



USER MANUAL



TABLE OF CONTENTS

1. FRONT END OR PUBLIC INTERFACE

<u>A. Homepage</u>	p.5
<u>B. About section</u>	p.7
<u>C. FPB data section</u>	p.8
<u>D. Documents</u>	p.10
<u>E. News</u>	p.11
<u>F. Mangement</u>	p.12

2. BACK END OR ADMINISTRATION PLATFORM

<u>A. Dashboard</u>	p.15
<u>B. Input of data</u>	p.19
<u>1. Data input for the FOSA</u>	p.20
1.1. New input file	p.20
1.2. Input of Quality and Quantity data	p.23
1.2.1. Input of quantitative data	p.23
1.2.2. Input of qualitative data	p.26
1.3. Input of data for quality improvement bonuses	p.28
1.4. Input of fraud data	p.29
<u>2. Input of data regarding the Administrative entities</u>	p.30



<u>C. Reports and invoices</u>	
	p.34
<u>D. Exports</u>	p.36
<u>E. CMS (content management system)</u>	p.38
<u>1. News and documents menu</u>	p.39
<u>2. Publication and data validation</u>	p.41
<u>F. Settings</u>	p.42
<u>1. Creation of a user account</u>	p.43
<u>2. Creation of a new RBF entity and Regions</u>	p.47
2.1. How to create a new healthcare formation?	p.47
2.2. How to edit or create a new region?	p.50
<u>3. Creating and editing indicators</u>	p.51
<u>4. Budget</u>	p.54
<u>5. Target Population</u>	p.55
<u>6. Workflow</u>	p.57



ABOUT THE OPENRBF¹ USER'S MANUAL

This user's manual has been written to make the use of the software easier for the different users. It has been written based on the current version of the software as it was conceived for the demonstration portal of OpenRBF. In it you will find a detailed explanation of the different interfaces (Front End and Back End) and their contents. In the first part, you will find the various sections of the public interface or Front End. They are presented as menus. Instructions will be given regarding the relationship between the information in the public interface and the part in which they are created in the administration interface.

In the second part you will find detailed and illustrated instructions on how to generate content with the software. A glossary is provided at the end of the manual to help you understanding the concepts and jargon used in the manual. Finally at the beginning of the manual various issues have been written as a Frequently Asked Questions (FAQ) section in order to guide you directly towards the sections you need the most.

1. OpenRBF : A web based software that allows you to collect and extract data, to display them so that they are accessible to all. The code of this application is open source.



1. FRONT END OR PUBLIC INTERFACE

How to access the OpenRBF demo website?

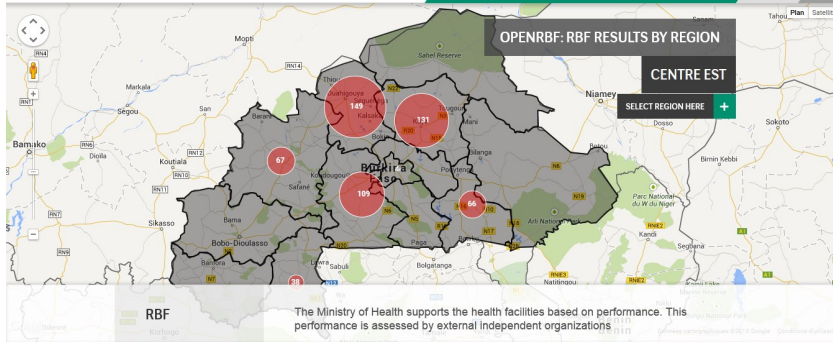
To access the demonstration website of OpenRBF, you just need to type <http://www.demo.openrbf.org> in the URL bar. You will then land on the homepage of the PBF website.

The public interface or front end is the part of the website that is accessible to all. It presents complete information about the PBF project. It shows the progress of the project and the data regarding the evolution of the activities developed as part of PBF.

From the front end, you can access the following menus: About, FBP data, Documents, News, and Management.

A. Homepage

The application homepage shows a summarized version of the information contained on public site. It sums up with pictures and charts the data concerning the PBF project activities, the PBF's areas of activity and the healthcare formations involved. The homepage also shows the titles of the main sections presents in the public interface. (Sections are in green on top right of the page).



REAL TIME RESULT

EVOLUTION | 10/2013-9/2014 COMPARED TO 10/2012-9/2013



SEE DETAILED RBF RESULTS

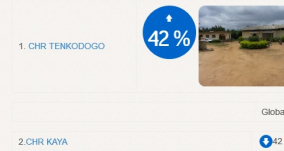
The quality of health care is measured continuously. Results are verified by independent organizations.

TOP QUALITY

CENTRE DE SANTÉ ET DE PROMOTION SOCIALE (CSPS)



CENTRE HOSPITALIER RÉGIONAL (CHR)



LATEST NEWS

DÉMONSTRATION RÉDACTION D'UN ARTICLE
06 JAN 2015
Comment rédiger un nouvel article ou créer un nouveau document?
MORE >

FORMATION DES MEMBRES DES ÉQUIPES ACV
09 SEP 2014
Les membres des équipes ACV ont été formés du 08 au 10 septembre 2014 sur leurs rôles dans la mise en oeuvre du FBR au Burkina Faso. La formation qui a été...
MORE >

DOCUMENTATION

MANUEL D'UTILISATION
06 JAN 2015
Manuel d'utilisation
More

DOWNLOAD 4.66MB



B. About section

The page contains information on the PBF project such as information about the health system, the legal framework in which the health system evolves and in which the project fits. That information is published by the portal's users based on their needs (the data publication process will be described page 57 in the workflow section). It informs on the PBF objectives and outlines its context of development and its goals. You can also publish here information about the different participants and partners of the project.

The screenshot shows the RBF Portal website. At the top left is the logo for 'RBF PORTAL' and 'MINISTRY OF HEALTH'. To the right is a language selector with 'EN' and 'FR'. Below the logo is a navigation menu with 'HOME', 'ABOUT', 'DATA', 'DOCS', 'NEWS', and 'MANAGEMENT'. A breadcrumb trail shows 'Home / About RBF'. The main heading is 'ABOUT RBF'. Below this is a table with three columns: 'ACTOR', 'JOB TITLE', and 'PHONE NUMBER'. The table lists three actors: Mamadou Gabriel (Vérificateur, +257), Aminata Camille (PM, +257), and Pierre Vincent (PM, +257). At the bottom, there is a footer with logos for 'OpenRBF RBF PORTAL MINISTRY OF HEALTH' and 'FINANCED BY BLUE SQUARE .ORG'. It also includes 'IMPLEMENTING PARTNERS', social media icons, and a copyright notice: 'COPYRIGHT © 2014 - ALL RIGHTS RESERVED.'

ACTOR	JOB TITLE	PHONE NUMBER
Mamadou Gabriel	Vérificateur	+257
Aminata Camille	PM	+257
Pierre Vincent	PM	+257



C. FPB data section

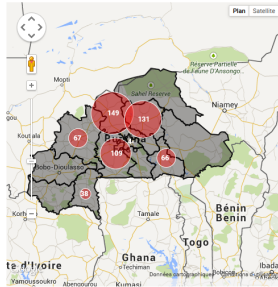
The data page gives information about key data related to the indicators and about the evolution during predefined period of the figures of the quantitative and qualitative indicators. You will also find here the periodical evolution of payments for the different entities and by indicators. The figures in red indicate the number of active entities per region. The figures for “real time results”, “quality score”, “quantity” and “received payment” are displayed once they have been entered and are updated every time data are published.

This example of **Indicator Page** informs about the indicators evolution. This page can be viewed at national, regional, district and entities levels. To display the chart, you just have to move the mouse over the label of the indicator.

Home / Data

OPENRBF: RBF RESULTS BY REGION

KEY DATA (ESTIMATE)	REAL TIME RESULT	QUALITY SCORE	RECEIVED PAYMENTS
<p>4,497,095 Population covered</p> <p>179,884 Estimation endemic deliveries</p> <p>245,991 Population 0-11 months</p> <p>196,973</p>	<p>295,707 Number of children fully vaccinated</p> <p>1,070,996 Number of pregnant women attending consultations</p> <p>1,060 Number of tuberculosis cases treated and declared cured</p> <p>162,800 prenatal consultations</p>	<p>45% Health and Social Promotion Centre</p> <p>38% regional hospital</p> <p>44% Medical center with surgical unit</p> <p>45% Isolated clinic</p>	<p>5,327,709,922 FCFA 11,136,284.61 USD</p> <p>2.48 \$ Per Capita 1,184.70 FCFA</p> <p>EXPORT FULL DATA</p>



TOP SCORE QUALITY

- 1. CSPS DE LEGMOIN (CSPS)** **86%**
2. CSPS DE NIONIGO (CSPS)
3. INFIRMERIE DEU LYCEE YADEGA (DI)
4. CSPS DE BOGOYA (CSPS)
5. CSPS DE BOUDANGOU (CSPS)

Global: 86%, 88%, 83%, 82%

Regions
BOUCLE DU MOUHOUN | Centre | CENTRE EST | CENTRE NORD
| CENTRE-OUEST | NORD | SUD-OUEST | Cascades | Centre-Sud | Est
| Haut-Basson | Plateau-Centre | Sahel

NATIONAL QUANTITIES

INDICATOR	Q I 2013	Q II 2013	Q III 2013	Q IV 2013	Q I 2014	Q II 2014	Q III 2014
Number of new 5-year + patients viewed in curative consultation nurse - poorest	126	124	180	173	175	124	136
Number of days for patients and poorest observation	11	56	57	33	81	27	29
Number of women (old and new) views this month in FP consultation and users of oral contraceptives or injectable - poorest	28	30	22	36	56	26	38
Number of executed home visits	9,212	9,374	8,434	8,497	8,727	9,103	9,280
Number of caesarian sections performed - poorest patient	0	1	0	0	1	0	0
Number of received counter-referrals	5,954	6,478	5,893	5,957	5,757	5,960	6,317

[VIEW ALL INDICATORS](#) [EXPORT DATA](#)

NATIONAL QUALITIES

CENTRE DE SANTE ET DE PROMOTION SOCIALE (CSPS)	Q I 2013	Q 2 2013	Q 3 2013	Q 4 2013	Q 1 2014	Q 2 2014	Q 3 2014
BOUCLE DU MOUHOUN	43	44	45	44	45	46	45
CENTRE NORD	47	45	45	45	45	47	45
SUD OUEST	47	47	40	48	47	44	44
CENTRE EST	47	43	41	46	46	47	42
NORD	46	43	44	43	45	45	46
CENTRE-OUEST	44	46	45	44	48	45	46
CENTRE HOSPITALIER REGIONAL (CHR)							
CENTRE NORD	42	31	61	31	31	42	42
CENTRE EST	61	31	42	42	31	40	42
CENTRE MEDICAL AVEC ANTENNE CHIRURGICALE (CMA)							
CENTRE NORD	68	29	29	55	68	29	29
SUD OUEST	29	47	29	48	48	48	29
NORD	38	39	42	48	38	42	42

[EXPORT DATA](#)

RECEIVED PAYMENTS

ENTITY CLASS	Q I 2013	Q II 2013	Q III 2013	Q IV 2013	Q I 2014	Q II 2014	Q III 2014
Formations Sante	736,526,256	765,709,031	777,450,726	764,809,629	752,134,499	756,523,995	774,555,782

[VIEW ALL PAYEMENTS](#) [EXPORT DATA](#)



D. Documents

This page allows you to publish online all kind of documents in PDF format. To understand how to enter information regarding these documents and how to download them, see the **Content** section.

A screenshot of the RBF Portal website. The header includes the OpenRBF logo, "RBF PORTAL" in red, "MINISTRY OF HEALTH" below it, and language options "EN" and "FR". A green navigation bar contains links for HOME, ABOUT, DATA, DOCS, NEWS, and MANAGEMENT. Below the header, a breadcrumb trail shows "Home / Documentation". The main heading is "DOCUMENTATION" in green. A featured document card for "USER MANUEL" dated "26 FEB 2015" is shown, with a red "DOWNLOAD 5.70MB" button and a "MORE >" link. The footer contains the OpenRBF logo, "RBF PORTAL" and "MINISTRY OF HEALTH", the "FINANCED BY BLUE SQUARE .ORG" logo, the text "IMPLEMENTING PARTNERS", social media icons for Facebook, Twitter, and YouTube, and the text "JOIN US WITH SOCIAL MEDIA" and "COPYRIGHT © 2014 - ALL RIGHTS RESERVED."



E. News

This page presents chronologically a list of articles about any activities and others events related to the PBF project. For instructions on how to publish new articles, see paragraph « **How to write a new article** » in the **Content** section.

RBF PORTAL
MINISTRY OF HEALTH

EN FR

HOME | ABOUT | DATA | DOCS | NEWS | MANAGEMENT

Home / Latest news

LATEST NEWS

ARTICLE WRITING DEMONSTRATION
06 JAN 2015
How draft a new article or create a new document ?

TEAM FORMATION ACV
09 SEP 2014
Team ACV were formed on 08-10 september 2014 on their respective roles for FBR implementation.

FINANCED BY
BLUE SQUARE
a QRS

IMPLEMENTING PARTNERS

JOIN US WITH SOCIAL MEDIA

COPYRIGHT © 2014 - ALL RIGHTS RESERVED.



F. Mangement

The section Mangement allows you to access the administration platform or Back End that will be described in the second part of this manual.

A screenshot of the RBF Portal website. The header includes the "RBF PORTAL" logo and "MINISTRY OF HEALTH" text, a language selector for "EN FR", and a navigation menu with "HOME", "ABOUT", "DATA", "DOCS", "NEWS", and "MANAGEMENT". The main content area features a "LOGIN" form with fields for "Email address" and "Password", a green "Login" button, and a "Back to the site" link. A footer section contains the "OpenRBF RBF PORTAL" logo, "FINANCED BY BLUE SQUARE" logo, "IMPLEMENTING PARTNERS" text, social media icons for Facebook, Twitter, and YouTube, and a copyright notice: "COPYRIGHT © 2014 - ALL RIGHTS RESERVED."



2. BACK END OR ADMINISTRATION PLATFORM

How to access the Back End?

To access the administration platform, click on the **Mangement** menu item in the top right corner of the page. The **Mangement** section provides an access to the Back End or administration platform. One can only access it with the correct identification details.

You land on a registration form in which you enter your identification details: email address (1) and your password (2). Next, click on (3) "Connection".

A screenshot of the RBF Portal login page. The page header includes the OpenRBF logo, "RBF PORTAL" in red, and "MINISTRY OF HEALTH". A navigation menu contains "HOME", "ABOUT", "DATA", "DOCS", "NEWS", and "MANAGEMENT". A language selector shows "EN" and "FR". The main content is a "LOGIN" form with an "Email:" label, an "Email address" input field (marked with a blue square "1"), a "Password:" label, a "Password" input field (marked with a blue square "2"), a green "Login" button (marked with a blue square "3"), and a "Back to the site" link. A footer note says "Can not login? Send an email to sdelbeke@bluesquare.org".



Once logged in the Back End (administration platform), you reach the following homepage:

RBF PORTAL

EN | FR

Dashboard | Data Entry | Report | Export | CMS | Settings
Hello, demo | Logout

DATA COMPLETENESS [Q4:2014] 1

File type	October	November	December
Quantity first level	520/526	525/526	523/526
Quantity second level	6/6	6/6	6/6
Quality first level			526/526
Quality second level			4/4
Quality second care level			2/2
ACV PERFORMANCE EVALUATION			0/6
DRS PERFORMANCE EVALUATION			6/6
ECD PERFORMANCE EVALUATION			15/15
PADS PERFORMANCE EVALUATION			1/1
DCPP_SFS/FBR PERFORMANCE EVALUATION			0/1
UAT PERFORMANCE EVALUATION			0/1
DGESS PERFORMANCE EVALUATION			0/1

PROPORTION OF RECORDED FILES [Q4:2014]

Quantity

Quality

INFO FOSA COMPLETENESS 3

#	REGION	Geo	Picture	Pop	Statut	Resp	Email
1	BOUCLE DU MOUHOUN	63/63	0/63	63/63	63/63	0/63	0/63
2	Centre	0/0	0/0	0/0	0/0	0/0	0/0
3	CENTRE EST	0/61	1/61	61/61	61/61	33/61	0/61
4	CENTRE NORD	53/126	1/126	126/126	125/126	96/126	0/126
5	CENTRE-OUEST	100/104	0/104	104/104	104/104	21/104	0/104
6	NORD	101/144	0/144	144/144	144/144	144/144	0/144
7	SUD OUEST	24/34	1/34	34/34	34/34	23/34	0/34

[More details...](#)

FRAUD SUMMARY [Q4:2014] 2

District	October	November	December
BOUCLE DU MOUHOUN	0	0	0
CENTRE NORD	0	0	0
SUD OUEST	0	0	0
CENTRE EST	0	0	0
NORD	0	0	0
Centre	0	0	0
CENTRE-OUEST	0	0	0

No fraud report for this quarter Q IV 2014 ▾

LOGS SAMPLE 4

Date	Author	Action
2015-02-26 11:48:05	demo	Successful login
2015-02-26 10:08:17	demo	Successful login
2015-02-23 08:33:19	demo	You are successfully logged out
2015-02-23 08:30:56	demo	Successful login
2015-02-19 11:58:35	demo	You are successfully logged out

[Logs details](#)

QUICK ACTIONS 5

- [Data entry](#)
- [Reports](#)
- [Update your profile](#)
- [Help](#)
- [RBF Portal](#)



On top of the page are located the Back End menus that our composed of the Dashboard, Data Entry, Report, Export, CMS and Settings. Every menu item will be described on the next pages.

A. Dashboard

If you click on **Dashboard**, the page displays several tab-shaped menus that lead to the different functionalities you can access. The displayed menus depend on the user's profile (a National Administrator does not have the same rights than a Controller ...).

The menus that are displayed on this page are:

- **Data completeness (1):** You will find more details about this module functionality on page 17
- **Fraud summary (2):** This table displays the number of reported frauds per region and for a quarter. You will find more details about this module functionality on page 29
- **Quick actions (5):** This is a shortcut to some of the most used menus. For this portal, the menus set as quick actions are: data input, reports, update your profile and homepage . You will find explanations about those menus later on
- **Alerts:** These are messages that are displayed on the dashboard to indicate the recent actions (data input, ...)



- ***Info FOSA completeness (3)***: This table displays the completeness of the information from the FOSA level (pictures, coordinates, localization...). You will find more details about how to edit a FOSA on page 48
- ***Log sample (4)***: Holds the list of actions taken by the users



How to quickly check the data completeness?

On the dashboard, the 'data completeness' module shows the progress made on the data input for each month and per file type.

(ex: First level/grade quantity, shows a report of the number of files (1) over the number of expected files (2)) . By default, the last quarter is displayed. One can choose the period to be displayed with/via the drop-down (3).

DATA COMPLETENESS [Q4:2014]			
File type	October	November	December
Quantity first level	520/526	523/526	523/526
Quantity second level	6/6	6/6	6/6
Quality first level			526/526
Quality second level			4/4
Quality second care level			2/2
ACV PERFORMANCE EVALUATION			0/6
DRS PERFORMANCE EVALUATION			6/6
ECD PERFORMANCE EVALUATION			15/15
PADS PERFORMANCE EVALUATION			1/1
DCPP_SFS/FBR PERFORMANCE EVALUATION			0/1
UAT PERFORMANCE EVALUATION			0/1
DGESS PERFORMANCE EVALUATION			0/1

Q IV 2014

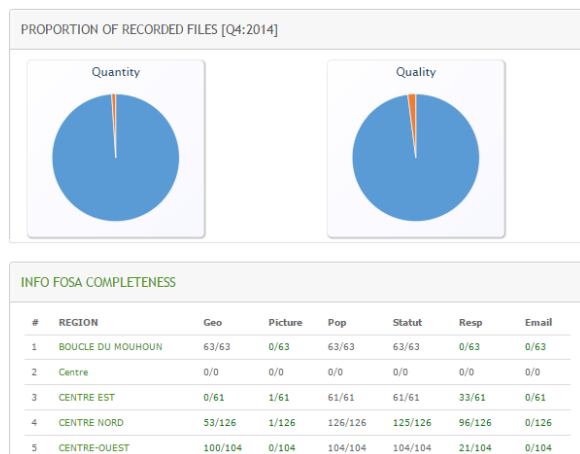


By clicking on the figures that are shown for the month or the quarter, one displays the FOSA for which data have not been entered yet.

DATA COMPLETENESS [Q4:2014]

File type	October	November	December
Quantity first level	520/526	525/526	523/526
Quantity second level	6/6	6/6	6/6
Quality first level			526/526
Quality second level			4/4
Quality second care level			2/2
ACV PERFORMANCE EVALUATION			0/6
DRS PERFORMANCE EVALUATION			6/6

#	Entity	Manager name
1	CSPS DE LAGO	BOURGOU Parfait





B. Input of data

To show the different files, on the dashboard, click on the **Data Entry** menu. Two sub-menu options will show up depending on the status and access right of the user.

The screenshot shows the RBF PORTAL interface. At the top, there is a navigation bar with 'Dashboard', 'Data Entry', 'Report', 'Export', 'CMS', and 'Settings'. Below this, there are two sub-menu options: 'Health facilities (FOSA)' and 'Administrative Entity (EA)'. The 'Administrative Entity (EA)' option is selected, and a table of data files is displayed. The table has columns for '#', 'Entity', 'Zone', 'File type', 'Month', 'Year', 'Date modified', 'Author', and 'Status'. Each row represents a data file with its corresponding details and status.

#	Entity	Zone	File type	Month	Year	Date modified	Author	Status			
1	CSPS DE SOLIMANA	NOUNA	Quality first level	October	2014	2015-02-10	demo	Validated			
2	INFIRMERIE MACT	TENKODOGO	Quality first level	November	2014	2015-02-02	demo	Unvalidated			
3	CSPS DE LILLOUGOU	BOULSA	Quality first level	October	2014	2015-01-16	demo	Validated			
4	CSPS DE SOULA	KOUDOUGOU	Quality first level	November	2014	2014-11-16	demo	Unvalidated			
5	CSPS DE OULA	OUAHIGOUYA	Quality first level	October	2014	2014-11-16	demo	Unvalidated			
6	CSPS DE SIKORO	NOUNA	Quality first level	December	2014	2014-11-16	demo	Unvalidated			
7	CSPS DE SANGA	LEO	Quality first level	November	2014	2014-11-16	demo	Unvalidated			

You can proceed to entering data:


- ⇒ for the FOSA's activities by clicking on Healthcare Formation (FOSA)
- ⇒ For administrative data by clicking on Administrative Entities (EA).



1. Data input for the FOSA

1.1. New input file :

- Click on **Healthcare formation** in the dropdown menu displayed when you place your pointer over the **Data Entry** menu; you land on the **Data File Management** page showing the already existing files. You can create new files like this (the procedure to create new files is explained at the bottom of/under this table).

 **RBF PORTAL** EN | FR
OpenRBF MINISTRY OF HEALTH


Dashboard | Data Entry | Report | Export | CMS | Settings | Hello, demo | Logout

DATA FILES MANAGEMENT - [2118 FILES]

Select... Month... Year... File type... Filter Clear

#	Entity	Zone	File type	Month	Year	Date modified	Author	Status			
1	CSPS DE SOLIMANA	NOUNA	Quality first level	October	2014	2015-02-10	demo	Validated			
2	INFIRMERIE MACT	TENKODOGO	Quality first level	November	2014	2015-02-02	demo	Unvalidated			
3	CSPS DE LILLOUGOU	BOULSA	Quality first level	October	2014	2015-01-16	demo	Validated			
4	CSPS DE SOULA	KOUDOUGOU	Quality first level	November	2014	2014-11-16	demo	Unvalidated			
5	CSPS DE OULA	OUAHIGOUYA	Quality first level	October	2014	2014-11-16	demo	Unvalidated			
6	CSPS DE SIKORO	NOUNA	Quality first level	December	2014	2014-11-16	demo	Unvalidated			
7	INFIRMERIE DE L'ENSP DE OUAHIGOUYA	OUAHIGOUYA	Quality first level	October	2014	2014-11-16	demo	Unvalidated			
8	CSPS DE SANGA	LEO	Quality first level	November	2014	2014-11-16	demo	Unvalidated			



- To create a new file, click on the sign  placed in the top right corner of the page
- Open the page **New File**
- Define the file you want to create and input by filling up the dialog window with the following information: (1) the region, (2) the district, (3) the entity, (4) the file type, (5) the period, then click on **Continue**

RBF PORTAL

OpenRBF MINISTRY OF HEALTH

[Dashboard](#) | [Data Entry](#) | [Report](#) | [Export](#) | [CMS](#) | [Settings](#) |

NEW FILE

Region:	<input type="text" value="Select.."/>	▼	1		
District:	<input type="text"/>	▼	2		
Entity	<input type="text"/>	▼	3		
File type	<input type="text"/>	▼	4		
Period:	<input type="text" value="Select.."/>	▼	<input type="text" value="2015"/>	▼	5

CONTINUE



NB : The procedure to create a file is the same for all file types.

Example: Bellow is an example of preliminary information filling for the creation of a first grade quality file for the region Center-East, in the district of Tenkodogo, for the account of the Bon Berge FOSA and regarding the month of January 2014.

The screenshot shows the "PORTAIL FBR" interface for the "MINISTRE DE LA SANTE DU BURKINA FASO". A navigation menu includes "Tableau de bord", "Saisie", "Rapports", "Exportation", "CMS", and "Paramètres". The main section is titled "NOUVEAU FICHIER" and contains a form with the following fields:

- Region:** CENTRE EST
- Zone Sanitaires:** TENKODOGO
- Entité:** BON BERGE
- Type de fichier:** Quantité première échelon
- Période:** Janvier 2014

A green "CONTINUER" button is located at the bottom left of the form.



1.2. Input of Quality and Quantity data

1.2.1. Input of quantitative data :

First of all enter the total amount computed by the controllers and recorded on the input sheets in the cell (1). If this cell is not filled up, the encoding of the other data is impossible. To validate the file, it is compulsory that this total (1) equals the total showed by the file (6).

Write any remark/observation to make about the verification in the cell (2).

Then enter the indicators' data as they have been recorded on the input sheets of the controllers in the dedicated columns. The declared values will be recorded in the column (3) dedicated to Declared Data and the validated value in the column (4) dedicated to the validated data. The indicators are likely to be different depending on the regions.

The total to be paid for the indicator (5) is calculated automatically.

The amount indicated in the cell (1) must be the same as the final total located in the last cell of the column (6) at the bottom of the table.

Save the data once everything has been recorded by clicking on Save (7).



OpenRBF

EN | FR

SAISIE DES DONNEES - QUANTITY SECOND LEVEL

Entity: CENTRE NORD - KAYA - CHR KAYA
 Period: November 2014
 Total: 1,543,690.00
 Demo data

#	Indicator	Declared	Validated	Unit cost/Max. Points	Total
1	Nombre de malades de 5 ans et plus vus en consultations externes par médecins, des Attachés de santé, ou des SFE/ME	204.00	154.00	290.00	44,660.00
1a	Number extern patients consultations 5 years and older seen by physicians, health officers, or SFE / ME - poorest patient	3	4	5	
2	Nombre d'enfants malades de 29 jours à 59 mois vus en consultations externes				65,650.00
2a	Number of sick children (29 days - 59 month) extern consultations - poorest patient			2,550.00	
3	Nombre de nouveaux nés pris en charge pour urgences néonatales	7.00	3.00	2,600.00	7,800.00
3a	Number of newborns supported for neonatal emergencies - poorest			4,200.00	
4	Nombre de contre - référence réalisées et remises au responsable CISSE du district pour transmission aux FS	88.00	96.00	1,300.00	124,800.00
5	Nombre de journées d'hospitalisation	1,077.00	810.00	390.00	315,900.00
5a	Number of days of hospitalization - poorest patient			4,330.00	
6	Number of major surgery (hernia, peritonitis, appendicitis, obstruction, other laparotomy, hydrocele, GEU, debridement of open fractures) made - poorest patient	5.00	5.00	14,300.00	71,500.00
6a	Number of major surgery (hernia, peritonitis, appendicitis, obstruction, other laparotomy, hydrocele, GEU, debridement of open fractures) executed - poorest patient			42,100.00	
7	Nombre d'accouchements eutociques réalisés	3.00	3.00	3,900.00	11,700.00
7a	Number of eutocic deliveries made - poorest patient			4,200.00	
8	Nombre de césariennes réalisées	7.00	7.00	14,300.00	100,100.00
8a	Number of caesarean sections performed - poorest patient			23,100.00	
9	Nombre d'accouchements dystociques réalisés (césarienne exclue)	12.00	12.00	6,500.00	78,000.00
9a	Number of dystocic deliveries executed (excluding caesarean section) - poorest patient			9,100.00	
10	Number of pregnant women (new and old registered) attending antenatal consultations	10.00	10.00	650.00	6,500.00
11	Nombre de consultations postnatales réalisées (16-18 et/ou S6-S8)	12.00	17.00	650.00	11,050.00
12	Nombre de femmes prises en charge pour avortement	5.00	5.00	4,230.00	21,150.00
13	Nombre d'enfants de 0-59 mois pris en charge pour malnutrition aigüe sévère (MAS) avec complication	40.00	21.00	13,000.00	273,000.00
14	Nombre de personnes ayant bénéficié d'un dépistage volontaire de l'infection à VIH (hors femmes dépistées dans le cadre de la PTME)	87.00	87.00	880.00	76,560.00
15	Nombre de femmes enceintes ayant bénéficié d'un dépistage de l'infection à VIH dans le cadre de la PTME	9.00	9.00	880.00	7,920.00
16	Nombre de mères VIH+ ayant bénéficié d'un traitement prophylactique complet aux ARV	0.00	0.00	1,430.00	0.00
17	Nombre de nouveaux nés de mère VIH + pris en charge	0.00	0.00	1,430.00	0.00
18	Nombre P+VIH nouvellement mis sous ARV	0.00	13.00	2,930.00	38,090.00
19	Number of PLWHIV on ARV followed	0.00	3.00	9,750.00	29,250.00
20	Number of cases of MPR + (new cases and relapses) detected	2.00	2.00	13,000.00	26,000.00
21	Number of tuberculosis cases (all forms) treated and declared cured or treatment completed	0.00	0.00	19,500.00	0.00
22	Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PF et utilisatrices de contraceptifs oraux ou d'injectables	60.00	47.00	2,280.00	107,160.00
22a	Number of women (old and new) views this month in FP consultation and users of oral contraceptives or injectable - poorest			2,525.00	
23	Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PF et utilisatrices de méthodes de longue durée (DIU et implant)	29.00	30.00	4,230.00	126,900.00
23a	Number of women (old and new) views this month FP counseling and users of long-term methods (IUD and implant) -poorest			6,575.00	
24	Number of users (old and new) views this month consulting PF and users of CCV (tubal ligation and vasectomy) - indigent patient	0.00	0.00	14,300.00	0.00
24a	Number of users (old and new) viewed this month consulting PF and users of CCV (tubal ligation and vasectomy) - poorest patient			32,100.00	
Total					1,543,690

SAVE CANCEL

7

6



Caution/Warning:

- The data input for the indicators cannot start if the total amount previously calculated by the controllers is not indicated in the total cell

- If the calculated totals at the beginning and at the end of the table are different, the data will not be saved. If the totals are different, check that there is no mistakes in the computed data. In case of input mistakes, the following message will show up "Check the totals and try again" .

Two mistakes are then to be checked:

- i. Mistakes that occurred while entering data : please double check if the validated data on paper are indeed the same as those on the electronic file.

- ii. If the mistake comes from the paper version: please remake the calculations on paper.



1.2.2. Input of qualitative data :

- Enter in the cell (1) the total (in percent!) recorded in the input form of the controllers and the remarks or observations regarding this input in the cell (2).

- In the cell (3) enter the points attributed to each component of the quality.

NB: For the indicators going from 1 to 10, costs are set up. Once all the available points are inputted, the total is automatically computed (4). And from the indicator 11 to the last one, the number of available points (5) is manually filled up by the user as it may differ from one FOSA to the other.

- Enter the data declared for each indicator in the column (3) as they were recorded in the summary of the input form from the controllers.

- The totals shown in (1) and (6) must be the same and they represent the percent obtained for the quality score.

- Once the input is completed, click on Save.

SAISIE DES DONNEES - QUALITY FIRST LEVEL

Entity: BOUCLE DU MOUHOUN - NOUNA - CSPS DE SOLIMANA
 Period: October 2014
 Total: 302,480.00

Demo data

#	Indicator	Declared	Validated	Unit cost/Max. Points	Total
1	Number of new patients 5 years and most watched during nurse curative consultation	0.00	0.00	0.00	22,360.00
2	Number of new consultants under 5 years viewed during nurse curative consultation	0.00	0.00	0.00	26,800.00
3	Nombre de jours de mise en observation de malades	9.00	9.00	330.00	2,970.00
4	Number of received counter-referrals	0.00	0.00	1,300.00	0.00
5	Number of children fully vaccinated	30.00	30.00	390.00	11,700.00
6	Nombre de femmes enceintes ayant reçu VAT 2 ou plus au cours du mois	43.00	24.00	330.00	7,920.00
7	Number of pregnant women (new and old registered) attending antenatal consultations	98.00	123.00	520.00	63,960.00
8	Nombre de femmes vues en consultation postnatale (J6-J8 et S6-S8)	25.00	23.00	650.00	14,950.00
9	Nombre d'accouchements réalisés au cours du mois	27.00	27.00	1,950.00	52,650.00
10	Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PF et utilisatrices de contraceptifs oraux ou d'injectables	31.00	31.00	650.00	20,150.00
11	Nombre de femmes (anciennes et nouvelles) vues au cours du mois en consultation de PF et utilisatrices de méthodes de longue durée (DIU et implant)	0.00	0.00	1,300.00	0.00
12	Nombre de nouveaux inscrits de 0-11 mois vus en consultation du nourrisson sain	0.00	0.00	130.00	0.00
13	Nombre d'enfants de 12-23 mois vus en consultation du nourrisson sain	0.00	0.00	330.00	0.00
14	Nombre d'enfants de 6-59 mois pris en charge pour malnutrition aiguë modérée (MAM)	74.00	74.00	390.00	28,860.00
15	Nombre d'enfants de 6-59 mois pris en charge pour malnutrition aiguë sévère (MAS) sans complication	22.00	22.00	980.00	21,560.00
16	Number of executed home visits	0.00	0.00	3,900.00	0.00
17	Nombre de personnes ayant bénéficié d'un dépistage volontaire de l'infection à VIH (hors femmes dépistées dans le cadre de la PTME)	0.00	0.00	650.00	0.00
18	Nombre de femmes enceintes ayant bénéficié d'un dépistage de l'infection à VIH dans le cadre de la PTME	44.00	44.00	650.00	28,600.00
19	Nombre de mères VIH+ ayant bénéficié d'un traitement prophylactique complet aux ARV	0.00	0.00	3,250.00	0.00
20	Nombre de nouveaux nés de mère VIH + pris en charge	0.00	0.00	3,900.00	0.00
21	Number of PLWHIV on ARV followed	0.00	0.00	1,300.00	0.00
22	Number of cases of MPR + (new cases and relapses) detected	0.00	0.00	7,800.00	0.00
23	Number of tuberculosis cases (all forms) treated and declared cured or treatment completed	0.00	0.00	11,050.00	0.00
Total					302,480

CANCEL



1.3. Input of data for quality improvement bonuses

- Input in the cell (1) the total recorded in the input form of the controllers and their remarks.
- Click on Save.

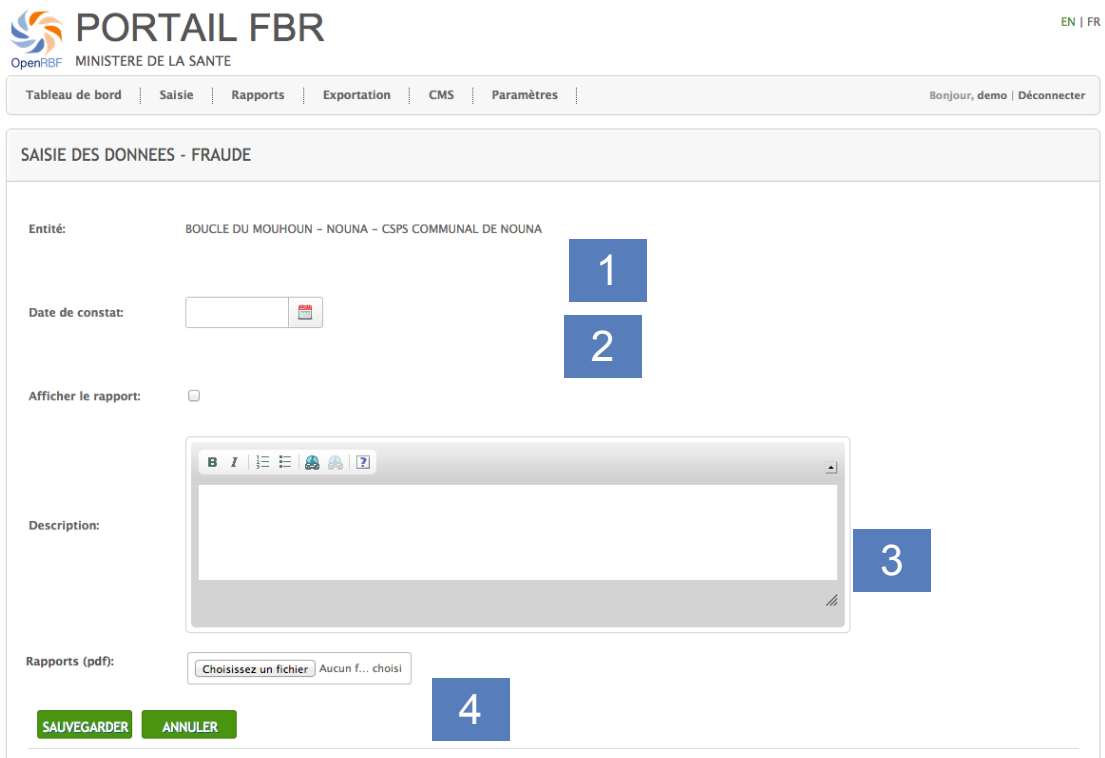
The screenshot shows the OpenRBF web portal interface. At the top left is the logo for "PORTAIL FBR" and "MINISTÈRE DE LA SANTÉ". On the top right, there are language options "EN | FR". Below the header is a navigation menu with items: "Tableau de bord", "Saisie", "Rapports", "Exportation", "CMS", and "Paramètres". On the far right of the menu is "Bonjour, demo | Déconnecter". The main content area is titled "SAISIE DES DONNEES - BONUS AMÉRIORATION QUALITÉ". It contains a form with the following fields:

- Entité:** BOUCLE DU MOUHOUN - NOUNA - CSPA COMMUNAL DE NOUNA
- Période:** Trim. IV - 2014
- Montant du bonus:** A text input field containing "100" and a blue button with the number "1" next to it.

At the bottom of the form are two green buttons: "SAUVEGARDER" and "ANNULER". At the very bottom of the page, there is a copyright notice "Copyright © 2014 Tous droits réservés." and the URL "bluesquare.org".

1.4. Input of fraud data

- Enter the fraud report date in the cell (1)
- Approve the fraud report display by clicking on the cell (2) so that this information shows up on the homepage. Any report created is recorded and visible under the “fraud summary” menu that shows up on the dashboard.
- Make a description of the nature of the observed fraud (3)
- Upload the document reporting the fraud if needed on (4)
- Click on Save if all the data are recorded.



The screenshot shows the 'SAISIE DES DONNEES - FRAUDE' form in the OpenRBF portal. The form includes the following fields and elements:

- Entité:** BOUCLE DU MOUHOUN - NOUNA - CSPA COMMUNAL DE NOUNA (Callout 1)
- Date de constat:** A date selection field with a calendar icon (Callout 2)
- Afficher le rapport:** A checkbox (Callout 2)
- Description:** A large text area for entering the fraud details (Callout 3)
- Rapports (pdf):** A file upload field with the text 'Choisissez un fichier' and 'Aucun f... choisi' (Callout 4)
- Buttons:** 'SAUVEGARDER' and 'ANNULER' buttons at the bottom.

The page header includes the 'PORTAIL FBR' logo, 'MINISTERE DE LA SANTE', and navigation links: 'Tableau de bord', 'Saisie', 'Rapports', 'Exportation', 'CMS', 'Paramètres', 'Bonjour, demo', and 'Déconnecter'. The footer contains 'Copyright © 2014 Tous droits réservés.' and 'bluesquare.org'.



2. Input of data regarding the Administrative entities

How to create a new administrative file?

The procedure to create new files for the administrative entities is the same than the one for the FOSA. This menu allows you to enter evaluations data regarding the performance of the ACV, DRS, ECD, DCPD, DGESE, PADS, UAT .

NB: the core level entities (DCPD, DGESE, PADS, UAT) are located in the Center region and in the Kadiogo district.

To browse existing files or create a new one:

- Mouse over the Data Entry menu so that the dropdown menu appears.
- Click on the sub-menu Administrative Entities, you land on the File management page consisting of a list of existing files regarding the administrative entities.

FILE TYPES [15] + -


File type | Frequency

✓ New file created successfully

#	File type title	Content type	Frequency			
1	ACV PERFORMANCE EVALUATION	Quality	quarterly	✓	✎	✖
2	DCPP_SFS/FBR PERFORMANCE EVALUATION	Quality	quarterly	✓	✎	✖
3	DGESS PERFORMANCE EVALUATION	Quality	quarterly	✓	✎	✖
4	DRS PERFORMANCE EVALUATION	Quality	quarterly	✓	✎	✖
5	ECD PERFORMANCE EVALUATION	Quality	quarterly	✓	✎	✖
6	Fraud	Other	monthly	✓	✎	✖
7	PADS PERFORMANCE EVALUATION	Quality	quarterly	✓	✎	✖

- To create a new Administrative Entity file, click on the sign + located in the top right corner.
- Fill in the new file description form by following the same procedure than for creating a new FOSA file.

Example :



RBF PORTAL
OpenRBF MINISTRY OF HEALTH

Dashboard | Data Entry | Report | Export | CMS | Settings

NEW FILE

Region: ▼

District: ▼

Entity: ▼

File type: ▼

Period: ▼ ▼

CONTINUE



Here you will allocate points to the indicators. The points will be recorded in the Verified column. For each indicator, the system will automatically display the score. The same goes for the global score of the quality evaluation.

Indicate the evaluation score (1) as written on the controllers' sheet. If comments are to be made, enter them in (2).

In the attributed point column (3), enter the points allocated to each indicator, the computation will be automatically performed in the Percent column (4) as the input process progresses.

The point total automatically computed by the application will show up in (5). This total must be the same as the one indicated in (1) for the invoice to be stored/recorded/saved.

Once all data have been entered, click on Save.

 le fichier existe déjà.

SAISIE DES DONNEES - EVALUATION DE LA PERFORMANCE DES ECD

Entité: BOUCLE DU MOUHOUN - SOLENZO - ECD SOLENZO
 Période: Décembre 2014
 Score Obtenues: 59.70
 Demo data

#	Indicateur	Points attribués	Prix/Points disponibles	Pourcentage
1	INDICATEURS GÉNÉRAUX	16.00	25.00	64.00
2	PLANIFICATION SUIVI ET EVALUATION	20.00	20.00	100.00
3	GESTION FINANCIÈRE	7.00	15.00	46.67
4	HYGIÈNE & ENVIRONNEMENT DE TRAVAIL	10.00	15.00	66.67
5	GESTION DES MEDICAMENTS	6.00	23.00	26.09
6	MEDICAMENTS TRACEURS	10.00	30.00	33.33
7	VACCINATION	12.00	20.00	60.00
8	INTRANTS PROGRAMMES SPÉCIFIQUES (SR, PALUDISME, NUTRITION, TUBERCULOSE, VIH)	11.00	20.00	55.00
9	GESTION DE L'INFORMATION SANITAIRE	15.00	15.00	100.00
10	SUPERVISIONS	14.00	20.00	70.00
11	CONTROLES	3.00	15.00	20.00
12	VERIFICATION DE LA QUALITE/PERFORMANCE	20.00	20.00	100.00
13	INDICATEURS DE PERFORMANCE DU DISTRICT	13.00	25.00	52.00
Total		157.00	263.00	59.70

SAUVEGARDER ANNULER



C. Report and invoices

How to generate a report?

The **Report** menu consists of a list of reports and invoices.

To access the reports:

- Click on the **Report** menu
- You land on the Report page consisting of a list of reports, invoices.
- The types of file present differ depending on projects (for the current project) we have the following types of reports:

1/ Monthly allowance invoice for service providers

2/ Quarter allowance invoice for regulators

3/ Quality bonuses invoice

4/ Monthly consolidated allowance invoices

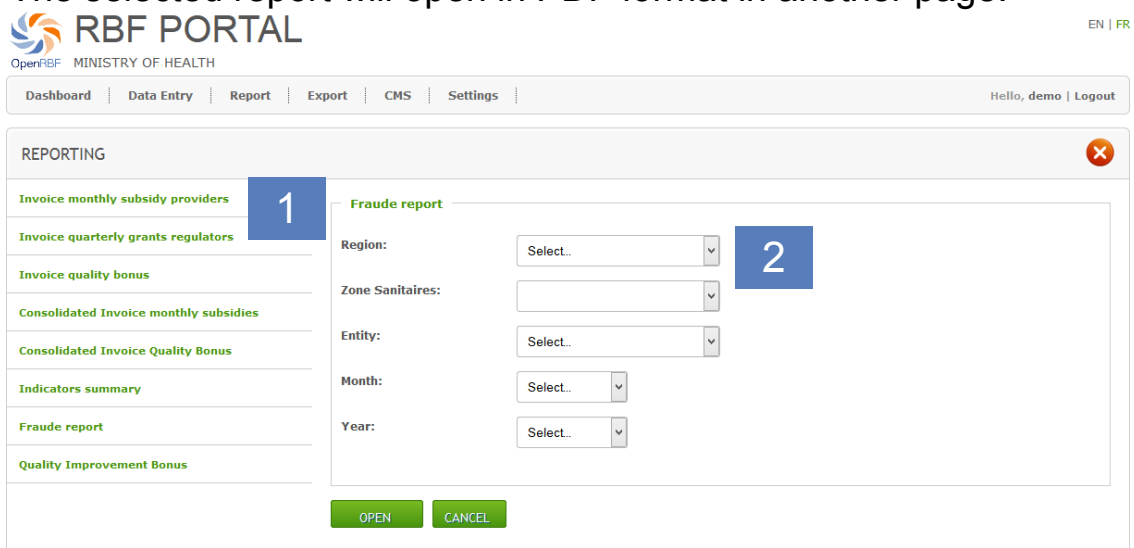
5/ Consolidated quality bonuses invoices

6/ Indicators synthesis

7/ Fraud report

8/ Quality improvement bonuses

- To consult and to export one of them, click on the report's title (1), a dialog window(2) will appear on the right of the list.
- In the dialog window, select the identification elements of the Report (region, district entity, quarter, year) then click on Open.
- The selected report will open in PDF format in another page.



The screenshot displays the RBF PORTAL interface. At the top, there is a navigation bar with the following items: Dashboard, Data Entry, Report, Export, CMS, and Settings. The user is logged in as 'Hello, demo' and can click on 'Logout'. The main content area is titled 'REPORTING' and contains a list of reports on the left and a 'Fraude report' dialog window on the right. The dialog window has a title bar with a close button (X) and contains the following fields: Region (dropdown menu), Zone Sanitaires (dropdown menu), Entity (dropdown menu), Month (dropdown menu), and Year (dropdown menu). Below the fields are two buttons: 'OPEN' and 'CANCEL'. A blue box with the number '1' highlights the 'Fraude report' title in the list, and another blue box with the number '2' highlights the 'Region' dropdown menu in the dialog window.




D. Export

The Export menu allows to export PBF data in excel format. You can export all the data saved in the system's database as well as the user list. The data export is done by file type. The table thereafter lists all the export possibilities.

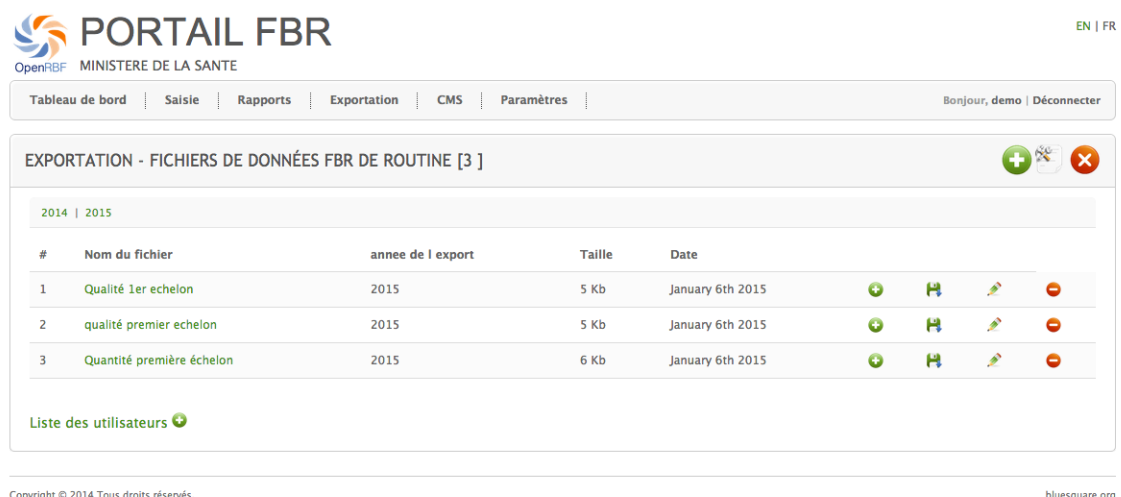
How to export data?

- Choose the year wanted for the exporting data

-Click on the sign in front of the file title

-The sign  appears indicating that the file is ready to be exported

-Click on this sign  to complete the file export.















PORTAIL FBR
OpenRBF MINISTÈRE DE LA SANTÉ


EN | FR

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, demo | Déconnecter

EXPORTATION - FICHIERS DE DONNÉES FBR DE ROUTINE [3]

2014 | 2015



#	Nom du fichier	annee de l export	Taille	Date				
1	Qualité 1er echelon	2015	5 Kb	January 6th 2015				
2	qualité premier echelon	2015	5 Kb	January 6th 2015				
3	Quantité première échelon	2015	6 Kb	January 6th 2015				

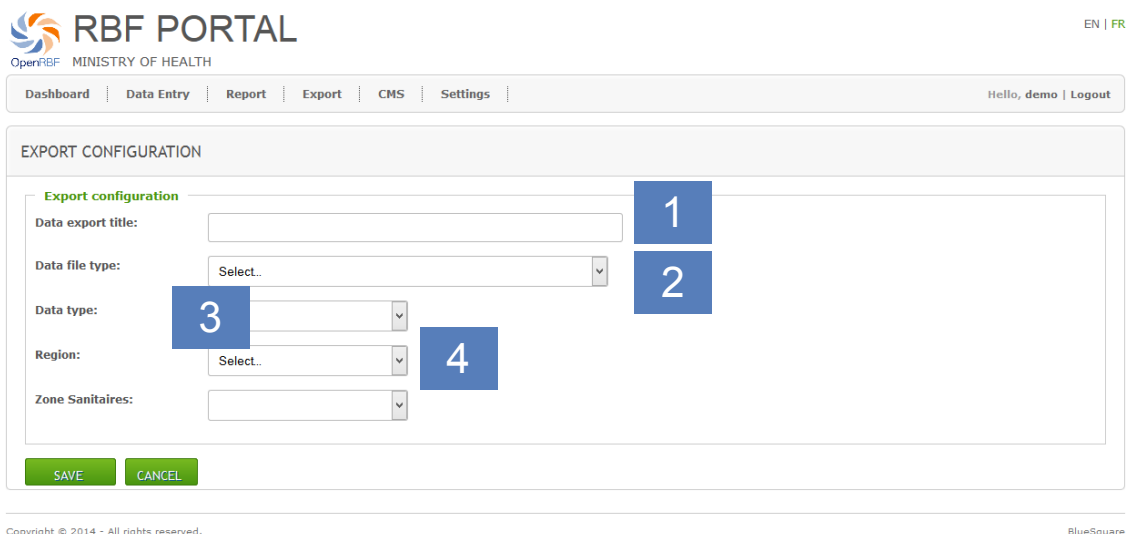
Liste des utilisateurs 

Copyright © 2014 Tous droits réservés. bluesquare.org



How to generate a new exportation?

- Click  on  to open the new file creation form
- Once the form opened, fill it up with the relevant information
- Enter the title of the fill to export in (1).
- Select the type of file that you want to export (2) as well as the type of data that will be exported in the file in (3).
- Select the concerned region (4), then click on Save to make the file creation effective.
- The file shows up in the list of file to export according to the year in which it was created.



The screenshot shows the "EXPORT CONFIGURATION" form in the RBF PORTAL. The form includes the following fields and callouts:

- Data export title:** A text input field with a blue callout box containing the number "1".
- Data file type:** A dropdown menu with "Select.." and a blue callout box containing the number "2".
- Data type:** A dropdown menu with "Select.." and a blue callout box containing the number "3".
- Region:** A dropdown menu with "Select.." and a blue callout box containing the number "4".
- Zone Sanitaires:** A dropdown menu with "Select..".

At the bottom of the form are two buttons: "SAVE" and "CANCEL".

Page footer: Copyright © 2014 - All rights reserved. BlueSquare



E. CMS (content management system)

The CMS menu consists in various information displayed as articles intended for the public interface.

- Click on the CMS menu
- From this menu, you can control the news and documents publication and edit the “About” section as well as manage the data publication and validation.
- By default, the system shows the last articles created.

The screenshot displays the RBF Portal interface. At the top left is the logo and text "RBF PORTAL" and "MINISTRY OF HEALTH". On the top right, there are language options "EN | FR". Below this is a navigation menu with items: "Dashboard", "Data Entry", "Report", "Export", "CMS", and "Settings". A user status bar shows "Hello, demo | Logout".


The main content area is titled "CONTENT MANAGEMENT SYSTEM - NEWS ARTICLES [2]". It includes a breadcrumb trail: "News articles | Documents | Top | Publish and Validate data". There are search filters for "Article title" and "Author", each with a text input field and a "Filter" button. A "Clear" button is also present.


#	Article title	Creation date	Modification date	Author					
1	Demonstration article writing	2015-01-06	2015-02-26	demo	✓	+	✎	-	☐
2	Team formation ACV	2014-09-09	2015-02-26	demo	✓	+	✎	-	☐





1. News and documents menu


Small icons indicate the article's status:

 When the icon is green, it means that the article has been published on the public interface's homepage.

 If it is grey, it means the article has not been published on the homepage. You can then activate its publication by clicking on the icon and the color will change.


 When the icon is green, it means that the article has been published in the dedicated section. You can un-publish it by clicking on the green icon.

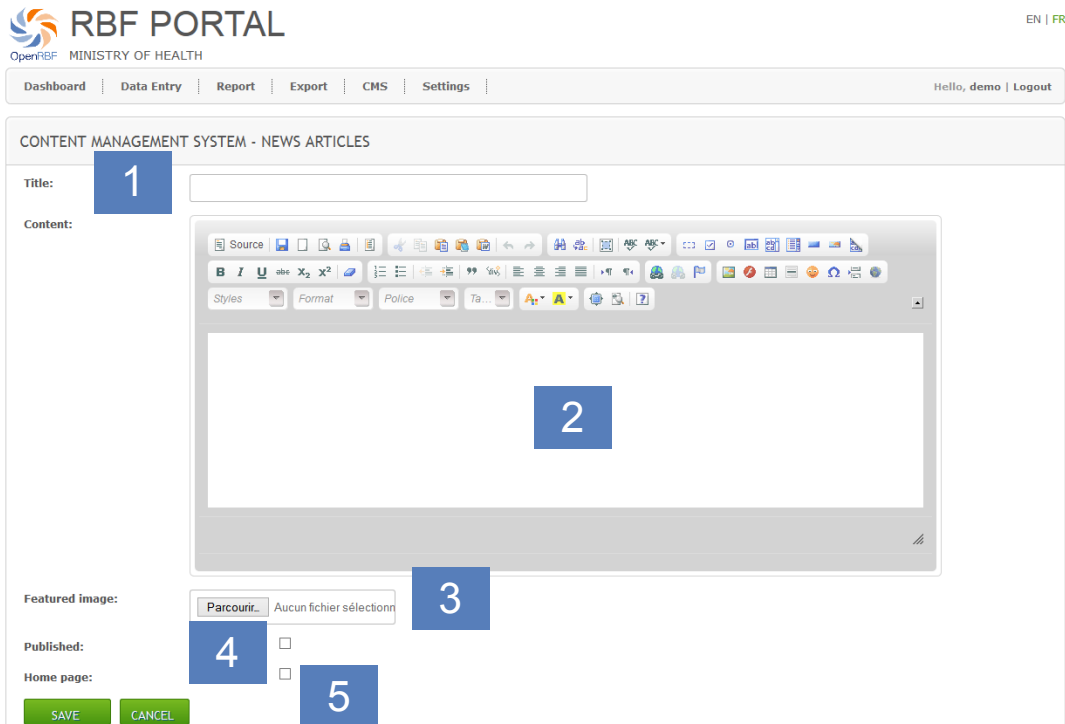
 When the icon is grey, the article is not published in the dedicated section. You can activate its publication by clicking on the grey icon.

 You can click on this icon to modify an existing article.

 You can click on this icon to delete an article.

How to write a new article or add a new document?

- Click first on the submenu News or Documents.
- Then click on the sign  located in the top right part of the page bellow the user name to open the editorial space.
- Write down the article's title in (1), then the article's body in the space (2). You can directly add the formatting to the article that will be displayed as you formatted it.
- You also have the possibility to upload a picture by clicking on « Choose a file » (3).
- By selecting (4) you can publish the article on the page of the dedicated submenu whereas if you select the homepage option (5) you will also publish the article on the homepage. It means that this article will be publicly accessible once connected to the website (<http://www.demo.openrbf.org>) under the News menu.



The screenshot shows the 'CONTENT MANAGEMENT SYSTEM - NEWS ARTICLES' interface. At the top, there is a navigation bar with 'Dashboard', 'Data Entry', 'Report', 'Export', 'CMS', and 'Settings'. The user is logged in as 'Hello, demo | Logout'. The main content area is titled 'CONTENT MANAGEMENT SYSTEM - NEWS ARTICLES'. It features a 'Title' field (1), a rich text editor (2) with a toolbar, a 'Featured image' upload button (3) labeled 'Parcourir...', and two checkboxes: 'Published' (4) and 'Home page' (5). At the bottom, there are 'SAVE' and 'CANCEL' buttons.



2. Publication and data validation

The submenu **Publication and validation** allows to control the data validation and their publication on the front end for each quarter.

Before having the possibility to publish data, it is important to validate them. Once validated by a user, data cannot be changed by a user having less authority (less access) than the person in charge of the validation.

Example:

A regional administrator validates data. The ACV teams or the ECD cannot modify these validated data anymore, except if they are invalidated either by the regional level or by a greater authority (national level).

It is possible to place conditions on the validation and the publication of data via the menu Settings > Workflow (see page 47)

- The validation is done by selecting the district for which one wishes to validate the data. Here there are two validation levels: the regional level validation then the national level validation.
- You can choose to publish all or a part of the data by selecting the districts for which you wish to publish data.

Tableau de bord | Saisie | Rapports | Exportation | CMS | Paramètres | Bonjour, Antoine Legrand | Déconnecter

SYSTÈME DE GESTION DE CONTENU - CMS - PUBLICATION DES DONNÉES FBP [3]

Actualites | Documents | A propos | Top | Publication et validation

Trimestre Année	Date de validation nationale	Auteur validation	Date de publication	Auteur publication
Trim. III 2014 (Cliquez ici pour le détail)				
Trim. II 2014 (Cliquez ici pour le détail)	2014-10-09	KABORE Moussa	2014-10-09	KABORE Moussa

Zone Sanitaire	Completude des donnees	Validation regionale <input type="checkbox"/> (tout)	Validation nationale <input type="checkbox"/> (tout)	Publication <input type="checkbox"/> (tout)
1 NOUNA (BOUCLE DU MOUHOUN)	69/180	<input type="checkbox"/> (0/69)	<input type="checkbox"/>	<input type="checkbox"/>
2 SOLENZO (BOUCLE DU MOUHOUN)	46/148	<input type="checkbox"/> (0/46)	<input type="checkbox"/>	<input type="checkbox"/>
3 Kadiogo (Centre)	0/	<input checked="" type="checkbox"/> (0/0)	<input type="checkbox"/>	<input type="checkbox"/>
4 OUARGAYE (CENTRE EST)	65/144	<input type="checkbox"/> (1/65)	<input type="checkbox"/>	<input type="checkbox"/>
5 TENKODOGO (CENTRE EST)	28/140	<input type="checkbox"/> (0/28)	<input type="checkbox"/>	<input type="checkbox"/>
6 BOULSA (CENTRE NORD)	3/184	<input type="checkbox"/> (0/3)	<input type="checkbox"/>	<input type="checkbox"/>
7 KAYA (CENTRE NORD)	54/248	<input type="checkbox"/> (0/54)	<input type="checkbox"/>	<input type="checkbox"/>
8 KONGOUSSI (CENTRE NORD)	32/160	<input type="checkbox"/> (0/32)	<input type="checkbox"/>	<input type="checkbox"/>
9 KOUDOUGOU (CENTRE-OUEST)	56/356	<input type="checkbox"/> (54/56)	<input type="checkbox"/>	<input type="checkbox"/>

F. Settings

The Settings menu allows you to configure a part of the system. By clicking on this menu you will have access to the following submenus:

Acces control list: Allows to modify/add/delete a user account

RBF entities: Allows to modify/add/delete an entity

Regions: Allows to modify/add/delete a region or a district

RBF indicators: Allows to modify/add/delete an indicator

Target Populations : Allow to modify/add/delete targeted populations

Workflow: Allow to modify/add/delete the workflow for the data publication and validation.

NB: Most of those functionalities are only accessible to the national administrator.



1. Creation of a user account

How to create a new user account?

- Click on Settings then on Access control list
- The list of registered users in the system shows up


The screenshot shows the RBF PORTAL interface. At the top left is the logo and text "RBF PORTAL" and "MINISTRY OF HEALTH". At the top right are language options "EN | FR". Below the header is a navigation bar with links: "Dashboard", "Data Entry", "Report", "Export", "CMS", "Settings". On the right of the navigation bar is "Hello, demo | Logout".

The main content area is titled "ACCESS CONTROL LIST - USERS [4]". It has a sub-header "Users | Groups | Tasks". Below this is a search and filter section with a text input, two "Select..." dropdowns, and "Filter" and "Clear" buttons.

#	Full name	Email address (Username)	Job title	Phone number					
1	Aminata Camille	caminata@bluesquare.org	PM	+257	✓	○	✎	✖	☐
2	demo	demo@openrbf.org	demo	0	✓	○	✎	✖	☐
3	Mamadou Gabriel	Gmamadou@bluesquare.org	auditor	+257	✓	○	✎	✖	☐
4	Pierre Vincent	pvincent@bluesquare.org	PM	+257	✓	○	✎	✖	☐


At the bottom left is "Copyright © 2014 - All rights reserved." and at the bottom right is "BlueSquare".



- Click on the sign  in the top-right part of the page to open the account creation form on the User accounts-Add an account
- In (1), enter the first names and last names of the user (e.g.: Joseph Minala)
- In (2), enter the user's role (Controller Manager)
- Enter in (3) his/her phone number or at least one digit (Compulsory!)
- If you want the name to be published in the user's list, click on the Publish button
- In (4), enter the user's e-mail
- In (5), create a password that you will communicate to the user
- In (6), choose the user's group
- Click on the Activate button if you want this account to be immediately active
- In (7) select the work area (e.g.: for the controller manager for the Nouna area, click on Nouna)
- When you are done with the form, click on Save to complete the account creation.



ACCESS CONTROL LIST - ADD ACCOUNT

 Fields with * are required

Identification

User fullname: 1

Job title: 2

Phone number: 3

Publish:

Login information

Email address (username): 4

Password: 5

Password Confirmation:

User group: 6

Activate account:

Work area

Click + Ctrl:
NOUNA
SOLENZO
Centre
K... 7



Description of the user groups

Super Administrator: access to every function of the application.

National administrator: has the following authorizations:

- Manage the user accounts, entities and budgets
- Reports and data export
- Input/consult/delete data of every entities (Healthcare formation and Administrative entities)
- Data validation and publication

EAT User: has the following authorizations:

- Input/consult/delete data of every entities (Healthcare formation and Administrative entities)
- Data validation and publication
- Reports and data export

ACV coordinator: has the following authorizations:

- Input/consult/delete data from service provider in his/her region
- Reports and data export of his/her region
- Regional validation

ACV operator: has the following authorizations:

- Input and consult data for service provider in his/her district
- Reports in his/her district



Central regulator: has the following authorizations:

- Consultation of data in the entire country
- Reports and exports

ECD Manager: has the following authorizations:

- Export and consultation in his/her district

DRS Manager: has the following authorizations:

- Export and consultation in his/her district

2. Export and consultation in his/her district


2.1. How to create a new healthcare facilities?

Click on the Settings menu and in the drop-down menu click on RBF Entities. Then click on the submenu Health facilities.

The screenshot shows the RBF PORTAL interface for the Ministry of Health. The top navigation bar includes 'Dashboard', 'Data Entry', 'Report', 'Export', 'CMS', and 'Settings'. The main content area is titled 'HEALTH FACILITIES - [533 HEALTH FACILITIES]'. Below the title, there are filters and a search bar. The main table lists health facilities with columns for '#', 'Name', 'District', 'Type title', 'Contract type', 'Status', 'Responsible', and 'Responsible email'. Each row includes a set of action icons (checkmark, pencil, delete, and checkbox).

#	Name	District	Type title	Contract type	Status	Responsible	Responsible email	
1	CSPS DE BERMA	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	CSPS DE BARANI	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	CSPS DE BOURASSO	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	CSPS DE SIKORO	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	CSPS DE GONI	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	CSPS DE DARARA	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	CSPS DE TONI	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8	CSPS DE KAMANDENA	NOUNA	Health and Social Promotion Centre	Primary	Public			<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>




- Click on  in the right upper part of the panel to open the form for the creation of a new FOSA. Fill in the form with the required information (this form allows you to enter diverse health information) this file is also accessible from the menu Completeness that is displayed on the dashboard.

See on the following table the kind of information to fill in:



HEALTH FACILITIES

 Fields with * are required

Entity definition

Name:

Type:

Active:

Geographique location

Region:

Zone Sanitaires:

Contact information

Responsible email:

Bank information

Bank:

Bank branch:

Bank account:

Parameters changing with time

+	population	year	type	group	active
	<input type="text"/>	<input type="text"/>	<input type="text" value="Select.."/>	<input type="text" value="Select.."/>	<input type="text" value="Select.."/>

+

SAVE CANCEL



2.2. How to edit or create a new region ?

- Click on the Settings menu
- In the drop-down menu, click on Regions

Copyright © 2014 - All rights reserved. BlueSquare

This screen shows you the hierarchy of the organizations' units. To edit either a region or a district, click on the corresponding submenu. For instance to edit a new district, click on District. The screen displays the list of districts already registered in the system. To edit one of them, click on its name. To create a new one click on to open the creation form.

#	Zone name	Target population	Target population year	Equity Bonus			
1	NOUNA	340024	2014	20	✓		
2	SOLENZO	332828	2014	40	✓		
3	KONGOUSSI	344628	2014	10	✓		
4	KAYA	362929	2014	10	✓		
5	BATIE	89036	2014	40	✓		
6	DIEBOUGOU	127857	2014	20	✓		
7	OUARGAYE	322481	2014	20	✓		
8	TENKODOGO	219735	2014	10	✓		



3. Creating and editing indicators

In Settings > Indicators RBF. The list of the existing indicators in the system is then displayed.

The screenshot shows the "RBF PORTAL" interface. At the top left is the logo and "MINISTRY OF HEALTH". On the right, there are language options "EN | FR". A navigation bar contains "Dashboard", "Data Entry", "Report", "Export", "CMS", and "Settings". The "Settings" menu is active, showing "Hello, demo | Logout". The main content area is titled "INDICATORS [345]" and includes a sub-menu with "data elements", "indicator fees setup", and "Indicators categories". A green notification box says "New file created successfully". Below this is a search bar with "Indicator title:" and a "File type..." dropdown, along with "Filter" and "Clear" buttons. A table lists four indicators with columns for "#", "Title", "Abbrev", "Unit", and "Datatype". Each row has edit, delete, and add icons.

#	Title	Abbrev	Unit	Datatype	
1	Amoxicilline 500 mg capsules				
2	Ampicilline 1g				
3	Artésunate + Amodiaquine cp adulte				
4	ARV available				


To edit an existing indicator, click on it. You can use the search engine to find the indicator to edit. Click on to create a new indicator.

In both cases, you can edit the indicator's form. You then only have to modify/complete the different fields of the form.



(1) : Indicator's name, its common name and its abbreviation if it has one.

(2) : Add the description, the definition.

(3) : Allows you to associate an indicator with a file. You can assign the same indicator to different files. Click on  to add a type of file. Some files are divided into categories (e.g. quality file). You can then assign an indicator to a file's category.

(4) : Choose the position of the indicator in the file and define its price/cost/rate. And the period for which the indicator is available.

Dashboard | Data Entry | Report | Export | CMS | Settings | Hello, demo | Logout

INDICATORS

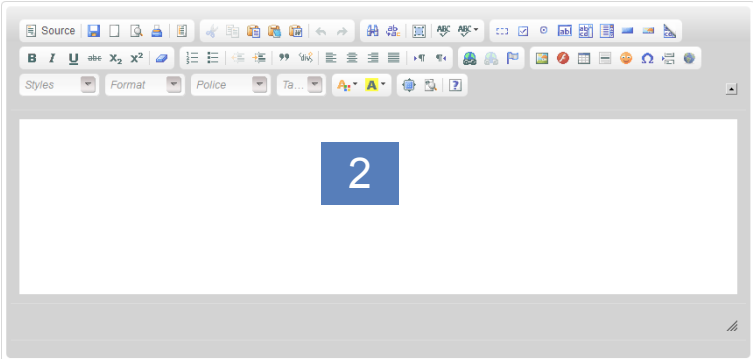
Indicator definition

Title:

Abbrev:

Common name:

Description



2

Units:

Data type:

Show on homepage:

Apply poverty's Bonus:

Modifiable pricing:

Real time result:

Use coverage:

Target population used:

Indicator Icon: Aucun fichier sélectionné [Open](#) | [Delete](#)

Data file

File type / Category	Quality Associated	Sort order	Default fee	Bonus	Target: rel	Target: abs	From	To
<input type="text" value="Select.."/>	<input type="text" value="Select.."/>	<input type="text" value="Yes"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

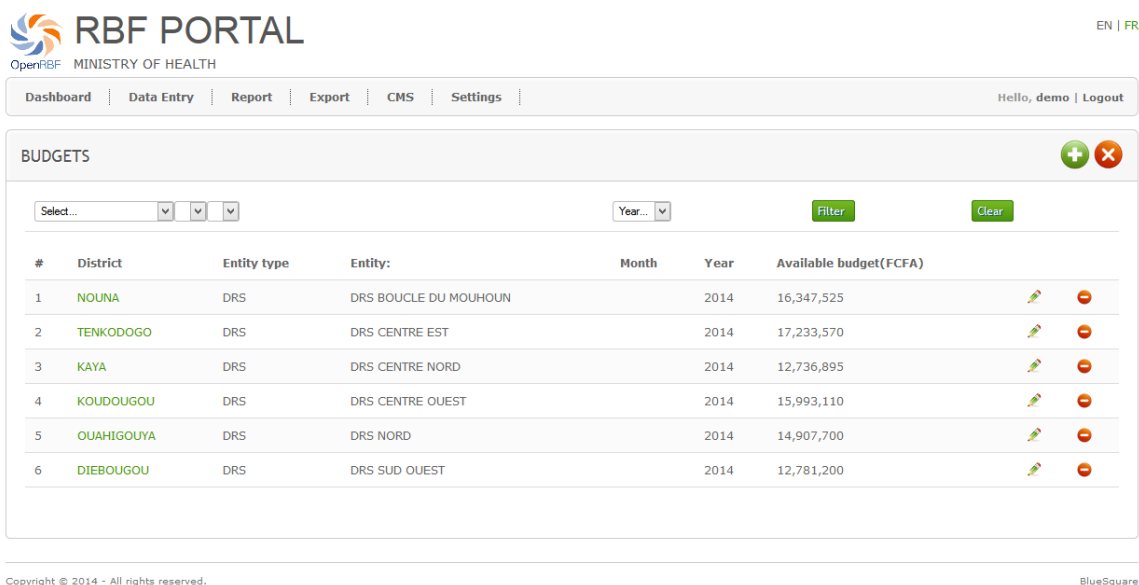
3 4

4. Budget

In Settings > Budget.

This section allows you to define an annual budget for each administrative entity financed by the RBF.

To edit an entity's budget, click on it.

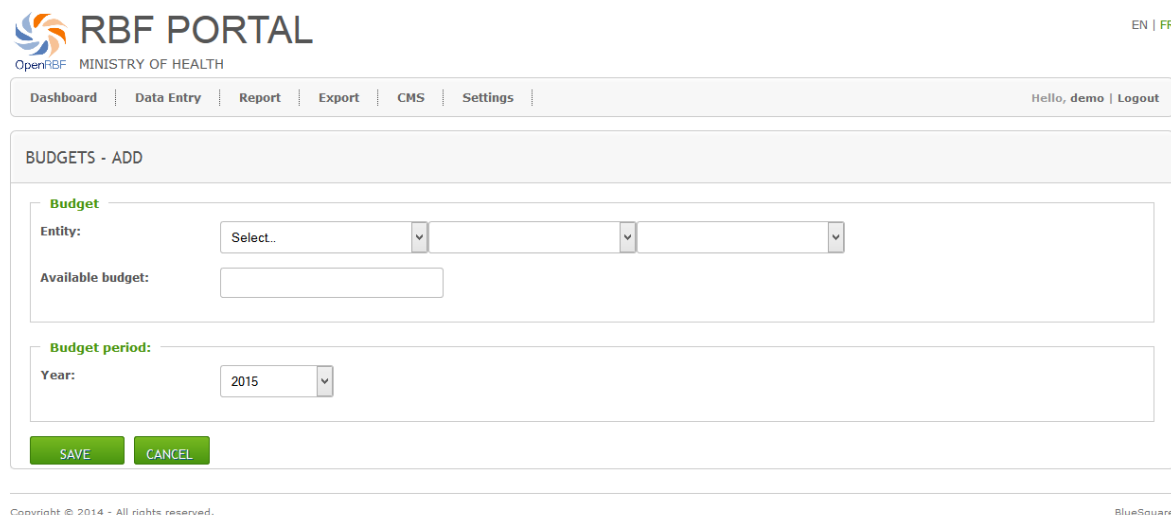


The screenshot shows the 'BUDGETS' page in the RBF PORTAL. At the top, there is a navigation bar with 'Dashboard', 'Data Entry', 'Report', 'Export', 'CMS', and 'Settings'. The page title is 'BUDGETS' with a green plus icon and a red minus icon. Below the title, there are filters for 'Select...' (with three dropdown arrows), 'Year...' (with a dropdown arrow), a green 'Filter' button, and a green 'Clear' button. The main content is a table with the following columns: '#', 'District', 'Entity type', 'Entity:', 'Month', 'Year', and 'Available budget(FCFA)'. The table contains six rows of data for different districts in 2014. Each row has a green pencil icon and a red minus icon for editing or deleting the budget.

#	District	Entity type	Entity:	Month	Year	Available budget(FCFA)
1	NOUNA	DRS	DRS BOUCLE DU MOUHOUN		2014	16,347,525
2	TENKODOGO	DRS	DRS CENTRE EST		2014	17,233,570
3	KAYA	DRS	DRS CENTRE NORD		2014	12,736,895
4	KOUDOUGOU	DRS	DRS CENTRE OUEST		2014	15,993,110
5	Ouahigouya	DRS	DRS NORD		2014	14,907,700
6	DIEBOUGOU	DRS	DRS SUD OUEST		2014	12,781,200

Copyright © 2014 - All rights reserved. [BlueSquare](#)

To add a budget click on  then fill in the available budget and save it.



The screenshot shows the 'BUDGETS - ADD' page in the RBF PORTAL. At the top, there is a navigation bar with 'Dashboard', 'Data Entry', 'Report', 'Export', 'CMS', and 'Settings'. The page title is 'BUDGETS - ADD' with a green plus icon and a red minus icon. Below the title, there are two sections for adding a budget. The first section is labeled 'Budget' and contains 'Entity:' with a dropdown menu and 'Available budget:' with a text input field. The second section is labeled 'Budget period:' and contains 'Year:' with a dropdown menu showing '2015'. At the bottom, there are two buttons: 'SAVE' and 'CANCEL'.

Copyright © 2014 - All rights reserved. [BlueSquare](#)



5. Target Population

In Settings > target population.

This section allows you to define the target populations of the project. These target populations are displayed on the front end and are reused in the cover computation of some indicators (e.g. immunization coverage of children under one year).

RBF PORTAL
OpenRBF MINISTRY OF HEALTH

EN | FR

Dashboard | Data Entry | Report | Export | CMS | Settings | Hello, demo | Logout

TARGET POPULATION

#	Target population	Population percentage	<input type="checkbox"/>		
1	Children < 1 year	4	<input checked="" type="checkbox"/>		
2	Woman of childbearing age	24	<input checked="" type="checkbox"/>		
3	Expected pregnancy	5	<input checked="" type="checkbox"/>		
4	Expected delivery	5	<input checked="" type="checkbox"/>		
5	Live birth	4	<input checked="" type="checkbox"/>		

Copyright © 2014 - All rights reserved. [BlueSquare](#)

To edit a target population, click on it. To add/create a target group click on

Target populations are defined as a percentage of the total population of an area.

You can choose whether or not to publish the target populations on the front end by ticking/unticking the publish option.

Target Population

Population group	<input type="text" value="Childeren < 1 year"/>
Population percentage national	<input type="text" value="4"/>
Population percentage BOUCLE DU MOUHOUN	<input type="text" value="4.2"/>
Population percentage CENTRE NORD	<input type="text" value="4.4"/>
Population percentage SUD OUEST	<input type="text" value="4.23"/>
Population percentage CENTRE EST	<input type="text" value="4.3"/>
Population percentage NORD	<input type="text" value="4.37"/>
Population percentage Centre	<input type="text" value="4"/>
Population percentage CENTRE-OUEST	<input type="text" value="4.2"/>
Publish	<input checked="" type="checkbox"/>

SAVE

CANCEL



6. Workflow

In Settings > Workflow.

This section allows you to define the publication process and data validation settings. The process consists of three steps (regional validation, national validation, publication). Each step of the process can be conditioned.

In the example below the regional validation can only be made once all the data are entered. The national validation is only possible once the regional validation is effective. Data publication is conditioned by the national validation.

NB: It belongs to the portal's owner to decide which data publication process he prefers to follow.

The screenshot shows the "RBF PORTAL" interface. At the top left is the logo and "MINISTRY OF HEALTH". A navigation bar contains "Dashboard", "Data Entry", "Report", "Export", "CMS", and "Settings". The "Settings" menu is open, showing "Workflow" selected. The main content area is titled "Workflow" and contains a table with two columns: "State" and "Condition".

State	Condition
Regional validation :	No condition
National validation :	No condition
Publication :	No condition

At the bottom of the form are "SAVE" and "CANCEL" buttons. The page footer includes "Copyright © 2014 - All rights reserved." and "BlueSquare".



Please do not hesitate to contact us if you have any questions or suggestions:

info@openrbf.org

