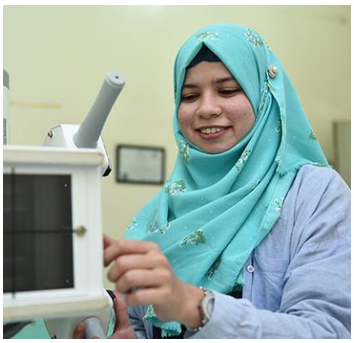

Technical Report | March 2020

Learning & Development Information Management System -Training Database: Technical Specifications Document

USAID's HRH2030/Philippines: Human Resources for Health in 2030 in the Philippines

Cooperative Agreement No. AID-OAA-A-15-00046

Cover photo: Mollent Okech, WISN Consultant (third from left), conducting training with the Department of Health. (Credit: USAIDHRH2030/Philippines)

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Acronyms

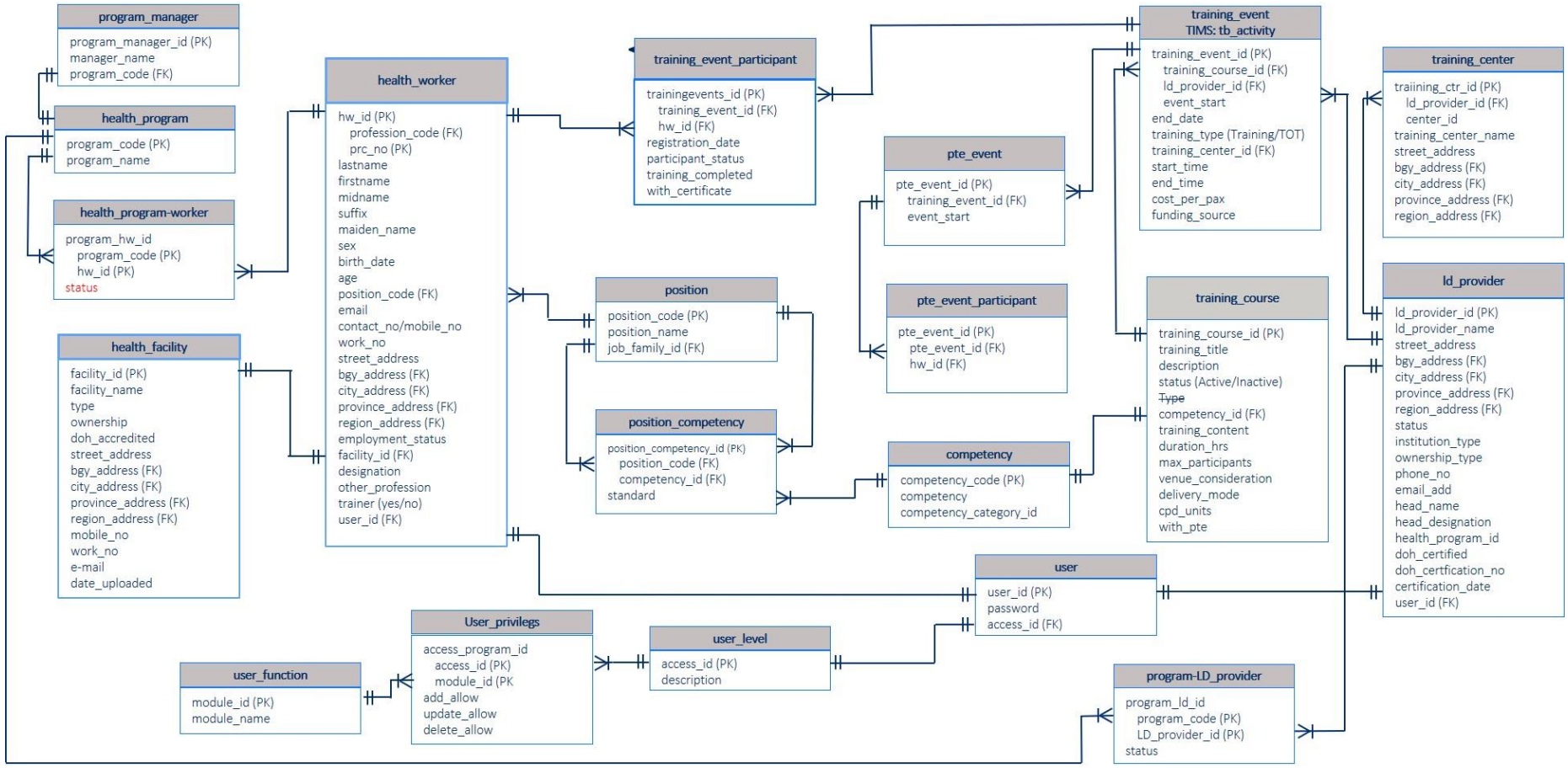
CFO	Commission on Filipino Overseas
CHED	Commission on Higher Education
DOH	Department of Health
DOLE	Department of Labor
HHRDB	Health Human Resource Development Bureau
HRH	Human Resources for Health
KMITS	Knowledge Management and Information Technology Service
LDIMS	Learning and Development Information Management System
NHFR	National Health Facility Registry
NHFSRB	National Health Facility and Services Regulatory Bureau
NHWA	National Health Workforce Account
NRCO	National Reintegration Center for OFWs
PHILHEALTH	Philippine Health Insurance Corporation
POEA	Philippine Overseas Employment Administration
PRC	Professional Regulatory Commission
PSA	Philippine Statistics Authority
TESDA	Technical Education and Skills Development Authority

Executive Summary

The Technical Specifications Document is the developer's guide in the design of the database and the coding of the functional components of LDIMS. The document is divided into several sections which is based on the design approach. The Entity-Relationship Diagram (ERD) section presents the visual presentation of the relationship of the information within the database. While the Data Dictionary section lists all the entities and its attributes. The Functional Requirements is a detailed narrative flow of how each functional component of LDIMS should behave. This serves as the specifications for program coding the functionalities.

Entity Relationship Diagram

An Entity Relationship Diagram shows the relationship of information stored in the LDIMS database.



Data Dictionary

Table Name	audit_trail
Description	This table will keep track of all changes made in the database including the table changed, field changed, data prior to the change, the new data, when the update was made and who made the update.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Table Name	varchar				No
	Field Name	varchar				No
	Old Value	varchar				No
	New Value	varchar				No
	Date Updated	datetime				No
	Updated By	varchar				No

Table Name	competency
Description	This table will maintain all competencies which will be referenced in the assessment-related tables and in the training course. This table will be among the list of tables that is required to be set-up prior to the LDIMS roll-out.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Competency Code	varchar		Yes		No
	Competency Description	varchar				No
	Course Acronym	varchar				No
	Competency Area * *Must exist in reference where field_name = 'competency_area'*	varchar			Yes	No
	Date Created	datetime				No
	Created By * *Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By * *Must exist in user*	varchar			Yes	No

Table Name	elearning
Description	This table will maintain all data uploaded from the eLearning platform. This is populated every time a batch of data is uploaded.

Attributes (fields) of the Entity						
Column Name	**Description**	**Data Type**	**Length**	**PK**	**FK**	**Accepts Null**
	ID No.	integer		Yes		No
	Profession ** Must exist in system_reference*	integer			Yes	No
	PRC No. ** Must exist in health_worker*	integer			Yes	No
	Last Name	varchar				No
	First Name	varchar				No
	Middle Name	varchar				
	Suffix	varchar				
	Maiden Name	varchar				No
	Date of Birth	date				No
	Sex	boolean				No
	Street Address	varchar				No
	Barangay Address **Must exist in psgc*	integer			Yes	No
	City/Municipality Address **Must exist in psgc*	integer			Yes	No
	Province Address **Must exist in psgc*	integer			Yes	No
	Region Address **Must exist in psgc*	integer			Yes	No
	E-mail Address	varchar				No
	Mobile No.	integer				No
	Work No.	integer				No
	Employment Status	boolean			Yes	No
	Position **Must exist in system_reference*	integer			Yes	No

Table Name	glocation
Description	This table will maintain the PSGC codes which will be referenced in all address fields. This table is among the list of tables that are required to be set-up by the Systems Administrator prior to the LDIMS roll-out.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	PSG_code	integer		Yes		No
	PSGC Name	varchar				No
	PSGC_level	integer				No
	Parent_ID	integer				No
	Date Uploaded	datetime				No

Table Name	health_worker
Description	This table will be the master list of all health workers from the iClinicSys, NTP Personnel Registry, NDHRHIS. Training participants who are not in this list will be automatically added once the training attendance sheet is uploaded. Each health worker will be uniquely identified by its Profession + PRC No.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Licensed	boolean				No
	Profession ** Must exist in system_reference*	integer		Yes		No
	PRC No. ** Must exist in health_worker*	integer		Yes		No
	Last Name	varchar				No
	First Name	varchar				No
	Middle Name	varchar				
	Suffix	varchar				
	Maiden Name	varchar				
	Date of Birth	date				No
	Sex	boolean				No
	Street Address	varchar				No
	Barangay Address **Must exist in psgc*	integer			Yes	No
	City/Municipality Address	integer			Yes	No

	**Must exist in psgc*					
	Province Address **Must exist in psgc*	integer			Yes	No
	Region Address **Must exist in psgc*	integer			Yes	No
	E-mail Address	varchar				No
	Mobile No.	integer				No
	Work No.	integer				No
	Employment Status **Must exist in system_reference*	integer			Yes	No
	Position **Must exist in position*	varchar			Yes	No
	Health Program **Must exist in health_program*	varchar			Yes	No
	Primary Facility **Must exist in facility*	integer			Yes	No
	Secondary Facility **Must exist in facility*	integer			Yes	
	Designation	varchar				
	Other Profession	varchar				
	Supervisor	varchar				
	Trainor	boolean				No
	Status **Must exist in system_reference*	integer			Yes	No
	User/Login Account	varchar				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	health_worker_temp					
Description	Table to store online registration information of health workers					
Attributes (fields) of the Entity						
Column Name	**Description**	**Data Type**	**Length**	**PK**	**FK**	**Accepts Null**
	ID No.			Yes		No
	Licensed	boolean				No
	Profession ** Must exist in system_reference*	integer		Yes		No
	PRC No. ** Must exist in health_worker*	integer		Yes		No
	Last Name	varchar				No
	First Name	varchar				No
	Middle Name	varchar				
	Suffix	varchar				
	Maiden Name	varchar				
	Date of Birth	date				No
	Sex	boolean				No
	Street Address	varchar				No
	Barangay Address **Must exist in psgc*	integer			Yes	No
	City/Municipality Address **Must exist in psgc*	integer			Yes	No
	Province Address **Must exist in psgc*	integer			Yes	No
	Region Address **Must exist in psgc*	integer			Yes	No
	E-mail Address	varchar				No
	Mobile No.	integer				No
	Work No.	integer				No
	Employment Status **Must exist in system_reference*	integer			Yes	No
	Position **Must exist in position*	varchar			Yes	No
	Health Program	varchar			Yes	No

	**Must exist in health_program*					
	Application Status **Must exist in system_reference*	integer			Yes	No
	Preferred Username	varchar				No
	Password	varchar				No
	Confirm Password	varchar				No
	Date of Registration	datetime				No

Table Name	ld_provider
Description	This table will maintain and manage information of all LD Providers

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	LD_provider_ID	Integer		Yes		No
	Provider Name	varchar				
	Street Address	varchar				No
	Barangay Address **Must exist in psgc*	integer			Yes	No
	City/Municipality Address **Must exist in psgc*	integer			Yes	No
	Province Address **Must exist in psgc*	integer			Yes	No
	Region Address **Must exist in psgc*	integer			Yes	No
	Type of Institution **Must exist in system_reference*	integer			Yes	No
	Type of Ownership **Must exist in system_reference*	integer			Yes	No
	E-mail	varchar				No
	Mobile No.	integer				No
	Work No.	integer				No
	Name of Head of Company	varchar				No
	Designation	varchar				No
	User ID	varchar				No

	Date Created	datetime				No
	Created By *Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By *Must exist in user*	varchar			Yes	No

Table Name	ld_provider_program
Description	Contains the list of all health programs the LD Provider is certified.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	LD_provider_ID *Must exist in ld_provider*	integer		Yes	Yes	No
	Program ID *Must exist in health_program*	varchar		Yes	Yes	No
	DOH Certified	boolean				No
	DOH Certification No.	integer				No
	DOH Certification Date	date				No
	User ID *Must exist in user*	varchar			Yes	No
	Date Created	datetime				No
	Created By *Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By *Must exist in user*	varchar			Yes	No

Table Name	ld_provider_temp
Description	Table to store online registration information of ld providers

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	LD_provider_ID	Integer		Yes		No
	Provider Name	varchar				
	Street Address	varchar				No
	Barangay Address	integer			Yes	No

	**Must exist in psgc*					
	City/Municipality Address **Must exist in psgc*	integer			Yes	No
	Province Address **Must exist in psgc*	integer			Yes	No
	Region Address **Must exist in psgc*	integer			Yes	No
	Type of Institution **Must exist in system_reference*	integer			Yes	No
	Type of Ownership **Must exist in system_reference*	integer			Yes	No
	E-mail	varchar				No
	Mobile No.	integer				No
	Work No.	integer				No
	Name of Head of Company	varchar				No
	Designation	varchar				No
	Preferred Username	varchar				No
	Password	varchar				
	Confirm Password	varchar				
	Date of Registration	datetime				

Table Name	position					
Description	This table maintains all the positions per job family. Positions indicted in the health_workers and competency are linked to this table.					
Attributes (fields) of the Entity						
Column Name	**Description**	**Data Type**	**Length**	**PK**	**FK**	**Accepts Null**
	Position Code	varchar		Yes		No
	Position	varchar				No
	Job Family **Must exist in system_reference*	varchar			Yes	No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No

	Updated By *Must exist in user	varchar			Yes	No

Table Name	position_comptency
Description	This table will maintain the competency catalogue per position and the standard rating.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Position Code *Must exist in position	varchar		Yes	Yes	No
	Office Code *Must exist in system_reference	varchar		Yes	Yes	No
	Competency Code *Must exist in competency	varchar		Yes	Yes	No
	Standard	integer				No
	Date Created	datetime				No
	Created By *Must exist in user	varchar			Yes	No
	Date Updated	datetime				No
	Updated By *Must exist in user	varchar			Yes	No

Table Name	program_manager
Description	This table maintains the list of program managers and the specific program they are associated with. The structure allows a program manager can be associated with multiple programs.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	User ID *Must exist in user	varchar		Yes	Yes	No
	Health Program ID *Must exist in health_program	varchar		Yes	Yes	No
	Date Created	datetime				No
	Created By *Must exist in user	varchar			Yes	No
	Date Updated	datetime				No
	Updated By	varchar			Yes	No

	**Must exist in user*					

Table Name	pte_action_plan
Description	This table contains the information on the PTE to be conducted and is populated only if the PTE Level = 3

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Event ID **Must exist in training_event*			Yes	Yes	No
	Health Worker ID **Must exist in health_worker*			Yes	Yes	No
	Date Conducted	date				No
	Supervisor's Name	varchar				No
	Supervisor's Position	varchar				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	pte_action_plan_list
Description	This table contains the details of the *pte_action_plan* table.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Event ID **Must exist in training_event*			Yes	Yes	No
	Health Worker ID **Must exist in health_worker*			Yes	Yes	No
	Sequence Number	integer				No
	Checklist Line #	integer				No
	Timeframe	integer				No
	Resource Needed	varchar				No
	Means of Verification	varchar				No
	Date Created					No
	Created By	varchar			Yes	No

	**Must exist in user*					
	Date Updated					No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	pte_participant
Description	This is the table that monitors the evaluation participated by the Health Worker. PTE Level is sequential; thus, PTE Level cannot be set to 3 if no record if PTE Level = 1 and 2 exists.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Event ID **Must exist in training_event*			Yes	Yes	No
	Health Worker ID **Must exist in health_worker*			Yes	Yes	No
	PTE Level	integer				No
	Grade	integer				No
	PTE Date	date				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	training_center
Description	This table maintains all training centers where the LD Providers hold trainings. These are the training centers that will be referenced in the Training Schedules. The training centers are uniquely identified for each LD Provider.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Center ID	integer		Yes		No
	LD Provider **Must exist in ld_provider*	integer			Yes	
	Name of the Training Center	varchar				
	Street Address	varchar				

	Barangay Address *Must exist in psgc*	integer			Yes	
	City/Municipality Address *Must exist in psgc*	integer			Yes	
	Province Address *Must exist in psgc*	integer			Yes	
	Region Address *Must exist in psgc*	integer				
	User ID *Must exist in user*	varchar			Yes	
	Date Created	datetime				
	Created By *Must exist in user*	varchar			Yes	
	Date Updated	datetime				
	Updated By *Must exist in user*	varchar			Yes	

Table Name	training_course
Description	This table maintains all the training courses offered by internal and external LD Providers. It is designed that more than one LD Provider can offer the same course. It is required that a course is linked to a competency.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Course	varchar		Yes		No
	Course Name	varchar				No
	Course Description	varchar				No
	Competency Code *Must exist in competency*	varchar			Yes	No
	Competency Level *Must exist in system_reference*	integer			Yes Yes	No
	Duration	integer				No
	Delivery Mode *Must exist in system_reference*	integer				No
	Venue Consideration	varchar				No
	Maximum Number of Participants	integer				No
	With CPD Units	boolean				No

	CPD Units	integer				No
	With PTE	boolean				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	training_course_checklist
Description	This table maintains the list of action plans for the course's post-training evaluation. It is only required to be populated if the Training Course is set to have a post-training evaluation.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Course **Must exist in user*	varchar		Yes	Yes	No
	Checklist Line #	integer		Yes		No
	Action	varchar				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	training_event
Description	This table maintains all training schedules (new, on-going, completed, cancelled) linked to a Training Course.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Event ID					No
	Course Code **Must exist in training_course*	Varchar		Yes	Yes	No
	LD Provider **Must exist in ld_provder*	integer		Yes	Yes	No

	Start Date	datetime				No
	End Date	datetime				No
	Training Center ID **Must exist in raining_center*	integer			Yes	No
	Cost per Pax	integer				No
	Funding Source	Varchar				No
	Training Status **Must exist in system_reference*	integer			Yes	No
	Date Created	datetime				No
	Created By **Must exist in user*	Varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	Varchar			Yes	No

Table Name	training_event_participant
Description	This table maintains the list of training participants registered in a Training Schedule and keeps track of the training status, certificate and PTE scheduling. The participant is required to be in the health_worker master file.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Training Event ID **Must exist in training_event*			Yes	Yes	No
	Health Worker ID **Must exist in health_worker*			Yes	Yes	No
	PTE Level	Integer		Yes		No
	PTE Date	date				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	user
Description	This table contains the user accounts of all the LDIMS users and is managed only by the designated LDIMS Systems Administrator. Only the users who are in this table can log-on to LDIMS.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	Username	varchar		Yes		No
	Password	varchar				No
	Facility ID **Must exist in facility*	integer			Yes	No
	Last Name	varchar				No
	First Name	varchar				No
	Middle Name	varchar				No
	Name Suffix	varchar				No
	E-mail Address	varchar				No
	Mobile Number	integer				No
	User Level **Must exist in user_level*	integer				No
	Status **Must exist in system_reference*	integer				No
	Date Created	datetime				No
	Created By **Must exist in user*	varchar			Yes	No
	Date Updated	datetime				No
	Updated By **Must exist in user*	varchar			Yes	No

Table Name	user_functions
Description	This table manages and maintains the modules available in LDIMS. This is one of the tables that is required to be set-up by the LDIMS Systems Administrator prior to the roll-out of the system.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	User Function ID	integer		Yes		No
	Function Name	varchar				No

	Description	varchar				No
	Function Group	varchar				No
	Group Order	Integer				No

Table Name	user_level
Description	This table manages the different user levels in LDIMS. The User Level defines the modules and types of module access will be made available to the user.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	User Level ID	integer		Yes		No
	User Level Name	varchar				No

Table Name	user_privileges
Description	This table maintains the list of modules and types of access (add, update, delete) available to each user level defined in LDIMS. It is required that the User Level and Function ID are set-up before setting-up the privileges.

Attributes (fields) of the Entity

Column Name	Description	Data Type	Length	PK	FK	Accepts Null
	User Level ID **Must exist in user_level*	integer		Yes	Yes	No
	Function ID **Must exist in user_function*	integer		Yes	Yes	No
	View Access	boolean				No
	Add Access	boolean				No
	Edit Access	boolean				No
	Delete Access	boolean				No

LDIMS Functionalities

This section describes the program logic and flow of each of the modules of LDIMS which will be the basis and guide of the developers in coding the functionalities. The Use Case approach is used to describe the required and expected behavior of the LDIMS functionalities together with a high-level workflow.

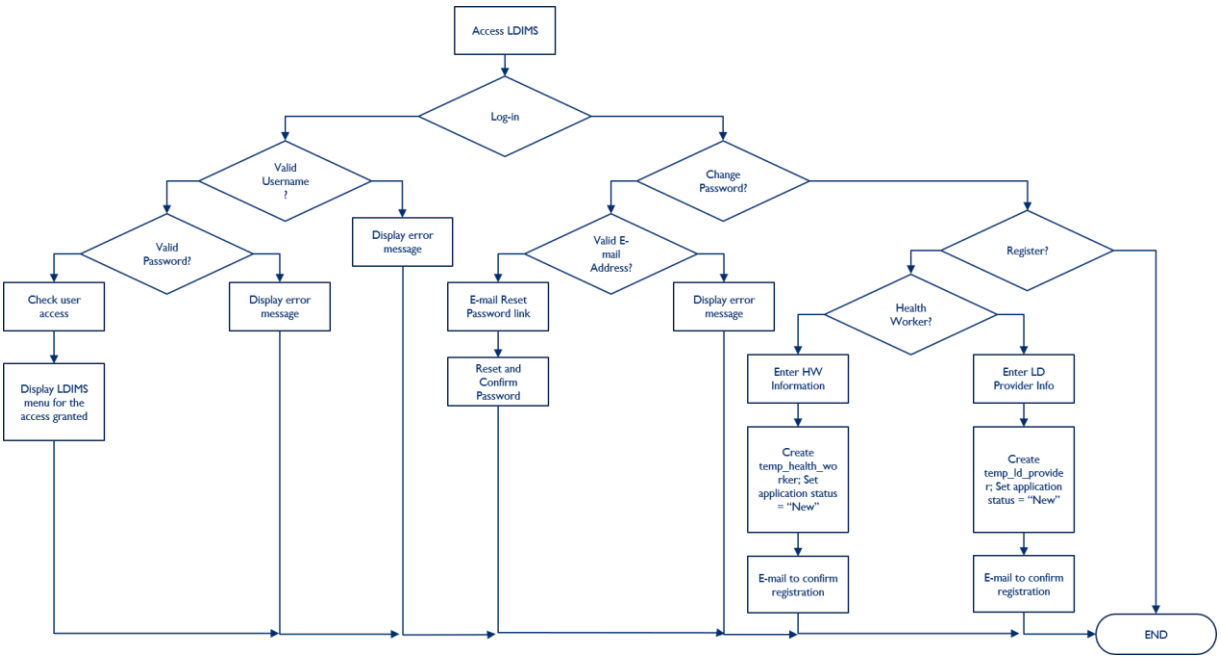
Note that only the program specifications of training-related LDIMS modules are included in this document. Description of the logic and flow of the other modules will be included in the LDIMS roadmap.

The following pages presents the logical flow of each of the component with the Use-Case approach.

Login / Forgot Password / On-Line Registration

The LDIMS Login page will be the initial page displayed once the LDIMS URL is accessed. This page will allow authorized users to log-on to LDIMS and reset passwords. A facility for online registration will also be available for health workers and LD Providers who want to have access to LDIMS.

Workflow



Use Case

Use Case ID:	login
Use Case Name:	LDIMS Login
Description: Logging-in to LDIMS **Actor:** ALL Users (authorized and prospective)	

Preconditions:
1. Active URL

Postconditions:
1. Access to LDIMS

Normal Course of Action:
1. Access the LDIMS URL.
2. Display the LDIMS Login Page.
3. Enter Username.
4. Enter Password.
5. Click Login
    a. Validate if Entered Username is in user table
        i. IF not valid, display error message
    b. Validate if Entered Password is the same password where username = Entered Username
        i. If not valid, display error message
    c. Check user access of Entered Username
    d. Display menu options based on the user access

Exceptions:	
Includes:	
Business Rules	

Use Case ID:	forgot_password
Use Case Name:	Forgot Password

Description:

Procedure to reset password.

Actor:
Authorized users

Preconditions:
1. User has an LDIMS profile

Postconditions:
1. Access to LDIMS

Normal Course of Action:
1. Click Forgot Password
2. Display the Forgot Password page
3. Enter e-mail address registered in LDIMS
4. Click Submit
    a. Validate if Entered E-mail Address is registered in LDIMS
        i. If not valid, display error message
5. Send (by e-mail) the Reset Password link to the Entered E-mail Address
6. Access Reset Password link
7. Enter new password
8. Confirm new password
9. Click Reset Password
    a. Validate New Password is the same as Confirm Password

i. If not the same, display error message

b. Create audit_trail
Set audit_trail_id to last audit_trail_id + 1
table_name to 'user'
field_name to 'password'
old_value to Old Password
new_value to New Password
changed_by to username
datetime_changed to current_date()

c. Update password in user table where username = Entered Username

10. Display Login Page

Exceptions:	
Includes:	
Business Rules	

Use Case ID:	online_register
Use Case Name:	Online Registration

Description:

Procedure for on-line registration in LDIMS.

Actor:
Unauthorized Users

Preconditions:
1. User has no existing LDIMS account

Postconditions:
1. Access to LDIMS

Normal Course of Action:
1. Click Register
2. Select if registration is 'Health Worker' or 'LD Provider'
3. If registration is "Health Worker"
    a. Display Health Worker Online Registration Form
    b. Click Submit
        i. Validate Preferred Username has not been used (not in user table)
        ii. Validate e-mail address
        iii. Validate all entries (not null, foreign key fields)
    c. Add the registration to temp_health_worker table with application_status = "New"
    d. Send registration confirmation e-mail to Health Worker
4. If registration is "LD Provider"
    a. Display LD Provider Online Registration Form
    b. Click Submit
        i. Validate Preferred Username (has not been used (not in user table)
        ii. Validate e-mail address
        iii. Validate all entries (not null, foreign key fields)
    c. Add the registration to temp_ ld_provider table with application_status = "New"

d. Send registration confirmation e-mail to LD Provider	
Exceptions:	1. Routing of the profile to the Systems Administrator to create user profile
Includes:	
Business Rules	1. Online registrations should be reviewed and approved by the LD Administrator 2. LD Administrator should advise the Systems Administrator to create user profile of the approved registration and define the user access

LDIMS Homepage

If the user login is successful, the LDIMS Homepage will be displayed with the LDIMS Main Menu and a snapshot (dashboard) of the content of the LDIMS database.

The LDIMS Manu Menu and sub-menu options is below,

- Home
- Health Worker
  - Pending Registration (On-line)
  - Health Worker Registry
    - Competency Assessment History
    - Trainings Attended
- Needs Assessment
  - Competency Catalogue (Standards)
  - Competency Assessment
- Intervention Design
- Learning and Development Management
  - Intervention Management
    - Training
      - Training Course
      - Training Schedule
    - Coaching/Mentoring
    - Consulting/Succession Planning
  - LD Provider
    - Pending Registration (On-line)
    - LD Provider Registry
    - Training Center
- Evaluation
  - Level 1
  - Level 2
  - PTE-Level 3
- Reports
- L&D Library
  - Facility
  - Health Program
  - Position
  - Competency

Systems Administration
- User Account
- User Level
- System Reference Group
- System Reference

Note that the display of menu options will vary depending on the type of access linked to the user account.

Health Worker

The Health Worker module will allow management of on-line registrations of health workers and existing health worker records. This module will have two sub-modules and these are, Pending Registration (On-line) and Health Worker Registry.

Pending Registration (On-line)

The Pending Registration (On-line) will allow viewing and review of on-line registrations stored in the temporary health worker file *(temp_health_worker)*. Once registration is approved, the health worker record will be marked 'registered' and will automatically be uploaded to the health worker file (*health_worker)*. Records uploaded in the *health_worker* file can be viewed/edited in the Health Worker Registry.

Use Case

Use Case ID:	PendingRegister-View-Approve
Use Case Name:	View and Approve On-line Registrations

Description:

List on-line health worker registrations and approve.

Actor:
LD Administrator

Preconditions:
1. The Health Worker registered on-line, and information is stored in the *temp_health_worker* table.

Postconditions:
1. Approved Health Worker record will be tagged 'registered' and will automatically be added to the *helath_worker* table.
2. The Health Worker record will be included in the list of health workers in the Health Worker Registry.

Normal Course of Action:
1. LD Administrator accesses the Pending Registration (On-line).
2. LDIMS selects and lists all records in the *temp_health_worker* tagged "pending". The records will be listed by date of registration.
3. LD Administrator selects a record and approve by changing the application status to "approved" and saves the record.
4. LDIMS assigns a unique identifier for the Health Worker (Profession Code + PRC No., if the Health Worker is licensed. Otherwise, the unique identifier is a combination of Profession = 'OTH' and PRC No. = system-generated number)
5. LDIMS sets the Date Created field to current_date() and current_time().
6. LDIMS sets the Created By field to the LD Administrator user account.

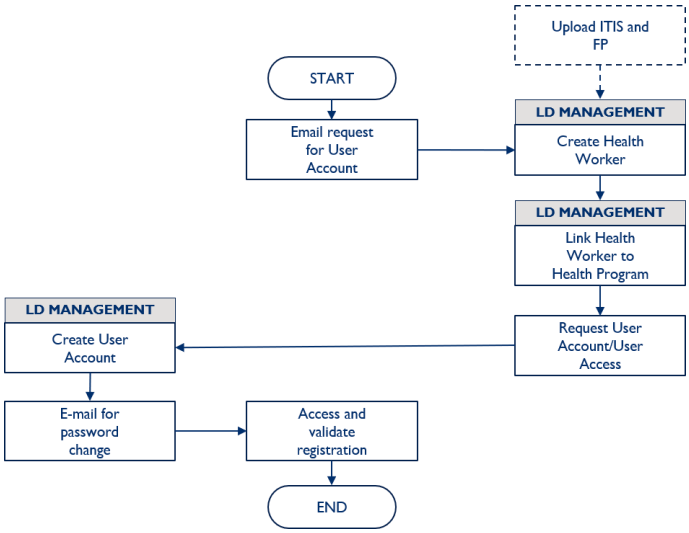
7. LDIMS adds the Health Worker in the *health_worker* table.	
Exceptions:	
Includes:	1. Health worker on-line registrations with status = "pending"
Business Rules	1. Only the LD Administrator can access and approve on-line registrations 2. Only records tagged as "approved' will be added to the Health Worker Registry.

Health Worker Registry

The Health Worker Registry will allow maintenance of existing health worker records that were encoded in the registry, approved on-line registrations, and uploaded information of LDIMS unregistered health workers who participated in LDIMS-registered trainings. Aside from the bio-information of the health workers, the module will also have the facility to display records of competency assessments conducted and training registrations whether it was completed or not. It will also allow adding of new health workers in LDIMS.

Both the Pending Registration (On-line) and the Health Worker Register will only be accessed by the LD Administrator.

Workflow



Use Case

Use Case ID:	HealthWorker-Add
Use Case Name:	Add a Health Worker
Description: Add health worker/s in LDIMS. **Actor:** LD Administrator **Preconditions:** 1. Access to the Health Worker module	

2. The Health Worker has no previous record in LDIMS.

Postconditions:

1. The Health Worker is added in LDIMS and is assigned with a unique Health Worker identifier (Profession + PRC No.)
2. The Health Worker is included in the dropdown list of Training Participants in the Training module.

Normal Course of Action:

1. LD Administrator encodes Health Worker data and submits the form.
2. LD Administrator fills-out all the Health Worker attributes (refer to ***health_worker*** entity).
3. LD Administrator submits the form.
4. LDIMS checks that all NOT NULL entries are filled.
5. LDIMS assigns a unique identifier for the Health Worker (Profession Code + PRC No., if the Health Worker is licensed. Otherwise, the unique identifier is a combination of Profession = 'OTH' and PRC No. = system-generated number)
6. LDIMS sets the Date Created field to current_date() and current_time().
7. LDIMS sets the Created By field to the LD Administrator user account.
8. LDIMS adds the Health Worker LDIMS

Exceptions:	
Includes:	1. Unlicensed health workers (no PRC license)
Business Rules	1. Only the LD Administrator can register a Health Worker 2. Licensed health workers will be uniquely identified by their Profession (Code) + PRC No. While the unlicensed health workers will be uniquely identified with Profession Code = 'OTH' + sequentially system-generated number.

Use Case ID:	HealthWorker -View
Use Case Name:	View Health Workers

Description:

Allows viewing of health worker records

Actor:

LD Administrator

Preconditions:

Access to the Health Worker module

Postconditions:

1. View registered information of health worker/s

Normal Course of Action:

1. Enter search criteria or choose ALL
2. LDIMS displays the result of the search in tabular form, sorted by Health Worker ID. Information that will be displayed includes (Last Name, First Name, Sex, Primary Health Facility, Secondary Health Facility, Health Program, Position, Employment Status)
3. LDIMS allows re-sorting of the result by Health Worker ID, Position, Program

Exceptions:	
Includes:	
Business Rules	1. Only the LD Administrator can view Health Workers. 2. Only health workers in the *health_worker* table can be viewed.

Use Case ID:	HealthWorker - Edit
Use Case Name:	Edit Health Workers
Description: Allows editing of health worker/s records **Actor:** LD Administrator **Preconditions:** Access to the Health Worker module **Postconditions:** 1. Change/Update the registered information of health worker/s **Normal Course of Action:** 1. Enter search criteria or choose ALL 2. LDIMS displays the result of the search in tabular form, sorted by Health Worker ID. Information that will be displayed includes (Last Name, First Name, Sex, Primary Health Facility, Secondary Health Facility, Health Program, Position, Employment Status) 3. LDIMS allows re-sorting of the result by Health Worker ID, Position, Program	
Exceptions:	
Includes:	
Business Rules	1. Only the LD Administrator can make changes to the health workers' information. 2. Only health workers in the *health_worker* table can be edited.

Trainings

This is a facility within the Health Worker Registry that will allow listing of trainings the health worker has been registered regardless if it is completed or not. This can be accessed from the View form and the Edit form.

Use Case

Use Case ID:	HealthWorker-Trainings
Use Case Name:	View Health Worker Training Records
Description: View trainings registered by the health worker/s. **Actor:** LD Administrator **Preconditions:** 1. Access to Health Worker module 2. Access health worker record from View or Edit functions. **Postconditions:** 1. List and display training records of the health worker. **Normal Course of Action:** 1. LD Administrator selects health worker and clicks either View or Edit.	

2. LDIMS displays selects and displays all *training_participant* records of the health worker	
Exceptions:	
Includes:	1. Includes all trainings: completed, withdrawn or cancelled
Business Rules	1. Only the LD Administrator can register a Health Worker

Learning and Development (LD) Management

The LD Management module will allow entry and update of training courses, training schedules and training participants. It will also provide the facility to administer LD Provider records and its affiliated training centers. This module will have two sub-modules, the Intervention Management and the LD Provider sub-module.

Intervention Management

This is the sub-module that will manage all interventions designed to address competency gaps. The 1st release of LDIMS will have training as intervention.

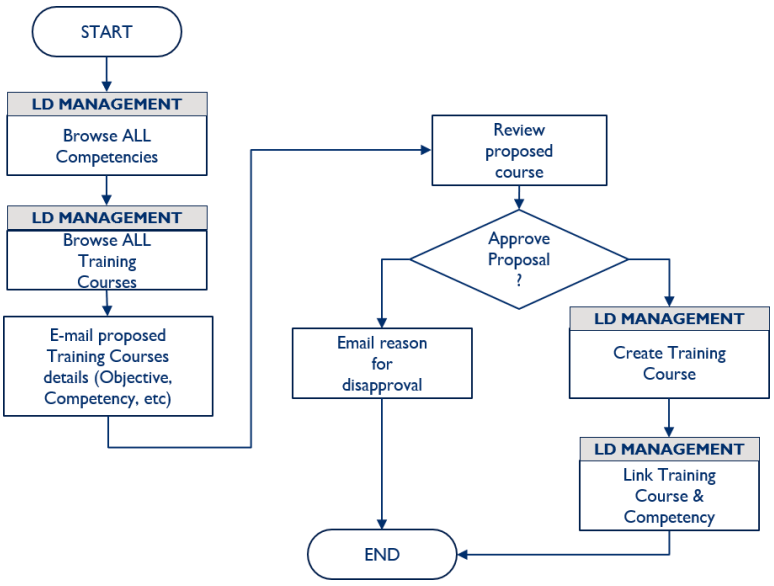
Training

In the Training module, the LD Provider will have the capability to manage all training courses and the training schedules offered including the registration of participants for each schedule offered.

Training Course

This module will allow maintenance of Training Courses with each linked to a Competency. If the design of a Training Course is with a post-training evaluation, the LD Provider will be required to create a checklist of action plan that will be used in the conduct of PTE.

Workflow



Use Case

Use Case ID:	TrainingCourse-Add

Use Case Name:	Add a Training Course

Description:
Training Course in LDIMS

Actor:
LD Administrator

Preconditions:
1. The Training Course is approved by the LD Administrator.
2. The Training Course must be linked to a Competency.
3. The Training Course has no previous record in the System.

Postconditions:
1. The Training Course is added in LDIMS
2. The Training Course is assigned with a unique Training Course identifier.
3. The Training Course can be viewed by ALL LD Providers
4. The LD Provider can view Training Courses by Competency.
5. The LD Administrator can view Training Courses per Competency.

Normal Course of Action:
1. LD Administrator fills-out all the Training Course attributes (refer to training_course entity).
2. LD Administrator submits the form.
3. LDIMS checks that all NOT NULL entries are filled.
4. LDIMS assigns a unique identifier for the Training Course.
5. LDIMS sets the Date Created field to current_date() and current_time().
6. LDIMS sets the Created By field to the LD Administrator user account.
7. LDIMS adds the Training Course in LDIMS

Exceptions:	1. Receipt, review and approval of the proposed training course
Includes:	1. In-house and online Training Courses
Business Rules	1. Only the LD Administrator can add a Training Course. 2. A Training Course must be linked to one and only one Competency. 3. A Training Course is not linked to a specific LD Provider. It can be referenced by multiple LD Providers to schedule trainings.

Use Case ID:	TrainingCourse-View
Use Case Name:	View Training Courses

Description:
Allows viewing of Training Courses in LDIMS

Actor:
LD Administrator, LD Provider, Training Center Administrator

Preconditions:
1. The LD Provider and Training Center Administrator has a View privilege on this module.

Postconditions:
1. Display list of Training Courses

Normal Course of Action:
1. Click Search or Enter search criteria (Competency, Course Description, Delivery Mode, With CPD Units, With PTE)

2. LDIMS displays the Search result in tabular form based, sorted by Training Course Code. Information listed will include the Course Code, Course Name, Competency, Duration, Delivery Mode, With CPD, CPD Units, With PTE 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	The LD Provider and Training Center Administrator has a View privilege on this module

Use Case ID:	TrainingCourse-Edit
Use Case Name:	Edit Training Courses
Description: Allows editing of Training Courses in LDIMS **Actor:** LD Administrator, LD Provider, Training Center Administrator **Preconditions:** 1. The LD Provider and Training Center Administrator has an Edit privilege on this module. **Postconditions:** 1. Display list of Training Courses **Normal Course of Action:** 1. Click Search or Enter search criteria (Competency, Course Description, Delivery Mode, With CPD Units, With PTE) 2. LDIMS displays the Search result in tabular form based, sorted by Training Course Code. Information listed will include the Course Code, Course Name, Competency, Duration, Delivery Mode, With CPD, CPD Units, With PTE 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	The LD Provider and Training Center Administrator has an Edit privilege on this module

Training Course – PTE Checklist

This module will provide LD Providers the facility to create a checklist of items to be evaluated during the PTE. This feature will only be available if the Training Course will require a PTE. This checklist will populate the action plans in the PTE Level 3.

Use Case

Use Case ID:	TrainingCourseChecklist-Add
Use Case Name:	Create a Training Course Checklist
Description: Create checklist of actions to be evaluated during the PTE. This is only allowed if Training Course PTE = 'Yes'. **Actor:**	

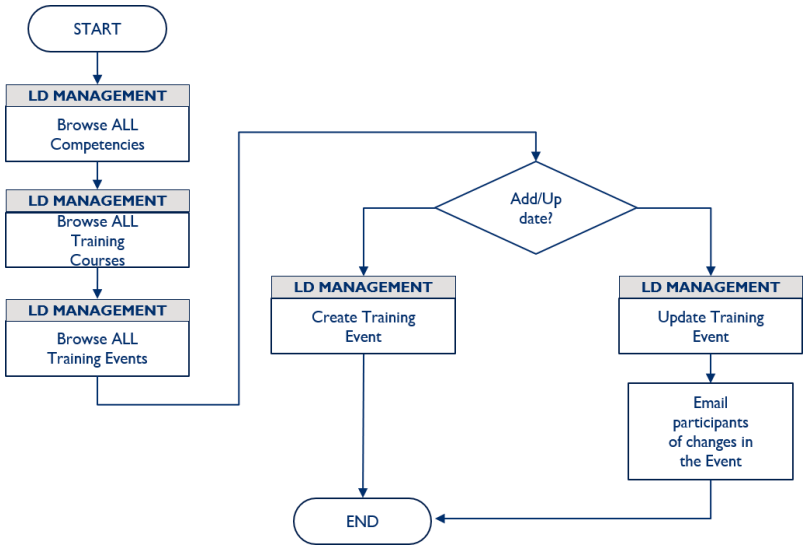
LD Administrator, LD Provider **Preconditions:** 1. The Training Course requires a post-training evaluation. **Postconditions:** 1. A PTE checklist is prepared for the Training Course 2. The checklist will populate the PTE Level 3 Action Plans. **Normal Course of Action:** 1. LD Administrator/LD Provider creates a Training Course and sets PTE = "Yes". 2. LD Administrator/LD Provider enters the actions. 3. LDIMS checks that all NOT NULL entries are filled. 4. LDIMS sets the Date Created field to current_date() and current_time(). 5. LDIMS sets the Created By field to the LD Administrator user account. 6. LDIMS adds the Training Course Checklist in LDIMS	
Exceptions:	
Includes:	1. In-house and online Training Courses
Business Rules	1. Only the LD Administrator and/or LD Provider can create a Training Course Checklist. 2. A Training Course must be flagged with PTE required.

Use Case ID:	TrainingCourseChecklist-Modify
Use Case Name:	Modify a Training Course Checklist
Description: Modify an existing checklist of actions. This is only allowed if Training Course PTE = 'Yes'. **Actor:** LD Administrator, LD Provider **Postconditions:** 1. A revised PTE checklist will populate the PTE Level 3 Action Plans. **Normal Course of Action:** 1. LD Administrator/LD Provider selects the Training Course 2. LD Administrator/LD Provider accesses the checklist and make the necessary changes. 3. LDIMS checks that all NOT NULL entries are filled. 4. LDIMS sets the Date Updated field to current_date() and current_time(). 5. LDIMS sets the Updated By field to the LD Administrator/LD Provider user account. 6. LDIMS updates the Training Course Checklist in LDIMS	
Exceptions:	
Includes:	1. In-house and online Training Courses
Business Rules	1. Only the LD Administrator and/or LD Provider can modify a Training Course Checklist. 2. A Training Course must be flagged with PTE required.

Training Schedule

This module will allow LD Providers and Training Center Administrators to manage their trainings. All trainings are linked to Courses and to Training Centers. Training Schedules will be uniquely identified by the Training Course, Start Date of the Event and the LD Provider.

Workflow



Use Case

Use Case ID:	TrainingSchedule-Add
Use Case Name:	Add a Training Schedule

Description:

Add a Training Schedule in LDIMS. The Training Schedule is specific to an LD Provider.

Actor:
LD Provider, Training Center Administrator, LD Administrator

Preconditions:

1. The Training Schedule (combination of Course, LD Provider and Start Date) has no previous record in the System.
2. A Training Center is identified for the Training Schedule.

Postconditions:

1. The Training Schedule is added in LDIMS.
2. The Training Schedule can be viewed by the LD Administrator and ALL LD Providers

Normal Course of Action:

1. LD Administrator/Training Center Administrator selects a Course from the dropdown list.
2. LD Administrator/Training Center Administrator fills-out all the Training Schedule attributes (refer to training_sched entity).
3. LD Administrator/Training Center Administrator submits the form.
4. LDIMS checks that all NOT NULL entries are filled.

5. LDIMS assigns a unique identifier for the Training Schedule. 6. LDIMS sets the Date Created field to current_date() and current_time(). 7. LDIMS sets the Created By field to the LD Administrator user account. 8. LDIMS adds the Training Schedule in LDIMS.	
Exceptions:	
Includes:	1. In-house and online Training Schedules
Business Rules	1. The Training Schedule is created either by the LD Provider or the Training Center Administrator. 2. 1 or more Training Schedules from different LD Providers can be created for one Course 3. A Training Schedule can be viewed by ALL LD Providers and Training Center Administrators

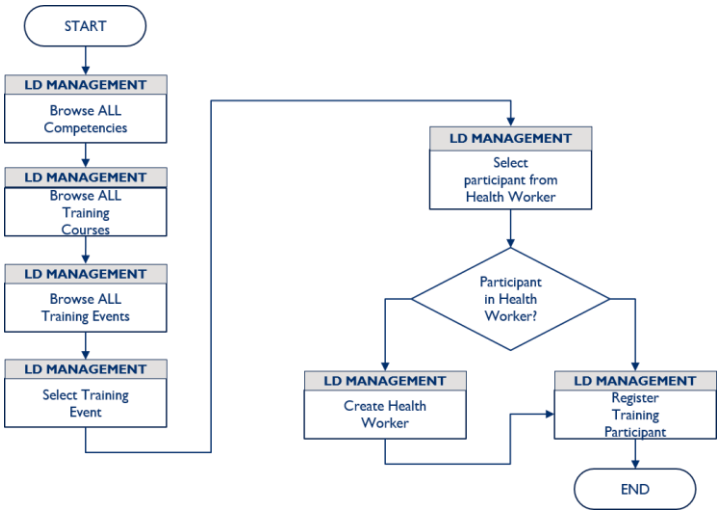
Use Case ID:	TrainingSchedule-View
Use Case Name:	View Training Schedules
Description: Allows viewing of Training Schedules in LDIMS **Actor:** LD Administrator, LD Provider, Training Center Administrator **Preconditions:** 1. Access to view the Training Schedule **Postconditions:** 1. Display Training Schedules **Normal Course of Action:** 1. Click Search or Enter search criteria (Course Name, LD Provider, Training Center Region, Training Center Province, Training Center City/Municipality, Funding Source) 2. LDIMS displays the Search result in tabular form based, sorted by Training Course Code. Information listed will include the Course Code and Name, Start Date, End Date, LD Provider, Training Center and Address (Region, Province, City/Municipality), Funding Source) 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	Only the LD Provider and Training Center Administrator can view Training Schedules.

Training Participant

The Training Participant module will be embedded with the Training Schedule module. This is where the health workers who want to participate in trainings register or are added. There will be two ways to add the health worker as participants: (1) select a Training Schedule and encode the participants. This will require that the participant to be registered in LDIMS; and (2) select a Training Schedule and upload the participant attendance sheet using the template that will be provided by LDIMS. In this

option, the participants' information will be included in the format of the attendance sheet that will be uploaded and the health worker data will be automatically be added to the *health_worker* table.

Workflow



Use Case

Use Case ID:	TrainingParticipant-Add
Use Case Name:	Add a Participant
Description: Add a Training Participant to a Training Schedule. **Actor:** LD Administrator, LD Provider, Training Center Administrator **Preconditions:** 1. The Training Participant is a Health Worker. 2. The Training Participant has not registered in the same Course. **Postconditions:** 1. The Training Participant is registered in the Training Schedule **Normal Course of Action:** 1. LD Provider/Training Center Administrator selects a Training Schedule and goes to the Participants form. 2. LD Provider/Training Center Administrator selects a participant from the Health Worker dropdown list. 3. LD Administrator/Training Center Administrator fills-out all the Training Participants attributes (refer to training_participant entity). 4. LD Administrator/Training Center Administrator submits the form. 5. LDIMS checks that all NOT NULL entries are filled. 6. LDIMS assigns a unique identifier for the Training Schedule. 7. LDIMS sets the Date Created field to current_date() and current_time(). 8. LDIMS sets the Created By field to the LD Administrator user account. 9. LDIMS adds the Training Participant in LDIMS.	
Exceptions:	
Includes:	1. ALL Training Participants

Business Rules	1. The Training Participant is added by the LD Provider or the Training Center Administrator 2. The Training Participant must be a Health Worker (for online entry). Otherwise, the Training Participant will be automatically added to the Health Worker (for upload entry). 3. The Training Participant can only register in the same Training Course once.

Use Case ID:	TrainingParticipant-Upload
Use Case Name:	Upload Training Participants
Description: Upload list of Participants to a Training Schedule. **Actor:** LD Administrator, LD Provider, Training Center Administrator **Preconditions:** 1. The names and other information of the Participant are in the template provided by LDIMS 2. The Participant is a Health Worker. Otherwise, the Participant is automatically added to the Health Worker with the Profession ('OTH') + PRC No. (last PRC No. + 1 where Profession = 'OTH') as the unique identifier. 3. The Training Schedule to register the participant must be in LDIMS and is active **Postconditions:** 1. The Participant is registered in the Training Schedule. **Normal Course of Action:** 1. LD Provider/Training Center Administrator selects the Course and Training Schedule 2. LD Provider/Training Center Administrator uploads the Participants file. 3. LDIMS validates that all required entries are complete and in the required format. 4. LDIMS validates that all entries and adds the Participants to the Training Schedule.	
Exceptions:	
Includes:	1. Participants of online courses (e-Learning) 2. Automatic append to the Health Worker file with the Profession + PRC No. as the unique identifier 3. Rejection of Participant with record for the same Training Course
Business Rules	1. The Training Schedule must be in LDIMS and is 'Active'

Use Case ID:	TrainingParticipant-View
Use Case Name:	View Training Participants
Description: Allows viewing of Participants in LDIMS **Actor:** LD Administrator, LD Provider, Training Administrator **Preconditions:** 1. Access to view Participants **Postconditions:** 1. Display list of Training Participants	

Normal Course of Action: 1. Click Search or Enter search criteria (Course Name, LD Provider, Training Center Region, Training Center Province, Training Center City/Municipality, Funding Source) 2. LDIMS displays list of Participants in tabular form based on the search criteria, sorted by Last Name. Information to list will include the Health Worker ID, Health Worker Name (Last Name, First Name), Registration Date, Participant Status, With Certificate, Certificate Date, With PTE Schedule) 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	Only the LD Administrator, LD Provider and Training Center Administrator can view Training Participants.

LD Provider

The LD Provider module is for the maintenance of LD Providers and can only be accessed by the LD Administrator. There will be 3 sub-modules under LD Provider, these are Pending Registration (On-Line), LD Provider Registry and Training Centers.

Pending Registration (On-line)

The Pending Registration (On-line) will allow viewing of on-line registrations stored in the temporary LD Provider file *(temp_ld_provider)*. Once registration is approved, the LD Provider record will be marked 'registered' and will automatically be uploaded to the LD Provider file (*ld_provider)* and will be available for viewing in the LD Provider Registry.

Use Case

Use Case ID:	PendingRegister-View-Approve
Use Case Name:	View and Approve On-line Registrations
Description: List on-line health worker registrations and approve. **Actor:** LD Administrator **Preconditions:** 1. The LD Provider registered on-line, and information is stored in the *temp_ld_provider* table. **Postconditions:** 1. Approved LD Provider record will be tagged 'registered' and will automatically be added to the *ld_provider* table. 2. The LD Provider record will be included in the list of health workers in the LD Provider Registry. **Normal Course of Action:** 1. LD Administrator accesses the Pending Registration (On-line). 2. LDIMS selects and lists all records in the *temp_ld_provider* tagged "pending". The records will be listed by date of registration. 3. LD Administrator selects a record and approve by changing the application status to "approved" and saves the record. 4. LDIMS assigns a unique identifier for the LD Provider. 5. LDIMS sets the Date Created field to current_date() and current_time().	

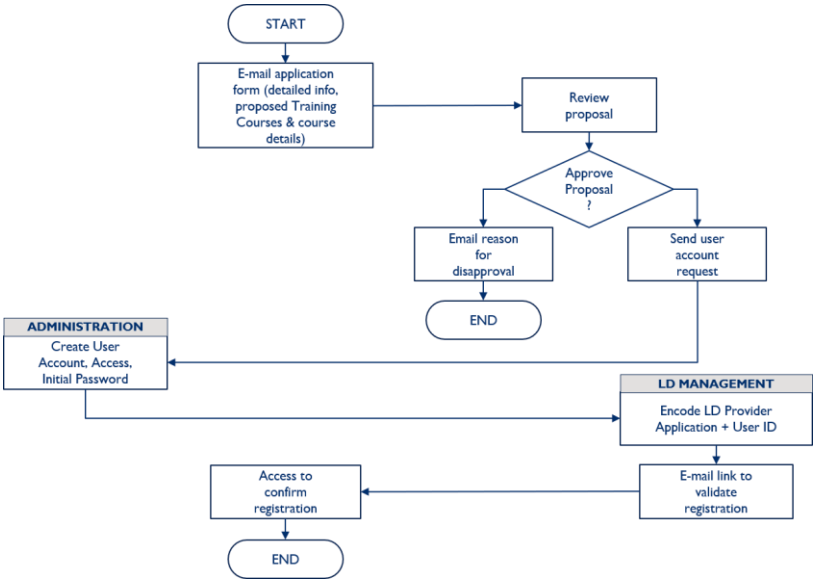
6. LDIMS sets the Created By field to the LD Administrator user account. 7. LDIMS adds the LD Provider in the *ld_provider* table.	
Exceptions:	
Includes:	1. LD Provider on-line registrations with status = "pending"
Business Rules	3. Only the LD Administrator can access and approve on-line registrations 4. Only records tagged as "approved' will be added to the LD Provider Registry.

LD Provider Registry

The LD Provider Registry module will allow creating new LD Providers and maintenance of existing LD Provider records that were encoded in the registry and approved on-line registrations. There will be two ways for an LD Provider to be registered in LDIMS: (1) encode manually **approved** LD Provider application; and (2) on-line approval of online registrations.

Both the Pending Registration (On-line) and the Health Worker Register will only be accessed by the LD Administrator.

Workflow



Use Case

Use Case ID:	LDProvider-Add
Use Case Name:	Add an LD Provider
Description: This use case describes the process in registering an LD Provider in LDIMS, the triggers to the registration process and the 'registered' state of the LD Provider. **Actor:** LD Administrator, LDIMS Systems Administrator **Preconditions:**	

1. LD Administrator received the application/request from prospective LD Provider.
2. LD Provider provided all the required information in the application form.
3. LD Administrator reviewed and approved the LD Provider application/request.
4. LD Administrator requested (by e-mail) the LDIMS Systems Administrator for a new user account for the LD Provider, User ID = preferred Login ID by LD Provider, Password = randomly-generated password (initial).
5. LDIMS Systems Administrator created LD Provider user account and informed LD Administrator (by e-mail).
6. The LD Provider has no previous record in the System.

Postconditions:

1. The LD Provider is added in LDIMS and assigned with a unique LD Provider identifier.
2. The LD Provider can access LDIMS using the approved User ID.
3. The LD Provider is given the 'LD Provider' access with the following privileges:
    a. Access and maintain Training Centers (linked to the LD Provider)
    b. Access and maintain Training Schedules (linked to the LD Provider and its Training Centers)
    c. Access and maintain Training Participants (linked to the LD Provider and its Training Centers)
    d. Access and maintain PTE Events (linked to the LD Provider and its Training Centers)
    e. Access and maintain PTE Participants (linked to the LD Provider and its Training Centers)
    f. Access and view ALL Course

Normal Course of Action:

1. LDIMS Administrator creates user account with 'LD Provider' access for LD Provider.
2. LD Administrator fills-out all the LD Provider attributes (refer to ld_provider entity).
3. LD Administrator submits the form.
4. LDIMS checks that all NOT NULL entries are filled.
5. LDIMS assigns a unique identifier for the LD Provider.
6. LDIMS sets the Date Created field to current_date() and current_time().
7. LDIMS sets the Created By field to the LD Administrator user account.
8. LDIMS adds the LD Provider in LDIMS.
9. LDIMS sends a system-generated e-mail to the LD Provider to confirm successful registration together with the Login ID, initial password and link to change password.

Exceptions:	1. Receipt, review and approval of the LD Provider application. 2. Sending of the application form to the LD Provider. 3. Sending of e-mail to the LD Provider of application rejection notification. 4. Sending e-mail notification to and from the LDIMS Systems Administrator for the User Account.
Includes:	1. Registration of in-house and on-line (e-Learning) training/LD Providers.
Business Rules	1. Only the LD Administrator can register an LD Provider. 2. The LD Administrator must send a request email to the LDIMS Systems Administrator to create a new User ID for the LD Provider. The requested User ID is indicated in the application form. 3. The LDIMS Systems Administrator must e-mail LD Administrator as soon as the account is created. 4. Only the LDIMS Systems Administrator can create a User Account. 5. The LD Provider must be linked to at least one Health Program.

Use Case ID:	LDProvider-Add (Online Application)

Use Case Name:	Add an LD Provider (Online Application)

Description:

This use case describes the process of registering an LD Provider with online applications and the triggers to the registration process. The 'registered' state of the LD Provider is the same as the LD Provider who were registered by the LD Administrator.

Actor:
LD Provider, LD Administrator, LDIMS Systems Administrator

Preconditions:

1. The LD Provider Application Form is available on-line with field validation capabilities.
2. The LD Provider has no previous record in the System.
3. There must be an applications table to store all LD Provider applications received on-line.

Postconditions:

1. The LD Provider is added in LDIMS and assigned with a unique LD Provider identifier.
2. The LD Provider can access LDIMS using the approved User ID.
3. The LD Provider is given the 'LD Provider' access with the following privileges:
    a. Access and maintain Training Centers (linked to the LD Provider)
    b. Access and maintain Training Schedule (linked to the LD Provider and its Training Centers)
    c. Access and maintain Training Participants (linked to the LD Provider and its Training Centers)
    d. Access and maintain PTE Events (linked to the LD Provider and its Training Centers)
    e. Access and maintain PTE Participants (linked to the LD Provider and its Training Centers)
    f. Access and view ALL Courses
4. The LD Provider application is deleted from the temporary table indicated in the Preconditions.

Normal Course of Action:

1. LD Provider fills out and completes the application form and submits.
2. LDIMS sends an email notification to the LD Provider acknowledging receipt of application.
3. LDIMS send an e-mail notification to the LD Administrator of the LD Provider application received.
4. LD Administrator accesses and reviews the application form.
    a. If rejected,
        i. LD Administrator changes the application status to 'Rejected' and inputs the reason for rejection and submits the form.
        ii. LDIMS sends a system-generated rejection notification to the LD Provider with the reason for rejection.
    b. If approved,
        i. LD Administrator e-mails the LDIMS Systems Administrator to create a user account for the LD Provider: User ID = preferred Login ID of the LD Provider, Password = randomly generated password (initial).
        ii. LDIMS Systems Administrator creates a user account for the LD Provider and e-mails LD Administrator to confirm
        iii. LD Administrator changes the application status to 'Approved' and submits the form.
        iv. LDIMS adds the LD Provider in the LDIMS (moves LD Provider information from application table to LD Provider)
        v. LDIMS sends a system-generated e-mail to the LD Provider to confirm successful registration together with the Login ID, initial password and link to change password.

Exceptions:	1. E-mail notification to and from the LDIMS Systems Administrator for the User Account.

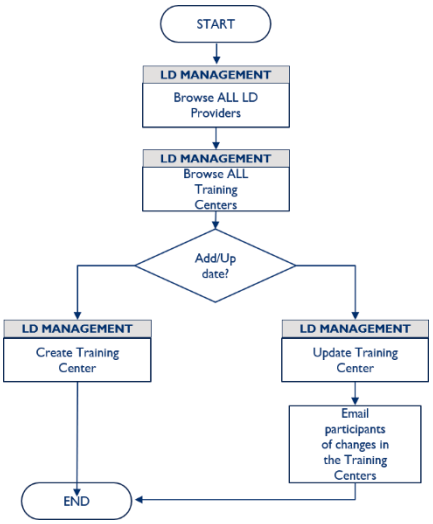
Includes:	1. Registration of in-house and on-line (e-Learning) training providers.
Business Rules	1. Only the LD Administrator can register an LD Provider. 2. The LD Administrator must send a request email to the LDIMS Systems Administrator to create a new User ID for the LD Provider. The requested User ID is indicated in the application form. 3. The LDIMS Systems Administrator must e-mail LD Administrator as soon as the account is created. 4. Only the LDIMS Systems Administrator can create a User Account. 5. The LD Provider must be linked to at least one Health Program

Use Case ID:	LD Provider-View
Use Case Name:	View LD Providers
Description: Allows viewing of LD Providers in LDIMS **Actor:** LD Administrator **Preconditions:** **1.** Access to LD Provider **Postconditions:** 2. Display list of LD Providers **Normal Course of Action:** 1. Click Search or Enter search criteria (LD Provider, Address (Region, Province, City/Municipality), Type of Institution, Type of Ownership, DOH Certified) 2. LDIMS displays the Search result in tabular form based, sorted by LD Provider ID. Information listed will include the LD Provider ID, LD Provider Name, Address (Region, Province, City/Municipality), Type of Institution, Type of Ownership, DOH Certified) 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	Only the LD Administrator can view LD Providers.

Training Center

This module will allow management of training centers of the LD Providers. These are referenced as venues of the scheduled trainings. A Training Center Administrator will be required to be assigned for each Training Center. The Training Center Administrator will be responsible for the maintenance of the trainings scheduled in their training centers. Training Centers are specific to LD Providers.

Workflow



Use Case

Use Case ID:	TrainingCenter-Add
Use Case Name:	Add a Training Center

Description:

Training Centers are the training venues of the Training Schedules.

Actor:
LD Provider, LD Administrator

Preconditions:

1. A Training Center Administrator is identified and assigned to a Training Center.
2. LD Provider sent a request to the LD Administrator for a user account for its Training Center Administrator.
3. The Training Center has no previous record under the LD Provider.

Postconditions:

1. The Training Center is added in LDIMS.
2. The Training Center is linked to an LD Provider and assigned with a unique Training Center identifier.
3. The Training Centers are listed in the dropdown of training venues when creating Training Schedules.
4. The Training Center Administrator can login to LDIMS using the Login ID provided,
5. The Training Center Administrator is given the 'TC Administrator' access with the following privileges:
    a. Access and view Courses
    b. Access and maintain Training Schedules (linked to the LD Provider)
    c. Access and maintain Training Participants (linked to the LD Provider)
    d. Access and maintain PTE Events (linked to the LD Provider)
    e. Access and maintain PTE Participants (linked to the LD Provider)

Normal Course of Action:

1. If LD Provider is not the Training Center Administrator
    a. LD Provider e-mails the LD Administrator to request for user account for the Training Center Administrator.

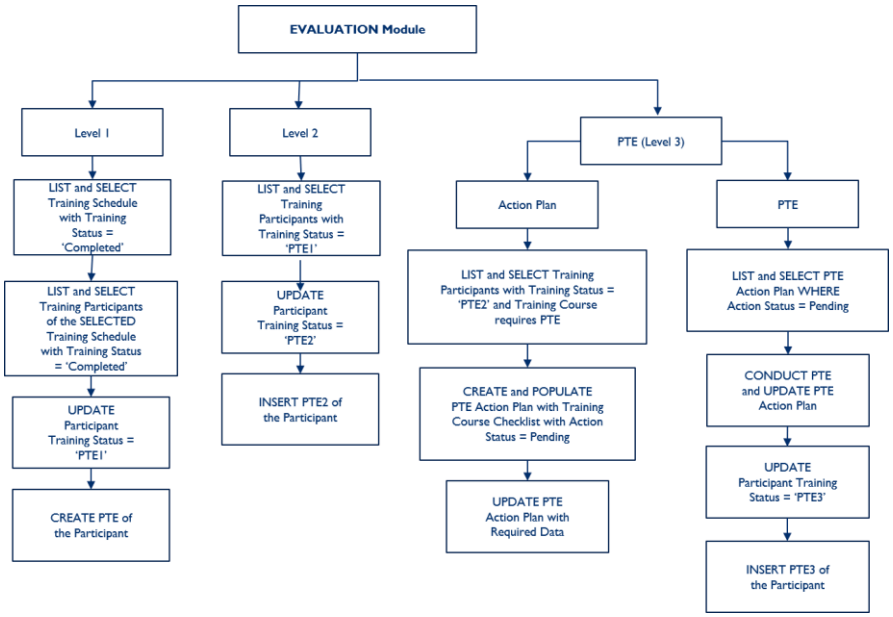
b. LD Administrator e-mails the LDIMS Systems Administrator to create account for the Training Center Coordinator, User ID = preferred Login ID of the Training Center Administrator, Password = randomly-generated password (initial) c. LDIMS Systems Administrator e-mails the LD Administrator new account confirmation. d. LD Administrator e-mails LD Provider the Training Center Administrator account confirmation (Login ID, randomly-generated password and link to change password and access the LDIMS) 2. LD Provider fills-out all the Training Center attributes (refer to training_center entity). 3. LD Provider submits the form. 4. LDIMS checks that all NOT NULL entries are filled. 5. LDIMS sets the Date Created field to current_date() and current_time(). 6. LDIMS sets the Created By field to the LD Administrator user account. 7. LDIMS adds the Training Center in LDIMS	
Exceptions:	1. Sending of e-mail to and from the LD Provider 2. Sending of e -mail to and from LD Administrator 3. Sending of e -mail to and from LDIMS Administrator
Includes:	1. Training Centers for in-house and on-line training providers
Business Rules	1. Only the LD Provider can add a Training Center 2. The LD Provider must have at least one Training Center. 3. A Training Center can only be associated with one LD Provider. 4. LD Provider can have multiple Training Centers. 5. A Training Center must have a Training Center Administrator.

Use Case ID:	TrainingCenter-View
Use Case Name:	View Training Centers
Description: Allows viewing of Training Centers in LDIMS **Actor:** LD Provider, Training Center Administrator, LD Administrator **Preconditions:** 1. Access to view the Training Centers **Postconditions:** 1. Display list of Training Centers **Normal Course of Action:** 1. Click Search or Enter search criteria (LD Provider, Address – Region, Province, City/Municipality) 2. LDIMS displays the Search result in tabular form based, sorted by Training Center ID. Information listed will include the LD Provider, Training Center ID, Name of Training Center, Address – Region, Province, City/Municipality) 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	1. Only the LD Provider and Training Center Administrator can view Training Centers. 2. The LD Provider and Training Center Administrator can only view Training Centers linked to its LD Provider.

Evaluation

The LD Management module will cover all the processes involved in managing and monitoring the trainings of Health Workers. The LD Administrator will have the capability to view all the trainings attended and completed and upcoming trainings of the Health Workers. Each Training Course will be linked to the relevant Competency during entry, and the Competency will be matched to the Health Workers' Position. This design is in preparation for the integration of the Needs Assessment and Intervention Design modules.

Workflow



PTE Level 1

Level 1 evaluation is the participant's feedback on the training that includes the content, modality, facilitator, materials and venue. The objective is to determine how the training can be further improved. LDIMS will not store the questions and responses to the feedback questionnaire. It shall be the responsibility of the LD Provider to store this information, for their reference. LDIMS whether the feedback has been provided or not.

This should be conducted immediately after the training.

Use Case

Use Case ID:	pte_level1
Use Case Name:	Level 1 Evaluation
Description: Recording of the participants who submitted their feedback of the training. **Actor:** LD Provider, Training Center Administrator **Preconditions:** 1. Training was flagged as "Completed" 2. Training Participant was flagged as "Complete"	

3. Training was completed less than 3 months ago

Postconditions:
1. Proceed to PTE Level 2

Normal Course of Action:
1. Login as LD Provider/Training Center Administrator
2. LDIMS lists (in tabular form) all Training Schedules with Training Status = 'Complete' and LD Provider = Logged in LD Provider
    a. Data to display: Training Course, Start Date, End Date,
    b. Sort list by Training Course, End Date
    c. Allow manual sorting by Start Date, End Date
3. LDIMS lists all Training Participants with Training Status = 'Complete' and Training Schedule = Selected Training Schedule
    a. Data to display: Last Name, First Name,
4. LD Provider/Training Center Administrator selects a Training Participant.
    a. Update Training Status to 'PTE1'
    b. Create PTE Participant (Training Schedule, Health Worker, PTE Level, Date of PTE, created by, date created)

Exceptions:	1. Maintenance of the feedback questions and responses of the LD Provider's
Includes:	1. Evaluation of e-Learning trainings
Business Rules	

PTE Level 2

Level 2 evaluation will measure how much the participants learned from the training. This is normally in the form of a written tests with questions based on the topics discussed. This should be taken after Level 1 and within 3 months from the end of the training. Also, completion of Level 2 evaluation is a pre-requisite to the issuance of the training certificate.

Use Case

Use Case ID:	pte_level2
Use Case Name:	Level 2 Evaluation

Description:

Recording participants who have completed and passed the final test for Level 2 PTE.

Actor:
LD Provider, Training Center Administrator

Preconditions:
1. Training Status = 'PTE1'
2. Training was completed less than 3 months ago.

Postconditions:
1. Proceed to PTE Level 3

Normal Course of Action:
1. Login as LD Provider/Training Center Administrator
2. LDIMS lists (in tabular form) all Training Participants with Training Status = 'PTE1' and LD Provider = Logged in LD Provider
    a. Data to display: Training Course, Start Date, End Date, Last Name, First Name

b. Sort list by Training Course, End Date, Last Name c. Allow manual sorting by Start Date, End Date, Last Name 3. LD Provider/Training Center Administrator selects a Training Participant. a. Update Training Status to 'PTE2' b. INSERT INTO PTE Participant (PTE Level, Pass/Fail, Date of PTE, created by, date created) WHERE Training Schedule = Selected Training Schedule AND Health Worker = Selected PTE Participant	
Exceptions:	1. Maintenance of the test questions and answers of the LD Provider's and grades of the Training Participants
Includes:	1. e-Learning participants
Business Rules	

PTE Level 3

Level 3 will measure how the participants apply their learnings in their work place. This evaluation should be done within 3 to 6 months after the training and should be agreed between the Learning Provider and the Participant. Completion of Levels 1 and 2 is a pre-requisite to conducting Level 3 evaluation. A Workplace Application Plan (WAP) or a Supportive Supervision Plan will be developed jointly by the LD Provider and the participant.

All levels of evaluation will be supervised by the LD Provider.

Use Case

Use Case ID:	pte_level3_actionplan
Use Case Name:	Level 3 Evaluation

Description:

The Evaluation module shall have two sub-modules, that is, the module for the development of the PTE Action Plan and the recording of the PTE observations for each Participant. The PTE Action Plan shall be based on the Checklist defined per Training Courses requiring post-training evaluations.

Actor:
LD Provider, Training Center Administrator

Preconditions:
1. Completed and passed Level 2 PTE.
2. Level 3 is conducted within 3-6 months after the training.
3. Training Course PTE checklist.

Postconditions:
1. Developed PTE Action Plan.
2. Conducted and record result of Post-Training Evaluation.

Normal Course of Action:
1. Login as LD Provider/Training Center Administrator
2. LDIMS lists (in tabular form) all Training Participants with Training Status = 'PTE2' and LD Provider = Logged In LD Provider and Training Course requires PTE
    a. Data to display: Training Course, Start Date, End Date, Last Name, First Name
    b. Sort list by Training Course, End Date, Last Name
    c. Allow manual sorting by Start Date, End Date, Last Name
3. LD Provider/Training Center Administrator selects a Training Participant.

a. Create and populate the PTE Action Plan with Training Course PTE Checklist b. Select the actions to be taken for the PTE c. Input the information required per action (timeframe of the action, resources needed and means of verification) d. LDIMS creates the Participant's PTE Action Plan e. Update PTE Action Plan Status to 'Pending PTE3'	
Exceptions:	
Includes:	1. e-Learning participants
Business Rules	

Use Case ID:	pte_level3_evaluate
Use Case Name:	Level 3 Evaluation
Description: This sub-module will record observations on each item in the PTE Action Plan. **Actor:** LD Provider, Training Center Administrator **Preconditions:** 1. Developed PTE Action Plan. 2. PTE Action Plan Status is 'Pending PTE3' 3. Level 3 is to be conducted within 3-6 months after the training. **Postconditions:** 1. Recorded PTE Result **Normal Course of Action:** 1. Login as LD Provider/Training Center Administrator 2. LDIMS lists (in tabular form) all PTE Action Plan with Status = 'Pending PTE3' and LD Provider = Logged In LD Provider a. Data to display: Training Course, Start Date, End Date, Last Name, First Name b. Sort list by Training Course, End Date, Last Name c. Allow manual sorting by Start Date, End Date, Last Name 3. LD Provider/Training Center Administrator selects a PTE Action Plan. 4. LD Provider/Training Center Administrator conducts PTE and records observations. 5. Update Training Status to 'PTE2' 6. INSERT INTO PTE Participant (PTE Level, Pass/Fail, Date of PTE, created by, date created) WHERE Training Schedule = Selected Training Schedule AND Health Worker = Selected PTE Participant	
Exceptions:	
Includes:	1. e-Learning participants
Business Rules	

Learning and Development (LD) Library

The LD Management module will manage the setting up and maintenance of information referenced in the dropdown fields such as the position, facility, and health programs. These modules can only be accessed and will only be managed by the designated LD Administrator.

Note that all tables under this module need to be populated before LDIMS is used. Deleting of records maintained in this module will also not be allowed and instead will be flagged as 'Inactive'. Only records not referenced in any of the records in LDIMS can be set to 'Inactive'.

Health Facility

The Health Facility module will manage all health facilities referenced in the System, whether licensed by DOH or not. The *facility* table will be initially populated with health facility records from the NHFR registry, and these facilities will be updated only during the scheduled NHFR download. Other health facilities not registered in NHFR will be set-up and maintained manually. All facilities will be assigned with a unique LDIMS-health facility ID including the NHFR facilities but with their NHFR IDs stored in LDIMS for referencing.

Use Case

Use Case ID:	HealthFacility-Add
Use Case Name:	Add a Health Facility
Description: Add a non-NHFR Health Facility in LDIMS **Actor:** LD Administrator **Preconditions:** 1. LD Administrator receives request to add a new Facility in LDIMS. **Postconditions:** 1. Facility is included in the Facility dropdown list. **Normal Course of Action:** 1. LD Administrator fills-out all the Facility attributes (refer to ***facility*** entity). 2. LD Administrator submits the form. 3. LDIMS checks that all NOT NULL entries are filled with NHFR Facility code field skipped. 4. LDIMS assigns a unique identifier for the Facility. 5. LDIMS sets the Date Created field to current_date() and current_time(). 6. LDIMS sets the Created By field to the LD Administrator user account. 7. LDIMS adds the Facility LDIMS.	
Exceptions:	NHFR facilities
Includes:	
Business Rules	Only the LD Administrator can access and maintain the Facility table

Use Case ID:	NHFRHealthFacility-Upload
Use Case Name:	Add NHFR Health Facilities
Description:	

Upload NHFR Health Facilities in LDIMS

Actor:
LD Administrator

Preconditions:
1. The latest downloaded NHFR file is in the designated LDIMS download folder.

Postconditions:
1. New NHFR facility records are added n the *facility* table.
2. Existing NHFR facility records in LDIMS will be updated with new information from the uploaded file using the NHFR Facility ID as reference.
3. Facility is included in the Facility dropdown list.

Normal Course of Action:
1. LD Administrator clicks the facility upload button.
2. LD reads all the rows in the NHFR download file and finds a match in LDIMS *facility* table using the NHFR Facility ID.
    a. If a match is found, LDIMS updates all the information in the record and updates the Date Updated field to the current_date() and the Updated By field to the User ID of the LD Administrator
    b. If no match is found, LDIMS adds the NHFR facility in the *facility* table with the Facility ID set to the last Facility ID + 1 and sets the Date Created field to current_date() and current_time() and the Created By field to the LD Administrator user account.
3. LDIMS adds the Facility LDIMS.

Exceptions:	
Includes:	
Business Rules	Only the LD Administrator can access and maintain the Facility table

Use Case ID:	HealthFAcility-View
Use Case Name:	View Health Facilities

Description:
Allows viewing of Health Facilities in LDIMS

Actor:
LD Administrator

Preconditions:
Access to view the Health Facilities

Postconditions:
Display list of Health Facilities

Normal Course of Action:
1. Click Search or Enter search criteria (Health Facility)
2. LDIMS displays the Search result in tabular form based, sorted by LDIMS Health Facility ID Information listed will include the NHFR Facility ID, Facility Name, Address(Street, Barangay, City/Municipality, Province, Region)
3. LDIMS allows re-sorting of the search result

Exceptions:	
Includes:	

Business Rules	1. Only the LD Administrator can view Health Facilities.

Health Program

The Health Program module will manage the setting up and maintenance of health programs which will be referenced in the different LDIMS modules.

Use Case

Use Case ID:	HealthProgram-Add
Use Case Name:	Add a Health Program
Description: Add a Health Program in LDIMS **Actor:** LD Administrator **Preconditions:** 1. LD Administrator receives request to add a new Health Program in LDIMS. **Postconditions:** 1. Health Program is included in the Health Program dropdown list. **Normal Course of Action:** 1. LD Administrator fills-out all the Health Program attributes (refer to ***health_program*** entity). 2. LD Administrator submits the form. 3. LDIMS checks that all NOT NULL entries are filled. 4. LDIMS assigns a unique identifier for the Health Program. 5. LDIMS sets the Date Created field to current_date() and current_time(). 6. LDIMS sets the Created By field to the LD Administrator user account. 7. LDIMS adds the Health Program LDIMS.	
Exceptions:	
Includes:	
Business Rules	Only the LD Administrator can maintain the Positions

Position

The Position module will manage the setting up and maintenance of positions referenced in the other LDIMS modules. Each position is linked to a Job Family and to at least one Competency. All Health Workers will be assigned with one and only one Position.

Use Case

Use Case ID:	Position-Add
Use Case Name:	Add a Position
Description: Add a Position in LDIMS **Actor:** LD Administrator **Preconditions:**	

1. LD Administrator receives request to add a new Position in LDIMS. **Postconditions:** 1. Position is included in the Position dropdown list. 2. Position is linked to a Job Family. **Normal Course of Action:** 1. LD Administrator fills-out all the Position attributes (refer to ***position*** entity). 2. LD Administrator submits the form. 3. LDIMS checks that all NOT NULL entries are filled. 4. LDIMS assigns a unique identifier for the Position. 5. LDIMS sets the Date Created field to current_date() and current_time(). 6. LDIMS sets the Created By field to the LD Administrator user account. 7. LDIMS adds the Position LDIMS.	
Exceptions:	
Includes:	
Business Rules	Only the LD Administrator can maintain the Positions

Use Case ID:	Position-View
Use Case Name:	View Positions
Description: Allows viewing of Positions in LDIMS **Actor:** LD Administrator **Preconditions:** Access to view the Positions **Postconditions:** Display list of Positions **Normal Course of Action:** 1. Click Search or Enter search criteria (Position) 2. LDIMS displays the Search result in tabular form based, sorted by Position. Information listed will include the Position Code, Position, Job Family) 3. LDIMS allows re-sorting of the search result	
Exceptions:	
Includes:	
Business Rules	1. Only the LD Administrator can view Positions.

Competency

The Competency module is for the maintenance of the different types of competency which will be the basis for the measurement of the health workers' performance. Each competency will be linked to a Competency Area. The structure of the ***competency*** table is based on DOH's Competency Catalogue.

Use Case

Use Case ID:	Competency-Add
Use Case Name:	Add a Competency
Description: Add a Competency in LDIMS **Actor:** LD Administrator **Preconditions:** 1. LD Administrator receives request to add a new Competency in LDIMS. **Postconditions:** 1. Competency is included in the Competency dropdown list. 2. Competency is added to a Competency Area. **Normal Course of Action:** 1. LD Administrator fills-out all the Competency attributes (refer to ***competency*** entity). 2. LD Administrator submits the form. 3. LDIMS checks that all NOT NULL entries are filled. 4. LDIMS assigns a unique identifier for the Competency. 5. LDIMS sets the Date Created field to current_date() and current_time(). 6. LDIMS sets the Created By field to the LD Administrator user account. 7. LDIMS adds the Competency in LDIMS.	
Exceptions:	
Includes:	
Business Rules	Only the LD Administrator can maintain the Competency

Use Case ID:	Competency-View
Use Case Name:	View Competencies
Description: Allows viewing of Competencies in LDIMS **Actor:** LD Administrator **Preconditions:** Access to view the Competencies **Postconditions:** Display list of Competencies **Normal Course of Action:** 1. Click Search or Enter search criteria (Competency) 2. LDIMS displays the Search result in tabular form based, sorted by Competency. Information listed will include the Competency Code, Competency, Competency Area) 3. LDIMS allows re-sorting of the search result	
Exceptions:	

Includes:	
Business Rules	2. Only the LD Administrator can view Competencies.

Systems Administration

The Administration Module will contain all the system administration functions and thus will be accessible only to the LDIMS Systems Administrator. These functions need to be set up prior to system roll-out since they are referenced in almost all the modules

User Account

This module is for the maintenance of user accounts. Only approved requests sent by e-mail will be facilitated. The request is required to have the User's full name (last name, first name, middle name), agency, department, and position. The LDIMS Systems Administrator will send an email to the user once the account is created, which will include the Login ID, initial password and link to change the password.

Initial user passwords will be randomly generated by the Systems Administrator and encrypted in LDIMS.

Use Case

Use Case ID:	UserAccount-Add
Use Case Name:	Add a Position
Description: Add a User in LDIMS **Actor:** LDIMS Systems Administrator **Preconditions:** 1. LDIMS Systems Administrator receives request to add a new User in LDIMS. **Postconditions:** 1. User is authorized to log-on to LDIMS. 2. User can access LDIMS modules based on the user access provided. **Normal Course of Action:** 1. LDIMS Systems Administrator receives from LD Administrator request to create a user account. 2. LD Administrator provides the preferred user ID and password and other user details. 3. LDIMS Systems Administrator checks if User ID exists or a record of the user is already defined in LDIMS and informs the LD Administrator. a. If User ID exists or user has existing user record, LDIMS Systems Administrator informs LD Administrator b. Else, LDIMS Systems Administrator creates new user account and sends e-mail to user with the LD Administrator copy furnished. 4. LDIMS sets the Date Created field to current_date() and current_time(). 5. LDIMS sets the Created By field to the LD Administrator user account.	
Exceptions:	1. E-mail notification to the user of the User ID, password and LDIMS URL
Includes:	

Business Rules	1. Only the LDIMS Systems Administrator can create, browse and edit user accounts. 2. User accounts cannot be deleted but can only be flagged as 'Inactive' or 'Deactivated'

User Level

This module will maintain the different access levels within LDIMS. The different access levels, the LDIMS modules to be accessed and the types of access should be defined before the roll-out of the project. This will determine which modules are only accessible to which type of user and what privileges will be allowed that is, add, update, delete and view. Please refer to the Access Levels portion of this document for the complete list of access levels.

Use Case

Use Case ID:	UserLevel-Add
Use Case Name:	Add a User Level
Description: Add a User Level in LDIMS **Actor:** LDIMS Systems Administrator **Preconditions:** 1. List of user access levels that is, LD Administrator, LD Provider, Health Worker, etc. **Normal Course of Action:** 1. LD Administrator creates and saves the Access Level in LDIMS.	
Exceptions:	
Includes:	
Business Rules	1. Only the LDIMS Systems Administrator can create, browse and edit user access levels. 2. User access levels cannot be deleted but can only be flagged as 'Inactive' or 'Deactivated' as long as there are no records referencing to the affected access level.

System Reference Group

The System Reference module is for the maintenance of the different groups of codes referenced in the LDIMS modules. This will only be accessible to the designated LDIMS Systems Administrator.

Use Case

Use Case ID:	SystemReferenceGroup-Add
Use Case Name:	Add a System Reference Group
Description: Add a System Reference Group in LDIMS **Actor:** LDIMS Systems Administrator **Preconditions:**	

1. List of systems reference group from the LDIMS Developer. **Normal Course of Action:** 1. LD Administrator creates and saves the Systems Reference Groups in LDIMS.	
Exceptions:	
Includes:	
Business Rules	1. Only the LDIMS Systems Administrator can create, browse and edit systems reference groups. 2. User systems reference groups can only be set-up once. Updates are not allowed since these are referenced in the programs.

System Reference

The System Reference module is for the maintenance of the different codes referenced in the LDIMS modules. This will only be accessible to the designated LDIMS Systems Administrator.

Use Case

Use Case ID:	SystemReference-Add
Use Case Name:	Add a System Reference
Description: Add a System Reference in LDIMS **Actor:** LDIMS Systems Administrator **Preconditions:** 1. List of systems reference group from the LDIMS Developer. **Normal Course of Action:** 1. LD Administrator creates and saves the Systems Reference Groups in LDIMS.	
Exceptions:	
Includes:	
Business Rules	1. Only the LDIMS Systems Administrator can create, browse and edit systems references. 2. User systems references can only be set-up once. Updates are not allowed since these are referenced in the programs.

System Actors and Access Privileges

System Actors

Actor	Responsibilities	Agency
LDIMS Systems Administrator	• Create user accounts and notify users once account is created • Generate initial passwords and encrypt passwords in LDIMS • Populate all reference tables	KMITS
LD Administrator	• Manage the LD Providers, Training Courses and Health Workers • Ensure that online applications received are reviewed and LD Provider applicants are provided feedback on-time • Ensure to communicate with LDIMS Systems Administrator request for user account and other information required • Provide assistance to LD Providers, Training Center Administrators and Program Managers	HHRDB, NTP, FPP
LD Provider	• Manage its Training Centers, Training Events, Training Participants, PTE Events, PTE Participants • Ensure timely updates on events	
Training Center Administrator	• Manage its Training Centers, Training Events, Training Participants, PTE Events, PTE Participants • Ensure timely updates on events	
Program Manager	• Monitor trainings of Health Workers specific to the Program • Provide feedback to Health Workers on the status of Trainings and PTEs	NTP, FPP
Supervisor	***Note: Not yet part of this version of LDIMS***	
Health Worker	***Note: Not yet part of this version of LDIMS***	

User-Access Privileges

User-Access Level	Health Worker		LD Management					Evaluation			Reports
			Intervention Management		LD Provider			PTE 1	PTE 2	PTE 3	
	Pending Registration (Online)	Health Worker Registry	Training Course	Training Schedule	Pending Registration (Online)	LD Provider Registry	Training Center				
LDIMS Systems Administrator	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate
LD Administrator	☐ Add ☒ Update ☒ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☐ Add ☒ Update ☒ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate
LD Provider	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate
Training Center Administrator	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate
Program Manager	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate
Health Worker	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☒ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☒ Update ☒ View ☐ Deactivate	☐ Add ☒ Update ☒ View ☐ Deactivate	☐ Add ☒ Update ☒ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate

Access Level	LD Library				Administration			
	Health Facility	Health Programs	Position	Competency	User Account	Access Level	System Reference Group	System Reference
LDIMS Administrator	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☐ Add ☐ Update ☒ View ☐ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate
LD Administrator	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☒ Add ☒ Update ☒ View ☒ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate
LD Provider	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate
Training Center Administrator	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate
Program Manager	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate
Health Worker	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate	☐ Add ☐ Update ☐ View ☐ Deactivate

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