

Guidance note: How to conduct data quality checks?

Introduction

Following the rollout of the GBVIMS in a country, getting the data right at the organization or interagency levels requires regular monitoring of the Incident Recorder and Compilation tool. The process of data quality checks can help identify errors and inform further capacity building efforts. It is crucial for organization focal points and interagency GBVIMS Coordinators to conduct data quality checks in order to ensure the integrity and reliability of GBVIMS data. This Guidance note is directed towards Organization Focal Points and GBVIMS Coordinators in order to provide them with instructions on how to conduct such checks.

Internal data quality checks on the Incident Recorder

Internally, Data Gathering Organizations (DGOs) feed GBVIMS data collected from the Intake Form into the Excel-based Incident Recorder. The present section presents how to spot errors in the Incident Recorder. Prior to using the Incident Recorder, ensure that steps to enable content (enable Macros) have been taken¹.



Check monthly/quarterly/annual statistics report for REF or NUM or incorrect calculations.



How to solve it:

- 1. Check the responses in the calculated columns for the error.
- 2. To do this, start by clicking on the filter of each column to look for a #REF or NUM or NA in the data entered. If you see this, you can filter to that cell and determine the problem. The error could be linked to a typed entry instead of selecting from the dropdown menu. For example, for the sex of the survivor, if the staff typed 'Female' instead of selecting 'F' from the dropdown menu, the entry will not be read by the statistics.
- 3. Fix the problem, if a data entry error

¹ Please refer to Annex I on steps prior to using the Incident Recorder.



In the Incident tab, check filters on columns for inconsistencies or unusual

answers.			
표 표 🍋 Merge 8	By color:	None	0
	Filter		
AF	By color:	None	0
	Choose	One 🔇	· ·
nto vide refered das care lo pocer il pro arc'he fios port il centari vidi de la no. Concer "feli Belenal Pere Paire el Contect" il nos or non acesto an		Q. Searc	
	🗹 Co	ommunity or C alth / Medica	
REFERRED TO YOU FROM?	_	gal Assistanc	
er munity er Cerno Leader	Liv	elihoods Pro	gram
alth / Medical Services	V No		
gal Assistance Services			
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ychosodai / Counseling Services			Clear Filter
ther Government Service			
0	A REAL PROPERTY AND A REAL		

How to solve it:

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- 1. Filter to the date of birth/ interview/ incident cell to determine if it is a data entry error
- 2. If it is a data entry error, fix the error by correcting the relevant field.



In the calculated columns of the Incident Data tab (BN-CL), look for color codes <u>RED or -1</u>

INCIDENT ID	AGE AT TIME OF INCID
1W-002	-1
1W-004 1W-005	15

How to solve it:

- 1. Filter to the cell to determine if there is a data entry error. These are usually linked to dates (ie. Date of birth, incident or report).
- 2. This could be related to the same Incident ID being entered twice.
- 3. If it is a data entry error, fix the error by correcting the field.



Check that all Incident IDs have been entered. If the Incident ID is not entered, the Incident will not be included in the count of incidents in monthly statistics and pivot tables.

	INCIDENT ID	↓ ↑
1W-004		
1W-004		
1W-006 1W-007		
114/ 009		

How to solve it:

- 1. Check in the filter of the Incident ID (Column A) if there are any blanks.
- 2. Enter Incident ID.

If you CANNOT fix the error, contact your focal point in the GBVIMS technical team or write to <u>gbvims@gmail.com</u>.

Interagency/aggregated data quality checks on the Compilation Tool

At the interagency level, the Interagency GBVIMS Coordinator will compile the data shared by the DGOs using the compilation tool based on the Monthly/Quarterly/Annual Statistics Table. At the stage of compilation, the Interagency GBVIMS Coordinator should verify if the data is consistent. The present section outlines below how this can be done.



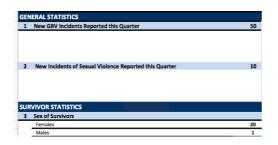
Check monthly/quarterly/annual stats report for REF or NUM or incorrect calculations.



How to solve it? See solution above.



Check if the overall number of reported GBV incidents matches the breakdown of each data points. In the example below, although the overall number of reported incidents is 50, the total breakdown based on the sex of survivors is 21. Discrepancies between the overall number of incidents (data point no.1) and the aggregated number within other data points can be explained by the fact that the former encompasses all incidents including those where survivors did not give consent for their unidentifiable data to be shared. However, when the discrepancy is too big, such as in the example below, this might indicate errors in data entry or formulas in the IR of the DGOs².



How to solve it?

- 1. Contact DGOs' focal point.
- 2. Check in each DGOs' monthly stats table if data is pasting well. Sometimes, cells do not match the one of the compiled table.

² When discrepancy between the overall number of reported cases and number of survivors that gave their consent for sharing unidentifiable information is too big, it might indicated that caseworkers are not able adequately request consent from survivors to share their unidentifiable information for the purposes of reporting. Therefore, training might be needed to better equip them to know how to ask for consent.

- 3. Ask DGOs to check their IR for potential errors in data entry.
- 4. Ask DGOs to resend their monthly/quarterly/annual stats table with the errors correct.
- 5. If error is linked to formulas errors in their monthly/quarterly/annual statistics table, ask DGOs to contact your focal point in the GBVIMS technical team or write at gbvims@gmail.com.
- 6. If there is a problem in requesting consent from survivors, it may be necessary to provide case workers with a refresher training on consent.

3

Check if there are inconsistencies between data points. See examples below. Note that this is not an exhaustive list.

(1) Inconsistencies between data point linked to displacement status and stage of displacement. In the below example, 50 incidents were perpetrated against survivors who were residents at the time of the report. However, the data point on displacement stage indicates that these 50 incidents were perpetrated against survivors during their flight. This is not consistent, as if survivors were residents, they could not have been in a place of refuge at the time of the incident as they have never been displaced. This is a data entry error.

6 Displacement St	atus at Time of Report			
Resident	50		Foreign National	0
Returnee	0		Asylum Seeker	0
IDP	0		Stateless Person	0
Refugee	0			
	-			
	ement at Incident			
		0	During Refuge	50
7 Stage of Displac		0	During Refuge During Return/Transit	50 0

(2) Inconsistencies between the data points linked to **age of the survivors** and the **vulnerable populations**. In the example below, only 20 incidents were perpetrated against children (17 years & younger). However, under vulnerable population, it is indicated that 40 incidents were perpetrated against unaccompanied and separated children (UASC). This is inconsistent as there could not be more incidents of UASC than the overall number of incidents against children.

4 Age of	Survivors	
Childr	en 17 Yrs & Younger	20
	0 - 11 Yrs Old	5
	12 - 17 Yrs Old	15
Adults	s 18 Yrs & Older	30
	Elderly (50 & Older)	0
	Adolescent (10-19)	0
7 Vulne	rable Populations	
Incide	nts Reported by a Survivor with a Disability	0
Unacc	ompanied or Separated Children	40

(3) Inconsistencies between the data points linked to Incident Type and Case contexts. In the example below, 10 incidents of rape were reported. However, under Case Context, it is mentioned that 30 incidents of Child Sexual Abuse were reported. This is inconsistent as there cannot be more incidents of Child sexual abuse (including Incident Types of rape and sexual assault) than the overall number of incidents of rape reports.

	Rape	Sexual Assau	lt Assault	Forced Marriage	Denial of Resources	Psych/Emotiona Abuse
	10	0	50	0	0	0
		ТҮР	E OF GBV INC	IDENTS REPORT	ED	
			8		1	
_						
ea						
	9					
		0		o	0	0
	RAPE	SEXUAL ASSAU	LT PHYSICAL ASSAULT	FORCED MARRIAGE DEN	IAL OF RESOURCES	PSYCH/EMOTIONAL ABUSE
11 C	ase Context					
	intimate Partner		Early Marriage	Possible Sexual		l Harmful Tradition
	Violence	Abuse	Larry Marriage	Exploitation	Slavery	Practice
	20	30	0	0	0	0

(4) Inconsistencies between the data points linked to **Perpetrator's relationship to Client** and **Case contexts**. In the below example, under Case context, it is mentioned that 20 incidents were perpetrated in the context of Intimate Partner Violence. However, under Perpetrator's relationship to Client, it is indicated that only 5 incidents were perpetrated by the Intimate Partner, which is inconsistent.

/ Primary Perpetrator's Relationship to Client					
Intimate Partner / Former Partner	5				
Primary Caregiver	0				
Family other than spouse or caregiver	0				
Supervisor / Employer	25				
Host Family	0				
Schoolmate	0				
Teacher / School Official	20				
Service Provider	0	11	Case Context		
Cotenant / Housemate	0	-			
Family Friend / Neighbor	0		Intimate Partner	Child Sexual	
Other refugee / IDP / Returnee	0				Early Marriage
Other Resident community member	0		Violence	Abuse	B+
Other	0				
No relation	0		20	. 30	0
Unknown	0				-

(5) Inconsistencies between the data points linked to Incidents Referred from Other Service Providers and Services Provided for New Incidents or New Incidents Referrals to Other Service Providers. In the below example, 50 incidents were referred from Health/Medical Services. However, DGOs indicated that Health/Medical Services were provided for these 50 incidents. This is inconsistent, as if Health/Medical Service providers referred cases to DGOs, it is likely that the service was already provided prior to the survivor's visit to their services.

1 Incidents Referred From Other Service Provider	0
Health / Medical Service	50
Psychosocial / Counseling Service	0
Police / Other Security Actor	0
Legal Assistance Service	0
Livelihoods Program	0
Teacher / School Official	0
Community or Camp Leader	0
Community Volunteer / Worker	0
Women's Organization	0
Safehouse / Shelter	0
Other Humanitarian / Development Actor	0
Other Government Service	0
Other	0
2 Services Provided for New Incidents	
Safe House/Shelter Services	0
Health / Medical Services	50
Psychosocial Services	0
Legal Assistance Services	0
Safety & Security Services	0
Child Protection Services	0
CMC / Community Based Structures	0

How to solve it:

- 1. Contact DGOs' focal points.
- 2. Ask DGOs to check their IR for potential errors in data entry. Focal points also need to check with the case workers how the intake forms are being filled out.
- 3. Ask DGOs to resend their monthly/quarterly/annual stats table with the errors correct.

4

Check if, based on your knowledge of the services provided by DGOs and the referral pathway in place, there are inconsistencies linked to the Referral pathway statistics section. In the example below, DGOs reported having provided Health/Medical Service for 50 incidents reported. However, you know that in country X, DGOs provide only Psychosocial Support Services and couldn't have provided health services. Therefore, this information is inconsistent with the reality on the ground.

2	Services Provided for New Incidents	
	Safe House/Shelter Services	0
	Health / Medical Services	50
	Psychosocial Services	0
	Legal Assistance Services	0
	Safety & Security Services	0
	Child Protection Services	0
	CMC / Community Based Structures	0

In the other example below, DGOs reported that Health/Medical services were not available for 50 incidents reported. However, you know that, based on the referral pathway in place in Country X, these services are available. Therefore, this is an error in data entry.

	Services Received Prior to Visit	Referred	Referral Declined	Services Not Available
Safe House / Shelter	0	0	0	0
Health / Medical Services	0	0	0	50
Psychosocial Services	50	0	0	0
Legal Assistance Services	0	0	0	0
Security / Protection Services	0	0	0	0
Child Protection Services	0	0	0	0
CMC / Community Based Structures	0	0	0	0

REFERRAIS TO OTHER SERVIC

- 1. Contact DGOs' focal point
- 2. Ask DGOs to check their IR for potential errors in data entry.
- 3. Ask DGOs to resend their monthly/quarterly/annual stats table with the errors corrected.

Check that DGOs' monthly stats tab is read by the Compiled tab. In the example below, the data point on new incidents reports is calculated in the compiled table under cell F7. However, in the tab related to 'ORG 1', the same data point appears under cell F8. Therefore, this figure will not be read by the formula included in the Compiled tab.

	Α	в	С	D	Е	F		A	В	С	D	E	F
1		-				MONTHL	1	MONTHLY	STATISTIC	S REPORT			
3		Re	port Quarter & Y	/ear			2						
4			uarter	2017			3		Report Qua	arter & Year			
5					•		4		1st quarter		2017		
6	GENE	ERAL STATISTIC	S				5	INCIDENT	DATA				
7	1	New GBV Incider	ts Reported this Q	uarter		50	6	GENERAL	STATISTIC	S			
							7						
							8	1	New GBV	ncidents Re	ported this G	Quarter	4
							-			1			1

⁵

How to solve it:

- 1. Check with the relevant DGO if they have correctly pasted the monthly/quarterly/annual stats table into the compilation tool (starting from A1).
- 2. If so, ask DGOs to share their IR to check if they are using the right format.

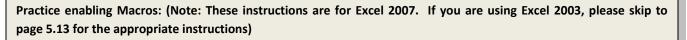
In addition, DGO staff should be familiar with the procedure to send monthly statistics report. Please refer to Annex II.

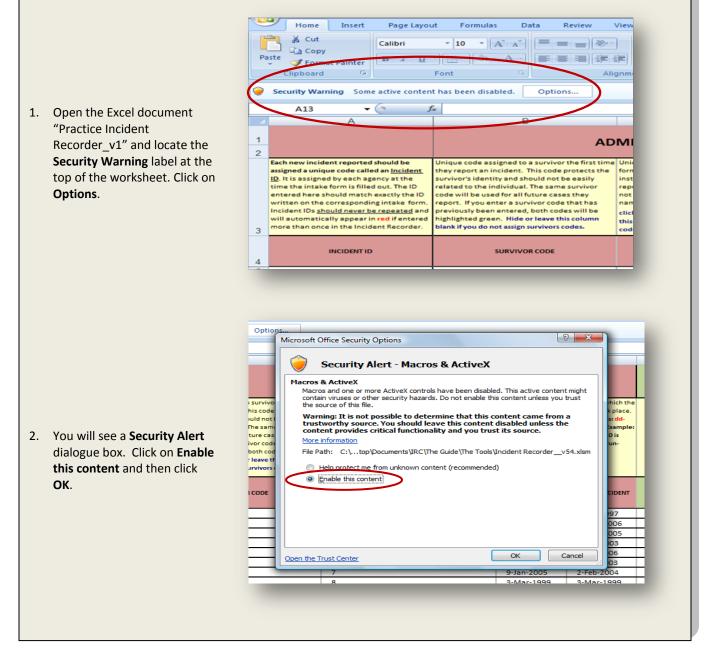
Most errors that will be encountered when checking the data are linked to capacity building and will most likely need to be addressed through further training and coaching of the DGOs. When data is assessed as inaccurate, it is recommended to discuss with all ISP signatories whether the data should be shared externally, as releasing inaccurate data might spread mistruths about the GBV situation in country and lead to inadequate or ineffective responses. It may also undermine the integrity of the GBVIMS and the efforts of all GBVIMS actors in country.

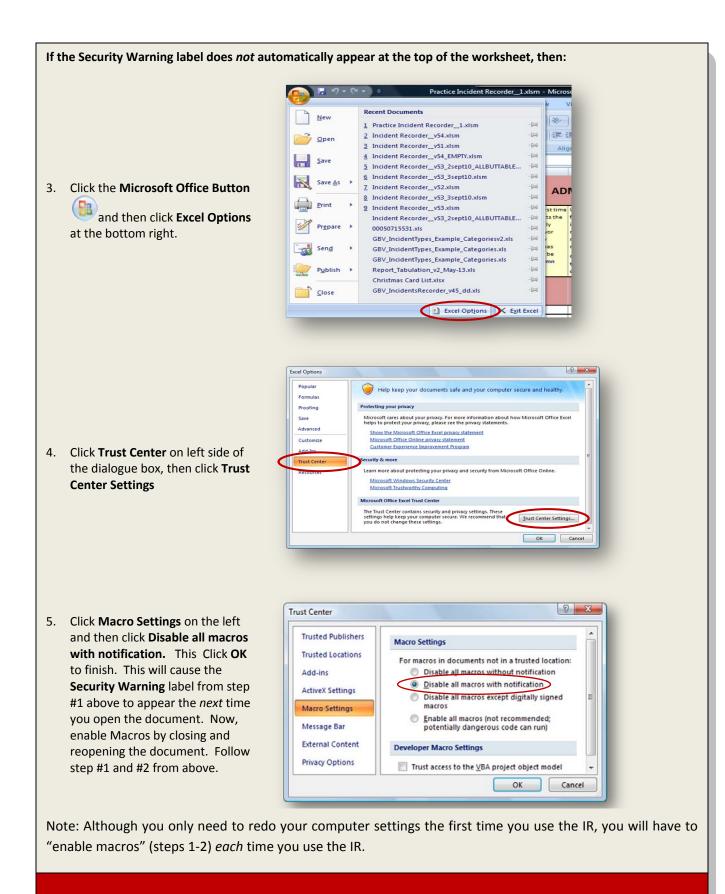
If you CANNOT fix the error, contact your focal point in the GBVIMS technical team or write to <u>gbvims@gmail.com</u>.

For access to additional GBVIMS tools, guidance and documents, visit the website at www.gbvims.org.

1. YOU TRY!

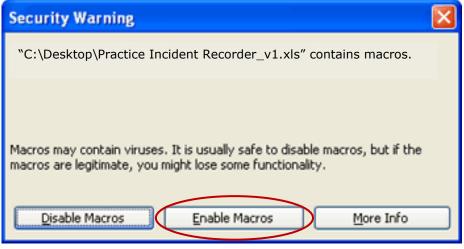






Note: If you are using Excel 2003, you will need to enable Macros a little differently. When you open the 'Practice Incident Recorder_v1,' a dialogue box should appear asking if you want to enable macros.

1. You should click **Enable Macros** to open the workbook and allow the macros to run in the workbook.



If this dialogue box does not appear,

- 2. Click the Tools menu, choose 'Macros,' and then 'Security.'
- 3. A 'Security' dialogue box should appear; select 'Medium. You can choose whether or not to run potentially unsafe macros.' Click OK.



4. Save the document, and then close the workbook and reopen it.

5. A 'Security Warning' dialogue box should appear. Select 'Always trust macros from this publisher' and click 'Enable Macros.' Macros is now enabled.

97	"C:\Event1\Templates\AP Vendor Inquiry with Drill Down.xit"
ap)	contains macros by Event 1 Software
	Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.
31	
	Aways trust macros from this publisher.

Note: Although you only need to redo your computer settings the first time you use the IR, you will have to "enable macros" (step 1) *each* time you use the IR.

Password protection

In order to keep your data secure and confidential, you will need to ensure that only a limited number of people have access to the IR. One way to do this is to set a password to protect the data stored in your IR. (Note: This is a good idea for any files with sensitive GBV data that you store on your computer).

Make sure you keep all your passwords well organized, written down and stored in a *locked* location. Do not store passwords on your desktop or computer monitor! Only those who should have access to the IR for data entry, analysis or programming should have access to the password. Should you ever leave the organization, make sure whoever will be replacing you has access to the passwords; otherwise, all previous GBV data for your organization will be inaccessible!

2. YOU TRY!

Practice password protecting the IR: (Note: These instructions are for Excel 2007. If you are using Excel 2003, please skip to the explanation on the following page for the appropriate instructions for 2003.)

Open the Excel document "Practice Incident Recorder_v1." - 9-0 1. Click on the Office Button and select "Save As." Open Save Save A Local Setting Folders File name: Save as type: Excel Workbook (*.xlsx) 2. Click on "Tools" (depending on your Authors: USER Tags: Add a tag version of Excel this will either be in Save Thumbnail the lower right or lower left hand Hide Folders Tools corner of the dialogue box) and select Save Cancel Map Network Drive. "General Options." Web Options. General Options... Compress Pictures.. 3. In the "Password to open" box, type a password. (Remember: The password ? <u>×</u> is case sensitive, meaning the General Options computer will differentiate between Always create backup uppercase and lowercase letters - so File sharing make sure your caps lock is not Password to open: accidently on.) Password to modify: Write the password for Practice IR_v1 Read-only recommended here: OK Cancel Then Click "OK." A new dialogue box will appear. 4. The box asks you to "Reenter 8 23 Confirm Password password to proceed." Type the Reenter password to proceed. password again, and click "OK." Close 1 the document and open it. Make Caution: If you lose or forget the password, it cannot be sure that you are prompted for a recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.) password to open the document. OK Cancel

Note: If you are using Excel 2003, you will need to follow different steps to set a password. When you open the 'Practice Incident Recorder_v1,' you should:

- 1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
- 2. Type a password in the **Password to open** box, and then click **OK**.
- 3. When prompted, retype your password to confirm it, and click **OK**.
- 4. Click Save.
- 5. If prompted, click **Yes** to replace the existing workbook.

Customizing dropdown menus

As mentioned above, most of the fields in the IR contain dropdown menus that will help make data entry quicker and more accurate. Nine of these fields contain dropdown menus that are customizable.

With the exception of 'Country of origin,' all eight of the customizable dropdown menus can be modified on the 'Menu Data' worksheet, accessed by clicking on the 'Menu Data' worksheet tab (country of origin dropdown menu can be customized by clicking on the Country of Origin Menu tab.

```
If ( ) M Incident Data 2. Menu Data 3. Country of Origin Menu 4. Birthday Calculator 5. Data Transfer Record
```

When you click on the Menu Data tab, you will see a worksheet containing eight tables with:

- 1. a description above each table informing you at what level each of the customizable fields can be modified
- 2. an 'Update Menu in Incident Data Worksheet' button that you will use once you are ready to make changes to the dropdown menus.

			MENU DATA WORKSHE	ET 丨	
4	A	В			E
				1	
1		2 <u>u</u>	odate Menus in Incident Data Worksheet		
	THIS DATA IS OPTIONAL		THIS DATA IS OPTIONAL		THIS LIST CAN BE CUSTOMIZED ONLY
	IT CAN BE MODIFIED AT THE LEVEL OF		IT CAN BE MODIFIED AT THE LEVEL		AT THE LEVEL OF DATA COMPILATION
	DATA ENTRY OR CAN BE LEFT BLANK IF		OF DATA ENTRY OR CAN BE LEFT		(EITHER ORG. NATIONAL LEVEL &/OR
	INFORMATION IS NOT NECESSARY. NEVER		BLANK IF INFORMATION IS NOT		INTER-AGENCY LEVEL). ALL INTAKE
	TYPE CASEWORKER NAMES ALWAYS USE		NECESSARY. IF USED UNKNOWN		FORMS MUST MATCH THIS LIST AND
	A CODE TO PROTECT ANONYMITY		MUST REMAIN AN OPTION.		MUST CHANGE ACCORDINGLY
~					
2					
3					
4	CASEWORKER CODE		ETHNICITY		INCIDENT LOCATION
5	B5		ETHNICITY 1		Bush / Forest
6	G3		ETHNICITY 2		Garden / Cultivated Field
7	P7		ETHNICITY 3		School
8			ETHNICITY 4		Road
9			ETHNICITY 5		Clients's Home
10			ETHNICITY 6		Other
11			ETHNICITY 7		
12			ETHNICITY 8		
13			Unknown		
14					

3. You Try!

Practice customizing the caseworker code dropdown menu

1. Open the Excel document "Practice Incident Recorder v1." On the Incident Data worksheet click on the dropdown menu for 'Caseworker Code.' Notice the three options: B5, G3, P7.

- 2. Click on the Menu Data worksheet tab and then click on the first empty cell in the Caseworker Code table (A8) and type 'T1' and press 'Enter.' Next, click on the 'Update Menus in Incident Data Worksheet' button.
- 2 3 4 5 B5 6 G3 8 T1 10
- l be (Exc click on the Menu Data tab below. Hide or leave 201 Imn this column blank if you do not assign assign casework Jun codes to staff. *CASEWORKER CODE* DA **B**5 G3 P7 A8 fx T1 **-** (3 1 Update Menus in Incident Data Workshee DO NOT USE CASEWORKER NAMES; ALWAYS USE A CODE TO PROTECT ANONYMITY ETHNICITY 1 Bush ETHNICITY 2 Gard ETHNICITY 3 Scho ETHNICITY 4 Roa ETHNICITY 5 Clier ETHNICITY 6 Othe 11 ETHNICITY 7 12 ETHNICITY 8 13 Unknown 14 codes to staff. *CASEWORKER CODE* D/

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ADMINISTRATIVE INFORMATION

form for the reported incident. A codename is used

instead of a real name to protect the identity of the

name. To add an ethnicity to the dropdown menu,

reporting agency and its staff members. Codes should inta

not be easily related to the individual or agency's true fille

rst time Unique code for the person who filled out the intake

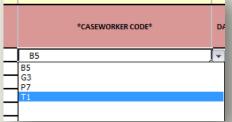
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3. On the Incident Data worksheet, verify that T1 has been added to the dropdown menu.

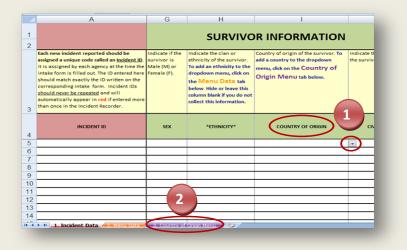


(Note: If you were unable to modify the dropdown menu, see the Key Point text box on page 5.21 for further guidance)

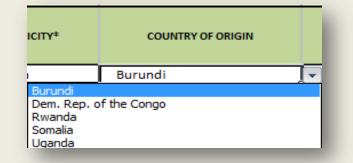
4. YOU TRY!

Practice customizing the Country of origin dropdown menu:

- In the "Practice Incident Recorder_v1." file locate the Country of origin field (column I) on the Incident Data worksheet; you may have to use the arrow key at the bottom right of the workbook. Click on the dropdown menu arrow. No countries should be listed yet, it should only say Victim CoR.
- 2. Now click on the third worksheet tab called 'Country of origin Menu' located on the bottom left of the screen.
- 3. This is the table that determines which countries are included on the dropdown list. Find Burundi by scrolling down the list, click on the cell to the right (Column C), then click on the dropdown menu arrow that appears and choose 'Yes'. Do the same for the DRC, Rwanda, Somalia and Uganda.
- Once finished, click on the 'Update menu in Incident Data worksheet' button at the top of the worksheet.
- You have now customized the Country of origin dropdown menu. Verify your work by going back to the Country of origin field on the Incident Data worksheet, click on a cell in that column and look at the countries on the menu.



	A	B	С	D	E	F
1	Use this	list to indicate which countries you Perpetrator Nationality	lown menus on the		ecksheet	
2						mour
3	Code	Country/territory name	Include on man	1000		
31	BDI	Burundi	Yes			
32	CAM	Cambodia				
33	CMR	Cameroon				
34	CAN	Canada				
35	CVI	Cape Verde				
36	CAR	Central African Republic				
37	CHD	Chad	-			
38	CHL	Chile				
39	CHI	China				
40	COL	Colombia				
41	COI	Comoros				
42	COB	Congo	12			
43	COS	Costa Rica				
44	100	Côte d'Ivoire				
45	HRV	Croatia				
46	CUB	Cuba				
47	CYP	Cyprus	3			
48	CZE	Czech Republic				
49	KRN	Dem. People's Rep. of Korea				
50	COD	Dem. Rep. of the Congo	and the second s	-		
51	DEN	Denmark	Yes			
52	DIB	Diibouti	No			

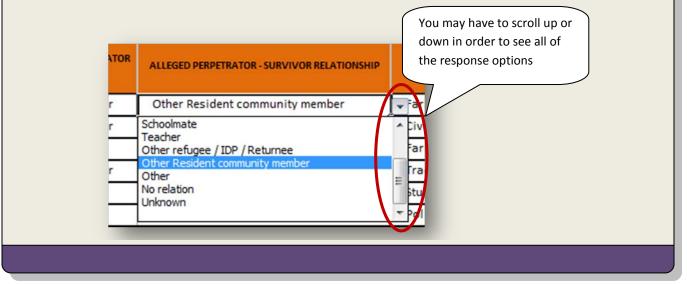


(Note: If you were unable to modify the dropdown menu, see the Key Point text box on the following page for further guidance)

Having problems?

If you followed the instructions for the **You Try!** activities #3 and #4, but do not see the newly added options on the dropdown menu, this is probably do to one of two reasons:

- 1. You have not yet enabled Macros. In order to update any fields or dropdown menus on the IR, you *must* first enable Macros. To review how to enable Macros, see **You Try!** #1.
- 2. Sometimes the dropdown menu *looks* empty due to the fact that the menu is simply not scrolled completely to the top. Use the scroll arrows on the dropdown menu to ensure that you are scrolled up to the top.



You must be careful when customizing dropdown menus, because not all fields are customizable in the same way. For example, if your organization is part of a GBVIMS inter-agency group, then you will have to customize fields differently than if your organization were using the GBVIMS independent of all other organizations. A good rule of thumb is that your lists should always match the response options that are on your intake form. The table below lists the fields that have customizable dropdown menus and then provides directions on how each should be customized depending on whether your organization is part of an inter-agency group or not.

Procedure for sending data

I. Sending data for internal compilation

This procedure applies if you have more than one Incident Recorder in your organization (ie. Use of the IR in several sites). In this case, you need to compile data into one Incident Recorder at the national level regularly. You can refer to the GBV Information Management Mapping Exercise to help you map the information flow within your organization. (<u>https://www.youtube.com/watch?v=KeMyjtGdJE0</u>).

Step 1: Copy the line data for that time period (month), including the calculated columns¹

	A	E	BF	BG	BH	BI	81	BK	BL	BM	BN	BO
						CALCUL	TED COLUMN	S				
andapar a such age Discussion for a set	ente called au <u>bacticas ID</u> . S is maigned by only a die time die binder Bern in Blad rai. The	the range of Arys which a set the	Assentically obsisted basis on the of the dest, and the mentify reporting	Anterestically existing based on class of law days, and the quentity reporting	Advances/ly colorised freed on data of lockies, used for you'ry reporting		questes of the year when the		invidence to manifestion in the energy that an individual continuity case.	This solution will be fixed TMA TMA in a start of 40 in both the end of the index of the solution is a start of the start instance is the STA ().		
		NTERIT	INCIDENT DATE							СООВАЛАТИЗК/ЛУТИКАЗС ВЫСТАЛНИ РИНИ ПТАТИТСК СОНКИ ПАТИЛСК — — — — — — — — — — — — — — — — — — —	разная апракталя Делатия чилар	REPORTING COLD
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Step 2: Paste special (Values and Numbers Format) it into New Workbook

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W-538 BNI	IE1 Q	17-Jan-2016	4-Jan-2016#		Iraq	Single	IDP	No	No	Not Displace	Afternoon	Perpetrator's	Baghdad	Non Camp	Sexual Assau No
W-642 DIH	HD1 Q	18-Jan-2016	5-Jan-2016	1-Jan-1997 F	Iraq	Divorced / Se	IDP	No	No	Not Displace	Evening / N	Perpetrator':	Baghdad	Non Camp	Sexual Assau No
W-653 OAD	DE2 Q	19-Jan-2016	6-Jan-2016	NNRAHANNAN F	Iraq	Single	IDP	No	No	Not Displace	Morning	Perpetrator's	Baghdad	Non Camp	Sexual Assau No

Step 3: Password Protect and Save as MONTH_ORGSITE

¹ For the purpose of the present guidance note, please note that data used are fictional.

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Step 4: Send to your Organizational Focal Point/Consolidating Agency Focal Point by email.

II. Sending data for interagency compilation

Step 1: Copy the worksheet of the Monthly Statistics Tab by selecting the whole worksheet (click on the arrow in the top left corner of the worksheet).

1 2	3	4	5	6	7	8	9
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Report N	Ionth & Year	r					
January	20	16					
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GENERAL STATISTICS							
1 New GBV Incidents Reported	this Month						6
2 New Incidents of Sexual Viol	ence Reported t	this Month					6
SURVIVOR STATISTICS							
3 Sex of Survivors							
Females Males							6
Males							0
4 Age of Survivors							
	Younger						4
				0 - 11 Yrs O	ld .	2	
				12 - 17 Yrs 0	ld	2	-
Adults 18 Yrs	Older						2
5 Marital Status of Survivors	_	_	_	_	_	_	_
Single							4
Married / Cohabitating							1
Divorced/Separated							1
Widowed							0

Step 2: Paste special (Values and Numbers Format) in New Workbook

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- Step 3: Password Protect and Save as MONTH_ORGSITE
- > Step 4: Send to your Organizational Focal Point by email