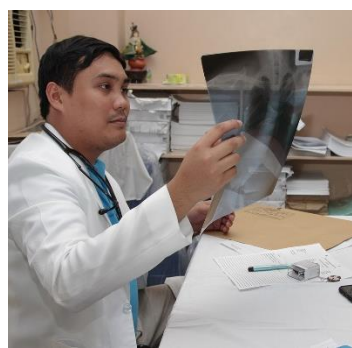
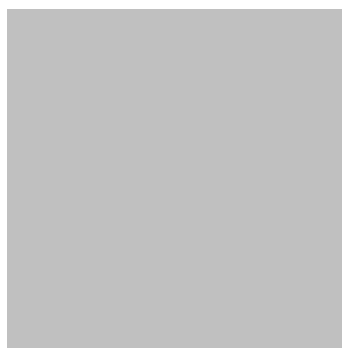
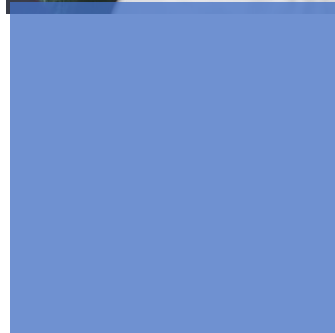




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HUMAN RESOURCES FOR HEALTH IN 2030



Technical User Manual | March 2020

Learning & Development Information Management System -Training Database: User Manual

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)

March 18, 2020.

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Acronyms

KMITS	Knowledge Management and Information Technology Service
LDIMS	Learning and Development Information Management System
LMS	Learning Management System
NHFR	National Health Facility Registry
PRC	Professional Regulatory Commission

Executive Summary

The User Guide is an instructional document on how to access and use LDIMS. It provides a step-by-step guide on how to move within the application to achieve the desired results. The document is divided into several sections with each section representing a functional module of LDIMS. A brief description and how the associated functionalities work are provided for each section.

It is highly recommended that a Standard Operating Procedure be developed before the system is rolled out. Procedure such as the registration and approval process will ensure a systematic process and efficient use of the application as a tool to support the LDIMS framework.

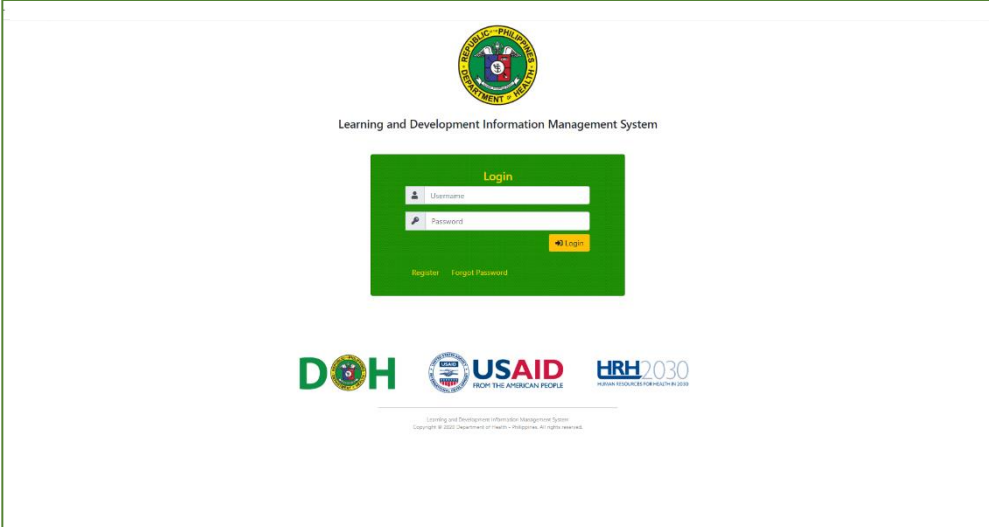
Introduction

The Systems Administrator and the LDIMS Administrator are the fundamental users of LDIMS. They are the ones who can ensure a smooth implementation of the system. One of the very first things that the Administrators must do is to ensure that all the system and referenced information are set-up in the database. The Systems Administrator is responsible for creating the user accounts of those who will access LDIMS. Other system information referenced by the user account such as the access level and functionalities should be established before the user account creation. The LDIMS Administrator, on the other hand, must ensure that all information in all the dropdown fields are defined in LDIMS.

It is recommended that a policy is in place to make sure that there is a standard procedure for the request, approval and provision of access to LDIMS and information sharing with other information systems.

Log-in

The LDIMS Log-in page is the opening LDIMS page when the link, www.ldims.doh.gov.ph is accessed. It allows authorized users to **Login** to LDIMS and access the relevant modules. Authorized users are those who have been provided with LDIMS user credentials.



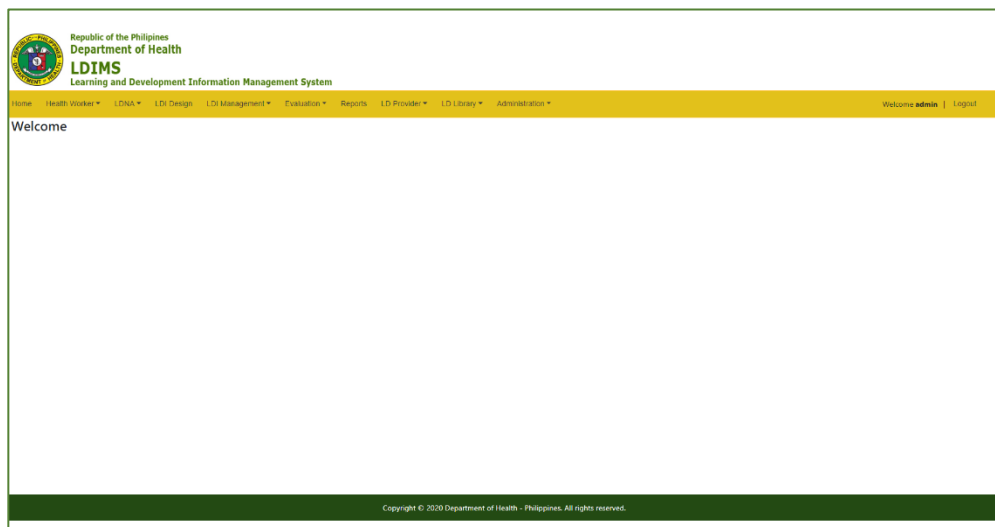
For health workers who want to have access to LDIMS can register online via the **Register** link. All registration form fields with * are required and cannot be left blank. Some fields are provided with a dropdown list for health workers to select the appropriate response. Submitted registrations are automatically sent to the LDIMS Administrator for review and approval. It is important that a valid email address is provided to ensure receipt of LDIMS notifications. Note that online registration does not guarantee immediate access to LDIMS. It goes through the same review and approval process as the requests made through email. Users will be notified status of registration. The exact parameters for acceptance of registration need to be formally agreed upon by HHRDB but the initial requirements in the development process defined needing this functionality to ensure: 1) that only active health workers are enrolling in the LDIMS and not the general public, and 2) to give HHRDB the ability to screen registration to make sure data is accurate and complete.

For LDIMS users who have forgotten their password or want to change passwords may do so by accessing the **Forgot Password** link. Change password information will be sent to the email address provided in the registration.

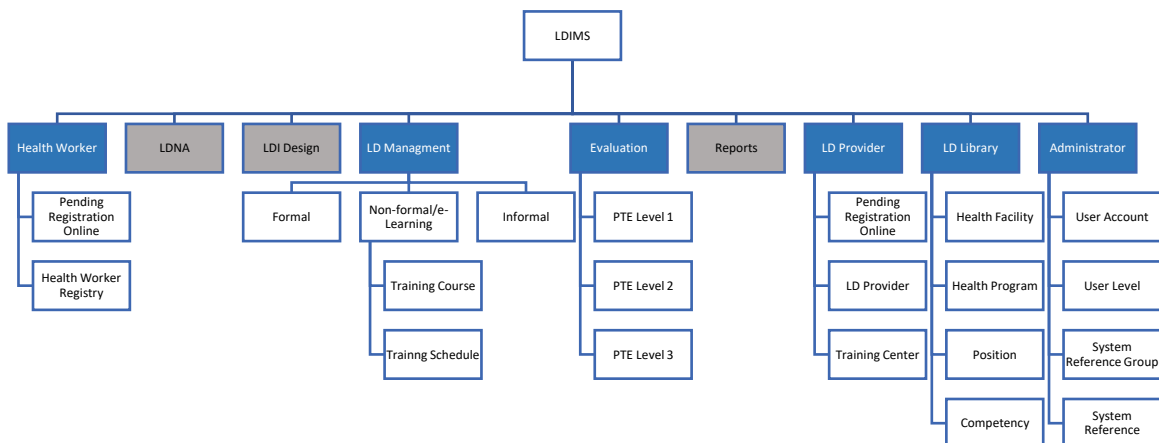
For authorized LDIMS users, a combination of valid username and password must be provided to access LDIMS. If there is no match with the username and/or password, the user will receive an error message and will be required to enter the correct information.

LDIMS Homepage

A valid username and password will direct the health workers to the LDIMS homepage with the menu options available and the username displayed. It is proposed to have a dashboard displayed on the homepage that will provide a snapshot of the information available in LDIMS that will include the total number of health workers disaggregated by region, cadre, facility. For the menu options, only the modules associated with the user access level granted is displayed.



Below is the full LDIMS menu tree,



The first row contains the modules or menu options displayed on the homepage. As noted, the menu options that will be seen on the homepage are different for each user access level. The blue boxes are the functional modules in LDIMS version 1.0. The remaining grayed-out boxes are modules that

HHRDB and KMITS still need to develop, preferably through a consultant to guide the work. LDIMS is already equipped with menu options in the software (i.e. the tabs are available to “click”), but they are currently blank for HHRDB to design and develop as per their user needs.


Health Worker



The Health Worker module provides the facility: (1) to view and approve/reject pending online registrations, (2) add health workers, and (3) view and update health worker records. This module is accessible to the LDIMS Administrator and the Health Worker. The LDIMS Administrator have full access to all the functionalities. While the Health Worker only has access to his own profile.

The has two submodules, **Pending Registration (Online)** and **Health Worker Registry**.

Pending Registration (Online)

The Pending Registration (Online) option is accessible only to the LDIMS Administrator. The Pending Registration page lists all online applications pending for approval or disapproval.

To view the details of the health worker’s registration, click the Action  icon. From this page, the LDIMS Administrator has the option to approve or decline an application. Approved registrations are automatically assigned with a unique LDIMS Health Worker identifier and is added to the Health Worker file. Declined registrations are flagged as such and removed from the Pending Registration list.

 Republic of the Philippines Department of Health LDIMS Learning and Development Information Management System							
Home Health Worker LDNA LDN Design LDN Management Evaluation Reports LD Provider LD Library Administration Welcome admin Logout							
Pending Registration							
Action	Last Name	First Name	Middle Name	Profession	Employment Status	Health Facility/Station	Date of Registration
	MAGNO	MECK		Doctor	Contractual/Casual	SOUTH CEMBO Barangay Health Station	02-03-2020
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Health Worker Registry

The Health Worker Registry is for the maintenance of health worker files and provides the facility to search, add, view and update health worker records. Deleting health worker files is not allowed. Inactive files will have to be flagged as ‘Inactive’. The module is accessible to both the LDIMS Administrator and the Health Worker. But the Health Worker can only access his own profile and is not allowed to flag his file as ‘Inactive’.

Once the Health Worker Registry is selected, the Health Workers page with the list of health worker files is displayed. From the list, the LDIMS Administrator can add new health workers and search, view and edit existing health worker files.

View	Edit	Name	Profession	Employment Status	Facility	Position	Worker Status
		DELA CRUZ, JUAN JR	Nurse	Contractual/Casual	ATANG DE LA RAMA HEALTH CENTER	Contractual/Casual	Active
		SANTOS PEDRO B	Nurse	Contractual/Casual	JUSTICE JOSE ABAD SANTOS GENERAL HOSPITAL	Contractual/Casual	Active

Add a Health Worker

To add a health worker, click the button and the Add a Health Worker form is displayed. Validation:

- All fields with * are required fields and cannot be left blank.
- The Date of Birth field cannot be blank and cannot be later than the current date.
- Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click the button. The new health worker will be added to the list in the Health Worker page.

Search a Health Worker

To search for a health worker, click the button and enter the health worker information. Click the button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View a Health Worker

From the list of health workers displayed, select the health worker and click the View button. The View Health Worker form is displayed with the health worker registration information. The information on who and when the information was last updated is also in the View form.

Edit a Health Worker

From the list of health workers displayed, select the health worker and click the Edit button. The Edit Health Worker form is displayed with the health worker's LDIMS profile. All fields go through the same validation when adding a health worker.

LD Management

The LD or Learning and Development Management module is the Deliver component of the LDIMS framework and is designed to monitor the delivery of the interventions and the effectiveness in addressing the health workers' competency gaps. The module will keep track of the three types of interventions that is, formal, non-formal/e-Learning and informal. The current version of LDIMS keeps track only of the non-formal (trainings) and e-Learning (online) interventions.

This module is accessible only to the LDIMS Administrator.

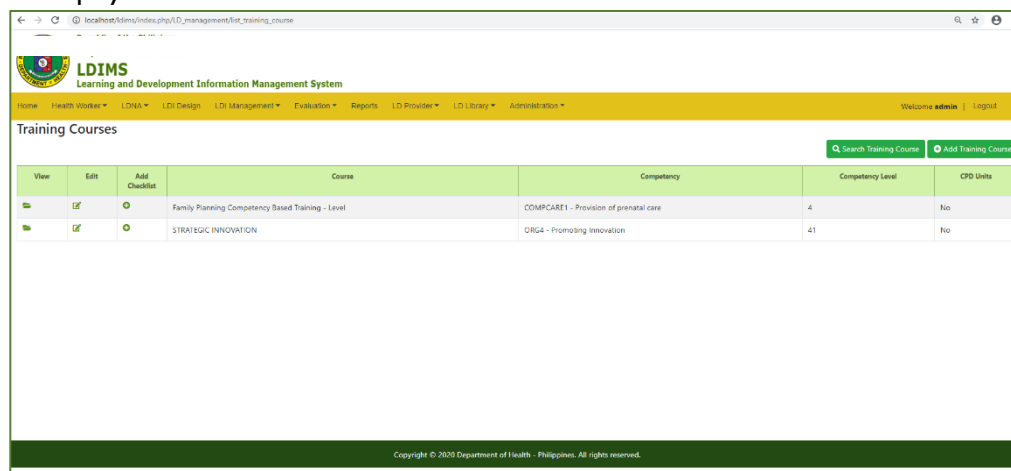
The Non-Formal/e-Learning module has two sub-modules, that is, **Training Course** and **Training Schedule**.

Training Course

This module is for the maintenance of the training courses designed to address competency gaps. This allows the LDIMS Administrator to add, search, view and update training courses.

The Training Courses are designed to be generic which allows multiple LD Providers to offer the same course in the following delivery modes: face-to-face, online or blended.

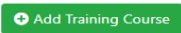
Once the Training Course menu option is selected, the Training Courses page with the list of trainings is displayed.



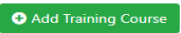
View	Edit	Add Checklist	Course	Competency	Competency Level	CPD Units
			Family Planning Competency Based Training - Level	COMP CARE1 - Provision of prenatal care	4	No
			STRATEGIC INNOVATION	ORIG4 - Promoting Innovation	41	No

From this page, the LDIMS Administrator can add a new training course and search, view and edit existing training courses. For training courses that require a post-training evaluation, the checklist to be used during the evaluation is required to be created.



Add a Training Course

To add a training Course, click on the  button and the Add a Training Course form is displayed. Validation:


- All fields with * are required fields and cannot be left blank.
- Numeric fields do not accept (-) values or 0 entry.
- Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click on  button from the Add Training Course form. The new training course will be added to the list on the Training Course page.


Search a Training Course

To search for a Training Course, click on the  button and enter the information on the training course to search. Click on the  button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View a Training Course

From the list of Training Courses displayed, select the course and click on View  button. The View Training Course form is displayed with the training course information. The information on who and when the information was last updated is also in the View form.


Edit a Training Course

From the list of Training Courses displayed, select the course and click on the Edit  button. The Edit Training Course form is displayed.







Training Schedule

The Training Schedule module is for the maintenance of the schedules offered by the LD Providers. The LD Provider and its training centers must be added to LDIMS before the offered training schedule is added.

Once Training Schedule menu option is selected, the Training Schedules page with the list of the training schedules is displayed.

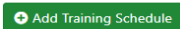


The screenshot shows the LDIMS (Learning and Development Information Management System) interface. At the top is the Department of Health logo and the system name. Below is a navigation menu with options like Home, Health Worker, LDNA, LDI Design, LDI Management, Evaluation, Reports, LD Provider, LD Library, and Administration. The main heading is 'Training Schedules'. There are two buttons: 'Search Training Schedule' and 'Add Training Schedule'. Below these is a table with columns: View, Edit, Course Code, Course Name, LD Provider, Region, Province, Start Date/Time, and Status. The table contains three rows of training schedules.

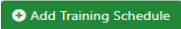
View	Edit	Course Code	Course Name	LD Provider	Region	Province	Start Date/Time	Status
		TECH1	STRATEGIC INNOVATION	LUNG CENTER OF THE PHILIPPINES	NATIONAL CAPITAL REGION (NCR)	NCR SECOND DISTRICT	January 30, 2020 14:55:29	Closed
		TECH1	STRATEGIC INNOVATION	Harvard Extension School - Development Program	NATIONAL CAPITAL REGION (NCR)	NCR FOURTH DISTRICT	March 23, 2020 08:00:19	Closed
		TC-1	Test Training Course 1	LUNG CENTER OF THE PHILIPPINES	NATIONAL CAPITAL REGION (NCR)	NCR SECOND DISTRICT	October 31, 2019 09:00:27	Closed

From this page, the LDIMS Administrator can add a new training schedule and search, view and edit existing training schedules.

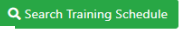

Add a Training Schedule

To add a training Course, click on the  button and the Add Training Schedule form is displayed with the following field validations:


- All fields with * are required fields and cannot be left blank.
- The Start Date field cannot be blank and cannot be earlier than the current date.
- The End Date field cannot be blank and cannot be earlier than the Start Date.
- Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click on the  button. The new training schedule is displayed on the Training Schedule page.


Search a Training Schedule

To search for a Training Schedule, click on the  button and enter the information of the training schedule to search. Click the  button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View a Training Schedule

From the list of Training Schedules displayed, select the schedule and click on the View  button. The View Training Schedule form is displayed together with the information on who and when the information was last updated.

Edit a Training Schedule

From the list of Training Schedules displayed, select the schedule and click on the Edit  button. The Edit Training Schedule form is displayed.

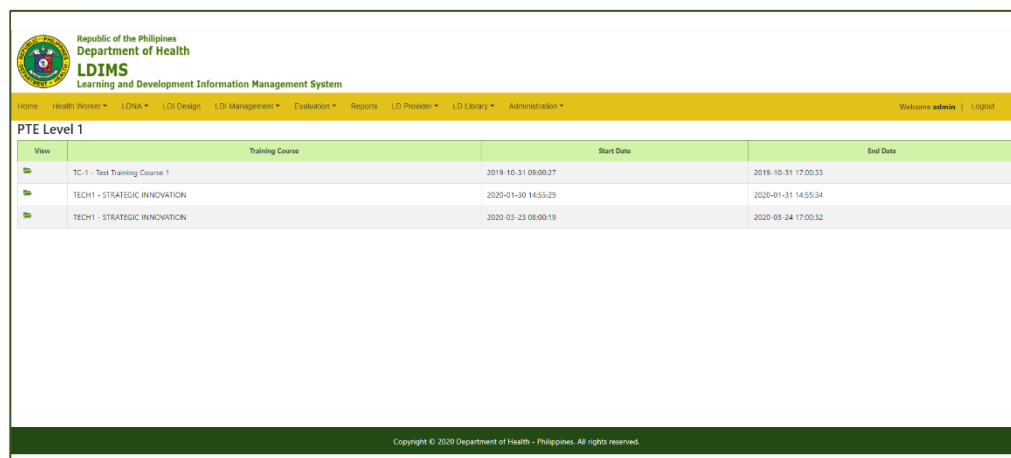
Evaluation

The Evaluation module is for the recording of the dates the evaluation on the delivery of training (Level 1) and Final Exam (Level 2) were completed and the tracking of the conduct of the PTE. The recording of the evaluations is in chronological order. Therefore, PTE Level 3 cannot be started without recording information for PTE Levels 1 and 2.




This module is accessible only to the LDIMS Administrator.



PTE Level 1

Once a Training Schedule is flagged as Completed it is automatically added to the list of trainings for PTE Level 1 evaluation and displayed in the PTE Level 1 page.



The screenshot shows the LDIMS (Learning and Development Information Management System) interface. At the top, there is a header for the Republic of the Philippines Department of Health, LDIMS, and a navigation bar with links like Home, Health Worker, LDMS, LD Design, LD Management, Evaluation, Reports, LD Provider, LD Library, and Administration. The main content area is titled 'PTE Level 1' and contains a table with columns: View, Training Course, Start Date, and End Date. The table lists three training courses: TC-1 - Test Training Course 1, TECH1 - STRATEGIC INNOVATION, and TECH1 - STRATEGIC INNOVATION, each with corresponding start and end dates. A footer at the bottom states 'Copyright © 2020 Department of Health - Philippines. All rights reserved.'

View	Training Course	Start Date	End Date
	TC-1 - Test Training Course 1	2019-10-31 09:00:27	2019-10-31 17:00:33
	TECH1 - STRATEGIC INNOVATION	2020-01-30 14:55:29	2020-01-31 14:55:34
	TECH1 - STRATEGIC INNOVATION	2020-05-23 08:00:19	2020-05-24 17:00:32

To update the PTE Level 1 status of the training participants, select the training schedule and click on the View  icon. The list of the participants is displayed. Select a participant and click on the Edit  button. The Edit form is displayed. Enter the date the evaluation was accomplished and click on Submit.


LD Provider

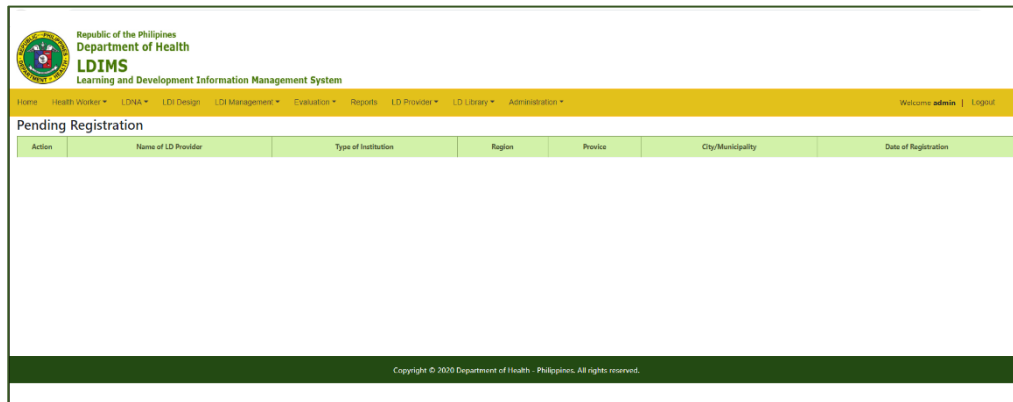
The LD Provider module is for the maintenance of LD Provider files and provides the facility to (1) to view and approve pending online registrations, (2) add LD Providers, and (3) view and update LD Provider records. This module is accessible only to the LDIMS Administrator with full access to all the functionalities.

The LD Provider module has two submodules, **Pending Registration (Online)** and **LD Provider Registry**.

Pending Registration (Online)

The Pending Registration page lists all online applications pending for approval or disapproval.

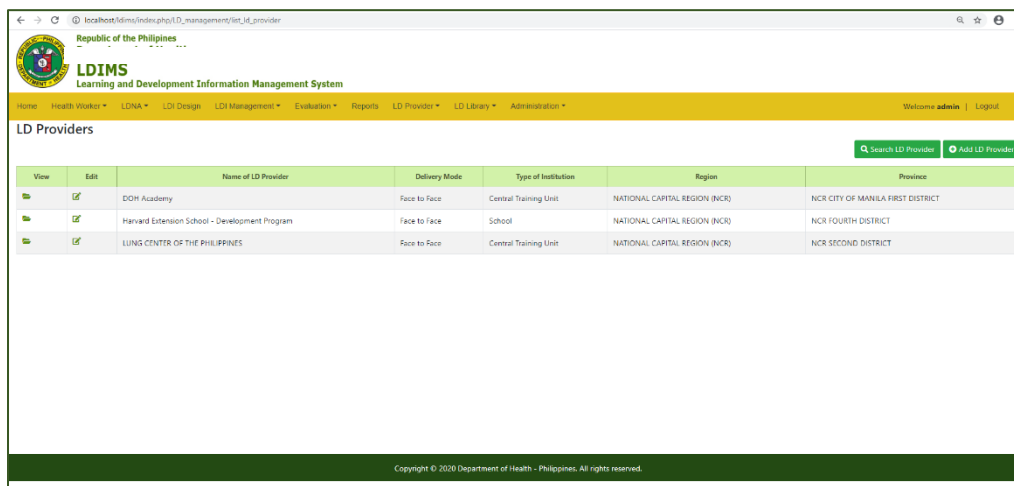
To view the details of the registration, click the Action  icon. From this page, the LDIMS Administrator has the option to approve or decline an application. Approved registrations are automatically assigned with a unique LDIMS Health Worker identifier and is added to the LD Provider file. Declined registrations are flagged as such and removed from the Pending Registration list




LD Provider

The LD Provider module is for the maintenance of the LD Providers and provides the facility to add new LD Providers, search, view and edit existing LD Provider records.


Once the LD Provider is selected, the LD Providers page with the list of LD Providers is displayed.



Add an LD Provider

To add an LD Provider, click the  button and the Add LD Provider form is displayed with the following field validations:


- All fields with * are required fields and cannot be left blank.
- E-mail address must be a valid email address.
- Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click on  button. The new LD Provider is added on the LD Provider page.


Search an LD Provider

To search for an LD Provider, click the  button and enter the information of the LD Provider to search. Click on the  button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View an LD Provider

From the list of LD Providers displayed, select the LD Provider and click the View  button. The View LD Provider form is displayed together with the information on who and when the information was last updated.

Edit an LD Provider










From the list of LD Providers displayed, select the LD Provider and click the Edit  button. The Edit LD Provider form is displayed.

Training Center

The Training Center module is for the maintenance of the training centers accredited by the LD Providers as training venues. Each training center is linked to an LD Provider thus, only the training centers linked to an LD Provider is available in the dropdown list of Training Venues.


This module is accessible only to the LDIMS Administrator and provides the facility to add training centers, search, view and edit existing training center records.

Once the Training Center is selected, the Training Center page with the training centers listed by LD Provider is displayed.

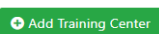
 Republic of the Philippines Department of Health LDIMS Learning and Development Information Management System							
Home Health Worker LDMS LD Design LD Management Evaluation Reports LD Provider LD Library Administration Welcome admin Logout							
Training Centers							
 							
View	Edit	LD Provider	Training Center Code	Training Center Name	Region	Province	City/Municipality
		LUNG CENTER OF THE PHILIPPINES	2738732727	LCP Branch 1	NATIONAL CAPITAL REGION (NCR)	NCR SECOND DISTRICT	QUEZON CITY
		Harvard Extension School - Development Program	Ayala Hub	Harvard - Ayala Training Hub	NATIONAL CAPITAL REGION (NCR)	NCR FOURTH DISTRICT	MAKATI CITY
		DOH Academy	DOH-CD	Family Planning Center	NATIONAL CAPITAL REGION (NCR)	NCR CITY OF MANILA FIRST DISTRICT	SANTA CRUZ
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From this page, the LDIMS Administrator can add new training centers, search, view and update existing training center records.

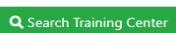

Add a Training Center

To add a Training Center, click the  button and the Add Training Center form is displayed with the following field validations:


- All fields with * are required fields and cannot be left blank.
- E-mail address must be a valid email address.
- Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click on  button. The new Training Center is added on the Training Centers page.


Search a Training Center

To search for a Training Center, click the  button and enter the information of the Training Center to search. Click the  button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View a Training Center

From the list of training centers displayed, select the Training Center and click the View  button. The View Training Center form is displayed together with the information on who and when the information was last updated.

Edit a Training Center

From the list of training centers displayed, select the Training Center and click the Edit  button. The Edit Training Center form is displayed.

LD Library

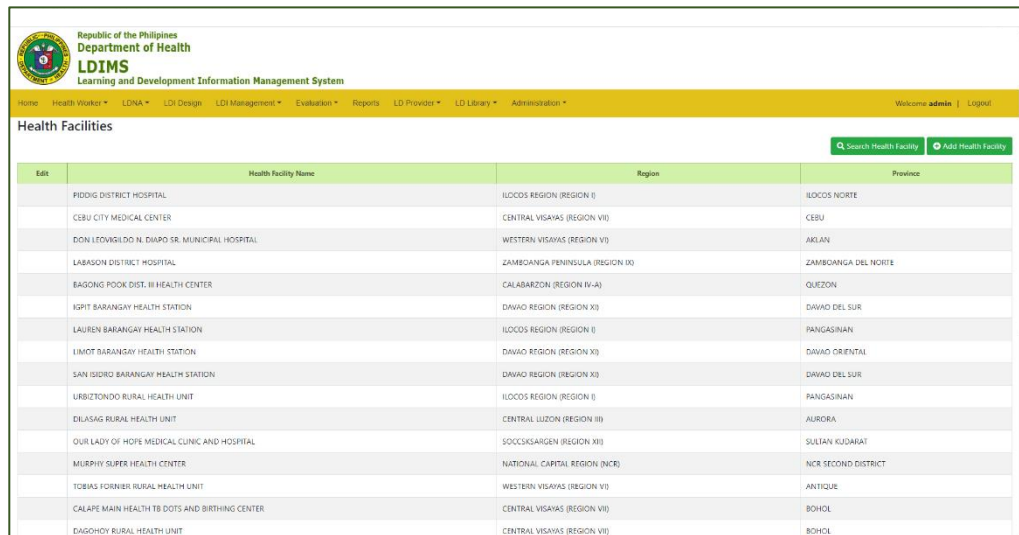
The LD Library module is for the maintenance of the health facility, health program, position and competency information and provides the facility to add new records, search, view and edit existing records.

This module is accessible only to the LDIMS Administrator.

Health Facility

The Health Facility module is for the maintenance of all health facilities referenced within LDIMS. The facilities maintained are both DOH-accredited and non-DOH-accredited facilities. DOH-accredited facilities are imported from the NHFR information system. Adding and updating of DOH-accredited facilities are not allowed within LDIMS. Addition and updating of DOH facilities happen only during the importing process. This ensures consistency with NHFR information used across the health sector. Non-DOH-accredited facilities, on the other hand, are manually added to LDIMS. Update of these facilities is allowed.


Once the Health Facility is selected, the Health Facilities page with the list of health facilities (listed by region, province, health facility name) is displayed.





Edit	Health Facility Name	Region	Province
	PIDONG DISTRICT HOSPITAL	ILOCOS REGION (REGION I)	ILOCOS NORTE
	CEBU CITY MEDICAL CENTER	CENTRAL VISAYAS (REGION VII)	CEBU
	DON LEONARDO N. DIAPO SR. MUNICIPAL HOSPITAL	WESTERN VISAYAS (REGION VI)	AKLAN
	LABASON DISTRICT HOSPITAL	ZAMBOANGA PENINSULA (REGION IX)	ZAMBOANGA DEL NORTE
	BAGONG POK DIST. III HEALTH CENTER	CALABARZON (REGION IV-A)	QUEZON
	ISBIT BARANGAY HEALTH STATION	DAVAO REGION (REGION XI)	DAVAO DEL SUR
	LAUREN BARANGAY HEALTH STATION	ILOCOS REGION (REGION I)	PANGASINAN
	IMOT BARANGAY HEALTH STATION	DAVAO REGION (REGION XI)	DAVAO ORIENTAL
	SAN ISIDRO BARANGAY HEALTH STATION	DAVAO REGION (REGION XI)	DAVAO DEL SUR
	URBIZTONDO RURAL HEALTH UNIT	ILOCOS REGION (REGION I)	PANGASINAN
	DILASAG RURAL HEALTH UNIT	CENTRAL LUZON (REGION III)	AURORA
	OUR LADY OF HOPE MEDICAL CLINIC AND HOSPITAL	SOCOSKARGEN (REGION XII)	SULAN KUORAT
	MURPHY SUPER HEALTH CENTER	NATIONAL CAPITAL REGION (NCR)	NCR SECOND DISTRICT
	TOBIAS FORMER RURAL HEALTH UNIT	WESTERN VISAYAS (REGION VI)	ANTIQUE
	CALAPE MAIN HEALTH TB DOTS AND BIRTHING CENTER	CENTRAL VISAYAS (REGION VII)	BOHOL
	DAGONDOY RURAL HEALTH UNIT	CENTRAL VISAYAS (REGION VII)	BOHOL

Add a Health Facility


To add a health facility, click the  button and the Add Health Facility form is displayed. Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click the  button. The new Health Facility is added to the Health Facility file and tagged as 'non-DOH accredited'.


Search a Health Facility

To search for a Health Facility, click the  button and enter the information of the Health Facility to search. Click the  button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View a Health Facility

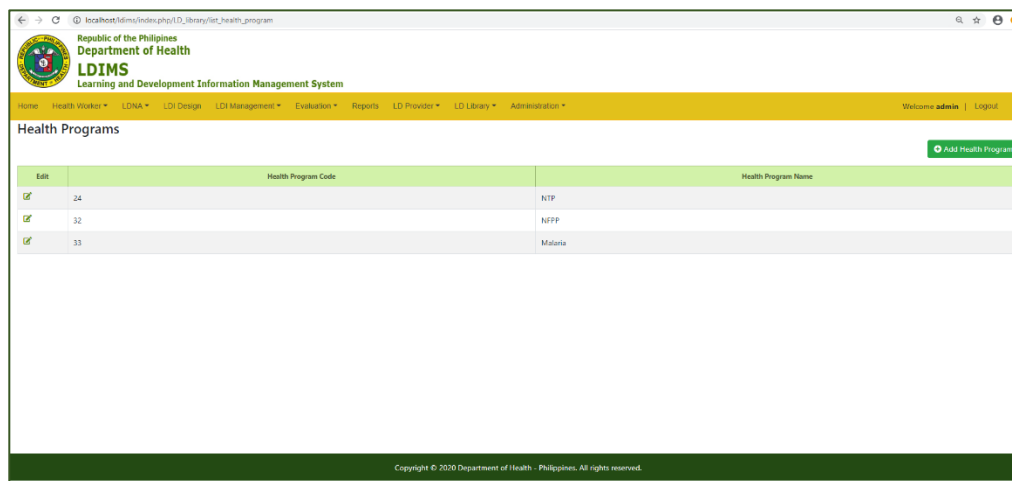
From the list of Health Facilities displayed, select the Health Facility and click the View  button. The View Health Facility form is displayed together with the information on who and when the information was last updated.

Edit a Health Facility

From the list of Health Facilities displayed, select the Health Facility and click the Edit  button. The Edit Health Facility form is displayed.

Health Program

The Health Program module is for the maintenance of all health programs referenced in LDIMS. Once the Health Program is selected, the Health Programs page with the list of health programs is displayed.



Add a Health Program

To add a health program, click the **Add Health Program** button and the Add Health Program form is displayed. Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

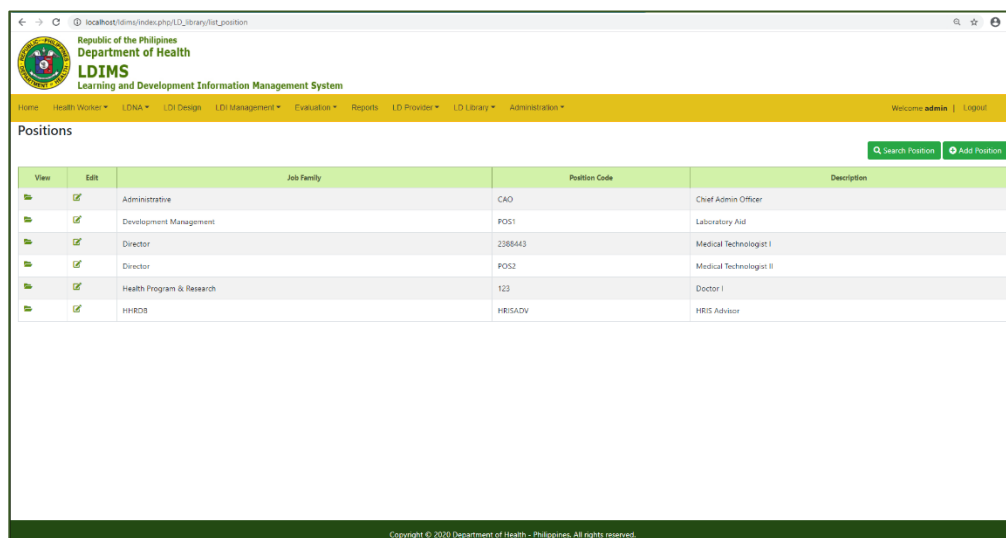
To save the data, click the **Add Health Program** button. The new Health Program is added on the Health Program page.

Edit a Health Program


From the list of Health Programs displayed, select the Health Program and click the Edit button. The Edit Health Program form is displayed.

Position

The Position module is for the maintenance of all positions referenced in LDIMS. Once the Position is selected, the Positions page with the list of positions is displayed.





Add a Position


To add a Position, click the  button and the Add a Position form is displayed. Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click the  button. The new Position is added on the Position page.

Search a Position

To search for a Position, click on the  button and enter Position information. Click the  button to search for all records matching the search information entered. Otherwise, a blank list is displayed.

View a Position

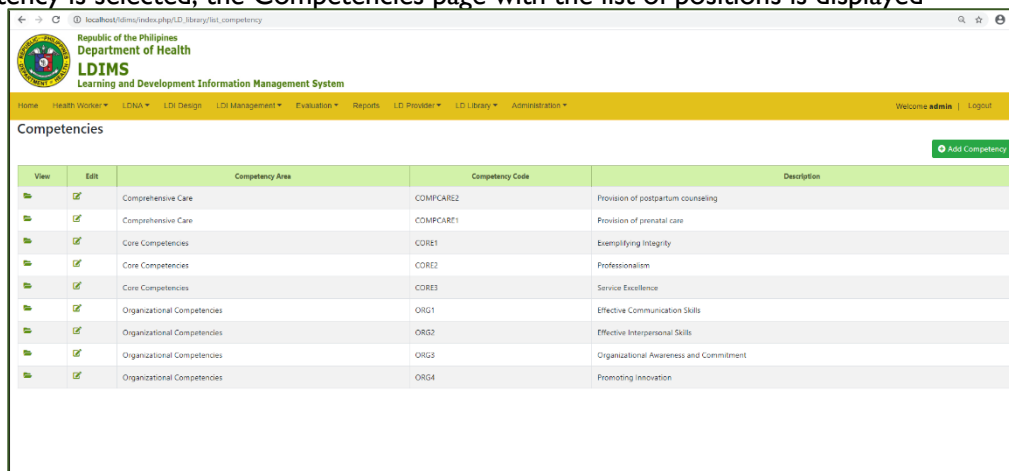
From the list of positions displayed, select the Position and click the View  button. The View Position form is displayed together with the information on who and when the information was last updated.

Edit a Position



















From the list of positions displayed, select the Position and click the Edit  button. The Edit Position form is displayed.

Competency

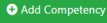
The Competency module is for the maintenance of all competencies referenced in LDIMS. Once the Competency is selected, the Competencies page with the list of positions is displayed

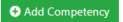


The screenshot shows the LDIMS web application interface. At the top, there is a header for the Republic of the Philippines Department of Health, LDIMS (Learning and Development Information Management System). Below the header is a navigation bar with links: Home, Health Worker, LDNA, LD Design, LD Management, Evaluation, Reports, LD Provider, LD Library, and Administration. The main content area is titled 'Competencies' and features a table with columns: View, Edit, Competency Area, Competency Code, and Description. The table lists several competencies, including Comprehensive Care (COMPCARE2, COMPCARE1), Core Competencies (CORE1, CORE2, CORE3), and Organizational Competencies (ORG1, ORG2, ORG3, ORG4). Each row has a 'View' icon (eye) and an 'Edit' icon (pencil). A green 'Add Competency' button is located in the top right corner of the table area.


View	Edit	Competency Area	Competency Code	Description
		Comprehensive Care	COMPCARE2	Provision of postpartum counseling
		Comprehensive Care	COMPCARE1	Provision of prenatal care
		Core Competencies	CORE1	Exemplifying Integrity
		Core Competencies	CORE2	Professionalism
		Core Competencies	CORE3	Service Excellence
		Organizational Competencies	ORG1	Effective Communication Skills
		Organizational Competencies	ORG2	Effective Interpersonal Skills
		Organizational Competencies	ORG3	Organizational Awareness and Commitment
		Organizational Competencies	ORG4	Promoting Innovation

Add a Competency


To add a Competency, click the  button and the Add Competency form is displayed. Data on the dropdown fields are maintained in LDIMS. For example, if a competency is not in the Competency dropdown field, proceed to LD Library-Competency and add the missing competency.

To save the data, click the  button. The new Competency is added to the Competencies page.

View a Competency

From the list of competencies displayed, select the Competency and click the View  button. The View Competency form is displayed together with the information on who and when the information was last updated.

Edit a Competency

From the list of competencies displayed, select the Competency and click the Edit  button. The Edit Competency form is displayed.

Administration

The Administration module is a user-interfaced option to set-up system information. This module is accessible only to the Systems Administrator to set-up the user access level and other referenced information in the dropdown fields of the LDIMS modules. It is recommended that all system information be set-up before the conduct of user testing and deployment. HHRDB should complete the information system and then conduct the user testing. After HHRDB has approved the completed system that meets user needs, then KMITS should conduct the security assessment (and other DOH mandated assessments) for it to receive final approval as a DOH information system to be hosted on the KMITS servers. While KMITS may not provide any actual information system development support, it serves as a reference, reviewer, and approver that the software is following DOH protocols, particularly for security. Hence the development of the information system is recommended to be guided by a consultant to assist HHRDB and KMITS to set up the information system completely.

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