



THE REPUBLIC OF UGANDA
The Social Development Sector

MINISTRY OF GENDER LABOUR AND SOCIAL DEVELOPMENT

**District Child data Management Systems Assessment Report for selected UNICEF
districts and others.**

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Contents

FOREWORD	iv
ACKNOWLEDGEMENT	v
LIST OF ACRONYMS	vi
EXECUTIVE SUMMARY	vii
CHAPTER ONE	1
1.0 Background to the report	1
1.1 Objectives of the field assessment	1
1.2 Specific objectives:	2
1.3 Team composition	2
CHAPTER TWO:	4
2.0 METHODOLOGY:	4
2.1 Sampling procedure:	4
2.2 Data collection	4
2.3 Data analysis	4
2.4 Key findings:	5
2.5 Data flow processes for the various Child Protection Management Information Systems	6
2.5.1 Data flow process under OVC MIS	6
2.5.2 OVC Data Reporting and Dissemination	8
2.5.3 Data flow process under UCHL	8
2.5.4 UCHL Data Reporting and Dissemination	9
2.5.3 Data flow process under NGBVD	11
2.5.4 NGBVD Data Reporting and Dissemination	11
2.5.5 Data flow processes under RHIMIS	13
2.5.6 RHIMIS Data Reporting and Dissemination	13
CHAPTER THREE	15
3.0 Districts assessed on good data Management practices and findings	15
3.1 Kasese District	15
3.2 Kabarole District	17
3.3 Kabale District	19
3.4: Ntungamo District	20
3.5 Mbarara District	22
3.6 Kamuli District	24

3.7 Iganga District	26
3.8 Wakiso District	27
3.9 Mpigi District	31
3.10 Jinja District.....	33
3.11 Adjuman District	35
3.12 Kitgum District	38
3.13 Mbale District	43
3.14 Kaabong District.....	45
3.15 Amudat District	48
3.16 Gulu District.....	50
3.17 Arua District	53
CHAPTER FOUR.....	57
4.0 Key Lessons Learned and General Observations by district visited.	57
4.1 General lessons learned	76
CHAPTER FIVE.....	78
5.0 Challenges and Recommendations	78
APPENDICES	80
Appendix 1	80
Appendix 2.....	86

LIST OF TABLES

Table 1: Assessment team composition	2
Table 2 OVC Reporting Schedule	8
Table 3: Observations and areas of improvement noted in Kasese district	15
Table 4: M &E Systems Assessment findings kabarole district	17
Table 5: M & E System assessment findings Kabale District	19
Table 6: M & E System assessment findings Kabale Ntungamo	21
Table 7: M & E System assessment findings Mbarara	22
Table 8: M&E System assessment findings kamuli	24
Table 9: M&E System assessment Iganga District	26
Table 10: M&E System assessment Wakiso District	28
Table 11: M&E System assessment Mpigi district.	31
Table 12: M&E System’s assessment Jinja District	34
Table 13: M&E System assessment Adjumani District	36
Table 14: M & E System assessment of kitgum	38
Table 15: M and E Systems assessment of Mbale District	43
Table 16: M and E Assessment of Kaabong District	45
Table 17: M and E assessment of Amudat district findings	48
Table 18: M and E assessment findings for Gulu District	50
Table 19: M and E assessment findings for Arua District	53
Table 20: Key Lessons Learned and General Observations by district visited	57

LIST OF FIGURES

Figure 1 : Data Flow Processes of OVC Data	7
Figure 2 Data flow process for UCHL	10
Figure 3 Data Flow Processes under NGBVD	12
Figure 4 data flow processes under RHIMIS	14

FOREWORD

The Government of Uganda through the Ministry of Gender, Labour and Social Development (MGLSD) is engaged in the provision of comprehensive and coordinated services to all the children and Youths in the country. For this to be achieved, there is need to have Child Protection Systems that are properly tailored to generate quality data that can be used for effective planning, decision making and policy formulation. The Ministry with donor support for the last ten (10) years has established many Management Information Systems and four of these systems generate Child data on VAC cases, GBV cases, Juvenile data from Remand Homes, and OVC data. However, most of the data that is generated by these MISs is yet to be quality assured by the Auditing Team of UBOS.

In a bid to have the data generated by all the MISs of the ministry quality assured, the Planning and Policy division of the Ministry is working closely with UBOS to have all the data quality assured and officially authenticated for public use.

To improve the quality of data generated through the various systems, it is imperative to first understand the business data management processes that take place at the districts. As an entry point towards achieving this, the Statistics Unit under the Policy and planning division with support from UNICEF carried out a comprehensive assessment of the functionality of OVCMIS, UCHIL, NGBVD and RHMIS in the districts visited, and came up with a detailed report that will guide management decisions.

The district Data Management assessment report does not cover all the districts due to a number of limitations, however, the gaps in this report shall be addressed in future reporting through comprehensive engagements with all actors who will provide positive criticisms for its improvement.



Pius Bigirimana

Permanent Secretary Ministry of Gender, Labour and Social Development.

ACKNOWLEDGEMENT

The production of this district data Management assessment report for the selected districts that were visited this financial year 2018/2019 was as a result of concerted efforts from different stakeholders spearheaded by the Planning and Policy division of MGLSD. The Planning division realized that the only way to improve the Quality of data and data Management processes in the Districts from which MGLSD receives its data for the various MISs, was to go on ground and assess the M&E structure, functions and capabilities of the districts to handle OVC, NGBVD, UCHL, and Remand Home data. There was a need to establish the data Management Institutional environments under which data is generated at the districts and the challenges they are faced with in data Management processes. It's through the process of implementing the recommendations from this assessment report and addressing such challenges, that the quality of data and production of data from the various MISs that have attachment with the districts can be improved. Furthermore, the gaps identified in the systems could be used as building blocks for harmonizing the child protection systems in the Ministry.

The Ministry would like to express deep gratitude and appreciation to all the members of the assessment team for participating actively in the assessment exercise. In addition, the ministry would also like to thank UNICEF for supporting the Ministry team financially in the process of carrying out the assessment. Furthermore, the role played by the District Planners, DCDOs, PSWOs, District Bio-Statisticians and Statisticians, and CAOs of the districts visited in providing Information that was used to generate this report is highly appreciated by the Ministry.

LIST OF ACRONYMS

CAOs	Chief Administrative Officers
CDOs	Community Development Officers
DCDO	District Community Development Officer
DLG	District Local Governments
DOVCC	District Orphaned and Vulnerable Children Coordination Committee
GBV	Gender Based Violence
MGLSD	Ministry of Gender Labour and Social Development
MIS	Management Information Systems
NGBVD	National Gender based Violence Data base
NGBVD	National Gender Based Violence Data base
OVC	Orphans and Other Vulnerable Children
OVCMIS	Orphan and Vulnerable Children Management Information
PSWOs	Probation and Social welfare Officers
PWD	Person with Disability
RC	Reception Centre
RH	Remand Home
RHIMIS	Remand Home Integrated Management Information
SOVCC	Sub County orphaned and Vulnerable Children Coordination committee.
SPSWOs	Senior Probation and Social Welfare Officers
UCHL	Uganda Child Help Line System
UNICEF	United Nations International Children’s Emergency Fund
VRC	Vocational Rehabilitation Centre

EXECUTIVE SUMMARY

This report was compiled as a result of the Ministry conducting district Assessment of all the data Management processes under all the Child Protection Management Information Systems of the Ministry. The purpose of the visit to the districts was to make attempts to improve the quality of OVC, UCHL, GBV and RHIMIS data through building the capacity of persons managing data collection, analysis, dissemination and usage of data at the district level. The quality of the data and the data management processes can be improved by addressing the findings on ground.

During the Assessment exercise, a total of eighteen (18) districts were visited. Out of the 18 districts visited, the districts of Adjumani, Mbale and Jinja did not have Child Action Centers, although they have potential partners that can support them in the management of these action centers.

Most of the districts visited have M and E structures in place at the district level, and they have designated staff to handle OVC, GBV and UCHL data. However, the PSWOs are usually overburdened with work and they need to be supported by deploying some Focal point persons to help them with further data management. At the sub county level, data is handled single handedly by the sub county CDOs especially OVC and GBV data. The environment under which all the child data that goes into the respective MISs is not very conducive as most of the community-based offices are not adequately equipped with computers, data storage cabins, external hard drives, furniture, printers, internet connectivity and others software's.

Many of the staffs were found to be knowledgeable on the indicator definitions and reporting guidelines for OVCMIS, UCHL, and RHMIS with exception of Kabarole district. Most districts visited were using the OVC data for planning and decision making. However, more efforts need to be made in sensitizing the officer's e to make use of the data that comes through the UCHL, GBV and RHIMIS. Looking at the available data collection tools, the team discovered that only OVCMIS had tools that included the OVC register and the Case Management Register. Most districts lacked the GBV incidence forms. Regarding data analysis, most districts enter and analyze data in excel and this is usually done by the respective officers and others with the support of the planning Unit.

All the PSWOs, DCDOs, and the district leaders interacted with are in support of having an integrated Child Protection System in place which they argue will go a long way in reducing the workload of the Probation Officers and others. In conclusion, Internet connectivity was sighted as a big problem in the districts visited.

CHAPTER ONE

1.0 Background to the report

The Ministry of Gender, Labour and Social Development (MGLSD) with support from UNICEF planned and conducted a field data Management assessment of eight UNICEF supported districts and others over the period January 28th 2019 to February 9th 2019. The districts visited included: Arua, Kabarole, Kasese, Kabale, Ntungamo, Mbarara, Iganga, Wakiso, Mpigi, Jinja, Kamuli, Mpigi, Adjumani, Gulu, Kitigum, Kabong, Amudat, and Mbale. It is through conducting such support supervision visits and district data management assessment processes that the Ministry and other stakeholders can be able to appreciate challenges that the districts are going through. It's through addressing these challenges, that the quality of the data that is generated by the MISs of the Ministry that are populated by the data entrants from the various districts can be improved. Routine district data management assessment process is therefore a measure to building confidence, promoting reliance and improving the quality of data that we use for decision-making at various levels of governance.

Findings of this assessment will inform corrective actions for continuous data quality improvement and data management processes in the districts and finally at the Ministry level.

1.1 Objectives of the field assessment

The Major objectives of conducting this District data management assessment field work was to:

- 1) Assess the M&E structure, functions and capabilities of the districts to handle OVC, NGBVD, UCHL, and Remand Home data
- 2) Gauge the understanding of indicator definitions and reporting guidelines of the district data managers
- 3) To establish the data Management Institutional environments under which data is generated at the districts

1.2 Specific objectives:

- i. Assess the management and progress of the various child protection systems in the districts (OVCMIS, GBVMIS, UCHL, and the RHIMIS)
- ii. Assess understanding of terminologies, indicator definitions and packages with a view of generating a common understanding of these terms,
- iii. Establish methods deployed to collect, store, analyze and report data for the selected indicators, right from the sub county level to the districts
- iv. Identify challenges in delivering the relevant services that may have affected the quality of data generated and suggest improvements
- v. Assess the extent to which data is used for planning and decision making at the district level and sub county levels

1.3 Team composition

The assessment team was composed of MGLSD technical staffs, UNICEF officials and drivers

Table 1, provides the details of the team members that carried out the assessment exercise.

Table 1: Assessment team composition

s/n	Name	Designation	Institution/Organization	Tel. Contact
MINISTRY OFFICIALS				
1.	Benon Kigenyi	Under Secretary	MGLSD	0772552517
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9.	Open Geoffrey	Economist	MGLSD	0777154818
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UNICEF OFFICIALS				

11.	Wassago Augustine	Child Protection specialist	UNICEF	0772603169
12.	Angeyo Semmy	Planning Officer Child Protection	UNICEF	0772640999
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14.	Robby Omong	Child Protection Officer	UNICEF Offices (KAABONG)	0772288474
15.	Daniel Okello	Child Protection Officer	UNICEF Offices (Mbarara)	0772288137
16.	Allen Uhirirwe	Child Protection Officer	UNICEF Offices (Mbarara)	0772288136
17.	Nursar Ali,	Driver	UNICEF	0772603169
DRIVERS				
18.	Dushabe Charles	Driver	MGLSD	0784263411
19.	Elly Matsiko	Driver	MGLSD	0779899984
20.	Odeke Samson	Driver	MGLSD	0772619885
21.	Godfrey	Driver	MGLSD	0772911983
22.	Luvunia John	Driver	MGLSD	0782492923

CHAPTER TWO:

2.0 METHODOLOGY:

The assessment teams visited 18 districts and had personnel interviews with the PSWOs, DCDOs, District Planners, Statisticians and Bio-Statisticians. The teams visited the District Local governments of Arua, Mpigi, Kabarole, Masindi, Gulu, Kabale, and Mbale where the Remand Homes and other child institutions are hosted and interacted with the CAOs offices, DCDO, PSWO and District planning offices. Other districts visited specifically for data management issues included: Mbarara, Ntungamo, Iganga, Wakiso, Mpigi, Jinja, Kamuli, Adjumani, Kitigum, Kabong, and Amudat,

2.1 Sampling procedure:

Selection of districts was purposively based on districts that had established Remand Homes. All the Remand Homes were visited and there was no need to sample as their number was quite small in the whole country. Other districts visited were those that were located within the vicinity of those with Established Remand Homes

2.2 Data collection

A total of 18 districts were visited and data was collected from staffs that included a team of PSWOs, DCDOs, District Planners, Statisticians and Bio statisticians. The assessment team administered a questionnaire to the above officers and captured their responses accordingly by recording them down. The district questionnaires were designed to assess the M and E functional capabilities and data management processes. In addition, both qualitative and quantitative methods were used and these included information on the number of staffing levels, number of children in institutions, the challenges faced in the various institutions and recommendations made among others. Other methods included face to face interviews, direct observations and photography were possible. Critical in-depth analysis of data Management in all the 18 districts was done and the assessment report compiled.

2.3 Data analysis

The statistics team used both quantitative and qualitative data analysis methods to generate evidence from the field.

2.4 Key findings:

The following were the key findings:

- Handling of walk-in clients under UCHL is still a very big problem across many districts as the numbers are overwhelming the probation officers.
- There is budget deficiency at the probation offices. There is need to improve on the budget of the probation officers across the districts.
- There is constant internet connection which is funded by UNICEF for UCHL activities across many districts visited. However, Amudati districts UCHL internet connectivity had issues and is currently nonfunctional.
- The planning unit of the district do not have user rights of some of the systems. For example, the OVC MIS and the UCHL in Mpigi District and others
- In many districts visited, incidence forms or case management forms are not used and data is not entered into the NGBV Database and some officers are green on NGBVD. This suggests that there is a knowledge gap and therefore training of the officers is a necessity on NGBVD
- Some districts are not fully equipped with internet services such as Kitgum, Mbale,
- Most of the systems assessed have similar variables being captured by the systems eg the UCHL and the GBV, However the OVC and RHMIS capture slightly data on different variables of interest
- There are no GBV incidence forms in many of the districts visited and where the forms were available, the forms have no provision for duplicate copies to remain in the book.
- The NGBVD data base is not being populated in many districts due to lack of GBV incidence forms and some districts not being informed on GBV data management in their districts. Many districts still have low cases of GBV registered in the system.
- Many districts do not routinely create backup files for OVC, GBV and UCHL data therefore there is need for improvement in this area.
- The environment under which all the child data that goes into the respective MISs is not very conducive as most of the community-based offices are not adequately equipped with computers, data storage cabins, external hard drives, furniture, printers, internet connectivity and others software's.

2.5 Data flow processes for the various Child Protection Management Information Systems.

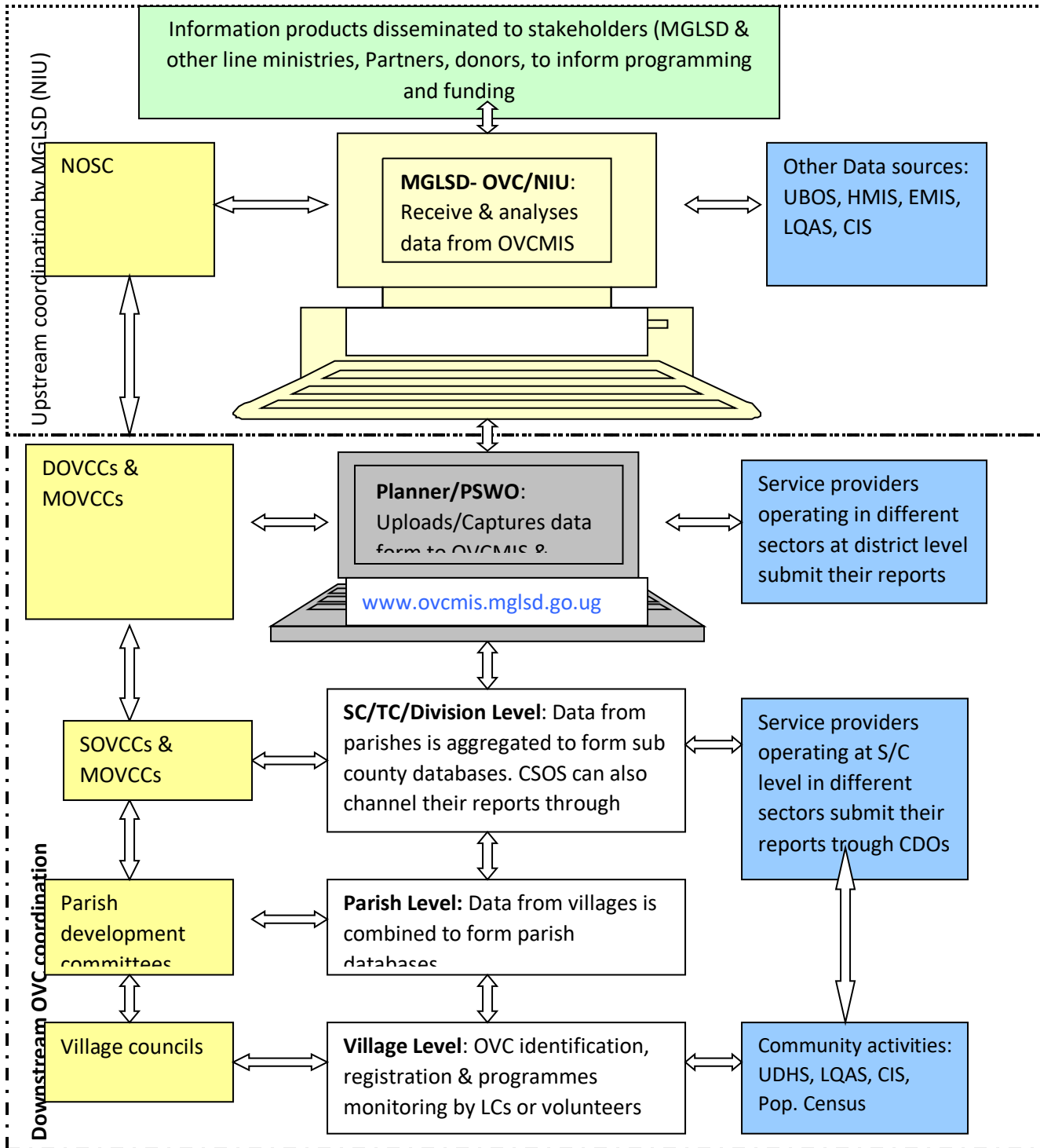
The flow charts below illustrate the various data flow processes for the under mentioned child protection systems that are managed by the Ministry in collaboration with the districts and supported by the development partners.

2.5.1 Data flow process under OVCNIS

Under the OVCNIS, data flows right from the village level, to the parish level, sub county level, to the district planner/PWSO who then uploads and captures data into the OVCNIS.

This data is then received and analyzed by the MGLSD-OVC/NIU and thereafter the Information products are disseminated to stakeholders (MGLSD & other line ministries, Partners, donors, to inform programming and funding.

Figure 1 : Data Flow Processes of OVC Data



Source: OCV M and E framework 2011/12-2015-16

2.5.2 OVC Data Reporting and Dissemination

A critical component of the OVC M&E system is getting information collected back to decision makers, key stakeholders and implementers in a timely manner so it can be used for planning, management, supervision, coordination and implementation. The overall OVC data from surveys and other studies is used in planning at national and district levels. Regarding data use, the MGLSD uses OVC data to report to the Ministry of Finance, Planning and Economic Development on OVC data in the form of outputs and challenges.

Table 2 OVC Reporting Schedule

Nature of Report	Frequency	Submitted to	Responsible Person/Organizations
OVC Service Delivery Report	Quarterly	Sub County CDO	All service providers e.g. CSOs and government service providers
Quarterly District OVC Service Report	Quarterly	OVC MIS	Probation and Social Welfare Officer
Bi-annual National OVC Report	Every 6 months	Permanent Secretary MGLSD and NOSC	OVC NIU
Annual National OVC Programme Performance Report	Annually		OVC NIU

2.5.3 Data flow process under UCHL

Under the UCHL, data flows right from the victims of violence in form of calls, walk in clients, reports from Media cases, online child sexual abuse, U-Report, SMS and from Emails.

This data is then received by counsellors in the case management system. These cases received are either concluded or submitted for the UCHL comprehensive report and those that are incomplete and need further action are sent to the call Centre supervisors for further action and others escalated to the District PSWO for action.

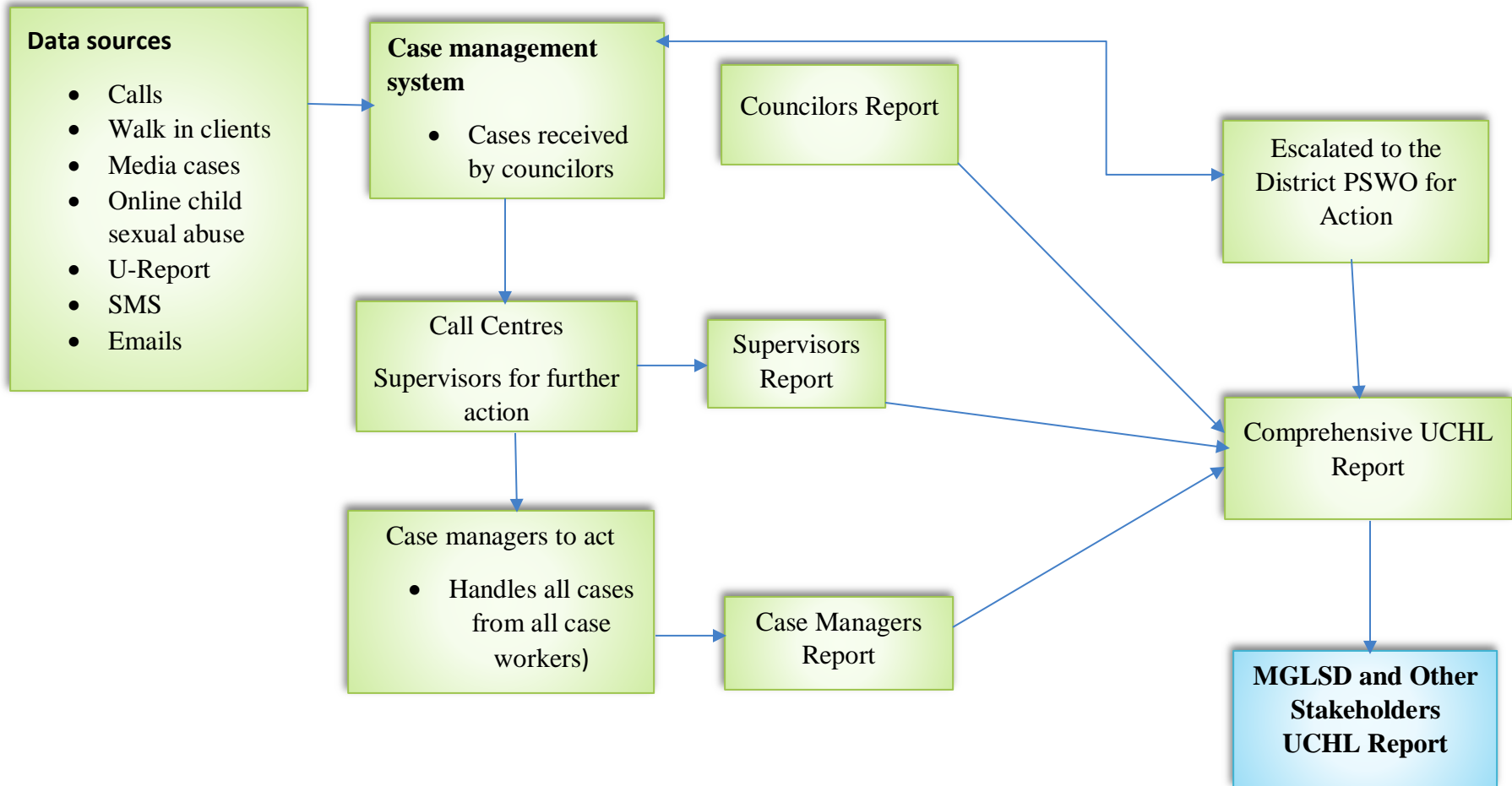
In each of the data flow stages and processes, each account can make a case violence report of its own and it's from these respective violence reports that we are able to build a comprehensive UCHL quarterly or annual report for final dissemination.

2.5.4 UCHL Data Reporting and Dissemination

The UCHL report provides statistics, achievements, challenges and stories, which demonstrate that Uganda Child Helpline Service (UCHL) has been a voice for the countless children across the country. The report is usually published on an annual basis so far for the years in which it has been produced. It has been widely disseminated to the Government Agencies, Development Partners such as Save the Children Uganda and World Vision Uganda, UNICEF and Civil Society Organizations and International organizations who have utilized this report for programming the implementation of interventions that are geared towards reducing VAC cases in the country.

Other stakeholders with whom the Ministry shares the UCHL reports include: the para social workers, the Child Protection Committees (CPCs), Local Council (LC) 1 offices, the Child and Family Protection Unit/Officer (CFPU/O), the Community Development Officers (CDOs), the District Probation and Social Welfare Officers (DPSWOs)

Figure 2 Data flow process for UCHL



2.5.3 Data flow process under NGBVD

Under the NGBVD, data is collected using the GBV incidence reporting form by the different Service providers/duty bearers including district Community Development Officers(DCDOs), probation Officers(PSWOs), Community Development Officers(CDOs), Gender Officers, Police, Health workers, GBV Shelters, the CSOs and any other actors in the different regions.

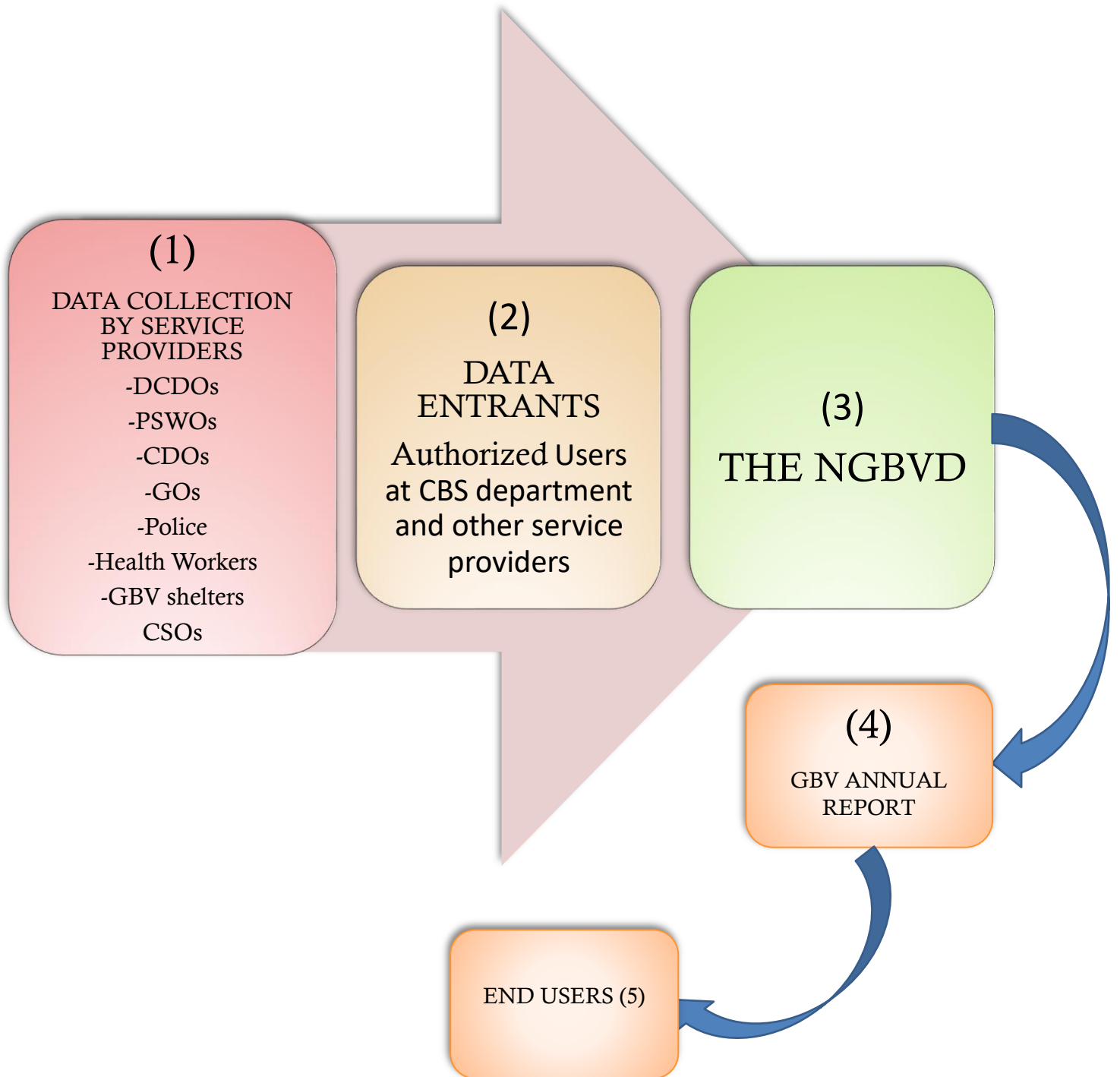
This real time GBV data is then entered into the National Gender Based Violence data base by authorized users at the community based services department. (CBS)

This data is then extracted, cleaned, and analyzed by the MGLSD- Statistics Unit and thereafter the Information products are disseminated to stakeholders (MGLSD & other line ministries, Partners, donors, to inform programming and funding for GBV interventions in the country.

2.5.4 NGBVD Data Reporting and Dissemination

The NGBVD report provides GBV statistics, challenges and recommendations, which demonstrate that the NGBVD is a platform through which many victims of GBV have reported cases of GBV against them. The report is usually published on an annual basis so far for the years in which it has been produced. It has been disseminated to the Government Agencies, Development Partners such as UNFPA, UNICEF and Civil Society Organizations and International organizations who have utilized this report for programming the implementation of GBV interventions that are geared towards reducing GBV cases in the country.

Figure 3 Data Flow Processes under NGBVD



2.5.5 Data flow processes under RHIMIS

Under the RHIMIS, data Collection and Compilation is done by Remand Home Data entrants under close supervision of the Remand Home heads. This data is then entered into the Remand Home Integrated Management Information System. Thereafter, the data is then extracted over a financial year or calendar year period, cleaned, and analyzed by the MGLSD- Statistics Unit for further analysis.

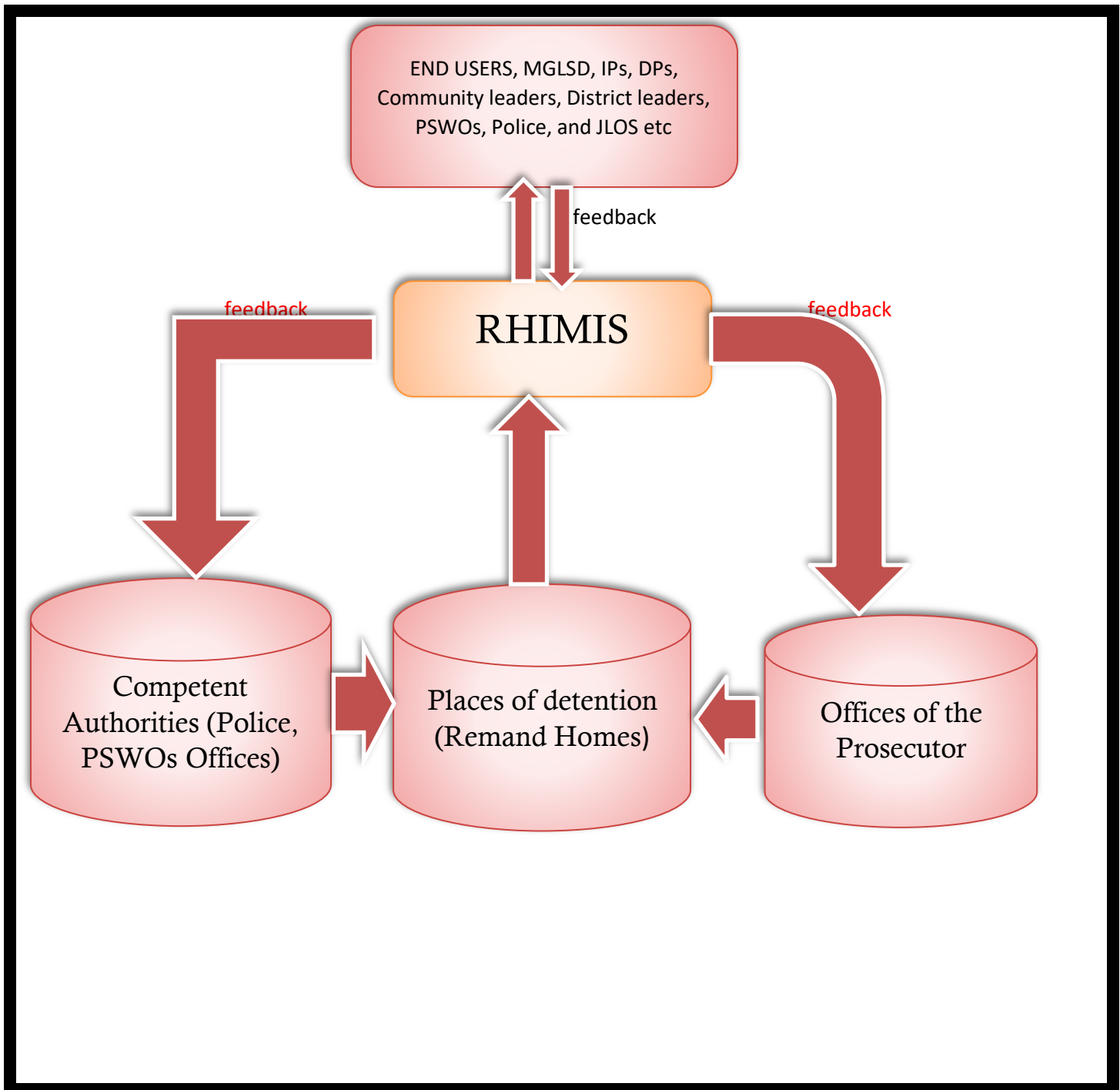
Possible data sources for the RHIMIS include competent authorities such as Police that forward such data to offices of the prosecutor, from the offices of the prosecutor, this information is passed on to the PSWOs who eventually enter it into the RHIMIS. See figure 4 below:

2.5.6 RHIMIS Data Reporting and Dissemination

The RHIMIS provides Statistics on Remand Home admissions, admission by religion, admissions by level of education, offences committed, case management at different courts in the country, and juveniles district of origin. The reporting and dissemination of juvenile justice Information is very important because it reveals cases of violation of a child's natural justice. When government officials and the institutions making up the juvenile justice system do not have information either about the functioning of the system or the children who are in contact with it, abuse, violence and exploitation can occur with impunity, and the experience of the child is unlikely to be in his or her best interests. A child may spend long periods deprived of liberty or be sentenced to a measure that is inappropriate for ensuring his or her welfare. A delay in a child's case before the courts may go unnoticed for months or even years. Government officials may find it difficult to assess the impact of new juvenile justice policies or guidelines. In short, a failure to carefully record and strategically make use of juvenile justice related information contributes to a failure to ensure the protection of the child in conflict with the law.

Therefore to avert these happenings, MGLSD will disseminate the Remand Home Annual Report to other line ministries, Partners, donors, to inform programming and actions for Juveniles who are imprisoned in the Remand Homes.

Figure 4 data flow processes under RHIMIS



CHAPTER THREE

3.0 Districts assessed on good data Management practices and findings

The Ministry of Gender, Labour and Social Development (MGLSD) with support from UNICEF was able to visit the districts of Kasese, Kabarole, Arua, Kabale, Ntungamo, Mbarara, Iganga, Wakiso, Mpigi, Jinja, Kamuli, Mpigi, Adjumani, Gulu, Kitigum, Kabong, Amudat, and Mbale. These districts were purposively selected because many of them were UNICEF supported districts and others were districts in which the children Institutions such as Remand Homes are located.

From the assessment results conducted, below were the findings:

3.1 Kasese District

Generally, Kasese has complete and accurate data in OVC and UCHL systems, due to the fact that there are specific officers to receive and approve data. Though it has a gap in GBV data due to lack of facilitation. Coordination among stake holders of OVC, GBV and UCHL leads to high performance in the district in good data management practices.

Table 3: Observations and areas of improvement noted in Kasese district

M&E System

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS	<ul style="list-style-type: none"> • Good data collection, analysis and reporting procedures in place • systematic provision of feedback to all stake holders • an officer in place to manage UCHL as well 	<ul style="list-style-type: none"> • Reporting GBV cases in NGBVD • Have written procedures for reporting GBV cases.
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • Staffs are Knowledgeable on indicator definitions and reporting guidelines 	<ul style="list-style-type: none"> • More understanding of GBV online reporting needed • More knowledge needed on use of GBV incidence forms
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS	<ul style="list-style-type: none"> • Consistent filling of Registers and incident forms • Data collection tools Forecasting 	<ul style="list-style-type: none"> • Make requests for data collection tools that are out of stock

Component	Observation	
	Good practices	Areas for Improvement/ Actions
Data Management Practices	<ul style="list-style-type: none"> • Continuous data dissemination to stakeholders. • Continuous data review meetings • Moderate backup methods in place • Kasese is used as a role model district in the west and known for doing well on data management 	<ul style="list-style-type: none"> • No written procedures to handle GBV data • Need to Conduct GBV refresher training
Use of data for decision making	<ul style="list-style-type: none"> • Proper usage of data for planning and decision making • Formulation of District technical working group to handle GBV, OVC and UCHL reports 	<ul style="list-style-type: none"> • Consistent use of analyzed data to influence more decisions and planning. • More evidence needed to showcase the use of data

Source: interviews conducted

3.2 Kabarole District

In Kabarole district, OVC data is collected by service providers and CDOs and thoroughly checked by responsible officers to ensure quality of data. Data validity is highly emphasized using guidelines and procedures set by ministry especially in OVC. Online data is crosschecked with hard copies of raw data recorded. Data quality checks for GBV, UCHL and RHIMIS are not inbuilt in the systems as for OVC MIS. No major data discrepancies were sighted

Table 4: M &E Systems Assessment findings kabarole district

Component	Observation	Areas for Improvement/ Actions
	Good practices	
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHIMIS(where applicable)information	<ul style="list-style-type: none"> • Data is reviewed to ensure quality, • data is analyzed and reports generated for management meetings • Routine provision of feedback to service providers is done 	<ul style="list-style-type: none"> • Under reporting in systems Specifically NGBVD • Recruitment of more staffs to handle specific MIS data
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • Availability of District specific instructions to ensure standardized recording and reporting of OVC data 	<ul style="list-style-type: none"> • Staffs do not fully understand the indicator definitions and reporting guidelines • No specific instructions on Recording and reporting Gender based violence and Uganda Child Helpline data • Thorough understanding and interpretation of the indicator variables in

Component	Observation	Areas for Improvement/ Actions
	Good practices	
		<p>the source documents/forms by the district staffs need to improved</p>
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> All other data collection and reporting tools are available and used consistently except GBV forms 	<ul style="list-style-type: none"> There should be Consistent use of GBV data collection and reporting tools District lack Reorder level management procedures (inventory management)
Data Management Processes	<ul style="list-style-type: none"> Availability of data quality controls. Routine backup of Data at the district is practiced. 	<ul style="list-style-type: none"> Few Functional computer(s) and / or computer package used for entry and analysis of data. Online backup methods
Use of data for decision making	<ul style="list-style-type: none"> There is proper data utilization from OVCMIS and UCHL for planning and decision making by the district. Dissemination of data to stake holders is highly practiced. 	<ul style="list-style-type: none"> Need to improve on GBV data utilization More programmatic decisions should be taken from analyzed data by the district. Use of analyzed data to attract more funding/ lobby resources.

Source: interviews conducted

3.3 Kabale District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

Validity of data highly relies on the presence of the current SPSWO and partially on PSWO of the district. Otherwise the district would produce incomplete data. Only SPSWO has direct linkages/ contacts to service providers.

The district assigned SPSWO the role of reviewing, verifying and approving OVC, GBV and UCHL Data to ensure data accuracy. No major data discrepancies were sighted

Table 5: M & E System assessment findings Kabale District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)	<ul style="list-style-type: none"> • Proper procedure for approving quarterly reports at district level • Designated staffs to handle GBV, OVC and UCHL data are in place 	<ul style="list-style-type: none"> • Inconsistency in following procedures to ensure reports are submitted. • Improve on team work and sharing of duties.
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • Staffs Willing to adopt to technology for online submission of reports 	<ul style="list-style-type: none"> • Improve on knowing the standardized recording and reporting instructions of OVC, GBV, and UCHL data on national level
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS	<ul style="list-style-type: none"> • Consistent use of OVC register as a tool • Availability IPs who, provide support for OVC, GBV and UCHL activities 	<ul style="list-style-type: none"> • Improve on tools (stock) forecasting. • Come-up with written procedures for monitoring of stock. • Sensitize service providers on how to use registers and other tools.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
		<ul style="list-style-type: none"> • Specific audience target-sensitization about UCHL be improved.
Data Management Processes	<ul style="list-style-type: none"> • Routine back up of data • Presence of written procedures to address late, incomplete, inaccurate and missing reports • Good district archiving policy in place 	<ul style="list-style-type: none"> • Need to practice online backup of data • lobbying for more computers
Use of data for decision making	<ul style="list-style-type: none"> • Continuous analysis and presentation of OVC, GBV and UCHL data in meetings • Taking of decisions basing on OVC, GBV and UCHL data available 	<ul style="list-style-type: none"> • Use of UCHL data need to be more pronounced. • Use of analyzed data to source for serious interventions in form of projects.

Source: interviews conducted

3.4: Ntungamo District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

District follows OVC data quality checks in order to have quality and complete data. The data quality checks for UCHL, GBV and RHMIS are not inbuilt into the systems as that of OVC.

The data availability is tasked with SPSWO at the district. Data compilation and production is hindered by lack of specific computers and designated staff to handle GBV, OVC and UCHL data. No major data discrepancies were sighted.

Table 6: M & E System assessment findings Kabale Ntungamo

Component	Observation	
	Good practices	Areas for Improvement/ Actions
1. M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • Systematic provision of feedback to service providers. • District conducts routine supervisory visits to service providers 	<ul style="list-style-type: none"> • GBV and UCHL visits aren't regular. • Designate staff to handle UCHL issues
2. Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • Staffs have knowledge on the indicators and reporting guidelines • Staffs have good OVC reporting knowledge. • Well understanding of tools. 	<ul style="list-style-type: none"> • Improve on understanding of CPAs in OVC programme
3. Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • Following OVC data quality checks in order to have quality data • Doing disposal in accordance with set procedures in records and information office 	<ul style="list-style-type: none"> • Monitoring of stock • Improve on consistent use of GBV register at the district?
4. Data Management Processes	<ul style="list-style-type: none"> • Following OVC data quality checks to ensure quality data • Use of guidance from Records and information office to archive data. 	<ul style="list-style-type: none"> • Lobby for computers • Have Data Backup systems

Component	Observation	
	Good practices	Areas for Improvement/ Actions
5. Use of data for decision making	<ul style="list-style-type: none"> • Taking decisions basing on OVC analyzed data. • Presentation of analyzed data in DOVCC meetings. 	<ul style="list-style-type: none"> • Use GBV and UCHL data to inform decision • Assign specific staffs to analyze GBV and UCHL data.

Source: interviews conducted

3.5 Mbarara District

Data Validity (General comment on availability and completeness of data sources and data discrepancy). Mbarara district follows OVC data quality checks in order to have quality and complete data. The data quality checks for UCHL, GBV and RHMIS are not inbuilt into the systems as that of OVC and therefore not used by the data managers.

The data availability is tasked with SPSWO at the district. Data compilation and production is hindered by lack of designated staff to handle GBV, OVC and UCHL data. No major data discrepancies were sighted.

There is complete data for OVC. This is due to the facilitation and training which have been undertaken.

Table 7: M & E System assessment findings Mbarara

Component	Observation	
	Good practices	Areas for Improvement/ Actions
1. M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • Conversant in handling OVC data from SPs • Sharing of responsibilities and team work 	<ul style="list-style-type: none"> • Inconsistency in following procedures to ensure reports are submitted.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
2. Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • District team understood the compilation process of OVC reports. • Regular reporting in OVC on quarterly basis 	<ul style="list-style-type: none"> • Improve on knowing the standardized recording and reporting instructions of OVC, GBV, and UCHL data on national level
3. Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS (where applicable)	<ul style="list-style-type: none"> • Use of national reporting tools 	<ul style="list-style-type: none"> • Come-up with written procedures for monitoring of stock. • Sensitize service providers on how to use OVC and GBV registers. • Improve on tools (stock) forecasting.
4 Data Management Processes	<ul style="list-style-type: none"> • Data quality controls are emphasized 	<ul style="list-style-type: none"> • Need to practice online backup of data • Lobby for more computers • More emphasis on data analysis
5. Use of data for decision making	<ul style="list-style-type: none"> • Dissemination of analyzed data to stakeholders through emails, in DOVCC, and SOVCC • Continuous use of analyzed data to inform decision making process 	<ul style="list-style-type: none"> • Assign staff to analyze specific data. • Use of UCHL data need to be more pronounced too • Use of analyzed data to source for serious interventions in form of projects.

Source: interviews conducted

3.6 Kamuli District

Data Validity (General comment on availability and completeness of data sources and data discrepancy).

Data is collected by the CDO and the various service providers in the district and it is given to the probation officer of the district, and in case of any mistakes, the probation officer ensures the service providers or the CDOs corrects the information before it is submitted.

Data quality is assured and the staff handling data ensure that it is complete and accurate before it is entered into the OVC MIS. The same is also done for the Incidence forms before the data is entered into the NGBVD.

The probation officer works hand in hand with a volunteer at the district to ensure timely reporting of the data. Two staff members have been given the assignment of logging on and off the Uganda Child helpline case management system. (These include the probation officer and a volunteer).

Table 8: M&E System assessment findings kamuli

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS	<ul style="list-style-type: none"> • feedback is given from the probation officers through the Regular support supervision that is conducted on daily basis by police • Regular monitoring and support supervision visits have been carried out and some child care facilities 	<ul style="list-style-type: none"> • The Ministry should carry out more support supervision and give the district more feedback in relation to OVC, GBV and UCHL Data

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<p>that have not been up to standard have been closed</p> <ul style="list-style-type: none"> • Special days for young HIV positive children have been put in place in the district 	
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • The probation officer has got comprehensive knowledge of the indicator definitions and reporting 	
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • The data collection tools are available and are used on a daily basis at the district with exception of GBV 	<ul style="list-style-type: none"> • Although they are available, they will be running out in June. There need to get more stock of the data collection tools
Data Management Processes	<ul style="list-style-type: none"> • The data management process is handled by the probation officer and a volunteer at the District. Data is collected from the Community Development Officer and the service providers using the incident forms and OVC data collection tools. The data is validated by the probation officer and the Volunteer. With the help of MIP, a USAID funded project, the district has been able to analyze the data and disseminate it. • The data OVC data collection tools are used on a daily basis and the UCHL case management system is logged on a daily basis 	<ul style="list-style-type: none"> • Need for a statistician to help out in the data management process • There is need for creating routine back up files for the OVC, GBV and UCHL data.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
Use of data for decision making	<ul style="list-style-type: none"> Data produced is appreciated and more support from partners is coming on board 	

Source: interviews conducted

3.7 Iganga District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

The probation officer, District Community Development officer and a data entrant (CDO) all ensure as a team that the quality of data is accurate, complete and timely.

The district probation officer approves the OVC and the GBV incidence forms before they are entered into the system.

The probation officer and the Community development officer (trainee) has got the responsibility logging on the Uganda Child Helpline.

The district needs to recruit another CDO to assist the probation officer with some tasks.

Table 9: M&E System assessment Iganga District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> Feedback is given to the Community Development Officers and the service providers upon delivery of the OVC data collection tools and the GBV incidence forms. For the walk in cases, investigations are undertaken and feedback is given. 	

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> The district holds quarterly coordination meetings Support supervision from the Ministry is being under taken 	
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> There is comprehensive knowledge of the indicator definitions and the guidelines by the district 	<ul style="list-style-type: none"> In order to avoid duplication, let them merge all the data collection tools in order to avoid duplication
Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> The data collection tools are available and are used on a daily basis at the district 	<ul style="list-style-type: none"> Although they are available, they will be running out in June. There need to get more stock of the data collection tools
Data Management Processes	<ul style="list-style-type: none"> The data management process is handled by the probation officer, the DCDO and the CDO. The data collection tools are used on a daily basis and the UCHL case management system is logged on a daily basis OVC quarterly reports are submitted on the 15th day of month 	<ul style="list-style-type: none"> Need for a statistician to help out in the data management process There is need for creating routine back up files for the OVC, GBV and UCHL data.
Use of data for decision making	<ul style="list-style-type: none"> Data produced is appreciated and more support from partners is coming on board Data is frequently used at the districts meetings for example the DOVCC meetings 	<ul style="list-style-type: none">

Source: interviews conducted

3.8 Wakiso District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

At Wakiso District, OVC Data mobilization (availability and completeness) and entry and analysis is done by both the OVC focal point person (Senior Community Development Officer) and the probation officer.

The Uganda Child Helpline data is handled by the UCHL focal point person (Parish Chief). The GBV data is entered by the Probation officer, although data analysis is done by the IT personnel

from the Ministry of Gender, Labour and Social Development. The whole process of ensuring that the data is correct and sufficient is spear headed by the Probation officers and incase errors are realized, the Service providers and the CDOs at parish level are informed so that this information is corrected. Continuous trainings have been put in place to ensure that the data provided is of good quality.

At the Uganda child Helpline, Data Validity is ensured right from the data collection process at the Helpline. Each shift has got a supervisor and a team of 5 councilors and support staff. Every call that comes in is recorded and each counsellor has got an account. The information about cases that are received through the Helpline is reviewed and edited by the councilor to ensure that it is correct and complete. Critical cases are followed up immediately.

Table 10: M&E System assessment Wakiso District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS (where applicable) information.	<ul style="list-style-type: none"> • The district holds quarterly coordination meetings and trains service providers. Through this feedback is given • feedback is given to the Community Development Officers and the service providers upon delivery of the OVC data collection tools and the GBV information that is entered in the case management books • Support supervision from the Ministry is being under taken 	More support expected from the Ministry

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> • At the helpline, there is constant support supervision done to the various districts. • At the Helpline, M&E Coordination meetings are carried out • The Ministry and UNICEF also carry out constant support supervision to the Helpline. Feedback is given through quarterly and annual UCHL reports 	
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • There is comprehensive knowledge of the OVC, GBV and UCHL indicator definitions and the guidelines by the district and UCHL indicators by the Helpline 	
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • The data collection tools are constantly used and are used on a daily basis at the district • At the District, the Form 100, the service registers and the referral books are out of stock. • Preference has been given to the Case Management books instead of the incidence forms because it is easier to fill. • At the UCHL, referral forms are used, and Case report forms 	<ul style="list-style-type: none"> • There is need to provide the district with more sufficient stock of the Form 100, the service registers and the referral books

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	and they are used on daily basis.	
Data Management Processes	<ul style="list-style-type: none"> • The data management process is handled by the probation, the Senior Community Development Officer and the Parish Chief. • Excel is used during the data entry and analysis process • Although data analysis is done at the district, GBV data analysis is done by the IT personnel at MGLSD. • Quarterly Statistical reports are produced and disseminated • Data is constantly backed up on personnel computers of the Probation officer, the Senior CDO and the Parish Chief • At the Helpline, Data is analyzed by the IT manager 	<ul style="list-style-type: none"> • Capacity building should be done to help in the analysis of GBV data by the District officials
Use of data for decision making	<ul style="list-style-type: none"> • Planning and advocacy at the district has improved. As a result of the GBV data produced, the district has advocated for the recruitment of probation officers. For example, 	

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<p>recently, probation officers have been recruited in Nansana and Kiira. Makindye has expressed interest.</p> <ul style="list-style-type: none"> • At UCHL, Data produced is used by partners e.g. UNICEF and more partners have also come on board e.g. PREFRE. 	

Source: interviews conducted

3.9 Mpigi District

Data Validity (General comment on availability and completeness of data sources and data discrepancy).

The data is directly collected from the field by the CDOs who directly submit to the Probation office who is the focal point person (OVC).

The Probation Officer inputs the data in the Case Management books and enters the data into the system (OVCMIS).

Verification is done with the Quality checks embedded within the system (OVCMIS) and cross checking the data with the Case Management Book.

The probation office carries out quarterly review meetings to discuss data discrepancies and what is expected of them.

Table 11: M&E System assessment Mpigi district.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> There is sound cooperation between the probation office and the police department unit on gender issues 	<ul style="list-style-type: none"> The regular supervisory visits to the GBV Service providers by the district
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> Timely submission of the reports (OVCMIS) every 1st to 5th day of a new month after every quarter 	<ul style="list-style-type: none"> The OVC system does not have a section for comments and cannot explain the challenges you are getting Merge the tools and system <p>Need to periodically change the tool depending on the data needs</p>
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> OVC data collection tools are available and they are being utilized at the District 	<ul style="list-style-type: none"> Incidence forms or case management books are not being used at the district because GBV data is only collected at the police station and not at the district. The probation officer does not have any knowledge of how the NGBV database operates The District does not have a UCHL action center More quality assurance and support supervision should be done to the CSOs Ministerial support in the supervision area in terms of funds needed to carry out the process.
	<ul style="list-style-type: none"> Data is entered and analyzed using excel. Statistical 	

Component	Observation	
	Good practices	Areas for Improvement/ Actions
Data Management Processes	reports are later developed and disseminated to various stakeholders	<ul style="list-style-type: none"> The probation officer does not have any knowledge of how the NGBV database operates
Use of data for decision making	<ul style="list-style-type: none"> Data is disseminated in the districts coordination meetings and DOVCC meetings which has helped to improve on decision making and planning purposes. 	<ul style="list-style-type: none"> More data dissemination should be carried out at various community engagements

Source: interviews conducted

3.10 Jinja District

Data Validity (General comment on availability and completeness of data sources and data discrepancy).

The focal point person (OVC/CDO) receives the data from the service providers and CDOs who originate from the sub-county and the OVC data is entered into the system.

The district does not have a UCHL district action Center.

The GBV data is not adequately collected at the district because of lack of coordination between the probation officer and the GBV coordinator.

The OVC data is verified (quality checks and controls are handled by the probation officer and the Community Development Officer. The OVCMIS has got its own quality checks.

OVC Data discrepancies are ironed out through the meetings between the probation officer and the CDOs concerning feedback of the data collected.

Table 12: M&E System’s assessment Jinja District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • Sitting with the OVC service providers on the quality of their data (in terms of feedback of their data) • Quarterly support supervision according to the MGLSD guidelines. 	<ul style="list-style-type: none"> • The issue of funds in terms of sponsoring these quality check meetings.
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • The officers do understand the indicator definitions and reporting guidelines to a greater extent 	<ul style="list-style-type: none"> • The need for disaggregation according to the years • Late reporting from the CDOs and the Service providers in terms of submission deadlines for the reports

Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • The working with many IPs who help in support of implementation of services(OVC) e.g:- KORD, Mothers to Mothers, Batswana, Rights EC and Salvation International 	<ul style="list-style-type: none"> • Lacking of data collection tools especially on the side of GBV in terms of :- <ul style="list-style-type: none"> - GBV incidence foams - GBV case management books - GBV database • The need for training on how to use the GBV tools • The need to streamline roles or positions in terms who handles the GBV tools and Management through guidance with DCDO •
Data Management Processes	<ul style="list-style-type: none"> • Data quality checks in terms of comparison in what is in the case book and the system. • Reports with errors are taken back to service providers to iron out the issues. • Keeping data records in the Filling Cabinet. 	
Use of data for decision making	<ul style="list-style-type: none"> • Data used in the technical planning committee meetings, security meetings etc • Data used for the Budget allocation 	

Source: interviews conducted

3.11 Adjuman District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

Generally, Adjumani district has a very good OVC and GBV data management due to the trainings carried out that impacted skills to the in-charges. In addition, more sensitization need to be done in the areas of gender based violence, violence against children in the sub counties such as Pakelle, dzaipe, pachara, ofua and okusijoni. These are the sub counties which had a lot of human violation cases in the district. It is also important to note that UCHL is not yet rolled out in the district yet many of these cases do happen in the district. Therefore, the CALL ACTION CENTRE need to be established in the district.

There is need for more refresher trainings to be conducted such that more skills are further acquired in the said areas.

Table 13: M&E System assessment Adjumani District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • The district has staffs designated to review the quality of OVC, GBV & UCHL. • GBV feedback was given through community dialogue with the people and the feedback of OVC was received through email address. 	<ul style="list-style-type: none"> • The district needs to be provided with carbon paper booklets for the capturing of GBV data as well as GBV case incidence forms which have run out of stock at the district. • There is need for the improvement of internet problem that hinders data entry and management at the district. • There is need to conduct regular supervision visits from Ministry officials. • There is need for more refresher trainings to be conducted such that more skills are further acquired in the said areas
Understanding of Indicator Definitions and Reporting Guidelines		
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • The district has integrated OVC and case management registers used for recording OVC data for OVC services provided at that level. In addition, registers are consistently filled and used at the district. 	<ul style="list-style-type: none"> • The district has NO CALL ACTION CENTRE for UCHL and therefore there is need for improvement in that area. • More of blank integrated OVC, case management registers at the district needs to be provided. In addition, the stocks of data collection tools /reporting forms at OVC, GBV service provider's

Component	Observation	
	Good practices	Areas for Improvement/ Actions
		needs to be monitored by the district.
Data Management Processes	<ul style="list-style-type: none"> • The district does the Cross checking of data entered into the quarterly reporting form 100. • Data Quality checkups for mechanisms are in place r especially for OVC data. • The district has a written policy that describes how programme document e.g. source documents and reporting forms should be archived. 	<ul style="list-style-type: none"> • The district need to be provided with desktop computers for work so as to avoid data entry disturbances at that level. • There are no written procedures to address late, incomplete, inaccurate and missing report including following up with service points on data quality issues therefore there is need for improvement in this area.
Use of data for decision making	<ul style="list-style-type: none"> • There was a proper utilization and usage of data for planning and decision making. For example, data was integrated into the strategic plan used for the lobbing of resources. In 2015/16-3m was received but in 2017/18 it rose to 5m due to the cases which were presented. • Formulation of District technical working group to handle GBV, OVC and UCHL reports. This was a good practice. 	<ul style="list-style-type: none"> • There is need to enhance a consistent use of analyzed data to influence more decisions and planning at the district.

Component	Observation	
	Good practices	Areas for Improvement/ Actions

Source: interviews conducted

3.12 Kitgum District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

The district is doing very well in OVC MIS and they have been the best for the last 3 years in terms of reporting. In addition, they hosted districts of Gulu, Arua, Kiryandongo and Sironko and shared with them good practices.

The NGBVD was rolled into the district, and cases of GBV are being entered into the system by the GBV focal person who is placed as a data entrant, however there are gaps in tools not being available, and internet connectivity.

Refresher trainings for GBV need to be done.

In Kitgum matidi sub-county, case incident forms for capturing GBV cases were designed locally by the sub county CDO and being used as a good practice noted

For UCHL, there two officers in place in-charge of the system. They can login and access the system and can also do the follow up of cases

Table 14: M & E System assessment of kitgum

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> The district has the staffs designated to review the quality of OVC, GBV, RHMIS & UCHL at the district are available and the feedback for the OVC is always shared through in terms of emails. The district has staffs assigned the responsibility of approving OVC quarterly reports, GBV incidence case forms prior to submission to the National level. For example, for OVC dashboards and bulletins are produced The district conduct regular supervisory visits to OVC and GBV service providers in the district according to MGLSD guide line for example in the case of OVC, its done in every last Wednesday of the month and for GBV last coordination was held on the Jan 2019 which was a good practice. 	<ul style="list-style-type: none"> Feedbacks on GBV cases need to be improved. Designated staffs need trainings so that they explore further, Analyze & obtain data up to sub country level for decision making and planning. Limited supervisory visits by the District officers towards the Service providers in the District needs to be improved.
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> The district focal point person (in-charges) understands what to be recorded in the OVC source documents or registers, GBV incidence forms e.g. for OVC, the district understands CPA's and for GBV also understands (cases of defilement, rape, assault, denial of resources, services and opportunities, type of the 	<ul style="list-style-type: none"> No specific instructions on Recording and reporting GBV and UCHL data. There is need for improve in this area. There is need for thorough understanding and interpretation of the variables in source documents/forms by the district staffs or focal point persons (in-charges).

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • The district has the staffs designated to review the quality of OVC, GBV, RHMIS & UCHL at the district are available and the feedback for the OVC is always shared through in terms of emails. • The district has staffs assigned the responsibility of approving OVC quarterly reports, GBV incidence case forms prior to submission to the National level. For example, for OVC dashboards and bulletins are produced • The district conduct regular supervisory visits to OVC and GBV service providers in the district according to MGLSD guide line for example in the case of OVC, its done in every last Wednesday of the month and for GBV last coordination was held on the Jan 2019 which was a good practice. 	<ul style="list-style-type: none"> • Feedbacks on GBV cases need to be improved. • Designated staffs need trainings so that they explore further, Analyze & obtain data up to sub country level for decision making and planning. • Limited supervisory visits by the District officers towards the Service providers in the District needs to be improved.
	offences, responsibility Centre, religion, region, sub county of the perpetrators etc.)	

<p>Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)</p>	<ul style="list-style-type: none"> • The district has sufficient integrated OVC registers used for recording OVC data for OVC service provided. • The district has CALL ACTION CENTER and are able to access the case management system of UCHL and do follow up on the cases i.e. can deeply navigate the system. • Monitoring of stocks of data collection tools/ reporting forms is only done on the OVC registers. 	<ul style="list-style-type: none"> • The district lacks GBV registers for capturing GBV cases. • Some of the partners do not know how to use the registers and they need trainings in such areas. • Monitoring stocks of data collection tools /reporting forms for GBV need to be improved.
<p>Data Management Processes</p>	<ul style="list-style-type: none"> • The district has functional computers for entry and analysis of OVC, GBV and UCHL data. • The district has quality control in place for when data from paper based forms are entered into computer to ensure the accuracy of data entry. 	<ul style="list-style-type: none"> • The district does not routinely create backup files for OVC, GBV and UCHL data therefore is improvement in this area. • The district needs to develop written procedures to address late reporting, incomplete, inaccurate and missing reports: including following up with service points on data quality issues.

<p>Use of data for decision making</p>	<ul style="list-style-type: none"> • The reports are consolidated given to DCDO and presents them to the senior management for discussions e.g. resolutions on alcohol consumption and other substances was derived from statistics presented in PTC, Child marriages and teenage pregnancies. • The members agreed on the planner to take lead in the analysis, interpretation of OVC, GBV and UCHL data. 	<ul style="list-style-type: none"> • The district should embrace use of analyzed data so as to attract more funding/ lobby resources.
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3.13 Mbale District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

There was No CALL ACTION CENTER in the district. This is required because partners in support are in place. For GBV activities in the district, the roll out of NGBVD has never been done according to the officers the team interacted with at the district. This therefore implies that more needs to be done in Mbale district because there are many child rights violations and GBV cases going on unnoticed in the district and are hardly reported on. No data discrepancy was observed.

Table 15: M and E Systems assessment of Mbale District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> The district has designated staffs to review the quality, accuracy, completeness and timeliness of data received from OVC service provider organizations which is a good practice. Feedback for OVC to service provider is always given DOVCC meeting for instance for last year 2018 was organized by SPSWO. 	<ul style="list-style-type: none"> GBV and UCHL systems have not been rolled out in the district. The district officials didn't have any knowledge about GBV incident forms and therefore there is need for an improvement in this area. The district doesn't conduct regular supervisory visits to the OVC service providers.
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> The in charges understands the indicators to be reported on for OVC e.g. CPA's 	<ul style="list-style-type: none"> More trainings are needed to focal point persons so to improve on their capacity.
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)		<ul style="list-style-type: none"> The district does not have enough OVC integrated registers and more so, most of the OVC's are in particular Sub counties hence making it totally unbalanced at that level. There is need to improve on that area.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
		<ul style="list-style-type: none"> • Service providers are not guided on where to go and offer services and this has led to the many CSO's to provide services to particular sub counties and neglecting other sub counties. • The district doesn't monitor stocks of data collection tools/ reporting forms at OVC service provider level to ensure their continuous availability due to logistical challenges.
Data Management Processes	<ul style="list-style-type: none"> • The district has quality control checks for OVC data before it is entered into the system. In the case of errors discovered in the data submitted by the service providers, the district calls them together and data is updated & improved on. 	<ul style="list-style-type: none"> • No computers available for OVC accept the one for YLP and UWEP desktops. They are borrowed to be used for OVC. • The district does not routinely create backup files for OVC data. There is need for an improvement in this area • The district doesn't have a written policy that describes how programme documents e.g. Source documents and reporting forms be archived.
Use of data for decision making	<ul style="list-style-type: none"> • Data was used for the development of district OVC strategic plan. In addition, the information has been shared with the stakeholders at the district and sub county levels (DOVCCS and 	<ul style="list-style-type: none"> • The district need to analyze data to source for serious interventions in form of projects or to lobby for funding.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<p>SOUCCS). This was a good practice at that level.</p> <ul style="list-style-type: none"> The involvement of the district planner on OVC engagements made the OVC budget to be increased from 0.5-2 million. 	

3.14 Kaabong District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

The district destroyed GBV hot spot areas which was a good initiative undertaken to eliminate GBV incidence cases. There was some HIV sensitization done by the gender focal person (GFP) where victims were supported financially, massive campaigns done in Katile sub county kaabong district. No cases of data discrepancy observed.

Table 16: M and E Assessment of Kaabong District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> For OVC data it's PSWO in charge assisted by the Statistical assistant, DCDO & Statistical assistant are in charge of GBV data and Statistical assistant is entirely in charge of UCHL system at the district. This is a good practice. For OVC, data is collected by the CDO's at the sub county level and hands them over to PSWO for quality control checks as well as verifications of the data. In addition, for GBV data, LC 1 reports the incidences to parish chiefs who then reports incidences to the sub county CDO's and CDO's 	<ul style="list-style-type: none"> The district has never received Ministry officials to do the assessment of UCHL action center. There is need for improvement in this area.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<p>records them in the case management registers which is forwarded to the district DCDO for further management. This is a good practice at that level.</p> <ul style="list-style-type: none"> • The district provides feedback for both OVC & GBV cases inform of the phone calls in the case of any problem realized with data. This is a good practice exercised at that level. • The district conducts supervisory visits to OVC and GBV service providers on quarterly basis. • The in charges at the district are able to down load the forms online and some are shared with the police for the same cause. 	
Understanding of Indicator Definitions and Reporting Guidelines		
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • The district has integrated OVC registers and case management registers used for recording OVC data for OVC service providers and are consistently used by the district. • The district has some implementing partners who are supporting OVC and GBV in the district. For OVC the partners includes CSOS, KAPDA for both OVC and GBV. There many who support OVC's leaving with HIV. 	
Data Management Processes	<ul style="list-style-type: none"> • The district does have functional computers e.g. 2 desktops and 1 laptop given to the district by UNICEF through Ministry of gender, labour and social development. 1 desktop for OVC data and 1 for GBV data. • The district has quality controls and checks in place where data is cross checked by carefully looking at the entries on hard copy first and in case of any mistakes made, it is corrected accordingly. 	<ul style="list-style-type: none"> • The district doesn't routinely create backup files for the GBV and UCHL data. This area of data management need to be improved on. • The district does not have written

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> • The district routinely creates backup files for only OVC data. • The district does have a written policy that describes how programme documents e.g. source documents and reporting forms should be archived. For instance, the policy is available in registry (Board) of survey. 	<p>procedures to address late, incomplete, inaccurate and missing reports including following up with service points on data quality issues. This area need to be improved on.</p>
Use of data for decision making	<ul style="list-style-type: none"> • There was evidence of data use at the district. Before there was no budget allocation for OVC, but in 2nd and 3rd quarter, there was some allocations for the OVC on the budget. • The district has the assigned staff members to develop the charts, graphs and other forms of analysis regularly. For OVC it is PSWO and DCDO for GBV. • The district has the programmatic decision taken based on the GBV data. For instance the hot spots on the GBV were destroyed basing on the available district data that guided the decision taken 	<ul style="list-style-type: none"> • More data use should be embraced so that it can attract funding by partners outside the district.

3.15 Amudat District

Data Validity (General comment on availability and completeness of data sources and data discrepancy) Amudati district follows OVC data quality checks in order to have quality and complete data. The data quality checks for UCHL, GBV and RHMIS are not inbuilt into the systems as that of OVC and therefore not used by the data managers.

The data availability is tasked with SPSWO at the district. Data compilation and production is handled by designated staff to handle GBV, OVC and UCHL data.

There is complete data for OVC, but data for UCHL, NGBVD is incomplete due to many reasons. No major data discrepancies were sighted.

Table 17: M and E assessment of Amudat district findings

Component	Observation	
	Good practices	Areas for Improvement/ Actions
6. M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS (where applicable) information	<ul style="list-style-type: none"> The district has staffs designated to review the quality of OVC, GBV and UCHL data in terms of accuracy, completeness, timeliness which is a good practice. The district has the procedures in place which enables work to continue even in the case when the designated staff is absent. The district receives regular feedback from the OVC national implementation unit through phone calls and emails. 	<ul style="list-style-type: none"> More refresher trainings need to be conducted in all the programmes so as to build the capacity of the staffs at that level. No much more is known with the GBVMIS in the district at the moment. The district conducts regular supervisory visits to the OVC and GBV service providers only when there is UNICEF support. There is need for improvement. The district has never received any feedback for UCHL. There is need for an improvement in that area.
7. Understanding of Indicator Definitions and	<ul style="list-style-type: none"> For OVCMIS, the details of what to be entered into the report/data collection tools is understood by the in charges. 	<ul style="list-style-type: none"> For OVCMIS more trainings are needed for the in charges.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
Reporting Guidelines		<ul style="list-style-type: none"> For the case of UCHL and GBV MIS's, more trainings need to be conducted
8. Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> The district has enough integrated OVC registers and case management registers. In addition, the registers are consistently used. The district has implementing partners who are supporting OVC, GBV and UCHL services. District monitors stocks of data collection tools/reporting forms for only OVC on quarterly basis. 	<ul style="list-style-type: none"> The partners at the do not have GBV incidence forms. This area should be improved. The CALL ACTION CENTER is in place but not fully functional. This area need to be improved upon. The district doesn't have enough GBV data tools.
9. Data Management Processes	<ul style="list-style-type: none"> The district has quality controls in place for when data from paper based forms are entered into the computer e.g. there is a paper data review after that then top management verify the data before submission. The district routinely create backup files for only OVC where data is entered and kept different computers. 	<ul style="list-style-type: none"> The district has 1 UCHL computer being used for OVC and GBV .There is need for improvement in this area More need to be done in GBV data. Let backup files be created. District need to draft a written policy so as to address late, incomplete, inaccurate and missing reports including following up with the service points on data quality issues.
10. Use of data for decision making	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

3.16 Gulu District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

Gulu district follows OVC data quality checks in order to have quality and complete data. The data quality checks for UCHL, GBV and RHMIS are not inbuilt into the systems as that of OVC and therefore not used by the data managers.

The data availability for OVC is being done by the SPSWO at the district and that for GBV is done by the DCDO. Data compilation and production is hindered by lack of designated staff to handle GBV, OVC and UCHL data as the officer who was there was transferred. There is complete data for OVC. This is due to the facilitation and training which have been undertaken.

No major data discrepancies were sighted.

Table 18: M and E assessment findings for Gulu District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • There are staffs designated to review the quality of OVC, GBV, UCHLdata • Data is reviewed to ensure quality, accuracy, completeness and timely data. • The District has staff assigned to approve quarterly reports prior to submission to National Level 	<ul style="list-style-type: none"> • Designated person was transferred and there is need for replacement and training of more staff to fill the gap. • There is need for regular feedback from the OVC national implementation unit, the ministry and UNICEF.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> • The District has staff assigned the responsibility of of Logging and accessing the UCHL. • There are staff who support in filling the forms in case the designated person is unavailable. The DCDOs and PSWOs fill in the gap. • A volunteer was trained to support in logging and accessing the UCHL case management system. • Feedback is provided to all OVC and GBV service providers on the quality of their data. • Quarterly supervisory visits are done for OVC and GBV service providers in the District. 	
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • The team in the District has adequate ability to fill the different forms. • OVS reports are submitted quarterly. 	<ul style="list-style-type: none"> • GBV incidence forms are currently not time bound. Timelines should be placed for GBV reporting. • There should be written ministry instructions to ensure standardization of recording all data.
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> • All data collection and reporting tools are available and consistently used. • The District has a call action center which is in use. 	

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> • There are implementing partners supporting services and use the required reporting forms. These include; Save the Children, World Vision, CARE, Acholi Child and Family Programme (ACFP), and Global Women.... (GWED) • There is sufficient stock of data tools within the District. The stock is monitored to ensure continuous availability. 	
Data Management Processes	<ul style="list-style-type: none"> • There is availability of computers used for data entry, reporting and analysis. • There are data quality control mechanisms in the District. • The District backs up its data regularly. • There are no sanctions for late or non-reporting as the Districts partners submit their reports in time. 	
Use of data for decision making	<ul style="list-style-type: none"> • There is proper data utilization from OVCNIS and UCHL for planning and decision making by the district. 	<ul style="list-style-type: none"> • Need to improve on GBV data utilization • More programmatic decisions should be taken from analyzed data by the district.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> • The District Planner and statisticians lead in analyzing and interpreting data. • Dissemination of data to stake holders is conducted twice a month. • The District came up with the Alcohol Control ordinance 2016 due to the data collected. 	<ul style="list-style-type: none"> • Use of analyzed data to attract more funding/ lobby resources should be enhanced.

3.17 Arua District

Data Validity (General comment on availability and completeness of data sources and data discrepancy)

Arua district tracks OVC data quality checks in order to have quality and complete data.

Data is reviewed to ensure quality, accuracy, completeness and timelines of the data.

The data quality checks for UCHL, GBV and RHMIS are not inbuilt into the systems as that of OVC and therefore not used by the data managers. Data compilation and production is done by designated staff for GBV, OVC and UCHL data. No major data discrepancies were sighted.

There is complete data for OVC, UCHL and RHIMIS, but very low data entries for NGBVD. This is due cases of non-reporting and lack of GBV case Incidence forms..

Table 19: M and E assessment findings for Arua District

Component	Observation	
	Good practices	Areas for Improvement/ Actions
M&E Structure, Functions and Capabilities to handle OVC, GBV, UCHL and RHMIS(where applicable)information	<ul style="list-style-type: none"> • Data is reviewed to ensure quality, accuracy, completeness and timely data. • The District has staff assigned to approve quarterly reports prior to submission to National Level • The District has staff assigned the responsibility of Logging and accessing the UCHL. • There are staff who support in filling the forms in case the designated person is unavailable. The DCDOs and PSWOs fill in the gap. • A volunteer was trained to support in logging and accessing the UCHL case management system. • Feedback is provided to all OVC and GBV service providers on the quality of their data. • Quarterly supervisory visits are done for OVC and GBV service providers in the District. 	<ul style="list-style-type: none"> • Under/non- reporting of GBV related cases needs to be addressed • Inefficiencies in the reporting of GBV cases as there is no clarity in the subject matter. • The need for occasional/ regular supervisory visits to the OVC and GBV service providers • There is need for regular feedback from the OVC national implementation unit, the ministry and UNICEF. • UCHLdata for Arua VAC cases from the sub county are not oftenly submitted to the district and yet they are needed at the district for planning and decision making.
Understanding of Indicator Definitions and Reporting Guidelines	<ul style="list-style-type: none"> • The team in the District has adequate ability to fill the different forms. 	<ul style="list-style-type: none"> • GBV incidence forms are currently not time bound and

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> OVS reports are submitted quarterly. 	<p>therefore timelines should be placed for GBV reporting.</p> <ul style="list-style-type: none"> There should be written ministry instructions to ensure standardization of recording all data.
Availability of Data-collection Tools and Reporting Forms for OVC services, GBV and RHMIS(where applicable)	<ul style="list-style-type: none"> All data collection and reporting tools are available and consistently used. The District has a call action center which is in use. There are implementing partners supporting services and use the required reporting forms. These include; Aids Information Centre(AIC) which handles OVC, TASO which collects data on GBV Save the Children, World Vision, CARE, There is sufficient stock of data tools within the District. The stock is monitored to ensure continuous availability. 	<ul style="list-style-type: none"> The need to create a register in place for Case Management under the UCHL. The need to solve the power/ electricity issues or shortages in order to access or log in to the UCHL Case Management System. The low support from Implementing Partners on GBV services is an issue. There has been no deliberate effort to monitor the data collection tools / reporting forms at OVC, GBV service provider level to ensure their continuous availability
Data Management Processes	<ul style="list-style-type: none"> There is availability of computers used for data entry, reporting and analysis. 	<ul style="list-style-type: none"> There is need for more computers as the district operates only with one computer in handling the various data systems.

Component	Observation	
	Good practices	Areas for Improvement/ Actions
	<ul style="list-style-type: none"> • There are data quality control mechanisms in the District. • The District backs up its data regularly. • There are no sanctions for late or non-reporting as the Districts partners submit their reports in time. 	<ul style="list-style-type: none"> • The need for external backup drive for data management as the one available is not sufficient.
Use of data for decision making	<ul style="list-style-type: none"> • There is proper data utilization from OVCMIS and UCHL for planning and decision making by the district. Eg OVC data was used while coming up with the districts Developing Plan • Dissemination of data to stake holders is conducted twice a month. • The District came up with the Alcohol Control ordinance 2016 due to the data collected. 	<ul style="list-style-type: none"> • Need to improve on GBV data utilization • More programmatic decisions should be taken from analyzed data by the district. • Use of analyzed data to attract more funding/ lobby resources should be enhanced. • The need for refresher training to the statistician to help in the analysis and interpretation of the OVC, GBV and UCHL

CHAPTER FOUR

4.0 Key Lessons Learned and General Observations by district visited.

This chapter explains the key lessons learnt, general observations and notable M and E practices observed in the respective districts visited during the assessment exercise.

Table 20: Key Lessons Learned and General Observations by district visited

s/n	District	Key Lessons Learned/general observations	Notable M and E Practices at the district and selected S/Cs
1.	KASESE	<ul style="list-style-type: none"> • Effective Collaboration between SPSWO office and police/ law enforcement agencies in the district has a big influence on curbing crime against children • GBV cases that are recorded in the incident forms and not captured into NGBVD system is the major cause of the NGBVD database not being populated as expected • The OVC Data is not disaggregated by disability on form 100 and this makes it difficult for deliberate and targeted interventions for such cases of OVC to be identified and supported. 	<ul style="list-style-type: none"> • Regular provision of systematic feedback to all stake holders. • District has good data collection, analysis and reporting procedures. • Active district technical working group that is responsible for carrying out supervisory visits to service providers • Routine quarterly reporting of analyzed data to MGLSD/UNICEF, DOVCC and SOVCC. • Moderate backup systems for data exist •

<p>2.</p>	<p>KABAROLE DISTRICT</p>	<ul style="list-style-type: none"> • The SPSWO officers are the ones involved in entering data into the systems and they are overwhelmed by the work • Financial support highly influences the quality of data as evidenced in variation between OVC data and GBV data. • There is good cooperation between DLG and implementing Partners and this positively impacts on data management practices in the district. • Resource allocation and harmonization at the district between different sections enhances coordination and team spirit among officers. • Staffs have inadequate skills in Understanding of indicator definitions and reporting guidelines and data management processes. This calls for more training of 	<ul style="list-style-type: none"> • The district has staffs designated to review and approve the quality of data and ensure timely reporting. • Routine supervisory visits to service providers by the district officials is done. • There is Consistency in quarterly reporting.
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		<p>officers by the Ministry and IPs.</p>	
<p>3. KABALE DISTRICT</p>		<ul style="list-style-type: none"> • The lack of sufficient skills of some critical staffs at the district in the management of GBV, OVC and UCHL data management processes impacts negatively on data management processes at the district. This calls for serious training in data management • Close and strong professional collaboration between the 	<ul style="list-style-type: none"> • Formulation of District Strategic working group responsible for ensuring quality data is reported. • District officers moderately practice giving feedback to stakeholders. • District conducts routine supervisory visits and provides feedback to service providers.

		<p>Office of the DCDO and that of Probation and Welfare favorably impacts on the function and practice of data management and M&E, in general. This is especially important to avoid gaps that may come up in handling data and M&E issues, especially when the key staff are unavailable in either office.</p> <ul style="list-style-type: none">• The OVC Data that is not disaggregated by disability on form 100 makes it difficult for deliberate and targeted interventions for such cases of OVC to be identified and supported.• Proper utilization of OVC and GBV data for planning and decision making processes for the district has improved greatly on the delivery of OVC services in the district	
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<p>4.</p>	<p>NTUNGAMO</p>	<ul style="list-style-type: none"> • There was poor data utilization from GBV and UCHL for planning and decision making by the district and this has greatly improved service delivery under UCHL and handling of GBV cases in the district • GBV cases are recorded in GBV case management register but not entered into the NGBV database. This is one of the reasons why the NGBVD data base has remained unpopulated. To avert this problem, there is need for training in the NGBVD system and supply of the case incidence forms to the district • More effort is needed in both GBV and UCHL in order to equip district staffs with enough skills and knowledge. • There was good data utilization from OVC MIS for planning and decision making by the 	<ul style="list-style-type: none"> • Designated staff to review the quality of OVC data. • Systematic provision of feedback to service providers and other stakeholders. • Regular supervisory visits to OVC service providers.
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		<p>district and this has improved service delivery</p> <ul style="list-style-type: none"> • There was Good collaboration between district staffs and Implementing partners and this positively impacts on data management practices in the district as partners supported the cause for data 	
5.	MBARARA	<ul style="list-style-type: none"> • There is no call action center in Mbarara district. UCHL Call Centre need to be established as soon as possible(ASAP) • Generally, most service providers in western region think that Mbarara is a well off district and yet this is not right. Many cases of GBV & Child abuse are happening in the district. • The district still lacks computers and reporting tools big as it is. There is therefore need for the district to lobby for more equipment's like 	<ul style="list-style-type: none"> • Continuous dissemination and provision of feedback of analyzed OVC data to stakeholders. • The district regularly conducts supervisory visits to service providers

		<p>computers and reporting tools for OVC, GBV and UCHL.</p> <ul style="list-style-type: none"> • There is need to establish a complete operational Call Centre ASAP. 	
6.	KAMULI	<ul style="list-style-type: none"> • Data has created confidence and trust in the system most especially the Uganda Child helpline, OVC MIS and the GBV data. The data produced is being used by the media, religious leaders and leaders in the community to create awareness and sensitization. • The data produced is used for planning purposes and decision making at the district and this has improved on service delivery • Data analysis is done by the probation officer who is overwhelmed by other duties. There is therefore need to recruit a person in charge of data to assist the probation 	<ul style="list-style-type: none"> • Constant monitoring and support supervision has been under taken by the probation officer and the District Community Development Officer. • Quarterly Coordination meetings have also been undertaken.

		officer with the data analysis process.	
7.	IGANGA	<ul style="list-style-type: none"> • There is a great level of confidence by the public in the Probation officer and the District Community Development Officer when it comes to OVC, UCHL and the GBV services. This is due to the fact that the services offered are free and confidentiality of issues is maintained. • There are plenty of UCHL walk in cases at the district. They recommended that walk in cases should be included onto the system. • There is good coordination between the police and the probation office and this has helped in curbing the increasing cases of child abuse 	<ul style="list-style-type: none"> • Quarterly coordination meetings are held. • Support supervision from the Ministry is being undertaken

		<ul style="list-style-type: none"> • Not every Community Development Officer has got a motorcycle to move to all areas in the various sub counties in the district. • Data analysis is done using excel package. 	
8.	WAKISO DISTRICT	<ul style="list-style-type: none"> • Due to the statistics that is being produced, and shared the planning and advocacy process at the district has improved. • The data collection tools (GBV incidence forms) at the District are done. There is need for more stock for the data collection tools. Preference has been given to the case management books instead of the incidence forms. • The District and UCHL have got personnel who handle the data analysis process. Although there is need for more capacity building for the analysis of GBV data. 	<ul style="list-style-type: none"> • Quarterly coordination meetings are held • Constant Support supervision from the Ministry is being under taken. • Constant feedback is given to the Community Development Officers and the District service providers through the quarterly coordination meetings.

		<ul style="list-style-type: none"> • Data analysis is done using excel package. • People have embraced the use of the Uganda Child Helpline to report abuse cases against children. • Data at the Uganda Child Helpline is backed up on a daily basis. • Wakiso district has many cases of child abuse, but these are being handled by the many service providers that are on ground. 	
9.	MPIGI	<ul style="list-style-type: none"> • The probation officer handles the OVC data at the district. • OVC Data is analyzed using the excel package. • The district Probation officer works hand in hand with the police GBV unit to collect GBV cases. Although this is 	<ul style="list-style-type: none"> • DOVCC meetings are held on quarterly basis. • Constant feedback is given to the Community Development Officers and the District service providers through the quarterly coordination meetings. • There is Coordination between the District and the Police when it comes to the management of GBV cases.

		<p>so, incidence forms or case management forms are not used and data is not entered into the NGBV Database.</p> <ul style="list-style-type: none"> • The District has got no UCHL action center. • The availability of data on cases of VAC that is pronounced in the district has helped to enable more recruitment of more probation and welfare officers and CDOs in the various sub counties of Mpigi district. 	
10.	JINJA	<ul style="list-style-type: none"> • OVC data is collected and analyzed using excel. • The Uganda Child Helpline action center is yet to be established in Jinja District. • There is lack of coordination between the GBV coordinator and the probation officers due to lack of streamlining of their various roles. This has caused 	<ul style="list-style-type: none"> • OVC service providers and the Community Development Officers are met on a quarterly basis. • Quarterly DOVCC meeting meetings are carried out and in these meetings, data OVC reports are discussed

		the inability to collect GBV data.	
11.	ADJUMANI	<ul style="list-style-type: none"> • There was a very Good cordial relationship observed from the CAOs Office and this favorably impacts on the function and practice of data management and M&E, in general. The assessment team felt very free and at home while exercising their duty • The DCDO has no lap top, printer, photocopier desktop • Lockable cabins for data storage and other records • Intern ate connectivity is a problem • GBV cases are not being reported as expected, but awareness creation is being done on GBV • GBV Incidence forms are not available in the district 	<ul style="list-style-type: none"> • Monthly and quarterly visits by the district to supervise the sub county CDOs at the sub county is done • Good reporting levels observed • Good filing and storage practices observed • The district has the staffs designated to review the quality of OVC, GBV, RHMIS & UCHL at the district are available and the feedback for the OVC is always shared through in terms of emails. • The district has staffs assigned the responsibility of approving OVC quarterly reports, GBV incidence case forms prior to submission to the National level. For example, for OVC dashboards and bulletins are produced •

		<p>and therefore the case forms are not being used</p> <ul style="list-style-type: none"> • The CDOs need to be supported with logistics to facilitate their movements to create awareness on GBV incidences • There are no structures at the community to help with GBV management <p>UNICEFS area of support and how this has impacted positively on the community</p> <ul style="list-style-type: none"> • Community dialogue and creating awareness on child protection. This has helped to reduce the VAC cases against children, cases reported against perpetrators reported and handled • Para- social workers have also been trained • Cattle re stocking programme is an intervention that is being carried out by the 	
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		<p>government, but many families have not utilized the initiative very well to benefit their families as most of the animals have been sold off prematurely before multiplying</p> <ul style="list-style-type: none"> • High dropout rates of children from primary schools • Poor parenting practices are common in the district especially in Pakele sub county and this has partly contributed to the rampant child abuse cases in the district • The discouragement of children to be used as an entourage for the Bridegroom and bride during wedding ceremonies by the sub county chief of Pakele sub county was a very good practice that has greatly reduced the feeling of 	
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		<p>children admiring to be married off through such ceremonies</p> <ul style="list-style-type: none"> • Confiscation of Disco gadgets of service providers who illegally organize disco dances that usually attract children and therefore being exposed to GBV was a very good practice observed and which needs to be emulated by other districts. • Instituting Bi-laws by the district against GBV perpetrators favorably impacts on the bad habit of perpetrators and this greatly helps to reduce cases of VAC in the district. This is especially important to deter GBV perpetrators from continuing with this heinous acts against Children 	
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<p>12.</p>	<p>KITGUM</p>	<ul style="list-style-type: none"> • There was a very Good cordial relationship observed from the CAOs Office and this favorably impacts on the function and practice of data management and M&E, in general. The assessment team felt very free and at home while exercising their duty • Strengthening and equipping the community based services department from the ministry level to the district level improves service delivery to the people • The district has the staffs designated to review the quality of OVC, GBV, RHMIS & UCHL and the feedback for the OVC is always shared through emails. • The district has staffs assigned the responsibility of approving OVC quarterly reports, GBV incidence case forms prior to 	<ul style="list-style-type: none"> • There is need to create up back up facilities for data • No written policy that states how long source documents and reporting forms to be retained. This needs to be put in place • There is need to pay a visit to the service providers of GBV and OVC
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		<p>submission to the National level. For example, for OVC dashboards and bulletins are produced</p> <ul style="list-style-type: none"> • The district conducts regular supervisory visits to OVC and GBV service providers in the district according to MGLSD guide line for example in the case of OVC, its done in every last Wednesday of the month and for GBV last coordination was held on the Jan 2019 which was a good practice. • The district is doing very well in OVC MIS, and has been the best for the last 3 years in terms of reporting. They were able to host the districts of Gulu, Arua, Kiryandongo, and Sironko to teach them best practices. • When human resources are poorly facilitated in terms of 	
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		<p>finances , transport and others, this makes data collection processes very difficult to manage and to improve data management processes, more money needs to be put into the processes</p> <ul style="list-style-type: none"> • Written policy on archiving is in place in registry • At matidi Sub County, in Kitgum, the CDO improvised a local form to serve as a GBV data collection tool in the absence of the GBV incidence forms. This clearly reflects that even in the absence of a tool, data can still be collected and entered in the system 	
13.	ARUA	<ul style="list-style-type: none"> • There is effective Collaboration between SPSWO, DCDO, and the planning unit in the management of data • All the data managers in the district attended trainings in 	

		<p>OVC and GBV data management</p> <ul style="list-style-type: none">• The fear of reporting child abuse cases for various reasons in the district is the greatest contributor of low cases of GBV reported in the NGBVD data base.• The district does not conduct regular support supervision visits to the OVC and GBV Service providers due to lack of logistics• NO registers and case management tools in the district• Minimal support for GBV to cover most of the sub counties• Data approval processes are in place and there is due compliance with the processes	
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4.1 General lessons learned

During the time of conducting the district assessment on data management, the team learned these as lessons:

- Carrying out regular data management assessment processes is a promising approach that needs to be adopted as it is likely to improve the quality of data collected and analyzed by the Ministry, improving the quality of data, reporting rates, usage of data, and making the districts own the data collected through the various child protection systems in place.
- The Support supervision visits to the districts to oversee the management of some of the Child protection systems such as NGBVD, UCHL, and RHIMIS are not consistent and regular and this has impacted negatively on the performances of these MISs over a period of time.
- Carrying out continued trainings on good data Management practices, M and E, and Reporting techniques could go a long way in improving the management of data and use in the districts. The visiting team noted some gaps in M and E practices, team spirit, poor reporting rates and entry of GBV data which could be improved through district based trainings.
- Many districts lacked some important facilities for data Management such as well functioning computers, anti-virus toolkits, printers, and effective internet connectivity. The unavailability of these items in the district impacted negatively on the data management, and flow of data in the districts.
- There was a general lack of data collection tools such as those for GBV (Incidence forms) across many districts and this has greatly affected the data collection processes at the lower local government levels and the districts.
- OVC regional review meetings were conducted across many regions and this has helped greatly to improve on data management of OVC. There is therefore need to equally ensure that such regional review meetings are done for other data systems as well.
- There has never been any Data quality assessment and Improvement exercise conducted for quality checking the quality of data under NGBVD, UCHL and RHIMIS. The only assessment done was for OVC data and this assessment only looked at a few indicators

such HIV STAT for children who are HIV positive and supported and then the number of individuals served by the OVC implementation program over a period of time.

- Understanding of the challenges involved in the district and sub county data Management processes is key to the improvement of the quality of data generated, reporting rates and general improvement of the child protection systems that are managed by the PSWOs, DCDOs, and CDOs and Planning Units at the districts.
- The integration of the various child Protection Systems would help in reducing the cost implication eg in terms of manpower entering data into the various subsystems, since this had formerly been done by the same persons.
- When the team critically assessed the causes of Gender Based Violence against Children, the team discovered that most of these need to be addressed by preventive measures. Eg In adjumani district, to reduce GBV cases from occurring they had to ban disco dances in some sub counties, to reduce the habit of Children from admiring marriages and deciding to engage in practices of early marriages, the sub county chief banned the use of children as entourages for the bride and bridegroom during marriage ceremonies in Pakele sub-county.

CHAPTER FIVE

This chapter presents challenges that were encountered during the assessment of the districts in data management. It also highlights recommendations for the betterment of district data management processes.

5.0 Challenges and Recommendations

Challenges

- Inadequate staffs working at the sub county in different districts and handling child data. It was noted that these officers are ill facilitated in terms of equipment's.
- Lack of motivation/incentives for staff capturing data into the various systems
- Lack of sufficient support from the Ministry in terms of finances for effective data management and generally for the PSWOs and DCDOs offices
- Lack of GBV incidence forms across the districts visited
- Some districts like Adjumani, Mbale, Mbarara and Jinja lack Child Action centres for UCHL and yet some have Potential development partners in the district
- Many staffs at the districts lack data analytical skills
- Lack of sufficient feedback by the Ministry to districts on Reports, updates, among others

Recommendations

- The systems should be integrated since Data captured across the various systems is closely linked and some of the variable are similar. The harmonization process could further help MGLSD to reduce on the rampant problem of double counting.
- Have data quality checks in place for all the subsystem (UCHL, GBV and RHIMIS), to check on the quality of the data being entered into the systems.
- There is need to harmonize all the data collection tools and the indicators being measured by the various systems

- All the systems should be modified to capture Case Management and follow up of the cases so as to improve justice for Children.
- Important offices like police that also collect GBV data on children should be linked to the MGLSD system to further enrich our child data base
- There should be a continuous district data management assessment exercises over a given period of time especially on the child data Management Information Systems of the Ministry. Systems that are always supervised and followed end up growing.
- The internet media converter in Kitgum district needs to be immediately replaced in the DCDOs office so as to revive the internet connectivity in the office.
- Need to create action centers in missing districts such as Mpigi, Mbale, Jinja and Adjumani, and possibly roll this over to the entire country so that Child reports generated by the UCHL system covers the entire country and is representative enough.
- Need to streamline roles and responsibilities of the officers in some districts eg Jinja Welfare department, The Gender, Focal point person needs to be fully utilized by the PSWO
- MGLSD to increase on its support supervision visits to the districts eg Arua, Kamuli, Mpigi, Jinja, Amudat and others on following up issues on GBV, and VAC cases
- Instituting punitive measures against Child Offenders and ensuring that they are implemented, taking good care of children and reducing on child neglect tendencies by parents and others
- The district needs to develop written procedures to address late reporting, incomplete, inaccurate and missing reports: including following up with service points on data quality issues
- GBV incidence forms are currently not time bound and therefore timelines should be placed for GBV reporting so as to improve on GBV reporting rates

APPENDICES

Appendix 1

DISTRICT DATA ASSESSMENT TOOL

PART ONE(Systems Assessment)					Comments
District name..... Date					
M & E Structure, Functions and capabilities to handle OVC, NGBVD, UCHL information					
1	Are there staffs designated to review the quality of OVC, GBV, UCHL, and refugee data (i.e. accuracy, completeness and timeliness) received from OVC service provider organizations, GBV and UCHL Clients. (Briefly describe in the comment section who and how the OVC, NGBVD and UCHL data is reviewed at the district)	OVC	GBV	UCHL	
2	Does the District have staffs assigned the responsibility of approving OVC Quarterly reports, GBV incidence forms case forms prior to submission to the National level? (Note that the person(s) approving can be from either the district or lower levels).				
3	Does the District have staffs assigned the responsibility of logging and accessing the UCHL case management system?				

4	<p>a) Is there a procedure in place to ensure OVC quarterly reports , GBV incidence forms are entered and submitted in the event the responsible staff is un available (E.g. shared duties, a team approach etc.)</p> <p>b) Is there a procedure in place to ensure that the UCHL Case Management System may be logged into and accessed for data management in the event that the responsible staff is un available (E.g. shared duties, a team approach etc.)</p>				
5	<p>Is feedback systematically provided to all OVC service providers, and GBV Clients on the quality of their data (i.e. accuracy, completeness and timeliness)? (Specify who provides feedback as well as the frequency and form of providing feedback)</p>				
6	<p>Does the district conduct regular supervisory visits to the OVC and GBV Service providers in the district according to MGLSD guidelines?</p> <p>(...If yes, when was the last round of support supervision (month and year (mm/yyyy)) and which service providers were visited?)</p>				
7	<p>a) Does the district receive regular feedback from the OVC national Implementation unit (OVC NIU) or any other national level body of GBV on the quality of their submitted reports?</p> <p>(.....if Yes, specify when the district last received</p>				

	feedback (MM/YYYY) and from whom?)				
8	Does the district receive regular supervision visits from the Ministry or UNICEF to do assessment of the UCHL action center? (.....If yes, specify the team that provided the support supervision and date for the last visit (mm/yyyy))				
		II- Understanding of indicator definitions and reporting guidelines			
		Has the district been provided with the MGLSD/ National written M & E guidelines for its sub reporting level on....			
9what should be recorded in the OVC source documents / registers? GBV incidence forms? (Probe and comment on whether the team at the district understands the questions/ variables to be filled in the OVC Integrated Registers, Integrated Case Management registers and other OVC data tools)				
10What should be included in the OVC MIS quarterly reports (OVC MIS form 100?), (probe and comment on whether the OVC and GBV teams at the district understand how OVC MIS Quarterly reports are compiled) and how to fill in the GBV case incidence forms				
11How and when the OVC MIS quarterly reports and GBV the incidence forms should be submitted?				
12to whom the OVC MIS Quarterly reports should be submitted to?				
13when the reports are due?				
14	Are there written MGLSD and /or District specific instructions to ensure standardized recording and				

	reporting of OVC, GBV, and UCHL data?				
		III- Availability of Data collection tools and reporting forms for OVC, GBV and UCHL data management.			
15	Does the district have an integrated OVC register and Case Management register used for recording OVC data for OVC services provided at that level?				
16if Yes, is register consistently used at the district? (Probe and list reasons incase not used consistently)				
17.	Does the district have a call action center and able to access the case Management System of UCHL?If yes, is the case management system consistently logged into for data management?				
18	Does the district have implementing partners who are supporting OVC, GBV and UCHL Services? Though they provide direct support or works through CSOs, do they use the National reporting forms and follow the same reporting timelines? (Name the Organizations/ Implementing Partners in the comment section and tools used if Different)				
19	Are there sufficient stock of blank integrated OVC, Case Management Registers and other OVC, GBV data tools at the district? (Inquire and comment on when the existing stock of OVC, Case Management Registers are expected to run out.)				
20	Does the district monitor stocks of data collection				

	tools / reporting forms at OVC, GBV service provider level to ensure their continuous availability (i.e. forecasting.)?				
IV- Data management Processes					
21	Does the district have any Functional computer(s) and / or computer package used for entry and analysis of OVC, GBV, UCHL data and/ reports? (if yes specify the number of functional computers and / or computer package(s) used for entry and analysis of OVC, GBV and UCHL Data)				
22	Are there any quality controls in place for when data from paper based forms are entered into a computer to ensure the accuracy of data entry? (E.g. edit and / or logic checks, post data entry verification, double entry data techniques etc.) (In the comment section, briefly explain the data quality controls and also ask about their computerized data backup programme)				
23	Does the district routinely create backup files for their OVC, GBV and UCHL data?				
24	If yes, What's the latest date of backup appropriate given the frequency of updates of the computerized system (e.g. backups are quarterly)				
25	Does the district have a written procedures to address late, incomplete, inaccurate and missing reports; including following up with service points on data quality issues				
26Has the district ever uncovered errors in the				

	reports from the service providers? (if yes, describe how these errors have been resolved in the comment section)				
27	Is there a written policy that states for how long PVC (polyvinyl chloride) source documents and reporting forms should be retained at the district and lower levels?				
28	Does the district have a written policy that describes how programme documents (e.g. source documents and reporting forms should be archived (e.g. filing cabinets, storage rooms etc.))				
V- Use of Data for decision making					
29	Is there evidence of OVC, GBV and UCHL data use at the district? (check for evidence of data analysis and reporting other than the official reports e.g. charts, graphs , maps etc. ask to see if not displayed)				
30if yes is there an assigned staff member to develop these charts, graphs and other forms of analysis regularly?				
31	Is there a staff at the district who takes lead in analysis and interpretation of OVC, GBV and UCHL data?				
32	Is there analyzed data/ results presented/ disseminated to other information system stake holders in a timely manner so that the information can be used to inform decisions? (Probe about examples of target audiences e.g. district council, DOVCC, GBV FPPs, SAUTI 116 FPPs IPs and other stake holders.)				

33	Are there any programmatic decisions taken by the district or IPs based on the analyzed OVC, GBV and UCHL data/ results?.....IF Yes, mention the decisions or interventions under taken				
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PART TWO

Appendix 2

(A)	General Observations about the district level OVC MIS, NGBVD, UCHL data management
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(B)	Notable M&E practices at the district level:
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