



PEPFAR

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

PEPFAR Data for Accountability Transparency Impact Monitoring (DATIM)

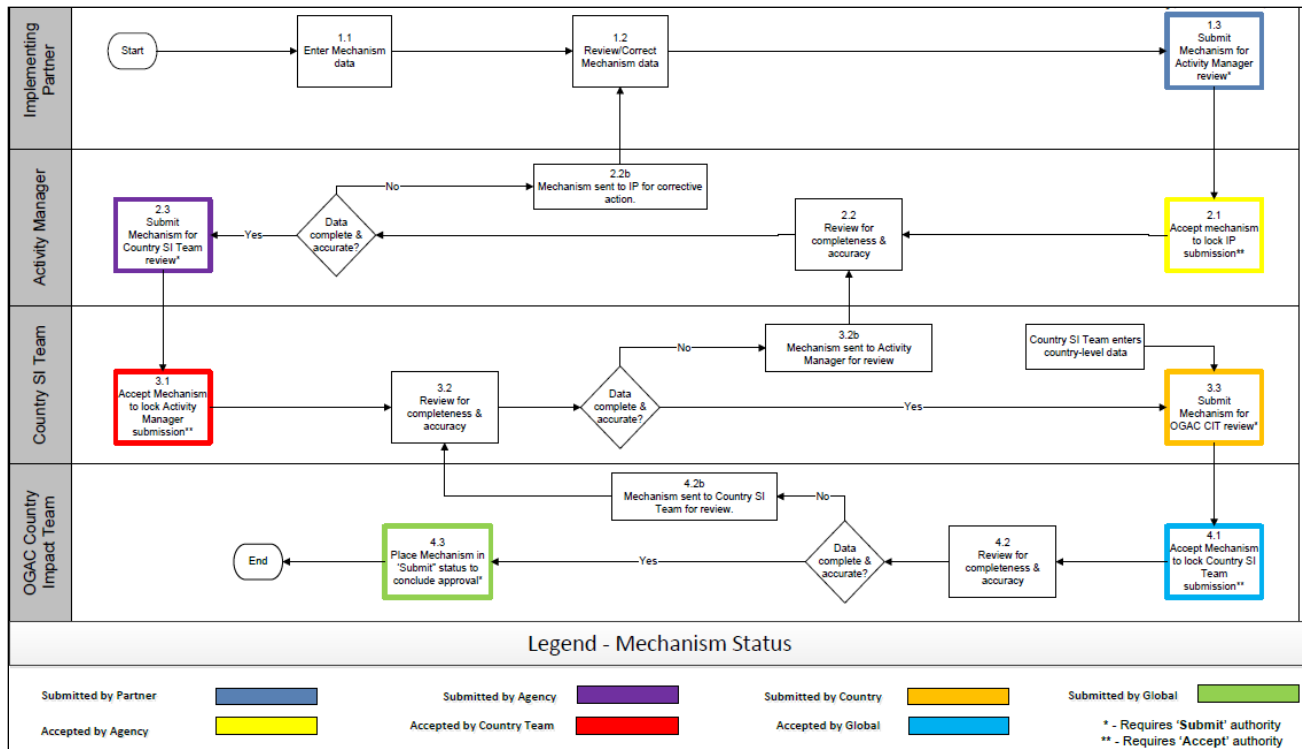
PEPFAR Data Approval User Guide

This information has been prepared solely for the use and benefit of the U.S. Department of State's Office of the U.S. Global AIDS Coordinator and is not intended for reliance by any other person.

Background

The Data Approval application is a function within DATIM that facilitates the process of submitting facility, community, and national indicator data for review and approval from the Implementing Partner through the OGAC HQ/Global level.

The image below illustrates the overall workflow process of the Data Approval application:



User roles within DATIM have been broadly defined across three levels: Implementing Partner, Activity Manager (Agency level), and Country SI Team (Interagency level).

Implementing Partner users can view, enter, and edit site-level MER data associated with their mechanism(s). In addition, Implementing Partners may also use DATIM’s analytic and visualization tools to review data and/or run reports associated with their entered data. Implementing Partner users also have the ability to “submit” data to their respective Activity Manager for review and approval in DATIM.

User examples: IP M&E Staff, Data Clerks, Country Director and/or Senior Leadership

Activity Manager (Agency level) users are responsible for “accepting” data submissions from Implementing Partners, reviewing these submissions, and then “submitting” data up to the interagency space in country. While Activity Managers have the ability to accept and submit any Implementing Partner data associated with their “home” agency (i.e., USAID, CDC, DoD, Peace Corps, etc.), it is important to establish clear approval workflow protocols outside of DATIM to minimize confusion and

ensure accountability within and across teams. Typically, country teams assign IP data approval duties to relevant AORs/CORs or Activity Managers during planning and reporting cycles. However, in the event of staff travel or access issues, other agency-level users will be able to accept and submit data on behalf of the assigned Activity Manager.

User examples: Agency AORs/CORs, SI/M&E Staff, in-country Agency Lead(s)

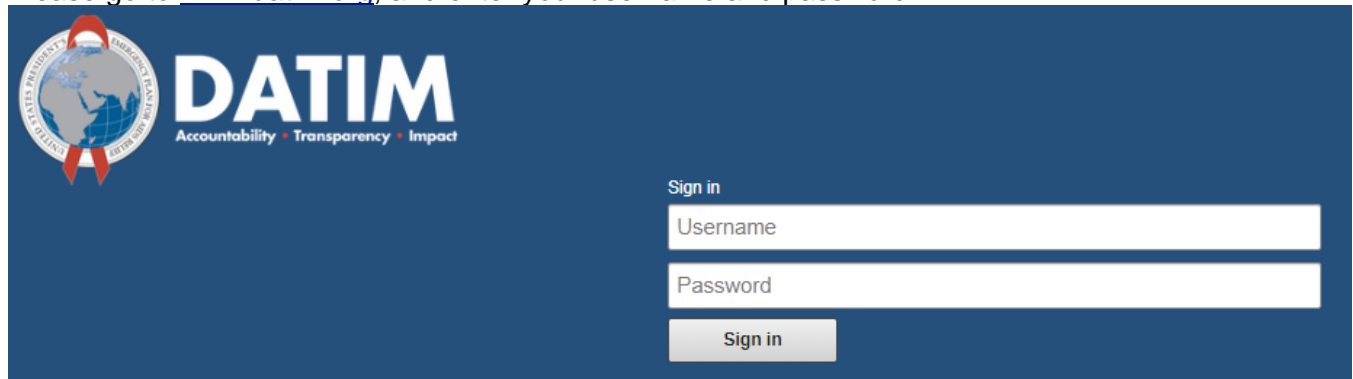
Country SI Team (Inter-Agency level) users “accept” Agency submissions, review data that will aggregate to the inter-agency technical area totals, and potentially take action to deduplicate data across partners/agencies. Once the inter-agency reviews have been completed, the PEPFAR Coordination Office and/or SI Liaison then “submits” these site-level data to OGAC HQ for final review. Please note that DATIM users with a formal agency role (i.e., as an Activity Manager) will not receive direct access to the inter-agency dataset; to view this data, your DATIM User Administrator will need to create “read-only” inter-agency accounts for all those associated with the inter-agency review process.

User examples: PEPFAR Coordination Office stakeholders, Senior Management, Agency SI Advisors, inter-agency TWG reviewers, and the SI Liaison

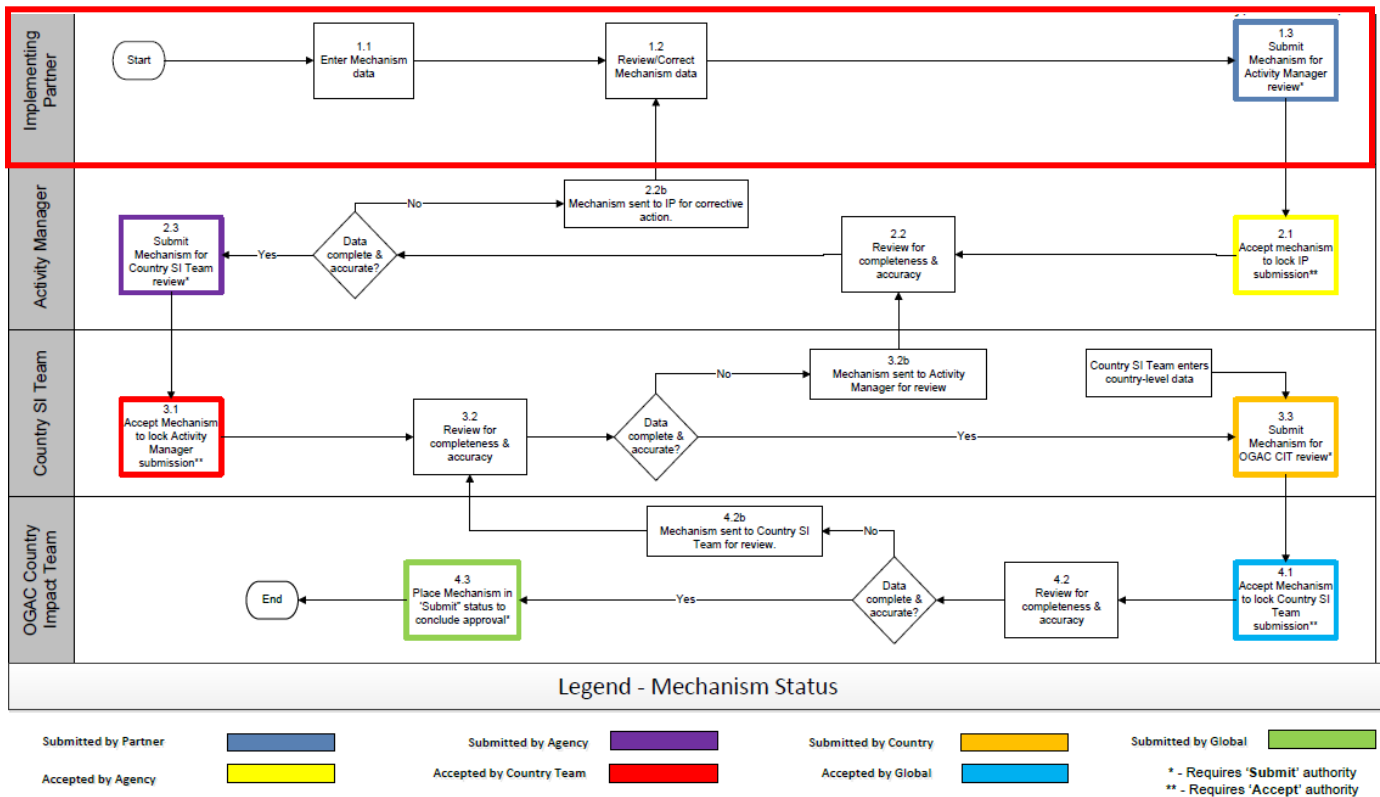
Note: *The data approval workflow enables DATIM users to submit and approve mechanisms through the workflow after a reporting period has expired. Additionally, if a data set is locked for data entry, approval workflow still allows users to submit and approve mechanisms.*

Getting Started with PEPFAR DATIM Data Approval Application

Please go to www.datim.org, and enter your username and password.



Implementing Partners

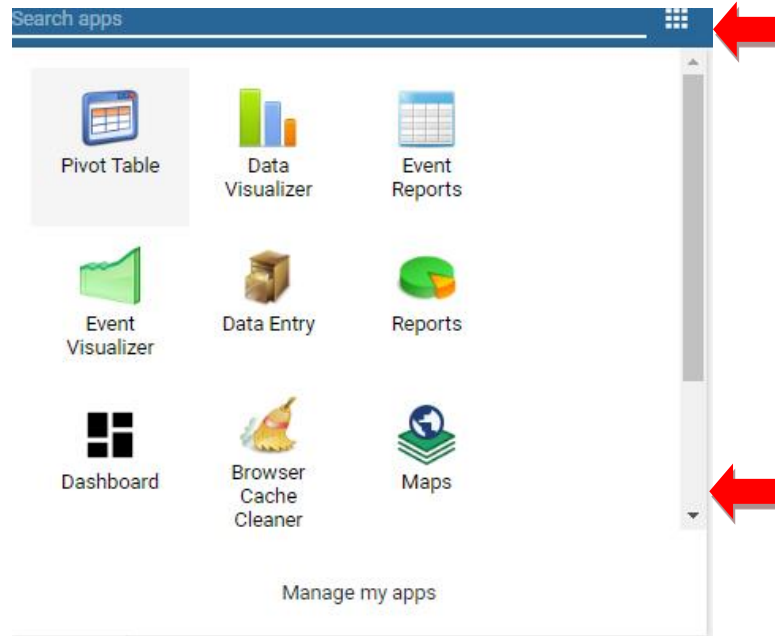


1. Reviewing and Submitting Data (Implementing Partners)

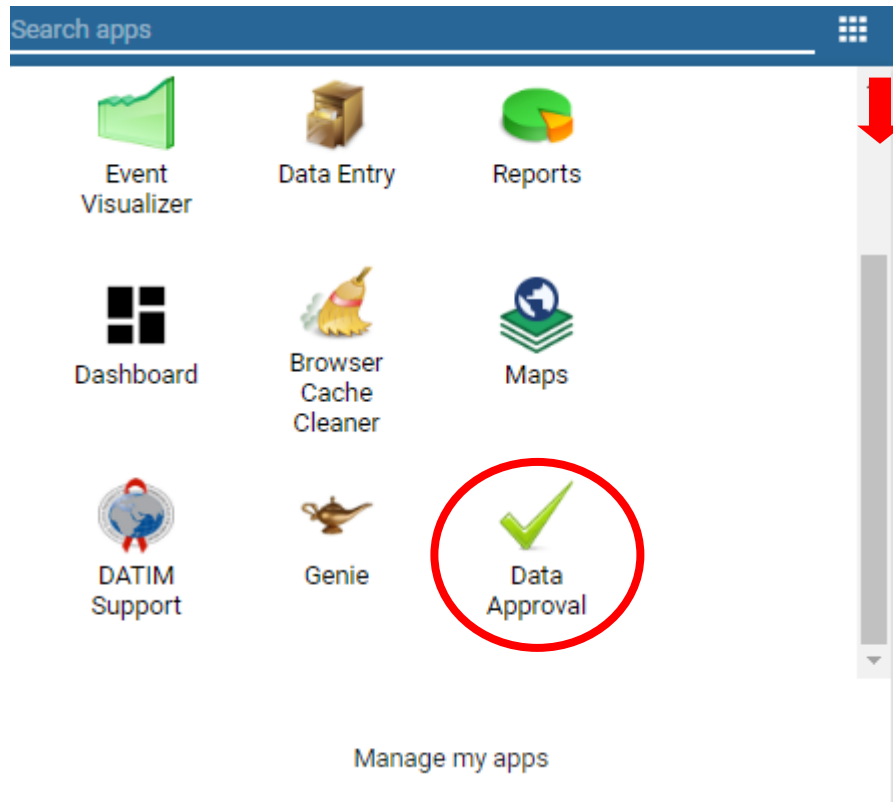
This section describes accessing the PEPFAR DATIM Approval App for **Implementing Partners**. If you’re an Agency Manager level user, please begin at Page 12.

The Data Approval app allows DATIM users to submit Site-level data and above for approval by the Agency Manager, Inter Agency and ultimately, OGAC Headquarters/Global.

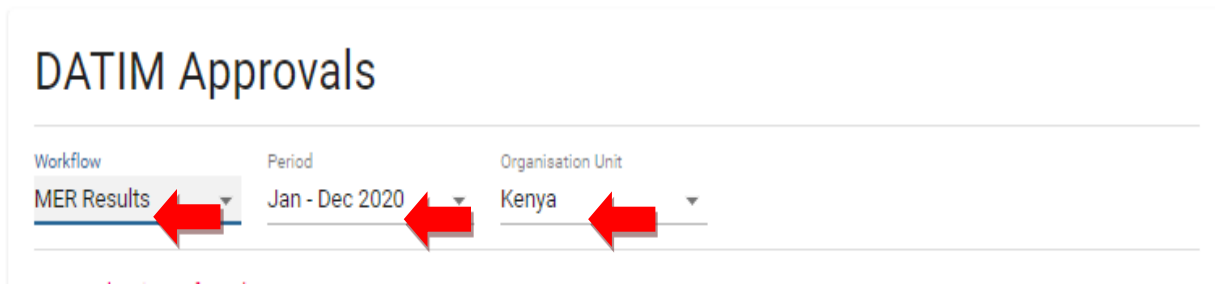
To begin the PEPFAR Approval process for MER indicator data pertaining to a mechanism, select the **Apps** feature on the navigation ribbon located at the top right of the screen. Once accessed, select the **arrow button** at the bottom of the App section to see more options (if necessary).



Use the side bar to scroll down to the bottom of the application options. Select **Data Approval**, which will appear in the application list.

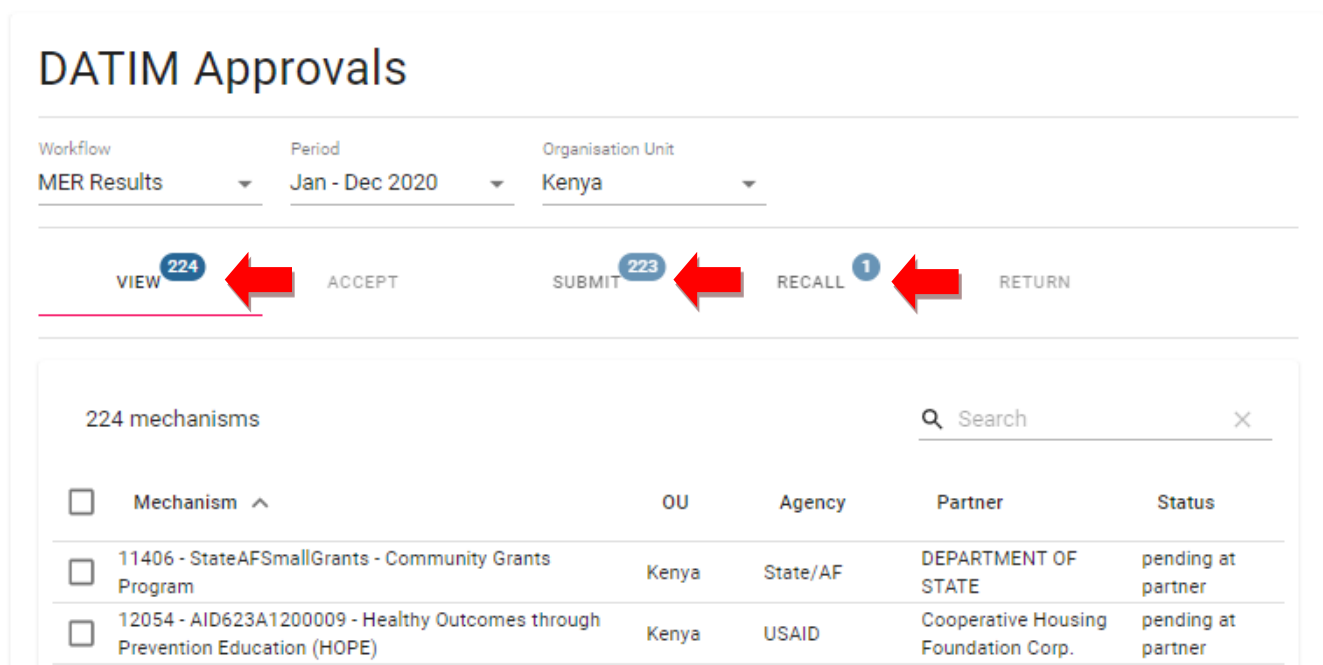


1. Once you have selected Data Approval your screen will appear as follows:



- On the left hand side of the screen you can select the data set (MER, ER, etc.) which you would like to submit for approval. As an Implementing Partner, the data you intend to submit will most likely be “MER” data (Targets or Results).
- In the middle of the screen you can select the reporting period as it applies to the data set.
- On the right hand side of the screen you will see your Organisation Unit.

The example below demonstrates what the Data Approval screen will look like after you select a data set from the menus displayed above.



2. From here, three tabs display any applicable mechanisms that have been submitted for review and approval. Select the tab that corresponds to the action you would like to take:

- **View:** This tab displays all of your mechanisms, regardless of their status or whether the mechanisms appear under Submit or Recall tabs.
- **Submit:** This tab displays mechanisms with data that have not yet been submitted for review and approval. (These may be submitted in future steps).
- **Recall:** This tab displays mechanisms with data that have been submitted for review and approval and can be recalled.

Once you have selected the tab that corresponds to the action you want to take, then select the mechanisms for which you would like to view, submit, or recall data. A mechanism is selected when the box on the far left side is checked.

Please note that within each of the tabs displayed, you can select one or more of the listed mechanisms and execute the Action by selecting the applicable checkbox for each of the mechanisms listed. All available mechanisms with the same status can be selected by checking the box at the top next to the word “Mechanism”.

The screenshot shows the 'DATIM Approvals' interface. At the top, there are three filter dropdowns: 'Workflow' set to 'MER Results', 'Period' set to 'Jan - Dec 2020', and 'Organisation Unit' set to 'Kenya'. Below the filters, a red arrow points to a 'SUBMIT' button next to the text '222 selected mechanism(s)'. Below this, there are five action tabs: 'VIEW' (with a '224' badge), 'ACCEPT', 'SUBMIT' (with a '222' badge and a red underline), 'RECALL' (with a '2' badge), and 'RETURN'. Below the tabs is a pink header bar that says '222 mechanism(s) selected' and includes a search bar. Below the header is a table with columns: Mechanism, OU, Agency, Partner, and Status. The first row in the table is checked and shows the following details:

<input checked="" type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	12056 - AID615A1300003 - Inuka Community Based OVC Project (ICOP)	Kenya	USAID	ANANDA MARGA UNIVERSAL RELIEF TEAM, INC.	pending at partner

DATIM Approvals

Workflow: MER Results | Period: Jan - Dec 2020 | Organisation Unit: Kenya



VIEW

1 selected mechanism(s)

VIEW ²²⁴ ACCEPT SUBMIT ²²² **RECALL ²** RETURN

1 mechanism(s) selected

Search

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	11406 - StateAFSmallGrants - Community Grants Program	Kenya	State/AF	DEPARTMENT OF STATE	pending at partner
<input type="checkbox"/>	12054 - AID623A1200009 - Healthy Outcomes through Prevention Education (HOPE)	Kenya	USAID	Cooperative Housing Foundation Corp.	pending at partner

DATIM Approvals

Workflow: MER Results | Period: Jan - Dec 2020 | Organisation Unit: Kenya



RECALL

1 selected mechanism(s)

VIEW ²²⁴ ACCEPT SUBMIT ²²² **RECALL ²** RETURN

1 mechanism(s) selected

Search

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input checked="" type="checkbox"/>	11406 - StateAFSmallGrants - Community Grants Program	Kenya	State/AF	DEPARTMENT OF STATE	submitted by partner
<input type="checkbox"/>	12054 - AID623A1200009 - Healthy Outcomes through Prevention Education (HOPE)	Kenya	USAID	Cooperative Housing Foundation Corp.	submitted by partner

20 rows |< < 1-2 of 2 > >|

- Once a desired mechanism is selected from one of the tabs and the applicable action has been chosen, click the **Submit, Review, or Recall** buttons located above the tabs (*highlighted above via the red arrows*).
 - Select the desired dataset as seen in the screen shot below

The screenshot displays the 'DATIM Approvals' interface. At the top left is a red button labeled 'SUBMIT MECHANISM' and a 'BACK' link at the top right. Below this is a horizontal workflow diagram with seven steps: 1. pending at partner, 2. submitted by partner, 3. accepted by agency, 4. submitted by agency, 5. accepted by inter-agency, 6. submitted by inter-agency, and 7. accepted by global. Below the workflow are two tabs: 'Workflow' and 'MER Results'. Under 'MER Results', the period is set to 'Jan - Dec 2020'. A dataset card is shown with the following details: ID '16684 - GH00102605 - KENYA', title 'DISCIPLINED SERVICES ZUIA', Name '16684 - GH00102605 - Kenya Disciplined Services ZUIA', OU 'Kenya', Agency 'HHS/CDC', Partner 'Elizabeth Glaser Pediatric Aids Foundation', and Status 'pending at partner'. A 'Dataset' dropdown menu is visible, with 'MER Results: Community Based' selected and circled in red.

- The dataset form containing the data to be approved will display, allowing you to execute the desired action.

Dataset
MER Results: Community Based

Kenya - Jan to Mar 2020

Quarterly Reporting Semiannually Reporting Annually Reporting

- Prevention
- Testing - HTS_TST
- Testing - HTS_RECENT
- Testing - All Others
- Health Systems

DSD TA-SDI

- Collapse All

DSD: KP_PREV - Collapse

Auto-Calculate	Number of key populations reached with individual and/or small group-level HIV prevention interventions designed for the target population. Numerator will auto-calculate from the key population disaggregates.
Numerator	<input type="text" value="Subtotal"/>
Required	Disaggregated by Key Population Type
	PWID Female Male <input type="text"/> <input type="text"/> <input type="text" value="Subtotal"/>

- 4. **Submit Data:** Once the mechanism data has been reviewed and is ready for submission to the applicable Agency, click the **Submit Mechanism** button at the top of the screen.

DATIM Approvals

SUBMIT MECHANISM



BACK

1

pending at partner

2

submitted by partner

3

accepted by agency

4

submitted by agency

5

accepted by inter-agency

6

submitted by inter-agency

7

accepted by global

Workflow

MER Results

Period

Jan - Dec 2020

- 5. **Recall Mechanism:** If your data has been submitted and has been determined to be unready for approval, click the **Recall Mechanism** button.

DATIM Approvals

RECALL MECHANISM



BACK

✓

pending at partner

2

submitted by partner

3

accepted by agency

4

submitted by agency

5

accepted by inter-agency

6

submitted by inter-agency

7

accepted by global

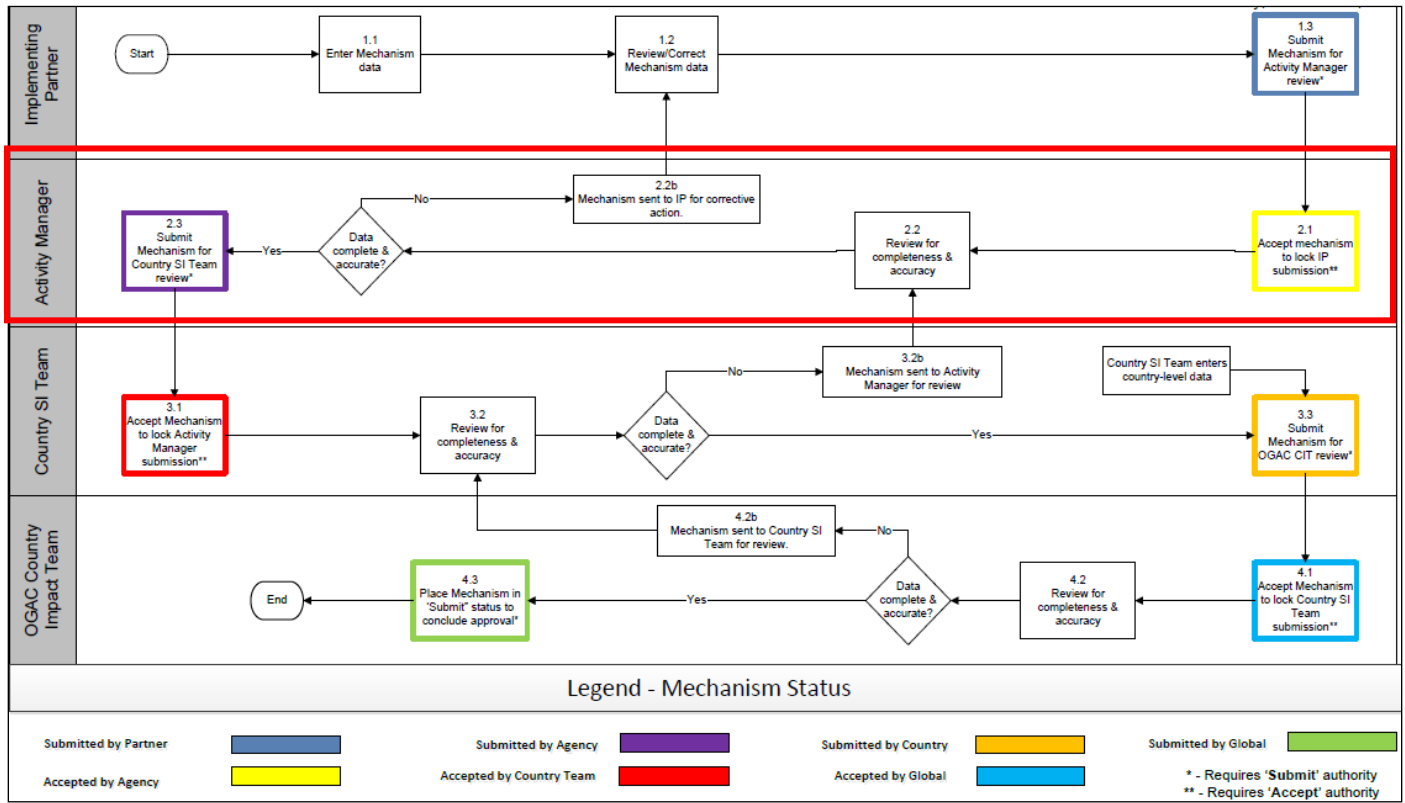
Workflow

MER Results

Period

Jan - Dec 2020

Activity Managers (Agency Users)

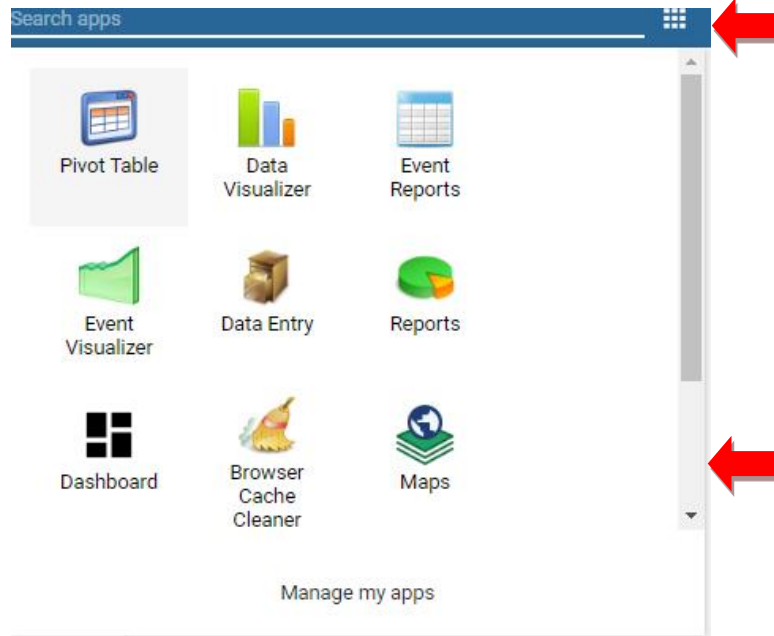


2. Reviewing, Accepting and Submitting Data (Agency Approvers Level)

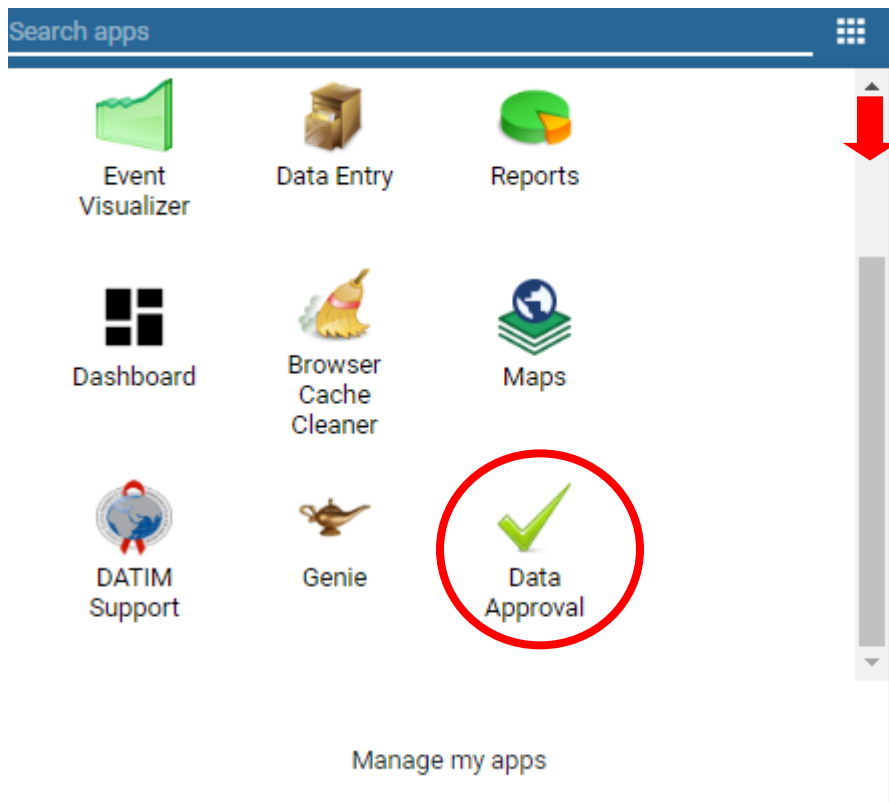
This section describes accessing the PEPFAR DATIM Approval App at the **Agency Approvers level**.

Once data has been submitted at the site-level by an Implementing Partner, the Agency Manager must review and approve the submitted mechanism data.

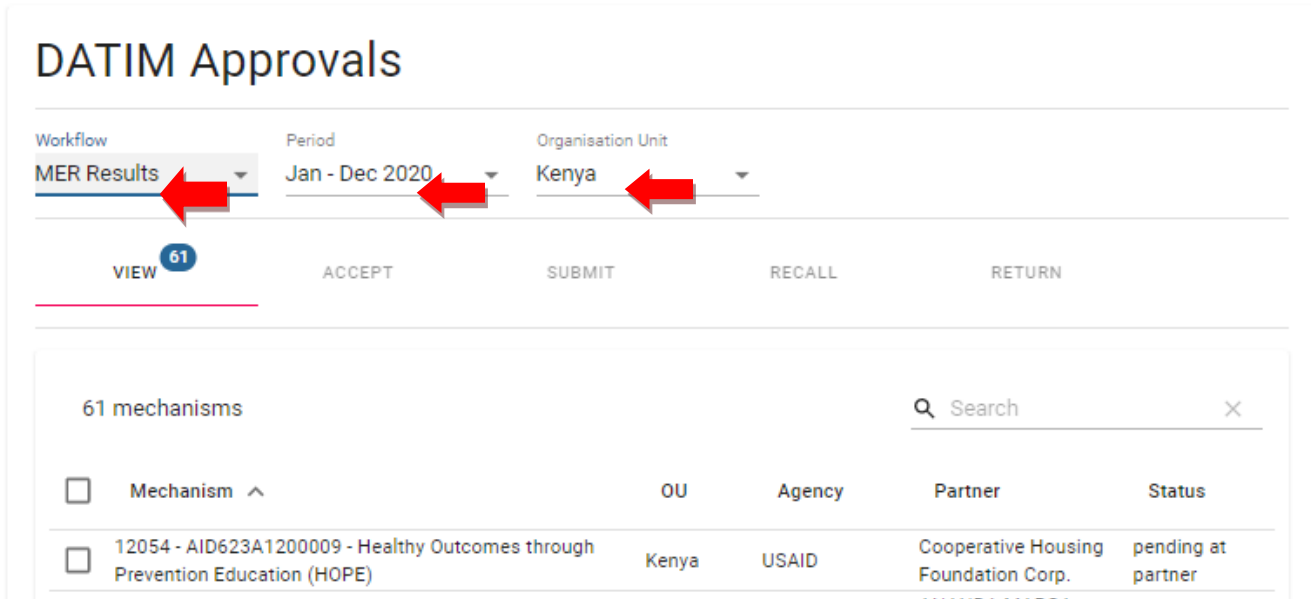
To begin the PEPFAR Approval process for indicator data pertaining to a mechanism, select the **Apps** feature on the navigation ribbon located at the top right of the screen. Once accessed, select the **arrow button** at the bottom of the App section to see more options (if necessary).



Use the side bar to scroll down to the bottom of the application options. Select **Data Approval**, which will appear in the application list.



1. Once you have selected Data Approval, your screen will appear as follows:



- On the left hand side of the screen you can select the data set (MER, ER etc.) that you’d like to review, submit for approval, or return to the implementing partner.
- In the middle of the screen you can select the reporting period as it applies to the data set you are attempting to review and approve.
- On the right hand side of the screen you will see Organisation Unit.

The example below demonstrates what the Data Approval screen will look like after you select a mechanism(s) from the menus displayed above.

DATIM Approvals

Workflow: **MER Results** | Period: **Jan - Dec 2020** | Organisation Unit: **Kenya**



61 mechanisms Search

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	12054 - AID623A1200009 - Healthy Outcomes through Prevention Education (HOPE)	Kenya	USAID	Cooperative Housing Foundation Corp.	submitted by partner
<input type="checkbox"/>	12056 - AID615A1300003 - Inuka Community Based OVC Project (ICOP)	Kenya	USAID	ANANDA MARGA UNIVERSAL RELIEF TEAM, INC.	pending at partner

2. From here, five tabs display with all applicable mechanisms that have been submitted by IPs for agency review and approval.

- **View:** This tab displays all available mechanisms, regardless of their status or whether the mechanisms appear under Accept, Submit, Recall or Return tabs.
- **Accept:** This tab displays the mechanisms that have been submitted from the Implementing Partner for your review and approval. Accepting a mechanism in this tab moves the mechanism to the Submit tab.
- **Submit:** This tab displays the mechanisms that have been submitted by the Implementing Partner and have been accepted and reviewed by you and are ready for submission to the Inter-Agency level, or need to be returned to the Implementing Partner. Once approved, the mechanism is moved to the Inter-Agency level for review.
- **Recall:** This tab displays the mechanisms that have been submitted by you. Recalling a submitted mechanism in this tab moves the mechanism to the Accept tab.
- **Return:** This tab displays the mechanisms that can be returned to the Implementing Partner.

Once you have selected the tab that corresponds to the action you want to take, then select the mechanisms for which you would like to view, accept, submit, recall, or return data. A mechanism is selected when the box on the far left side is checked.

Please note that within each of the displayed tabs, you can select one or more of the listed mechanisms and execute the applicable action by clicking the button on the tab. All available mechanisms with the same status can be selected by checking the box at the top next to the word “Mechanism”.

3. Once a desired mechanism(s) is selected from one of the tab, click on the applicable action (highlighted above via the red arrows).
 - The data set form containing the data to be approved will display allowing you to execute the desired action.

Dataset

MER Results: Community Based ▾

Kenya - Jan to Mar 2020

■ Quarterly Reporting
 ■ Semiannually Reporting
 ■ Annually Reporting

Prevention
Testing - HTS_TST
Testing - HTS_RECENT
Testing - All Others
Health Systems

DSD	TA-SDI
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- 4. **Submit/Return Mechanism buttons:** Once the data has been reviewed and is ready for submission, you can click the **Submit Mechanism** button. If the data is reviewed and edits are required by the Implementing Partner, click the **Return Mechanism** button. (See the image below for a highlighted example)

DATIM Approvals

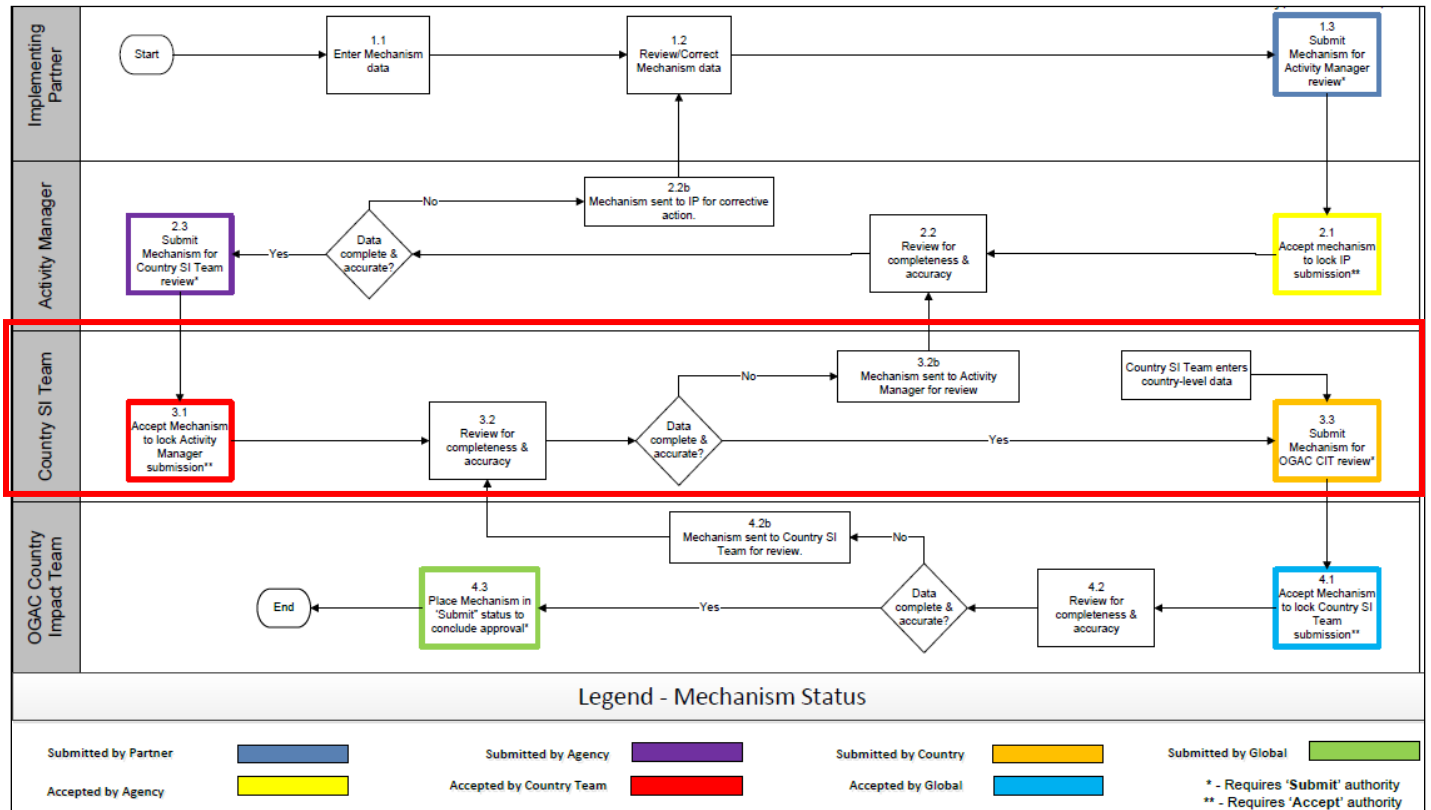
The screenshot shows the 'DATIM Approvals' interface. At the top, there are two buttons: 'SUBMIT MECHANISM' (with a right-pointing arrow icon) and 'RETURN MECHANISM' (with a left-pointing arrow icon). Both buttons are highlighted with red arrows pointing towards them. To the right of these buttons is a 'BACK' link. Below the buttons is a progress bar with seven steps: 1. pending at partner (checked), 2. submitted by partner (checked), 3. accepted by agency (active), 4. submitted by agency, 5. accepted by inter-agency, 6. submitted by inter-agency, and 7. accepted by global. Below the progress bar is a table with two rows: 'Workflow' and 'MER Results' in the first row, and 'Period' and 'Oct - Dec 2019' in the second row.

- 5. **Recall button:** If a mechanism is submitted and the data requires additional edits, click the **Recall** button to unsubmit the data.

DATIM Approvals

The screenshot shows the 'DATIM Approvals' interface. At the top, there is a 'RECALL MECHANISM' button (with a left-pointing arrow icon) highlighted with a red arrow. To the right of this button is a 'BACK' link. Below the button 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 (active), 5. accepted by inter-agency, 6. submitted by inter-agency, and 7. accepted by global. Below the progress bar is a table with two rows: 'Workflow' and 'MER Results' in the first row, and 'Period' and 'Oct - Dec 2019' in the second row.

Country SI Team (Interagency Users)

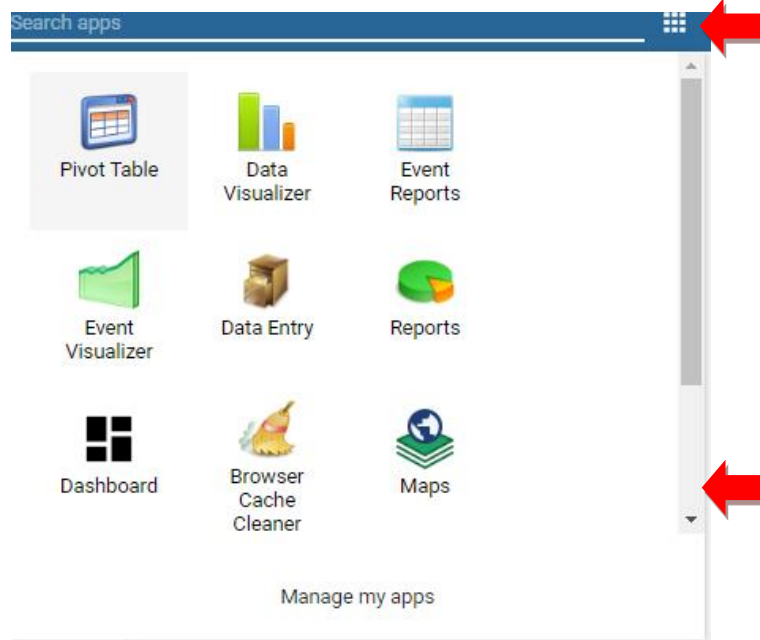


3. Reviewing, Accepting and Submitting Data (Inter-Agency Level)

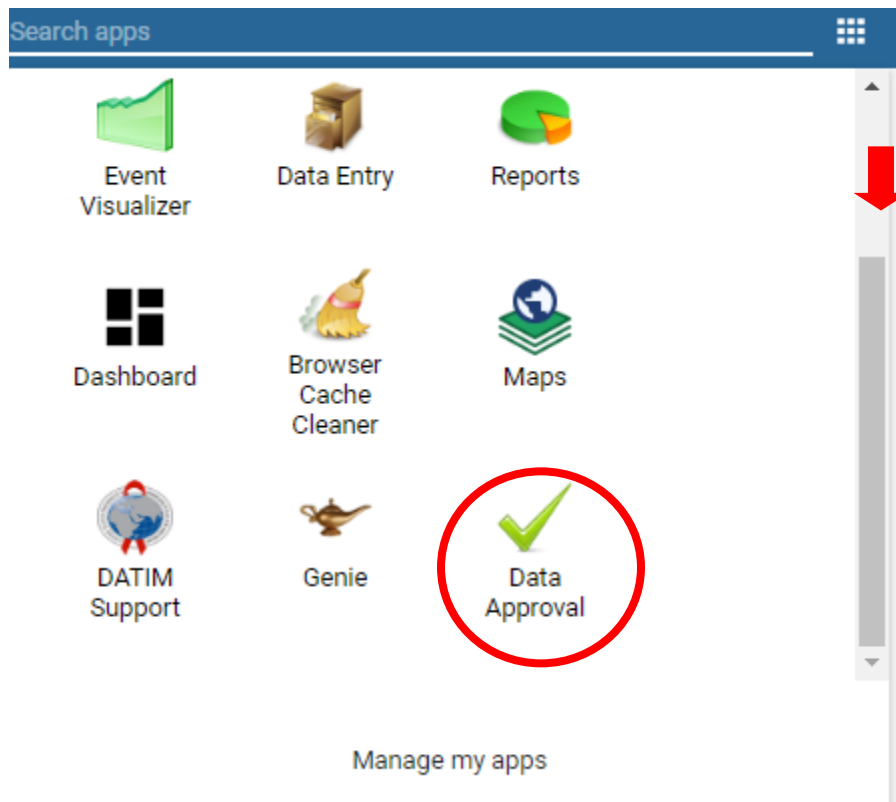
This section describes accessing the PEPFAR DATIM Approval App at the *Inter-Agency Level*.

Once data has been submitted by the Agency level user, the Inter-Agency Level user must review and approve the submitted mechanism data.

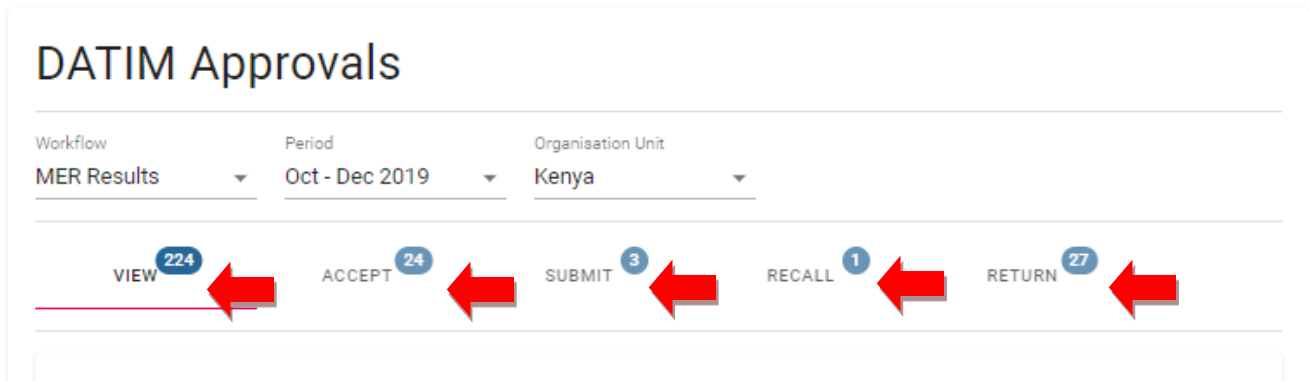
To begin the PEPFAR Approval process for indicator data pertaining to a mechanism, select the **Apps** feature on the navigation ribbon located at the top right of the screen. Once accessed, select the **arrow button** at the bottom of the App section to see more options (if necessary).



Use the side bar to scroll down to the bottom of the application options. Select **Data Approval**, which will appear in the application list.



1. Once you have selected Data Approval, your screen will appear as follows:

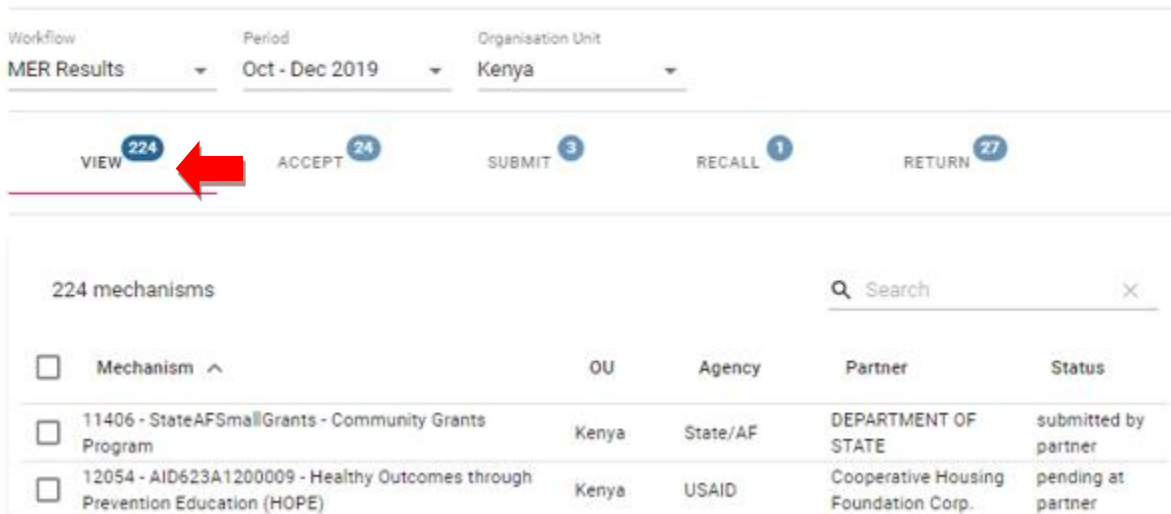


- On the left hand side of the screen you can select the data set (MER, ER etc.) that you’d like to review and submit (or reject) for approval.
- In the middle of the screen you can select the reporting period as it applies to the data set you are attempting to review and approve.
- On the right hand side of the screen you will see Organisation Unit.

2. From here, five tabs display with all applicable mechanisms that have been submitted by the Agency Manager for Inter-agency review and approval.

- **View:** This tab displays all of your mechanisms, regardless of their status or whether the mechanisms appear under Accept, Submit, Recall, or Return tabs.

DATIM Approvals



- Accept:** This tab displays the mechanisms that have been submitted from the Agency Manager for your review and approval. Accepting a mechanism in this tab moves the mechanism to the Submit tab.

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Kenya

VIEW ²²⁴ | **ACCEPT ²⁴** | SUBMIT ³ | RECALL ¹ | RETURN ²⁷

24 mechanisms

Search

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	18495 - 72061518C00002 - Afya Nyota ya Bonde	Kenya	USAID	Family Health International	submitted by agency
<input type="checkbox"/>	18497 - TBDawardUSAID - TBD - HIV/AIDS Clinical Services Cluster 4	Kenya	USAID	TBD (000000000)	submitted by agency
<input type="checkbox"/>	81723 - 7200AA19CA00002 - Meeting Targets and Maintaining Epidemic Control (EpiC)	Kenya	USAID	Family Health International	submitted by agency

- Submit:** This tab displays the mechanisms that have been submitted by the Agency Manager and have been reviewed and accepted by you and are ready for submission to the OGAC Global level.

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Kenya

VIEW ²²⁴ | ACCEPT ²⁴ | **SUBMIT ³** | RECALL ¹ | RETURN ²⁷

3 mechanisms

Search

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	81720 - TBDawardUSAID - [Placeholder - 81720 Kenya USAID]	Kenya	USAID	TBD (000000000)	accepted by inter-agency
<input type="checkbox"/>	81721 - TBDawardUSAID - [Placeholder - 81721 Kenya USAID]	Kenya	USAID	TBD (000000000)	accepted by inter-agency

- **Recall:** If a mechanism is submitted and the data requires additional edits, click the **Recall** button to unsubmit the data.

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Kenya

VIEW ²²⁴ | ACCEPT ²⁴ | SUBMIT ³ | **RECALL ¹** | RETURN ²⁷

1 mechanisms

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	17964 - AID0AAL1400004 - Measure Evaluation IV	Kenya	USAID	The University of North Carolina at Chapel Hill	submitted by inter-agency

20 rows | 1-1 of 1

- **Return:** This tab displays the mechanisms that can be returned to the Agency level user.

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Kenya

VIEW ²²⁴ | ACCEPT ²⁴ | SUBMIT ³ | RECALL ¹ | **RETURN ²⁷**

27 mechanisms

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	18495 - 72061518C00002 - Afya Nyota ya Bonde	Kenya	USAID	Family Health International	submitted by agency
<input type="checkbox"/>	18497 - TBDawardUSAID - TBD - HIV/AIDS Clinical Services Cluster 4	Kenya	USAID	TBD (000000000)	submitted by agency

Once you have selected the tab that corresponds to the action you want to take, then select the mechanisms for which you would like to view, accept, submit, recall, or return data. A mechanism is selected when the box on the far left side is checked.

Please note that within each of the displayed tabs, you can select one or more of the listed mechanisms and execute the applicable action by clicking the button on the tab. All available mechanisms with the same status can be selected by checking the box at the top next to the word “Mechanism”.

DATIM Approvals

The screenshot shows the 'DATIM Approvals' interface. At the top, there are two red buttons: 'ACCEPT MECHANISM' (with a checkmark icon) and 'RETURN MECHANISM' (with a left-pointing arrow icon). Red arrows point to these buttons from the left and right respectively. To the right of these buttons is a 'BACK' link. Below the buttons 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 (active), 5. accepted by inter-agency, 6. submitted by inter-agency, and 7. accepted by global. Below the progress bar, there are two sections: 'Workflow' and 'MER Results'. Under 'Workflow', there is a 'Period' dropdown set to 'Oct - Dec 2019'.

3. Once a desired mechanism(s) is selected from one of the tabs, click on the applicable action (highlighted above via the red arrows).
 - The data set form containing the data to be accepted, submitted, or recalled will display allowing you to execute the desired action.

Prevention
Testing - HTS_TST
Testing - HTS_RECENT
Testing - All Others
Treatment
Viral Suppression
Health Systems

DSD	TA-SDI	Other
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4. **Accept/Return Mechanism(s) buttons:** Once the data has been reviewed and is ready for acceptance, you can click the **Accept Mechanism** button. If the data is reviewed and edits

are required by the Agency user, click the **Return Mechanism** button. (See the image below for a highlighted example)

DATIM Approvals

The screenshot shows the 'DATIM Approvals' interface. At the top, there are two red buttons: 'ACCEPT MECHANISM' (with a checkmark icon) and 'RETURN MECHANISM' (with a left-pointing arrow icon). Both buttons are highlighted with red arrows pointing towards them. To the right of these buttons is a 'BACK' link. Below the buttons 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 (active, highlighted with a blue circle), 5. accepted by inter-agency (grey), 6. submitted by inter-agency (grey), and 7. accepted by global (grey). Below the progress bar, there are two rows of information: 'Workflow' and 'MER Results' in the first row, and 'Period' and 'Oct - Dec 2019' in the second row.

5. **Submit/Return buttons:** Once the data has been accepted and is ready for submission to the OGAC Global level, click the **Submit Mechanism** button. If the data is reviewed and additional edits are required by the Agency user, click the **Return Mechanism**.

DATIM Approvals

The screenshot shows the 'DATIM Approvals' interface. At the top, there are two red buttons: 'SUBMIT MECHANISM' (with a right-pointing arrow icon) and 'RETURN MECHANISM' (with a left-pointing arrow icon). Both buttons are highlighted with red arrows pointing towards them. To the right of these buttons is a 'BACK' link. Below the buttons 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 inter-agency (active, highlighted with a blue circle), 6. submitted by inter-agency (grey), and 7. accepted by global (grey). Below the progress bar, there are two rows of information: 'Workflow' and 'MER Results' in the first row, and 'Period' and 'Oct - Dec 2019' in the second row.

- 6. **Recall Mechanism button:** If a mechanism is submitted and the data requires additional edits, click the **Recall Mechanism** button to unsubmit the data.

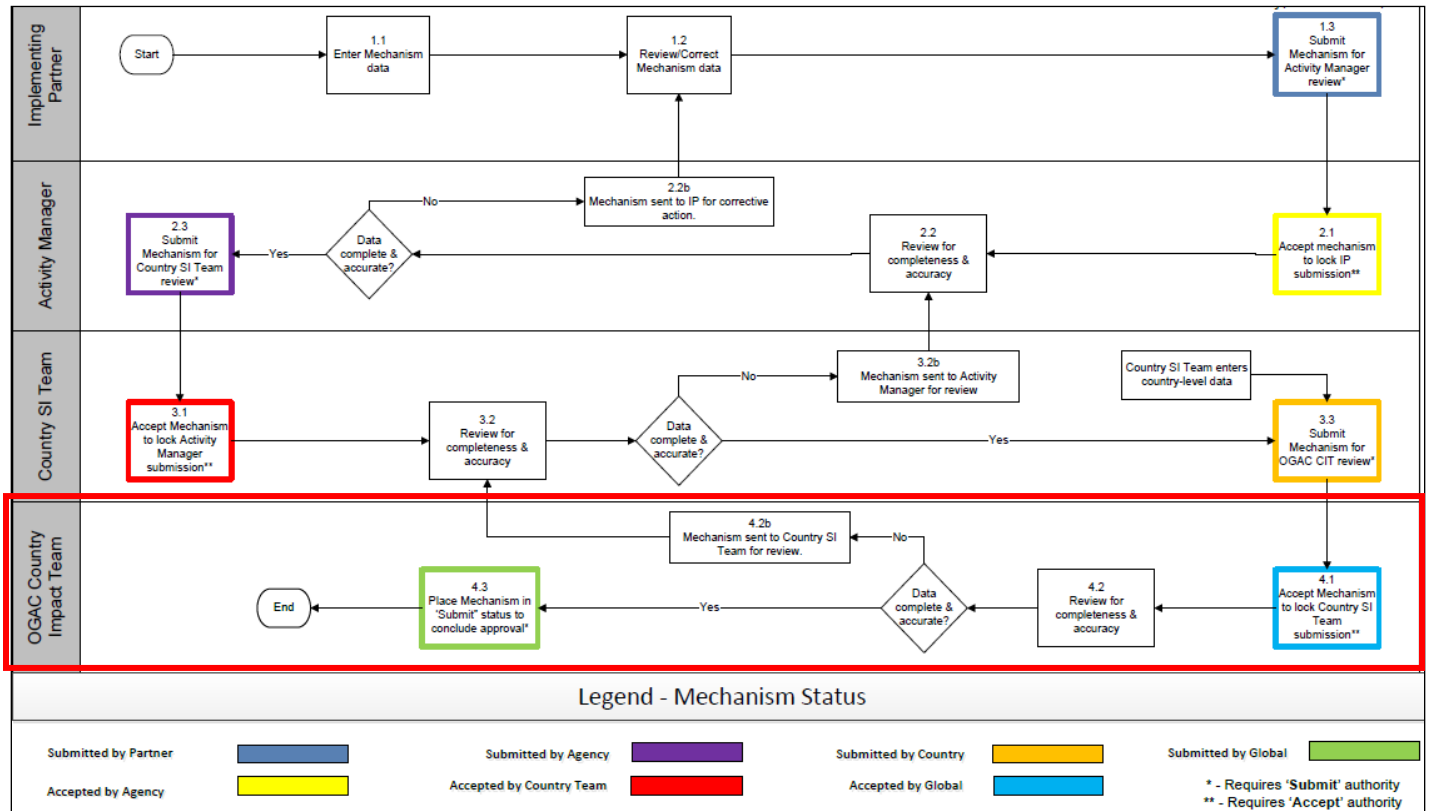
DATIM Approvals

Workflow

MER Results

Period Oct - Dec 2019

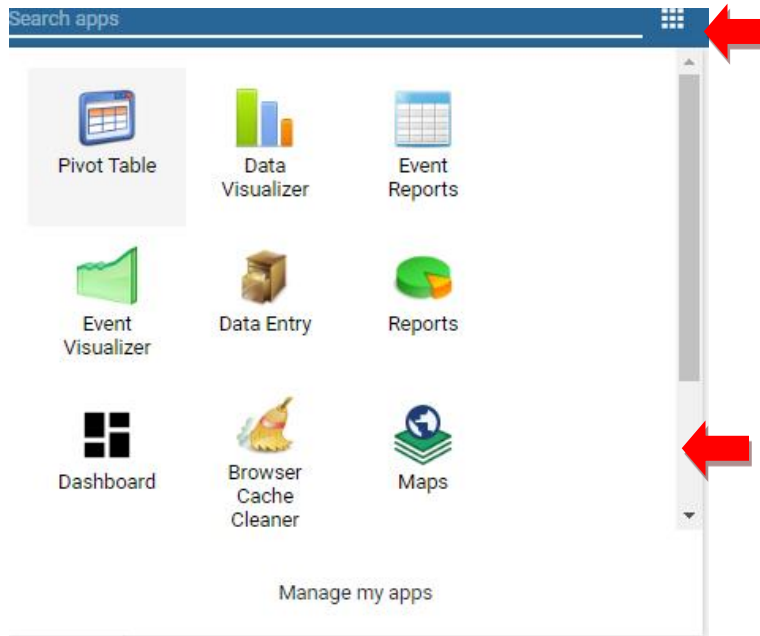
OGAC HQ



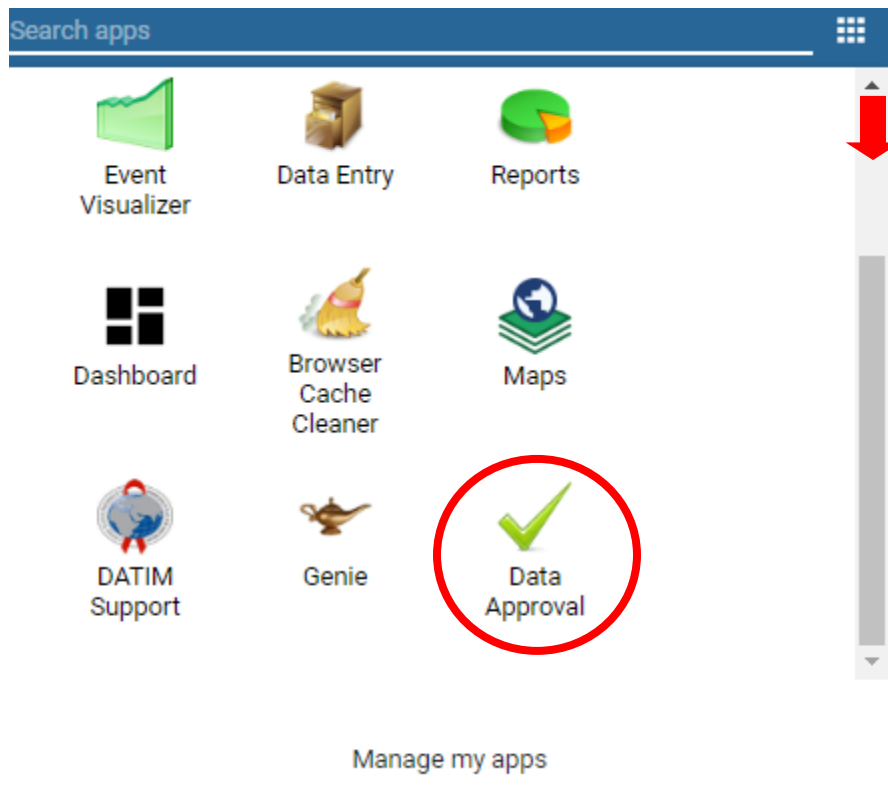
4. Reviewing, Accepting and Submitting Data (Global Level)

This section describes accessing the PEPFAR DATIM Approval App at the **Global level**.

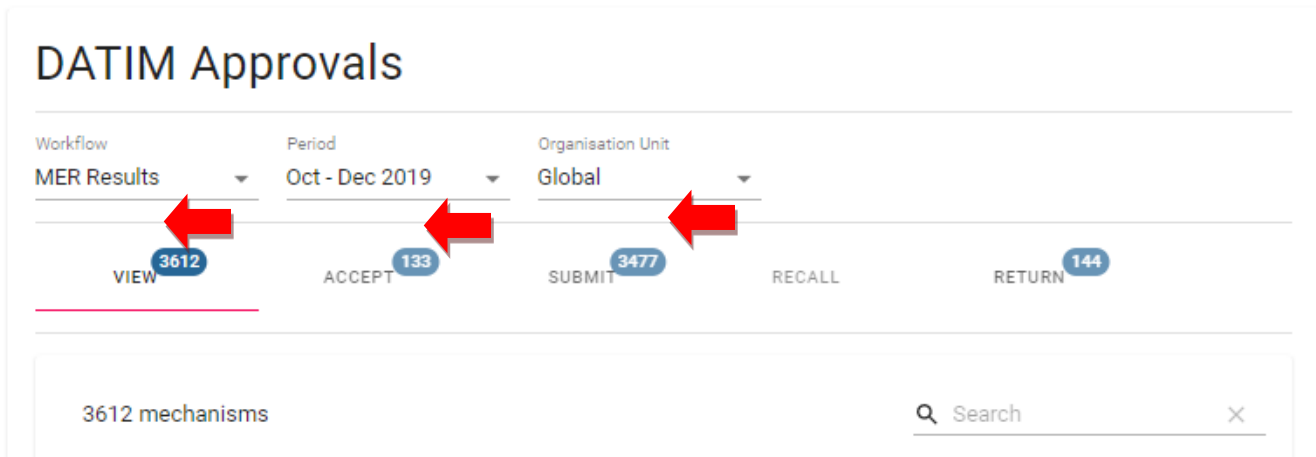
To begin the PEPFAR Approval process for indicator data pertaining to a mechanism, select the **Apps** feature on the navigation ribbon located at the top right of the screen. Once accessed, select the **arrow button** at the bottom of the App section to see more options (if necessary).



Use the side bar to scroll down to the bottom of the application options. Select **Data Approval**, which will appear in the application list.



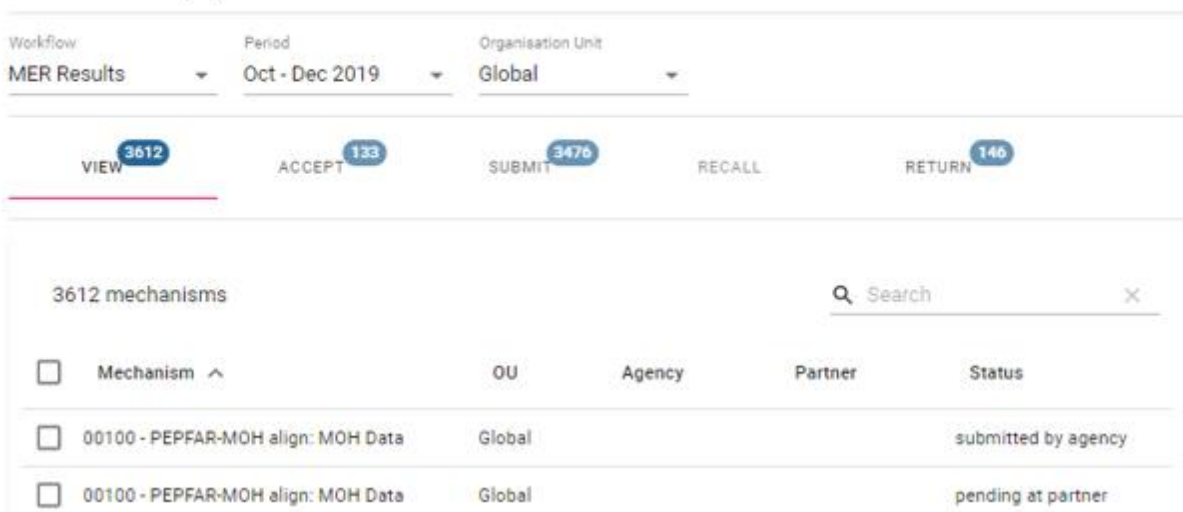
1. Once you have selected Data Approval, your screen will appear as follows:



- On the left hand side of the screen you can select the data set (MER, ER etc.) that you’d like to review and submit (or reject) for approval.
- In the middle of the screen you can select the reporting period as it applies to the data set you are attempting to review and approve.
- On the right hand side of the screen you will see Organisation Unit.

2. From here, four tabs are enabled with all applicable mechanisms that have been submitted by Inter-Agency users for review and acceptance.

DATIM Approvals



- **View:** This tab displays all of your mechanisms, regardless of their status or whether the mechanisms appear under Accept, Submit, or Return tabs.

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Global

VIEW ³⁶¹² ACCEPT ¹³³ SUBMIT ³⁴⁷⁶ RECALL RETURN ¹⁴⁶

3612 mechanisms Q Search X

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	00100 - PEPFAR-MOH align: MOH Data	Global			submitted by agency
<input type="checkbox"/>	00100 - PEPFAR-MOH align: MOH Data	Global			pending at partner

- **Accept:** This tab displays the mechanisms that have been submitted from the Inter-Agency Manager for your review and approval. Accepting the mechanism locks the Country SI Team submission. Global users can also accept mechanisms on behalf of any of the other levels (Implementing Partner, Agency, and Inter-Agency).

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Global

VIEW ³⁶¹² ACCEPT ¹³³ SUBMIT ³⁴⁷⁶ RECALL RETURN ¹⁴⁶

133 mechanisms Q submitted by in X

<input type="checkbox"/>	Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/>	81728 - TBDawardUSAID - [Placeholder - 81728 Kenya USAID]	Kenya	USAID	TBD (000000000)	submitted by inter-agency

20 rows |< < 1-1 of 1 > >|

- Submit:** This tab displays all pending mechanisms that need to be submitted. Global users can submit mechanisms on behalf of any of the other levels (Implementing Partner, Agency, and Inter-Agency).

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Global

VIEW ³⁶¹² ACCEPT ¹³³ **SUBMIT ³⁴⁷⁶** RECALL RETURN ¹⁴⁶

3476 mechanisms Q Search X

<input type="checkbox"/> Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/> 100004 - AID0AAA1400045 - Barbados Linkages	Western Hemisphere Region	USAID	FHI Development 360 LLC	pending at partner

- Return:** This tab displays the mechanisms that can be returned to the Inter-Agency level user. Global users can also Return mechanisms to any of the other level users (Implementing Partner, Agency, and Inter-Agency).

DATIM Approvals

Workflow: MER Results | Period: Oct - Dec 2019 | Organisation Unit: Global

VIEW ³⁶¹² ACCEPT ¹³³ SUBMIT ³⁴⁷⁶ RECALL **RETURN ¹⁴⁶**

146 mechanisms Q Search X

<input type="checkbox"/> Mechanism ^	OU	Agency	Partner	Status
<input type="checkbox"/> 00100 - PEPFAR-MOH align: MOH Data	Global			submitted by agency
<input type="checkbox"/> 11406 - StateAFSmallGrants - Community Grants Program	Kenya	State/AF	DEPARTMENT OF STATE	accepted by global

Once you have selected the tab that corresponds to the action you want to take, then select the mechanisms for which you would like to view, accept, submit, recall, or return data. A mechanism is selected when the box on the far left side is checked.

Please note that within each of the displayed tabs, you can select one or more of the listed mechanisms and execute the applicable action by clicking the button on the tab. All available mechanisms with the same status can be selected by checking the box at the top next to the word “Mechanism”.

The screenshot shows the 'DATIM Approvals' interface. At the top, there are filters for 'Workflow' (MER Results), 'Period' (Oct - Dec 2019), and 'Organisation Unit' (Global). Below the filters, there is an 'ACCEPT' button and a notification '2 selected mechanism(s)'. A row of action tabs includes 'VIEW' (3612), 'ACCEPT' (133), 'SUBMIT' (3476), 'RECALL', and 'RETURN' (146). The 'ACCEPT' tab is highlighted with a red underline. Below the tabs is a table with a search bar and a header row: Mechanism, OU, Agency, Partner, and Status. Two mechanisms are selected, indicated by red checkmarks in the first column.

Mechanism	OU	Agency	Partner	Status
<input type="checkbox"/> 00100 - PEPFAR-MOH align: MOH Data	Global			submitted by agency
<input checked="" type="checkbox"/> 16684 - GH00102605 - Kenya Disciplined Services ZUIA	Kenya	HHS/CDC	Elizabeth Glaser Pediatric Aids Foundation	submitted by partner
<input checked="" type="checkbox"/> 17951 - GH001388 - Implementation of Sustainable Laboratory Quality Systems	Kenya	HHS/CDC	Family Health International	submitted by partner

- Once a desired mechanism(s) is selected from one of the tabs, click on the applicable action (highlighted above via the red arrow).
 - The data set form will display allowing you to execute the desired action.

Prevention
Testing - HTS_TST
Testing - HTS_RECENT
Testing - All Others
Treatment
Viral Suppression
Health Systems

DSD	TA-SDI	Other
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- Return button:** Once the data has been accepted by you, click the **Return Mechanism button**, if required, to return the mechanism to the Inter-Agency user. Otherwise, once “accepted by global”, the approvals process is complete.

DATIM Approvals

⏪
RETURN MECHANISM

←

BACK

```

graph LR
    A((1)) --- B((2)) --- C((3)) --- D((4)) --- E((5)) --- F((6)) --- G((7))
    style G fill:#0070c0,color:#fff
  
```

pending at partner
submitted by partner
accepted by agency
submitted by agency
accepted by inter-agency
submitted by inter-agency
accepted by global

Workflow
MER Results

Period
Oct - Dec 2019