

Digital Health Inventory (DHI) Submission Review & Feedback FAQs

Note: This article applies to Agency/Interagency Users and is updated on a regular basis.

Q: What permissions does an agency user have?

Agency Users can review, group, print, confirm (approve) and place on-hold submitted entries. They also can request additional information from an implementing partner and send a link to update a previously submitted entry.

Q: Who can create a group to link more than one DHI submission under the same mechanism/across different Implementing Partners (IPs)?

Currently, only Agency Users have access to create a group that links multiple DHI submissions.

Q: How do I create a group to link DHI submissions?

Once a DHI entry is submitted, Agency Users will see the group icon from the review and confirm screen for DHI entries available for grouping. Click the icon, enter the group name, select all entries that are being grouped, and save.

Q: Who should have access to review & provide feedback for DHI submissions?

Only Agency Users have access to confirm/request more information/hold an entry.

Q: When is the reporting period?

The DHI reporting period aligns with the PEPFAR reporting calendar. Reporting opens at the beginning of each quarter according to PEPFAR reporting period and closes at the end of the reporting period. Digital health investments should be reported at the beginning of the current quarter. In future, reporting periods for the DHI will be made available via the [PEPFAR Data Calendar](#).

Q: I am an Interagency User, can I see all entries linked to the organizational unit I am linked to?

Yes, as an Interagency User, you can review all entries submitted to an OU you are linked to.

Q: Can other agencies see my DHI entries?

No, Agency Users will only have access to the DHI entries submitted under their OU.

Q: What does it mean to place an entry on-hold?

It means that you do not plan on submitting the entry for this reporting year. If the entry was placed on-hold incorrectly during the agency review period, simply click the on-hold icon depicted as an open padlock and select 'yes' to remove the hold and return the entry to 'pending review status'. If there is a case where an entry was placed on hold incorrectly after the agency review period closes, please contact [DATIM support](#).

Q: What should I do if I want an Implementing Partner to correct an entry that was already submitted?

Agency Users can request that an entry is updated after it has been submitted by the IP. This is done by using the *Request Update* option. A message box will pop up to enter details of the requested update to be sent to the IP. The status will change to *Update Requested*.

Q: What happens after I review and confirm an entry?

The DHI reporting process is complete and no further action is required.