

# NASA RTS

National AIDS Spending Assessments  
Resource Tracking System

## User Guide - 2009



**UNAIDS**  
JOINT UNITED NATIONS PROGRAMME ON HIV/AIDS

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## **NASA RTS**

### **National AIDS Spending Assessments Resource Tracking System**

First Edition, 2006

Second Edition, 2007

Third Edition, 2009

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NASA RTS is free distribution software, developed by UNAIDS to promote the utilization of information on the making of decisions that contribute to rise and enhance the level of improvement of the resources destined to confront the AIDS epidemic.

Available at:

<http://www.unaids.org/en/KnowledgeCentre/HIVData/Tracking/Nasa.asp>

All comments by the users about this version posted as text files on the UNAIDS website ([www.unaids.org](http://www.unaids.org)), will be appreciated.

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# Starting Point

This section specifies the guide's icons, frequently used terms, specification of minimum system requirements and software installation proceedings.

## Meaning of the icons

	Basic Information	Initial orientation and description of the components of the software.
	Proceeding	Indication of the steps to follow to complete a proceeding.
	Resources	Additional resources in support to the software operation.
	Attention	Warning about precautions that need to be taken before proceeding with the next step.
	Note	Extension and explanation related to the external, but complementary, proceedings of the software.
	Go To Link	In the electronic version of this guide this sign will direct you to relevant additional information by clicking on it.

The guide is organized in a way, that the user can gain direct access to the components of the program, the parts that build the main menu, or the different types of relevant information regarding the handling of the software.

During the initial lecture or when you do a quick search of specific aspects, the icons on the left provide orientation about the type of information presented.

## Operational Definitions

Transaction	Basic unit of the financial flow. It describes the resources' way from a <b>source</b> to an <b>agent</b> , the subsequent distribution from the <b>agent</b> to the <b>supplier</b> , who can assign them to <b>budgetary items</b> to develop one or more <b>functions</b> of services addressed to specific <b>beneficiaries</b> .
Financing Source	Entity who acts as a financing resource towards functions related to the response to HIV and AIDS. In some cases the Financing Source can earmark their funds to specific functions or beneficiaries.
Financing Agent	Intermediaries in the health system.
Provider	Entity responsible for the delivery of goods or services, supporting the response to HIV and AIDS.
Function	Group of services or goods, organized in homogeneous and excluding categories.
Beneficiary	Target group of the actions undertaken.
Budgetary item	Budgets and elements of spending that represent the acquirements and contracts of providers for the production and delivery of goods and services.

Some frequently used terms in this guide have meanings that may not coincide with their sense in other contexts.

The correct use of these terms is fundamental to guarantee consistency and comparability of the results in different countries and/or over a certain period of time.

## System Requirements

Hardware	Processor Intel Pentium 500 MHz to Windows 2000 128 MB of RAM memory. 1 GB of available space on the hard disk.
Operative System	Windows 2000
Software	Microsoft Office 2000 Professional (including Microsoft Access) Internet Explorer (optional in this version)
Monitor	VGA with minimum resolution of 800 x 600
Communication	Internet access (optional in this version)

Before installing NASA RTS, please make sure that your computer supports the minimum system requirements.

## Installation Proceedings

1	Insert the CD in the CD-ROM unit of your computer.
2	Alternatively you can download the latest version of the program here: .
3	In the CD Menu choose the file Install.exe.
4	Double click on the Install.exe file to unpack. Follow the instructions of the self-extractor. The file is programmed to create a new folder inside the Program Files. This can be changed in the self-extractor window.

The installation process should be easy. The installation program will guide you step by step through the different phases of the installation process.

Your current system may not have installed some libraries needed for the execution of the software's commands; they have been included

in the Install.exe file to ease the installation.



# Introduction

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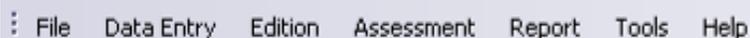
## A stroll through NASA RTS

National AIDS Spending Assessment (NASA) is the term currently used for all country activities related to the tracking of resources dedicated to the response to HIV and AIDS. NASA is based on standardized methods, agreed definitions and accounting rules of the system globally available and internationally accepted for the National Accounts, National Health Accounts, National Autonomous AIDS Accounts and Budgetary Analysis.

NASA uses the same categories for tracking resource flows as the Resource Needs, making the two methodologies comparable and offering more possibilities of analyzing the results.

NASA offers information on the resource flow of a country's response to HIV and AIDS and can therefore support the mobilization and application of resources. NASA does not only provide the information needed to report progress towards UNGASS, but can provide more detailed information on financing sources, as well as functions, agents and providers.

The NASA RTS program serves to facilitate the data collection and analysis. While the program is opened, the user of NASA RTS will find a main menu with seven derivative menus: a) File; b) Data Entry; c) Edition; d) Assessment; e) Report; f) Tools and g) Help.



File Data Entry Edition Assessment Report Tools Help

The **File** menu can be used to create a new project, open an existing project, close the session of the current project or close the program entirely.

The **Data Entry** menu gives access to the different data entry screens organized by the different stakeholders that are involved in a specific country. Here the user can enter transactions, either from agent to source or from agent to provider.

The **Edition** menu offers access to previously entered information. Here data can be modified and/or edited.

The **Report** menu generates the output of the results of the tracked resources.

The **Help** menu offers direct access to this guide and to the Microsoft Access Help. This gives the user a quick and easy access in the case that problems occur.

## What are the system products?

The **Data Entry** phase is the most complex of the system, and the main outputs are the different matrices that describe the flow of resources in different combinations. The system also produces a summary matrix, organized by consolidated categories.

The products of the **Data Analysis** phase are the financial indicators that the system produces, which relate the entered spending data with each other as well as to the population of the country, general health spending and the estimated GDP.

## Is there any protection for the system data?

NASA RTS is capable of storing various projects using the same base. Therefore multiple countries and/or years can be stored within the same program. NASA RTS has security characteristics to avoid data loss or alteration. When a new project is created, the author can allow access to different users that will be allowed to edit the information. Through access passwords each alteration can be reconstructed.

## Working Process

The estimation process of the national accounts on HIV/AIDS can be organized in different ways; the technical guide of NASA RTS suggests the following process:

### 1. Data Collection:

In some cases this step is not easy to manage as many organizations (governmental and non-governmental) do not like to disclose their financial data. Ongoing verification of the collected data and quality control are essential in this phase.

### 2. Processing of the Data:

The organization of the collected information according to the specifications of the National AIDS Spending Matrix can now be realized with this specially-designed software. The data entry must be combined with the verification of transactions where blanks, inconsistencies or other risks exist. In some cases, it will be needed to realize new data searches.

### 3. Analysis and Interpretation:

During this step, the program conducts the estimations that are needed to complete the financing flow. Indicators that relate to the HIV/AIDS spending like the national health spending, total country population or people living with HIV/AIDS will be calculated. The results should be interpreted in relation to additional data from the country (epidemiological situation, conditions of the health services system etc.). Discussion and conclusions of the study should finalize this step.

### 4. Disclosure and Use of the Information:

This step describes the write-up of the report and its dissemination. The information and the results described in the report should serve political decision-makers to take the right

**The contribution  
of NASA RTS to  
analyze spending  
on the response  
to HIV/AIDS**

decision regarding the level and distribution of available resources to confront the epidemic.

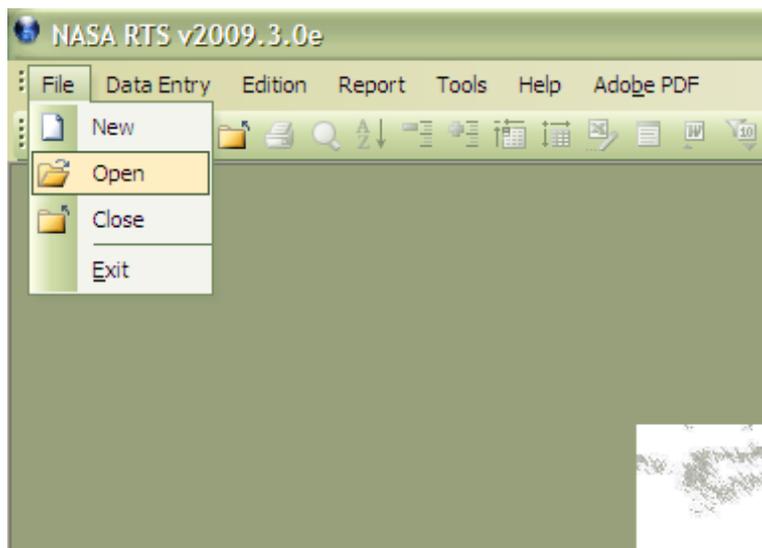
NASA provides valuable information to national authorities. They can use this data to identify and achieve their targets in the context of the National AIDS Programs. Through institutionalizing the estimation process and conducting it on an annual basis it can serve them in the longer term and minimize the cost and effort needed over time. In this sense, NASA RTS is the result of the explicit demand of different countries in the world, especially those who have developed estimations and are looking to facilitate the process.

NASA RTS is a computational tool that simplifies the integration of data that comes from different sources and varied texture. It helps the national accounting teams to gather information and conduct the estimation. It ensures greater consistency and comparability between the countries, as they can use a uniform classification structure.

NASA RTS though already used in a number of countries, it still needs improvement and is continually updated. The NASA RTS tool is understood as an organically unfinished product that needs continuous adaptation to the needs and conditions of each and every country.

The doubts, comments or critics about the current version will be considered as useful contributions to the improvement of the software, and multiple ways will be opened for the countries to transfer the elements of feedback to the coordination team responsible for the technical improvements of the NASA methodology.

# Operations with Projects



A project in NASA RTS comprises the full estimation and analysis of a country's spending data over a period of one year.

The file menu includes these operations:

- New Project
- Open Project
- Close Session
- Exit (the program)

This section describes how to work with

projects, their purpose, different proceedings and warnings for the adequate use

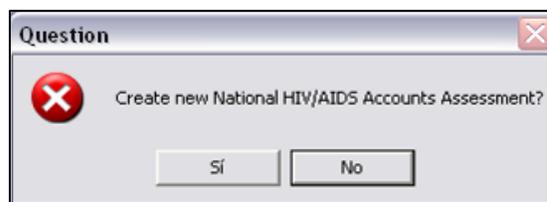
## New project



The initial step to develop an HIV/AIDS spending practice with NASA RTS is to create a new project. NASA RTS can store several projects at the same time. When a new project is created, the environment of the practice is delimited. The elements that define a new project are: country, year that the estimation refers to, organizations responsible for the development and users authorized to edit data.



When "new project" is selected on the "file menu", a screen opens up to confirm that the user wants to start the new project. This way, accidental entries in the project-opening routine are avoided.



General Information of the Assessment

Country:

Region:

Year of Estimates:

Official Currency:  and Symbol:

Entities participating in the study

Organization1:

Organization2:

Organization3:

OK Cancel

By clicking yes, the system unfolds a screen where the user is asked to enter some initial information about the new project. The required information includes the name of the country, region and the year of the estimation. The responsible entities of the study can also be entered at this stage.

After completing the entry, the user can click "ok" if the data is complete

and correct, or cancel the entry. The latter will close the screen without saving the project.

The newly created project needs some security conditions. In many cases the project will be utilized by many users. Accordingly, the system requests each user authorized to enter or modify data to sign in with their personal password.

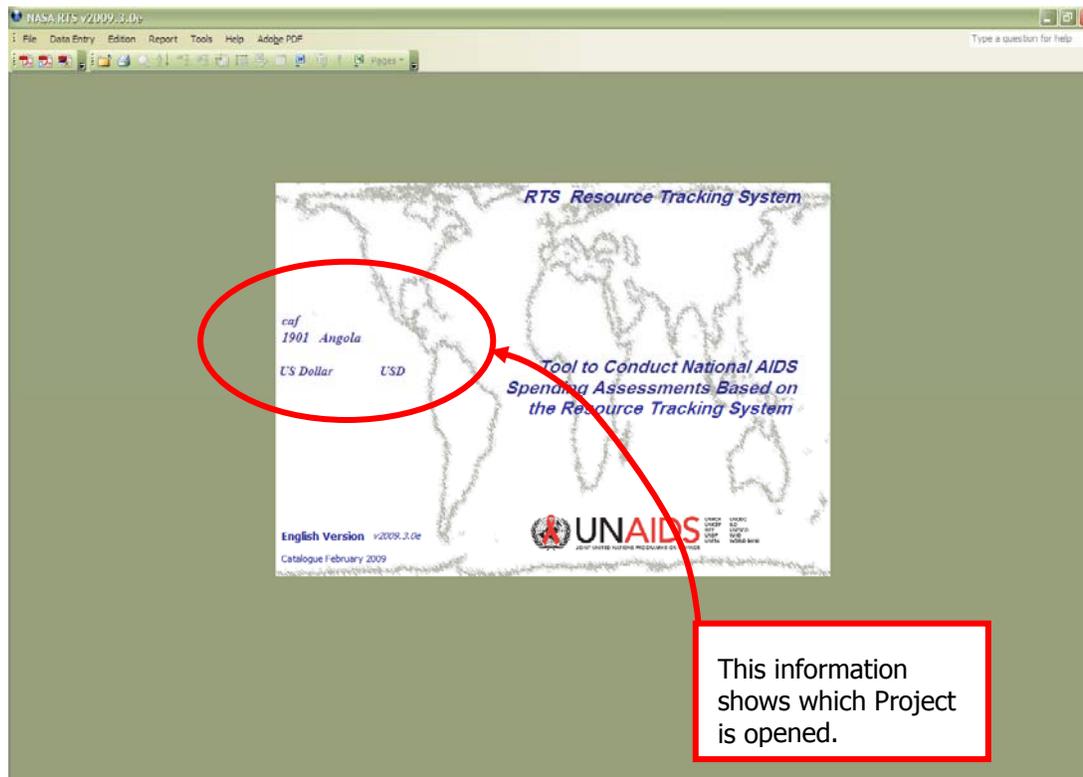


When the "ok"-option is clicked on the General Opening Data window, a new screen appears where the users need to register.

Requested fields are name, position and password. A password-verification space exists to ensure that the entered password is correct.

By pressing "ok", the window will close and the new project is created. In the background we can find information on the country, the year of the estimation and the

active user. This information helps to avoid confusion when simultaneous projects are handled on the same computer, e.g. sub national entities (provinces, states or departments). As part of the security characteristics, the system keeps an internal register of the modifications done by each user.





Two warnings are needed regarding the password. 1) To add a new user to an existing project, **there is no need to create a new project**. When the project is opened by the authorized user, the new user can be added via the tools menu. 2) to avoid security failures, the signed-in user always has to know the password. So it might be advisable to choose a password that is easy to remember and/or keep it in a safe place.

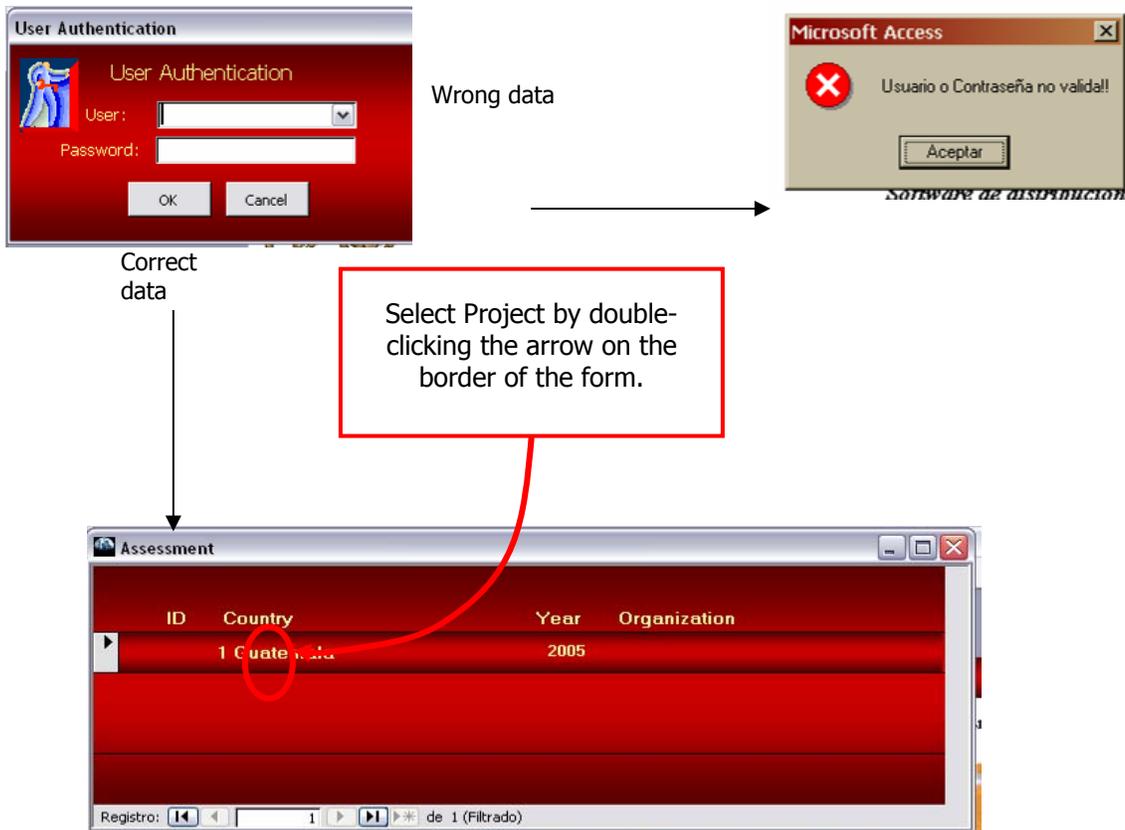
## Open an existing project



NASA RTS is able to keep several projects in the same data-base file. This allows the user to compare different years and countries. Some characteristics of the consult and report menus cannot be utilized if the project is not opened. Since the user may open and close the project several times on the same working day, an entry routine has been created to facilitate the opening of an existing project.



By clicking "Open" in the "Project" menu, a window pops up, requesting a user name and password. There are two possibilities when this information has been entered: a) if the user or the passwords are incorrect, the system opens a window informing the user that the user name and/or password are not valid. By clicking the "OK" button, a new window pops up, warning that the opening of the project has been cancelled. b) If the user name and password are both correct, a new screen will show the catalogue of existing projects for which the user is authorized.



Through a double-click on the arrow left of the project name, the project opens up and the screen showing the country, year of estimation, user name and data that identifies the project will appear.

## Close Session

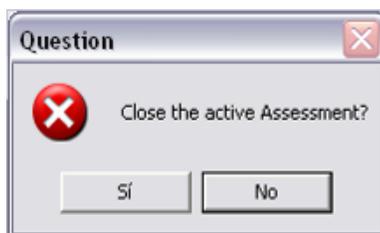
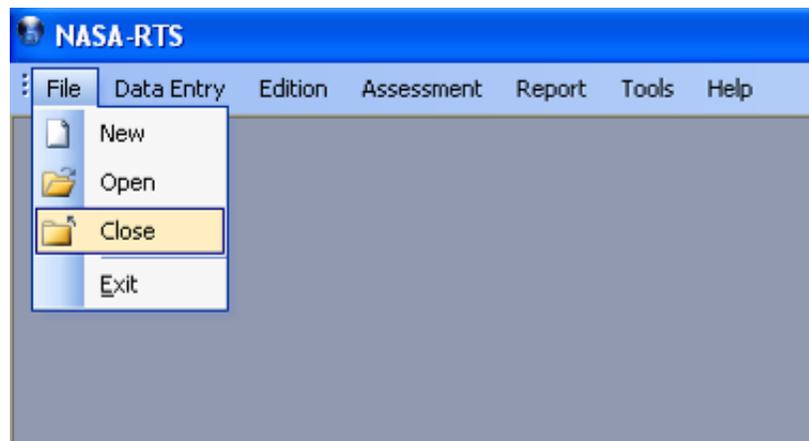


Normally, the teams working on the estimations consist of numerous users. If users leave their working station the project should always be closed in order to minimize the risk of losing data and/or other people editing it

The "Close Session" operation allows the closing of the project without ending the NASA RTS program.



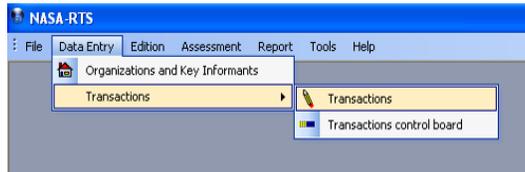
On the "Project" menu, select "Close Session". The current project will close and the background screen will clean the country, year and user data. NASA RTS will store each update, so there is no risk of a data loss if the project is closed by accident.



When closing a project the system will ask to verify this command; this must be confirmed or denied according to what is required at the moment.

It is important to know that the data base saves data while it is edited during an open session. So once the session is closed, the information is secure inside the data base. If the program is closed with the session or project still open, data might be lost.

## Operations of Data Entry



The operations for new data entry on the data base are available in the data entry menu. New organizations, new sources, agents and providers that take part in the same transaction are entered here.

### Source, Agents and Providers Entry

Below you can see the data entry screen. It shows the year of estimation in the **header** and the amount of the transaction. The **basic flush** shows boxes to enter source, agent, and provider. Each one of these requires the functional classification, which is loaded to selection. A chart will be shown on the lower-left side where the source of information will be classified. It is important for the user to know that the information will not be saved, unless all fields are filled correctly.

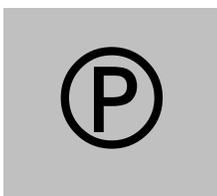


Header

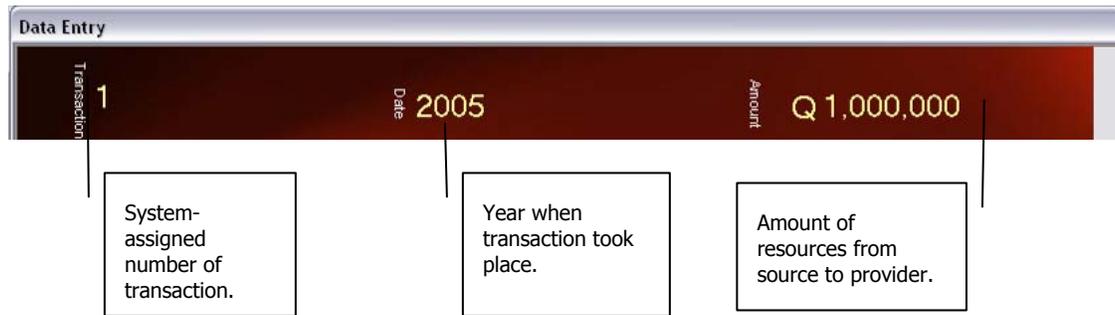
Basic Flush

### Header

In the header row of the transaction screen you can find three items: the number of the transaction, the year of the estimation and the total amount. The number of transaction is assigned automatically and is used for internal identification. In the date field, the user must enter the year when the transaction took place. In the amount field, the total



of transferred resources from the source to the provider will be entered automatically after all the information on the transaction has been completed.

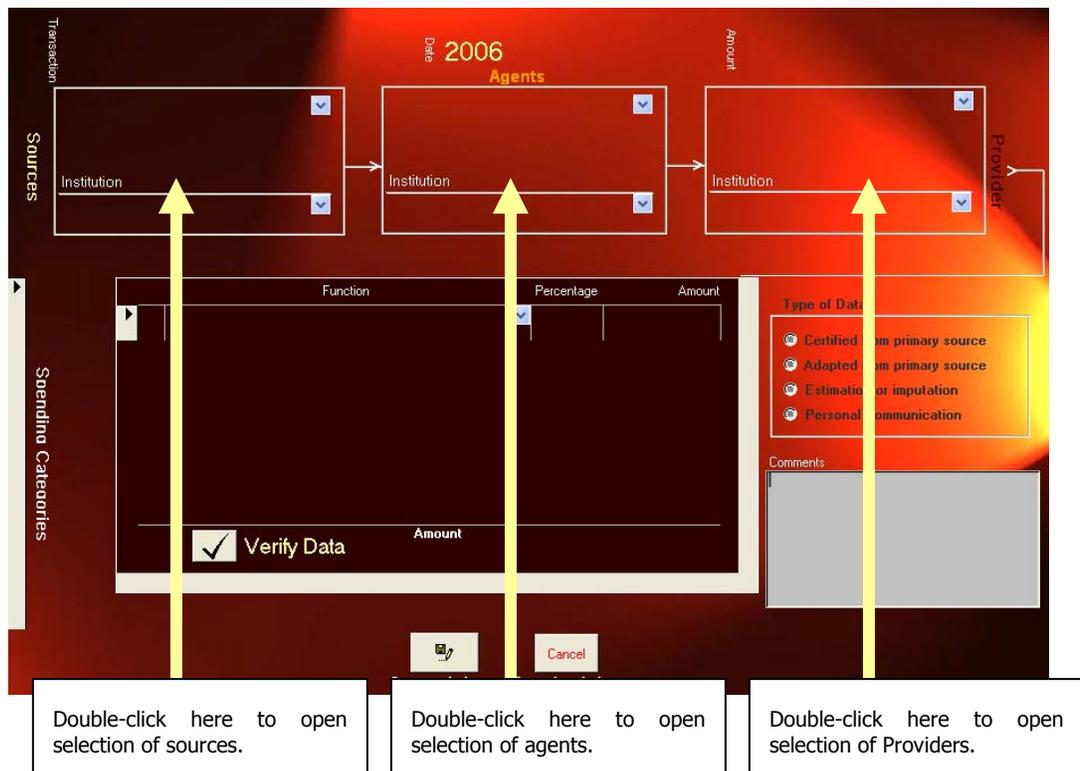


### Basic Flush



The resources transferred from the source to a provider represented the basic flush of the transaction: all the elements of detachment (function, target group and spending objects) have as a reference the link between these two types of entities.

The source and provider data correspond to prior established classifications that must be respected through a component, sub-component and item chain. To ease this classification, a selection form has been created. You can activate it by double-clicking in the blank spaces of the source or provider window.



### Selection of Sources



The option differentiates on a component level between public, private and external sources. Each one of these components is divided in sub-components, and these in items of selection. When the component (higher-left box) is clicked, the sub-component

(higher-right box) will appear. When the sub-component option has been chosen, the item attached opens together with a description, to make the selection easier,

Codigo	FS
<b>FS 1</b>	<b>Public Funds</b>
<b>FS 1.1</b>	<b>Territorial government</b>
<b>FS 1.1.1</b>	<b>Central or Federal authorities</b>
FS 1.1.1.1	Ministry (or equivalent sector entity) of Health
FS 1.1.1.2	Ministry (or equivalent sector entity) of Education
FS 1.1.1.3	Ministry (or equivalent sector entity) of Social Development
FS 1.1.1.4	Ministry (or equivalent sector entity) of Defence
FS 1.1.1.5	Other ministries (or equivalent sector entities)*
FS 1.1.1.6	Prime Minister's office
FS 1.1.1.7	Executive Office (or office of the President)
FS 1.1.1.8	National AIDS Coordinating Authority
FS 1.1.1.99	Central Government entities not elsewhere classified
<b>FS 1.1.2</b>	<b>State / provincial / regional authorities</b>
FS 1.1.2.1	Ministry (or equivalent sector entity) of Health
FS 1.1.2.2	Ministry (or equivalent sector entity) of Education
FS 1.1.2.3	Ministry (or equivalent sector entity) of Social Development
FS 1.1.2.4	Ministry (or equivalent sector entity) of Justice (Adm. Prisons)
FS 1.1.2.5	Other ministries (or equivalent sector entities)
FS 1.1.2.6	Executive Office (or office of the head of the State/Province/Department)
FS 1.1.2.7	State/Province/Department AIDS Commission
FS 1.1.2.99	State /provincial / regional entities n.e.c.
<b>FS 1.1.3</b>	<b>Local / Municipal authorities</b>
FS 1.1.3.1	Department (or equivalent sector entity) of Health
FS 1.1.3.2	Department (or equivalent sector entity) of Education
FS 1.1.3.3	Department (or equivalent sector entity) of Social Development
FS 1.1.3.4	Department (or equivalent sector entity) of Public order and Police
FS 1.1.3.5	Executive Office (or office of the head of the local/municipal government)
FS 1.1.3.6	Local/municipal governments AIDS Commission
FS 1.1.3.99	Local government entities nor elsewhere classified
FS 1.2	Social security funds**
FS 1.3	Government employee insurance programmes
FS 1.4	Parastatal organizations
FS 1.5	Development Bank Reimbursable Loans

Registro: 1 de 117

In some cases, the search of the route to the item of classification may seem complicated, particularly when the user is not yet familiar with the classification. The different catalogues can be printed from the report menu of NASA RTS, including the source classifications. A printed copy of the classifications may help to find the correct category.

The screenshot shows a 'Data Entry' window with a dark background. On the left, 'Transaction' is set to '1'. On the right, 'Date' is set to '2005'. A 'Source' dropdown menu is open, showing 'FS 3.1.1 - Government of the United States of America'. Below it, an 'Institution' dropdown menu is set to 'USAID'. At the bottom, there are fields for 'Type of Data' and 'Comments'.

The entry space of the source also includes an area where specific entities that finance the response to HIV and AIDS can be selected. The list that appears corresponds to the entities that were entered into the directory of institutions. If the source that the user needs does not appear in this catalogue, it can be entered in

the **Edit / Key Organizations and Informants** menu; after entering an entity it will appear in the classification as a financing source and can be selected from the

institutions catalogue. By clicking the arrow to the right of the field the user can easily access the catalogue

The same proceeding is needed in order to select an agent; in this case, the institutions that appear in the catalogue are the ones that were marked as agents before when a card on the social response form was filled. To select agents, the user can also use the functional catalogue. It can also be printed in the **Report/Catalogue/Agents** menu).

Codigo	FA
<b>FA 1</b>	<i>Public Sector</i>
<b>FA 1.1</b>	<i>Territorial governments</i>
<b>FA 1.1.1</b>	<i>Central or Federal authorities</i>
FA 1.1.1.1	Ministry (or equivalent sector entity) of Health
FA 1.1.1.2	Ministry (or equivalent sector entity) of Education
FA 1.1.1.3	Ministry (or equivalent sector entity) of Social Development
FA 1.1.1.4	Ministry (or equivalent sector entity) of Defence
FA 1.1.1.5	Other Ministries (or equivalent sector entities)*
FA 1.1.1.6	Prime Minister's or President's office
FA 1.1.1.7	National AIDS Coordinating Authority
FA 1.1.1.99	Central or federal authorities' entities not elsewhere classified
<b>FA 1.1.2</b>	<i>State / provincial / regional authorities</i>
FA 1.1.2.1	Ministry (or equivalent state sector entity) of Health
FA 1.1.2.2	Ministry (or equivalent state sector entity) of Education
FA 1.1.2.3	Ministry (or equivalent state sector entity) of Social Development
FA 1.1.2.4	Other Ministries (or equivalent state sector entities)*
FA 1.1.2.5	Executive Office (or office of the head of the State/Province/Department)
FA 1.1.2.6	State / Province / Department AIDS Commission
FA 1.1.2.99	State / provincial / regional entities not elsewhere classified
<b>FA 1.1.3</b>	<i>Local / municipal authorities</i>
FA 1.1.3.1	Ministry (or equivalent local sector entity) of Health
FA 1.1.3.2	Ministry (or equivalent local sector entity) of Education
FA 1.1.3.3	Ministry (or equivalent local sector entity) of Social Development
FA 1.1.3.4	Ministry (or equivalent local sector entity) of Defence
FA 1.1.3.5	Other Ministries (or equivalent local sector entities)*
FA 1.1.3.6	Executive office (or office of the head of the local/municipal government)
FA 1.1.3.7	Local/municipal government AIDS commission
FA 1.1.3.99	Other local/municipal entities not elsewhere classified (n.e.c.) and
FA 1.2	Social Security funds
FA 1.3	Government employee insurance programmes
FA 1.4	Parastatal organisations
FA 1.99	Other Public Financing Agents not elsewhere classified (n.e.c.)

Registro: 1 de 114

## Agents and Providers Entry

The data entry screen shows the year of estimation and amount of transaction in the **header**. The **basic flush** includes the boxes where transactions from agent to provider can be entered. Each one of these requires the functional classification, which is preloaded for selection. There is a board showing the **detachment per function** in the lower part of the form. When the sum of the function amounts coincide with the total of the transaction, the totals on the board change from the original in red to yellow, indicating the partial square of the elements. The detachment of every function can be detailed by **budgetary item** or **target group**; for this, double-click the row of the function on the left side of the board. This opens a new form with two flanges; one for budgetary items and the other for target groups. The process to input data in this new form is explained on the following pages.



## General View of the Data Entry Form

The screenshot displays the 'General View of the Data Entry Form'. At the top, it shows Transaction 1, Date 2006, and Amount \$1,500,000. Below this, there are three main sections: Sources, Agents, and Provider, each with a dropdown menu and an 'Institution' field. The Sources dropdown is set to 'FS 1.1.1.1 - Ministry (or equivalent sector entity) of Health'. The Agents dropdown is set to 'FA 1.1.1.1 - Ministry (or equivalent sector entity) of Health'. The Provider dropdown is set to 'PS.1.13.1 - National AIDS Coordinating Authority'. Below these sections is a table with columns for Function, Percentage, and Amount. The table contains two rows: 'ASC.1.12 - Condom social marketing' with a percentage of 66.67 and an amount of 1,000,000, and 'ASC.1.18 - Blood safety' with a percentage of 33.33 and an amount of 500,000. A 'Verify Data' button is located below the table. To the right of the table is a 'Type of Data' section with four radio button options: 'Certified from primary source', 'Adapted from primary source', 'Estimation or imputation', and 'Personal Communication'. Below this is a 'Comments' text area. At the bottom of the form are two buttons: 'Save and close' and 'Cancel and close'.



The selection of the agent corresponds to a standardized classification, but the entry space of the agent allows to enter and select specific entities of the country participating in the financing of the response to HIV and AIDS.

The list corresponds to the list of entities that were entered in the institution directory. If the agent who is involved does not appear in the list, it can be easily entered in the **Edit/Organization** menu, or if entered previously it can be marked as an agent. This way, it will appear in the catalogue of institutions to be selected. The illustration below shows the catalogue of entities. To access the catalogue the user only has to double-click the bottom row of the entry field.

The selection of providers happens in the same way, although in this case, the institutions that appear in the list are those that were marked as providers on the social response form. The selection can also be done through a functional catalogue of providers (that can also be printed on the **Report/Catalogue/Providers** menu).

Codigo	PS
<b>PS.1</b>	<i>Public Providers</i>
<b>PS.1.1</b>	<i>Public hospitals</i>
PS.1.1.1	Public general hospitals
PS.1.1.2	Public specialty hospitals
PS.1.1.3	Public mental health and substance abuse facilities
PS.1.10	Public foster homes / shelters
PS.1.11	Public orphanages
PS.1.12	Public research institutions
<b>PS.1.13</b>	<i>Public administration</i>
PS.1.13.1	National AIDS Coordinating Authority
PS.1.13.2	Departments inside the Ministry of Finance
PS.1.13.3	Departments inside the Ministry of Health (except NAC)
PS.1.13.4	Departments inside the Ministry of Education
PS.1.13.5	Departments inside the Ministry of Social Development
PS.1.13.6	Departments inside the Ministry of Labour
PS.1.13.7	Departments inside the Ministry of Defence
PS.1.13.99	Other Ministries or Public Administration entities n.e.c
<b>PS.1.2</b>	<i>Public ambulatory health care</i>
PS.1.2.1	Public outpatient care centres
PS.1.2.2	Public physician offices
PS.1.2.3	Public dental offices
PS.1.3	Public nursing and residential care facilities
PS.1.4	Public laboratory and imaging facilities
PS.1.5	Public blood banks
PS.1.6	Public ambulance services
PS.1.7	Public pharmacies and providers of medical goods
PS.1.8	Public enterprises
<b>PS.1.9</b>	<i>Public schools and training facilities</i>
PS.1.9.1	Primary education
PS.1.9.2	Secondary education
PS.1.9.3	Higher education
PS.1.9.99	Schools and Training centres not else where classified

Registro: 1 de 87

## Detachment by function

The lower part of the data entry form shows a board with the fields needed to identify the function in which the resources were consumed, the percentage of the total amount of the transaction that each function consumed, and the corresponding amount to the function.

Like in the NASA RTS forms, the entry of data must be done BY ROW, completing the each row fully before passing on to the next one. If done in a different way, an error message will be appear. To pass from one field to another, the **tabulator**: [TAB] or [↩] key can be used, as well as the **return** [ENTER], [Return] or [↵] key.

To select a function a form of selection similar to the sources and providers is used. As reference, the complete catalogue of AIDS Spending Categories (ASCs) can be printed in the **Report/Catalogue/Function** menu.



Codigo	ASC
<b>ASC.1</b>	<b>PREVENTION</b>
<b>ASC.1.01</b>	<b>Communication for social and behavioural change (BCC)</b>
ASC.1.01.1	BCC programmes targeting the health risks of HIV prevention campaigns
ASC.1.01.2	BCC programmes targeting the non-health risks of HIV prevention campaigns
ASC.1.01.98	BCC not disaggregated according to the content as health or as non-health BCC act
ASC.1.02	Community mobilization
ASC.1.03	Voluntary counselling and testing
ASC.1.04	Risk-reduction for vulnerable and special populations (Programmes for vulnerable .
ASC.1.05	Prevention - Youth in school
ASC.1.06	Prevention - Youth out-of-school
ASC.1.07	Prevention of HIV transmission aimed at persons living with HIV (PLHA)
ASC.1.08	Prevention programmes in sexual services activities (Programs for sex workers and
ASC.1.09	Programmes for men who have sex with men (MSM)
ASC.1.10	Harm-reduction programmes for injecting drug users (IDUs)
ASC.1.11	Prevention programmes in the Workplace
ASC.1.12	Condom social marketing
ASC.1.13	Public and commercial sector condom provision
ASC.1.14	Female condom
ASC.1.15	Microbicides
ASC.1.16	Prevention, Diagnosis and treatment of SexuallyTransmitted Infections (STI)
<b>ASC.1.17</b>	<b>Prevention of mother-to-child transmission (PMTCT)</b>
ASC.1.17.1	Pregnant women counselling and testing
ASC.1.17.2	Antiretroviral prophylaxis for HIV-infected pregnant women and newborns
ASC.1.17.3	Safe infant feeding practices (including substitution of breast milk)
ASC.1.17.98	PMTCT not-disaggregated by intervention
ASC.1.17.99	PMTCT activities not elsewhere classified
ASC.1.18	Blood safety
<b>ASC.1.19</b>	<b>Post-exposure prophylaxis (PEP)</b>
ASC.1.19.1	PEP in health care setting
ASC.1.19.2	PEP after high risk exposure (violence or rape)
ASC.1.19.3	PEP after unprotected sex
ASC.1.19.98	Post-exposure prophylaxis not-disaggregated by intervention

Registro: 1 de 125

After selecting the function, either [TAB] or [ENTER] keys are pressed to enter the **Amount** field. The amount that was used by the provider to accomplish the function needs to be entered here. NASA RTS will automatically calculate the percentage for the the particular function compared to the total of the transaction that can be seen in the header row.

If amount spent is inserted without having indicated the total of the transaction before, an error message will occur. In this case, the user must press the escape [ESC] key and enter the total amount of the transaction. Afterwards, the user must return to the function field and press the tabulator [TAB] key to update the field before passing to the next row.

The correctness of the function is verified in two ways: a) the total percentage and amount that appear on the bottom of the board - when they match with the total of the transaction, the color will change from red to yellow. b) A red light appears on the left border of each function, indicating that **the function is not closed in the detachment by budgetary item or target group**. To detach according to these elements, double-click the left border of the detach function. The form that contains the board of detachment by budgetary item and target group will open up.

## Detachment by Budgetary item

The form that is used to detach the function has a header that presents the number of the transaction, the ASC that is being detached, the percentage of spending of this transaction, and the amount of spending for this function. Two boards detail the budgetary item, and the target group (beneficiary population).



Here the first step would be to select the budgetary item in the first row. The entry must be repeated for each row to show all interventions for the particular amount of money. The selection can be done through a catalogue of budgetary items which can be reached by double-clicking on the blank space that corresponds to the budgetary item. Again, printing and consulting the catalogue of budgetary items on the **Report/Catalogue/Budgetary items** menu can be helpful.

The catalogue organizes the different goods and services in four big components: work (basically personal services); goods (different kind of materials, equipments and infrastructure); services (those that the providers hire from third parties) and transfer of funds (sums of money that are transferred to accomplish a function, e.g. personal travel allowance).

After selecting the function, the user must press the tabulator [TAB] or the return [ENTER] key, which will move the cursor to the amount column; the amount of the specific item will be entered here. The system will automatically calculate the percentage that represents the budgetary item according to the total of the function. The total spending will appear at the bottom of the board in proportion to the entered budgetary items, until 100% is reached.

Codigo	PB
<b>BP.1</b>	<i>People living with HIV (regardless of having a diagnosis of AIDS)</i>
BP.1.1	Male adults (25 years of age and over)
BP.1.2	Female adults (> 25 years and over)
BP.1.3	Young men (15-24)
BP.1.4	Young women (15-24)
BP.1.5	Boys (5-14)
BP.1.6	Girls (5-14)
BP.1.7	Infants (under 5)
BP.1.98	People living with HIV not-disaggregated by age or gender
<b>BP.2</b>	<i>Most at risk populations and key populations at higher risk</i>
BP.2.1	Injecting drug users (IDU) and their sexual partners
BP.2.2	Sellers of sexual services (SW) and their clients
BP.2.3	Men who have sex with men (MSM)
BP.2.9	"Most at risk populations" not elsewhere classified
<b>BP.3</b>	<i>Other key populations at high risk</i>
BP.3.01	Orphans and vulnerable children (OVC)
BP.3.02	Children born or to be born to HIV mothers
BP.3.03	Refugees (externally displaced)
BP.3.04	Internally displaced populations (because of an emergency)
BP.3.05	Migrants
BP.3.06	Indigenous groups
BP.3.07	Refugees, displaced persons and people separated from their families
BP.3.08	Prisoners and other institutionalized persons
BP.3.09	Truck drivers
BP.3.10	People affected by trafficking and violence
BP.3.11	Youth at social risk
BP.3.12	Children and youth living in the street
BP.3.13	Children and youth gang members
BP.3.14	Children and youth out of the school
BP.3.15	Institutionalized children and youth
BP.3.16	Partners of persons living with HIV
BP.3.99	"Populations at high risk" not elsewhere classified

Registro: 1 de 57

## Detachment by target group

The board to enter the target group of the intervention is similar to the previous board. It also shows the percentage and amount dedicated to each group..



Function Breakdown

Function: Information through mass media.  Percentage: 50 Amount: 250,000

Beneficiary population  Budgetary Item

Target Group	Percentage	Amount
BP.5.14 - People not disaggregated by age/gender	100.00	250,000
*	0.00	0

Verify Amounts 100.00 250,000

Registro: 1 de 1

Save and close Cancel and close

The selection of a target group is done through a catalogue that can be accessed by double-clicking the blank space of the row.

The selection is similar to the budgetary items catalogue, and a catalogue of target groups can be consulted on the **Report / Catalogues / Target Groups** menu.

The selection of target groups is not always clear, because sometimes

interventions are directed to segments of population that fit more than one

classification; e.g. sexual workers that also are migrants. In this case only one target group should be selected. It is recommended to use the category that fits most the core group of the epidemic: in this example, sexual worker and not migrant.

The cursor must be placed on the observations box to pass to a new transaction, and then press either the tabulator [TAB] or return [ENTER] keys.

## Closure Verification

Once all information available for the transaction has been entered, it is important to verify the transactions that were left without accounting closure. The identification of the incomplete data is important. In some cases an additional data search on the institutional registers will be needed; in others, they might need an estimation based on the gathered data.



The accounting closure can be verified immediately in the data entry form of the transaction, or in the screen showing all of the transactions at once.

Function	Percentage	Amount
ASC.1.12 - Condom social marketing	66.67	1,000,000
ASC.1.18 - Blood safety	33.33	500,000
<b>Verify Data</b>	<b>Amount</b>	<b>100.00 1,500,000</b>

ID	Agents	Provider	Function	Budgetary/Item	Target Group
1	Ministry (or equivalent sector entity) of Health	Hospitals, nursing and residential services	Antiretroviral therapy for adults		
1	Ministry (or equivalent sector entity) of Health	Hospitals, nursing and residential services	Information through mass media		



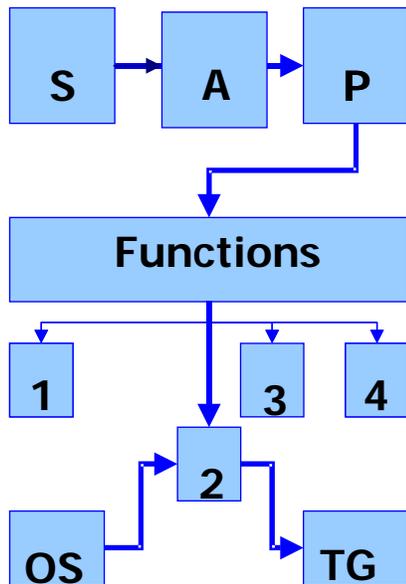
In the processing phase, all financial data will be entered into NASA RTS. Since the closure of estimation and integrity of the matrix depend on this accounting logic, it is important to explain how NASA RTS operates this process of data integration.

The traditional way of closing the estimation was determined by the basic risk unit, which was the specific spending. Whether it was the payment of a provider or the hiring of personnel, this number constituted the basic risk unit. In a matrix each amount is related to two of the following classifications: source, function, provider, budgetary item and target group. When accounting for each and every amount in the filled matrix, the challenge was to ensure the complete integrity of the matrix. In several cases it took several hours to identify accounting asymmetries.

The lights lights on the left of the function and the total will indicate if the calculations are correct; the lights on the right of the function field indicate the level of advance by the color of the lights on the function, budgetary item and target group columns.



NASA RTS proceeds with a different logic. The basic register unit is the **transaction**. In one transaction all of the elements of the financing flow are put together.



*A transaction is the transfer of resources from a financing source to a provider of goods or services, who invests in different budgetary items to produce functions of the response towards HIV and AIDS that will benefit specific groups of populations or the population in general.*

The illustration shows the financing flow linking the source (S) to the provider (P) via the agent. P can develop the functions (1, 2, 3, 4). The budgetary items (OS) are articulated as the function of producing goods or providing services towards target groups (TG)

The identification of transactions starts with the Organization and Assembly phase. The source-provider relation is established here, transfer mechanisms and all kind of activities that are financed this way are identified. The planning and data collection will lead to the volume and distribution of each and every transaction.



In the diagram, the financing source and the financing agent are represented in the first two green blocks. These differ in color from the following fields as they represent a pure financial flow between these entities. That means, NASA RTS is capable of detaching the financing flow that comes from the financing source to various agents from the description of details concerning the distribution where functions, beneficiaries and budgetary items come to the transaction.

NASA RTS monitors the entry of incomplete transactions and totals that are not closed on each and every level of the financial flow hierarchy. Graphic symbols help to locate missing information. If all transactions are complete and closed, the matrix and estimations will close as well.



## Progress Analysis

The analysis of the progress in the data processing differs from the direction boards of the previous phases. Here, the board shows the elements that build the transaction such as column headings. The transactions are represented in rows. The boxes that show the result from matching the columns and rows can come in two conditions:

- a) GREEN: Closed transaction on the level;
- b) RED: Unclosed transaction on the level;

The transaction that shows a red light can be opened from the board by double-clicking on the grey border left of the transaction. This will open the screen of data entry, to review (and complete) the element.

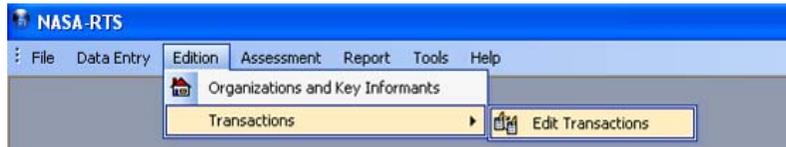
Other operations that can be conducted on the data progress board are:

- a) **Order:** when positioning the cursor over a column and double-clicking on the letter icon, all transactions will re-order according to the column. Text fields are ordered alphabetically, whereas the lights will be ordered according to their color.
- b) **Filter:** after double-clicking the filter icon, the board will only show the selected type of elements: Either text or lights.
- c) **Initial View:** by double-clicking this item, the board returns to its original condition, which means ending filter and order operations.



ID	Agents	Provider	Function	Budgetary Item	Target Group
1	Ministry (or equivalent sector entity) of Health	Hospitals, nursing and residential services	Antiretroviral therapy for adults:		
1	Ministry (or equivalent sector entity) of Health	Hospitals, nursing and residential services	Information through mass media.		

# Edition Operations



The edition menu helps to add, modify or eliminate data from the project.

This menu component contains all the data entry forms for all the different phases of the project. Here, the user can either enter directly to the forms or use an action board.

## Edit Organizations

To modify, update or eliminate cards of specific organizations which were previously entered. The option **Edit/Organizations and Key Informants** is used; a catalogue of the organizations entered in the data base is attached. To access the card of the organization, double-click the grey box that appears on the left side of the name of the organization.



## Edit Transactions

When a transaction needs to be edited in order to complete, modify, update or eliminate information, it is important to keep in mind that the NASA RTS transactions are segmented in two phases. The first phase corresponds to the relation between source and agent. The second phase corresponds to the relation between agent and provider. NASA RTS maintains this desegregation and has two completely independent catalogues to access the registers of the two different phases. In order to keep the integrity and consistency of the design, these catalogues have the same structural design, but with different contents. To access a transactions that was previously entered, double-click

the grey box that appears on the left side of the selected transaction. A box will open, providing detailed information of the opened transaction.



# Evaluation

## Assessment



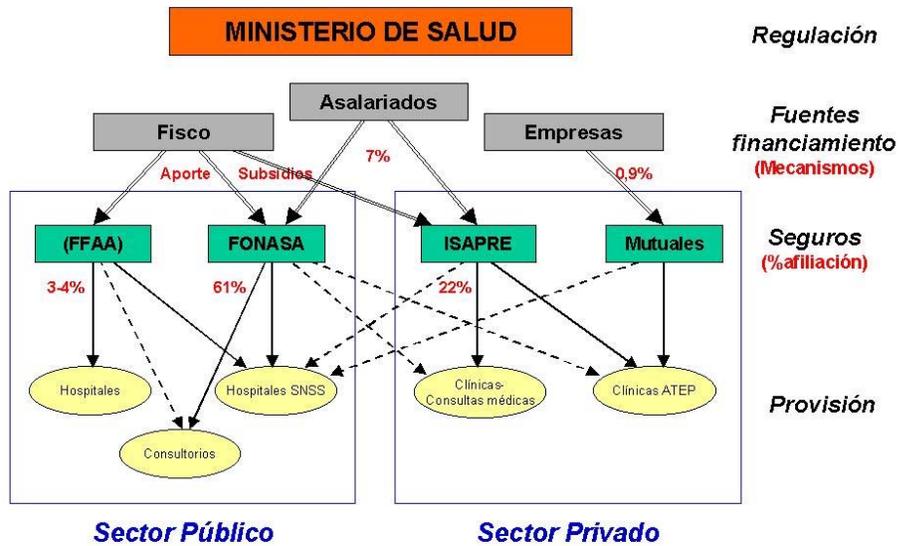
The HIV/AIDS spending estimation starts with related activities that prepare the study. There are three kinds of activities to accomplish: a) gather and structure information about spending and spending estimations in the past; b) create relationships between key informants to reconstruct the financial frame of the area, specific towards AIDS; c) consultation and information of potential sources and users of the information.

### Step 1: Mapping Financing Flows



A first step to a complete NASA is the mapping of actors that play a role in the financial flow. This qualitative step is done without any financial data and serves to map the organizations are involved in the exercise and can serve as potential sources of information. The diagram below was presented by Daigre et al. in the study of the Chilean AIDS Accounts, 1999-2000:

#### Chile: Organización Sector Salud



It is recommended to design such an approximate board of actors. Some of the entities are institutional which means their administrative and accounting registers may bring information about their expenditures. It may occur that funds are distributed amongst a group of entities.



## Step 2: Supervision of the Information Gathering

This form contains a printable verification sheet that can be filled by the supervisor of each component of data gathering. It evaluates progress, the relation with the sources of information, quality of the register and of the obtained information. At the end, it includes recommendations addressed to the responsible of the component.

**Supervisión del Trabajo de Campo**

Hoja de verificación del Supervisor

Responsable: \_\_\_\_\_ Fecha: \_\_/\_\_/\_\_

Componente: \_\_\_\_\_

---

1. Grado de Avance

Previsto  % Alcanzado  % Rezago:  %

2. Relación con las fuentes de información:

Productiva: [ ]

Deficiente: [ ]

Improductiva: [ ]

3. Calidad del registro de información

	Buena	Regular	Mala
Claridad			
Precisión			
Orden			

4. Calidad de la información obtenida

	SI	Reservas	NO
Reciente			
Certificada			
Completa			
Detallada			

5. Recomendaciones al responsable:

### Step 3: Quality control of the data

Control de calidad de los Datos

Responsable: \_\_\_\_\_ Fecha: \_\_\_/\_\_\_/\_\_\_

Componente: \_\_\_\_\_

**ASPECTOS A VERIFICAR**

- 1 La suma de los subtotales en la información recopilada coincide con el gran total. [ ]
- 2 Las distribuciones porcentuales suman 100% [ ]
- 3 Están claramente definidas las fechas de inicio y fin del plazo al que corresponden los gastos registrados. [ ]
- 4 Cuando el plazo de los datos no corresponde con el de la estimación, se ha logrado una aproximación del monto equivalente para el plazo [ ]
- 5 El volumen de los servicios a los que corresponde el gasto es consistente con el monto gastado en producirlos o adquirirlos [ ]
- 6 De existir aumentos o disminuciones bruscas en el nivel de gastos de algún rubro o el total, está claramente explicada la razón por la que se presentan los saltos. [ ]
- 7 Los elementos de fuente, función, objeto de gasto y grupo meta están claramente establecidos para cada transacción. [ ]
- 8 Cuando falta información de desglose (por fuente, función, objeto de gasto o grupo meta) de alguna transacción, se ha obtenido información en la entidad fuente de datos que permita estimar el desglose. [ ]
- 9 Recomendaciones al responsable:



This printable form contains different aspects that need to be verified while gathering the data of each component. Besides the identification data, it also contains the affirmations that appear in the illustration. By marking a statement it indicates that there are no problem areas left; the points that remain unmarked are the origin for the recommendations that are shown at the bottom of the sheet. The form has a button to send it to the printer.

## Balance

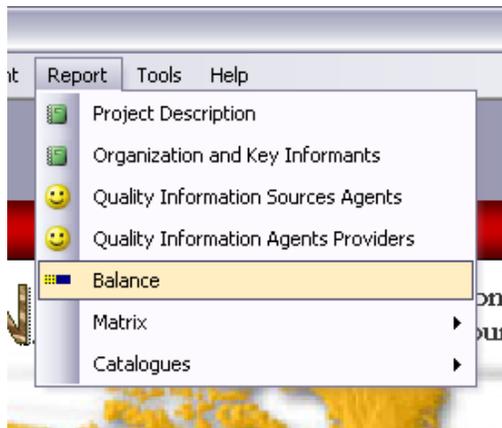


NASA RTS establishes a segmentation of financial flows in two phases (**source-agent and agent-provider**) as already seen. The system stores this information in different, independent spaces. This was necessary to create the mechanism that identifies any entries that do not match for any reason.

Using the entity of the financing agent as the linking point, the program creates a diagram with the amount that a financial agent has received and relates it to the amount the agent has executed. This generates a balance, which can be either positive or negative, according to the information available at this specific moment.

Agents	Description	Income	Disbursement	Balance
MSP	Spending < Revenue	1000000	500000	500000
		1000000	500000	500000

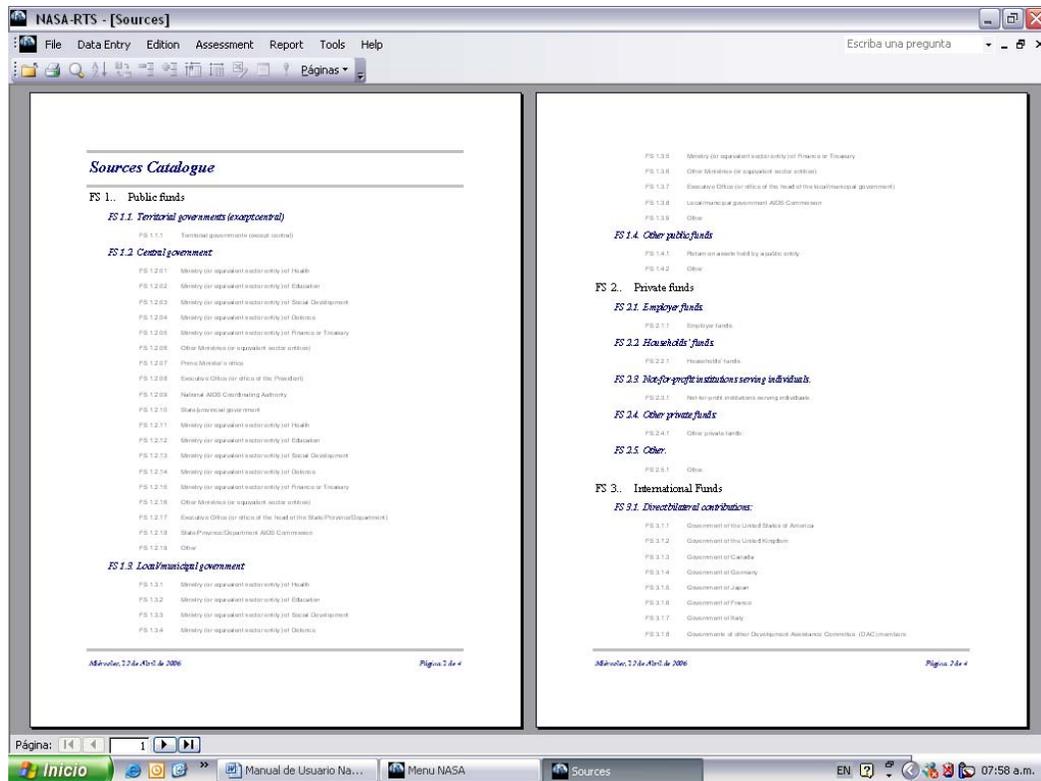
## Catalogues



To ease the review of the classifications used throughout the estimation the list of catalogues that are used in the selection forms of source, providers, function, budgetary items and target groups has been included, in the report menu. Each catalogue has a print-ready format, which can facilitate the organization of the data before it is entered into the program.

By selecting any of the catalogues a preview of the printable file appears. The user can export this to Word or Excel, to apply styles or formats or to incorporate the content into another document.

The illustration shows the preview page. Different views can be selected. The catalogue of financing sources appears in the illustration below. The format of this catalogue is the same used with the other four.



## Matrix

The matrices included in the report menu can be printed or exported. Besides considering the dimension characteristics, borders and font types for printing, a fundamental difference between the consultation matrices and the printing matrices is that the latter have row and column totals. The matrices do not close until all transactions are closed. Therefore, the totals during the intermediate consultation matrices are not final and can lead to confusions. Instead, the printable matrices assume that the end of the estimation has been reached, or that the final data match is nearly finished, so that the printing of the document can contribute to find the missing data.

The source-to-function flow is presented in the illustration. Due to the width of the matrix, it is presented in two pages, each one showing two headings of the row. In the upper part of the first image, the closing window, print report, zoom in/zoom out, export to Excel or Word and change of view command are displayed.

When an exit design panel is developed, the printing device will also be created. That allows the user to develop his personal boards as well as print or export these.

NASA-RTS - [Matrix Source Agents]

File Data Entry Edition Assessment Report Tools Help

Escribe una pregunta

Coloque campos de filtro aqui

		com Source	Sub Source	Source	Total general
		FS 1. Public funds	FS 2. Private funds	FS 3. International Funds	
com Agents	Sub Agents	Agents	Amount	Amount	Amount
FA 1..Public sector	FA 1.1.Territorial government	0.00	0.00	0.00	0.00
	FA 1.2.Central gover	0.00	0.00	1,000,000.00	1,000,000.00
	FA 1.2.1 Ministry (or ec	0.00	0.00	0.00	0.00
	FA 1.2.2 Ministry (or ec	0.00	0.00	0.00	0.00
	FA 1.2.3 Ministry (or ec	0.00	0.00	0.00	0.00
	FA 1.2.4 Ministry (or ec	0.00	0.00	0.00	0.00
	FA 1.2.5 Ministry (or ec	0.00	0.00	0.00	0.00
	FA 1.2.6 Other Ministrie	0.00	0.00	0.00	0.00
	FA 1.2.7 Prme Ministe	0.00	0.00	0.00	0.00
	FA 1.2.8 Executive Offi	0.00	0.00	0.00	0.00
	FA 1.2.9 National AIDS	0.00	0.00	0.00	0.00
	Total	0.00	0.00	1,000,000.00	1,000,000.00
	FA 1.3.State/provincial government	0.00	0.00	0.00	0.00
	FA 1.4.Local/municipal government	0.00	0.00	0.00	0.00
	FA 1.5.Social security funds.	0.00	0.00	0.00	0.00
	FA 1.6.Government employee insurance pro	0.00	0.00	0.00	0.00
	FA 1.7.Parastatal organizations.	0.00	0.00	0.00	0.00
	Total	0.00	0.00	1,000,000.00	1,000,000.00
FA 2..Private sector		0.00	0.00	0.00	0.00
FA 3..International Organizations		0.00	0.00	0.00	0.00
Total general		0.00	0.00	1,000,000.00	1,000,000.00

Inicio Manual de Usuario Na... Menu NASA Matrix Source Agents EN 07:59 a.m.

NASA-RTS - [Matrix Agents Beneficiaries]

File Data Entry Edition Assessment Report Tools Help

Escribe una pregunta

Coloque campos de filtro aqui

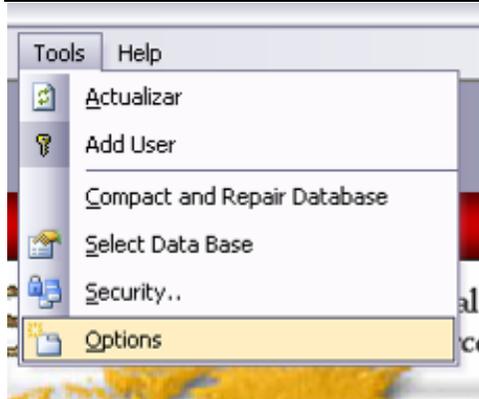
		sub Beneficiaries	Beneficiaries
		BP 1.People living with HIV or AID	
com Agents	Sub Agents	Agente	Amount
FA 1..Public sector	FA 1.1.Territorial government		0.00
	FA 1.2.Central government		0.00
	FA 1.3.State/p	FA 1.3.1Ministry (or equivalent sector entity) of Health	0.00
		FA 1.3.2Ministry (or equivalent sector entity) of Education	0.00
		FA 1.3.3Ministry (or equivalent sector entity) of Social Development	0.00
		FA 1.3.4Ministry (or equivalent sector entity) of Defence	0.00
		FA 1.3.5Ministry (or equivalent sector entity) of Finance or Treasury	0.00
		FA 1.3.6Other Ministries (or equivalent sector entities)	0.00
		FA 1.3.7Executive Office (or office of the head of the State/Province/Department)	0.00
		FA 1.3.8State/Province/Department AIDS Commission	0.00
		FA 1.3.9Other	0.00
		Total	0.00
	FA 1.4.Local/municipal government		0.00
	FA 1.5.Social security funds.		0.00
	FA 1.6.Government employee insurance programmes.		0.00
	FA 1.7.Parastatal organizations.		0.00
	Total		0.00
FA 2..Private sector			0.00
FA 3..International Organizations			0.00
Total general			0.00

Inicio Manual de Usuario Na... Menu NASA Matrix Agents Benefi... EN 08:01 a.m.



This screen shows one of the main advantages that have been achieved compared to previous versions of the program. Specifically the evolution of the access platform reflects flexibility through a wide range of tools in representing the results. It allows a series of actions to facilitate the analysis of the data.

## Tools



The tools menu contains resources that will facilitate the maintenance of the data base. The options to *update* the current page, *add a user* to the active project and *compact and repair the database* are included in this menu. With the exception of the *add user* option, all commands in this menu constitute resources of Microsoft Access. That is the reason why the language they appear in the menu depends on the language of the Microsoft Office version that is installed on the computer. How these commands are executed, is described in the following

paragraphs.

### Update current page



Whenever data is added and rectifications occur, some calculated fields or open system reports may show the information how it was before the changes were entered: this means that a report update after the entry of the new data has not been done. The *update current page option* refreshes the information starting from the basic tables to the recalculation of the totals.

### Add user



More than one user can be assigned to the task of entering data to the same project. A new user can be entered anytime in the Tools Menu. A different user can log on to NASA RTS and edit data of the project as soon as the previous user has signed off.

By selecting the *add user* option in the tools menu, a window asking for the new user data will appear: the number of identification (ID) will be automatically assigned by the system, the name and position of the person, and the password need to be entered manually. The password then needs to be confirmed. By

clicking the *OK* button, the user confirms the entered data.

When accepted, the window will close and the Project will stay open with the original-user name. A new user has been added. He/She can log on after the current user has logged of the project. After logging on, NASA RTS will show a catalogue of projects that the user has access to. He/She can choose the project that he/she wants to edit.

## Compact and repair data base



In the tools menu of NASA RTS an Access command has been included. This command serves to avoid the accumulation of internal links of the database that have been lost because of closing a project accidentally or due to an energy loss or an error message in the data entry.

The operation to *compact and repair the database* is conducted automatically by double-clicking the command on the menu. The *database compact and repair operation* has to be completed periodically, even when there is no suspicion of an energy interruption or any other error.



To do this all active projects should be closed on the **Project/Close** menu, and then select the command *Compact and repair database* on the **Tools** menu.



## Import a NASA RTS database from another computer

NASA RTS is a system of integral databases. It provides support to the collection and integration of information regarding expenses on HIV and AIDS in different countries. This information system contemplates a container of storage which responds to the different requests of the estimation exercise. It is important to know that this container was designed specifically for this purpose only, which means it cannot be modified or eliminated. The container is required for the good operation of the system. It is very important to note that an inappropriate use of this file can result in the loss of information. Nonetheless, the system can transfer the information from one computer to another in 5 steps.

### Preparing for the transfer

It is not recommended for the transfer the complete system through a common copy and paste command, since a series of underlying calculations, commands and menus exist that cannot be copied this way. The recommended method to install databases is to use a new computer to which databases can be transferred, using the most recent installer of NASA RTS that can be retrieved here:

<http://www.unaids.org/en/KnowledgeCentre/HIVData/Tracking/Nasa.asp>.

## Location of the database

To locate the database containing the information that is to be transferred into the new computer follow the path in figure 1. The file is called DBNASA.mdb and can be found in c:\NASA\bookstore. This is the file that should be copied and pasted in the new computer in the same location.

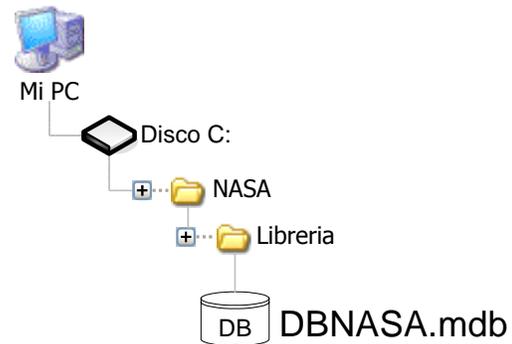


Figure 1



It is of utmost importance not to confuse the file that contains the information with the one that was created during the installation of NASA RTS. By copying the database to another computer which has NASA RTS already installed, one way of avoiding to overwrite the existing database, is to rename the DBNASA.mdb (e.g. DBNASA\_Guatemala\_2005.mdb). This way data will not be overwritten and lost.

## Copy data base

Copy the DBNASA.mdb to a data storage tool like a CD, USB Stick, or even as an attachment to an e-mail.

## Exporting the data base

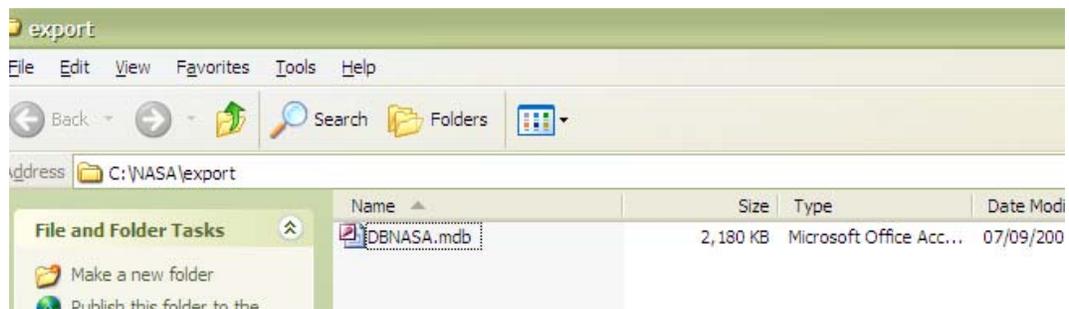
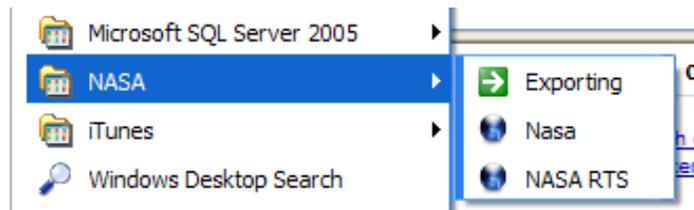
The storage tool that contains the copied file with the NASA RTS information should be placed in the new computer. The location of this file should have the same route of access: c:\NASA\Bookstore (**Libreria**) as was shown in figure 1. To exportor back-up the database file, the software has a very user-friendly shortcut presented in the next chapter.

## Exporting or Back-up of the Data Base

It is very simple to export the database or to make a copy. The user just goes to the Windows start menu / NASA and then selects "Exporting". This opens a folder where a copy of the DBASE.mdb is made automatically. From there it is just a matter of "copy-paste" as explained above. It can be saved to another computer or on a CD or any another device as a back-up. The data can also be sent to an email recipient.



It is strongly recommended to do regular back-ups (every few hours) to save the work and avoid data loss.



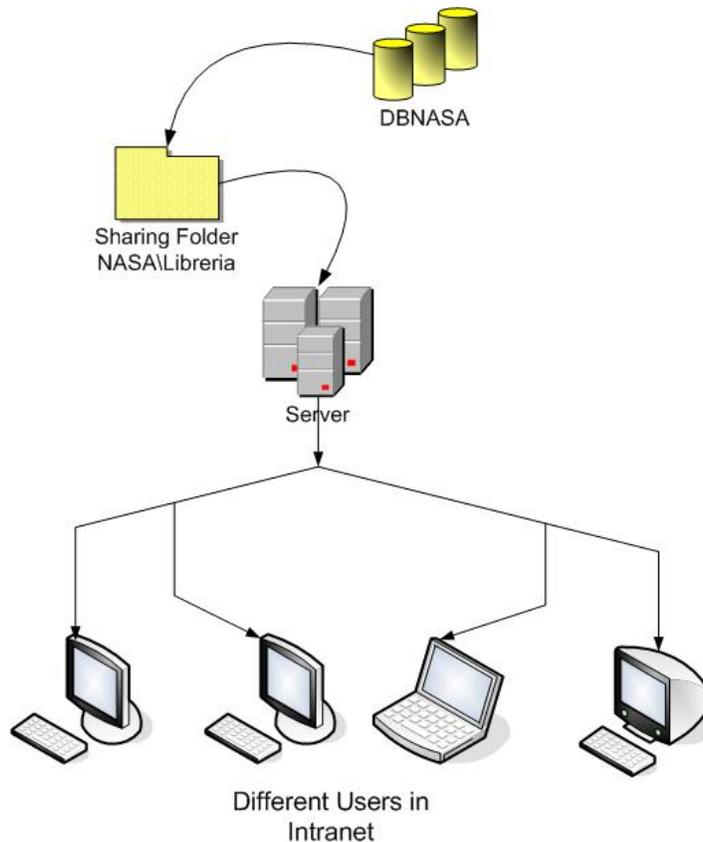
## Emigrated Data verification

The only thing left for the user to do is to open **NASA RTS** from the new location, in order to verify that all the information is accessible.

## Configuring system in multi user mode



The new version of **NASA RTS** has a multi-user application. This means that different users can have access to a database at the same time. This is a great advantage in processing information since it permits simultaneous access. For this to work, the user should install the system in a configuration as shown in the following picture.



### Step 1: Installing different users.

Using the installer **Setup NASA RTS.exe** the user should install the complete system in each of the stations that will work on the NASA project(s), as well as execute the different steps of creating a project explained in this manual.

### Step 2: Installation and configuration of the server

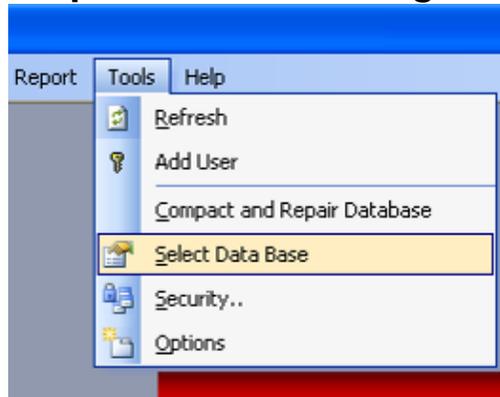
To install the server the user should be logged on as network administrator to be able to provide certain services to the different users of the system. Again using the installation file the system performs the installation of NASA RTS in the conventional way. After this, it is necessary to locate the folder *bookstore* that is found inside the NASA-folder. In

order for everyone to have access, it is necessary to share the *bookstore* folder. This can be done in the *folder properties*.



Please make sure to share this folder and giving the permission of reading and writing to all users that will need to access and work on the information.

### Step 3: Re-Addressing of the users



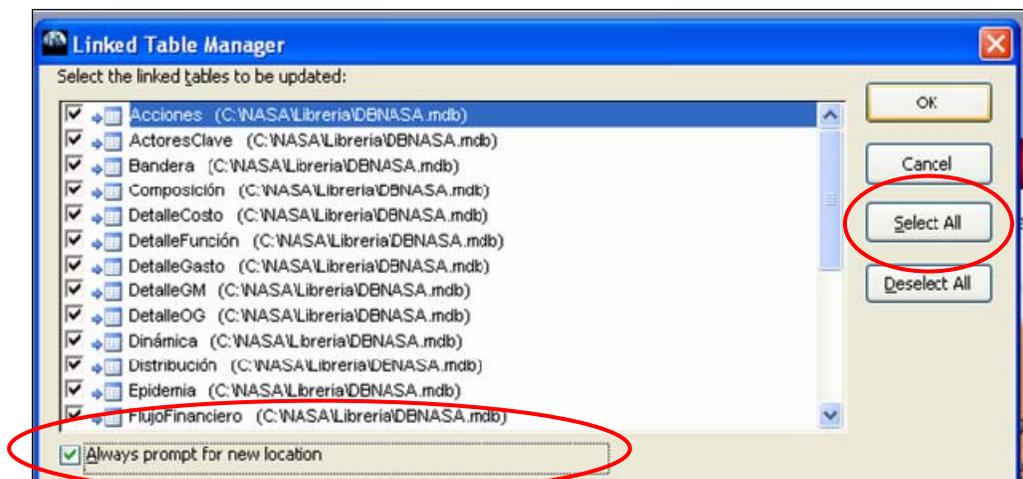
This should be done in each of the workstations where NASA RTS has been installed.

In the Tools menu the user will find the *Select Data Base* command, as shown in the picture.

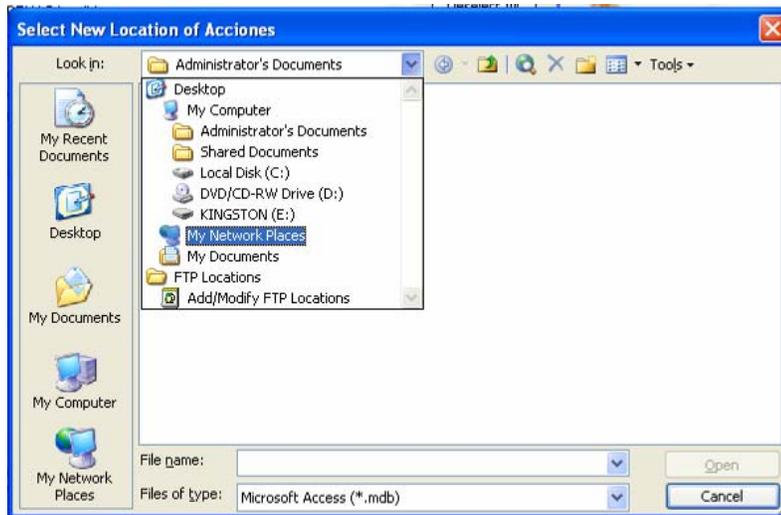
By clicking this option, a window will open up that shows all the files of the system that require being re-operated.

It is very important to execute the following steps to connect the adequate databases to the newly installed system.

1. Select all boards at once with the button *select all*.

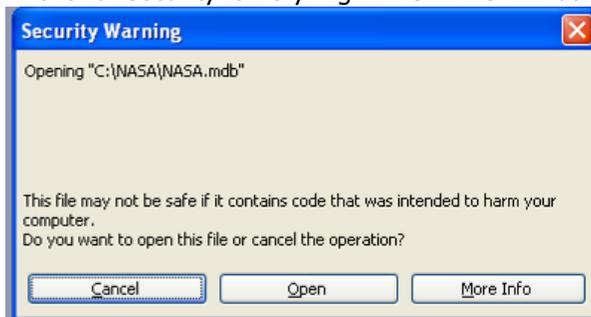


2. Make sure to tick the box *Always prompt for new location*.
3. Click the button *OK*.
4. Choose a new locate for the file **DBNASA.MDB** (save it in the shared folder *Bookstore* on the server)



## Security

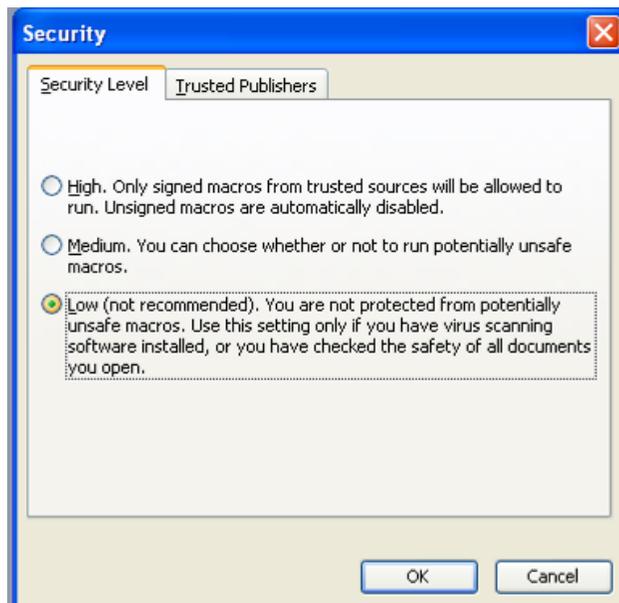
Whenever a new database is installed, the user needs to set the level of security. If the level of security is very high NASA RTS will ask the user if he really wants to open the program every time the program is started up.



To avoid this the user should reduce the level of security. This is no risk that would jeopardize the equipment.

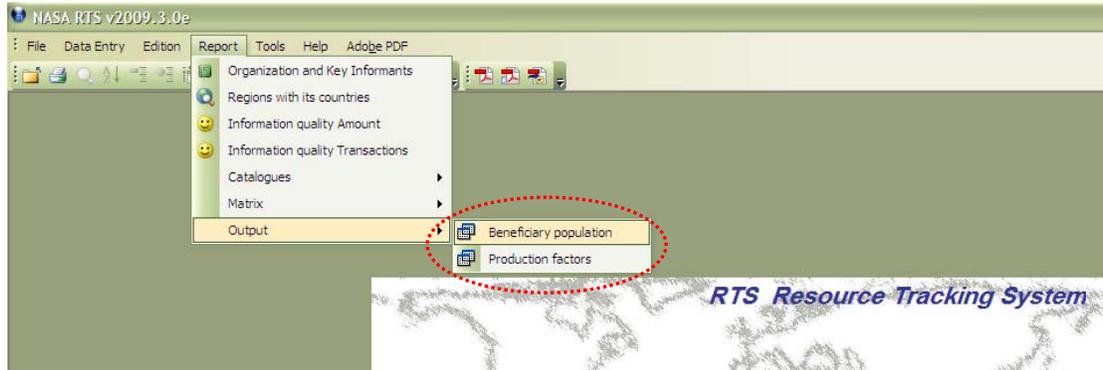
In order to lower the security level, select the *security* button in the tools menu and tick option **low**. Clicking **OK** confirms the new security standard.

The program should now start without any problem.

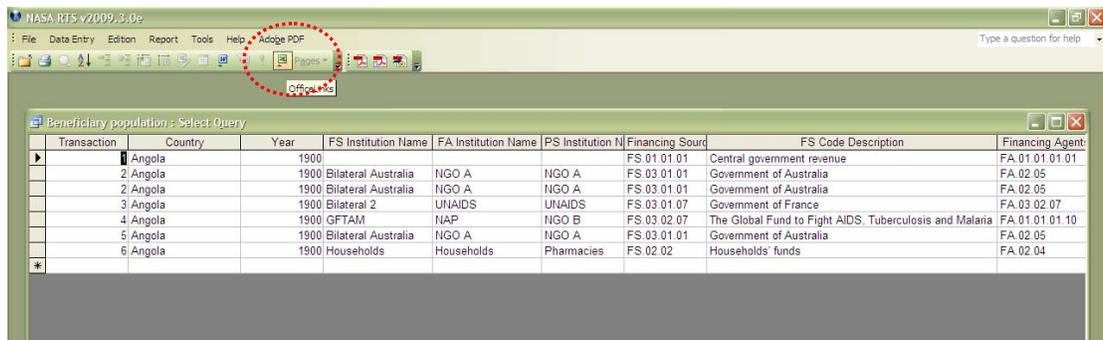


## Output for Pivot Tables

1. Select the option Beneficiary population or Production factors on the Menu "Report/Output":



2. Export the data to Excel by clicking on the Excel icon in the menu:

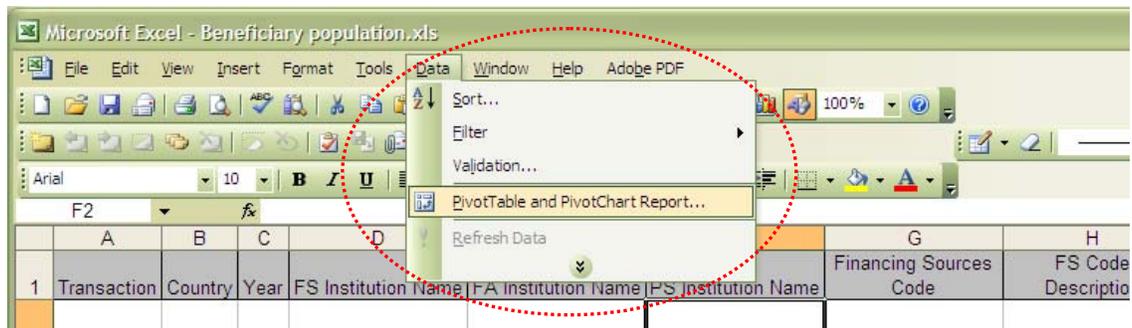


3. Export the data to Excel by clicking on the Excel icon in the menu:

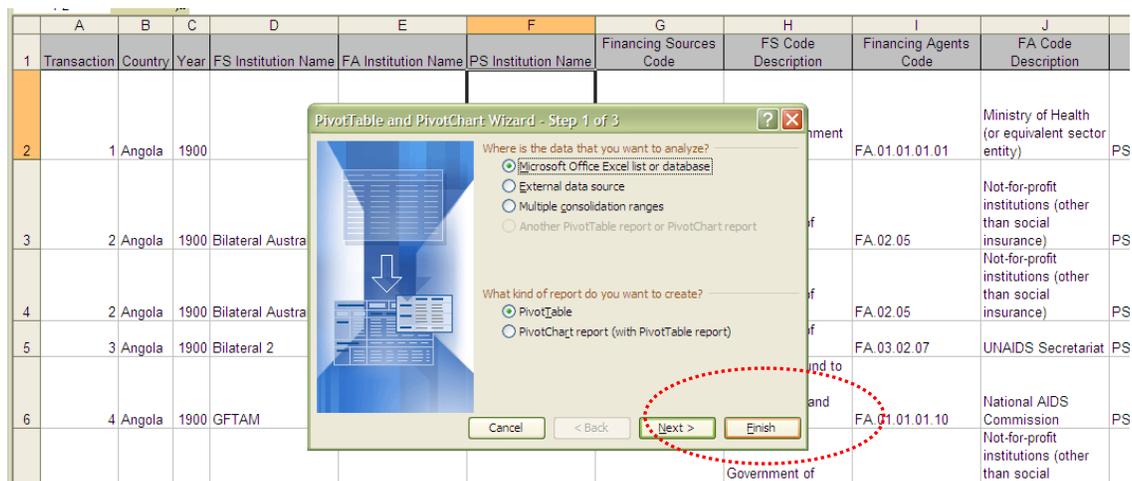
Transaction	Country	Year	FS Institution Name	FA Institution Name	PS Institution Name	Financing Sources Code	FS Code Description	Financing Agent Code	FA Code Description
1	Angola	1900				FS.01.01.01	Central government revenue	FA.01.01.01.01	
2	Angola	1900	Bilateral Australia	NGO A	NGO A	FS.03.01.01	Government of Australia	FA.02.05	
4	Angola	1900	Bilateral Australia	NGO A	NGO A	FS.03.01.01	Government of Australia	FA.02.05	
5	Angola	1900	Bilateral 2	UNAIDS	UNAIDS	FS.03.01.07	Government of France	FA.03.02.07	
6	Angola	1900	GFTAM	NAP	NGO B	FS.03.02.07	The Global Fund to Fight AIDS, Tuberculosis and Malaria	FA.01.01.01.10	
7	Angola	1900	Bilateral Australia	NGO A	NGO A	FS.03.01.01	Government of Australia	FA.02.05	
8	Angola	1900	Households	Households	Pharmacies	FS.02.02	Households' funds	FA.02.04	

The data in Excel contains data entered to RTS. Data in columns contains: a) transaction number, b) country, c) year, d) FS Institution Name, e) FS Institution Name, f) PS Institution Name, g) FS code description, h) Financing Agent code, i) FA code description, j) Provider code, k) PS Code description, l) ASC, m) ASC Code description, n) Beneficiary population, o) BP Code description, and p) Amount.

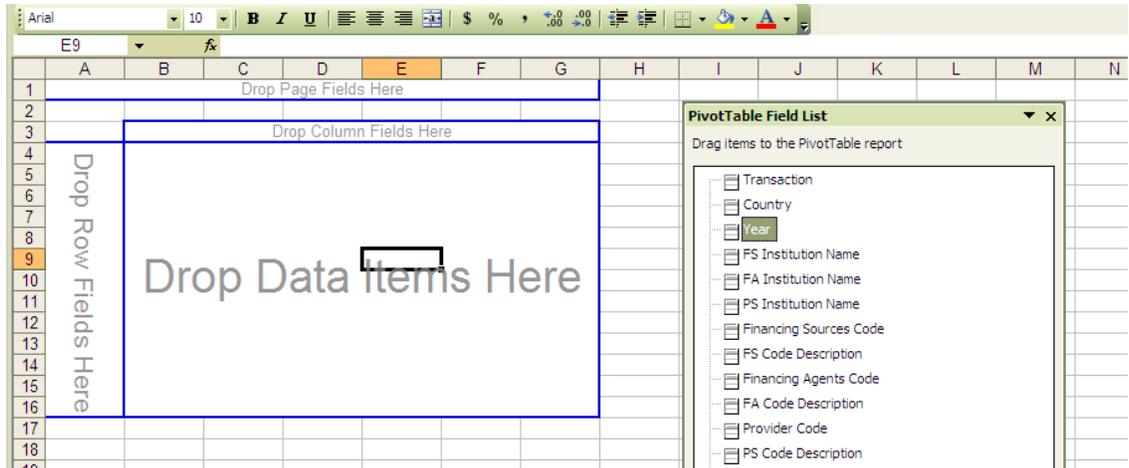
4. Data in columns is arranged in a way that can easily be exported to a Pivot Table. To create a Pivot table go to Data/PivotTable and PivotChart Report:



Select "Finish", and a Pivot table will be created on a new sheet.



4. To create a matrix, drag and drop items from the "PivotTable Field List" to the Row, Column and Data Fields.



In this way all matrixes FS-FA, FS-ASC, FA-ASC, FS-PS, FA-PS, PS-ASC, FS-BP, FA-BP, ASC-BP and PS-BP can be recreated:

Sum of Amount	Financing Agents Code	FA Code Description	FA.02.04	FA.02.05	FA.03.02.07	Grand Total
ASC	Ministry of Health (or equivalent sector entity)	National AIDS Commission	Private households' (out-of-pocket payments)	Not-for-profit institutions (other than social insurance)	UNAIDS Secretariat	
ASC.01.01.98	Communication for Social and behavioural change not disaggregated by type	100		50		150
ASC.01.05	Prevention – youth in school				50	200
ASC.01.10.01	VCT as part of programmes for IDUs					50
ASC.01.13	Public and commercial sector male condom provision		300			300
ASC.03.01	OVC Education			150		150
ASC.05.03	Training				150	150
Grand Total		100	200	300	250	1,000

Using the output "Production Factors" mentioned in step 1), the following matrixes could be created repeating steps 1 to 4: FS-FA, FS-ASC, FA-ASC, FS-PS, FA-PS, PS-ASC, FS-PF, FA-PF, ASC-PF and PS-PF