

HRH Inventory FAQ

NOTE: This document will be updated regularly as we receive questions. Please submit questions to:

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Q: It looks like the template was built for bilateral PEPFAR programs, and not customized to Region’s needs. How will we collect this data?

A: The template is customized to PEPFAR OU, so each OU has its own template to complete. However, regardless of whether the OU is an individual country or a region, we expect to see multiple uploads of the Inventory for each OU. The Inventory is designed to capture staff by Implementing Mechanism (IM), so each OU will upload the same number of templates as the

IMs that were active in the OU over the past year. Regions (and countries) do not need to consolidate the data from multiple IMs, as this will be done at the 'back end' by DATIM.

Q: What if a staff person works on multiple IMs?

A: Staff that work across multiple IMs should be captured on each of those IM's templates for the time that they worked on that IM. For example, if an individual works as a Technical Advisor 50% time on one IM, and 25% time each on two other IM's, the IP should include that person on all three forms, listing .5 FTE on one and .25 FTE on the other two.

Q: If it is one template per IM, does that mean that both the prime and subs should list their staff on one form?

A: Yes, prime and subs should submit one joint template for their IM. The prime should take the lead on ensuring the staffing data for subs is collected and consolidated into one form, and should do quality checks as appropriate. For ease of transfer, the copy and paste function is enabled for this template.

Q: Should we report international staff who are supporting the project with just a portion of their time?

A: Yes, any international staff that are directly charged to the IM should be included (e.g. would be listed on the SF424 for the mechanisms personnel or contractual budget rather than paid through indirects). Only the FTE and the expenditure that is directly charged to the IM should be reported.

Q: Do we capture all staff, even those who only work for a few months due to shifts in the IP over the course of the year?

A: Yes, anyone who has worked for the IM over any length of time in the past fiscal year should be included.

Q: How should an individual who changed employment between IPs on a single IM be reported?

A: An individual who moved employers, but remained working for the same IM, should be reported twice—once under the first employer, and once for each subsequent employer. The months worked and expenditures should be split between the employers accordingly (e.g. 6 months time and expenditures reported under employer 1, and 6 months time and expenditure reported under employer 2).

Q: If a staff person is only associated with the community, and not a particular site, do they only complete SNU, PSNU and community?

A: Yes, community staff should NOT report a facility. Community staff should report to the lowest PSNU or community level that is relevant. If an individual spends time in more than one PSNU or community, please select the location where they spend the most time (and just select one location if their time is spent exactly 50-50).

Q: Are staff working in the community considered "Site-level"?

A: Yes, community staff are considered site-level. The definition of site-level is aligned with Expenditure Reporting, so even if not tied to a health facility, they are considered site-level rather than above-site.

Q: Are data collectors/managers located at sites considered SD or NSD? They don't see patients, but they are sitting at sites managing patient files.

A: They should be labeled NSD. We will be identifying, on the back end, who is located at facilities but not directly serving patients. Only individuals that work DIRECTLY with patients should be labeled SD (so drivers, cleaners, janitors, data clerks, etc. are not considered SD even though they sit at a site).

Q: Is a 13th month bonus salary fringe or salary?

A: As with ER, it is considered fringe.

Q: Is the months of work in past year the number of months that they received salary, or the number of months actually performing their job (i.e. should we exclude any leave time?)

A: Please count the number of months receiving salary. If leave time led to fewer months paid, please subtract those unpaid months.