

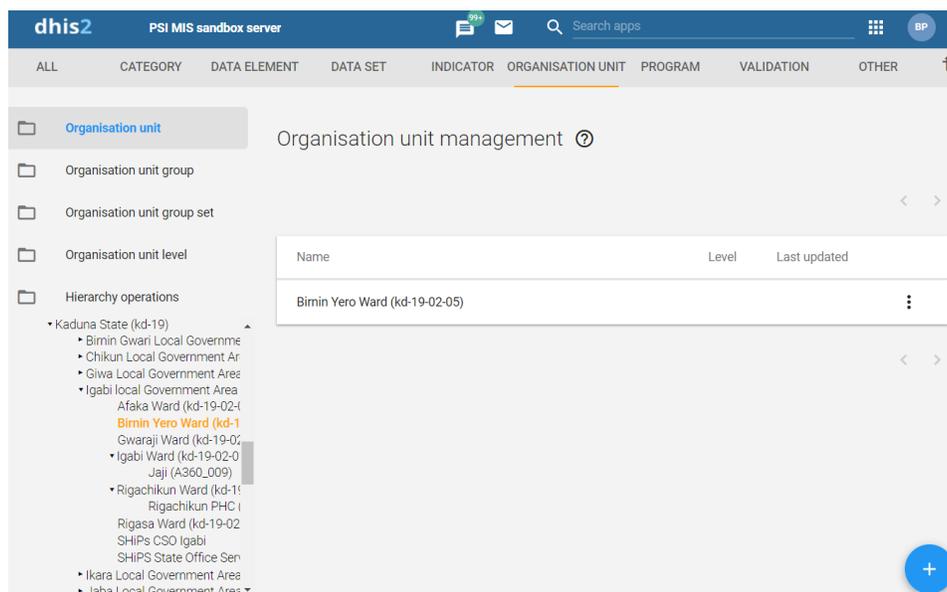
Nigeria A360 – Creating & Mapping Clinics in DHIS2: a step-by-step mini guide

Version 2, October 2019



1. Go to the Organisation Unit menu, and **locate the “parent” org unit of the clinic that needs to be added:** this is the ward in which the clinic is located.

*If the ward cannot be found within the LGA, then it is likely that it does not exist yet in DHIS2 and thus needs to be created first. **To create the ward**, follow the same steps as for the clinic creation, but select the LGA as the parent org unit.*



2. After the ward is selected (should be highlighted in orange, as in example above: Birnin Yero ward in Igabi LGA, Kadunda State), **click the blue + button** to open the form for adding a new org unit.
3. **Fill out the form** as per the example below, with the following fields being mandatory:
 - a. **Name:** this is the full name of the clinic including the unique code in parenthesis (= code within DHIS2), e.g. “Salaam Clinic (A360_041)”
 - b. **Short Name:** this is the name only, e.g. “Salaam Clinic”
 - c. **Code:** this is the unique code within DHIS2 as assigned to Nigeria A360 clinics. The structure is “NG_A360_” & [sequential number 001-999], for example “NG_A360_041”. The next clinic will be NG_A360_042, etc. *Note that this code must be unique. Always include the country prefix (NG), but note that this is not repeated within the full name of the clinic.*
 - d. **Opening date:** select the first day of the month in which the clinic joined the A360 network. *Note: Closed Date should remain empty.*

← Organisation unit 🌐

Name (*)
Salaam Clinic (A360_041)

Short name (*)
Salaam Clinic

Code
NG_A360_041

Description

Opening date (*)
2019-04-01

Closed date

Comment

- e. The next few fields can be left blank, though if contact person, address, phone number etc. are available then these may be entered here.

If **GPS coordinates** are available, then enter these here. Make sure that the format is decimal degrees (e.g. Lat = 10.82274, Long = 7.574848); only enter numbers. If no GPS coordinates exist but it's possible to retrieve these from Google Maps, **refer to Step 6** below to follow procedure to retrieve Lat/Long values.

URL

Contact person

Address

Email

Phone number

Latitude
10.822745

Longitude
7.574848

- f. Scroll down to “Programs” in the form: here **you must assign the data entry forms (Programs) to the new clinic** in order to enable data capture. Scroll through or filter for “NG RH” to see the relevant programs. All clinics should have the Attendance and Service Log program, and 9ja Girls clinics should also have the 9ja Girls Mobilisation Daily Summary program. Select the appropriate program(s) and click orange -> button.

Programs

NG RH

129 hidden by filters

NG RH A360 - 9ja Girls Mobilisation Daily Summary
NG RH A360 - Attendance and Service Log
NG RH A360 - Attendance Tracker
NG RH A360 - Male IPICA Session Attendance Daily Summary
NG RH A360 - Male IPICA Session Attendance Sheet (OLD VERSION)

2 selected

→

←

ASSIGN ALL 0 -->

← REMOVE ALL

District Code PPM

Opening Hours

g. The program(s) should now appear on the right-hand side:

Programs

NG RH

1/3 hidden by filters

NG RH A360 - Attendance Tracker
NG RH A360 - Male IPCA Session Attendance Daily Summary
NG RH A360 - Male IPCA Session Attendance Sheet (OLD VERSI

0 hidden by filters

NG RH A360 - 9ja Girls Community Mobilization Daily Summary
NG RH A360 - Attendance and Service Log

ASSIGN ALL 3 -->

-- REMOVE ALL 2

District Code PPM

Opening Hours

h. Scroll down to the end of the form (all other fields should be ignored), and click Save button:

OU PIN

OUProductivityValues

OU_Skype

Provides In-patient services

SAVE CANCEL

It will take several seconds or even up to a minute, but upon saving the org unit tree refreshes and should display as in the example below, with “Success” message at bottom of screen. You will see the new clinic listed under the ward in which it was created.

You can edit properties of the org unit by clicking the Edit button next to the org unit

dhis2 PSI MIS sandbox server

ALL CATEGORY DATA ELEMENT DATA SET INDICATOR ORGANISATION UNIT PROGRAM VALIDATION OTHER

Organisation unit management

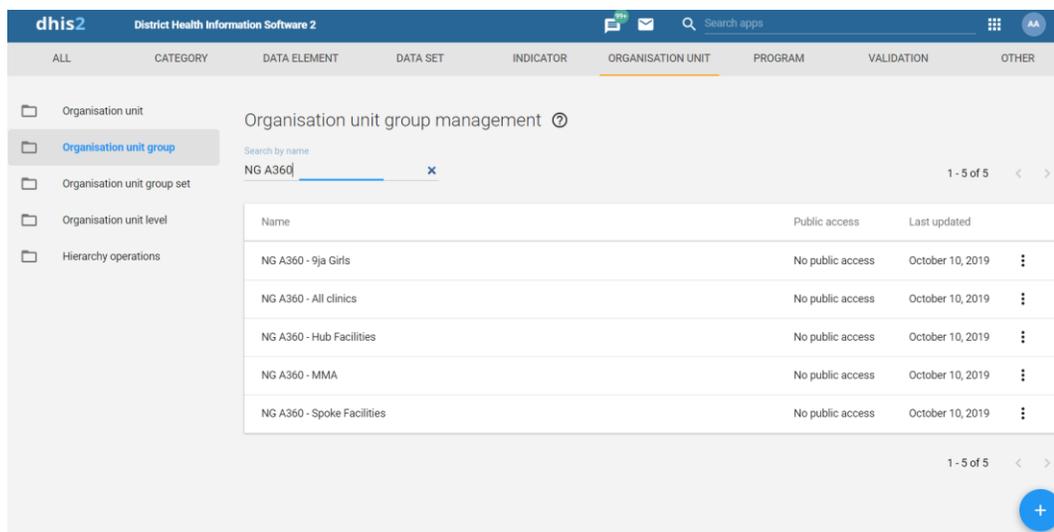
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Name	Level	Last updated
Birnin Yero Ward (kd-19-02-05)		
Salaam Clinic (A36_041)	7	April 18, 2019

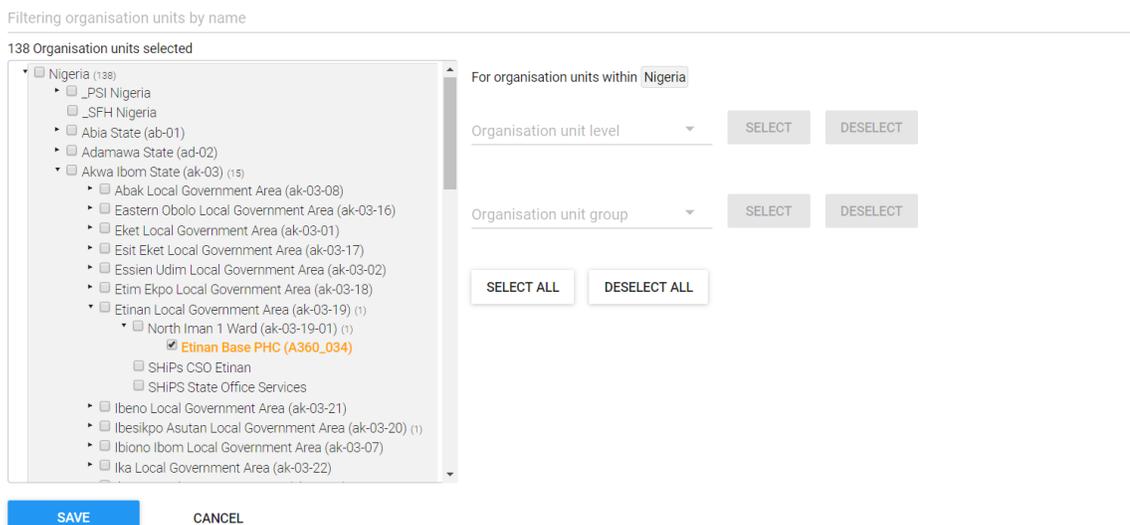
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Success

4. Update Organisation Unit groups: assign the new clinic to the correct “OU Groups” to enable analytics based on type of facility (Hub/Spoke) and Program (9ja/MMA):
 - a. Go to Organisation Unit Groups menu, and follow these steps for each relevant OU Group:
 - i. Select the correct OU Group by filtering on “NG A360”:



- ii. Edit each of the groups to which the clinic belongs (e.g. NG A360 – 9ja Girls)
- iii. Locate the new clinic, either manually in the org unit hierarchy, or by typing in the name. The new clinic should show in grey (unselected): click the clinic to select it (colour changes to orange):

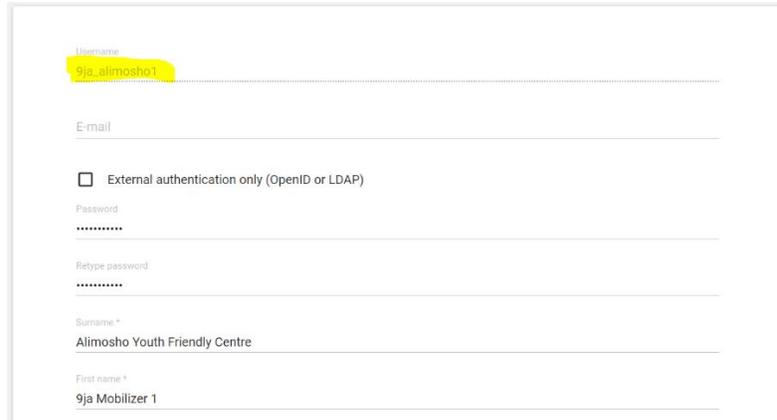


- iv. Click Save

Note that every clinic should be assigned to the group “NG A360 – All clinics”, and depending on the program should belong to either 9ja Girls or MMA, and depending on the type should be assigned to either Hub or Spoke facilities. As such, clinics should typically be assigned to three different OU groups in total.

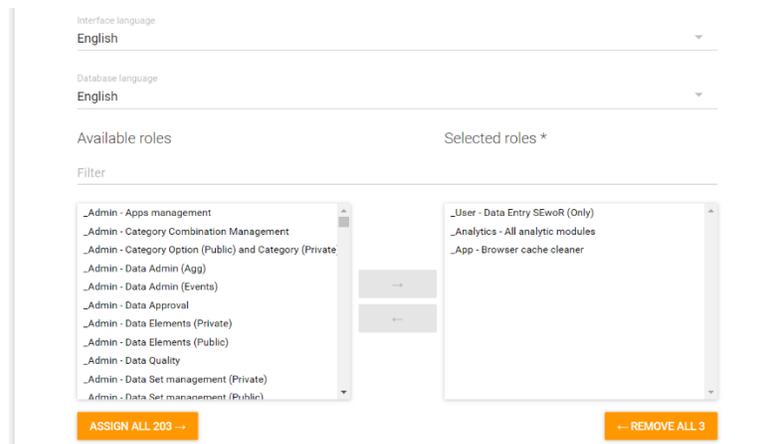
5. **Update or create user accounts** and assign new clinic to users:

- a. Go to User menu, create new user (or update existing user accounts in order to assign new clinics)
- b. Specify username (must be unique): see examples of existing user accounts in order to create generic accounts for mobilisers / IPC Agents
- c. Enter password, Surname, First Name



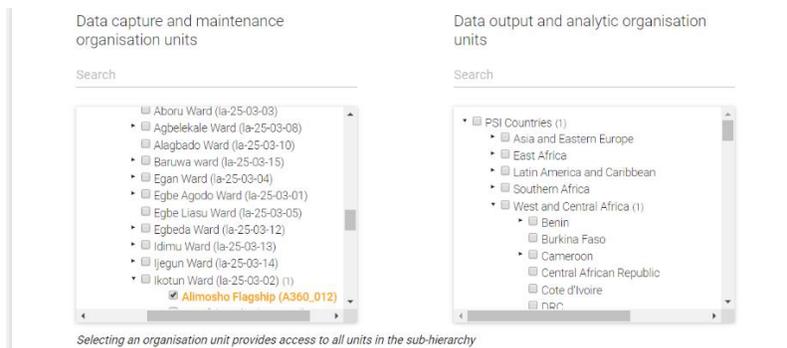
A screenshot of a user creation form. The 'Username' field is highlighted in yellow and contains '9ja_alimosho1'. Below it are fields for 'E-mail', 'Password', and 'Retype password', all containing masked characters. The 'Surname' field contains 'Alimosho Youth Friendly Centre' and the 'First name' field contains '9ja Mobilizer 1'. There is a checkbox for 'External authentication only (OpenID or LDAP)' which is unchecked.

d. **Select the 3 user roles** as below: Date Entry SEwoR, All Analytics, Browser cache cleaner

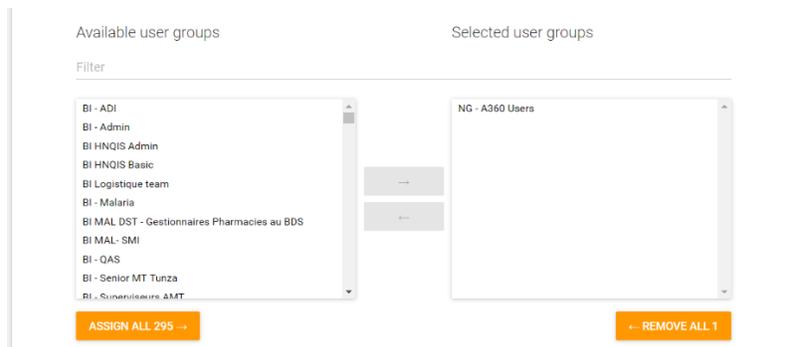


A screenshot of a user role selection interface. It shows 'Interface language' and 'Database language' both set to 'English'. Below are two columns: 'Available roles' and 'Selected roles *'. The 'Available roles' list includes various administrative roles like '_Admin - Apps management', '_Admin - Category Combination Management', etc. The 'Selected roles *' list contains three roles: '_User - Data Entry SEwoR (Only)', '_Analytics - All analytic modules', and '_App - Browser cache cleaner'. At the bottom, there are buttons for 'ASSIGN ALL 203 -->' and '-- REMOVE ALL 3'.

- e. Assign the new clinic to the user account in both the Data capture and in Data output org units as in the example below.
- f. Next, scroll down and click on “More options” to display the user roles section of the form: locate the user role “NG - A360 Users” and select.
- g. Scroll down and click Save button.



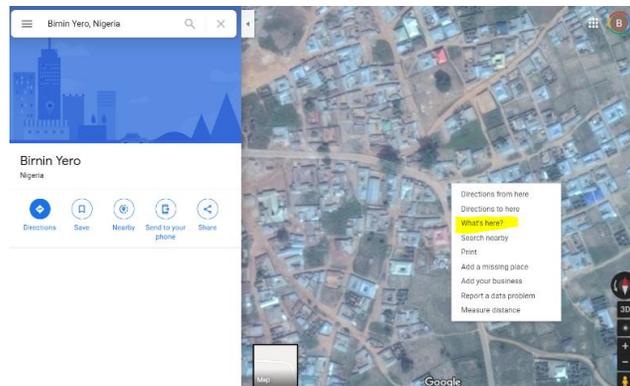
Two side-by-side screenshots showing organization unit selection. The left screenshot is titled 'Data capture and maintenance organisation units' and shows a search results list with 'Alimosho Flagship (A360_012)' selected. The right screenshot is titled 'Data output and analytic organisation units' and shows a search results list with 'PSI Countries (1)' selected, which includes sub-items like 'Benin', 'Burkina Faso', etc. Below the screenshots is the text: 'Selecting an organisation unit provides access to all units in the sub-hierarchy'.



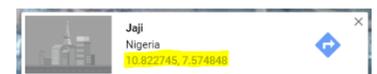
AND YOU'RE DONE!!!

6. Steps to retrieve coordinates from Google Maps

- a. Go to <http://maps.google.com> and search for the ward / village / area where the clinic is located. Navigate to the correct area, zoom in and locate the building of the A360 clinic, or the approximate location if no building can be identified (e.g. the junction or street).
- b. Right-click on the spot, and select "What's here?" from pop-up menu.



- c. A box with the place name and coordinates of point on the map will be displayed: click the coordinates.



- d. In the Info panel on the left, select and **copy the coordinates** as in example below; then paste into Latitude and Longitude fields of Org Unit form (see Step 3).

