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

Expenditure Reporting Data Change Request Instructions

January 2024

Table of Contents

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Overview

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Overview

- Implementing Partners and supporting Agency field teams can now submit Expenditure Reporting (ER) Data Change Requests to correct or update expenditures for the most recent fiscal year reported.
- The process for requesting an ER change is outlined in this presentation. Several approvals are required before the change can be submitted or processed by DATIM. The order and individuals who must review and approve the ER change request prior to submitting the request are outlined below.
- Below are the key dates for ER Data Change Requests for FY23:

Activity	Date
Expenditure Reporting Data Change Request **Cycle Opens**	February 2, 2024
Expenditure Reporting Data Change Request **Cycle Closes**	June 7, 2024
All changes will be available on Panorama	June 27, 2024

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Eligibility

To be able to submit an ER Data Change Request, the request must satisfy these three conditions:

- The request must be for the most recent fiscal year reported (FY23)
- The request can only update existing reporting; it <u>cannot upload new submissions</u>
- Appropriate approvals must be collected before submitting the request via <u>DATIM ZenDesk</u> (see section "Step 1: Initiation" starting on slide 8)

The request will not be entertained if the Data Change request does not meet the these three eligibility requirements.

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Important

- When initiating a change request, please keep in mind the following:
  - The submission of a request does not guarantee its approval. Approval is required from multiple individuals, and denial from any one of these individuals will result in the request being rejected.
  - For approved ER changed requests, the timeframe for implementing the updates in the system may depend upon the complexity of the request and the DATIM Support Team's backlog.
  - Implementing Partners will not interact with the system (DATIM). The Systems team will update the data on behalf of the requester after the appropriate reviewal and approval process.
  - Each new request will override previous submissions. This means that old data will not be retrievable following the execution of the submitted change request.

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Process Flow

- Below are the key steps for the initiation, submission, HQ review, and acceptance of an ER Data Change Request:

- We will review each of the steps in the following pages.

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Step 1: Initiation

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Initiation: Identifying the Need

- The beginning of a request starts with the need for an Implementing Partner (IP) to update their ER data after the Cleaning and Resubmission cycle has closed.
- A change may be required due to the following and/or other factors:
    - Expenditures reported were incorrectly entered during the original submission period
    - Validation errors from previous submission were not addressed, resulting in misclassified expenditures.
- To submit an ER Data Change Request, IPs will contact their Agency Points of Contact (POCs) to indicate that they need to make a change to the ER data that was submitted during the normal data collection window.
- IP should describe the reason for the change and provide a completed new expenditure reporting template, which will include ALL expenditures for the year, incorporating any changes needed. This new template will replace previous ER submissions as their full ER submission for the year.
- Please note that IPs should use the normal ER template when submitting ER change requests.

Initiation: PEPFAR Team Approval

- Follow the steps below after you have identified the discrepancy and confirmed the eligibility of the changes (using slide 5 of this document)
    - The Agency POC will work with the IP to review changes and determine if they approve them. This process will involve a review of the template with the proposed changes. Please be aware that the template that contains the proposed changes will overwrite any previous templates and, thus, should include the IPs' complete and correct ER record for the entire Fiscal Year.
    - If the Agency POC approves the change, the PEPFAR Coordinators Office (PCO) should be contacted, and their approval requested.
    - Once Agency POC and PCO approvals have been confirmed, the PCO should contact the Operating Unit (OU) Chair and PEPFAR Program Manager (PPM) to obtain their approvals.
    - Once all four approvals have been received, the data change request is ready to be submitted.
- Once you have received these approvals, you may start the submission process (see next section of this deck).

Note: The requests for approval should be tracked in emails to ensure that they are documented clearly, should questions of approval arise later in the process.

Step 2: Submitting Request

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Submission

- Once all four approvals (listed in Page 10) have been received, the data change request is ready to be submitted via DATIM ZenDesk.
- Follow the steps below to submit your ER Data Change Request:
  - The first step in submitting the ER Data Change Request is downloading and completing the "ER Data Change Request Form." The "ER Data Change Request Form" can be downloaded here. The PCO should complete the "ER Data Change Request Form."
  - At this stage, the PCO or Agency POC can submit the data change request in DATIM ZenDesk. To do this, complete the DATIM ZenDesk ticket and attach the completed "ER Data Change Request Form" and "ER Template". Please ensure you select "Data Change Request for a Closed Period (Expenditure Reporting)" from the drop-down menu. Please note that the ER Template is the same template used during the data entry/reporting period.

Prime Reporting or Subrecipient Reporting Over $25,000	Program Management	Categorization of Intervention 2
Intervention Name:		
Program Area:		
Beneficiary:		
Cost Category	Program management expenditures	Expenditures against Intervention 2
Personnel: Salaries- Health Care Workers- Clinical		
Personnel: Salaries- Health Care Workers- Ancillary		
Personnel: Salaries- Other Staff		
Fringe Benefits		
Travel: International Travel		
Travel: Domestic Travel		
Equipment: Health Equipment		
Equipment: Non-Health Equipment		
Supplies: Pharmaceutical		
Supplies: Health- Non Pharmaceutical		
Supplies: Other Supplies		
Contractual: Contracted Health Care Workers- Clinical		
Contractual: Contracted Health Care Workers- Ancillary		
Contractual: Contracted Interventions		
Contractual: Other Contracts		
Construction		
Training		
Other: Financial Support for Beneficiaries		
Other: Other		
Indirect Charges		
Total Expenditure per Intervention (Sum of Cost Categories)	$0	$0

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Submission: Expenditure Reporting Data Change Request Form

- The ER Data Change Request Form must be filled out and submitted as an attachment, along with the updated ER template, in the Zendesk ticket.
- A copy of the Request form can be downloaded from this [DATIM Support Page](#):
- This form should detail the changes requested, including:
  - Approval information (who and when)
  - Impacted mechanisms
  - Impacted interventions
  - The dollar amounts that changed
- The form should also accurately reflect the changes completed in the ER template update.

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Submission: Updated Expenditure Reporting Template

- The updated ER template should be based off the final version submitted to DATIM during the reporting periods.
- To update the template for the data change:
  - Review all expenditure entries to confirm that they are correct
  - Update expenditure entries impacted by the change request
  - Do a final review:
    - Confirm all expenditures in the ER tab are entered correctly (no red cells)
    - Confirm the template does not have any errors in the Metadata and Error Checks tab
    - Confirm that the metadata in the Metadata and Error Checks tab are correct.

Prime Reporting or Subrecipient Reporting Over $25,000	Program Management	Categorization of Intervention 2
Intervention Name:		
Program Area:		
Beneficiary:		
Cost Category	Program management expenditures	Expenditures against Intervention 2
Personnel: Salaries- Health Care Workers- Clinical		
Personnel: Salaries- Health Care Workers- Ancillary		
Personnel: Salaries- Other Staff		
Fringe Benefits		
Travel: International Travel		
Travel: Domestic Travel		
Equipment: Health Equipment		
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Supplies: Other Supplies		
Contractual: Contracted Health Care Workers- Clinical		
Contractual: Contracted Health Care Workers- Ancillary		
Contractual: Contracted Interventions		
Contractual: Other Contracts		
Construction		
Training		
Other: Financial Support for Beneficiaries		
Other: Other		
Indirect Charges		
Total Expenditure per Intervention (Sum of Cost Categories)	$0	$0

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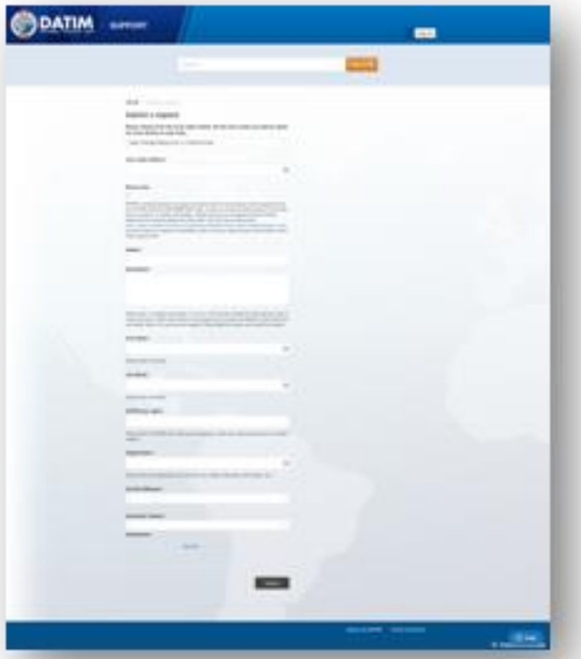
Submission: DATIM Zendesk Request for Data Change for Closed Period (Expenditure Reporting)

- Once the other documents are updated and complete, you can access DATIM Zendesk to submit a ticket requesting the change.
- The ZenDesk Requests page is located here.
- To fill out the ticket:
  - Select “Data Change Request for a Closed Period (Expenditure Reporting)" option from the drop-down menu.
  - Fill out all required fields.
  - Attach the ER Template and the Data Change Request Form.
- Once this is filled out and everything is attached, you can click “Submit” at the bottom of the page.



DATIM Support Page

- A DATIM support page has been created with instructions for the requester on how to submit an ER Data Change Request.
- The page includes:
  - Step-by-step instructions
  - A link to the page where a user can submit the ticket via DATIM Support
  - A link to the latest ER template
  - A link to download the "ER Data Change Request Form.

Step 3: GHSD Review

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Review

- Once the ER change request is submitted, the ticket will be sent to the Program Efficiency Team (PET) at GHSD/PEPFAR/PRIME, who will begin reviewing the ER Data Change request form and ER template.
- Please note that Agency POCs and PCOs may be contacted for additional information throughout this process.
- The PET review will include the following:
    - Examining the ER template to confirm there are no validation errors.
    - Testing the ER template in DATIM to confirm there are no validation errors.
    - Confirming the information in the Data Change Request Form aligns with the changes entered in the ER template.

Step 4: Acceptance

Acceptance

- If no discrepancies or errors are identified in Step 3 (page 18), PET will reach out to confirm that the request has been reviewed and is accepted for submission into the DATIM system. At this point, PET will inform the PCO of the approval and processing of the request.
- When the acceptance is received, the DATIM team will update the file in the system, replacing the existing file.
- Once uploaded to the system, the values for the Implementing Mechanism will change by the next Panorama data release. Details about the change will be available in the release notes.
- If you believe the data update is inaccurate, please submit a ticket via DATIM ZenDesk to notify the team, including a description of the discrepancy between the request and what was released in Panorama. Please ensure when completing your ticket that you select “Data Change Request for a Closed Period (Expenditure Reporting)” from the drop-down menu.

ER Data Change Request Process Summary

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ER Change Request Overview Cheatsheet

Initiation

1. Partner Identifies need and contacts agency POC with new ER template
2. If the Agency POC approves the change, PCO should be contacted, and their approval requested.
3. Once Agency POC and the PCO approvals have been confirmed, the PCO should contact the OU Chair and PPM to obtain their approvals.
4. Once all four approvals have been received, the data change request is ready to be submitted.

Submission

1. PCO downloads and complete the "ER Data Change Request Form." The "ER Data Change Request Form" can be downloaded here.
2. At this stage, the PCO or Agency POC can submit the data change request in DATIM ZenDesk , completing the online form in ZenDesk, and attaching the ER Data Change Request Form and the completed ER template.

HQ Review

1. PET will review the ER template file to confirm there are no validation errors. If errors are encountered, PET will contact the Agency POC to get this corrected.
2. Once the ER Template file is free of errors, PET will test the ER template in DATIM to confirm there are no validation errors. If errors are encountered, PET will contact the Agency POC to get this corrected.

Acceptance

1. The ER Template will only be approved and processed via DATIM once all errors have been clear.
2. At this point, PET will inform the PCO of the approval and processing of the request.
3. The data should appear in Panorama in the next release cycle.

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