SOCIAL PROTECTION REPORTING SYSTEM

USER MANUAL

Central Database/Dashboard on Social Protection (SDG 1.3.1)

Table of Content

CHAPTER # 1 5

1.1. Introduction 6

1.2. User Role of System 7

1.3. Login Page 8

1.4. Logout from SPP 9

CHAPTER # 2 10

2. Data Entry Operator 11

2.1. Social Protection Questionnaire 12

2.2. Agency IT assessment Questionnaire 13

2.3. Configuration 14

2.4. Reports 18

- **Compliance Report** 19

CHAPTER # 3 22

3.1. Login to System Admin 23

3.2. Logout from System Admin 23

3.3. System Admin 24

3.3.1. System Configuration 25

- **Agencies** 25
- **Scheme/Program** 28
- **Scheme Type** 29
- **Level** 31
- **Users** 31
- **Provinces** 34

3.3.2. Demographics 35

- **Province Wise Population** 36
- **Province Wise Age Ratio** 36

3.3.3. Reports 37

- **Compliance** 37

Table of Figure

Figure 1:Login Page (DEO) 8
Figure 2:Logout (DEO) 9
Figure 3:Home Page(DEO) 11
Figure 4:Social Protection Questionnaire 12
Figure 5:New Questionnaire Form 12
Figure 6:Edit Questionnaire 13
Figure 7:Agency IT Assessment Questionnaire 14
Figure 8:New Agency IT Assessment Questionnaire 14
Figure 9: 15
Figure 10:Scheme/Program 15
Figure 11:New Scheme Form 15
Figure 12:New Scheme Form (1) 16
Figure 13:Edit Scheme Form 17
Figure 14:View Scheme 17
Figure 15:Repots menu 18
Figure 16:Quaterly Compliance Report 19
Figure 17:Social Protection Questionnaire 20
Figure 18:Aggregation Report Filter 21
Figure 19:Social Protection Aggregation Report 21
Figure 20:Admin Login 23
Figure 21:Logout (System Admin) 24
Figure 22:System Admin (Home Page) 24
Figure 23:System Configuration Level 25
Figure 24:Adencies (System Admin) 26
Figure 25:New Agency Form 26
Figure 26:Edit Agency From 27
Figure 27:View Agency Form 27
Figure 28:Scheme/Progrma 28
Figure 29:View Scheme Form 28
Figure 30:Scheme Type 29
Figure 31:New Scheme Type 29
Figure 32:Edit Scheme Type 30
Figure 33:View Scheme Type 30
Figure 34:Levels 31
Figure 35:Users 32
Figure 36:New Form User 32

Figure 37:Edit User Form 33
Figure 38:View User Form 33
Figure 39:Provinces 34
Figure 40:View Province 35
Figure 41:Demographics Level 35
Figure 42:Province Wise Population 36
Figure 43:Province Wise Age Ratio 37
Figure 44:Report menu 37
Figure 45:Quaterly Compliance Report 38

CHAPTER # 1

1.1. Introduction

Social Protection Reporting System is as web based central database with a dashboard on social protection activities by Social protection agencies in Pakistan. This system will be used evidence based policy and Programme development and also to report SDG 1.3. The central database dashboard will collate and summarize data into summary tables, graphs, and design the outputs for the public as specified by federal SDG unit.

There are many provincial and federal level social protection agencies that are responsible for implementing social protection schemes. These schemes fall under two categories of social protection; contributory and non- contributory. Please see the section on definitions to understand the various types of programmes/schemes that fall under each category.

Definitions:

1. **Contributory Schemes:**
    - Social Insurance
    - Occupational Schemes
    - National Provident Funds
    - Micro-insurance
    - Mutual benefit, community based schemes
2. **Non-Contributory schemes can be divided into two streams:**
    - Schemes targeting poor (based on Means Testing)
        - Non-conditional minimum income support and other social assistance programmes
        - Conditional cash transfers
        - Employment guarantee schemes
    - Schemes **Not** targeting poor
        - Universal Schemes (for all residents)
        - Categorical Schemes

Keeping in mind the various type of activities by agencies and their schemes, a comprehensive reporting performa is design by consultation of stakeholders which will cover all information related to social protection in Pakistan. Performa is available in Annex – 1. Agencies will submit scheme wise report on quarter basis and once all agencies submit reports of their every scheme in the database, system will be able to calculate SDG 1.3.1 indicator i.e., SDG 1.3.1: Proportion of population covered by social

protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, new-borns, work-injury victims and the poor and the vulnerable

1.2. User Role of System

There are basically two user role;

i. Data Entry Operator

Each agency has been provided user credential of their Data entry operator. Data Entry Operator will be able to submit report and edit data of agency schemes. For data input there are two input forms available

a. Social Protection Questionnaire (See Annex – 1)
   The purpose of this questionnaire is to collect information related to social protection services provided by agencies under their different schemes. This questionnaire will be filled on quarterly basis against every scheme
b. IT Assessment questionnaire (See Annex – 2)
   The purpose of this questionnaire is to collect the information for the type of MIS system is in use to collect beneficiaries' data for regular reporting

Moreover Data entry operator of agencies will be able to configure all the schemes of the agencies

Data entry user will be of two levels

a. Federal Level
   Federal level Data entry user will be able to submit reports of scheme of agencies of every province
b. Provincial/Regional Level
   Provincial level Data entry user will be able to submit report of scheme of agency of only relevant province/region

ii. System Admin

System Admin user will be responsible of all system configuration related tasks like

a. Configuration of Agencies
b. Configuration of Roles and User management
c. Configuration of Organizational Units
d. Configuration of Demographics (Federal and provincial level)

e. Configuration of Lookups

To use the system, user need to login using their credentials

1.3. Login Page

As the first step to enter into the online SPP system, user will have to login into the SPP software. A user would be required to follow the below given instructions for the Login process;

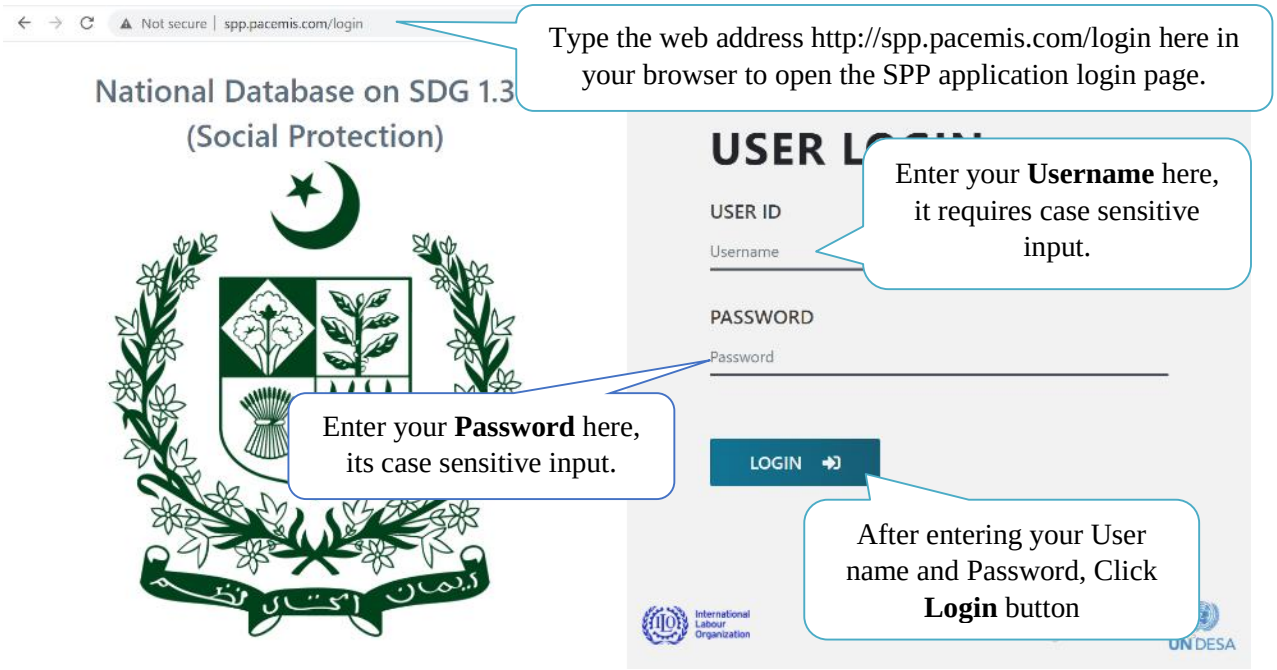


Figure 1:Login Page (DEO)

1.4. Logout from SPP

To logout from the Social Protection Authority you have to click on the first icon on the top right side of the screen;

Figure 2:Logout (DEO)

CHAPTER # 2
DATA ENTRY OPERATOR

2. Data Entry Operator

After login to the system, the following screen will appear in your web browser; the top right contains log out link and settings, and the left side will show you the menu bar with various option for your selection and working.

Figure 3:Home Page(DEO)

2.1. Social Protection Questionnaire

After clicking on **Social Protection Questionnaire** the following page will appear;

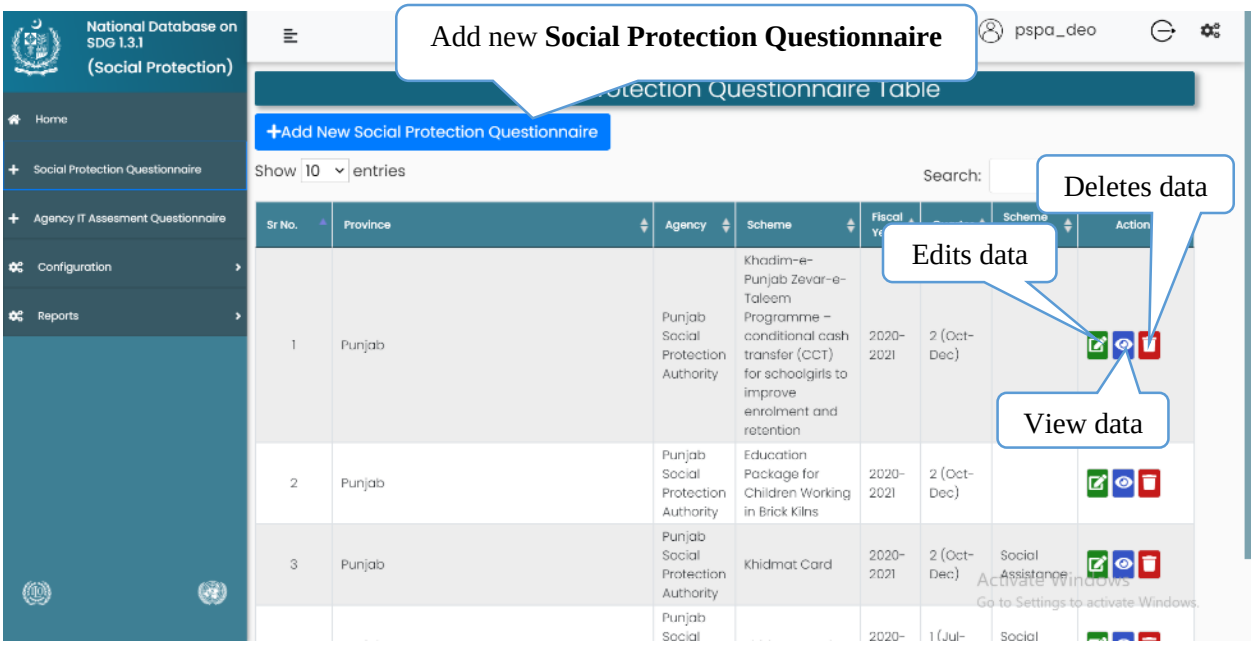


Figure 4:Social Protection Questionnaire

After clicking on **Add New Social Protection Questionnaire** the following page will appear;

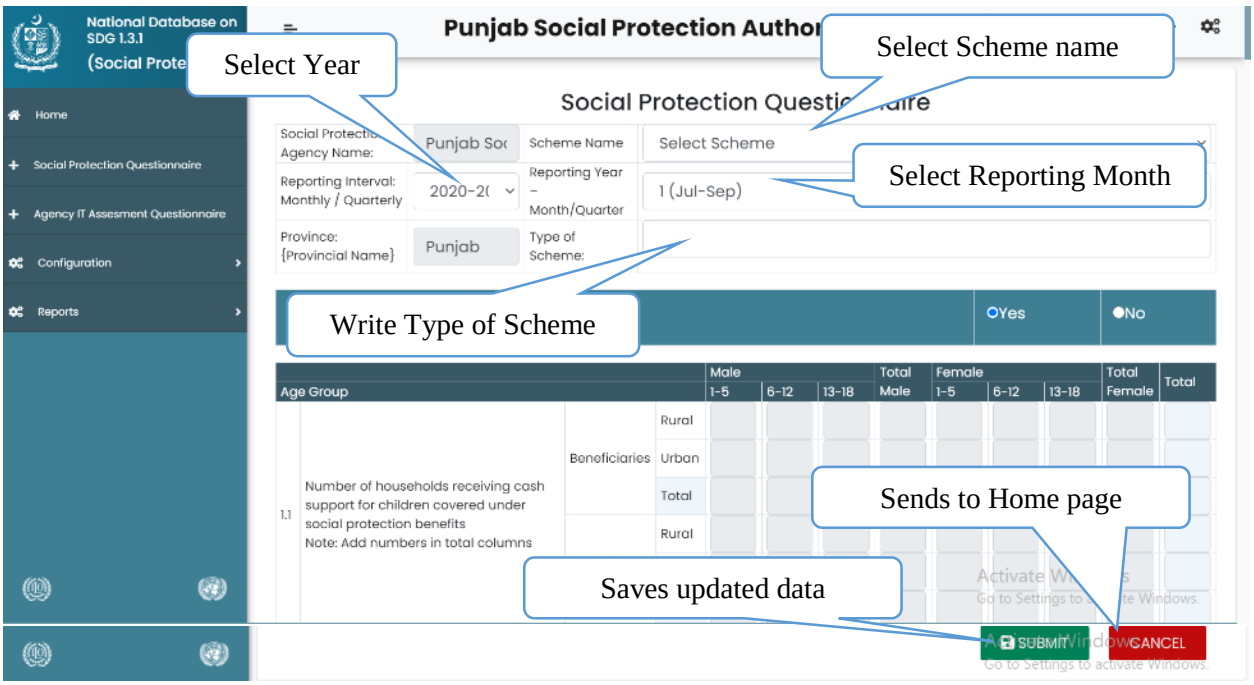


Figure 5:New Questionnaire Form

After clicking on the **Edit** icon the following page will appear as follow;

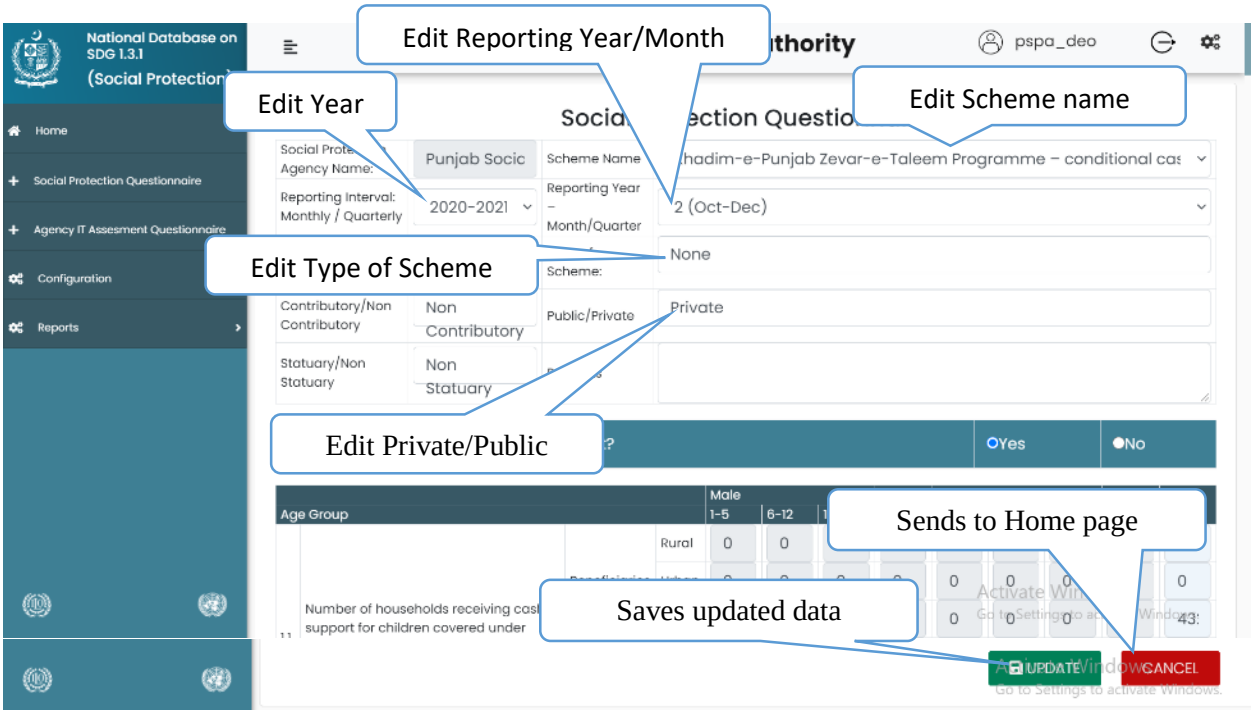


Figure 6:Edit Questionnaire

2.2. Agency IT assessment Questionnaire

After clicking on the Agency IT Assessment Questionnaire the following page will appear;

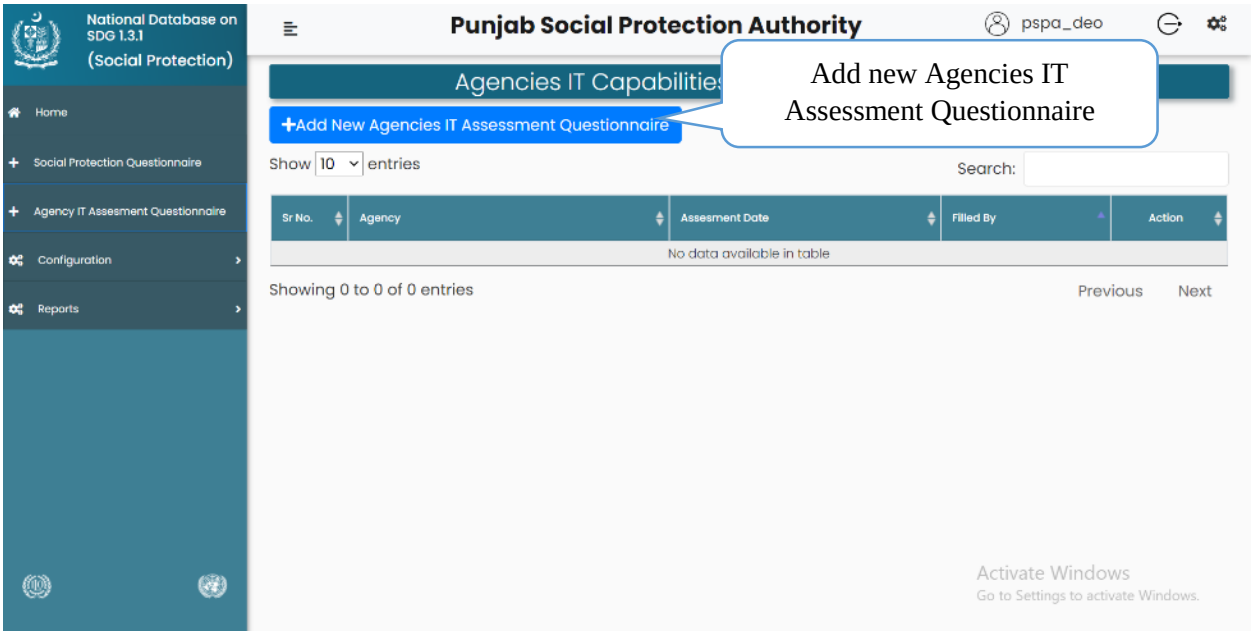


Figure 7:Agency IT Assessment Questionnaire

After clicking on **Add Agencies IT Assessment Questionnaire** the following page will appear;

Figure 8:New Agency IT Assessment Questionnaire

2.3. Configuration

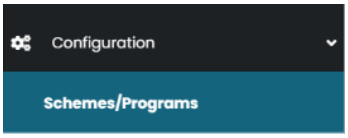


Figure 9:

After clicking on Schemes/Programs the following page will appear;

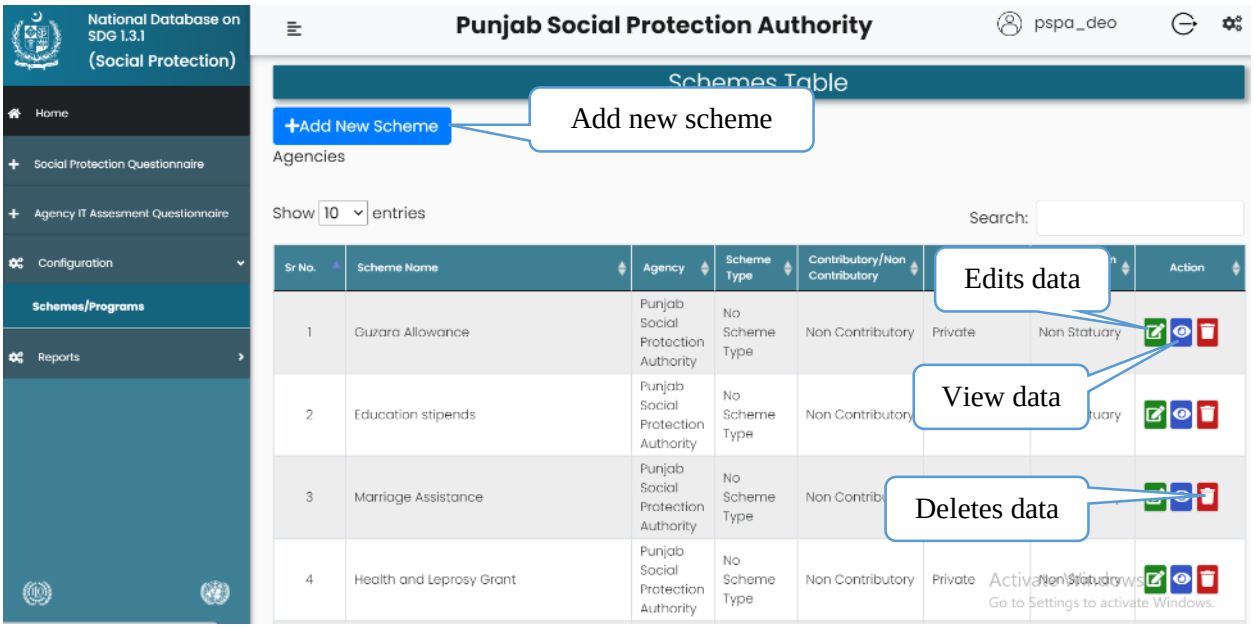


Figure 10:Scheme/Program

After clicking on Add New Scheme the following page will appear as follow;

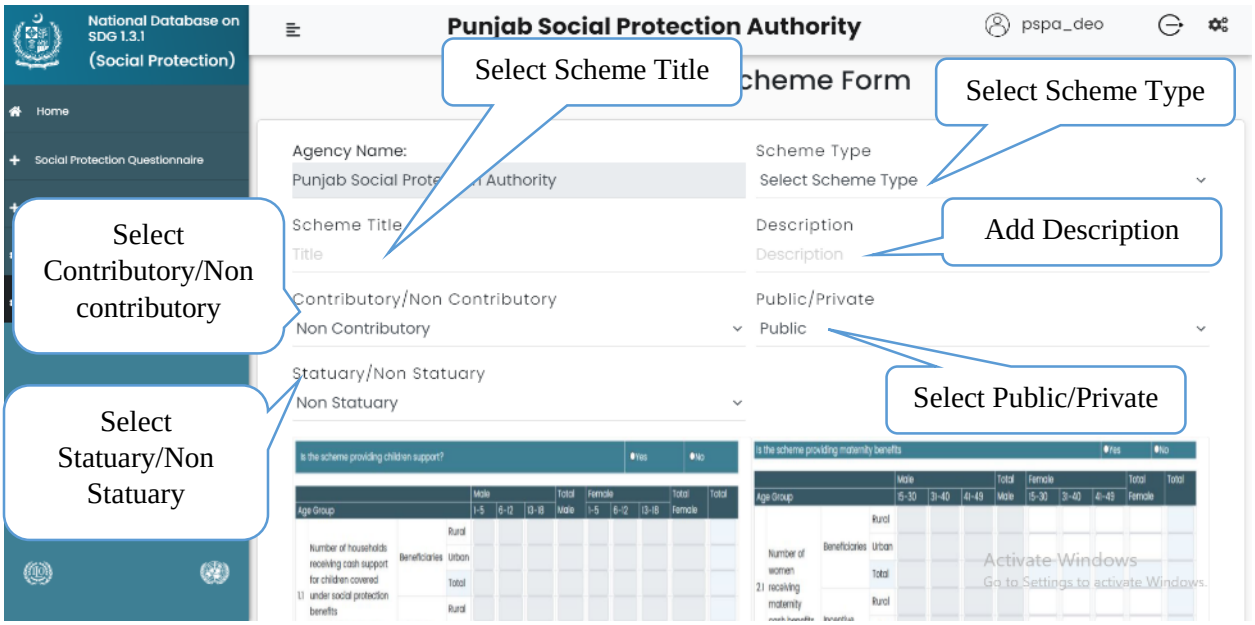


Figure 11:New Scheme Form

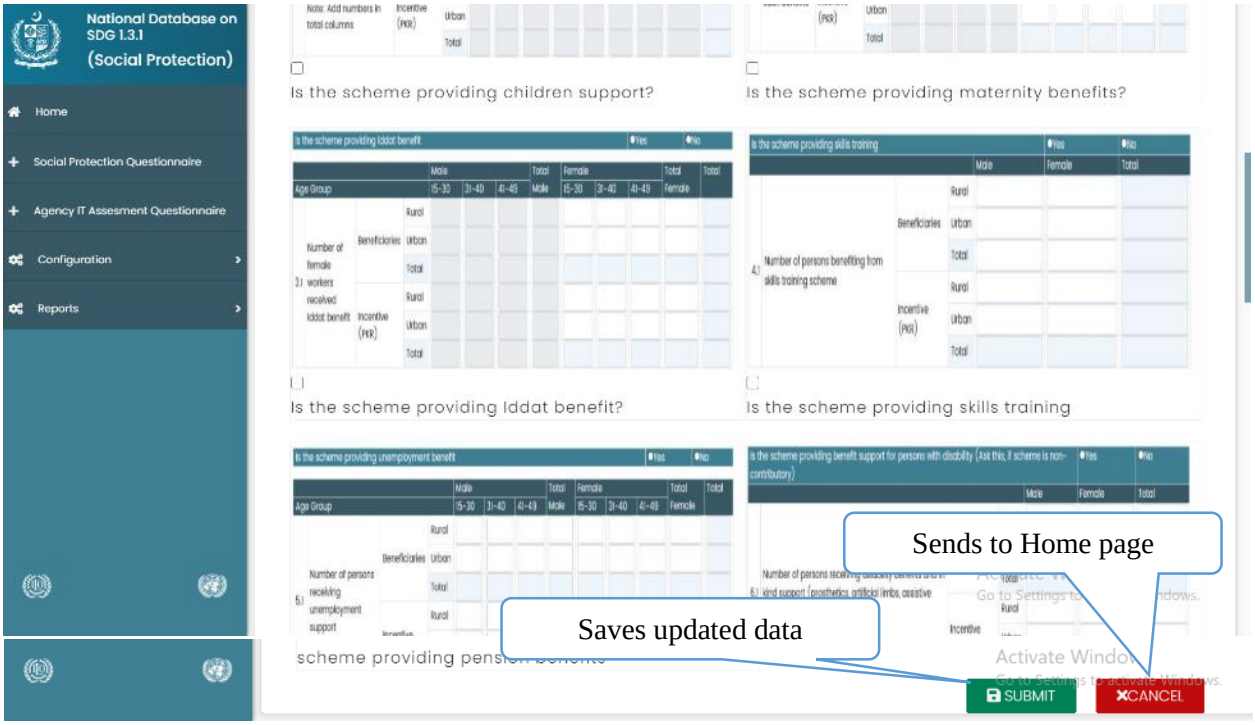


Figure 12:New Scheme Form (1)

After clicking on edit the following page will appear as follow;

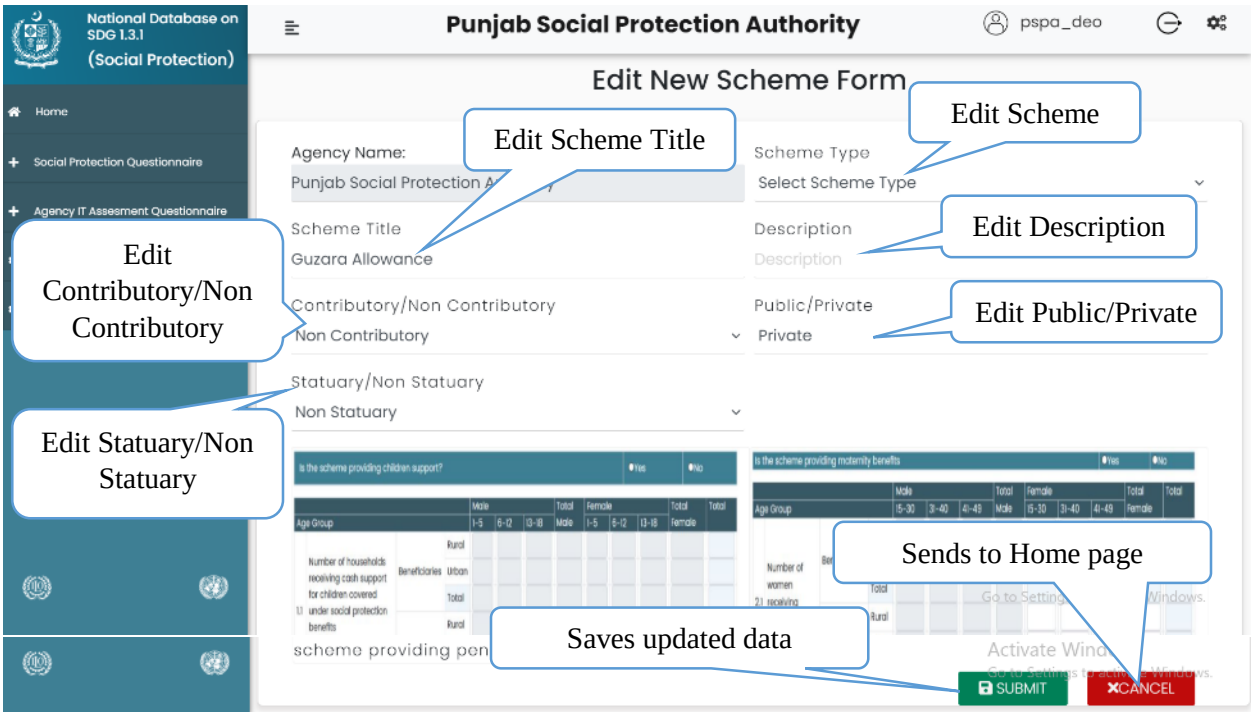


Figure 13:Edit Scheme Form

After clicking on **View** the following page will appear;

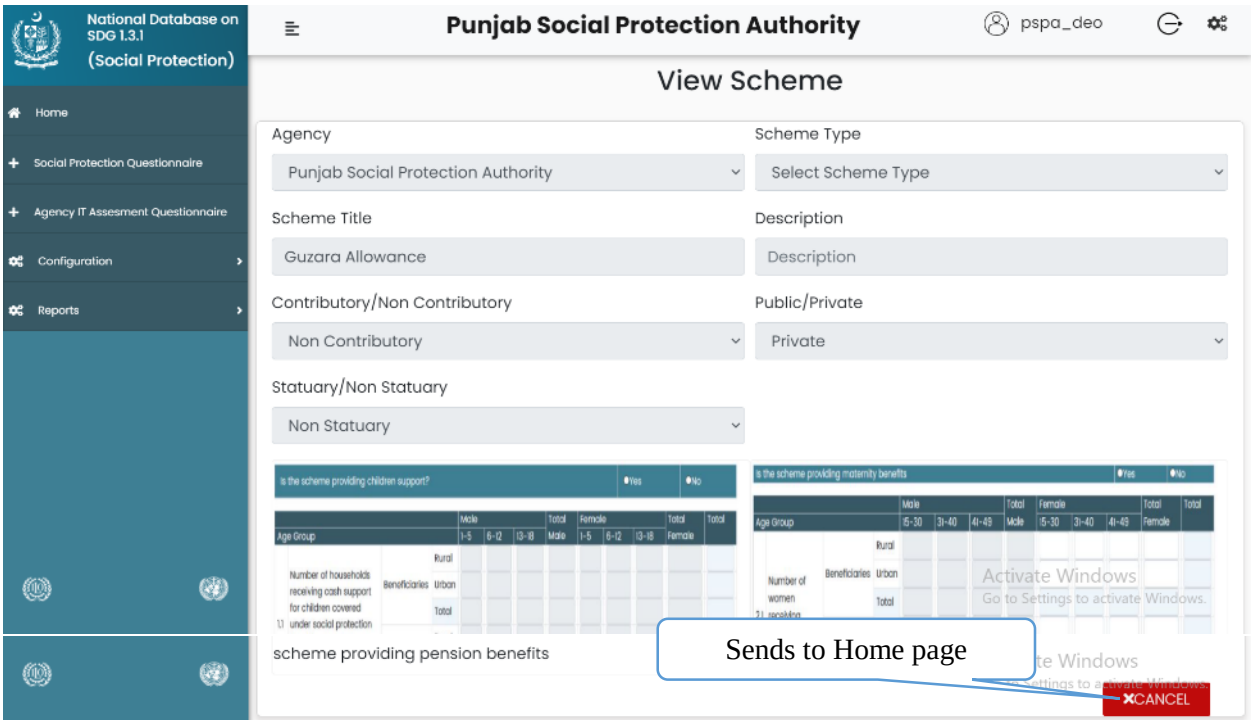


Figure 14:View Scheme

2.4. Reports

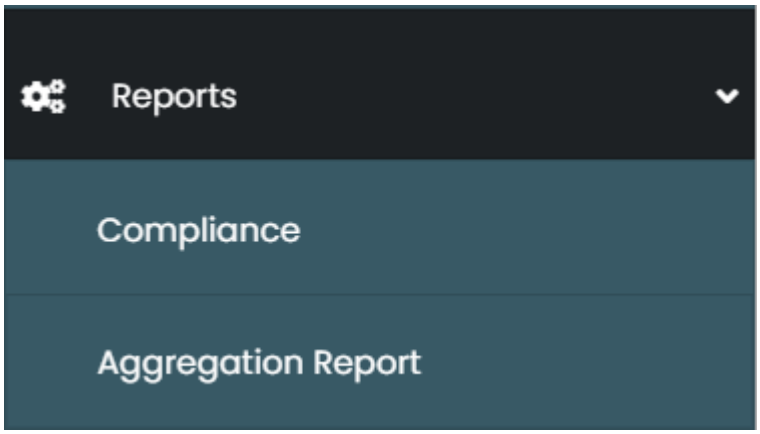


Figure 15:Repots menu

- **Compliance Report**

Compliance report will show status of reports submission scheme wise. After clicking on compliance the following page will appear as follow;

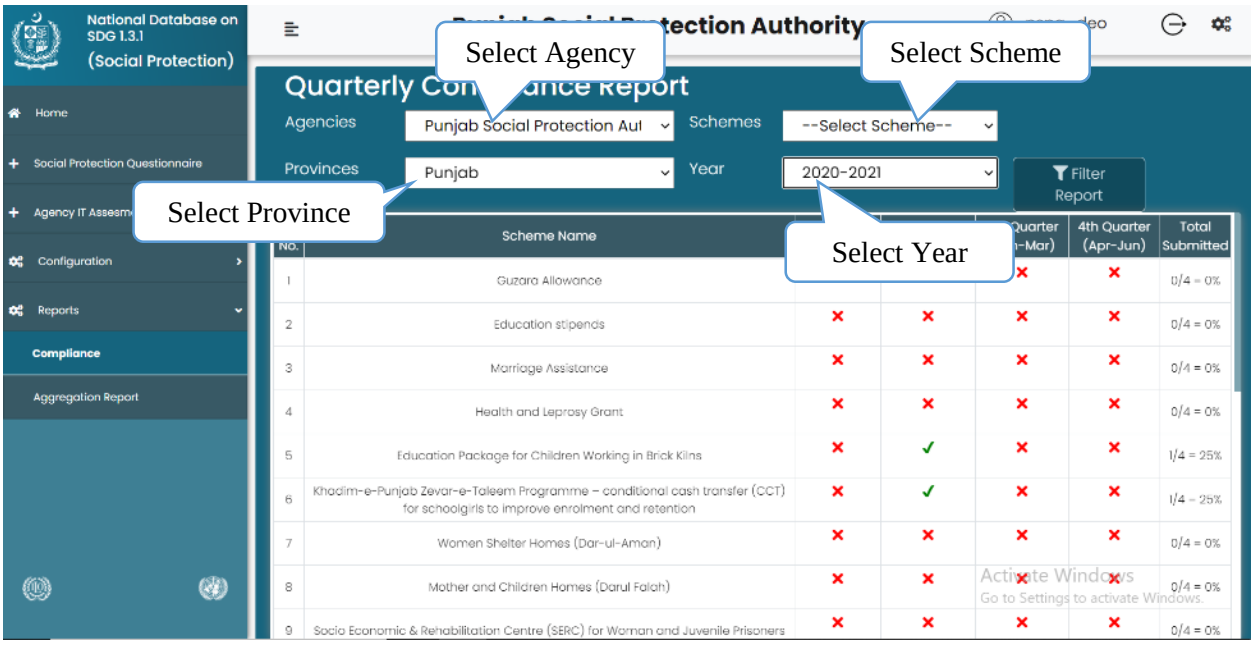


Figure 16:Quaterly Compliance Report

The cross marks show that the report has not been submitted and the tick marks show that the report has been submitted. On clicking the tick mark the following web page will open as follow;

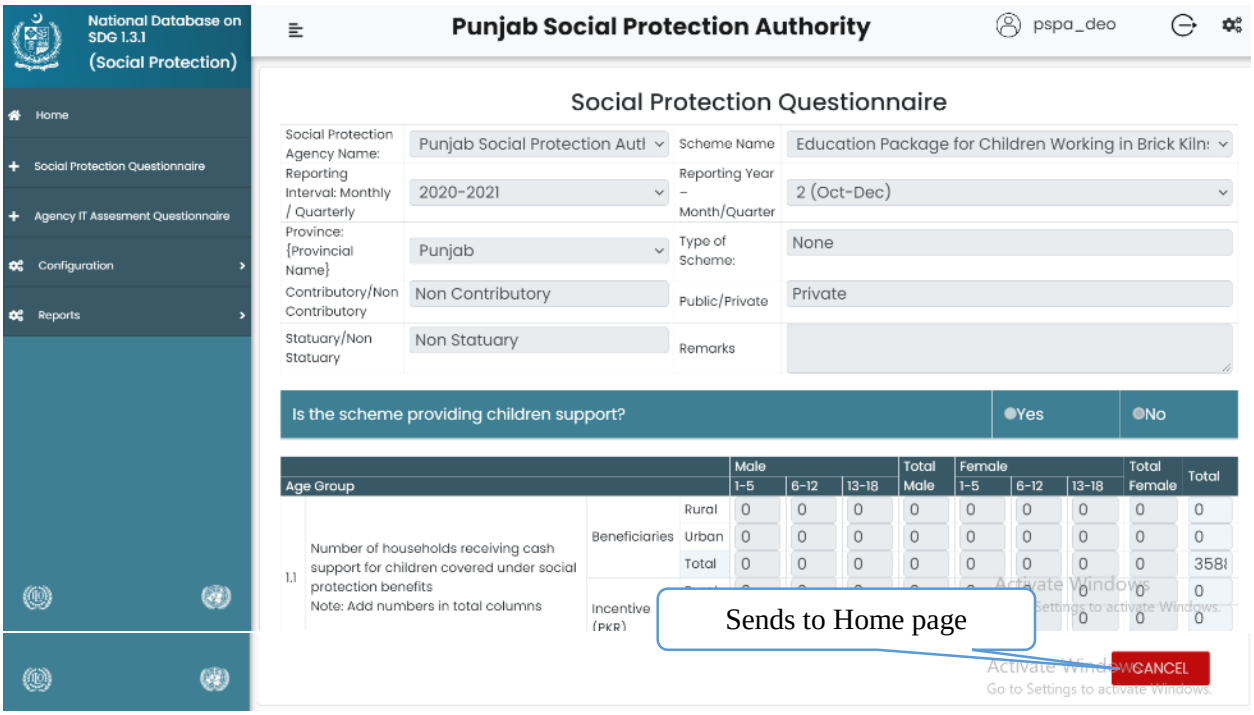


Figure 17:Social Protection Questionnaire

- **Aggregation Report**

After clicking on aggregation report the following page will appear as follow;

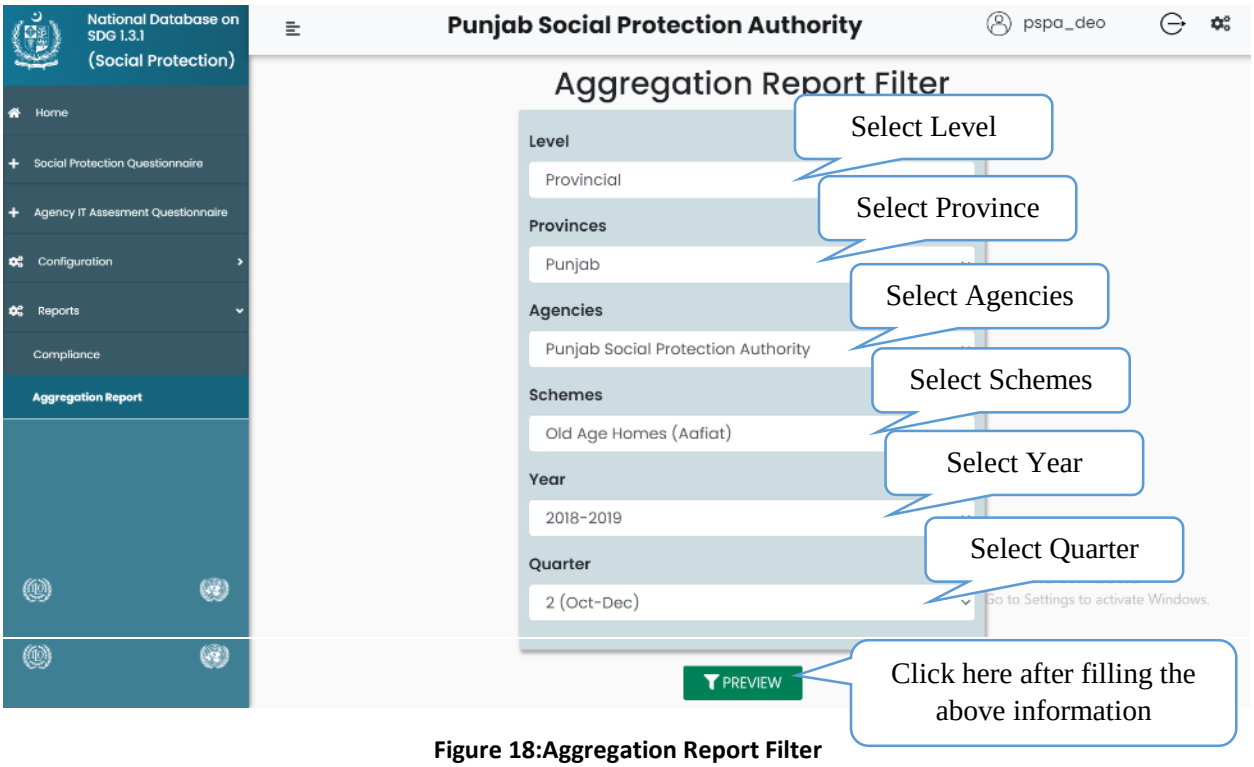


Figure 18:Aggregation Report Filter

After clicking on view the following web page will appear as follow;

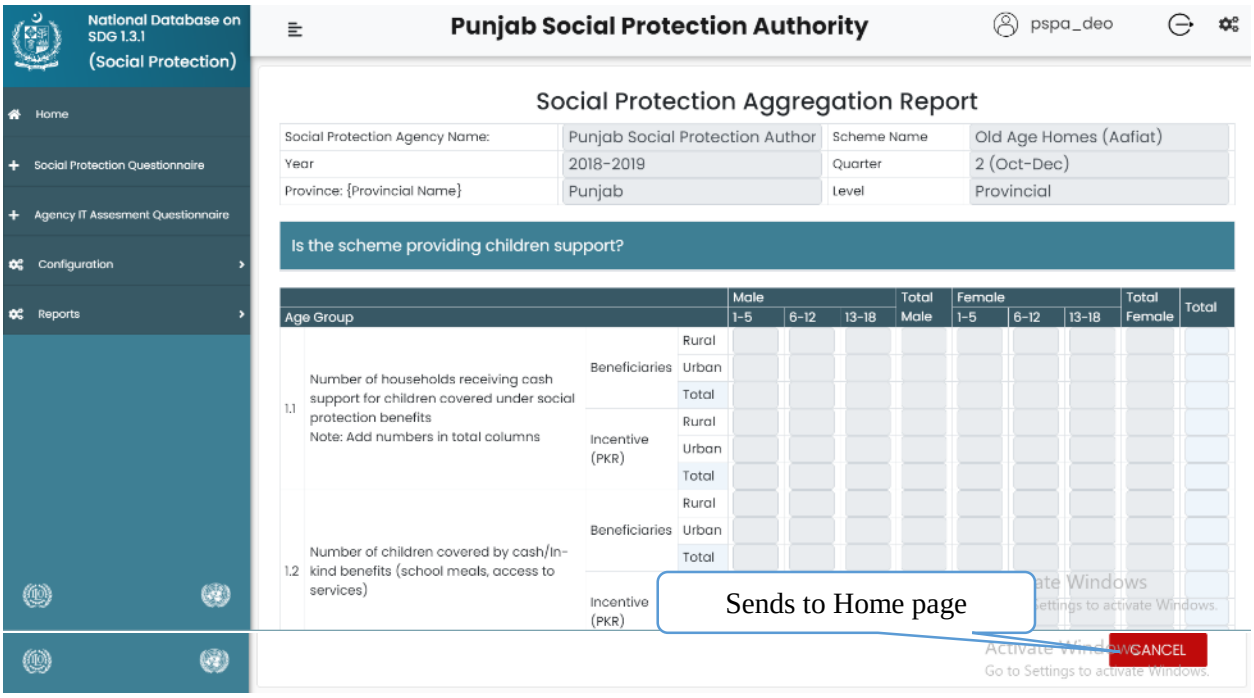


Figure 19:Social Protection Aggregation Report

CHAPTER # 3
SYSTEM ADMIN

3.1. Login to System Admin

As the first step to enter into the online SPP Admin system, user will have to login into the SPP Admin software. A user would be required to follow the below given instructions for the Login process;

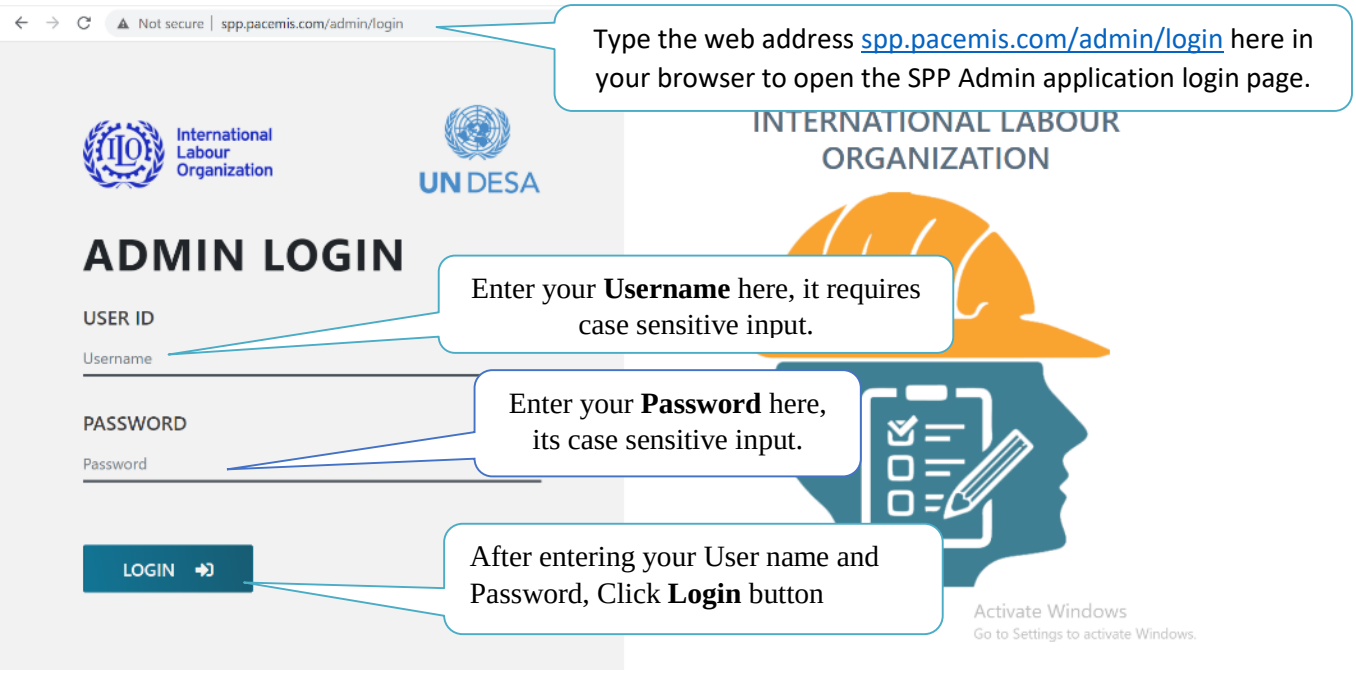


Figure 20:Admin Login

3.2. Logout from System Admin

If you want to logout from SPP Admin System, you have to click on the third icon on the upper right side of the screen.

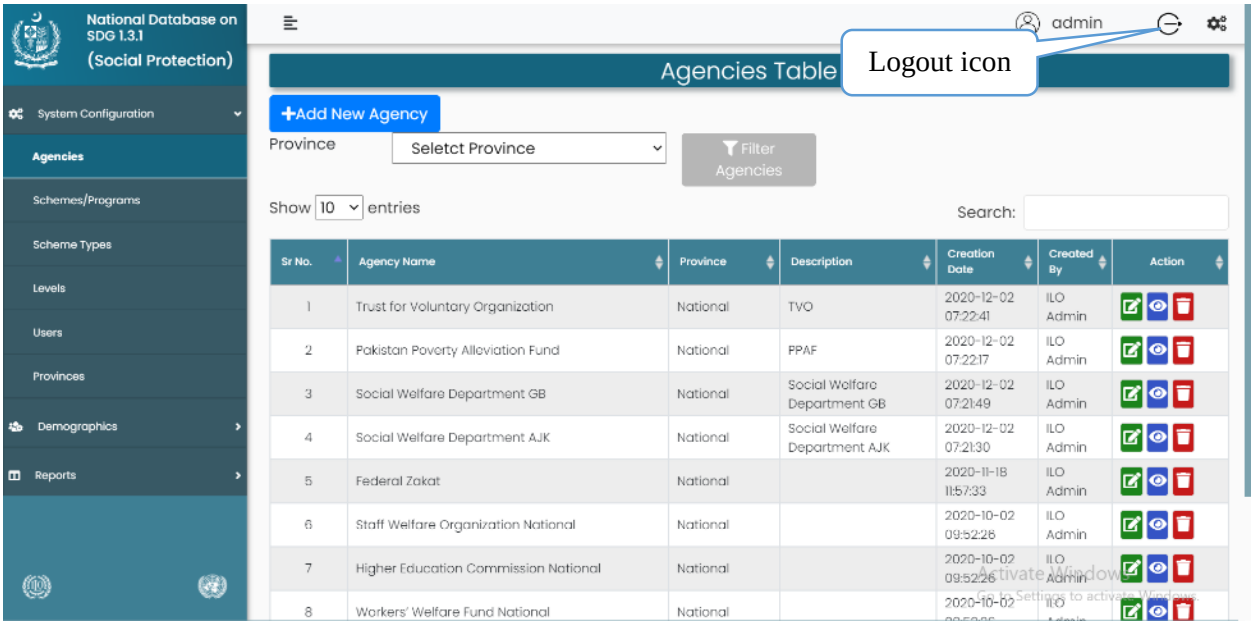


Figure 21:Logout (System Admin)

3.3. System Admin

After login to the Admin system, the following screen will appear in your web browser; the top right contains log out link and settings, and the left side will show you the menu bar with various option for your selection and working.

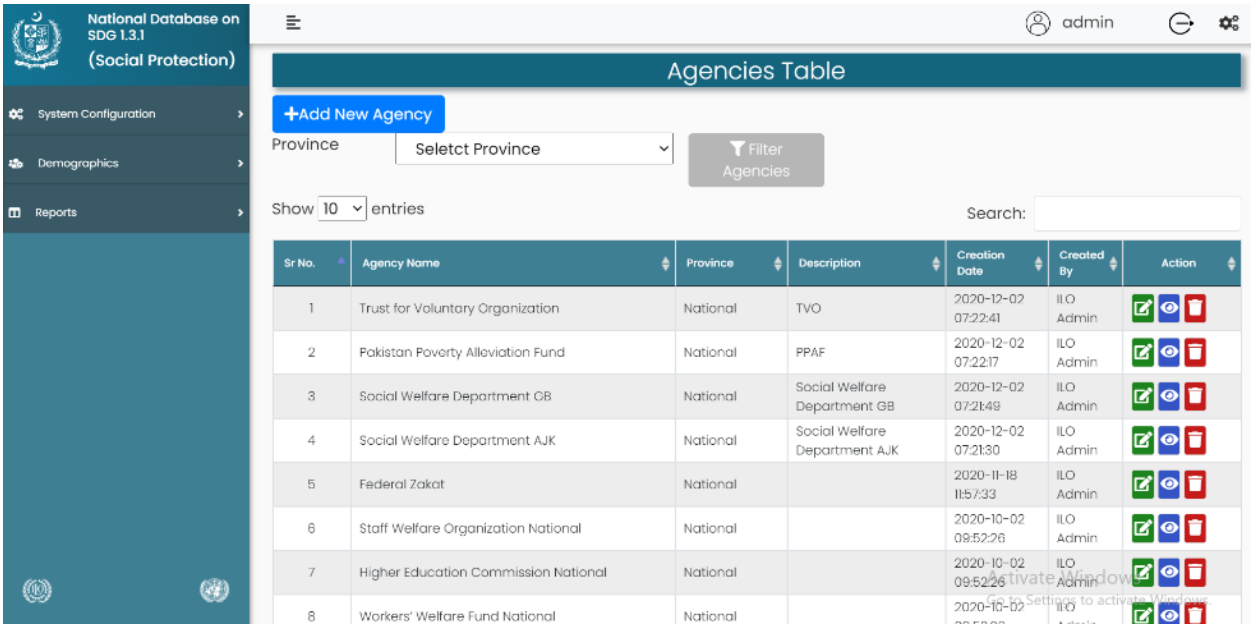


Figure 22:System Admin (Home Page)

3.3.1. System Configuration

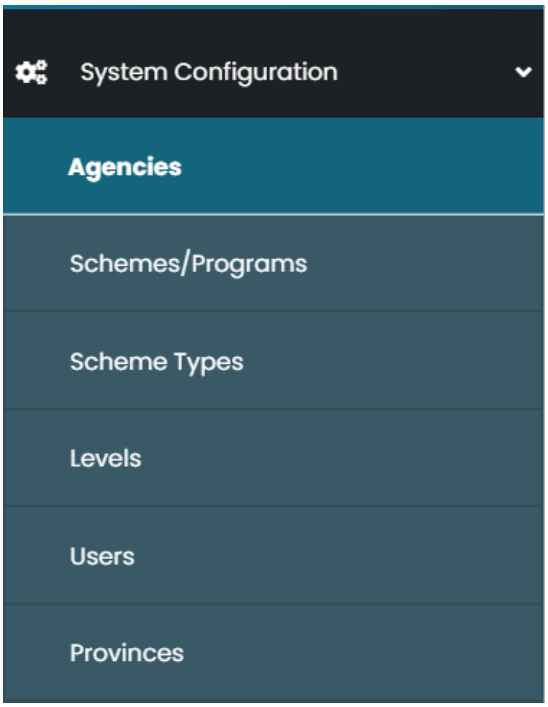


Figure 23:System Configuration Level

- **Agencies**

After clicking on **Agencies** the following page will appear as follow;

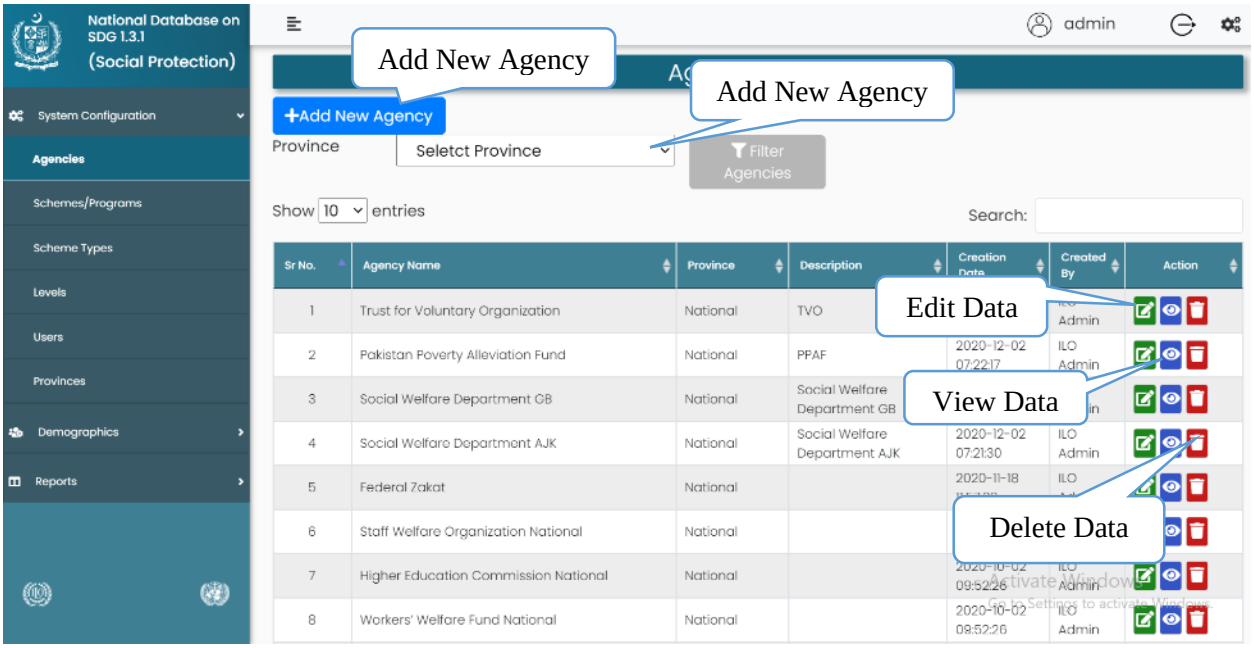


Figure 24:Adencies (System Admin)

After clicking on **Add New Agency** the following page will appear as follow;

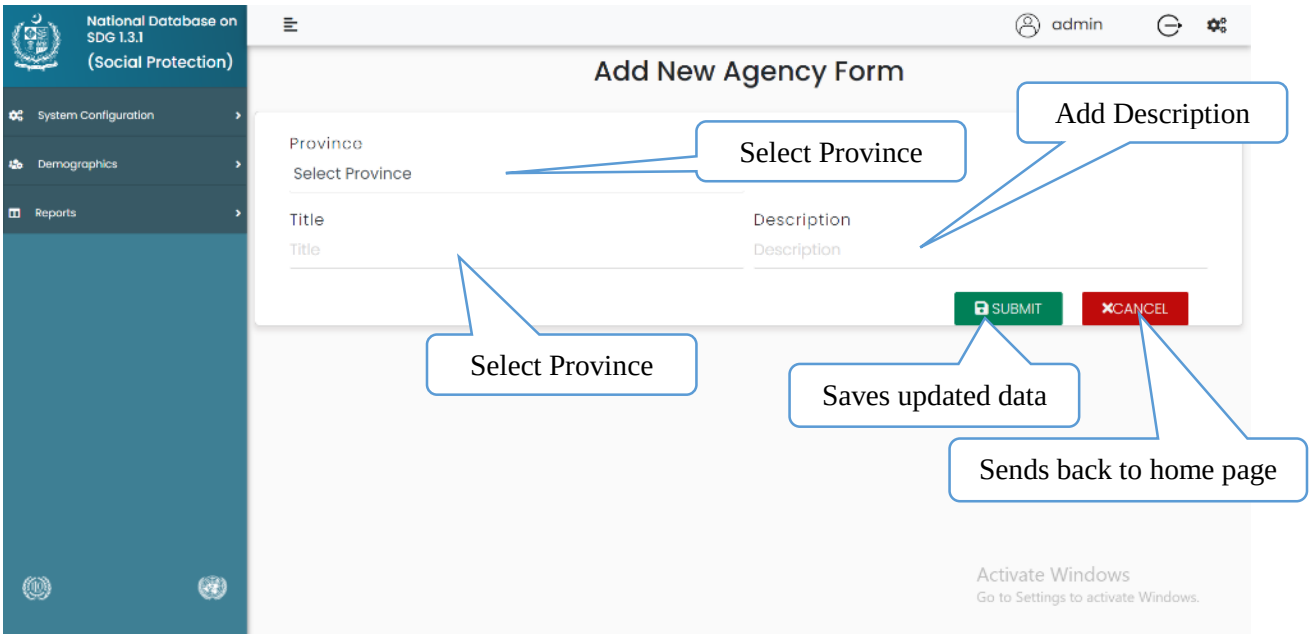


Figure 25:New Agency Form

After clicking on **Edit** the following page will appear as follow;

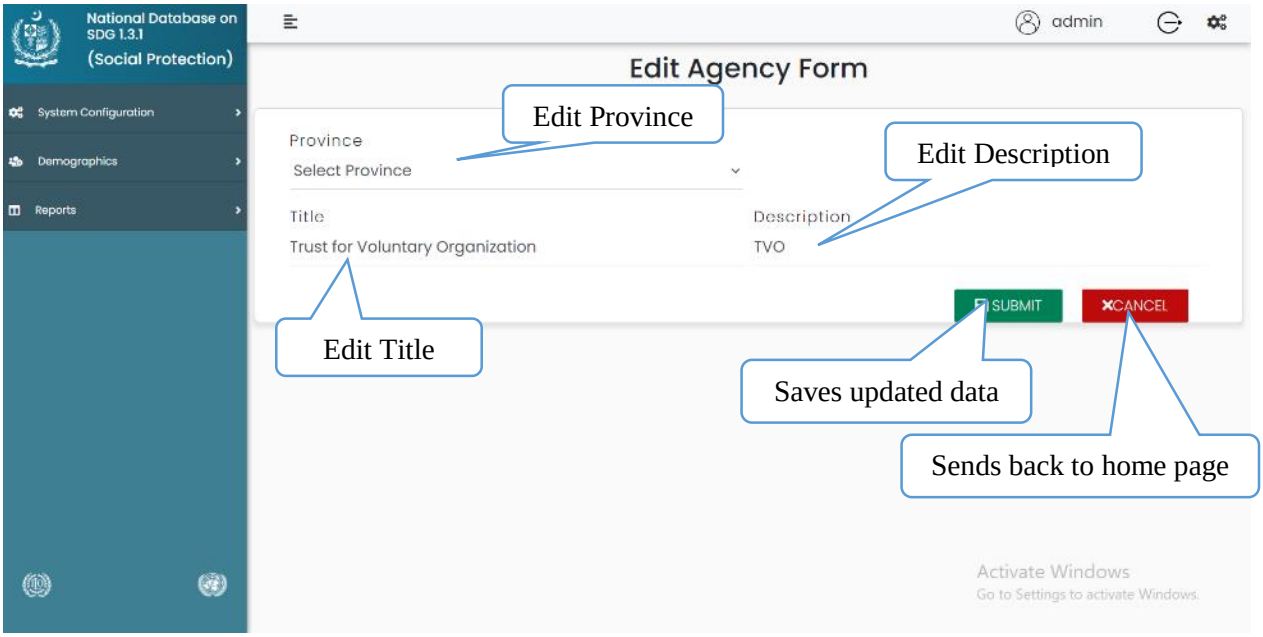


Figure 26:Edit Agency From

After clicking on **View** the following page will appear as follow;

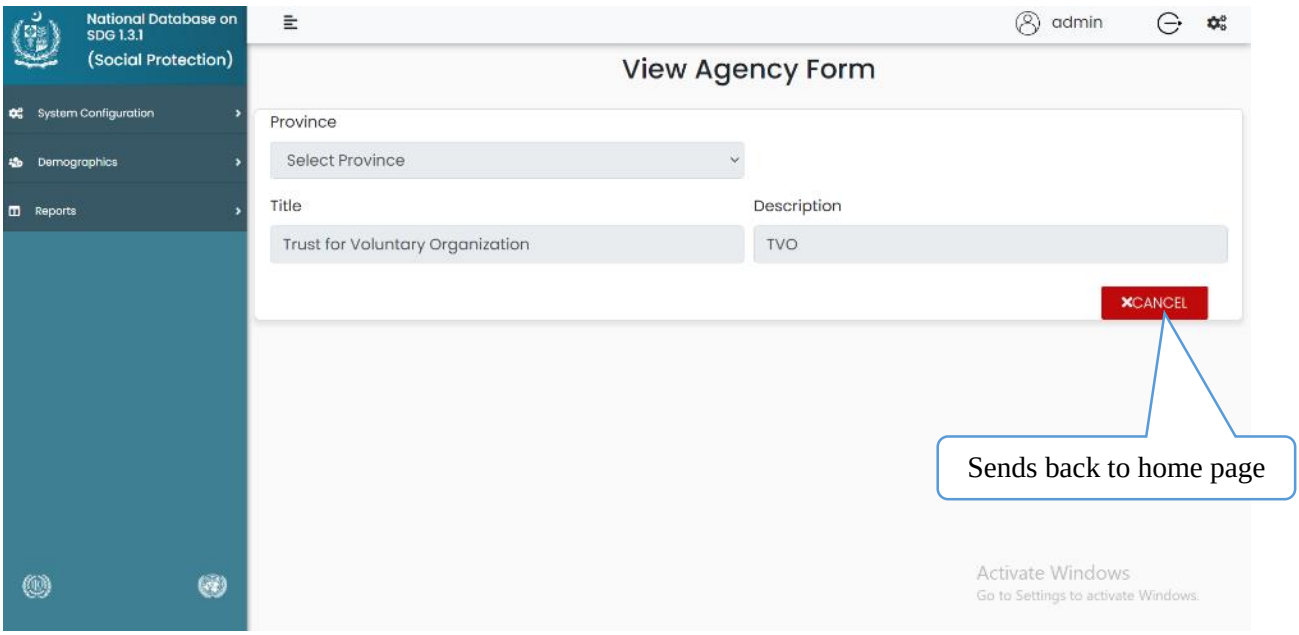


Figure 27:View Agency Form

- **Scheme/Program**

After clicking on **Scheme/Program** the following page will appear as follow;

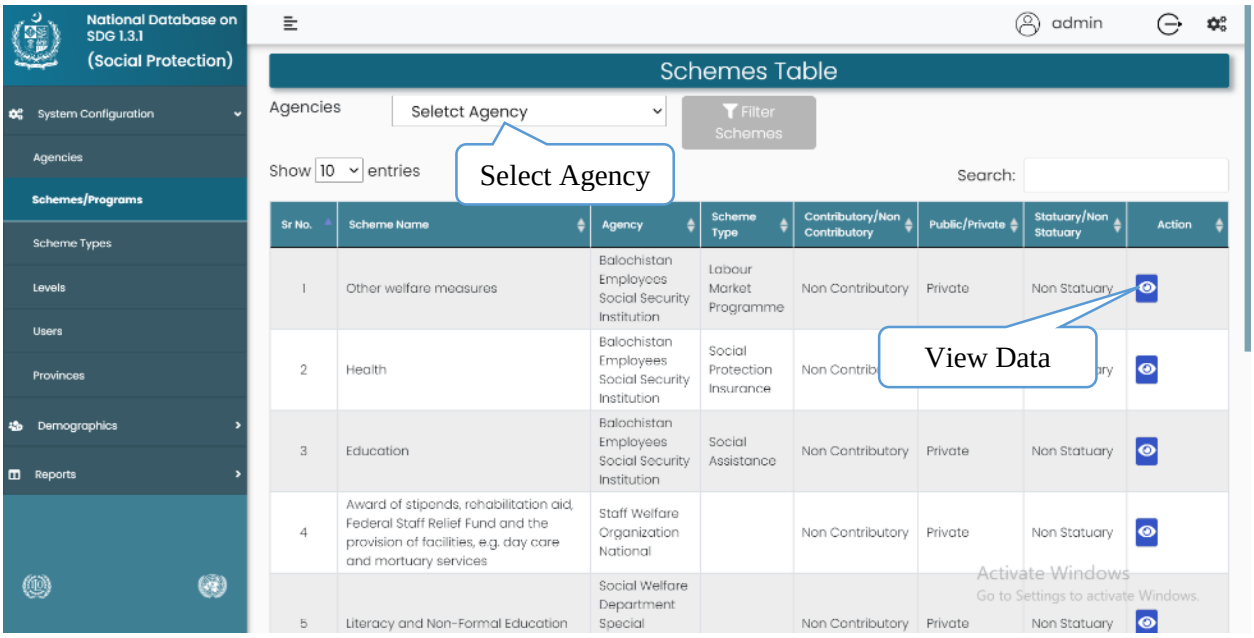


Figure 28:Scheme/Progrma

After clicking on **View** the following page will appear as follow;

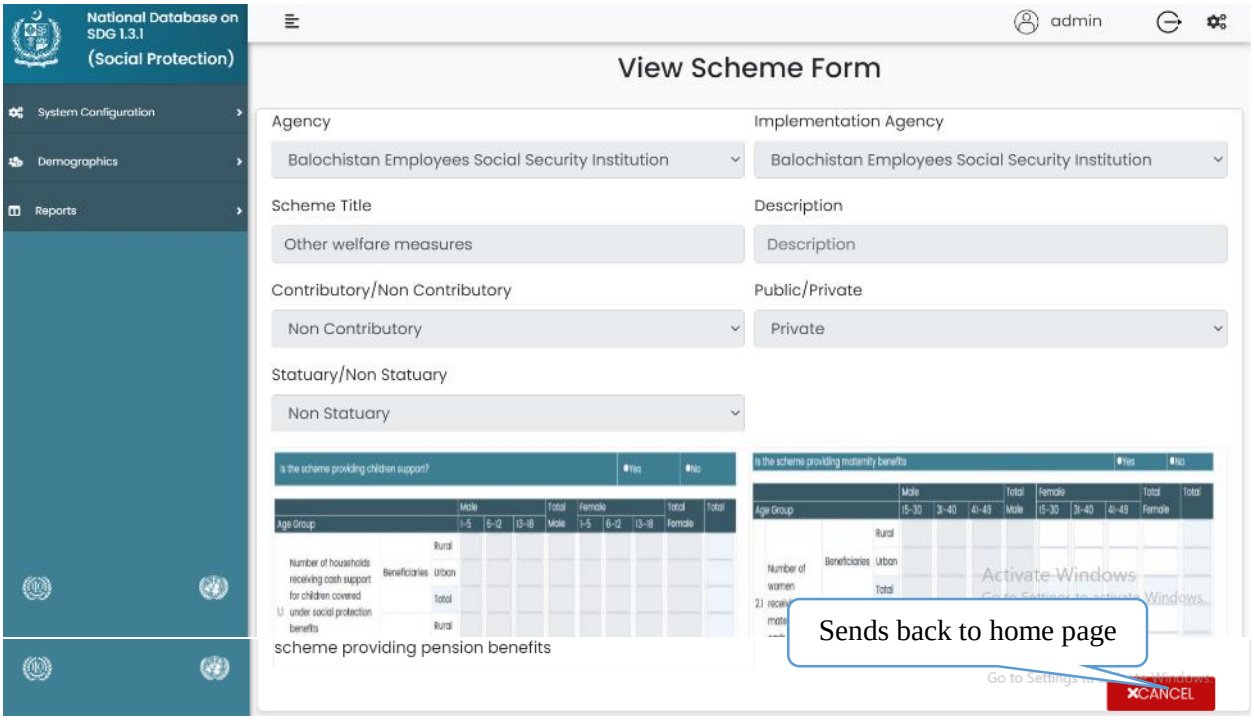


Figure 29:View Scheme Form

- **Scheme Type**

After clicking on **Scheme Type** the following page will appear as follow;

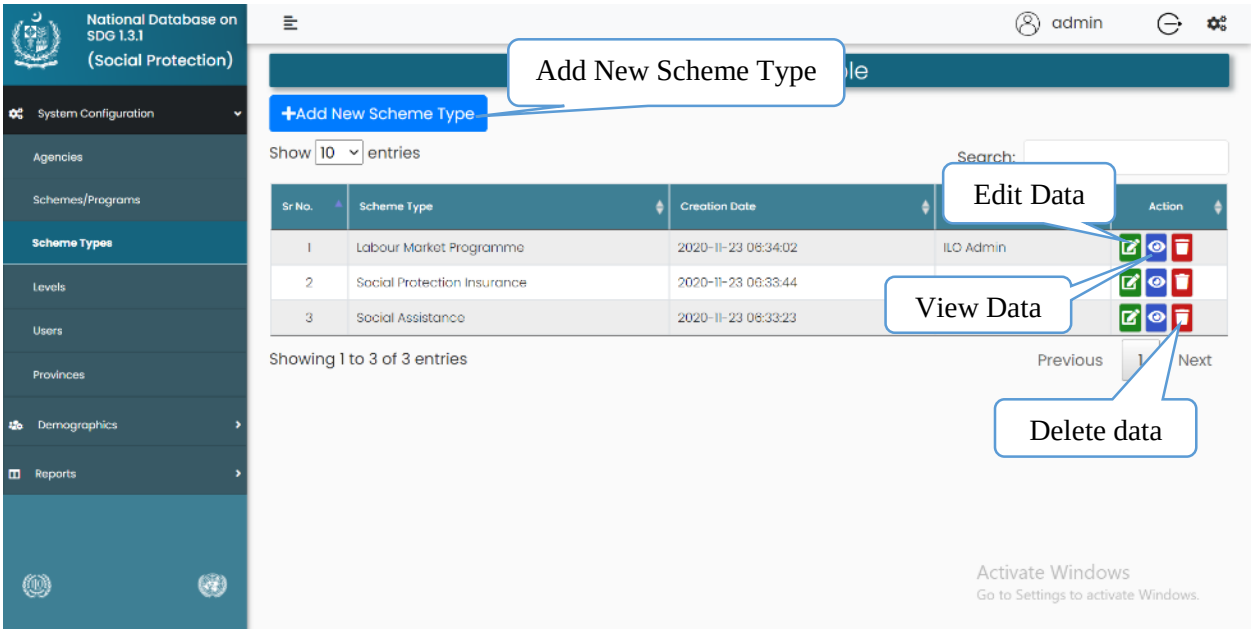


Figure 30:Scheme Type

After clicking on **Add New Scheme Type** the following page will appear as follow;

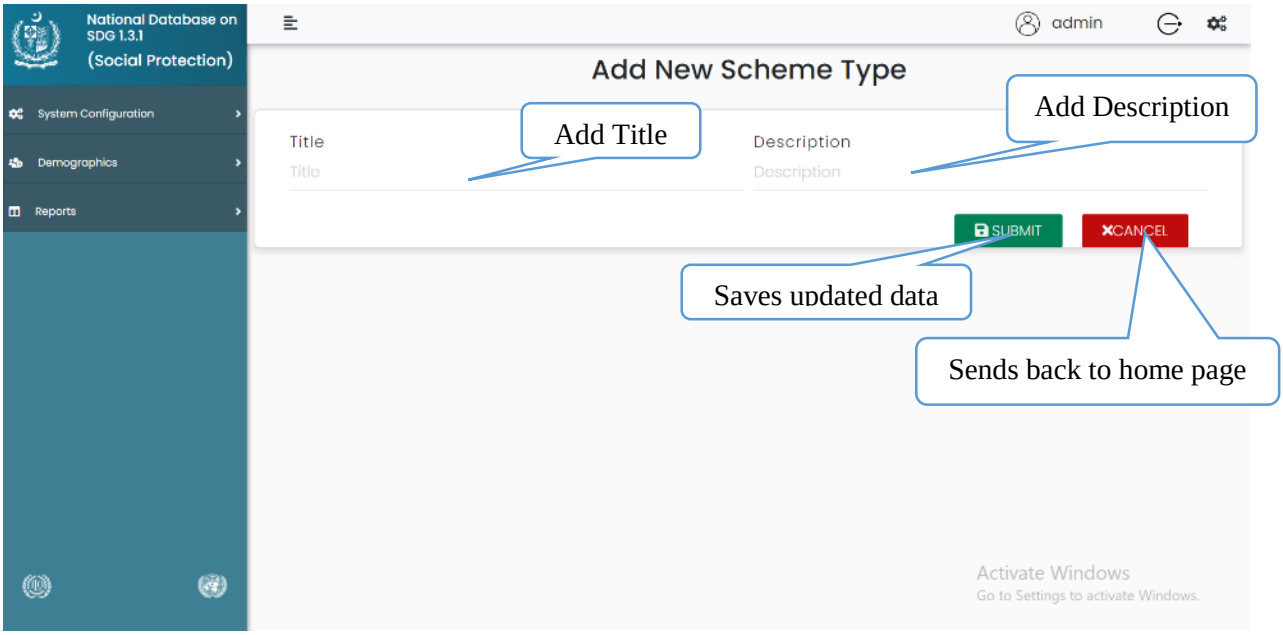


Figure 31:New Scheme Type

After clicking on **Edit** the following page will appear as follow;

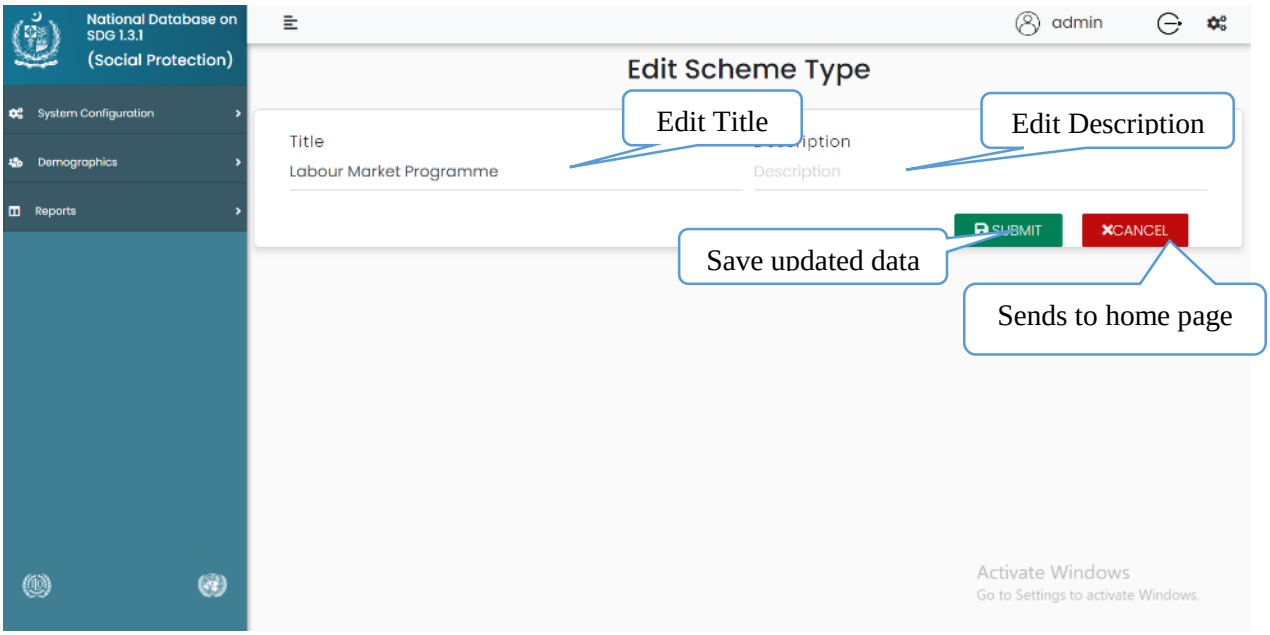


Figure 32:Edit Scheme Type

After clicking on **View** the following page will appear as follow;

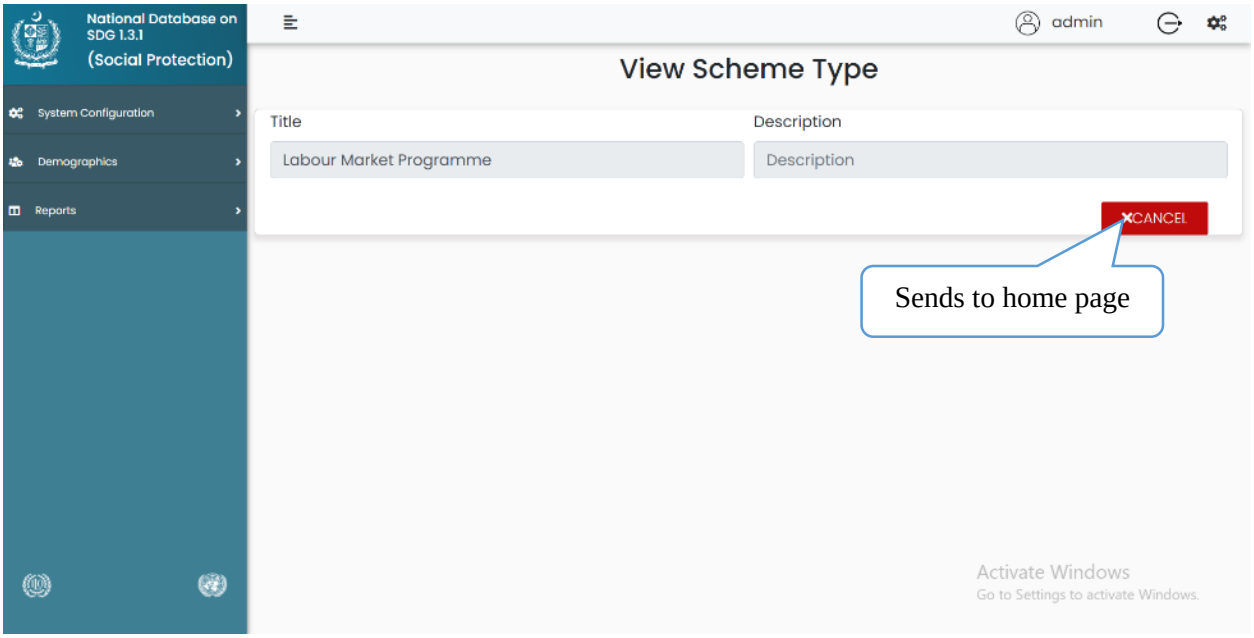


Figure 33:View Scheme Type

- **Level**

After clicking on **Level** the following page will appear as follow;

Figure 34:Levels

- **Users**

After clicking on **User** the following page will appear as follow;

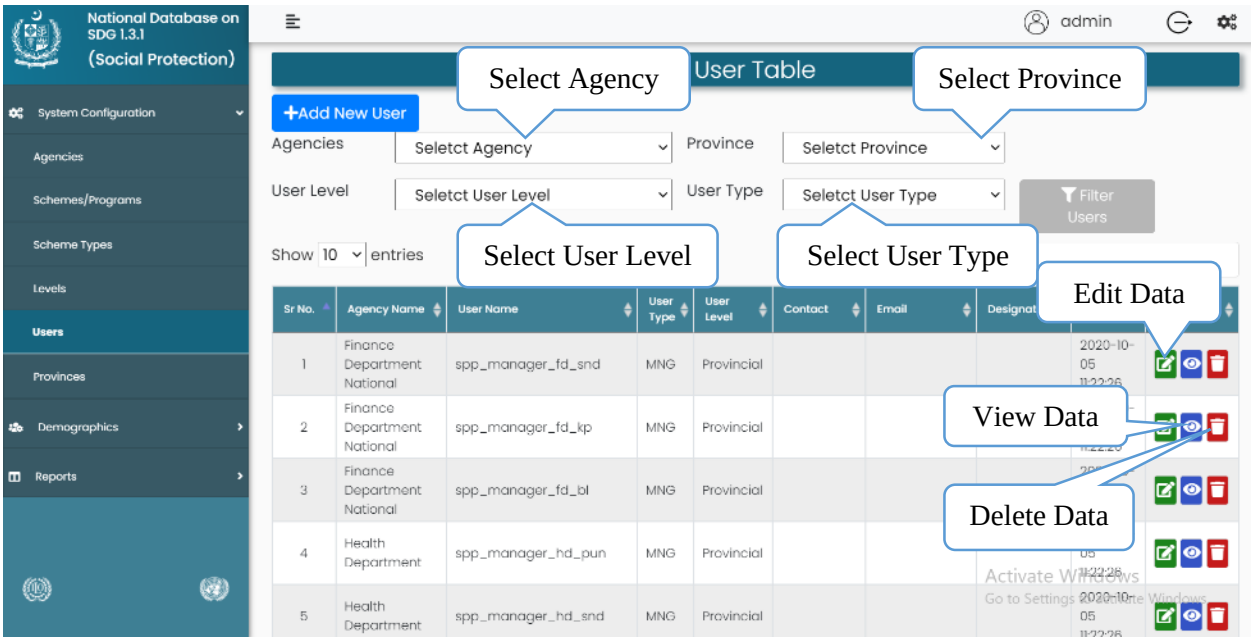


Figure 35:Users

After clicking on **Add New User** the following page will appear as follow;

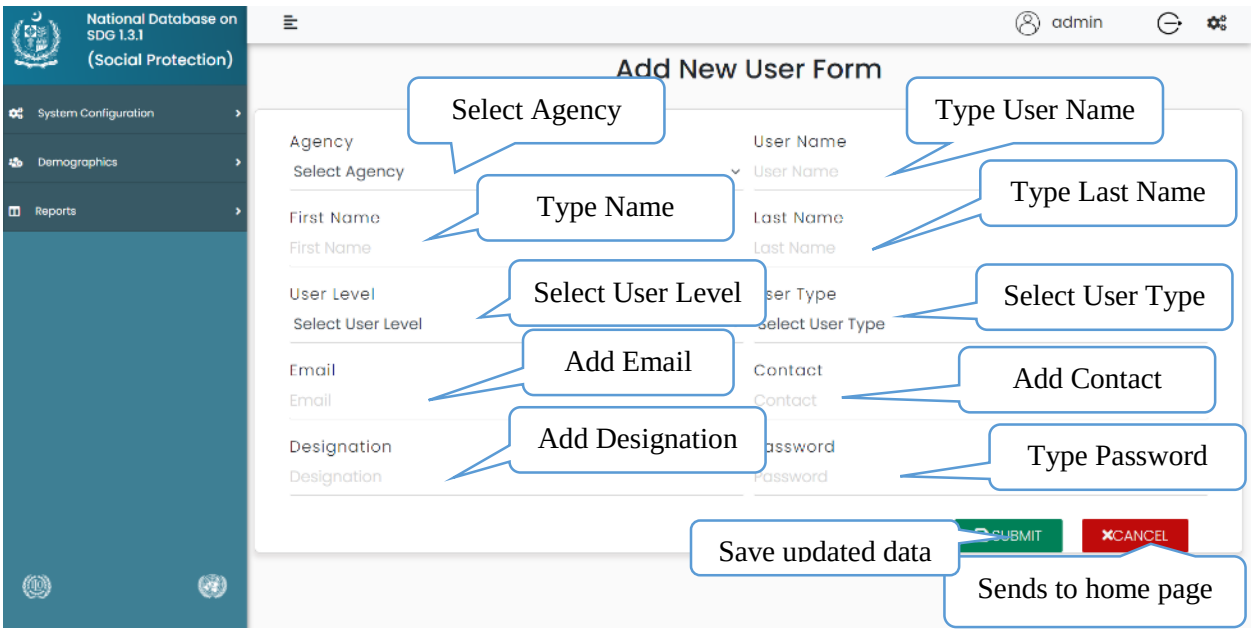


Figure 36:New Form User

After clicking on **Edit** the following page will appear as follow;

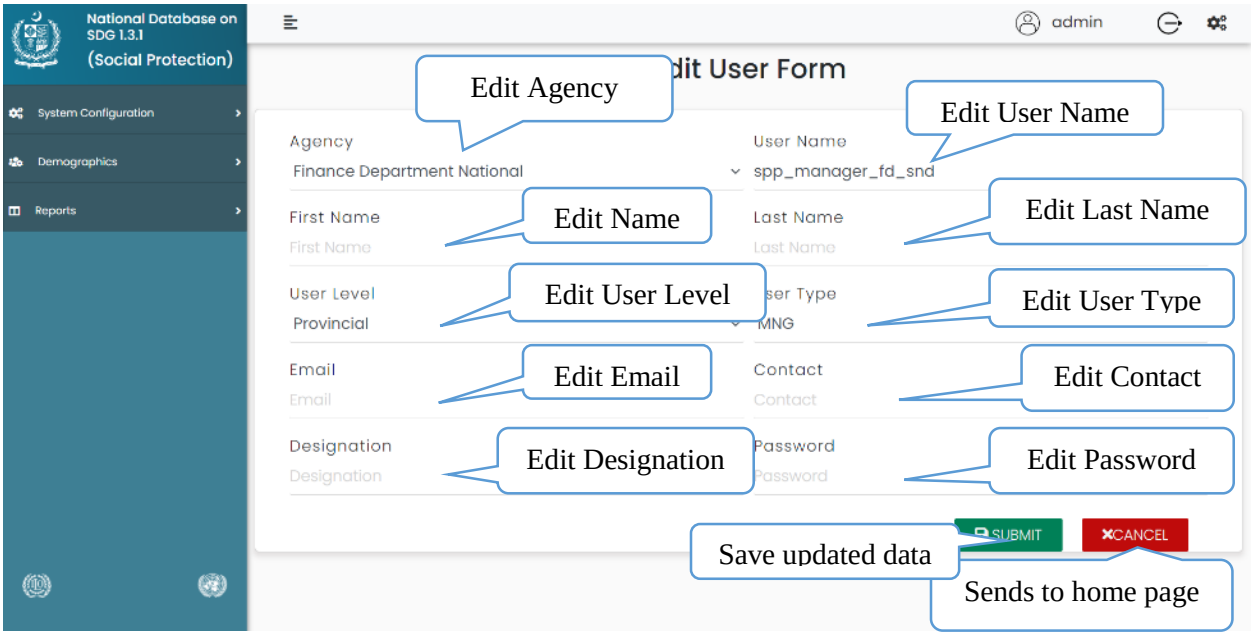


Figure 37:Edit User Form

After clicking on **View** the following page will appear as follow;

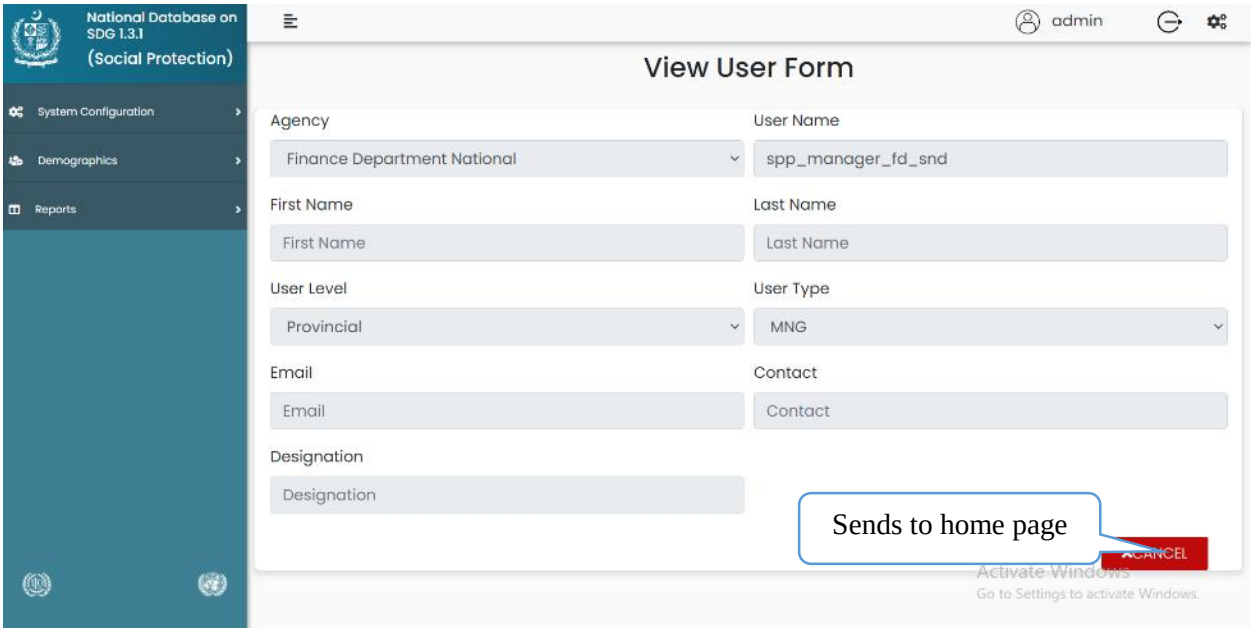


Figure 38:View User Form

- **Provinces**

After clicking on **Provinces** the following page will appear as follow;

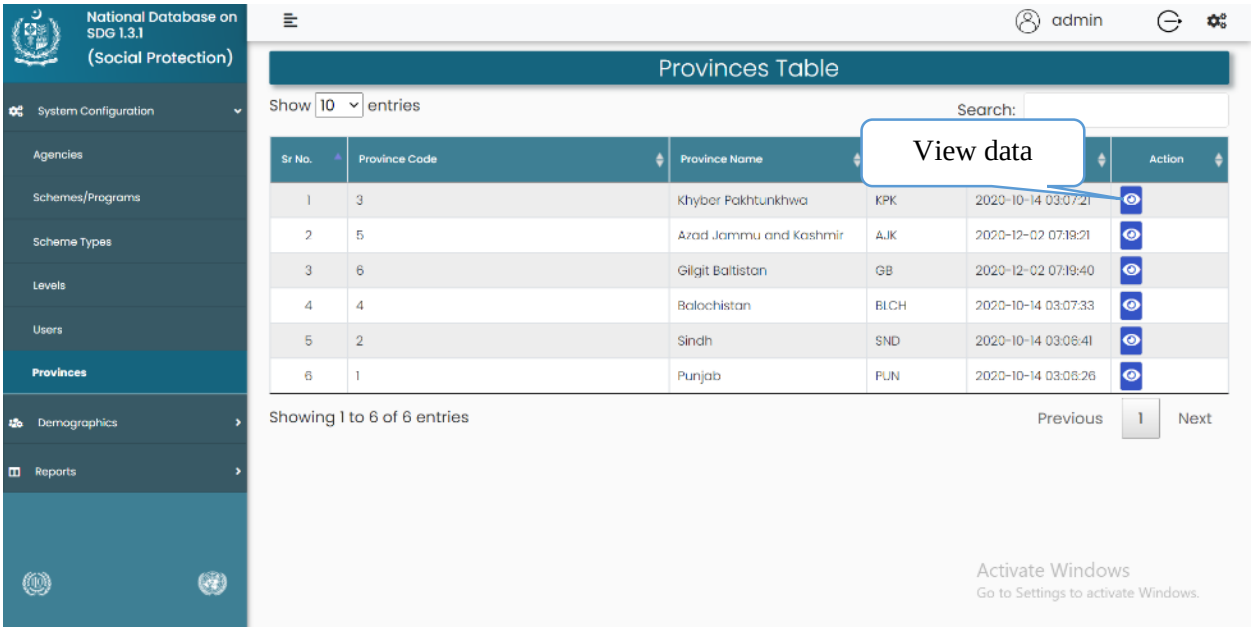


Figure 39:Provinces

After clicking on **View** the following page will appear as follow;

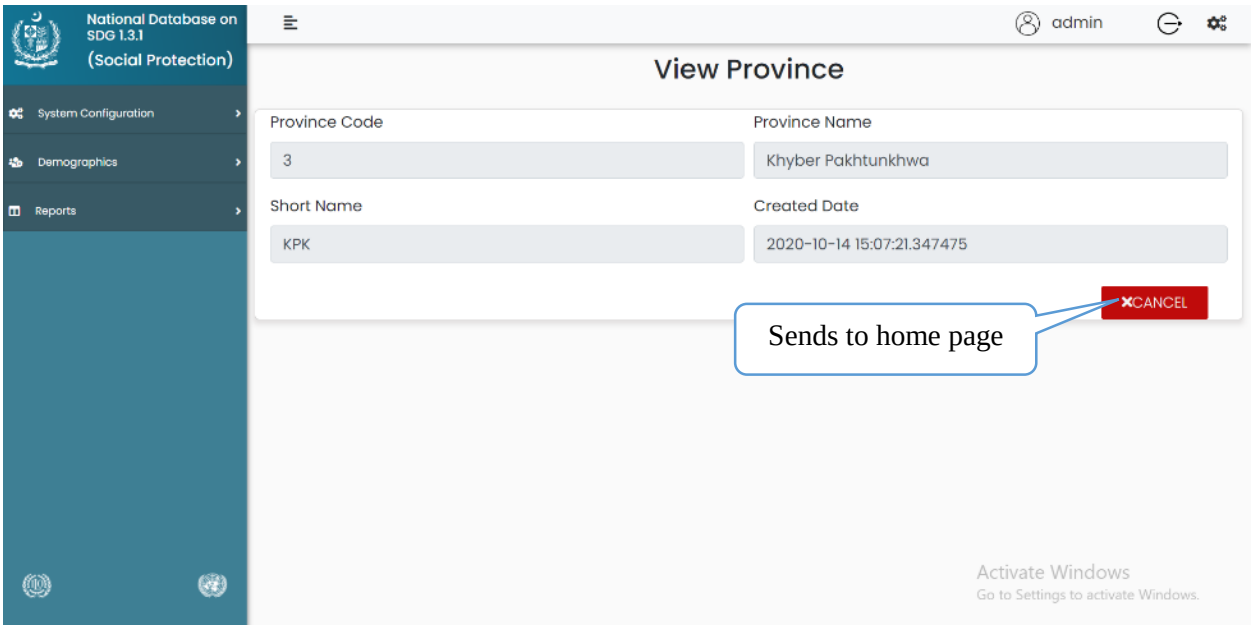


Figure 40:View Province

3.3.2. Demographics

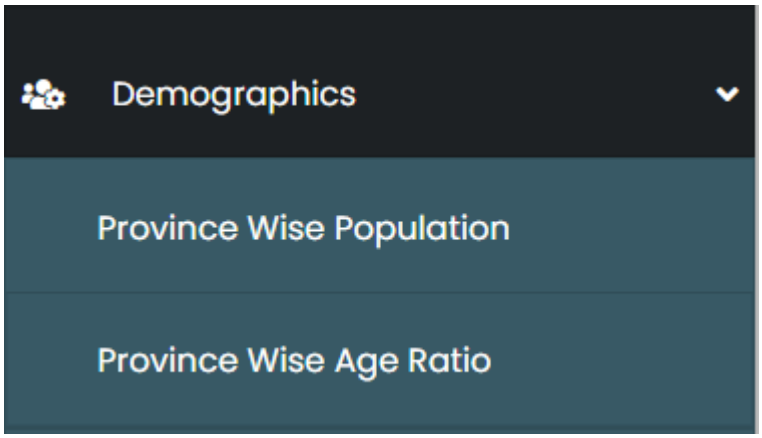
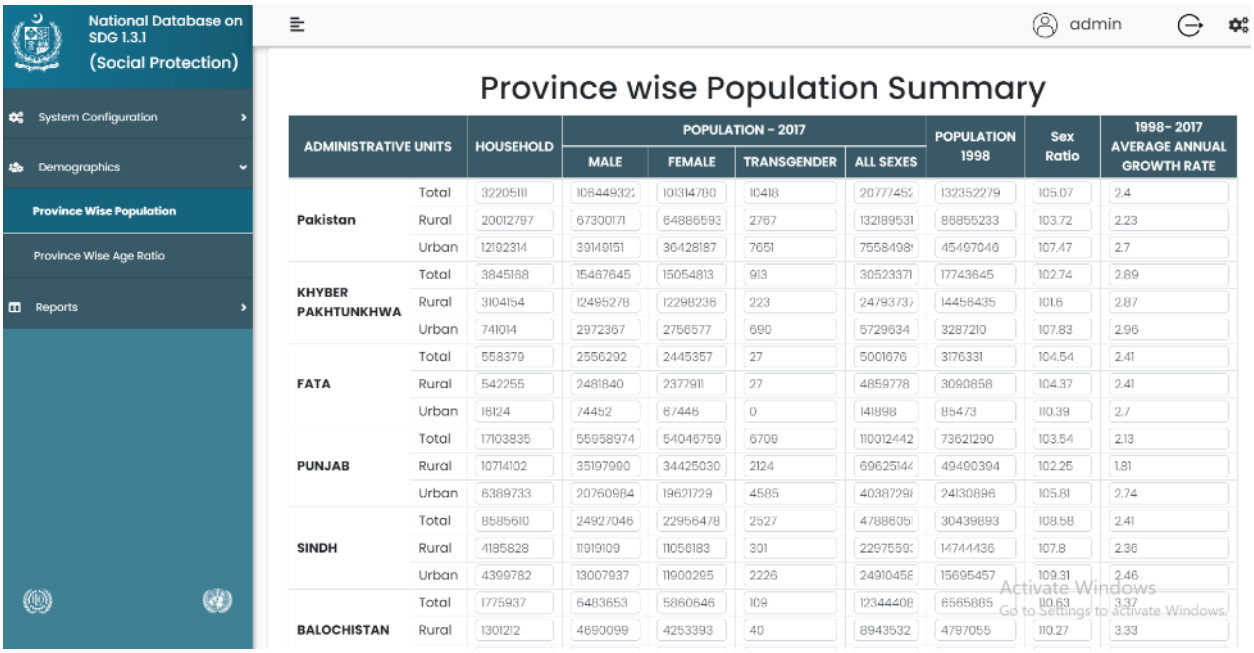


Figure 41:Demographics Level

- **Province Wise Population**

After clicking on **Province Wise Population** the following page will appear as follow;



ADMINISTRATIVE UNITS		HOUSEHOLD	POPULATION - 2017				POPULATION 1998	Sex Ratio	1998- 2017 AVERAGE ANNUAL GROWTH RATE
			MALE	FEMALE	TRANSGENDER	ALL SEXES			
Pakistan	Total	32205111	106449322	101314780	10418	20777452	132352279	105.07	2.4
	Rural	20012797	67300171	64886593	2767	132189531	86855233	103.72	2.23
	Urban	12192314	39149151	36428187	7651	7558498	45497046	107.47	2.7
KHYBER PAKHTUNKHWA	Total	3845168	15467645	15054813	913	30523371	17743645	102.74	2.89
	Rural	3104154	12495278	12298236	223	2479373	14456435	101.6	2.87
	Urban	741014	2972367	2756577	690	5729634	3287210	107.83	2.96
FATA	Total	558379	2556292	2445357	27	5001676	3176331	104.54	2.41
	Rural	542255	2481840	237911	27	4859778	3090858	104.37	2.41
	Urban	16124	74452	67446	0	141898	85473	110.39	2.7
PUNJAB	Total	17103835	55958974	54046759	6709	110012442	73621290	103.54	2.13
	Rural	10714102	35197990	34425030	2124	69625144	49490394	102.25	1.81
	Urban	6389733	20760984	19621729	4585	4038729	24130896	105.81	2.74
SINDH	Total	8585610	24927046	22956478	2527	4788605	30439893	108.58	2.41
	Rural	4185828	11919109	11056183	301	2297559	14744436	107.8	2.36
	Urban	4399782	13007937	11900295	2226	2491045	15695457	109.31	2.46
BALOCHISTAN	Total	1775937	6483653	5860646	109	12344408	6565885	110.63	3.37
	Rural	1301212	4690099	4253393	40	8943532	4797055	110.27	3.33

Activate Windows
Go to Settings to activate Windows.

Figure 42:Province Wise Population

You can edit or add any information in the boxes for your convenience.

- **Province Wise Age Ratio**

After clicking on **Province Wise Age Ratio** the following page will appear as follow;

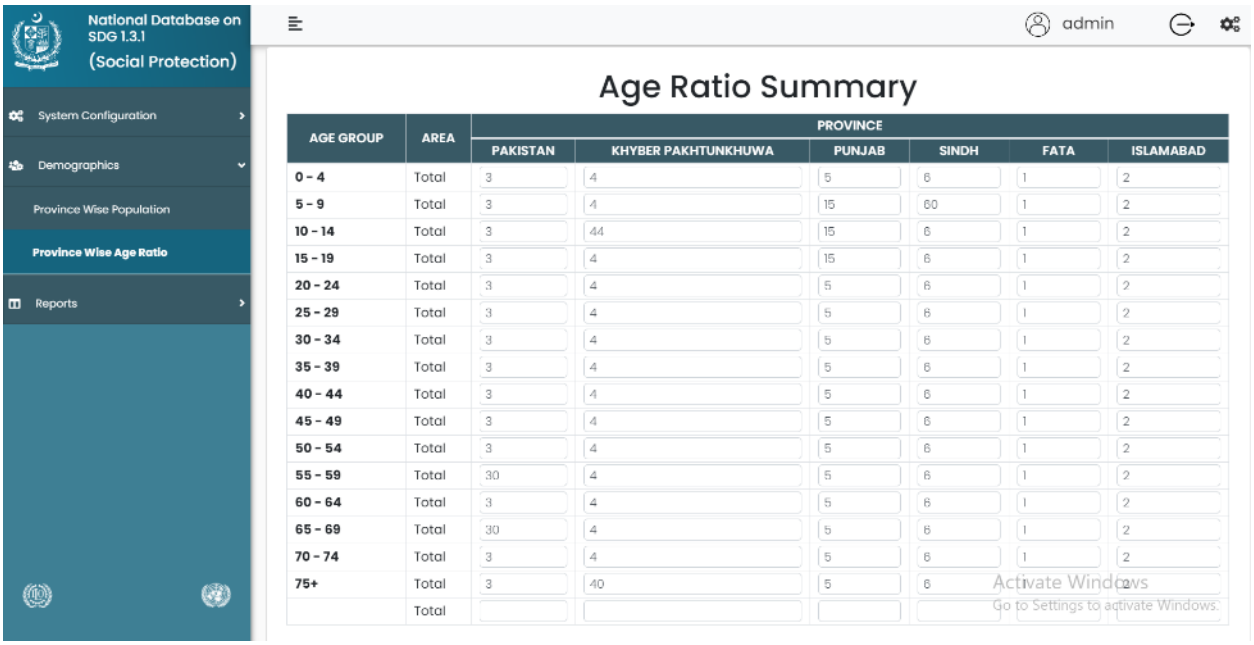


Figure 43:Province Wise Age Ratio

You can edit or ad any information in the boxes for your convenience.

3.3.3. Reports

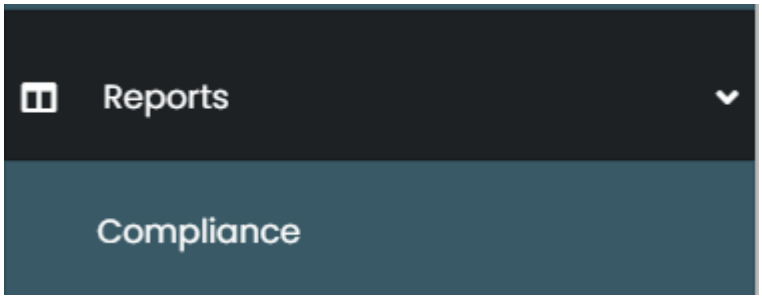


Figure 44:Report menu

- **Compliance**

After clicking on Compliance the following page will appear as follow;

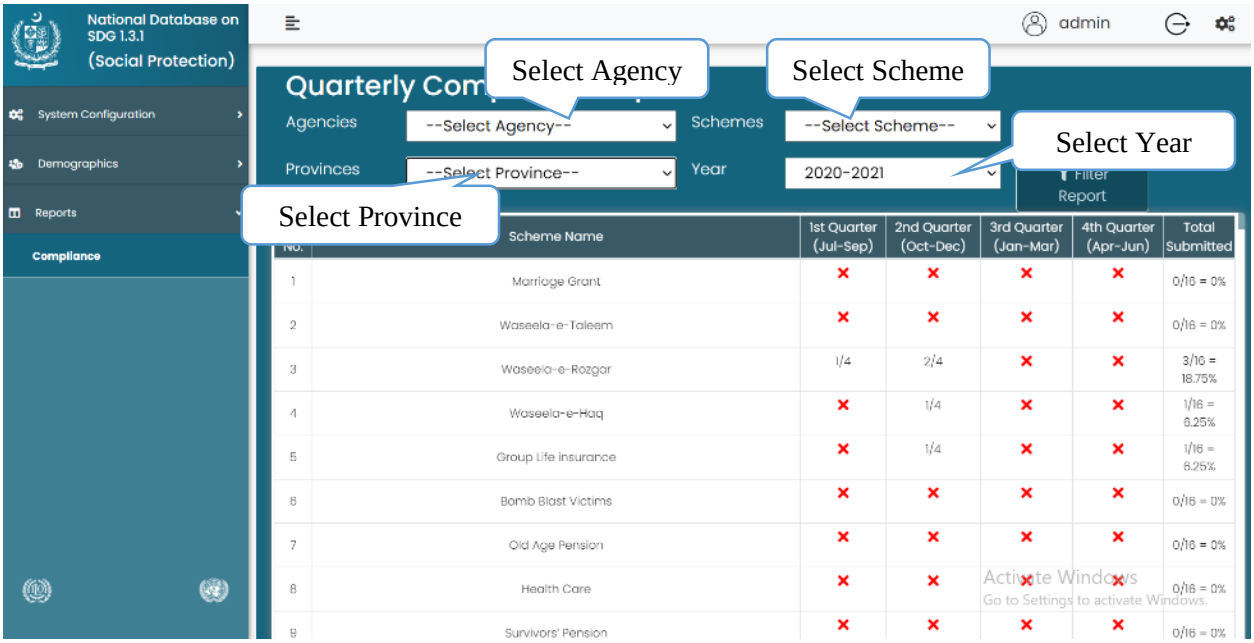


Figure 45:Quaterly Compliance Report

The above table shows you information about different Schemes and Agencies.

Annex – 1

Social Protection Questionnaire

Note: This questionnaire is to acquire information on beneficiaries of the scheme governed by the institution/agency and NOT the employees/staff of the agency

Instructions:

This questionnaire is to help report on relevant SDG indicators related to Social Protection. To achieve this objective, a standard template in the form of this questionnaire is designed. This questionnaire covers the branches of social security guided by C102 - Social Security (Minimum Standards) Convention, 1952 (No. 102).

Inputs will be required from all provincial and federal level agencies that are responsible for implementing social protection schemes. These schemes fall under two categories of social protection; contributory and non- contributory. Please see the section on definitions to understand the various types of programmes/schemes that fall under each category.

Definitions:

3. **Contributory Schemes:**
    - Social Insurance
    - Occupational Schemes
    - National Provident Funds
    - Micro-insurance
    - Mutual benefit, community based schemes

4. **Non-Contributory schemes can be divided into two streams:**
    - Schemes targeting poor (based on Means Testing)
        - Non-conditional minimum income support and other social assistance programmes
        - Conditional cash transfers
        - Employment guarantee schemes
    - Schemes **Not** targeting poor
        - Universal Schemes (for all residents)
        - Categorical Schemes

Target 1.3: Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable

- **Indicator 1.3.1:** Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, new-borns, work-injury victims and the poor and the vulnerable

This questionnaire will be completed separately for each scheme being implemented by the agency.

Social Protection Agency Name:		**Scheme Name**	
Type of Scheme (Contributory/Non-Contributory)		**Reporting Interval:** Monthly / Quarterly	
Reporting Year – Month/Quarter		**Province**: *If scheme is national then agency will submit report of each province separately*	

1	**Is the scheme providing children support?**			☐	**Yes**		☐	**No**					
	If yes, then provide below information												
				Male			**Total Male**	**Female**			**Total Female**	**Total**	
			Age Group	**1-5**	**6-12**	**13-18**		**1-5**	**6-12**	**13-18**			
1.1	Number of households receiving cash support for children covered under social protection benefits *Note: Add numbers in total columns*	**Beneficiaries**	**Rural**										
			Urban										
			Total										
		Incentive (PKR)	**Rural**										
			Urban										
			Total										
1.2	Number of children covered by cash/In-kind benefits (school meals, access to services)	**Beneficiaries**	**Rural**										
			Urban										
			Total										
		Incentive (PKR)	**Rural**										
			Urban										
			Total										

2	**Is the scheme providing maternity benefits**			☐	**Yes**	☐	**No**			
	If yes, then provide below information									
					Female			**Total Female**	**Total**	
	Age Group				**15-30**	**31-40**	**41-49**			
2.1	Number of women receiving maternity cash benefits	**Beneficiaries**	**Rural**							
			Urban							
			Total							
		Incentive (PKR)	**Rural**							
			Urban							
			Total							
3	**Is the scheme providing Iddat benefit**			☐	**Yes**	☐	**No**			
	If yes, then provide below information									
					Female			**Total Females**	**Total**	
	Age Group				**15-30**	**31-45**	**45-60**			
3.1	Number of female workers received Iddat benefit	**Beneficiaries**	**Rural**							
			Urban							
			Total							
		Incentive (PKR)	**Rural**							
			Urban							
			Total							
4	**Is the scheme providing skills training**			☐	**Yes**	☐	**No**			
	If yes, then provide below information									
				Male		**Female**			**Total**	

4.1	Number of persons benefiting from skills training scheme	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			

5	**Is the scheme providing unemployment benefit**	☐ **Yes**	☐ **No**
	If yes, then provide below information		

				Male			**Total Male**	**Female**			**Total Female**	**Total**
			Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
5.1	Number of persons receiving unemployment support	**Beneficiaries**	**Rural**									
			Urban									
			Total									
		Incentive (PKR)	**Rural**									
			Urban									
			Total									

				Male			**Total Male**	**Female**			**Total Female**	**Total**
			Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
5.2	Number of persons registered in employment guarantee Programme	**Beneficiaries**	**Rural**									
			Urban									
			Total									

		Incentive (PKR)	**Rural**									
			Urban									
			Total									

6	**Is the scheme providing benefit support for persons with disability** *(Ask this, if scheme is non-contributory)*	☐ **Yes**	☐ **No**
	If yes, then provide below information		

				Male	**Female**	**Total**
6.1	Number of persons receiving disability benefits and in kind support (prosthetics, artificial limbs, assistive devices etc.) –	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			

7	**Is the scheme providing employment injury benefits /work injury support (the scheme is contributory)**	☐ **Yes**	☐ **No**
	If yes, then provide below information		

				Male			**Total Male**	**Female**			**Total Female**	**Total**
			Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
7.1	Number of person receiving cash benefit for employment injury	**Beneficiaries**	**Rural**									
			Urban									
			Total									
		Incentive (PKR)	**Rural**									
			Urban									

			Total									
7.2	Number of persons covered for employment injury	**Person Covered**	**Rural**									
			Urban									
			Total									
8	**Is the scheme administrating health insurance schemes** (for Contributory schemes)		☐	**Yes**				☐	**No**			
	If yes, then provide below information											
				Male			**Total Male**	**Female**			**Total Female**	**Total**
			Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
8.1	Contributions received for persons	**Number of persons for whom contributions are received**	**Rural**									
			Urban									
			Total									
		Incentive (PKR)	**Rural**									
			Urban									
			Total									
				Male			**Total Males**	**Female**			**Total Females**	**Total**
			Age Group	**0-15**	**16-45**	**46-60**		**0-15**	**16-45**	**46-60**		
8.2	Number of persons receiving health benefits	**Insured persons**	**Rural**									
			Urban									
			Total									
		Dependents										
			Rural									

		Incentive (PKR)	**Urban**										
			Total										

9	**Is the scheme providing support to vulnerable persons?** Vulnerable referred here are individuals or groups disempowered in society due to age, poor health, minority status etc. *(Ask this, if scheme is non-contributory)*	☐ **Yes**	☐ **No**
	If yes, then provide below information		

☐	Women	☐	Children	☐	Adolescents	☐	Older persons
☐	Persons with disabilities	☐	Minorities	☐	Migrants	☐	Indigenous people
☐	Unemployed	☐	Domestic/home workers	☐	Refugees	☐	Internally displaced persons
☐	Non-nationals	☐	Prisoners and detainees	☐	Returnees	☐	Sick Workers
☐	People living with HIV/AIDs	☐	LGBTQ	☐	Persons living in poverty	☐	Widow
☐	Destitute	☐	Orphans	☐	Injured Workers	☐	Other

				Male			**Total Male**	**Female**			**Total Female**	**Total**
			Age Group	**0-30**	**31-60**	**60+**		**0-30**	**31-60**	**60+**		
9.1	Number of vulnerable persons covered by the scheme	**Beneficiaries**	**Rural**									
			Urban									
			Total									
		Incentive (PKR)	**Rural**									

10	**Is the scheme providing support to persons** (based on proxy means test/poverty scoring)	☐ **Yes**	☐ **No**
	If yes, then provide below information		

		No. of males covered in households	**Total Male**	**No. of females covered in households**		**Total**

	Age Group			**# of house holds**	**0-30**	**31-60**	**60+**		**0-30**	**31-45**	**46-65+**	**Total Female**	
10.1	Number of persons / households covered by social assistance (UCT/cash benefits)	**Beneficiaries**	**Rural**										
			Urban										
			Total										
		Incentive (PKR)	**Rural**										
			Urban										
			Total										

11	**Is the scheme providing covering agriculture benefits**	☐	**Yes**	☐	**No**
	If yes, then provide below information				

				Male	**Female**	**Total**
11.1	Number of agri workers getting benefit such as fertilizers, seeds, trainings, microfinance and interest free loans etc.	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			

12	**Is the scheme providing subsidies** *(Ask this, if scheme is non-contributory)*	☐	**Yes**	☐	**No**
	If yes, then provide below information				

	☐	**Food**	☐	**Electricity**	☐	**Fuel**	☐	**Other**

		Male			**Total Male**	**Female**			**Total Female**	**Total**
	Age Group	**0-30**	**31-60**	**60+**		**0-30**	**31-60**	**60+**		

12.1	Number of persons benefiting from subsidy scheme	**Beneficiaries**	**Rural**									
			Urban									
			Total									
		Incentive	**Rural**									
			Urban									
			Total									

13	**Is the scheme providing pension benefits**	☐ **Yes**	☐ **No**
	If yes, then provide below information		

				Male	**Female**	**Total**
13.1	Number of people receiving old age pension (on the event of retirement)	**Contributors**	**Rural**			
			Urban			
			Total			
		Beneficiaries	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.2	Number of people receiving invalidity pension (In case of permanent disability)	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			

			Total			
13.3	Number of people receiving Old-Age Grant (an insured person attained superannuation age, but does not possess the minimum threshold for pension)	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.4	Number of people receiving Survivor's/family Pension (in case an insured Person is expired)	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.5	Number of people receiving early retirement pension	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.6	Number of person receiving disablement pension due to injury at work place	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			

			Total			

Annex – 2

IT Assessment Questionnaire of Agency

Agency name: _____

Contact Person Name: _____

Designation: _____

Contact number: _____

Note: *This Performa is meant to fill by the social protection agency running social protection scheme. The purpose of this questionnaire is to collect the information for the type of MIS system is in use to collect beneficiaries data for regular reporting.*

1	What type of system are you using to collect scheme data?	Online (Web-Based)	☐	Offline(Desktop based)	☐
		Excel/Other electronic formats	☐	Paper–based system	☐
		Other			
2	If system is online (web-based)				
2.1	Which data entry interface is in use?	Mobile application	☐	Web-interface	☐
2.2	How data is being entered into system?	Data is entered at field level	☐	Data is entered at central location	☐
3	If system is offline				
3.1	Which data format is collected from field?	Paper-based	☐	Excel/CSV/other format	☐
3.2	The offline system installed at;	Central location	☐	Central and field both	☐
3.3	If data format is Excel/CSV etc. then what is the mode of data input?	Data import directly into database	☐	Data is entered into system by data entry operator using input interface	☐
4	Human resource availability				
4.1	Is there designated human resource available for regular data collection?	Yes	☐	No	☐
4.2	Is there designated human resource available for data entry?	Yes	☐	No	☐
4.2.1	How many data entry personnel on board?				
4.3	Data entry HR is available at central location only?	Yes	☐	No	☐

4.4	Data entry HR is available at central location and all program locations only?	Yes	☐	No	☐
4.5	Data entry HR is available at central location and all selected remote locations only?	Yes	☐	No	☐
4.6	How much time required to complete data entry for a specific reporting interval	A week or less	☐	2-3 weeks	☐
		3-4 weeks	☐	4+ weeks	☐
5	What is the frequency of data collection?	Real-time	☐	Monthly	☐
		Quarterly	☐	Bi-Annual	☐
		Annual	☐	Other	
6	Is online system provides access to data users and management to generate analytical reports?	Yes	☐	No	☐
7	Can data user access system on their desktop/laptop computers or mobile/tablets?	Yes	☐	No	☐
8	Is Online system provides APIs or other formats to share data with other stakeholders?	Yes	☐	No	☐
9	Is offline system provides electronic formats to share data with other stakeholders?	Yes	☐	No	☐
10	Is agency allows data sharing with other related organization?	Yes	☐	No	☐
10.1	If yes, then provide names of organization:				
10.2	How frequently data is being shared with these organizations?	Monthly	☐	Quarterly	☐
		Bi-Annual	☐	On request only	☐
11	Is MIS system access is available outside the organization?	Yes	☐	No	☐
12	Is system developed in-house?	Yes	☐	No	☐

12.1	If system developed in-house, what is the software development team size?	