ACTIVITY INFO
Reporting Guide - 2015

CHILD PROTECTION SECTOR

Inter-Agency Information Management Working Group

Jan 2015

This Document details the steps required for all reporting partners to follow to be able to gain access to Activity Info Database for the Child Protection sector and be able to report on a monthly basis.
For any clarification needed about this document please contact the relevant sector lead or IM focal point.

Contents

INTRODUCTION

In Lebanon monitoring and reporting for 2015 programmes is done through different databases organized by sector working group. Sector databases may be organized in different ways to fit with specific requirements.
Each database allows to store, access, manage, map and analyze data on defined indicators, and thus to monitor humanitarian projects.

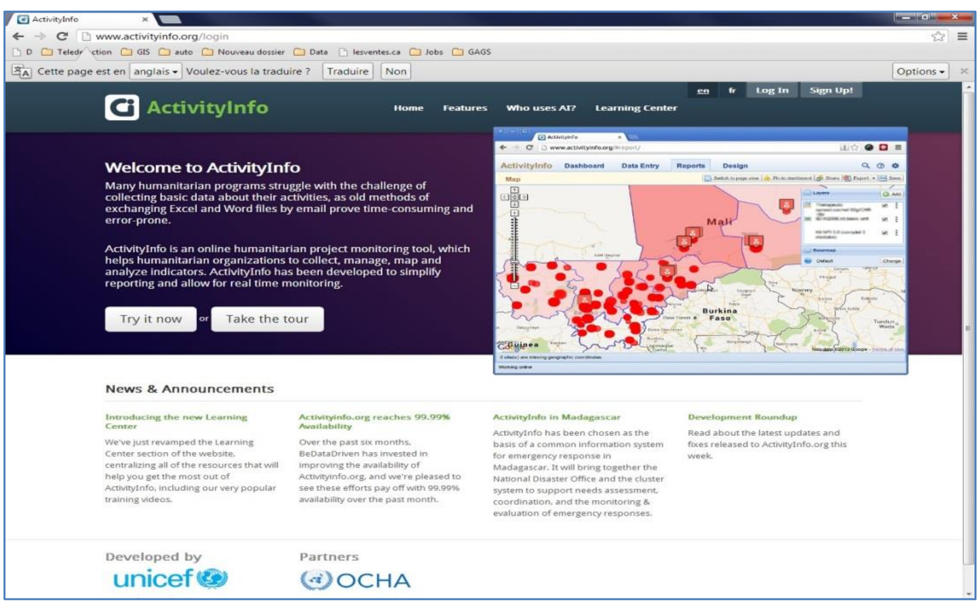
HOW TO GET ACCESS TO THE SECTOR REPORTING DATABASE

In order to get access to the sector database relevant to your projects please contact your IM Focal point or sector lead. We will receive your request and provide you with access within 24 hours.

You can also get access by contacting the IM officer in charge of the sector or the National Level Sector Coordinator.

START ACTIVITY INFO

To start the program, type the following web address: www.activityinfo.org



You have the option to choose one of the possible languages, French or English.

Then you can log in by clicking **Log In**. You must first submit a request for invitation to access the database. Note that access is granted for a single sector alone. An invitation will then be sent to you, and then you can create your password. If you have already access to ActivityInfo you will not receive any invitation once granted access to any new database.

FUNCTIONS OF ACTIVITY INFO

ActivityInfo has four main functions:

- Dashboard
- Data Entry
- Generate Reports (charts, maps, pivot tables and custom reports)
- Design database

This guide will focus on the **Data Entry tab for the CHILD PROTECTION sector.**

CREATE A NEW FORM (intervention)

Reporting to be done once a month – by the **7th** of each month covering the achievements of the month before.

CP indicators have been structured based on three main sector outputs Interventions:

- 1.1 Vulnerabilities are reduced
- 1.2 Violations are addressed
- 1.3 National CP systems strengthened

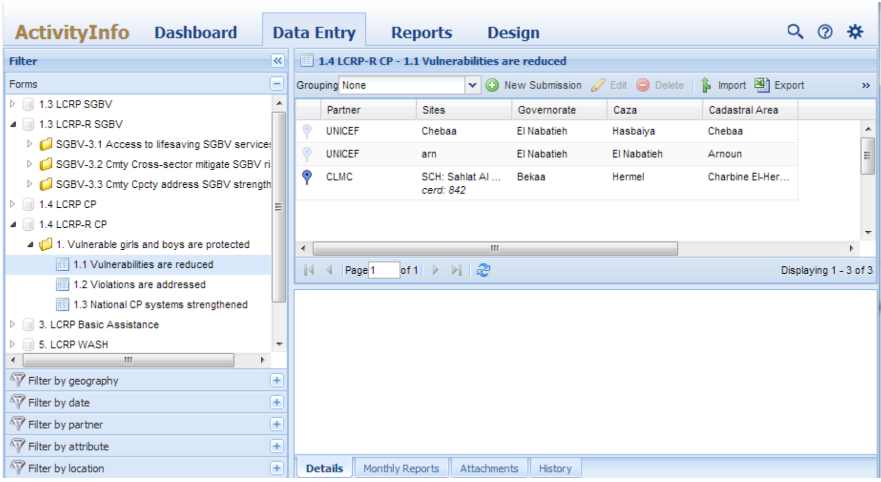
IMPORTANT:

- Output 1.1 indicators are monthly and site specific indicators, thus creating a site and adding attributes is **done once**. You would create the site of implementation of the programme once and then update the numbers monthly. Except for indicator "# of trained community members mobilized to promote CP and PSS"; where updates are site specific on a quarterly basis.
- Output 1.2 and Output 1.3 are monthly indicators on governorate level.

Each activity has a unique set of indicators. If an organization is working on more than one intervention type, reporting is to be done **separately** under all of these activity tabs.

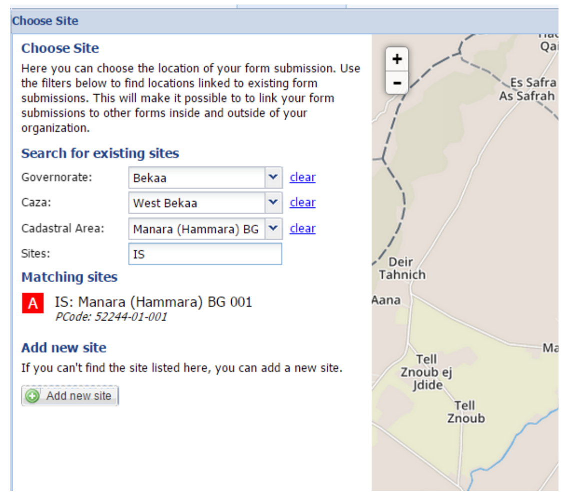
Once logged in follow the steps as shown below:

- Click on the **DATA ENTRY** tab
- Open the **LCRP-R CP** database by clicking on the little arrow to the right
- Select the relevant **OUTPUT**
- Click on **NEW SUBMISSION**

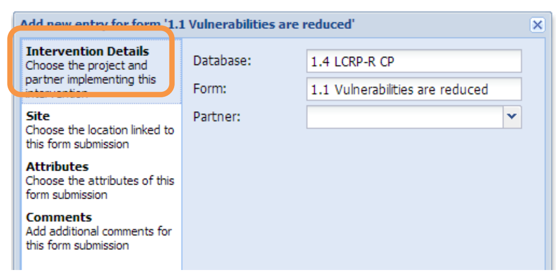


After clicking on **New Submission** the following window will be prompted:

1) Select the relevant site where you are implementing the activities under the selected interventions by following the hierarchy of Governorate – Caza –Cadastral.
2) To find the pre-loaded location name please type in the following codes for:
   - IS: Informal settlement
   - SCH: School
   - PHC: Primary Health Care Centre/Clinic
   - SHC: Hospital
   - MMU: Mobile Medical Unit
   - Vill: Village
   - SDC: Social Development Centre
3) Click on the relevant site and click on **USE THIS SITE**.



After clicking on **Use this Site** the following window will be prompted.



Click on **Intervention Details**:

1) Select the partner agency you are working for

Click on **Site:**

2) This is already filled with the information of the site you have selected previously

Click on **Attributes:**

3) Specify if this intervention was appealed for in LCRP 2015

4) Specify your funding agency - which is to identify the donor UN Agency of the activity, if the activity is funded by other sources than it is to be indicated by 'Independent'.

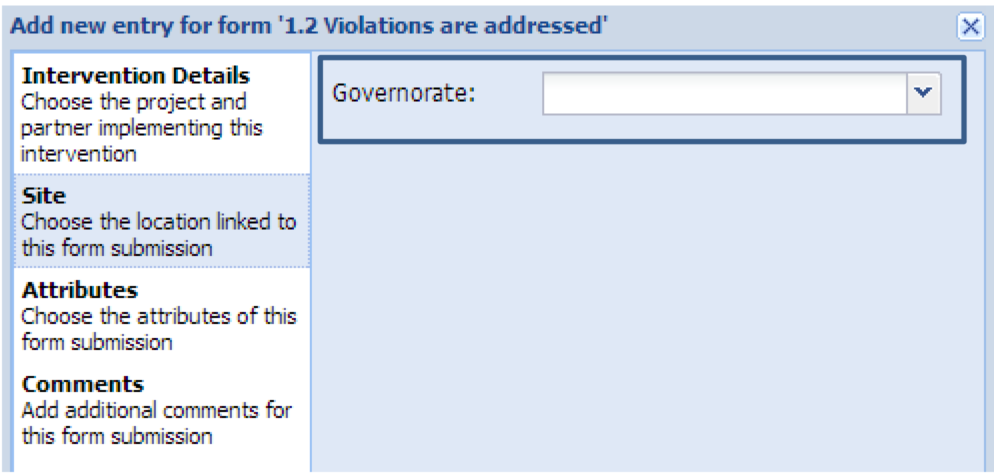
5) Specify the Sector of funding, which is to identify the source of money from the sector.

Click on **Comments:**

6) Add any comment that will help you in identifying the site for next reporting period

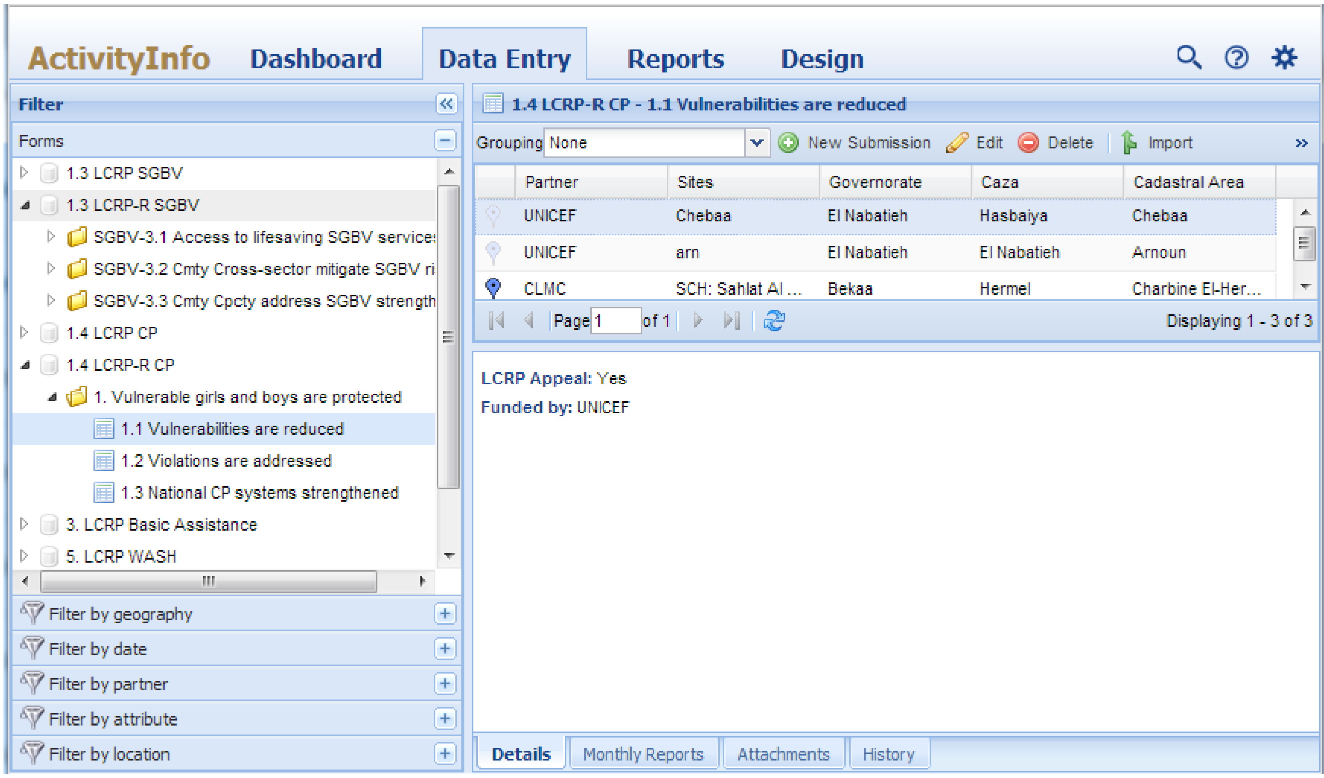
To proceed click on '**Save'** at the bottom of the tab. This will create the site with the relevant attributes and details on move to the main entry page, the created site will appear as a row.

For reporting on Output 1.2 and 1.3 the governorate level reporting outputs, it is not needed to specify the site. Then when clicking on new submission bottom, AI will directly opens the attribute window in which the governorate should be specified



REPORT ON THE INDICATORS

1) Select the relevant form that you created as per guidelines above.
2) See the interventions details at the bottom of the page that specify the attributes and comments on this site.



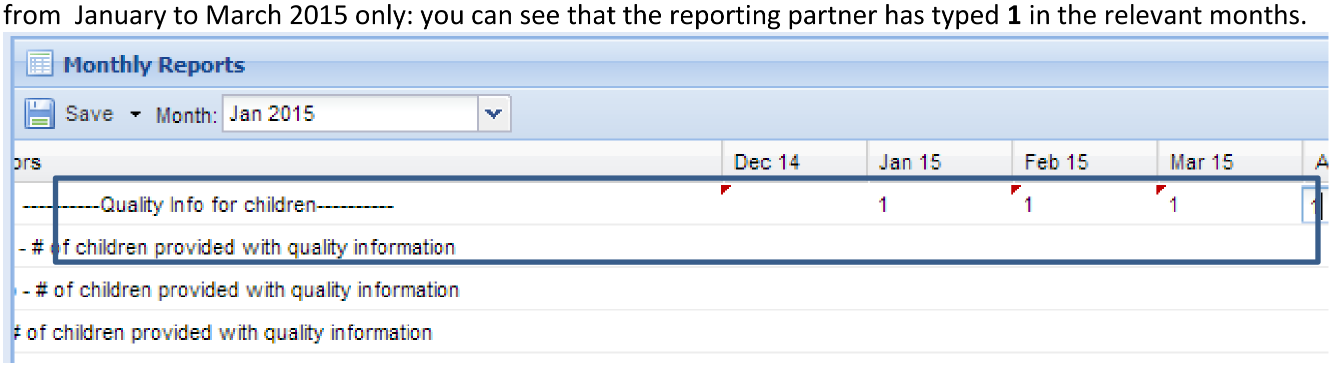
Click on '**Monthly Reports**' Tab to access the indicator and reporting table.

Specify planned interventions:

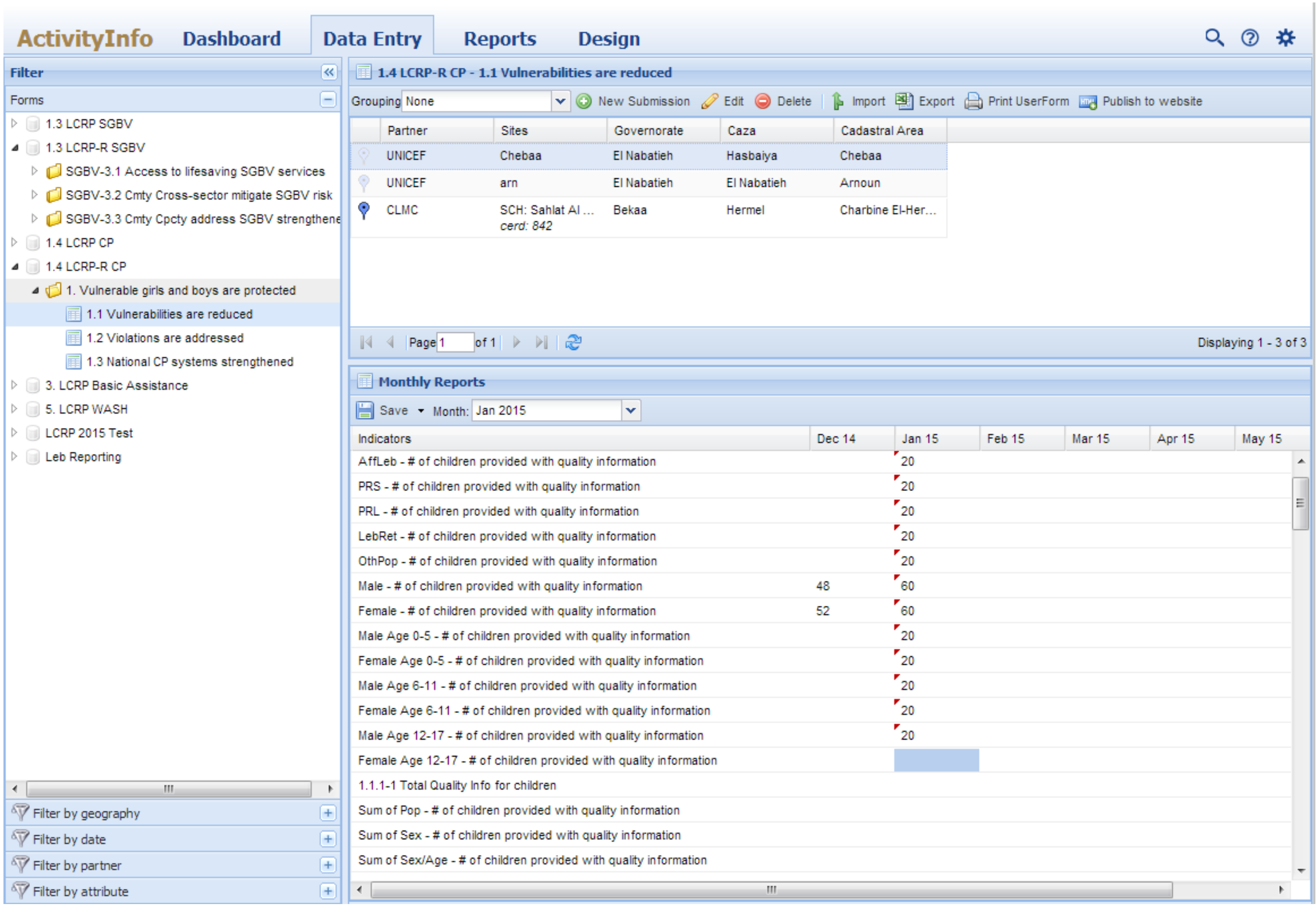
Indicators are organized in **the monthly report tab** under indicator headings (i.e. – Quality Info for Children----).

Please type in **1** on the month(s) in which your agency is funded for carrying out this activity.

This will allow coordinators to know where and until when your organization will be present in such location for the activity specified. (see example below – the partner is funded to carry out Quality info for children from January to March 2015 only: you can see that the reporting partner has typed **1** in the relevant months.



Report on achievements:



The monthly reporting tab is where data is entered on indicators at site level. The indicator text starts with definition of the disaggregation, followed by the description of the indicator. For example, '*DisSyr - # of children provided with quality information"* – to be reported: the number of Displaced Syrians children who were provided with quality information for this specific month.

IMPORTANT: Do not enter any figures under the Total category for all the indicators. This is an automated function that allows to sum up the desegregation types.

After inputting the indicators values for that particular month and site, press '**Save'** on the tab. Note that you have to press Save every time you update your figures.

There are two additional tabs on the below ribbon. "Attachments" and "History" the former is to upload any supporting document at that site level and the latter keeps a history of who edited what and when.

This concludes the entry process. The same process is to be carried out for all the other sites to report on implementation of a month.