RTMIS

Akvo

GETTING STARTED

Real Time Monitoring Information Systems

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ONE

PREREQUISITE

- Docker > v19
- Docker Compose > v2.1
- Docker Sync 0.7.1

TWO

ENVIRONMENT SETUP

Expected that PORT 5432 and 3000 are not being used by other services.

2.1 Start

For initial run, you need to create a new docker volume.

```
./dc.sh up -d
```

```
docker volume create rtmis-docker-sync
```

The app should be running at: localhost:3000. Any endpoints with prefix - `^/api/*` is redirected to localhost:8000/api - `^/static-files/*` is for worker service in localhost:8000

Network Config: - setupProxy.js - mainnetwork container setup

2.2 Log

```
./dc.sh log --follow <container_name>
```

Available containers: - backend - frontend - mainnetwork - db - pgadmin

2.3 Stop

```
./dc.sh stop
```

2.4 Teardown

```
docker-compose down -v
docker volume rm rtmis-docker-sync
```

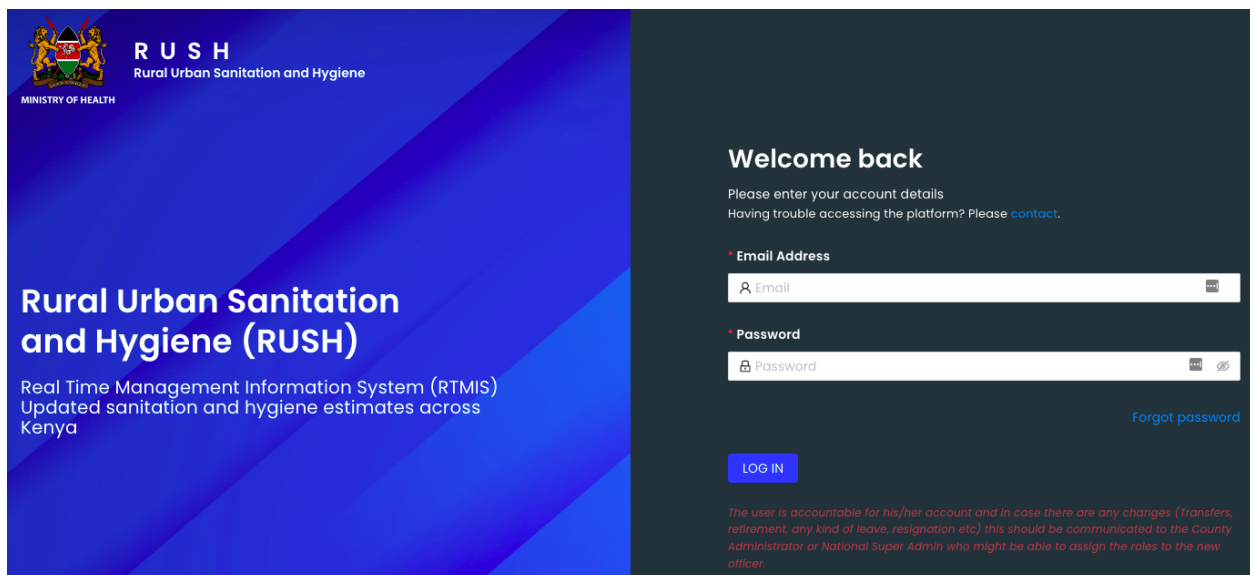Get Started

USER TYPES & BASIC PRINCIPAL

- There are three types of users that comprise Platform administrators (Super admins, County admins, sub county PHOs/Approvers), data collectors (Enumerators) and information consumers (National, County, institutional and public)

- A user can only be added by authorised users with admin or super admin roles

- A county admin can only add users for their county

- A user can only be deleted if there are no approvals or batching operations pending on them

- Only super admins can add users with an admin role

- A county admin can only assign questionnaires from the list of questionnaires that they have been assigned

- A super admin or county admin can both add a read only user with a region. The county admin can only add for their county or below while the super admin can add for national or below

- Data entered by super admins is automatically approved

- Data can be updated for an existing data point. Update is only be possible if that data point is not pending approval

- Approved data can only be deleted by county admin or super admin

- Data entered by county admin is automatically approved if the questionnaire has final approval in the county level

- Once a data set is rejected, the pending approval lock is removed so that it can be edited.

USER ROLES AND PERMISSIONS

User Roles	Privileges	Definitions
Data Submitter	Data upload, View	An enumerator can only edit data if the approver has rejected the data
Approver	Edit, View, Data Approval	Approvals restricted by region
County Administrator	Edit, View, Approve, Manage Users	County level administrators will manage users In addition to everything that an approver can do
Super Administrator	Edit, View, Approve, Manage Users, Manage survey configurations	National level administrators with country wide scope . Will all privileges along with managing key system level configurations
Institutional User	View, download approved datasets	A "read only" user whose access can be limited by region and/or Forms. These will be institutional users (UNICEF/ Donors, academic institutions etc) . Can only view and download approved datasets
Public User	View auto generated dash boards only	Can only view auto generated dash boards only

FIVE

SETTING UP ACCOUNT FOR THE FIRST TIME

Users who have been registered in the RUSH platform will receive an invitation email to complete the account setup process. Click the Set Password button to activate your account. Make sure you are on the testing url rtmis.akvo.org. Set a strong password and click Set New Password to login to your account.

Input Channels

WEBFORMS

1. From the submissions section of the control centre, select the questionnaire you would like to enter data against and click the ADD NEW button to open the webform.

2. Fill all the mandatory fields (check the left pane of the webform to ensure all the sections are checked and keep an eye on the progress bar at the bottom) and then click the SUBMIT button to upload your data.

3. Once you submit your form, you will be redirected to a page with the option to either add a new submission or to proceed to batch your data to send it for approval.

BULK UPLOAD

1. From the submissions section of the control centre, select the questionnaire you would like to bulk upload data against and click the BULK UPLOAD button.

2. Select the questionnaire you would like to bulk upload data against and select the spreadsheet file on your computer. If you are updating existing data, make sure you tick the 'update existing data' checkbox.

Administration

MANAGE USERS (ADD, DELETE AND MODIFY USERS)

1. From the User Management tab of the control centre, click the Manage Users button to add a new user, modify an existing user or delete an existing user.
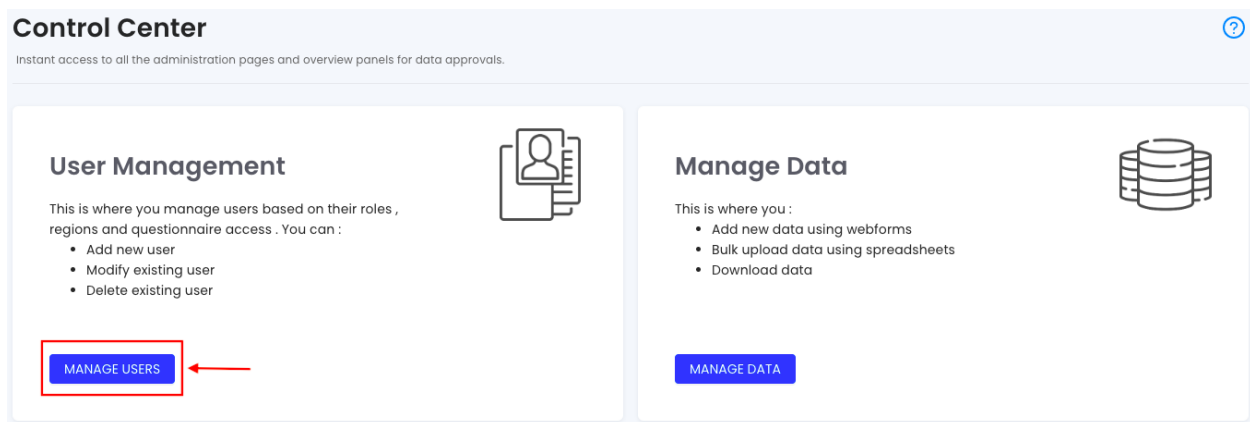
2. To add a new user, click the ADD NEW USER button. Next, fill all the mandatory fields and assign the user an organisation, designation, role, administrative region and questionnaires. Finally, click the Add User button to notify your new user.
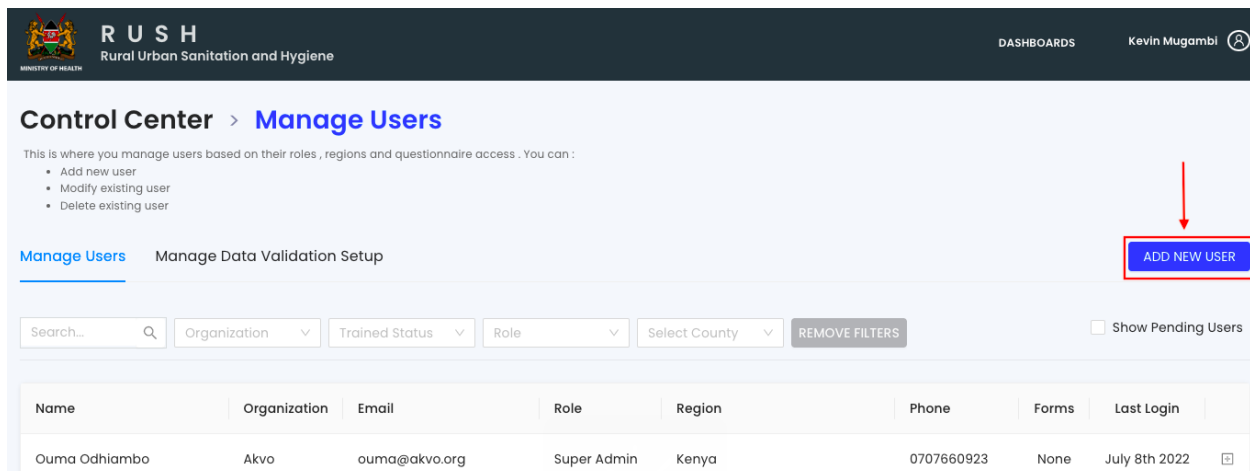
* **Organization**

Akvo

* **Designation**

CSE (County Sanitation Extender)

☐ Trained

* **Role**

County Admin

Overall County administrator of the RUSH. Assigns roles to all sub county RUSH admins (approvers) in the county under jusridistion.

Administration

County

Baringo

Questionnaires

Governance and policy ✕ | Health Facilities ✕ | Household ✕ | WASH in Schools ✕

☑ Inform User for Changes | ADD USER

3. To delete an existing user, expand the toggle button next to the user and click the delete the DELETE button. Next, confirm you are deleting the user by clicking the DELETE button in the pop-up window.

Name	Organization	Email	Role	Region	Phone	Forms	Last Login	
Ouma Odhiambo	Akvo	ouma@akvo.org	Super Admin	Kenya	0707660923	None	July 8th 2022	⊠

Field	Value
First Name	Ouma
Last Name	Odhiambo
Organisation	Akvo
Invitation Code	CHANGE PASSWORD
Designation	System Admin
Phone Number	0707660923
Forms	–

EDIT | DELETE

Hodaka Kosugi `Trained`	Akvo	hkosugi@unicef.org	Super Admin	Kenya	0790051156	None	July 13th 2022	⊞
Jimmy Kariuki `Trained`	Akvo	jikariuki@unicef.org	Super Admin	Kenya	0790051156	None	July 7th 2022	⊞
Mercy Makena `Trained`	Akvo	mercy@akvo.org	Super Admin	Kenya	0725515888	None	July 13th 2022	⊞

4. To modify an existing user, expand the toggle button next to the user and click the EDIT button. Edit the user details and then click the UPDATE USER button.

085743333004

* Organization

Akvo ⌄

* Designation

System Admin ⌄

☑ Trained

* Role

Super Admin ⌄

Overall national administrator of the RUSH. Assigns roles to all county admins

☑ Inform User for Changes   **UPDATE USER**

MANAGE DATA VALIDATION SETUP`

1. Select the Manage Data Validation Setup tab from the manage users section of the control centre to access the approval chain for every questionnaire. Here, you can assign approvers for each questionnaire for every administrative region.

2. Assign each questionnaire an approver at the desired administrative region. Remember to save your changes.

Approval workflow

SUBMITTING DATA FOR APPROVAL

1. All data that is pending submission for approval will appear on the pending submission tab. Note that you will need to select different questionnaires to see pending submissions for each questionnaire. This is to avoid batching data from different questionnaires in one batch for approval which is not valid.
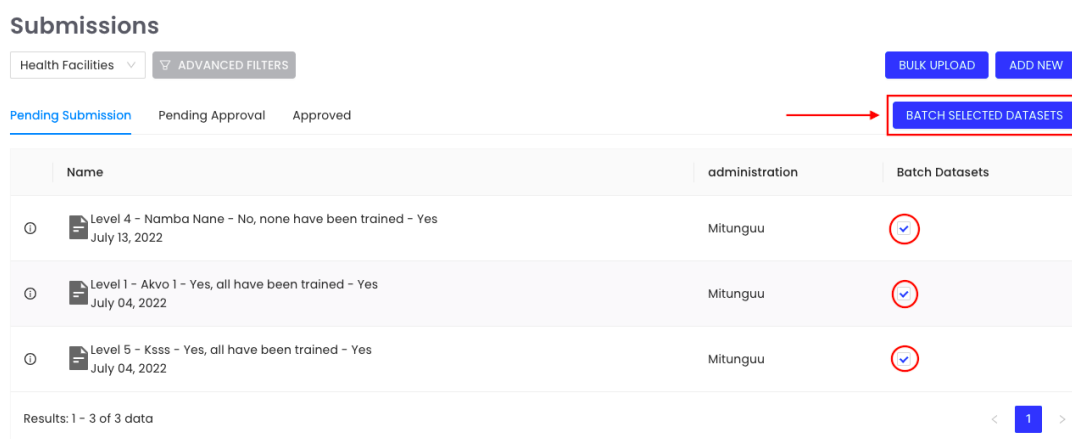
2. Next, select all the datasets you are submitting for approval by ticking the checkbox next to each data set then click the BATCH SELECTED DATASETS button.

3. In the pop-up window, label your batch with a relevant name and add any comment for your approver. Next, tick the checkbox to send a new approval request and click the CREATE A NEW BATCH button.
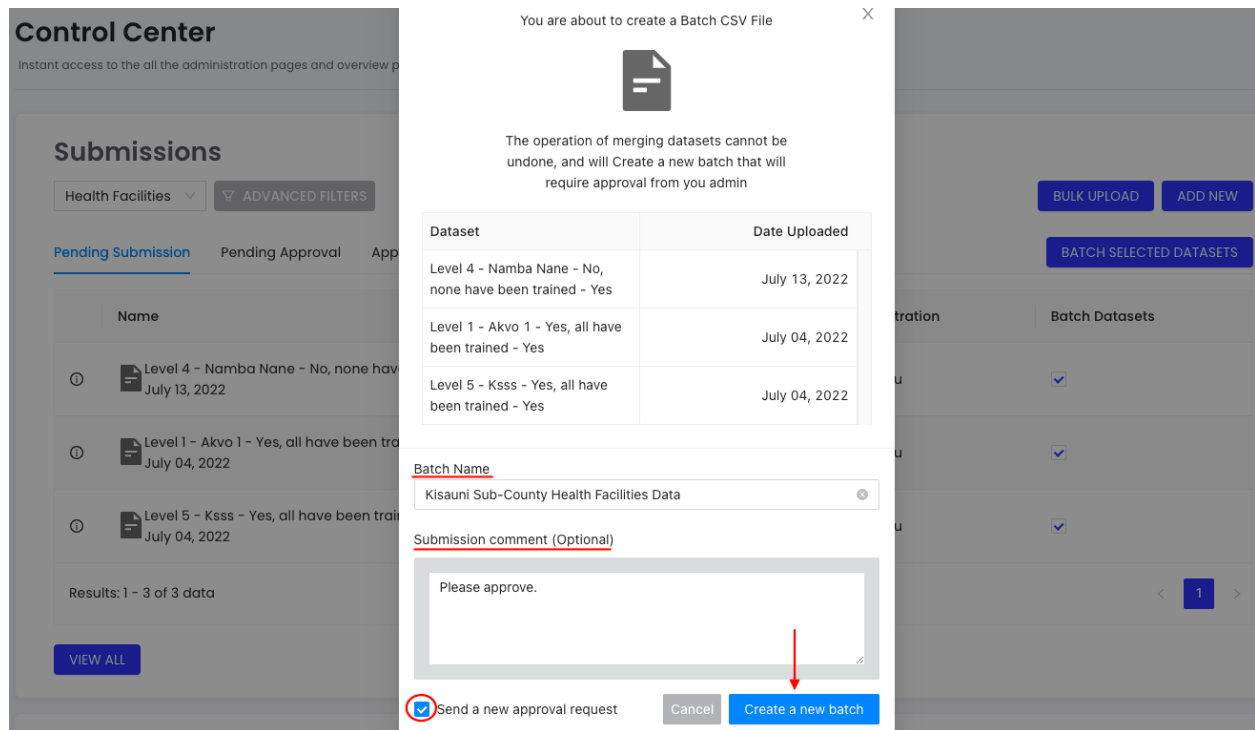
4. Your dataset is now submitted for approval and will appear in the pending approval tab. You can expand each data set to see your approver who will receive an email notification to approve your data.Notifications/Alerts

APPROVING DATA

1. Data Approvers will receive an E-mail notification every time there is data that needs their approval within their assigned administrative region. Log in to approve the data.

MOH

There is data that is pending your approval!

- Batch Name : Kisauni Sub-County Health Facilities Data
- Questionnaire : Health Facilities
- Number of Records : 0
- Submitter : Kevin Enumerator, CSE (County Sanitation Extender)

To approve/reject this data submission please visit the RUSH platform [My Profile > Approvals Section > View All]

2. All datasets that are pending approval will appear in the My Pending Approvals tab of the Approvals section. Click the View All button to begin the approval process.

Approvals

This is where you :
- View pending data approvals awaiting your approval
- View pending approvals by your subordinate approvers
- Assign subordinate approvers

|		Submission	Form	Date	Submitter	Location	Status	Waiting on	Total Data
ⓘ	📄	Kisauni	Health Facilities	July 13, 2022	Kevin Enumerator	Mitunguu	⏱ Pending	Kevin Approver	2
ⓘ	📄	Kisauni Sub-County Health Facilities Data	Health Facilities	July 13, 2022	Kevin Enumerator	Mitunguu	⏱ Pending	Kevin Approver	1
ⓘ	📄	Level 6 Data	Health Facilities	July 04, 2022	Kevin Enumerator	Mitunguu	⏱ Pending	Kevin Approver	1

VIEW ALL ←

3. To approve or decline a dataset, expand the toggle button next to each data set. Here we have two tabs: **Data Summary**: A quick snapshot of the data you are approving. **Raw Data**: From this tab, you can access the raw data, make edits and save edits. You can add notes and feedback and the data submitter will receive an email notification once the dataset is approved or declined.

1. Note: Rejected datasets will appear in the My Pending Approvals tab with the status Rejected:bolditalic:. The status will change to Pending when the data submitter updates the rejected dataset as per the Approver's instructions.

TWELVE

HANDLING REJECTED DATA

1. Rejected datasets will appear in the Pending Approval tab with the status Rejected:bolditalic:. Enumerators will receive an email notification when their data is rejected with an explanation from the approver why the data was rejected. Next, expand the toggle button next to the rejected dataset to make edits and resubmit your dataset.

2. From the Raw Data tab, make any edits as per your Approver's instructions. You can reset to default values in case you make an error while editing. Finally, when you are done with all edits click the SAVE EDITS button. Your dataset will now appear under Pending Approval with the status Pending and your Approver will be able to review and approve again.

Data Management

THIRTEEN

DATA PROTECTION ACT

- The data protection act seeks to give effect to Article 31(c) and (d) of the Constitution that contain the right to privacy, regulate the processing of personal data, provide for the rights of data 'subjects'; and defines the obligations of data 'controllers' (person who determines the purpose and means of processing of personal data) and 'processors' (person who processes personal data on behalf of the data controller).

- Every data controller or data processor is required to ensure the storage, on a server or data centre located in Kenya, of at least one serving copy of personal data to which the Act applies. Cross-border processing of sensitive personal data is prohibited and only allowed when certain conditions are met or under certain circumstances specified in the Act.

COLLECTING DATA IN THE FIELD

Sampling The sources of data for the RTMIS are both primary and secondary. The data will be collected from all the 47 counties in Kenya. The basic unit for the sanitation and hygiene primary data shall be the households in both Rural and urban setups. Sanitation and hygiene primary data shall also be collected from Schools and health care facilities nationwide. Secondary data will be collected at the county level to report on financing. At the sub-county level, urban sanitation data will be enriched with data/information from the WARIS system. During phase 1 of RUSH RTMIS implementation, data collection shall proceed as follows:

- Data shall be collected from every village/community in the 47 counties of kenya

- In each village/community, 20 HHs shall be picked randomly. This sampling method will apply for both rural and urban villages/communities

- All schools from all the 47 counties shall be surveyed

- All levels of health care facilities from all the 47 counties shall be surveyed

During phase 2 of RUSH RTMIS implementation, data collection will be done at every household. Therefore there shall be no sampling of households moving forward.

HH coding * To ensure ease of reference during repeat data collection (particularly during phase 2 of RUSH RTMIS implementation), all households will be coded with a unique code * This unique code will apply when the RUSH protocol is fully implemented * The Unique Code shall be composed as follows: Village name+SN + HH Head's Surname

DELETING DATA

From the Manage Data section of the control centre, expand the toggle button next to a data point to delete it.

DOWNLOADING DATA

Outputs

AUTO GENERATED VISUALISATIONS

Trend of HHs datapoint submission

Submission by County	
Administrative Unit	**Total Data**
Lamu	13
Machakos	14
Makueni	15
Mandera	34
Marsabit	94
Meru	2
Migori	1
Baringo	16
Bomet	4
Bungoma	3
Busia	5
Elgeyo-Marakwet	3
Embu	5

EIGHTEEN

REPORT GENERATION

GENERATION OF MAPS

TWENTY

DOWNLOADING DATA AS SPREADSHEETS

Downloaded data can be accessed from the Downloaded Data tab of the control center. Click the download button to get your data in a spreadsheet.

Control Center > **Data Download**

This page shows your list of data export requests.
For exports which are already generated, please click on the Download button to download the data.
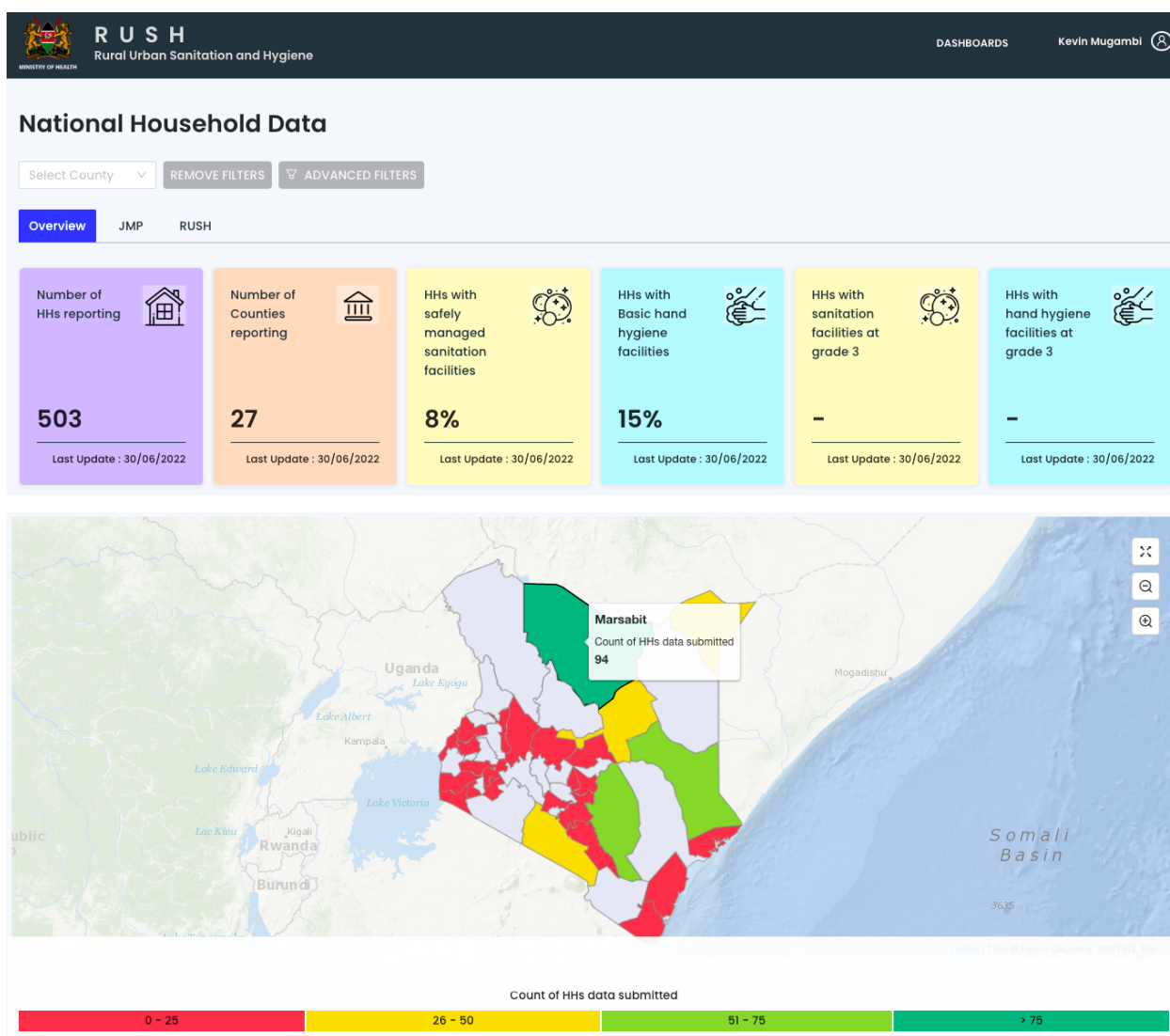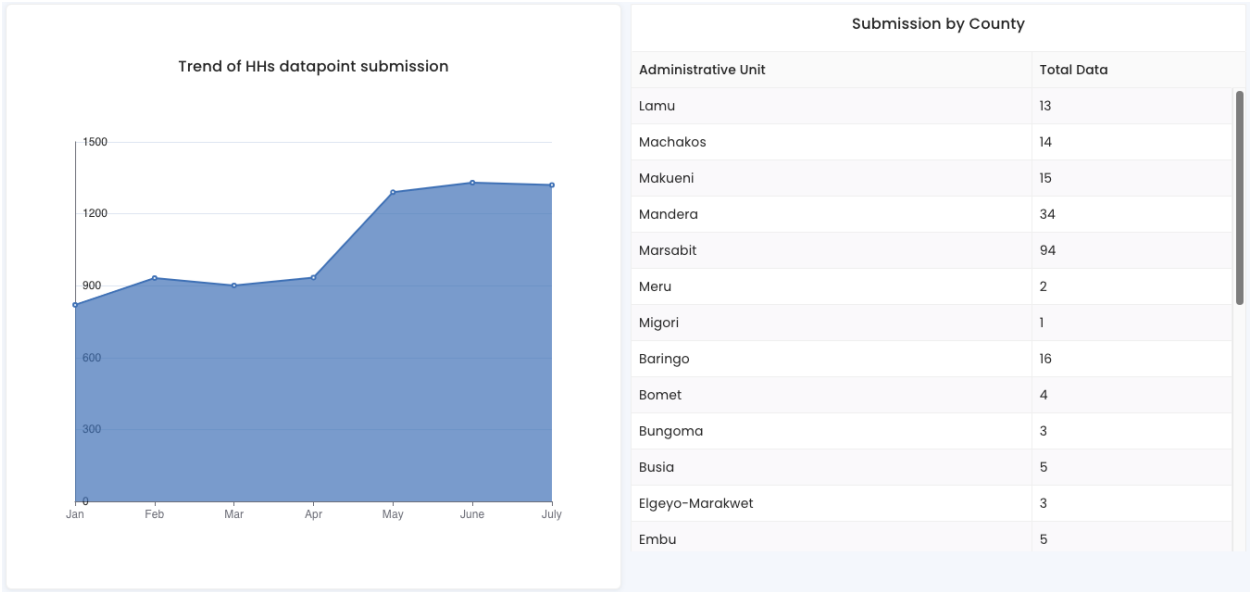
Manage Data   **Downloaded Data**

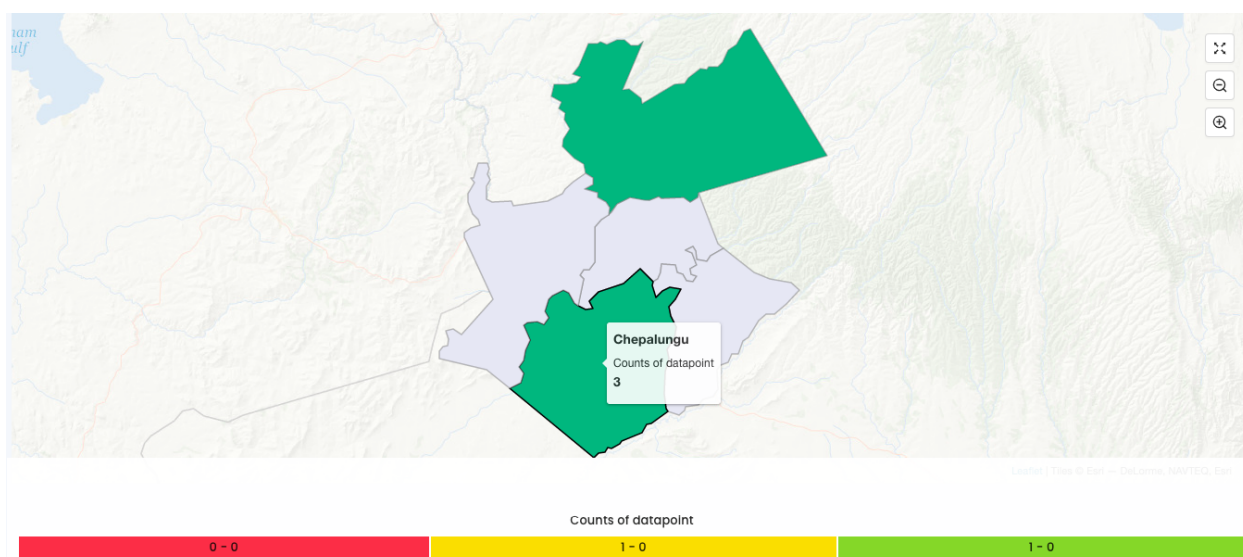|			
📄	download-governance_and_policy-220714-7eab5256-5c06-466f-8c1f-8a6372e4226f.xlsx Governance and policy Filters: None	14-07-2022 12:51:43	⬇ Download
📄	download-wash_in_school-220606-7e024a78-109e-4229-8d57-a0d3d3631659.xlsx WASH in Schools Filters: None	06-06-2022 09:14:03	⬇ Download
📄	download-wash_in_school-220519-f0b0d9f6-cc63-4359-8bec-85518055fb54.xlsx WASH in Schools Filters: None	19-05-2022 16:36:59	⬇ Download

LOAD MORE

TWENTYONE

NOTIFICATIONS

Users will get email notifications in the following scenarios:

- Invitation to set up an account for the first time
- Approver is notified there is pending data for approval
- Submitter is notified when data is approved
- Submitter is notified when data is rejected

MOH

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- Batch Name : Kisauni Sub-County Health Facilities Data
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DOWNLOAD PDF

DEPLOYMENT

```
export CI_COMMIT='local'
./ci/build.sh
```

Above command will generate two docker images with prefix `eu.gcr.io/akvo-lumen/rtmis` for backend and frontend

```
docker-compose -f docker-compose.yml -f docker-compose.ci.yml up -d
```

Network config: nginx