

Guideline on System for Tracking Result and Evidence for Adaptive Management (STREAM)

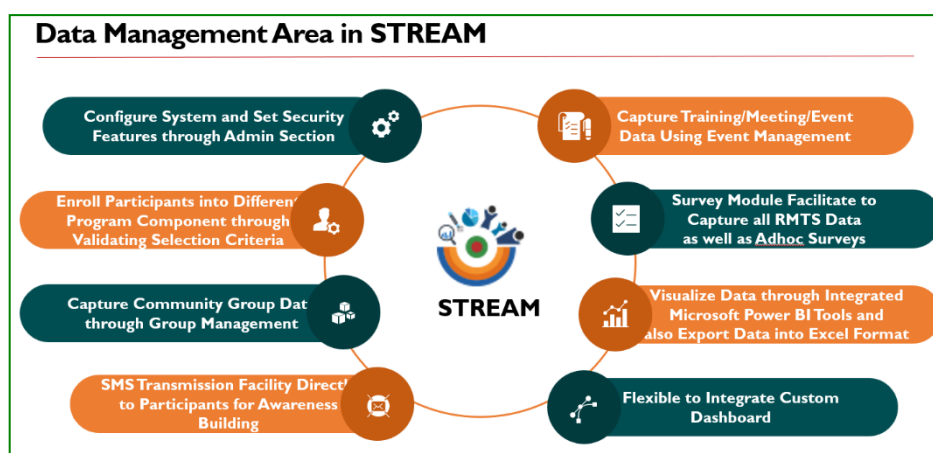
Data Management Area in STREAM



I. System for Tracking Result and Evidence for Adaptive Management (STREAM)

The System for Tracking Results and Evidence for Adaptive Management (STREAM) is an online-based routine monitoring data collection system utilized by SHOUHARDO III Plus. The purpose of STREAM is to collect data from remote locations and provide data visualization for management decision-making purposes. STREAM consists of two

distinct modalities, namely Android Apps and a Web Application. The Android Apps mode will be utilized for offline data collection from remote locations, which will then be synchronized to a central server through the GSM network. On the other hand, the Web Application mode will be utilized for data extraction, visualization, and reporting purposes.



ANNEX A: STREAM RMTS Update Guideline

	Click Survey Option from the STREAM features
	<ul style="list-style-type: none"> Click on Search Box () to find expected survey form. Click on individual survey form () for starting specific survey. Click on Navigation Menu () for see other survey options.
	<ul style="list-style-type: none"> Select Operational Period Click Next () button for select catchment area. Click Back () button for go back to the survey form list.

	<p>Note</p> <p>Please note that user will have the active operation period for updating the information and user should aware about the time frame. So that they can update all information within the time frame.</p>
	<ul style="list-style-type: none"> • Select your desired catchment area. • Click Next (Next) button for Form Details. • Click Back (←) button for go back to the selecting Operational Period.
	<ul style="list-style-type: none"> • Update all survey information. • Click Save (Save) button for saving the information. • Select Cancel (Cancel) button for go back to catchment area

ANNEX B: Signing Sheet Update Guideline

<p>SHOUHARDO III Plus Custom</p>	<p>Click SHOUHARDO III Plus Custom Option from the STREAM web application</p>
<p>Signing Sheet</p>	<p>Click on Signing Sheet option to update the signing sheet and it will brought to the summary list of the training completed.</p>

NEW SIGNING SHEET

LIST OF TRAINING COMPLETED

Filter:

Show:
10

catchment_code	district_name	upazilla_name	training_title	start_date	end_date	quarter_name	venue_location	no_of_male_participants
29092	Sunamganj	Tahirpur	Train Peer Leader of Girls Forum	3/29/2023 12:00:00 AM	3/30/2023 12:00:00 AM	Q2	Dakshin Baradal UP hall room	0
				no_of_female_participants	22			
				total_participants	22			
				instruction_cost_budget	2240			
				instruction_cost_actual	2284			
				food_cost_budget	11200			
				food_cost_actual	9600			
				travel_cost_budget	9600			
				travel_cost_actual	9600			
				Action				
29092	Sunamganj	Tahirpur	Train Peer Leader of Girls Forum	3/29/2023 12:00:00 AM	3/30/2023 12:00:00 AM	Q2	Dakshin Sreepur UP hall room	0

Overview of Different Buttons	
Download Sign-In List	This button will allow user to download all signing sheet summary list which has been completed.
Download Member List	This button will allow user to download all members list who has been taken training in different event over the period.
NEW SIGNING SHEET	To add a new signing sheet information, user needs to follow this link.
	To viw the specific event details, user should follow this link and it will provide the member list who has been attended to that specific event along with signed source document (ref. below Fig. Record view of existing event).
	To edit specific event information, user should use this edit button which will allow users to update information for that specific selected event. Please note that if seleted event is verified, user will not have this option available. Means, before verified, user will bbe able to edit annd update information.
	To delete any specific event records, user should use this option. Please note that if seleted event is verified, user will not have this option available. Means, before verified, user will be able to delete the records.
	Once record is updated into the system, speccific user (e.g. M&E) will verify the records and they should use this option to update verification status.

LIST OF PARTICIPANTS

Filter:

Show:

lsp_name	lsp_gender	lsp_mobilen	lsp_type
SATE	Female		Peer Leader
LEJA	Female		Peer Leader
REMA	Female		Peer Leader
JANNATUL	Female		Peer Leader
SADEYA	Female		Peer Leader
JOHANA	Female		Peer Leader
PARVINA	Female		Peer Leader
SANTONA	Female		Peer Leader
YAKIA	Female		Peer Leader
TAKMINA	Female		Peer Leader

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1 2 3

SHOUBHO III Plus Program, CARE Bangladesh
(BMS_03_Training_SignSheet)

1. Area information: District: SURMAGATA Upazila: IKHARUPUR

2. Training title: Entrepreneurship development training for LSPs ☐ b. Training for Saachyathi to form and maintain VSLA Groups

3. Training type (V): ☒ a. Peer Leader Training for Girls Forum ☐ c. Entrepreneurship development training for LSPs

4. Training type (V): ☒ Basic training ☐ Entrepreneurship development training

5. Start date: 20.03.23 End date: 20.03.23 Duration: 0 (Day)

6. Number of training LSP in person: 10 ☐ Online ☐ Both

7. Trainer's Name: Dr. S. M. Faruk Title: Trainer

8. Training site: Barada U.P Hall Room

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Line Items	USAID Budget Amount (\$)	USAID Actual Amount (\$)	GOB Cost	Other Cost
1. Training fee	2,240	1,120	1,120	
2. Training material	3,600	1,120	1,120	
3. Training food	1,120	1,120	1,120	
4. Training transport	1,120	1,120	1,120	
5. Training other	1,120	1,120	1,120	
6. Training total	10,000	5,600	5,600	

7. Participant Training Sign in Sheet

Sl	Participant Name	Participant ID #	Age	Gender	Signature	Date	Time	Signature	Date	Time
1	Yakia	202021001	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00
2	Leja	202021002	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00
3	Rema	202021003	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00
4	Parvina	202021004	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00
5	Santona	202021005	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00
6	Yakia	202021006	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00
7	Takmina	202021007	24	F	[Signature]	20.03.23	11:00	Wakia	20.03.23	11:00

8. Training Summary

Trainer's Name: Dr. S. M. Faruk Title: Trainer


Participant's Name: Wakia Title: Participant

Signature: [Signature] Date: 20.03.23 Time: 11:00

Fig. Record view of existing event

New Signing Sheet Update

[BACK TO LIST](#)

 Training: Sign in Sheet

BASIC INFORMATION

District

Sunamganj

Upazilla

Tahirpur

From Date

03/29/2023

To Date

03/30/2023

Training Title

Train Peer Leader of Girls Forum

Venue/Place Name

Dakshin Baradal UP hall room

TYPE OF PARTICIPANTS

- ☐ name
- ☐ Blue Star Provider
- ☐ PCSBA
- ☐ Sanchay Sathi
- ☐ Collector
- ☐ Fish Fry Hawker
- ☐ Seed Agent
- ☐ Vaccinator
- ☒ Peer Leader

BUDGET INFORMATION

Line Items	USAID Budget Amount (\$)	USAID Actual Amount (\$)	GOB Cost	Other Cost
Instruction cost (tuition, fees, course materials etc.)	2240	2284	0	0
Food cost (per diem, medical, insurance, tax etc.)	11200	9600	0	0
Travel/conveyance cost	9600	9600	0	0

Select Sign-In Sheet

[Browse...](#) No file selected.

[Generate List](#)

This is the first step of the signing sheet update process. Users will have to specific catchment area, event start and end date, training title as well venue. Also, it is required to select the specific types of participants to whom this training is conducted. Also, the user will have to provide the budget and expenditure information for that specific training.

It must be noted here that it is mandatory to upload the signing sheet for that specific event. Without having this document, system will not allow user to select the training participants. After providing all information, the user should click on “Generate List” which will provide all eligible list of participants to select for that specific event.

LIST OF ELIGIBLE PARTICIPANTS/LSPS

[Add Selected Members](#)

Filter:

Show: 10

<input type="checkbox"/>	unique_id	Isp_name	Isp_gender	Isp_mobilen	Isp_type	Action
<input type="checkbox"/>	29092920718011506	MAKSURA	Female		Peer Leader	+
<input checked="" type="checkbox"/>	29092920718010806	RUPALI	Female		Peer Leader	+
<input type="checkbox"/>	29092920717010106	RUBINA	Female		Peer Leader	+
<input type="checkbox"/>	29092920717002805	REKHA	Female		Peer Leader	+
<input checked="" type="checkbox"/>	29092920716019704	ANARKOLI	Female		Peer Leader	+
<input type="checkbox"/>	29092920716006605	RINA	Female		Peer Leader	+
<input type="checkbox"/>	29092920715012504	RUPCANA	Female		Peer Leader	+
<input type="checkbox"/>	29092920715007703	PAVIYA	Female		Peer Leader	+
<input checked="" type="checkbox"/>	29092920714009904	SHIPRA RANI	Female		Peer Leader	+
<input type="checkbox"/>	29092920714002604	SUMAIYA	Female		Peer Leader	+

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After having all eligible list, user will follow the source document to select the participants who has been attended during the training event. After selecting the participants, user should click on the button “Add Selected members” and it will add selected members as training participants for that specific training event during the mentioned period.

LIST OF SELECTED PARTICIPANTS/LSPS

Date of Attendance

29/03/2023

Filter:

Type to filter...

Show:

10

isp_name	isp_gender	isp_mobilen	isp_type	Action
PARVINA	Female		Peer Leader	
SANTONA	Female		Peer Leader	
YAKIA	Female		Peer Leader	
TAKMINA	Female		Peer Leader	
OPI ZANNAT	Female		Peer Leader	
MAHUA	Female		Peer Leader	
RAKIBA	Female		Peer Leader	
RUPA	Female		Peer Leader	
SHUVA	Female		Peer Leader	
TAKMIDA	Female		Peer Leader	



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1

2

Once participants is selected, the user will be able to remove the participants from the list using the delete icon under the action part. Date of attendance will provide the facility, if there is a participant attending on a particular day and absent in specific day. User will be able to make that adjustment under this section.

ANNEX C: VSLA Group Update Guideline

 SHOUHARDO III Plus Custom	Click SHOUHARDO III Plus Custom Option from the STREAM web application
 VSLA Group Formation	Click on VSLA Group Formation option to update the group information and it will brought to the summary list of the group formed.

 Download Group List
  Download Member List





NEW PARTICIPANTS GROUP

CATCHMENT INFORMATION





District	Upazilla	Union	Village	
Sunamganj				 Generate Group List





LIST OF GROUP FORMED

Filter:
 Show: 10

district_name	upazilla_name	unionname	village_code	village_name	group_id	group_name	group_type	group_formation_date
<input checked="" type="checkbox"/> Sunamganj	Tahirpur	Uttar Sreepur	0712	Baliyaghat	29092920712VFM2501	Jui Sanchoy dal	VSLA (Female 25+)	1/10/2023 6:00:00 PM
no_of_member					25			
QPR List								
Action					  			
<input checked="" type="checkbox"/> Sunamganj	Tahirpur	Uttar Sreepur	0712	Baliyaghat	29092920712VFM2503	Konokchapa VSLA	VSLA (Female 25+)	3/24/2023 6:00:00 PM

Overview of Different Buttons

 Download Group List	This button will allow user to download all group summary list which has been formed under the specific catchment.
 Download Member List	This button will allow user to download all members list for the specific selected catchment who has been enrolled as a group member to the specific group.
 Generate Group List	This button will allow user to generate the group list which has been created under the specific selected catchment.
 NEW PARTICIPANTS GROUP	To add a new group information, user needs to follow this link.

	To view the specific group details, user should follow this link and it will provide the member list who has been added to that specific group.
	To edit specific group information, user should use this edit button which will allow users to update information for that specific selected group. Please note that if selected group is verified, user will not have this option available. Means, before verified, user will be able to edit and update group information.
	To delete any specific group records, user should use this option. Please note that if selected group is verified, user will not have this option available. Means, before verified, user will be able to delete the group records.
	Once record is updated into the system, specific user (e.g. M&E) will verify the group records and they should use this option to update verification status.

New VSLA Group Update

 [BACK TO LIST](#)

Participant Group Management

CATCHMENT INFORMATION

District

Sunamganj 

Upazilla

Tahirpur 

Union

Uttar Sreepur 

Village


Baliyaghat 

BASIC INFORMATION


Group Name

Jui Sanchoy dal

Group Type

VSLA (Female 25+) 

Formation Date

1/10/2023 6:00:00 PM 

AVAILABLE HOUSEHOLD MEMBERS

Sanchay Shathi

BEIUTY (29092920715011602) 

Sanchay Shathi (SS) Mobile No

01710669353

SS exists in this village?

☒ Yes ☐ No

 **Generate List**

This is the first step of group update process. Users will have to select a specific catchment area, Group Type and Formation Date and need to provide the Group Name. After providing all information, the user should click on “Generate List” which will provide all eligible list of participants to select for that specific group.

LIST OF HOUSEHOLD MEMBERS

[+ Add Members](#)

Filter:

Show: 10

village_name	<input type="checkbox"/>	member_id	member_name	member_gender	member_dob	member_age	Action
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000202	SATHI	Female	7/4/1982 12:00:00 AM	41	+
Baliyaghat	<input type="checkbox"/>	29092920712000302	SONDHA RANI	Female	6/7/1962 12:00:00 AM	61	+
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000304	SUMA	Female	4/4/1993 12:00:00 AM	30	+
Baliyaghat	<input type="checkbox"/>	29092920712000402	SEFALI RANI	Female	5/3/1972 12:00:00 AM	51	+
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000403	DIPALI	Female	3/4/1996 12:00:00 AM	27	+
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000502	RINA RANI	Female	6/3/1985 12:00:00 AM	38	+
Baliyaghat	<input type="checkbox"/>	29092920712000602	SIMA RANI	Female	5/3/1990 12:00:00 AM	33	+
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000604	JOMUNA DAS	Female	3/3/1962 12:00:00 AM	61	+
Baliyaghat	<input checked="" type="checkbox"/>	29092920712000702	NOMITA RANI	Female	8/14/1957 12:00:00 AM	66	+
Baliyaghat	<input type="checkbox"/>	29092920712000801	BINODINI DAS	Female	6/4/1957 12:00:00 AM	66	+

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After having all eligible list, user will have to select the participants who has been enrolled to that specific group. After selecting the participants, user should click on the button “Add members” and it will add selected members as group members for that specific group.

LIST OF SELECTED GROUP MEMBERS

Member Name

F/Husband Name

Gender

Age

Male

[+](#)

Filter:

Show: 10

member_id	membername	father_husband_name	gender	age	member_type	memberdesignation	Action
29092920712NPEP19	Tanjila	Dulu Mia	Female	30	NonPEP	Member	- + i d c e u
29092920712NPEP22	Takmida	Samsunnur	Female	32	NonPEP	Member	- + i d c e u
29092920712NPEP08	Sumaiya	Nazrul	Female	34	NonPEP	Member	- + i d c e u
29092920712NPEP02	Suma	Azizul	Female	30	NonPEP	Record Keeper	- + i d c e u
29092920712NPEP14	Samira	Alim	Female	38	NonPEP	Member	- + i d c e u
29092920712NPEP04	Samarin	Salim	Female	32	NonPEP	Cash Counter	- + i d c e u
29092920712NPEP01	Salma	Sabuj Alom	Female	39	NonPEP	Chairperson	- + i d c e u
29092920712NPEP17	Sadia	Salim	Female	37	NonPEP	Member	- + i d c e u
29092920712NPEP07	Ripta Moni	Harun	Female	33	NonPEP	Member	- + i d c e u
29092920712NPEP06	Rezia	Al Amin	Female	36	NonPEP	Member	- + i d c e u

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Once participants are selected, the user will be able to remove the participants from the list using delete icon under the action part. By default, all group members will be added with “Member” designation and user needs to update the other designation using the button under the action column and icon specification is given below -



Delete the specific member from the group



Change designation to “Chairperson”

	Change designation to "Record Keeper"
	Change designation to "Book Keeper"
	Change designation to "Cash Counter"
	Change designation to "Member"