USAID PEPFAR Central Custom Indicators Guidance
Version1: January 15, 2021

Purpose of Central Custom Data Collection

As USAID works to support the next iteration of PEPFAR, sustaining the gains and protecting the investments is critical now more than ever. At all levels, custom data collection allows USAID to better tailor data requests to meet evolving program needs, advance analytics, and enhance advocacy for our programs.

Existing standard data collection, through both PEPFAR MER (Monitoring, Evaluation and Reporting) and HFR (High Frequency Reporting), is insufficient to fully and effectively monitor and manage programs across all program areas and to improve efforts towards continuous program improvement.

The use of custom indicators has allowed USAID to have a more comprehensive view of program impact - both at the OU and global levels - and identify needed course corrections. For most OUs, the use of custom indicators is not new, and this central effort is not intended to replace or interrupt mission- and partner-specific custom data processes. This global effort is meant to standardize and coordinate the collection of a small set of key indicators not captured by existing standard indicator reporting. By routinizing central collection of a subset of key program indicators, OHA aims to reduce ad hoc data calls, streamline data repository, and provide a suite of analyses and visualizations which will be made available for Mission program monitoring and improvement.

Data Collection Process

Central Custom Indicator List:

A set of 27 custom indicators is requested for central collection and is organized by technical area. As with the MER indicators, most indicators are requested on a quarterly basis, with OVC indicators requested semi-annually. The list of indicators is included below, and full details for each indicator, including disaggregates and how to collect and use the data, can be found in the

USAID PEPFAR Central Custom Indicators Reference Guide . Missions should only submit indicators that are relevant to their existing PEPFAR program. For example, if PrEP activities are not supported by USAID in-country, the mission is not expected to report on the 5 PrEP indicators listed below. As this process evolves through initial implementation, feedback, and review, the list of indicators may be amended for future data collection cycles (reducing and/or adding key custom indicators or technical areas).

	Quarterly			Semi-Annually (Q2 and Q4)
DREAMS	DREAMS_FP DREAMS_GEND_NORM		OVC	OVC_OFFER OVC_ENROLL OVC_VL_ELIGIBLE (<18) OVC_VLR (<18) OVC_VLS (<18)
GBV	GEND_GBV			
KP	TX_NEW_VERIFY TX_CURR_VERIFY TX_PVLS_VERIFY (N&D) TX_RTT_VERIFY			
Lab	TX_PVLS_ELIGIBLE TX_PVLS_SAMPLE TX_PVLS_RESULT_DOCUMENTE D PMTCT_EID_ELIGIBLE PMTCT_EID_SAMPLE PMTCT_EID_RESULT_DOCUMENTED			
PrEP	PrEP_SCREEN PrEP_ELIGIBLE PrEP_1MONTH PrEP_NEW_VERIFY PrEP_CURR_VERIFY			
	SC_ARVDISP SC_LMIS SC_CURR			
VMMC	VMMC_AE			

Templates:

All central custom data should be collected through the Excel-based template starting in FY21 Quarter 1. The template is structured similarly to the HFR template, with two format options for submission (long and wide). Missions can combine data into one template, or keep submissions from different partners and/or technical areas separate.

**Additional guidance specific to completing the template is available in the Addendum at the end of this document.

Data Submission Process

Timeline and Reporting Frequency:

Central collection of custom data will follow the MER reporting calendar in order to align with existing processes. While not all custom indicators will be reported quarterly (see Indicators section), the routine submission date will be 6 weeks after the close of each quarter. Submitted custom indicator data and base analytics will be available for teams to view in a Tableau dashboard shortly following data submission.

FY21 Custom Indicator Reporting Deadlines:

- Quarter 1: February 12, 2021
- Quarter 2: May 14, 2021
- Quarter 3: August 13, 2021
- Quarter 4: November 12, 2021

Data Submission Format:

On or before the data submission date each quarter, Mission teams should submit completed data template(s) as attachment(s) to the Custom Data Submission Google Form.

Template files should be named using the following format and should include partner and/or technical area if multiple templates are used.

CIRG_FY[YY]_[Period]_[OU]_[PARTNER]_[DATE SUBMITTED as YYYYMMDD]

ex) CIRG_FY21_Q1_Moldova_20211015.xlsx or

CIRG_FY21_Q1_Moldova_Partners4Data_20211015.xlsx

In rare circumstances, such as with Key Populations Investment Fund (KPIF) programming, custom indicators are being collected according to interagency template requirements and reported in partner-managed data management systems without the need for Missions to directly submit any templates to OHA. In such cases where custom indicator data can be drawn directly from a partner's data management system due to an existing agreement between the partner, Mission and OHA (e.g. EpiC's infolink DHIS2 solution), submission through this central custom indicator process is not needed. Missions should reach out to Bourke Betz (bbetz@usaid.gov) to confirm whether the situation described here applies to the KPIF or KP-related program in-country.

Technical teams and SI Liaisons in OHA will review submissions and provide feedback to Missions with any questions on data quality or completeness. In addition, OHA will provide a standard set of analytics to support HQ, Mission, and Partner monitoring of programs using the submitted data.

Other Custom Indicators not in the Central Custom Indicator List

Missions and partners may routinely collect additional custom indicators that are not included in this Central Custom Indicator List. This list should not preclude Missions from collecting these indicators independently. For any questions related to custom indicators outside of this Central Custom Indicators collection, please contact the appropriate OHA Technical POC below.

PrEP: Allison Kimmel akimmel@usaid.gov
KP: Maria Au mau@usaid.gov
DREAMS: Lakeshia Watson lawatson@usaid.gov
GBV: Emily Reitenauer ereitenauer@usaid.gov
VMMC: Aisha Yansaneh ayansaneh@usaid.gov
Supply Chain: Meaghan Douglas medouglas@usaid.gov
Lab: Miriam Hartig mhartig@usaid.gov, Alex Vrazo avrazo@usaid.gov
OVC: Stephen Volle svolle@usaid.gov

Updates, Questions, and Feedback

Please note that as this new process launches,there may be additional updates and adjustments to process and guidance.

The Custom Indicators Governance Board also welcomes feedback from Mission teams to improve data collection and use. Please send any questions or feedback through the USAID PEPFAR Central Custom Indicators Feedback Form

Addendum: Central Custom Indicator Reporting Guidance

Purpose

The purpose of this addendum is to provide guidance when using the Custom Indicator Reporting template.

Structure

Custom data by partners/country teams will be reported back to OHA for processing and analysis. Country teams/partners must submit partner data in either a wide, semi-wide, or long format using one of three templates; any other format will be returned to the submitter for adjustments. In addition to the standardized templates, any submission that does not include the required data elements listed in our Custom Indicator Reporting template will not be accepted (site name,orgunitid,etc.)

The OHA High Frequency Reporting team is available to provide guidance and work with teams to better structure entry forms and exports from partner systems to match these formats.

All templates have a worksheet named "meta" which includes the data dictionary and meta data for the template that should not be removed.

Some key aspects of data completeness and formatting need to be adhered to:

- In the meta tab, the "OU/Country name" & "Reporting Period" fields must be completed
- Data must be reported either as string or numeric. The data type (string, numeric) is

specified in the templates.

  - String data contains character variables or alphanumeric variables. String data may contain characters, numbers, and other characters.

  - Numeric data contain values that are in number form, like in scientific notation or standard number format

- The "Reporting Period" column in the CIRG tab must match the "Reporting Period" specified in the meta tab.
- The CIRG tabs can be duplicated. You may wish to have indicators/partners/sites/etc on different tabs. If adding multiple tabs, INCLUDE 'CIRG' AT FRONT OF EACH TAB NAME

- File naming convention: CIRG_FY[YY]_[Period]_[OU]_[PARTNER]_[DATE SUBMITTED as YYYYMMDD]. For example: CIRG_FY21_Q1_Moldova_20211015.xlsx or CIRG_FY21_Q1_Moldova_Partners4Data_20211015.xlsx are acceptable file names.

- Do not merge any cells in the spreadsheet. While merged cells may improve the aesthetic appearance of a sheet, they make it difficult to import and work with data. This is true for both column headers and for row labels. Instead, repeat the header/label so that all the information is available in each observation in each of the rows and columns.

- All required elements in either template need to be complete, including the following required elements, populated directly from DATIM, based on existing names/UIDS in the system :
  - CIRG Reporting Period
  - Org Unit (Facility/District/Community Name)
  - Org Unit ID
  - Mechanism ID
  - Mechanism or Partner Name
  - Operating Unit
  - PSNU
- For custom indicators that are reported but do not have results for the quarter, please

enter zeros. For custom indicators that are NOT reported, leave the cell blank. ● Avoid including calculations, including totals and yields, in the same sheets with raw data. ● Record dates as YYYY-MM-DD (eg. 2020-10-01) to avoid any confusion

Failure to adhere to the submission guidelines and data structure requirements will result in processing delays of data. To avoid such delays, please follow the guidance above.

Data Submission Process - Implementing partners and USAID country teams can continue to use various data collection methods like direct partner reporting into a country portal or collecting partner data via spreadsheets. The following section outlines the submission processes.

- In-country, USAID Strategic Information (SI) team members will share the reporting calendar and guidance with the implementing partners so there are clear expectations about what data will be reported and when submissions are due.
- By the 15th of each month, the USAID, SI in-country team will send the prior month's data, collected and submitted by the prime partners, to the CIGB at OHA_CIGB@usaid.gov, copying their country's HQ SI POC and SCA. The submission should either be one submission per country or one per implementing partner. Either should conform to the file naming convention found in the Structure section of this guidance.
- The OHA Custom Indicator Governance Board will process the data submission, converting it into a standardized output and feed this data into country-specific dashboards for analysis.
- OHA SCAs, PTCs, SI, and cluster teams will review the data at the close of each reporting period. These data and review by the aforementioned parties will inform discussions between HQ and the USAID field teams to highlight areas of concern and assist in additional data analytics. These OHA teams will communicate findings with the relevant portions of the USAID in-country teams and with the OHA Front Office.
- To re-submit data from a prior period, send the entire file from that reporting period to the CIGB and the team will reprocess the dataset, replacing the original period's data with the new file.

DATA GOVERNANCE: The data collected by in-country implementing partners will be shared with USAID field missions' HIV office and the Office of HIV/AIDS at headquarters. Data will be securely stored at USAID and will not be shared with other organizations outside of USAID, including other implementing partners. Summarized results from these data may be used in presentations to OGAC, but USAID will not share the raw data.

The data exchange practices and policies will be the same as those already in effect for DATIM. OHA requires that IPs archive submitted draft data for at least three months. IPs should also keep a record of data submissions for compliance and verification purposes.

The CIGB expects USAID field teams to develop a clear communication plan with IPs to address data quality, submission, and content issues. Implementing Partners are expected to assign POCs to facilitate the timely submission of data per the calendar set by OHA. OHA recommends field office and IPs to jointly develop a mechanism to review and monitor data submission progress.