - If you are using record numbers, ensure that each one is unique.
 - Ensure that the same staff person is not entered more than once
- ✓ **Check for extreme values:**
 - Check the compensation ranges in Sum of Annual PEPFAR Expenditure, excluding Fringe; and in Annual PEPFAR Fringe Expenditure and flag those that seem to be extreme values.
 - Ensure values are added in USD
- ✓ **Check the geography**
 - Check the “Valid OU” column in the template. This column will say “Valid” if a valid hierarchy of locations have been entered. For all that are not Valid, review selections to identify any overwriting of the dropdown fields.

Validations in DATIM

ID	Error
1	Error: Cells must contain fewer than 255 characters
2	* "[Invalid Beneficiary] is not a valid Beneficiary for Implementation Year [period_id year + 1]" * "[Invalid Program Area] is not a valid Program Area for Implementation Year [period_id year + 1]"
3	Error: Prime UEI [Coversheet]: Cell D13 is missing Prime UEI.
4	Sub UEI [Coversheet]: {Cells} is missing Sub UEI.
5	Error: Same record number cannot be used twice - please check column A of the Staff List.
6	Error: Number of months worked in year (column H) should be a number greater than zero (0) and less than or equal to twelve (12).
7	Error: Average FTE per month should be less than or equal to 1.005
8	Error: A 'Non-Service Delivery' associated employment title (column E) was selected for a position that was indicated as providing 'Direct Service Delivery' (column W). Please review and correct.
9	Error: A 'Service Delivery' associated job title (column E) was selected for a position that was indicated as a 'Non-Service Delivery' (column W). Please review and correct.
10	Error: Dropdown selections may not be populated with free-form text. Please select only options from the dropdown list.
11	Error: If a row has data, the following columns must be populated: Column #s
12	Error: Human resource in Row # has been indicated as Salaried or Contract (column F). Please review resource to ensure that both salary (expenditure) (column Y) and fringe information (column z) is populated.

Validations in DATIM

ID	Error
13	Error: Human resource in Row # has been indicated as Non-Monetary ONLY. Please review resource to ensure that only non-monetary expenditure information is populated.
14	Error: Expenditure (column Y), Fringe (column Z) and Non-Monetary Expenditures (column AA) must be numeric.
15	Error: Expenditure (column Y), Fringe (column Z) and Non-Monetary Expenditures (column AA) must be between \$0M-\$1M.
16	Error: Resource in Row # has been indicated to work at facility level (Facility Geography column). Primary Program Area (column U) should begin with "Site Level: ... or be IP Program Management
17	Error: Human resource in [ROW #] has been indicated to work at Above-Site Level and providing Direct Service Delivery. Please review and correct either Primary Program Area or Service Delivery
18	Error: Resource is indicated to be employed through a sub-contractor (column B). Please select sub-contractor name in column C.
19	Error: Resource is indicated to be a Prime contractor (column B). Please remove value in column C.
20	Error: Resource is indicated to work in the community (column J). Please complete geographic hierarchy down to at least the PSNU level.
21	Error: Resource is indicated to work in or support multiple sites (roving staff) (column K). Facility geography should be left blank.
22	Error: Position is indicated to be based outside of OU (column M). Geographic information should be left blank.
23	Error: Position is indicated to be based inside the OU (column M). Geographic information must be provided.
24	Error: Position is indicated to be based outside of OU (column M). Program Area must begin with Above Site or IP Program Management (column U).
25	Error: Position is indicated to support work in the community (column J). Employment title (column E) must be a position that can work in the community.

Validations in DATIM

26	Error: Resource is indicated to work in the community (column J). Work in/support multiple facilities (column K) must be “No.”
27	Error: Resource is indicated to be a roving staff (column K). “Primarily support work in the community” (column J) must be “No.”
28	Error: Resource has a technical assistance associated job title (column E). “Delivers services directly to beneficiaries (column W) must be “ Non-Service Delivery ”
29	Error: Resource has a technical assistance associated job title (column E). Technical Assistance (column L) must be “YES”.
30	Error: If Primary Program Area (column U) is VMMC, Primary Beneficiary (column V) cannot be Non-Targeted.
31	Error: If Primary Program Area (column U) is SE, Primary Beneficiary (column V) cannot be Non-Targeted.
32	Error: "Resource in ROW # has been indicated to work at the above site level. Primary Program Area (column U) should begin with "IP Program Management" or "Above Site."

1. Error: Cells must contain fewer than 255 characters

- Ensure that all cells have less than the maximum amount of characters

error #4: [StaffList!A2] Cells must contain fewer than 255 characters. Cell contains 334 characters.



The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please ensure your cell contains less than 255 characters and is a unique value.

2. Error: * "[Invalid Beneficiary] is not a valid Beneficiary for Implementation Year * "[Invalid Program Area] is not a valid Program Area for Implementation Year

- Please look at the new/modified Beneficiary or Program Areas when entering data
- Some entries from FY22 and FY21 may not be valid

Primary Program Area?	Primary Beneficiary?	
Program Management	PEPFAR	D D b ▼

The above entry will be flagged upon upload and give the above error message in the HRH app. To fix this error, please select a Beneficiary or Program Area from the dropdown that is valid for COP22/FY23:

3. Error: Prime UEI [Coversheet]: Cell D13 is missing Prime UEI.

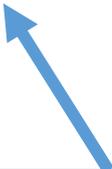
Mechanism ID	160096
Mechanism Name	JEMBI HQ
PRIME IP Point of Contact	abcdef
PRIME IP Contact Info	abcdef
PRIME UEI	

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please populate the cell with a PRIME UEI

4. Error: Sub UEI [Coversheet]: {Cells} is missing Sub UEI.

	UEI	Sub Partner Name
Sub IP 1	123456781923	xxxxx
Sub IP 2		



The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please populate the cell with a Sub UEI

5. Error: Same record number cannot be used twice - please check column A of the Staff List.

- Column A of the template is an *optional* column for the staff **Record Number**
- However, the IDs in this column, if present, are checked for uniqueness

A	B	C	D	
			Employed through Prime or Sub IP?	Mo
Record Number (optional)	Sex	Employment title		
12335	Female	Auxiliary Nurse	Prime	
12335	Male	Community Health Worker	Prime	▼

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please ensure your cell is a unique value and contains less than 255 characters.

6. Error: Number of months worked in year (column H) should be a number greater than zero (0) and less than or equal to twelve (12).

- Values entered in Column G of the template, “Months of Work in the Past Year”, must be more than 0 but cannot exceed 12

	D	E	F	G	H
	Employed through Prime or Sub IP?	Mode of Hire	MOH Staff/seconded to MOH?	Months of Work in Past Year	Average FTE per Month
	Prime	Contract	No	12	1
	Prime	Contract	Yes	<input type="text" value="20"/>	1

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, the Number of Months worked should be a whole number greater than zero (0) and less than or equal to twelve (12).

7. Error: Average FTE

- Values entered in Column H of the template, “Average FTE per Month”, cannot exceed 1.005

E	F	G	H	
	MOH Staff/seconded to MOH?	Months of Work in Past Year	Average FTE per Month	Work site Sta
Contract	No	12	1.6257	
Contract	Yes	20	0.5	

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, the Average FTE per month should be greater than zero (0) and less than or equal to 1.005.

8. Error: A 'Non-Service Delivery' associated employment title (column E) was selected for a position that was indicated as providing 'Direct Service Delivery' (column W). Please review and correct.

- If a resource is indicated to be “Non-Service Delivery” in Column R, their job title must be a non-service delivery related job title and cannot be indicated as Providing Direct Service Delivery
- The mappings for Direct Service Delivery and Non-Service Delivery job titles are available at: [ZenDesk HRH Definitions](#)

D	E	F	V	W	X
Gender	Employment Title	Mode of Hire	Primary Beneficiary?	Deliver services DIRECTLY to beneficiaries?	In past year provided support for the COVID response?
Transgender	IP Prg Mgmt: Legal Staff	Contract		Direct Service Delivery	
Male	Other: Security Guard	Non-Monetary (les	Non-Service Delivery	Yes
Don't Know	Ancillary: DREAMS Mentor	Salary	ty Pops	Non-Service Delivery	No
Non-binary	Clinical: Laboratory Assistant/Phle	Contract	les	Direct Service Delivery	No

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please review the mappings for Direct Service Delivery and Non-Service Delivery job titles above.

9. Error: A 'Service Delivery' associated job title (column E) was selected for a position that was indicated as a 'Non-Service Delivery' (column W). Please review and correct.

- If a resource is indicated to have a job title associated with Service Delivery in Column E, their job title must be Listed as "Direct Service Delivery" in column W
- The mappings for Direct Service Delivery and Non-Service Delivery job titles are available at: [HRH Employment Title/Category/Cadre](#)

D	E	F	V	W	X
	Employment Title	Mode of Hire	My Beneficiary?	Deliver services DIRECTLY to beneficiaries?	In past year provided support for the COVID response
le	Clinical: Doctor	Salary	No	Non-Service Delivery	
gender	Clinical: Doctor	Contract	No	Adolescent Girls	No
	Clinical: Doctor	Non-Monetary ONL	No	Direct Service Delivery	No
Know	Clinical: Nurse	Salary	No	Direct Service Delivery	No
inary	Other: Security Guard	Contract	No	Adolescent Boys and	No

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please review the mappings for Direct Service Delivery and Non-Service Delivery job titles above.

10. Error: Dropdown selections may not be populated with free-form text. Please select only options from the dropdown list.

- All fields with dropdown menus must be populated with **only** options from the dropdown
- Free text write-ins are not accepted
- The ability to input free-form text will only be possible by copy and pasting between templates

D	E	Q	R	
Employed through Prime or Sub IP?	Mode of Hire	Primary Program Area?	Deliver services DIRECTLY to beneficiaries?	In pr su th re
Prime	Contract	Prog. Mgmt/PEPFAR		
ff Prime	Contract	Site Level: Testing (HTS)	Direct Service Delivery	

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please select an option from the dropdown menu and avoid copy and pasting if possible. If pasting, please ensure that the values are valid for the COP year.

11. Error: If a row has data, the following columns must be populated: {cols}

- For any row with data, the following columns are required:
 - Columns B
 - Columns D through M
 - Columns U through X

	B	C	D	E	F	G
	Sex	Employment title	Employed through Prime or Sub IP?	Mode of Hire	MOH Staff/seconded to MOH?	Months of Work in Past Year
35	Female		Prime		No	12
35	Male	Program Management Legal Staff	Prime	Contract	Yes	20

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please ensure that columns B, D through M, and U through X are populated.

12. Error: Human resource in Row # has been indicated as Salaried or Contract (column F). Please review resource to ensure that both salary (expenditure) (column Y) and fringe information (column z) is populated.

- For any resource indicated as “Salary” for Mode of Hire in Column F, both salary **and** fringe must be indicated in Columns Y and Z

	Y	Z	AA
ir upport VID	Sum of Annual PEPFAR Expenditure, excluding Fringe and Non-Monetary	Annual PEPFAR Fringe Expenditure, excluding Non-Monetary	Annual PEPFAR Non-Monetary Expenditure, excluding Fringe
			0
	2000	1300	0
	0	0	3500
	2500	4000	0
	1000	1000	0
	0	0	2,000.00

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please review resource to ensure that both salary (expenditure) (column Y) and fringe information (column z) are populated.”

13. Error: Human resource in **Row #** has been indicated as Non-Monetary ONLY. Please review resource to ensure that only non-monetary expenditure information is populated.

- For any resource indicated as “Non-Monetary Only” for Mode of Hire in **Column F**, both salary **and** fringe must be blank and the only expenditure should be in **Column AA**

	X	Y	Z	AA	
	In past year provided support for the COVID response?	Sum of Annual PEPFAR Expenditure, excluding Fringe and Non-Monetary	Annual PEPFAR Fringe Expenditure, excluding Non-Monetary	Annual PEPFAR Non-Monetary Expenditure, excluding Fringe	Co
y	No				0
ery	No	2000	1300		
ery	No	0	0	3500	
ery	No	2500	4000	0	
y	No	1000	1000	0	cor
y	No	0	0	2,000.00	
ery	No	3000	1200	0	
"		2000	1300		

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please review resource indicated as “Non-Monetary Only” for Mode of Hire in Column F and ensure that both salary and fringe must be blank and the only expenditure should be in Column AA.

14. Error: Expenditure (column Y), Fringe (column Z) and Non-Monetary Expenditures (column AA) must be numeric

- Expenditure and fringe values in Columns Y, Z, and AA must be numeric values between \$0-\$1,000,000

X	Y	Z	AA
In past year provided support for the COVID response?	Sum of Annual PEPFAR Expenditure, excluding Fringe and Non-Monetary	Annual PEPFAR Fringe Expenditure, excluding Non-Monetary	Annual PEI Non-Mone Expenditu excluding I
No	Five Thousand Dollars		
No	2000	1300	
No	0	0	
No	2500	4000	
No	1000	1000	

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please ensure that expenditure and fringe values in Columns Y, Z, and AA are numeric values between \$0-\$1,000,000

15. Error: Expenditure (column Y), Fringe (column Z) and Non-Monetary Expenditures (column AA) must be between \$0M-\$1M.

- Expenditure and fringe in Columns Y, Z and AA must be numeric values between numeric values between \$0-\$1,000,000

	Y	Z	AA
ar	Sum of Annual PEPFAR	Annual PEPFAR	Annual PEPFAR
support	Expenditure, excluding	Fringe Expenditure,	Non-Monetary
COVID	Fringe and Non-	excluding Non-	Expenditure,
?	Monetary	Monetary	excluding Fringe
	1500000	6000000	0
	2000	1300	
	0	0	3500
	2500	4000	0
	1000	1000	0
	0	0	2,000.00

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please ensure that expenditure and fringe values in Columns Y, Z, and AA are numeric values between \$0-\$1,000,000

16. Error: Resource in Row # has been indicated to work at facility level (Facility Geography column). Primary Program Area (column U) should begin with "Site Level: ..." or be IP Program Management

- If a Facility is indicated in Column Q (i.e. Column Q is not blank), the Primary Program Area indicated in Column U must be a "Site Level" program area

P	Q	R	T	U	V
Communi	Facility	SNU5	Valid OU	Primary Program Area?	Primary Bene
tr Kalungu Su	Kabungo HC III		Valid	Above Site: HMIS, surveillance, &	males
t Galiraaya S	Kasokwe Kayung HC II		Valid	Site level: SE: Food and nutrition	Females: Adoles
t Buvuma To	Buvuma HC IV		Valid	Site Level: C&T: General C&T	Key Pops
ri Kifampa Su	Kisozi HC III		Valid	Site Level: HTS: Facility-based test	Males

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please ensure that if a Facility is indicated in Column Q (i.e. Column Q is not blank), the Primary Program Area indicated in Column U must be a "Site Level" program area



17. Error: Human resource in [ROW #] has been indicated to work at Above-Site Level and providing Direct Service Delivery. Please review and correct either Primary Program Area or Service Delivery.

- If a resource is indicated to work within an Above-Site program area in Column U, Column W must be “Non-Service Delivery”

U	V	W	
		Deliver services DIRECTLY to beneficiaries?	In p: prov for t resp
Primary Program Area?	Primary Beneficiary?		
Site Level: PREV: PrEP	Key Pops	Direct Service Delivery	No
Above Site: Public financial mana	Males	Direct Service Delivery	▼
Site Level: C&T: HIV Laboratory Se	Males: Adolescent Boys and	Direct Service Delivery	No
Above Site: HMIS, surveillance, &	Non-Targeted Pop	Non-Service Delivery	Yes
Site Level: C&T: HIV Drugs	Non-Targeted Pop: Children	Direct Service Delivery	Yes
Site Level: C&T: HIV Drugs	OVC	Direct Service Delivery	No
Site Level: C&T: HIV Drugs	Pregnant & Breastfeeding W	Direct Service Delivery	Yes
Site Level: C&T: HIV Clinical Servic	Fee also	Direct Service Delivery	No

The above entry will be flagged upon upload and give the above error message in the HRH app. To fix this error, please change the **Primary Program Area to Site Level or IP: Program Management** or change the service delivery to **Non-Service Delivery**.

Error 18: Resource is indicated to be employed through a sub-contractor (column B). Please select sub-contractor name in column C.

- If a resource is indicated to be "Sub" in column B, a sub-contractor name must be selected in Column C.

	B	C	D
a)	Employed through Prime or Sub IP?	If Sub, Select IP Name	Gender
	Prime		Female
	Prime		Transgender
	Sub		Male
	Sub	Sub Name A	Don't Know
	Sub	Sub Name B	Non-binary

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, please select a Sub IP from the dropdown. To populate Sub IPs, make sure the coversheet has the name of your Sub IPs listed.

19. Error: Resource is indicated to be a Prime contractor (column B). Please remove value in column C.

A	B	C	D	E	F	G
Record Number (optional)	Employed through Prime or Sub IP?	If Sub, Select IP Name	Gender	Employment	Mode of	MOH Staff OR Seconded to MOH?
record 789	Prime		Male	Clinical: Doctor	Non-Mone	No
record 1122	Prime		Don't Know	Clinical: Nurse	Salary	No
record 1455	Sub		Non-binar	Other: Security	Contract	No
record 1788	Sub		Other	IP Prg Mgmt: Ac	Non-Mone	No

The above entry will be flagged upon upload if there is information filled out under the shaded section and give above error message in the HRH app.

To fix this error, select the cell in Column C and ensure that there are no characters typed in the field. If there is, click the cell with characters and press the 'delete' key.

20. Error: Resource is indicated to work in the community (column J). Geographic hierarchy can be selected at any level above the facility level."

Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?	Provide Technical Assistance?	Position based outside of OU?	SNU1	PSNU/Com	Facility	Valid OU	F
Yes	No	No	No	Centre	▼		Valid	A

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, make sure all rows that answer "Yes" to column J have geography selected in the Community.

21. Error: Resource is indicated to work in or support multiple sites (roving staff) (column K). Facility geography should be left blank.

Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?	Provide Technical Assistance?	Position based outside of OU?	SNU1	PSNU/Com	Facility	Valid OU
No	Yes	No	No	Centre	Awae	CMA ELAT	Valid

The above entry will be flagged upon upload and give above error message in the HRH app.

To fix this error, if column K is "Yes", ensure that the Facility column is blank. If there is information entered, click the cell with text and click 'delete'.

22. Error: Position is indicated to be based outside of OU (column M). Geographic information should be left blank.

J	K	L	M	N	O	P	Q
Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?	Provide Technical Assistance?	Position based outside of OU?	SNU1	PSNU	Community	Facility
No	Yes	Yes	Yes				
No	Yes	No	Yes				
Yes	No	No	No	Central	Gomba District	Kyayi Subcounty	

The above entry will be flagged upon upload if geographic information is uploaded under the shaded section and give the above error message in the HRH app.

To fix this error, ensure that there are no characters in the shaded columns. To remove text, select the cell with text and click 'delete'.

23. Error: Position is indicated to be based inside the OU (column M). Geographic information must be provided.

Position based outside of OU?	SNU1	PSNU/Com	Facility	Valid OU	Pri
No				▼	Ar

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, if yes is selected in column M, ensure that there is text filled in to the geographic hierarchy and 'Valid' is shown under 'Valid OU'.

24. Error: Position is indicated to be based outside of OU (column M). Program Area must begin with Above Site or IP: Program Management (column U).

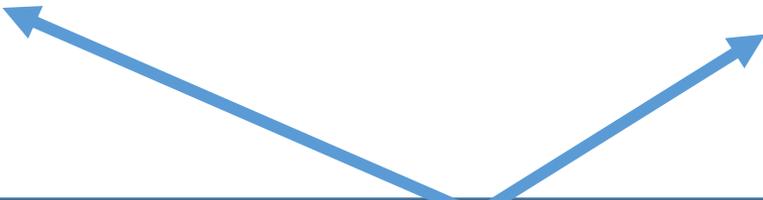
Position based outside of OU?	SNU1	PSNU/Com Facility	Valid OU	Primary Program Area?	P B
Yes				Site Level: HTS: Commun	

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change the position or the Primary Program Area to Above Site or IP: Program Management.

25. Error: Position is indicated to support work in the community (column J). Employment title (column E) must be a position that can work in the community.

Employment Title	Mode of Hire	MOH Staff OR Seconded to MOH?	Months of Work in Past Year	Average FTE per Month	Primarily support work in the community?
Other: Technical Advisor	Salary	No	12	0.07	Yes



The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change Employment Title to one that can work in the Community or change column E to 'No'.

26. Error: Resource is indicated to work in the community (column J). Work in/support multiple facilities (column K) must be “No.”

	J	K
	Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?
1.231	Yes	Yes
1.231	Yes	No
1.231	Yes	No
1.231	Yes	No
1.231	No	No

The above entry will be flagged upon upload and give the above error message in the HRH app.

To fix this error, change column K to 'No'.

27. Error: Resource is indicated to be a roving staff (column K). “Primarily support work in the community” (column J) must be “No.”

G	H	I	J	K
MOH Staff OR Secoded to MOH?	Months of Work in Past Year	Average FTE per Month	Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?
No	12	0.231	Yes	Yes
No	1	0.231	Yes	No
No	2	0.231	Yes	No
No	3	0.231	Yes	No
No	4	0.231	No	No



The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change column J to 'No'.

28. Error: Resource has a technical assistance associated job title (column E). “Delivers services directly to beneficiaries (column W) must be “Non-Service Delivery”.

E		F	V	W	X
Employment Title	Mode of Hire	Primary Beneficiary?	Deliver services DIRECTLY to beneficiaries?	In past year provided for the CC response?	
Other: Technical Advisor	Contract	Males	Direct Service Delivery	No	
Other: Security Guard	Contract	Males: Adolescent Boys and Non-Targeted Pop	Non-Service Delivery	No	
IP Prg Mgmt: Administrative Staff	Non-Monetary	Non-Targeted Pop	Non-Service Delivery	No	
Other: Cleaner / Janitor	Salary	Non-Targeted Pop: Children	Direct Service Delivery	No	
IP Prg Mgmt: Legal Staff	Contract				

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, either change the Employment Title to one that can be Direct Service Delivery or change the service delivery to Non-Service Delivery

29. Error: Resource has a technical assistance associated job title (column E). Technical Assistance (column L) must be “YES”.

E	F	G	H	I	J	K	L
Employment Title	Mode of Hire	MOH Staff OR Secoded to MOH?	Months of Work in Past Year	Average FTE per Month	Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?	Provide Technical Assistance?
Ancillary: Expert Client	Non-Monetary ONLY	No	11	0.25	Yes	No	No
Clinical: Clinical Officer	Salary	No	12	0.25	Yes	No	No
Other: Supply Chain Advisor	Contract	No	1	0.25	No	Yes	Yes
Other: Transportation Staff for Person	Non-Monetary ONLY	No	2	0.924	No	Yes	No
Clinical: Medical Assistant	Salary	No	3	0.924	Yes	No	No
Clinical: Pharmacist	Contract	No	4	0.924	Yes	No	No
Other: Central / Regional Warehouse	Non-Monetary ONLY	No	5	0.924	No	Yes	No
Ancillary: Mother Mentor	Salary	No	6	0.924	Yes	No	No
IP Prg Mgmt: Procurement / Grants	Contract	No	7	0.924	No	Yes	No
Other: Technical Advisor	Non-Monetary ONLY	No	8	0.924	No	Yes	No
IP Prg Mgmt: Accounting Staff	Salary	No	9	0.924	No	Yes	No
Other: Technical Advisor	Contract	Yes-MOH Staff	10	0.924	No	Yes	No

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change column L to 'Yes'.

30. Error: If Primary Program Area (column U) is VMMC, Primary Beneficiary (column V) cannot Non-Targeted.

• ”

U	V
Primary Program Area?	Primary Beneficiary?
Site Level: HTS: General HTS	Males
Site Level: PREV: Comm. mobilizati	Males: Adolescent Boys and Y
Above Site: Injection safety	Non-Targeted Pop
Above Site: Human resources for h	Non-Targeted Pop: Children
Site Level: C&T: HIV Drugs	OVC
Site Level: C&T: HIV Clinical Service	Pregnant & Breastfeeding Wo
Above Site: Injection safety	Priority Pops
Site Level: SE: Economic strengthen	Females
Program Management	Females: Adolescent Girls and
Above Site: Policy planning coordi	Key Pops
Site Level: PREV: VMMC	Non-Targeted Pop
Site Level: C&T: HIV Clinical Service	Males: Adolescent Boys and Y

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change the Primary Program Area to a non-VMMC area or change the Primary Beneficiary to a targeted group.



31. Error: If Primary Program Area (column U) is SE, Primary Beneficiary (column V) cannot be Non-Targeted.

• ”

U	V
Primary Program Area?	Primary Beneficiary?
Site Level: SE: Case Management	Males
Site Level: SE: Education assistance	OVC
Site Level: PREV: VMMC	Pregnant & Breastfeeding Wk
Above Site: Injection safety	Priority Pops
Site Level: SE: Case Management	Non-Targeted Pop
Site Level: C&T: HIV Laboratory Ser	Females: Adolescent Girls and
Site Level: PREV: PrEP	Key Pops
Above Site: Public financial manage	Males

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change the Primary Program Area to a non-SE area or change the Primary Beneficiary to a targeted population.

29. Error: "Resource in ROW # has been indicated to work at the above site level. Primary Program Area (column U) should begin with "IP: Program Management" or "Above Site."

J	K	L	M	N	O	P	Q	R	T	U
Primarily support work in the community?	Work in or support multiple facility sites (Roving Staff)?	Provide Technical Assistance?	Position based outside of OU?	SNU1	PSNU	Communi	Facility	SNU5	Valid OU	Primary Program Area?
Yes	No	No	No	Central 1	Kalungu Distr	Kalungu Sub	Kabungo HC III		Valid	Site Level: C&T: HIV Clinical Service
Yes	No	No	No	Central 2	Kayunga Distr	Galiraaya Su	Kasokwe Kayunga HC II		Valid	Site Level: SE: Food and nutrition
Yes	No	No	No	Central 2	Buvuma Distr	Buvuma Toy	Buvuma HC IV		Valid	Site Level: C&T: General C&T
Yes	No	No	No	Central 1	Gomba Distr	Kifampa Sub	Kisozi HC III		Valid	Site Level: HTS: Facility-based testi
No	Yes	Yes	No	East Centra	Bugweri District				Valid	Above Site: Laboratory systems str
No	Yes	No	No	Central 2	Buvuma District				Valid	Program Management
No	No	No	No	Central 1	Kalungu Distr	Kalungu Sub	Kabungo HC III		Valid	Site Level: C&T: General C&T
No	Yes	Yes	Yes							Site Level: C&T: General C&T

The above entry will be flagged upon upload and give the above error message in the HRH app.

To correct this error, change the Primary Program Area to 'IP Program Management' or 'Above Site'.