HIV Data Triangulation and Use Facilitator Guide

17-20 March 2015

Johannesburg, Gauteng

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# Program goal

Demonstrated ability of district-level HIV program and strategic information staff to:

* Develop and interpret graphs and maps using data to identify HIV program coverage and linkage to care strengths and challenges;
* Use data for HIV service planning at the facility, sub-district, and district levels;
* Strengthen quality of data, reporting, synthesis and utilization;
* Report higher quality HIV data, especially at the facility level;
* Develop HIV strategic planning fact sheets for each district in South Africa that include graphs and maps exhibiting strengths and challenges as well as recommendations for improvement related to HIV programs, including linkage to care;
* Develop and maintain a central website with publically available workshop materials and data use-related resources for ease of access; and
* Catalogue all HIV program actors and data sources (HCT, ART, PMTCT, VMMC, etc.) present in each district of South Africa

# Facilitator check list

All related materials can be downloaded from: https://datause.ucsf.edu/events/south-africa-hiv-data-triangulation-and-use-training-trainers

## Pre-workshop check list

* Identify venue for workshop (Reliable WiFi is imperative)
* Identify workshop attendees (district and sub-district M&E staff working in HIV)
* Identify facilitators (1 facilitator per 10 participants)
* Send invitations (See appendix 1)

Prepare materials:

* Workshop agenda
* Data key and indicator list
* Fact sheet template
* Workshop PowerPoint
* Workshop website
* Pre and post-workshop assessment (including workshop evaluation)
* Data template
* Burn FusionTable video tutorial CDs
* Design and print participant certificate (Appendix 3)

## Workshop check list:

1. Guarantee WiFi is available
2. Confirm participants have downloaded Google Chrome and created a Google account
3. Print out paper-based materials
4. Send welcome email requesting participants bring data of interest to them (Appendix 2)

# HIV Triangulation and Data Use Progress Plan

Enter who you plan to train and by when using the timeline below.

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| **Month** | **April** | | | | | **May** | | | | **June** | | | | | **July** | | | | **August** | | | | | | **September** | | | | **October** | | | | | | **November** | | | | **Dec** | |
| **Week** | **1** | **2** | **3** | **4** | **1** | | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | | **2** | **3** | **4** | | **1** | **2** | **3** | **4** | **1** | | **2** | **3** | **4** | | **1** | **2** | **3** | **4** | **1** | | **2** | **3** | **4** | **1** | **2** |
| **Target audience (Number trained)** |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |  |  |
| *City of Tshwane SI staff (30)* |  | P | P | P | P + | | P | P | \* |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |  |  |
| *City of Johannesburg Region A (15)* |  |  |  |  |  | |  |  |  |  | P | P | P | P+ | | P | P | \* | |  |  |  |  |  | |  |  |  | |  |  |  |  |  | |  |  |  |  |  |
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\* = Hold workshop

P = Workshop preparations (6 weeks prior)

+ = Invite attendees (3 weeks prior)

# Measuring progress

Program target: DSPs to train \_\_\_ (sum of number trained in Progress Plan) of M&E and program staff in high volume facilities by December 2015

Workshop targets

* 80% of participants complete at least one graph and one map using available data during workshop;
* 100% of participants score 80% or higher on workshop post-test
* 90% of working groups complete sharable HIV Planning Fact sheet during workshop;
* 100% of working groups identify a minimum of three measureable next steps and recommendations during workshop

Evaluation

* Upon request, submit workshop evaluation results on the following dates: 15 June 2015; 14 Sept 2015; and 7 Dec 2015
* Follow-up online survey with all workshop participants 3 and 6 months post workshop;
* Structured in-depth telephone interview with select sample of workshop participants 3 and 6 months post workshop

Final report presented to NDOH 15 March 2016

# Appendix 1: Example invitation

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Dear District Support Partner

**Invitation to attend HIV Data Triangulation and Use Training of Trainers workshop Johannesburg, 17-20 March 2015**

The U.S. Centers for Disease Control and Prevention, National Department of Health, USAID, and the University of California, San Francisco (UCSF) have developed a tool to merge and analyze data from multiple sources, modalities and implementing partners to inform evidence based strategic planning of HIV programs at sub-district and municipality levels. Under NDOH’s guidance, this tool will be rolled out by District Support Partners at the district level across South Africa with the aim of improving overall data management reported to the DHIS.

We request your attendance at the HIV Data Triangulation and Use Training of Trainers workshop at the Protea O.R. Tambo in Johannesburg 17-20 March. This workshop will bring together M&E specialists from 27 districts across South Africa to learn how to use this tool and become trainers in the implementation and roll-out of the tool in their districts. Please see agenda attached. ***Suitable participants are those in M&E as well as Epidemiology & Strategic Information***.

**Please confirm your participation before the end of the day Wednesday, March 11 by sending an email to the workshop contacts: Aimee Leidich (aimee.leidich@ucsf.edu) and Nompumelelo Gabela (**[**ycd1@cdc.gov**](mailto:ycd1@cdc.gov)**). Include in the email your full name, email address, phone number, title, and organization and district you represent.**

Workshop details:

**Where:** Protea Hotel OR Tambo

​Corner York and Gladiator Streets, Rhodesfield,

Kempton Park, Johannesburg, Gauteng

T: +27 (0) 11 977 2600

**When:** Tues – Fri**,** 17-20 March 2015 at 0800 – 1600

**Required materials:**

* Laptop computer that has Microsoft Excel installed and can access WiFi internet.
* Disaggregated HIV program data for your district. An example template will be sent in advance of the workshop.

**Expenses:**

* **Transportation to the training venue is the responsibility of the participant**
* *Meals:* Lunch and tea will be provided during the workshop. Lodging participants will receive breakfast and dinner at the hotel. Meals outside of the hotel are the responsibility of the participant.
* *Lodging*: We will provide accommodation for participants needing lodging at the Protea OR Tambo checking-in Mon, 16 March and checking out Fri, 20 March.

# Appendix 2: Example welcome email

Hi all,

Thank you very much for your participation in the upcoming HIV Data Triangulation and Use workshop at the Pretoria OR Tambo in Johannesburg, 17-20 March, 2015 (agenda attached).  Below are a few items to get us all prepared.

We will commence at 0800 on Tuesday 17 March at the Protea Hotel OR Tambo **(Note: This is NOT the Protea Transit Hotel inside the airport)**

Corner York and Gladiator Streets, Rhodesfield,

Kempton Park, Johannesburg, Gauteng

T: +27 (0) 11 977 2600

**What to bring:**

1. DHIS data for your district.  See the attached template that includes the required format and a list of suggested indicators. Please bring data for these indicators and any other data that you use regularly or is of interest.
2. Laptop computer that can access WiFi internet.
3. Google/Gmail account\*
4. Google Chrome Internet browser downloaded onto your computer\*

\*Click [here](https://www.youtube.com/watch?v=E7s9qSSI388) and follow the steps in this video to create a Google/Gmail account and to download Google Chrome if you do not already have either of these.

**Workshop materials:**

* Draft materials for the workshop can be accessed [here](https://datause.ucsf.edu/events/south-africa-hiv-data-triangulation-and-use-training-trainers). We will continue to update this site as more materials become finalized.
* If you want to get a head start on the skills to be learned during the workshop, view the Google Fusion Tables User’s Manual and Online Tutorials [here](https://datause.ucsf.edu/google-fusion-tables-health).

**Lodging at Protea O.R. Tambo**

Reservations have been made in the name of each participant who requested accommodation.  Please see the attached Shuttle times for those arriving to O.R. Tambo airport and needing transport to the Protea O.R. Tambo. You can catch the shuttle to the hotel at the bus terminal behind the Intercontinental Hotel. Any of the airport staff will be able to direct you to the bus terminal.

For questions, please contact:

Nompumelelo Gabela: 0825244376, [ycd1@cdc.gov](mailto:ycd1@cdc.gov)

Aimee Leidich: 0769910568, <aimee.leidich@ucsf.edu>

Thank you very much in advance and we look forward to meeting you next week!

**Norman Britz**

**National Department of Health**

**HIV Data Triangulation and Use Workshop**

**Nompumelelo Gabela**

**U.S. Centers for Disease Control and Prevention**

**Aimee Leidich**

**University of California, San Francisco**

# Appendix 3: Example Certificate of completion



**HIV Data Triangulation and Use Workshop**

Nelspruit, Mpumalanga

5-7 November, 2014

**Aimee Leidich**

**University of California, San Francisco**

**Nompumelelo Gabela**

**U.S. Centers for Disease Control and Prevention**

**Norman Britz**

**National Department of Health**

**for successfully completing:**

Kermit the Frog

**is awarded to**

**Certificate of Completion**

Nelspruit, Mpumalanga

5-7 November, 2014

# Notes

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