



PEPFAR
20 YEARS OF IMPACT

PEPFAR Human Resources for Health (HRH) IP User Guide

USG Only

September 19, 2023



Resources to Support Data Entry



Resources on Zendesk- Orientation & Uploading

Title	Audience	Description
Inventory		
HRH Inventory Template - OU Specific	IPs	This is the data collection template that must be completed for each IM
FTE (Full Time Equivalent) Calculator	IPs	Tool for calculating FTE using data available, embedded in the inventory template
Agency and IP Orientation to Template and Uploading		
PEPFAR HRH Inventory Handbook	IP & Agency Field Staff	This document describes the rationale for collecting HRH Inventory data, provides an overview of HRH Inventory data use, and provides detailed definitions of each field, including job aids, where appropriate.
HRH Data Entry and Submission for IP Users	IPs	This document describes will contain Webinar slides related to completing the HRH Inventory template, uploading and submitting the template to DATIM for IP reference.
IP Step by Step Guide	IPs	A step by step guide to help Implementing Partners download, complete, upload, validate, and submit the template.

Resources on Zendesk- Quality Control & DATIM Accounts

Quality Control and Review Process

FY23 HRH DATIM Error Messages and Resolutions

IPs

This document describes how to resolve validation errors the user may encounter and how to resolve them.

DATIM Accounts

**Instructions for User Administrators:
Creating new HRH user accounts**

Primary User Administrators & User Administrators

This page describes how to process HRH Inventory account requests and is relevant for Primary User Administrators and User Administrators only.

Password Resets and User Name Recovery Guide

All DATIM Users

Guide for resetting your password or contacting your user administrator to reactivate your account.

Entering HRH Data in the Reporting Template



What's New

- **Cover Sheet: space for the Prime organization's UEI has been added.** Please enter the Prime's UEI. If the User does not know their UEI, the number "111111111111" should be entered, if IP is not required to have one, use "999999999999".
- **Column X, which formerly asked whether the individual had contributed to the COVID Response, has been changed to ask "In the past year, provided support for other public health emergency?"** This question is now designed to capture any support that an individual provides for any public health emergency (e.g. Ebola, COVID, Cholera) that the OU is facing.
- **Columns Y:AA, which capture financial expenditures, have now been changed to say "USD" and to show a "\$" in the columns.** This change was made to reinforce that all reporting should be done using the U.S. Dollar equivalent.
- **Column U:** A new option has been added to **Primary Program Area for Site Level: C&T: HIV/TB**
- **Column C: Employment Titles dropdown list has been modified to include the following new titles:**
 - **IP Program Management: Senior Leadership.** This title will capture the senior leadership within IPs, which previously might have been categorized as "Other Program Management Staff"
 - **IP Program Management Procurement/Grants Management Staff have been split into two.** There is now an option for "IP Prg Mgmt: Procurement", and a separate option for "IP Prg Mgmt: Grants Management."
 - **Other: DREAMS.** This title has been added to capture other types of DREAMS workers not covered by the existing DREAMS title of "DREAMS Mentor"

Orientation to the Inventory Template Structure

- The HRH Inventory Template is customized to each OU with the OU-specific DATIM geographic hierarchy.
- The template contains three tabs:
 - **Cover Sheet Tab:** The first tab contains data fields asking about the IP, mechanism, and other identifying data.
 - **Staff List Tab:** The second tab in the template is where data on each human resource – one human resource per row – is entered.
 - **FTE Tab:** The third tab helps users calculate their average monthly FTE
- Important:
 - The columns in the template should not be modified (do not add/delete columns)
 - > Copying and pasting from one FY23 template to another FY23 template is generally fine, however do not copy from a prior year's template into a FY23 template.
 - > Do not copy free text into cells that have a dropdown.
 - Any editing of columns or incomplete data entry will trigger validation errors when uploading to DATIM.

Cover Sheet Tab Definitions and Elements

Data Element	Definition
Cover Sheet Tab	
Operating Unit/ Country	DATIM-generated field for the Country responsible for executing the Implementing Mechanism. Also known as OU and the Organization Level 3 Name. This field will be pre-filled on your data collection tool. Note: For Regions, this field will be pre-populated to the Region level (i.e. Asia Region).
Funding Agency	The U.S. Government Agency (at Operational Division/Bureau level where applicable) that awards funding for a given Mechanism. Examples include: USAID, DOD, HHS/CDC, HHS/HRSA.
Completion Date	Date that the template was completed prior to submission. Please use the date format of MM/DD/YYYY. For example, December 8, 2023 would be 12/8/2023.
Completed By	Prime IP's Organization Name. Subrecipients may complete this field with their organization's name for clarity when submitting to IPs
Mechanism ID	Please select the Mechanism ID for the implementing mechanism completing this template. Mechanism ID, also known as 'mech_code,' is common to MER, SIMS and ER data streams. This is a four-digit to six-digit numeric value used to uniquely identify each mechanism. These are also common across FACT Info, DATIM and PEPFAR Data Hub (PDH)/Panorama.
Mechanism Name	The Mechanism name will automatically generate based on the Mech ID selected in the field above. If the Mech name is incorrect, please submit a ZenDesk ticket, selecting the "HRH" option.
Prime IP Point of Contact	Please enter the name of the person from the Prime IP who can be contacted for follow-up questions regarding data that was submitted.
Prime IP Contact Info	Please enter the email address of the Prime IP Point of Contact (from the field above) who can be contacted for follow-up questions regarding the data submitted.
(NEW) Prime UEI	The Unique Entity Identifier (UEI) number is a unique twelve-digit identification number provided by SAM.gov.
Count of Subrecipients	Please enter the number of subrecipients supported through the mechanism.
UEI/Sub Partner Name	The Unique Entity Identifier (UEI) number is a unique twelve-digit identification number provided by SAM.gov. If the User does not know their UEI, the number "111111111111" should be entered, if they are not required to have one, use "999999999999"

Data Element and Sources: Staff List Tab

Data Element	Potential Source
Record Number (optional)	IP generated
Employed through Prime or Sub IP?	Employment records
If Sub, Select IP Name	Employment records
Gender	Employment records
Employment Title	Employment records
Mode of hire	Employment records
MOH Staff/Seconded to MOH?	Employment records
Months of Work in Past Year	Payroll
Average FTE per month	Employment records/payroll (FTE calculator tool on 3rd tab)
Primarily support work in the community?	Employment records, Manager
Work in or support multiple facility sites (Roving Staff)?	Employment records, Manager
Provide Technical Assistance?	Employment records
Position based outside of OU?	Employment records
SNU 1/PSNU/Community/Facility	Employment/deployment records, Manager
Primary Program Area?	Job description, Employment records, Manager
Primary Beneficiary?	Job description, Manager
Deliver services DIRECTLY to beneficiaries?	Job description, Manager
(UPDATED) In past year provided support for other public health emergency?	Manager, COVID-related program adaptation records
Sum of annual PEPFAR expenditure, excluding Fringe (in USD)	Payroll, IP financial documents
Annual PEPFAR fringe expenditure (in USD)	Payroll, IP financial documents
Non-Monetary Expenditure (in USD)	Payroll, IP financial documents

Staff List Tab: Record Number

- **Dropdown Options:** Free Text, Alphanumeric
 - This is an optional, alphanumeric field that can be assigned to each human resource for health entered in the reporting template. IPs can use this number to more easily correct and update the inventory during data cleaning.
 - An example of a record number could be 00001 or ABC-0001.
 - **Note:** This field will not be incorporated in DATIM datasets or stored on PEPFAR servers.

Staff List Tab: Employed through Prime or Sub IP

- **Dropdown Options:** Prime, Sub
 - Please indicate whether the Prime or Subrecipient IP hired the PEPFAR-supported worker.
 - If the individual is working for both the Prime and a Subrecipient IP (uncommon), select their PRIMARY employer.

Staff List Tab: If Sub, select IP Name

- **Dropdown Options:** List will be dynamically generated from the list of sub-IPs entered on the cover sheet tab
 - Please indicate the name of the Sub IP that employs the PEPFAR-supported worker.

Staff List Tab: Gender

- **Dropdown Options:** Male, Female, Transgender, Non-binary, Other, Don't Know
 - Please select the recognized gender of the PEPFAR-supported worker.

Staff List Tab: Employment Title

- **Dropdown Options:** Alphabetized, standardized list of job titles
 - Please indicate the employment title of the individual.
 - The dropdown list contains an alphabetized list of standardized job titles.
 - **Please note:** The job titles may not exactly match the official job title of the individual. Please select the job title that best matches the job that the individual was hired to perform.
 - > The employment title selection should reflect the work being performed by the individual, NOT their training or qualification.
 - > Senior IP Management: Senior leaders and managers within the mechanism, including Chief of Party, Chief of Staff or other senior roles.

How to Determine Employment Title

Employment Title:



Employment Titles (1 of 4)

Cadre Group / Category	Employment Title	Definition
Medical	Doctor	Studies, diagnoses, treats, and prevents illnesses, diseases, and injuries. Doctors perform physical exams, order diagnostic tests, prescribe and administer treatments, and monitor treatments and preventive measures.
	Clinical Officer	Provides advisory, diagnostic, curative and preventive medical services in a more limited scope and complexity than those carried out by medical doctors. They work autonomously, or with limited supervision of medical doctors.
	Medical Assistant	Performs basic clinical and administrative tasks to support client care under the direct supervision of a medical practitioner or other health professional. They assist medical doctors and other health professionals to examine and treat clients, including measuring and recording vital signs, administering medications, and performing routine clinical procedures.
Nursing / Midwifery	Nurse	Provides treatment, support, and care. Planning and management of the care of clients, including the supervision of other health care workers, working autonomously or in teams, in collaboration with medical doctors and/or other health workers.
	Auxiliary Nurse	Provides direct personal care and assistance with activities of daily living to clients and residents in a variety of health care settings such as hospitals, clinics, and residential nursing care facilities. They generally work under the direct supervision of medical, nursing, or other health professionals.
	Nursing Assistant	Provides basic nursing and personal care to clients according to care plans established by more skilled, trained, or educated health professionals. They generally provide support for a client's daily cares and needs, which may include assisting with client hygiene, feeding, and daily activities.
	Midwife	Plans, manages, provides, and evaluates midwifery care services before, during and after pregnancy and childbirth. They provide delivery care for reducing health risks to women and newborn children, working autonomously or in teams with other health care providers.
	Auxiliary Midwife	Provides basic health care and advice before, during and after pregnancy and childbirth, according to treatment and referral plans usually established by medical, midwifery and/or other health professionals.
Laboratory	Laboratory Technologist/Technician	Performs clinical tests on specimens of bodily fluids and tissues in order to obtain information about the health of a client.
	Laboratory Assistant/Phlebotomist	Collects blood or samples at a lab and relay the results to a clinician for diagnostic purposes.
Pharmacy	Pharmacy Assistant	Performs a variety of tasks associated with dispensing medication under the guidance of a pharmacist or other health professional. Pharmacy Assistants primarily focus on administrative and supply/stocking duties.
	Pharmacy Technician	Have more specialized roles than Pharmacy Assistants, which could include preparing prescriptions and supervising other Pharmacy Staff. Under pharmacist supervision, pharmacy technicians may: manage dispensaries, provide medicines to clients, and provide information to clients and other healthcare professionals.
	Pharmacist	Stores, preserves, compounds, and dispenses medicinal products and counsels on the proper use and adverse effects of drugs and medicines following prescriptions issued by medical doctors and other health professionals.
Mental Health Staff	Psychologist	Performs activities to support the mental health and psychosocial needs of people at risk for HIV or living with HIV. Psychologists may provide individual, or group counseling tailored to the needs of client populations.
	Psychiatrist	Physicians who specialize in psychiatry, the branch of medicine devoted to the diagnosis, prevention, study, and treatment of mental disorders and/or substance use problems using counseling/therapy, medication, and other interventions. Psychiatrists can generally prescribe medication and often have a more medical or clinical focus than psychologists.
	Psychology Assistant	Responsible for client intake, which includes interviewing and gathering history. May work under supervision of psychologists or other mental health professionals to provide support for client follow up, documentation, etc.

Employment Titles (2 of 4)

Cadre Group / Category	Employment Title	Definition
Other Clinical Provider	Testing and Counseling Provider	Provides HIV testing and counseling services including pretest counseling, testing, and post-test counseling. Assists in the planning, coordination, monitoring, and evaluation of medical services for a client. Case managers develop a comprehensive plan for each client that focuses on both health and other needs and assist clients to develop skills and access resources and services to respond to health needs, life transitions, addictions, and other personal, family, and social problems. May provide tools and tips for adherence to medication, provide support through referrals and follow up, appointment reminders and management, treatment literacy, concerns with stigma, linkage to additional services (both clinical and community-based), and monitoring and reducing barriers to treatment for the client.
	Clinical Case Manager	Provides counseling, therapy and mediation services to individuals, families, groups, and communities in response to social and personal difficulties. They assist clients to develop skills and access resources and support services needed to respond to issues arising from health problems, life transitions, addictions, and other personal, family, and social problems. They liaise with other social service agencies, educational institutions, and health care providers to advocate for client and community needs.
	Clinical Social Worker	Provides counseling, therapy and mediation services to individuals, families, groups, and communities in response to social and personal difficulties. They assist clients to develop skills and access resources and support services needed to respond to issues arising from health problems, life transitions, addictions, and other personal, family, and social problems. They liaise with other social service agencies, educational institutions, and health care providers to advocate for client and community needs.
	Other clinical provider not listed	Any clinical worker that does not fit any of the other categories.
Community Staff	Peer Educator	A trained individual from the community who delivers education sessions on various health topics either to targeted groups or to members of the community at large who are their peers. May also contribute to mobilizing community members to receive specific services.
	Peer Navigator	A trained individual from the community who serves as a role model to peers to support them with navigating health care services and medical follow up tailored to individual needs. May provide referrals to supportive services to support entry/continuity of care, appointment reminders, home visits, and accompany peers to appointments.
	Expert Client	A person who is HIV+ and has openly declared their status and provides peer education, ART adherence counseling and psychosocial support to all PLHIV in their catchment area.
	DREAMS Mentor	A trained individual from the community who creates an enabling environment/safe space for AGYW to meet and build their social network, delivers education sessions on various health topics to AGYW, and provides mentorship and support outside of regular meeting times. Duties might also include screening/enrollment and data collection.
	Economic Strengthening Facilitator	A trained individual who provides evidence-based economic strengthening interventions to increase economic stability of individuals and/or households. This may include facilitation of savings and loan groups, financial literacy trainings, support for entrepreneurs and other market-linked economic activities.
	Prevention of HIV and Sexual Abuse Facilitator	A trained individual who provides an evidence-based intervention to reduce violence and/or sexual risk of targeted populations. This may include those providing parenting interventions.
	Community Mobilizer / Facilitator	A trained individual who supports community mobilization or facilitates groups in a community setting.
	Lay Counselor	Interviews clients to obtain information on their health status, provide HIV counseling and testing in certain settings, and provides information on diagnosis or treatment adherence. Some serve as case managers and provide on-going support to clients.
	Linkage Navigator	Links clients living with HIV to medical services (either newly positive clients or those with interruptions in treatment). May provide referrals to supportive services to support entry/continuity of care. May provide warm handoffs to clinical staff or accompany a client to an appointment.
	HIV Diagnostic Assistant	Conduct HIV risk assessments and provide quality HIV-related testing and other testing services. May ensure effective linkage and referrals of clients. Clearly records, reports, and ensures detailed testing documentation related to their work.
	Lay worker providing adherence support	Provides support (individually or in group settings) to clients living with HIV with navigating and managing their medical treatment.
	Community Health Worker	A formally trained community health worker that is recognized by the country government.
	Mother Mentor	Women who act as peer "mentors" for other mothers to encourage them to access and navigate PMTCT services and other family support services.
	Community-based TB Worker	Individuals who exclusively deliver services to clients to assist with TB case identification, linking clients to medical care, and monitoring.
	Other community-based cadre	Any other community-based worker that does not fit any of the other categories.


Employment Titles (3 of 4)

Cadre Group / Category	Employment Title	Definition
Social Work and Case Management	Social Worker	Possess a baccalaureate or advanced degree in social work and comply with local licensing and certification requirements to work. Work with individuals and their families to assess their current health and wellness situation and problems and recommend/refer types of supportive services available to the client to resolve various health and social issues, with focus on ensuring that those vulnerable are safeguarded from harm. This includes investigation of cases of abuse or neglect and refer services to protect affected children and other individuals. This cadre also collaborates within multi-disciplinary teams and provides supportive supervision to other Social Work and Case Management cadres.
	Social Welfare Assistant	Supports clients (typically children and their families) and connects them with supportive services that are available. Typically have less formal training than a social worker but may perform similar duties, under the direction of a social worker or similar supervisor. May also be called a Para-Professional Social Worker or Auxiliary Social Worker.
	Case Manager/ Case Worker	Provides services and referrals to improve a client's access and remove barriers to recommended HIV prevention, testing, counseling, care, and treatment services or social services like economic strengthening, nutritional support, schooling/parenting, violence prevention, etc. Supports regular monitoring of treatment adherence, tracking clients with treatment interruptions to facilitate their return to care to ultimately improve health outcomes and quality of life. May be responsible for assisting clients and their families through evaluating their support system. May assist clients in navigation to access services to meet their needs and may potentially institute action plans for clients to achieve goals.
	Child/Youth Development Worker	Acts to advance the overall wellbeing of children and youth clients. The worker is responsible for developing and monitoring plans for improving the wellbeing of a child, coordinating actors and actions involved in achieving the objectives of the case plans, making or facilitating referrals to appropriate services, and ensuring that decisions related to the case plans are in the best interests of the child.
Implementing Mechanism Program Management Staff	Accounting Staff	Maintains the financial records for a mechanism according to a standard of accounting principles and operates according to internal operational policies and systems. Accountants prepare and certify financial statements, prepare tax returns, prepare financial reports, forecasts, and budgets.
	Administrative Staff	Functions as management and organization analysts and assistants who support the operational management and internal policy compliance for a mechanism. May maintain pertinent records, charts, reports, etc. that are critical to the functions of the mechanism and organization. Chiefs-of-Party are considered high-level administrative staff.
	Finance Staff	Plans, directs and/or coordinates the financial operations of a mechanism, in consultation with senior and executive officers.
	Legal Staff	Lawyers who provide legal advice on a wide variety of subjects pertinent to the compliance requirements of program operations.
	Procurement Staff	Supports procurement related activities for the mechanism.
	Grants Management Staff	Supports grants management related activities for the mechanism.
	Senior Management	Senior leaders and managers within the mechanism, including Chief of Party, Chief of Staff or other senior roles.
	Other Program Management Staff	Any Program Management worker that does not fit any of the other categories.
Support Staff	Cleaner / Janitor	Performs general housekeeping tasks, such as cleaning the rooms, hallways, offices, public areas, emptying trash, changing linens, and making beds.
	Maintenance	Performs repairs and manages maintenance of buildings and equipment.
	Security Guard	Patrols buildings to ensure security is maintained.
	Transportation Staff for Personnel	Staff who drive or manage transportation of passengers.
	Transportation Staff for Commodities and Patient Samples	Staff who are responsible for the transportation and delivery of commodities to warehouses and facilities and patient samples from point-of-care to laboratory sites for analysis.
	Central / Regional Warehouse Worker	Staff who primarily work at central and/or regional warehouses and are responsible for commodity inventory management, including the receipt, inventory tracking, and picking and packing of orders.
	Other supportive staff not listed	Any Supportive Staff worker that does not fit any of the other categories.

Employment Titles (4 of 4)

Cadre Group / Category	Employment Title	Definition
Technical Assistance Staff	Trainer	Designs training and assessment tools and conducts training/courses through a variety of instructional methods or modalities.
	Technical Advisor	Expert in a particular field of knowledge, hired to provide detailed information, advice, and support capacity building of people working in that field. For example, a district health office might hire a technical expert on HIV monitoring and evaluation to address issues in low quality HIV program data. Examples: Technical consultants, TA providers, and Technical Area Experts (SME).
	Logistics Manager	Supervises the movement, distribution, and storage of supplies and materials in a company. They are tasked with planning routes, analyzing budgets, and processing shipments.
	Supply Chain Advisor	Expert in supply chain who may or may not specialize in forecasting and quantification, logistics, commodity procurement, quality assurance, or other technical field related to supply chain management.
	M&E Officer / Advisor	Designs and implements PEPFAR monitoring and evaluation activities and any other internal data monitoring procedures in compliance with guidelines; also includes a focus on quality control and improvement (e.g. Quality officers).
Other Professional Staff	Facility Administrator	Staff who plans, directs, coordinates and evaluates the delivery of clinical and community health care services in hospitals, clinics, and other places of service delivery.
	Laboratory Manager	Staff responsible for the operations and management of one or more laboratories. Duties may include ensuring that tests are being run accurately and according to protocol and managing staff who work in the lab.
	Pharmacy Manager	Responsible for the operations and management of one or more pharmacies. Duties may include overseeing operations of the pharmacy, ensuring sufficient stock of needed medications are available, and managing staff who work in the pharmacy.
	Human Resource Manager	Plans, directs, and coordinates policies concerning personnel records and management, and may advise on occupational health and safety of a facility or place of work.
	Epidemiologists	Staff who collects and/or analyzes HIV epidemiologic data at the above-service delivery level. This may include making national or district-level estimates of PLHIV or key populations, incidence modeling, ANC, or sentinel surveillance.
	Biostatistician	Responsible for the overall management, quality control and reporting of Health Management information System (HMIS) or other data systems at regional, district or facility level to facilitate evidence-based decision making.
	Data Officer	Staff responsible for collecting new and updating client data from clients or records to an information system. Tasks may also include reviewing data for errors or incompatibilities, correcting data, and ensuring that captured data is complete.
	Data Clerk	Staff who files or retrieves documents, assists in audits, and collects information.
	Data Managers	Develops and governs data-oriented systems designed to meet the needs of an organization or research team. Data management includes accessing, validating, and storing data that is needed for research and day-to-day business operations.
	Information Systems Worker	Performs the day-to-day functions of systems administration and management, troubleshooting, technical service delivery, acquiring, developing, and maintaining systems.
	DREAMS	All staff who provide support to the DREAMS program, other than DREAMS Mentors and those performing IP Program Management duties.
	Other Professional Staff	Staff who collects and/or analyzes HIV epidemiologic data at the above-service delivery level. This may include making national or district-level estimates of PLHIV or key populations, incidence modeling, ANC, or sentinel surveillance.

Staff List Tab: Mode of Hire

- **Dropdown Options:** Salary, Contract, Non-Monetary ONLY
- Indicate how the individual is hired by PEPFAR. Select the option that best reflects the primary mode of hire for each staff.
- Salary is defined as PEPFAR-funded compensation for workers who are employed by an IP and receive a salary or wage.
- Contract is defined as PEPFAR-funded compensation through contract(s) for a worker who is not directly employed by an IP, but contracted to perform services. *Note:* This includes PEPFAR-supported workers that receive stipends.
- Non-Monetary ONLY is defined as PEPFAR-funded compensation for workers that is provided in the form of non-monetary compensation. This can include phone cards, travel reimbursement, meals, etc. These workers do not receive any other form of compensation from PEPFAR.
-  If an individual receives both a salary and non-monetary compensation, select Salary as the mode of hire.
-

Staff List Tab: MOH Staff/ seconded to MOH?

- **Dropdown Options:** Yes, No
- Indicate if the individual supported by the IM is officially designated as
 - a government MOH staff, OR
 - seconded by PEPFAR to serve in that capacity

Staff List Tab: Months of work in past year

- **Free Text, 0-12**

- Please indicate the total number of months the PEPFAR-supported worker worked during the last USG fiscal year (October 1 – September 30) in this role.
- If the worker worked for part of a month, count the number of weeks worked in the partial month (no need to count the number of days), and include as a decimal.
- For example, if a doctor worked 3 weeks in one month, that would be counted as 0.75. It is not necessary to subtract regular leave days (count paid leave days as work).

Staff List Tab: Average FTE per month

- **Free Text, 0-1.005**
 - Indicate the average percent of full-time equivalent (FTE) worked by the PEPFAR-supported worker per month.
 - Reported as a decimal, where 0 = no work on average per month, and 1 = full time work per month.
 - Only enter the FTE supported by PEPFAR on the IM being reported. Do not report FTE supported by MOH or other entities.



An FTE Calculator tool is available on the third tab of the Inventory.

Staff List Tab: Work in the community?

- **Dropdown Options:** No, Yes
 - Please indicate if the individual primarily supports work in the community.
 - This should be answered as “YES” if the individual performs their job outside of the facility, in communities. This category can include health workers that are linked to a facility in some way, but perform service delivery in the community rather than in the facility.

Staff List Tab: Work in or support multiple sites (roving staff?)

- **Dropdown Options:** Yes, No
 - Please indicate whether the PEPFAR-supported worker provides services at multiple facility sites on a regular basis. 'YES' should ONLY be selected if the individual is a site-level staff providing services at more than one facility.
 - We understand that some PEPFAR-supported workers may only occasionally provide services to more than one site. If this is the case, then please answer 'no,' as the worker does not provide services to more than one site on a regular basis.
 - If the PEPFAR-supported worker is a community worker, please answer 'no' to this question.

Staff List Tab: Provide Technical Assistance?

- **Dropdown Options:** No, Yes

- Please indicate if the individual primarily routinely provides technical assistance to improve quality of services as part of their job responsibilities.

- Mentor, technical advisor = **YES**
- Health care workers that routinely provide technical assistance as part of their job responsibilities = **YES**
- Anyone providing above site technical assistance = **YES**

- Health worker that mentored a colleague a couple times last year = **NO**

Job Titles that are always TA providers:

- Trainer
- Logistics Manager
- M&E Officer / Advisor
- Supply Chain Advisor
- Technical Advisor

Must
be
routine

Staff List Tab: Based Outside of OU?

- **Dropdown Options:** No, Yes
 - Please indicate whether this position is primarily based in a location outside of the operating unit.
 - For example, IP staff located in Washington DC or at a Regional office that charge directly to the IM should select "YES"

Staff List Tab: Geography: SNU 1/ PSNU/ Community/ Facility

- **Dropdown Options:** Varies by OU—aligns with DATIM geographic hierarchy
 - Indicate the location of work for the individual.
 - The location of work is defined as where the individual performs their work, rather than the office they report to

How to Determine Location of Work

Location of Work:



Place where work
is performed



Physical place of work

Staff List Tab: Geography: SNU 1/ PSNU/ Community/ Facility

- **Outside of OU workers:** leave all geographic hierarchy columns blank, unless supporting an IM in a PEPFAR Region. In this instance, they should select the country (SNU1) they support (if supporting only one country on the regional IM).
- **Individuals working in multiple SNU1s:** indicate the SNU1 where majority of work was performed. If work is split evenly between SNU1s, please select only one SNU1.
 - For **REGIONS**, the SNU1 level is the country where the worker performs their work.
 - For **MILITARY**, select the military SNU. Leave all other geographic hierarchy columns blank.
 - For **NATIONAL** level workers, select the SNU1 where majority of work is performed (such as the SNU where the government's capital or administrative capital is located), and leave all other geographic hierarchy columns blank. For national level workers in a Region, they should select both SNU1 (country) and the SNU2 where their work is performed.
- **Individuals working in multiple PSNUs:** indicate the PSNU where majority of work is supported. If work is split evenly between PSNUs, please select only one PSNU.
- **Staff assigned to a facility but spend a portion of their time in the community:** (such as facility-based staff that do outreach clinics) enter at the facility to which they are assigned.

Geography: Where to Report

DATIM Geographic Level	Outside OU Workers	National level focused Workers	Military	Roving Staff (including TA to more than one facility)	Community Workers	Above Site Workers	TA providers to one facility	Facility-based Staff
OU (Regional templates only)	✓	✓	✓	✓	✓	✓	✓	✓
SNU1	✗	✓ (office location)	✓	✓	✓	✓	✓	✓
PSNU	✗	✗	✗	✓	✓	✓	✓	✓
Community (in OUs with community separate from PSNU)	✗	✗	✗	✓	✓	✓	✓	✓
Facility	✗	✗	✗	✗	✗	✗	✓	✓

Staff List Tab: Primary Program Area?

- **Dropdown Options:** PEPFAR Program Areas (aligned with Financial Classification system)
 - Select the primary PEPFAR program area that the employee supports.
 - > Above Site, Site Level, or IP Program Management
 - > Please note: Only workers located at the facility, community or providing services as rovers can select a Site Level program area, as per the Financial Classification definition of Site Level.
 - All others must select an Above Site program area.
 - > If the employee supports multiple program areas, please select the one that occupies the majority of their time.
 - If the individual supports two areas equally, please select one to report. The other may be listed in the comments section, if desired

Staff List Tab: Primary Program Area? (cont.)

Above Site	Site Level C&T	Site Level HTS	Site Level PREV	Site Level Socio-economic	Program Management
<ol style="list-style-type: none"> 1. Blood Supply Safety; 2. HMIS, surveillance and research; 3. Human resources for health; 4. Injection Safety; 5. Laboratory Systems Strengthening; 6. Laws, regulation and policy environment; 7. Policy, planning, coordination and management of disease programs; 8. Procurement and supply chain management; 9. Public financial management strengthening; 10. Not disaggregated 	<ol style="list-style-type: none"> 1. HIV Clinical Services; 2. HIV Drugs; 3. HIV Laboratory Services; 4. (NEW) TB/HIV 5. General C&T 	<ol style="list-style-type: none"> 1. Community-based testing; 2. Facility-based testing; 3. General HTS 	<ol style="list-style-type: none"> 1. Comm. Mobilization, behavior & norms change; 2. Condom & lubricant Programing; 3. Medication assisted treatment; 4. PrEP; 5. Primary prevention of HIV and sexual violence; 6. VMMC; 7. General Prevention 	<ol style="list-style-type: none"> 1. Case Management; 2. Economic Strengthening; 3. Education Assistance; 4. Food and nutrition; 5. General Socio-economic; 6. Legal, human rights and protection; 7. Psychosocial support 	<ol style="list-style-type: none"> 1. IP Program Management

Staff List Tab: Primary Beneficiary?

Females	Males	Key Pops	Non-Targeted Pop
Females: Adolescent Girls and Young Women	Males: Adolescent Boys and Young Men	Priority Pops	Non-Targeted Pop: Children
Pregnant and Breastfeeding Women			OVC

Staff List Tab: Deliver services DIRECTLY to beneficiaries?

- **Dropdown Options:** Yes, No
 - Indicate whether the PEPFAR-supported worker provides services directly to beneficiaries.
 - > Only individuals that select a “Site Level” program area in the question above can select “Yes” in answer to this question.
 - > As defined in the PEPFAR Financial Classification guide:
 - » *Program activities involving direct interaction with the beneficiary are defined as **service delivery**.*
 - Interactions may be in person, or through other mediums, such as telehealth.
 - » *Program activities that support, facilitate, or strengthen the facility, site, service providers, or subnational unit or national system are defined as **non-service delivery**.*
 - All above-site programs are, by definition, non-service delivery.
 - There may be instances where staff provide both service-delivery and non-service delivery. For reporting, please select the type of interaction that the worker provides **most often**.

Staff List Tab: In past year provided support for other public health emergency?

- **Dropdown Options:** Yes, No
 - Indicate whether the individual supported delivery of other public health emergency services at any point during the reporting period.
 - > Regardless of the amount of time spent (no threshold)
 - > Includes:
 - Service delivery, such as testing or providing vaccines
 - Administrative support, such as funds disbursement for the emergency response

Staff List Tab: Sum of annual PEPFAR expenditure, excluding Fringe and non-monetary expenditure (in USD)

- **Free Text:** Numeric, USD
 - Indicate the total amount spent on the PEPFAR-supported worker’s remuneration, excluding fringe and non-monetary expenditure, over the past fiscal year.
 - All Salaries, wage, contract fees and other payments made to staff should be entered here.
 - All PEPFAR expenditure data must be reported in United States dollars (USD).

Included Costs	Excluded Costs
<ul style="list-style-type: none">⑩ Regular salaries and wages paid directly to employees⑩ Stipends, cash awards, bonuses or performance-based pay that is paid directly to employees	<ul style="list-style-type: none">⑩ Non-monetary compensation paid to employees, entered as their USD equivalent value⑩ Fringe benefits

Staff List Tab: Annual PEPFAR fringe expenditure (in USD)

- **Free Text:** Numeric, USD
 - Indicate the total amount spent on the PEPFAR-supported individual’s fringe benefits.
 - Fringe should include the cost of employer’s share and should exclude any fringe benefits that are part of an approved indirect cost rate.

Included Costs	Excluded Costs
<ul style="list-style-type: none">• Fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as vacation, sick leave, military leave.• Fringe benefits in the form of employer contributions or expenses for social security, employee insurance, workmen's compensation insurance, pension plan costs, etc.• Other allowable costs for fringe benefits (see OMB Circular A-122), such as housing assistance and rural housing allowance.	<ul style="list-style-type: none">• Stipends, cash awards, bonuses or performance-based pay should all be entered in the “Sum of annual PEPFAR Expenditure, excluding fringe.”• PEPFAR funding for the construction or renovation of housing for healthcare workers, even if in place of providing a housing allowance to obtain housing on the market, should not be included in the HRH Inventory.• Costs of fringe benefits that were classified as indirect

Staff List Tab: Non-Monetary Expenditure (in USD)

- Enter the equivalent monetary value of non-monetary compensation that the individual was given over the last year.
- Estimate to the best of your ability for each individual.
- If necessary, an average (i.e. the IP's total cost spent on non-monetary compensation, divided by the number of people who received non-monetary compensation) may be used
- Non-monetary compensation must be reported for ALL individuals that received non-monetary compensation, not just those that are classified as 'non-monetary compensation only'

If a person received non-monetary compensation in exchange for providing a service on behalf of PEPFAR,



They belong in the Inventory!

Examples of Non-Monetary Compensation (for personal use, not to facilitate work):

- Phone card
- Transport
- Meals
- Bikes
- Gumboots
- Personal gifts

FTE Calculator Tab

- The Average FTE per Month Calculator Tool is now integrated into the HRH template.
- To use this calculator:
 1. Enter the # of hours in a standard full time work week, line 4, blue box
 2. Choose which of the 4 options best represents your PEPFAR supported worker.
 1. The PEPFAR worker's hours generally remain constant per week
 2. The PEPFAR worker's hours generally remain constant per month
 3. PEPFAR worker's hours differ per week in a month
 4. PEPFAR worker's hours vary month to month
 3. Enter values in yellow box(es) of the corresponding option to generate Average Monthly FTE (green box).
 4. If your worker has no hours worked for a given week/month, enter 0 in the corresponding box, DO NOT leave the box blank.
 5. Enter Average Monthly FTE into the HRH Inventory Template

Validating the Data



Data Validations in DATIM HRH App

- Data quality validations are logic or value checks processed upon upload to DATIM
- 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 a 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 IP is able to successfully submit



Uploading



Submission

Getting to a successfully submitted a template

- We recommend doing a review of the template for data quality prior to submitting to DATIM, and then working through the triggered validations after submitting. It may be helpful to submit an initial template with only a few rows as a way to check your work. 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.
 - ✓ **Upload to DATIM to see what errors are triggered. These errors will give you the precise cell that the error is located.**
 - Use the DATIM Error Messages and Resolutions job aid to help resolve any errors that are not clear.
 - ✓ **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.
 - If you have inadvertently copied over the formula in this cell, you may be able to copy and paste the formula from another cell and see if it returns “Valid”

Template Tips

Template Validation Tips

- There are validations in the template itself AND **additional validations when uploading to DATIM**, the template must pass all of these validations prior to being able to submit the template.
 - ***We recommend regularly uploading to DATIM to check that your template is passing validations.*** It may be helpful to upload a small number of rows to ensure errors are not found in the template.
 - ***Processing a template after clicking Upload Template can take several minutes.*** Please do not navigate away from the page.
- Ensure that **Valid OU (Column T)** shows **Valid** for all rows. If this is not Valid, then you may need to download a new template as the geography needs to be reset. If this cell is empty after selecting a hierarchy, you may be able to copy and paste the correct formula from the same column into the blank field, which should then show as **Valid**.
- **Always start with a template downloaded from the HRH Processor App in DATIM.** This ensures that you have the latest template, as an old template from a prior year will fail when attempting to upload.
 - If you are not sure, check the **Cover Sheet tab**, and verify that there is a field for **PRIME UEI** in Row 13 (This field is new for FY23).


Copying and Pasting in the Template

- ***DO NOT Copy and Paste from an old template into the new template*** (i.e. FY22 or prior), as this will NOT pass validations when you try to upload the template to DATIM.
- It is usually possible to copy and paste from another HRH FY23 template into another FY23 template
 - **Do NOT include the Comments (Column AH) when copying**, or the template will give you an error when attempting to paste.
- Free text is disabled within dropdown lists, **DO NOT paste free text into a field with a dropdown** or this will fail validations when uploading to DATIM.

DATIM Data Entry, Data Submission, and Support Resources



DATIM Upload: Log in to DATIM– <https://www.datim.org>




You are accessing a U.S. Government information system, which includes (i) this information system; (ii) this information system's network; (iii) all information systems connected to this network; and (iv) all devices and storage media attached to this network or to information systems on this network. This information system is provided for U. S. Government-authorized use only.

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- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- Nothing herein consents to the search or seizure of a privately owned information system or other privately owned communications devices, or the contents thereof that is in the system user's home.

USE OF THIS COMPUTER SYSTEM OR NETWORK BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING. IF YOU DO NOT CONSENT TO THIS MONITORING, OR IF YOU ARE NOT AN AUTHORIZED USER, YOU SHOULD EXIT THIS SYSTEM. IF YOU ARE AN AUTHORIZED USER AND CONSENT, SELECT "I AGREE" TO THE SYSTEM TERMS AND USAGE TO INDICATE YOU AGREE TO ALL THE CONDITIONS STATED HEREIN.



Sign in

[Forgot password?](#)

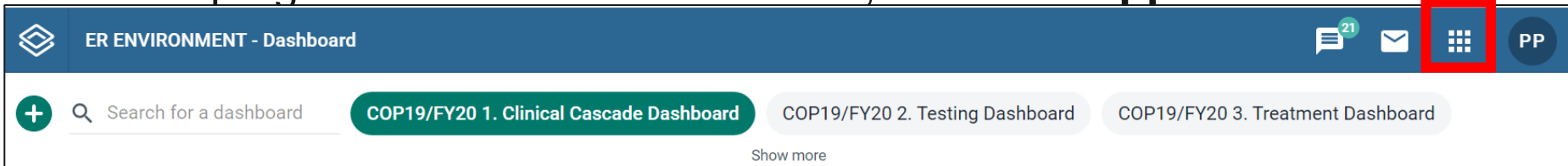
DATIM now uses DUNS numbers to identify Implementing Partners to help with data quality and integrity. [Find out if this impacts you.](#)

Analytics Runtime: Please note that analytics is currently running at approximately **60 minute** intervals. The analytics refresh process is what allows newly-entered or deduplicated data to be viewed in the pivot tables. Please see the [Analytics Run Time job aid](#) if you have questions.

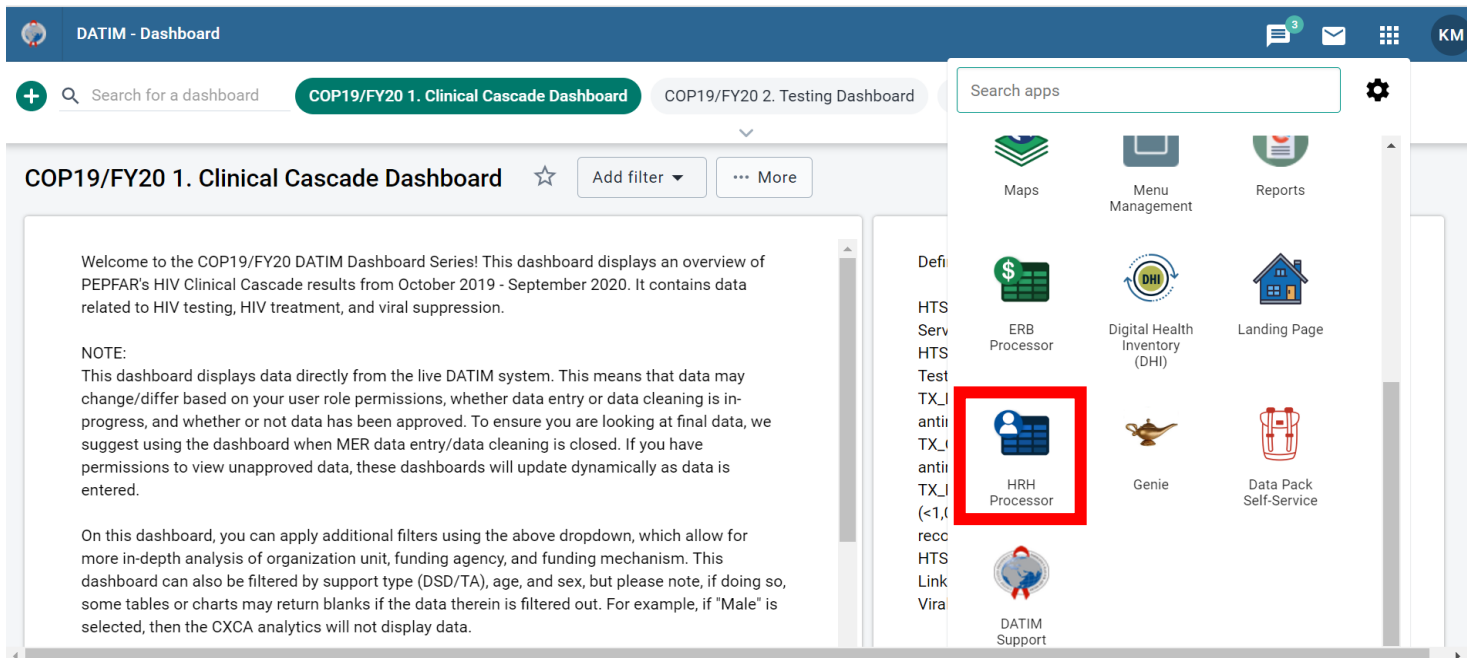


Navigate to HRH Processor App

On the top right hand corner of the screen, select the **apps** menu



Within the apps menu, select the **HRH Processor** app



Partner Upload of Template

HRH Processor <

INSERT PARTNER NAME Partner

Operating Unit

South Africa

COP Year

COP 22 (FY23)

Mechanism

Please select a Funding Mechanism to submit templates

- Use the HRH Processor app to select:
 - OU
 - COP Year (COP22)
 - Funding Mechanism

Partner Request Template

HRH Processor <

Operating Unit

South Africa

COP Year

COP 22 (FY23)

Mechanism

18483 - NU2GGH00...

Insert Partner Name Partner

Mechanism

Mech ID

18483

Award #

NU2GGH001934

Mechanism Name

Wits Health Consortium

Status

Approval Status:

Pending



REQUEST TEMPLATE

Prime Partner

DUNS #

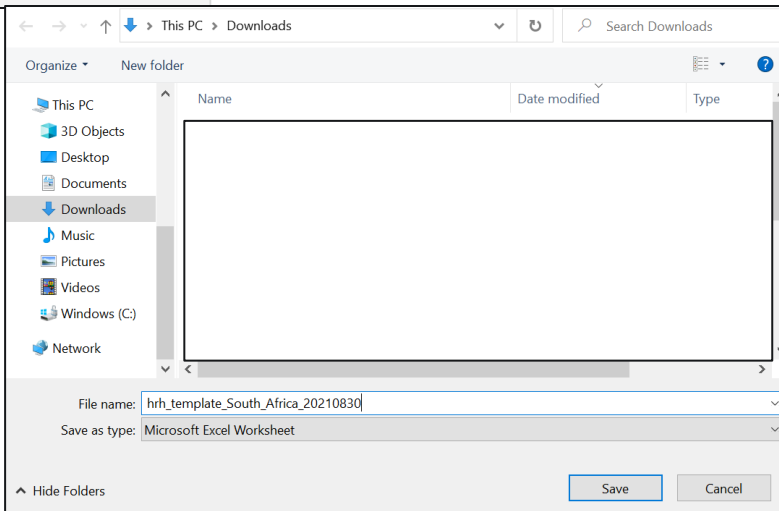
Uploaded Template

Status

Del



UPLOAD TEMPLATE



- Click the **Request Template** icon under the Status field
- Save template to your computer
- This can take up to 30 seconds

Partner Upload of Template

HRH Processor <

Operating Unit

South Africa

COP Year

COP 21 (FY22)

Mechanism

18483 - NU2GGH00...

Insert Partner Name Partner

Mechanism

Mech ID

18483

Award #

NU2GGH001934

Mechanism Name

Wits Health Consortium

Status

Approval Status:

Pending



REQUEST TEMPLATE

Prime Partner

DUNS #

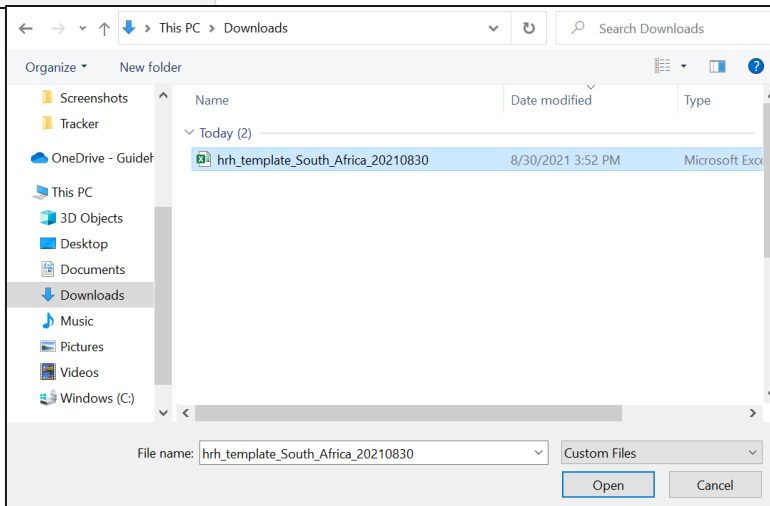
Uploaded Template

Status

Del



UPLOAD TEMPLATE



- Click the **Upload Template** icon in the Prime Partner upload field
- Select the template document and wait for file to upload
- Processing the template can take around 3 minutes

Upload Status Examples

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	

Partner Submitting Data- Data Approval App

- Use the Data Approval app to select:

- Data Set
- Period

- Use the “View” tab to see all IMs to which you have access

- Use the “Submit” tab to see which IMs are ready for submission

- Select 1 or several IMs to submit, then Proceed

DATIM Approvals

Workflow: HRH FYOct | Period: October 2021 - September 2022 | Organisation Unit: South Africa

VIEW ¹² | ACCEPT | SUBMIT ¹¹ | RECALL ¹ | RETURN

12 mechanisms

- Mechanism ^
- 17025 - AID674A1200029 - HIV Patient Outcomes for Priority Populations Research on HIV/AIDS

DATIM Approvals

Workflow: HRH FYOct | Period: October 2021 - September 2022 | Organisation Unit: South Africa

SUBMIT 1 selected mechanism(s)

VIEW ¹² | ACCEPT | SUBMIT ¹¹ | RECALL ¹ | RETURN

1 mechanism(s) selected

Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/> 17025 - AID674A1200029 - HIV Innovations for Improved Patient Outcomes for Priority Populations (INROADS: ...)	South Africa	USAID	WITS HEALTH CONSORTIUM (PTY)	pending at partner

Agency Review of Templates

The screenshot shows the ER ENVIRONMENT - Dashboard interface. At the top, there is a search bar for a dashboard, with 'COP19/FY20 1. Clinical Cascade Dashboard' selected. A 'Search apps' dropdown menu is open, displaying various application icons. The 'HRH Processor' icon, which features a green dollar sign and a grid, is highlighted with a red rectangular box. Other visible icons include Interpretations, Maps, Menu Management, Reports, Genie, ERB Processor, Data Pack Self-Service, Data Approval, and DATIM Support.

- Use the HRH Processing app to verify the HRH template for the IM being reviewed has been successfully uploaded.
- To review the template, download the file by clicking the button in the column labeled "File"

The screenshot shows the HRH Processor app interface. On the left, there are filters for 'Operating Unit' (South Africa) and 'COP Year' (COP 21 (FY22)). The main content area displays 'Agency Name Agency' and an 'Overview' section with the following data:

Total Amount Uploaded	\$145,490.00
Total Templates Uploaded	2
Templates with warnings	0
Templates with errors	1

Below the overview is a table titled 'Uploaded Templates' with a search bar. The table has the following columns: Mech ID, Mechanism, Organization, DUNS, Award Nr, Status, Int., Expenditures, and File. One row is highlighted with a red box:

Mech ID	Mechanism	Organization	DUNS	Award Nr	Status	Int.	Expenditures	File
17932	NPHC/UCDC Self-Serve/OT	n/a	n/a	GH002168	1 error	n/a	n/a	
18219	NPHC/UCDC Care and Treatment	Ukraine	521024824	GH002062	success	4	\$145,490.00	

- Navigate to the HRH Processor app

Submitting/Approving Data for the Agency Reviewer

The screenshot shows the HRH Processor interface. On the left, there are filters for 'Operating Unit' (South Africa) and 'COP Year' (COP 21 (FY22)). The main area is titled 'Insert Agency Name Agency' and contains a search bar and a grid of application icons. The 'Data Approval' icon, which features a green checkmark, is highlighted with a red rectangular box. Other icons include Reports, Genie, ERB Processor, Data Pack Self-Service, and HRH Processor.

The screenshot displays the 'DATIM Approvals' page. It includes filters for 'Workflow' (HRH FYOct), 'Period' (October 2021 - September 2022), and 'Organisation Unit' (South Africa). A 'VIEW' button is visible next to '1 selected mechanism(s)'. Below the filters, there are navigation buttons: VIEW (135), ACCEPT (4), SUBMIT, RECALL, and RETURN (4). A table shows the selected mechanisms:

Mechanism	OU	Agency	Partner	Status
<input checked="" type="checkbox"/> 9464 - PS002001 - Africare	South Africa	HHS/CDC	Africare	pending at partner
<input type="checkbox"/> 9562 - PS001815 - National Alliance of State and Territorial AIDS Directors	South Africa	HHS/CDC	National Alliance of State	pending at partner

- Use the “View” tab to see all IMs to which you have access
- Select 1 or several IMs to submit, then Proceed

Submitting/Approving Data for the Agency Reviewer

DATIM Approvals

Workflow: HRH FYOct | Period: October 2021 - September 2022 | Organisation Unit: South Africa

ACCEPT selected mechanism(s)

VIEW ¹³⁵ | **ACCEPT** ⁴ | SUBMIT | RECALL | RETURN ⁴

1 mechanism(s) selected

Mechanism	OU	Agency	Partner	Status
<input checked="" type="checkbox"/> 70293 - GH001463 - Catholic Relief Services	South Africa	HHS/CDC	Catholic Relief Services - United States Conference Of Catholic Bishops	submitted by partner

- Use the “Accept” tab to accept all IMs that have been submitted by the partner
- Select 1 or several IMs to accept, then Proceed

DATIM Approvals

SUBMIT MECHANISM | RETURN MECHANISM | BACK

pending at partner | submitted by partner | **accepted by agency** | submitted by agency | accepted by agency hq

Workflow: HRH FYOct | Period: October 2021 - September 2022

70293 - GH001463 - CATHOLIC RELIEF SERVICES

Mech: 70293 - GH001463 - Catholic Relief Services

OU: South Africa

- Use the “Submit” tab to accept all IMs that have been submitted by the partner
- Select 1 or several IMs to accept, then Proceed

Submitting in the Data Approval app from the Agency HQ View

DATIM Approvals

Workflow: HRH FYOct | Period: October 2021 - September 2022 | Organisation Unit: Global

ACCEPT

selected mechanism(s)

VIEW ²⁰³² | **ACCEPT ¹⁰** | SUBMIT | RECALL | RETURN ¹⁰

1 mechanism(s) selected

Search

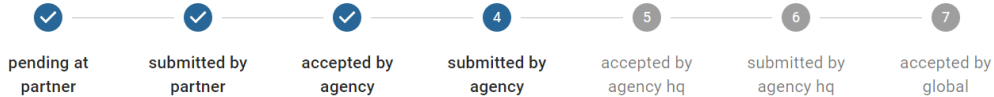
Mechanism	OU	Agency	Partner	Status
<input checked="" type="checkbox"/> 18244 - NU2GGH002008 - Addressing unmet need in HIV Testing Services (HTS) through effective delivery models under PEPFAR	Malawi	HHS/CDC	JHPIEGO CORPORATION	submitted by agency

DATIM Approvals

✓ ACCEPT MECHANISM

RETURN MECHANISM

BACK



Workflow: HRH FYOct
Period: October 2021 - September 2022

18244 - NU2GGH002008 -

- Use the “Accept” tab to accept all IMs that have been submitted by the partner
- Select 1 or several IMs to accept, then Proceed

Submitting Data from the Agency HQ View

DATIM Approvals

The screenshot shows the 'DATIM Approvals' interface. At the top, there are two tabs: 'SUBMIT MECHANISM' (highlighted with a red box) and 'RETURN MECHANISM'. A 'BACK' button is located to the right. Below the tabs is a progress bar with seven steps: 1. pending at partner (checked), 2. submitted by partner (checked), 3. accepted by agency (checked), 4. submitted by agency (checked), 5. accepted by agency hq (active), 6. submitted by agency hq (disabled), and 7. accepted by global (disabled). Below the progress bar, the 'Workflow' is 'HRH FYOct' and the 'Period' is 'October 2021 - September 2022'. At the bottom, the ID '18244 - NU2GGH002008 -' is displayed.

- Use the “Submit” tab to submit all IMs that have been submitted by the partner
- Select 1 or several IMs to accept, then Proceed

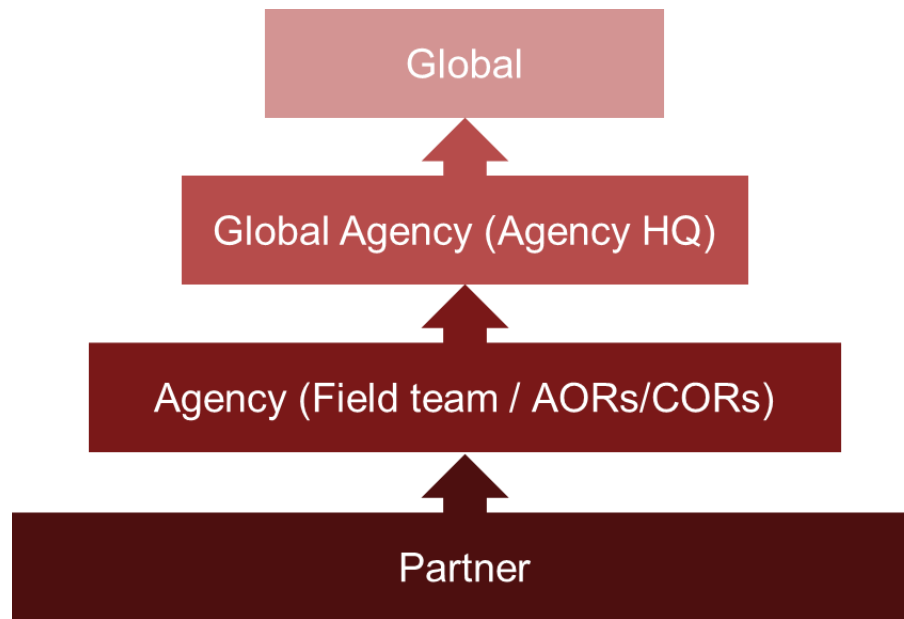
DATIM Approvals

The screenshot shows the 'DATIM Approvals' interface. At the top, there is a 'RECALL MECHANISM' tab. A 'BACK' button is located to the right. Below the tab is a progress bar with seven steps: 1. pending at partner (checked), 2. submitted by partner (checked), 3. accepted by agency (checked), 4. submitted by agency (checked), 5. accepted by agency hq (checked), 6. submitted by agency hq (active), and 7. accepted by global (disabled). Below the progress bar, the 'Workflow' is 'HRH FYOct' and the 'Period' is 'October 2021 - September 2022'. At the bottom, the ID '18244 - NU2GGH002008 -' is displayed.

- Status should change to “submitted by agency hq”, then Proceed

User Accounts in DATIM

- In order to submit data, approve data, or interact with the HRH Inventory App, existing DATIM user accounts will need to be updated or new accounts will need to be created. Users can go to register.datim.org to request an update to their account or request a new account to be created.



Requesting a new account



Sign in

Username

Password

Sign in

Forgot password?

Analytics Runtime: Please note that analytics is currently running at approximately **60 minute** intervals. The analytics refresh process what allows newly-entered or deduplicated data to be viewed in pivot tables. Please see the [Analytics Run Time job aid](#) if you have any questions.

[Read the release notes for the current version of DATIM.](#)

User accounts are automatically disabled if they are not used for a period of 95 days. To prevent your account from being deactivated, please log in every three months.

By logging in and accessing this system, you agree to abide by the [terms of service](#).

You can request a user account at register.datim.org

[Get Support](#)

Powered by DHIS 2 for PEPFAR - DATIM 1.30.0



What would you like to do?

- Request a user account on DATIM
- Contact my DATIM user administrator about something else

Please enter your details below to request a user account on DATIM

First Name *

Last Name *

Email Address *

User Type *

- USG
- Implementing Partner
- MoH Data Alignment

Operating Unit *

Select Operating Unit

Preferred Language *

English

Are you requesting this account on behalf of someone else?


- Yes
- No

Justification for request *

Submit



Requesting a new account



What would you like to do?

Request a user account on DATIM
 Contact my DATIM user administrator about something else

Please enter your details below to request a user account on DATIM.

First Name *

Last Name *

Email Address *

User Type *

USG ⓘ
 Implementing Partner ⓘ
 MoH Data Alignment ⓘ

Operating Unit *

Preferred Language *

Are you requesting this account on behalf of someone else?

Yes
 No

Justification for request *

- Enter First Name, Last Name, and Email Address into the corresponding boxes
- For User Type:
 - If Agency or Agency HQ, select “USG”
 - If Partner, select “Implementing Partner”

Requesting a new account

User Type *

USG ⓘ
 Implementing Partner ⓘ
 MoH Data Alignment ⓘ

Operating Unit *

Select Operating Unit ▼

Please select an Operating Unit

Participating Organization *

Select Organization ▼

Please select an organization

Preferred Language *

English ▼

Data stream(s) you need access to: *

ER
 ESOP
 HRH
 MER
 SaSR
 SIMS
 VMMC NAE ⓘ

Access Type *

Data Entry ER
 Data Entry HRH Inventory
 Data Entry MER
 Data Entry SaSR
 Data Entry VMMC NAE
 Accept Data
 Submit Data
 Read Data

Are you requesting this account on behalf of someone else?

Yes
 No

Justification for request *

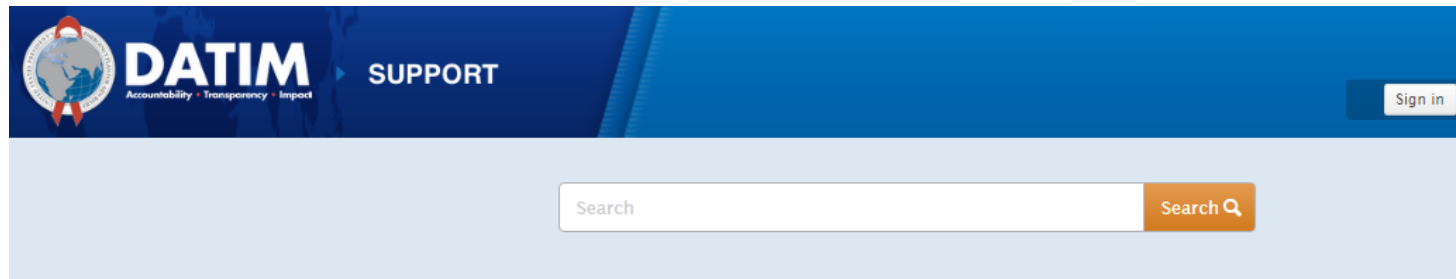
To review and approve HRH data

Submit

- Select Operating Unit, Participating Organization, and Preferred Language dropdowns
- Under Data Streams, select “HRH” and any other data streams with access needed
- Under Access Type, select “Accept Data”
- Make sure to justify your request. Example: “To review and approve HRH data”

Guidance and Instructions

- All guidance and instructions related to submitting HRH in DATIM can be found at <https://datim.zendesk.com>



BROWSER COMPATIBILITY NOTE: Microsoft Internet Explorer (IE) 10 and earlier versions are not supported by DATIM. The DATIM Support Team recommends using the Google Chrome, Mozilla Firefox, or Microsoft IE 11 browsers while using DATIM.

Important Notice: We are making DATIM Support site updates based on your feedback. Learn more about these updates [here](#).

2 key places to find guidance and instructions

- DATIM Training & Tutorials
- What's New in DATIM
- PEPFAR Guidance
- Frequently Asked Questions (FAQs)
- Data Import and System Administration
- PEPFAR/MoH Data Alignment Activity

- PEPFAR Data Calendar
- COP Target Setting
- DATIM Data Import & Exchange Resources
- DATIM Release notes 1.25 (August 29, 2018)
- DATIM Groupsets and Group Options Update for MER 2.3 (March 2019)
- MER Guidance (2.0 Indicator Reference Guide)
- PEPFAR/MoH Data Alignment Webinars & Virtual Trainings
- What's New for FY2018 PEPFAR Program Expenditure Reporting?

- Submit a Request
- Your Profile
- Ticket Status

Technical support available!



PEPFAR
20 YEARS OF IMPACT

THANK YOU!