



Food and Agriculture
Organization of the
United Nations



User's Guide

Electronic Operation Timbang Plus Tool

e-OPT tool for use at local level
(Barangay and municipality/city)



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(Barangay and municipality/city)

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Contents

About this document	v
Foreword from NNC	vi
Foreword from FAO	vii
Acknowledgements	viii
Abbreviations and acronyms	ix
Glossary	x
Worksheet locator	xi

A The e-OPT Tool for the barangay or purok/sitio

GETTING STARTED	1
STEP 1: Choose the appropriate size of the population for your locality	1
STEP 2: Familiarize yourself with the worksheets in the barangay e-OPT Tool	2
Entering each child's data into the Nut Status Tool for the first time	3
STEP 1: Open the file for the barangay or purok/sitio e-OPT Tool	3
STEP 2: Locate and open the worksheet called Nut_StatusTool	3
STEP 3: Indicate whether you are using the tool for a barangay or a purok/sitio	4
STEP 4: Fill in the required information	4
STEP 5: Rename the file and create a folder	5
STEP 6: Start with data entry	6
STEP 7: Check for possible errors in the data	8
STEP 8: Re-save the file	10
Reviewing the barangay or purok/sitio OPT Plus summary results	11
STEP 1: Check if the labels are filled in	11
STEP 2: Enter the barangay or purok/sitio population	12
STEP 3: Review the summary table for any discrepancies	12
Making a printout of OPT_Form1A	14
STEP 1: Open the worksheet	14
STEP 2: Check the labels in the form	14
STEP 3: Fill in the other blank cells with the required information	15
STEP 4: Printing OPT_Form1A	16
Generating a list of affected/at-risk children	17

Generating a printed master list	18
STEP 1: Open the BNS_Printout worksheet	18
STEP 2: Fill in the date when the master list will be used	19
STEP 3: Print the master list	24
Entering data into the Nut_Status Tool for succeeding OPT Plus activities	27
STEP 1: Prepare the master list for data entry	27
STEP 2: Update the weight and height measurements of the children	29
STEP 3: Add new names of eligible children into the master list	30
STEP 4: Delete the names of overaged children	30
STEP 5: Delete duplicate names of children, if any	32
STEP 6: Check the weight and height measurements for any cells highlighted in red or orange	33
STEP 7: Rename and save the file	34
Exporting the updated and cleaned master list to a new file	35
STEP 1: Select and highlight the cells to be copied	35
STEP 2: Transfer the copied data to a blank Nut_StatusTool worksheet	36

B The e-OPT Tool for the municipality or city

Exporting the barangay's OPT data to the city/municipal tool	41
STEP 1: Open the e-OPT Tool for the municipality or city	41
STEP 2: Fill in all required information	42
STEP 3: Rename the file and save in separate folder.	43
STEP 4: Copy the e-OPT data from the different barangays	43
STEP 5: Go to the city/municipal e-OPT Tool	46
Generating municipal or city-level reports for the OPT Plus activity	48
STEP 1: Know the different forms and reports	48
STEP 2: Type in additional information in the summary worksheet before printing	49
Completing the details for OPT Plus Form 2	50
STEP 1: Open the OPT_Form2 worksheet in the municipal/city e-OPT Tool	50
STEP 2: Fill in additional information in the OPT Plus Form2 worksheet	50
Completing the details for OPT_Form2A	52
STEP 1: Open the OPT_Form2a worksheet in the municipal/city e-OPT Tool	52
STEP 2: Fill in additional information in the OPT_Form2A worksheet	52
Printing OPT_Form2 and OPT_Form2A	54
Generating summary reports from the OPT Plus results for use by LGU stakeholders	56
STEP 1: Viewing municipal or city-level summaries of the OPT Plus results	56
STEP 2: Printing the municipal or city-level summary tables	57
STEP 3: Generating summaries of the LGU's barangay-level results	59

About this document

Electronic Operation Timbang (e-OPT) Plus Tool

Operation Timbang (OPT) Plus is an information system at the barangay level that provides information on food insecurity, by tracking the prevalence of malnutrition among vulnerable young children in the community. OPT Plus helps to identify children who are underweight, wasted and stunted, or obese; and to locate families with malnourished children.

OPT Plus conducts an annual weight-and-height-taking activity through the National Nutrition Council (NNC) and the Barangay Nutrition Scholars (BNS) of local government units (LGUs). The BNS are volunteer in health workers who serve at the frontline of nutrition service delivery nationwide. Beginning in the 1970s, data from this annual activity has been collected from each barangay, and aggregated at the municipal, provincial, and regional levels. This data is then provided to LGU officials and nutrition committees for use in food security planning and response.

Previously, information regarding each child, including age in months, birthdate, weight and height, was recorded manually on standard paper forms. This process was time-consuming and susceptible to computational errors.

To make data collection, calculation and reporting more efficient and accurate, in 2010 the National Nutrition Council developed an Excel-based electronic system, known as the BNS Tool.

The BNS Tool was initially tested over an 18-month period through the United Nations Children's Fund (UNICEF)-funded Early Warning System for Food and Nutrition Security (EWS-FNS) project, in the provinces of Capiz and Aklan. Testing and feedback from stakeholders led to the development of additional features, that include OPT report

generation and automated generation of master lists of children, by type of malnutrition, and automated registry of children eligible for OPT Plus.

The updated system, known as the e-OPT Plus Tool, includes a number of error-checking features, such as checks for double-counting and out-of-range values due to data entry errors. A key feature is the tool's ability to consolidate OPT Plus data at the municipal, city, provincial and regional levels in a relatively short period of time. This makes reports easier to prepare, as well as more timely and accurate. It also includes pre-formatted and ready-to-print reports and formats for different users, designed to encourage greater use of data at the local level.

Improving the reliability of the OPT through this electronic tool is expected to boost its use in local planning and decision-making. Greater awareness of and appreciation for these types of data, especially at the barangay level, will allow local governments to make early forecasts, plan accordingly, and provide timely food security interventions.

The e-OPT Plus tool was conceptualized and developed by the government through NNC.

This manual, which provides step-by-step guidance in using the e-OPT Plus Tool, was produced by FAO in close partnership with NNC, through funding support provided by UNICEF. Similar consolidation tools are available for the provincial and regional levels and may be downloaded from www.nnc.gov.ph.

Queries regarding this project must be addressed to the FAO Representative in the Philippines (fao-ph@fao.org) and NNC Executive Director (info@nnc.gov.ph).

Foreword from NNC

For nutrition community workers and nutrition programme implementers, the first quarter of every year is the busiest time of the year. This is a time dedicated for conducting the most critical aspects of local nutrition programme implementation: the Operation Timbang Plus.

Operation Timbang (OPT) Plus is the annual weighing and height measurement of all preschool children 0-59 months old and children 60-71 months old who are not yet in school and done in communities. OPT Plus is done to identify and locate the malnourished children for referral to relevant nutrition and nutrition-related services. OPT Plus data are also used for local nutrition action planning, particularly in quantifying the prevalence of wasted, stunted, underweight, overweight and obese children who will be prioritized for interventions in the community.

Annually, at the national level, the National Nutrition Council (NNC) processes OPT Plus results, submitted by local government units, in their capacity as local nutrition committees, and generates a list of nutritionally-at-risk cities/municipalities which are disseminated to government agencies, non-government organizations and partner agencies or institutions so that these areas are given priority attention in nutrition programme planning and intervention.

However, one of the biggest challenges is making sure that the data that will be generated are timely, relevant and accurate, considering the massive amount of weight and height data that are collected from more than 42 000 barangays in the country. Consolidation can become problematic and time consuming, especially when done manually. This usually results to the delayed release of nutrition data or erroneous classification of the nutritional status of children and overall prevalence in an area.

To address these challenges, NNC, in partnership with the Food and Agriculture Organization of the United Nations (FAO) with the technical assistance of Celestino Habito Jr, MD, MNH, enhanced the Electronic OPT (e-OPT) software that makes the task of computing OPT Plus data much easier, faster and error-free. Now called the e-OPT Plus Suite, this MS Excel-based automated programme was designed to help barangays, cities/municipalities, and provinces, consolidate and report OPT Plus results. The use of this automated tool not only makes data more manageable, but also ensures accurate data on the status of various forms of malnutrition. Completing the benefits of consistent and regular use of the e-OPT Plus tool is the practice of paperless reporting, thus, providing nutrition workers more time for nutrition counselling and actual service delivery.

NNC is optimistic that with the use of this e-OPT Plus tool, locating the malnourished and delivery of services in the communities will be more efficient and timely.

Maria-Bernardita T. Flores, CESO II
Assistant Secretary of Health and
Executive Director IV, National Nutrition Council

Foreword from FAO

Eliminating food insecurity and malnutrition are among the core mandates of the Food and Agriculture Organization of the United Nations (FAO). Over the years, we have been collaborating with dynamic partners in the Philippines, including the National Nutrition Council (NNC) of the Department of Health (DOH), to enhance access to timely and relevant information that will enable the Government to address impending food crises.

We worked closely with NNC, with support from UNICEF, to establish early warning systems for food and nutrition security in provinces that have reported high rates of malnutrition and poverty, especially in areas that have been hit by natural disasters. Under this same project, FAO found an opportunity to help increase the speed and accuracy of the Operation Timbang (OPT), NNC's annual weight-and-height-taking among children, which helps determine the prevalence of malnutrition.

Since the 1970s, the data gathered from OPT was recorded and computed manually—a process that was extremely time consuming and susceptible to error. FAO provided assistance in automating and improving the system, which is now called Electronic Operation Timbang Plus Tool (e-OPT Plus Tool). The output that can be generated from this tool will allow decision makers such as local chief executives to make early forecasts, plan accordingly, and provide timely interventions so that communities can improve their chances for better food and nutrition security. Hand-in-hand with NNC, we envision to eventually see this technology adopted nationwide.

We are truly inspired by the commitment of the Government of the Philippines to stop the cycle of food insecurity and malnutrition. In 2014, FAO recognized the country for achieving target 1c of the Millennium Development Goals: halving the proportion of undernourished people in the country by at least 50 percent before the end of 2015.

Today, we see how agencies and local government units are working with much greater vigor and stronger partnerships to contribute to the achievement of the Sustainable Development Goals by 2030.

Indeed, this is a hopeful and promising time for the country. As it continues to move towards progress, and while its opportunities and challenges evolve, FAO stands more committed than ever to sustain our support and help ensure that the country and its citizens reach its aspirations without leaving anyone behind.

José Luis Fernández
FAO Representative in the Philippines

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The municipal health staff and data management focal persons in the ten partner local government units in Aklan and Capiz, for their efforts in testing the enhanced tool and providing useful feedback.

The Provincial Health Office Nutritionists, Ms Crescini Roxas (Aklan) and Ms Divina Bigcas (Capiz), for their guidance and sharing of their experience in using the e-OPT Tool, and for their presence during many of the FAO team visits to the barangays.

The Provincial Health Officers, Dr Victor Sta. Maria (Aklan) and Dr Leah Del Rosario and Dr Samuel Delfin (Capiz), for their unwavering support and the leadership they provided in implementing the Early Warning System for Food and Nutrition Security (EWS-FNS) project, and in field-testing the enhanced e-OPT Tool in the selected municipalities.

Ms Nona Tad-y, the National Nutrition Council's (NNC) Regional Nutrition Program Coordinator for Region VI, for her staunch support for the EWS-FNS Project, which made it possible to field-test the e-OPT Tool.

The NNC's Nutritional Surveillance Division, headed by Ms Hygeia Ceres B Gawe, for their strong support and inputs in the development of the enhanced version of the e-OPT Tool.

Celestino F Habito Jr, MD, MHN
Food and Nutrition Security Monitoring
Systems Specialist, FAO Philippines

Abbreviations and acronyms

BNC	Barangay Nutrition Committee
BNS	Barangay Nutrition Scholar
e-OPT	Electronic Operation Timbang Plus
EWS-FNS	Early Warning System for Food and Nutrition Security
FAO	Food and Agriculture Organization of the United Nations
LGU	Local government unit
NNC	National Nutrition Council
Nut Status Tool	Nutrition Status Tool
OPT	Operation Timbang Plus
P/C/MNAO	Provincial/City/Municipal Nutrition Action Officer
PHO	Provincial Health Officer
PNAO	Provincial Nutrition Action Officer
PSGC	Philippine Standard Geographic Code
UNICEF	United Nations Children's Fund
WHO	World Health Organization

Glossary

Barangay	Smallest administrative division in local government in the Philippines
Purok	Subdivision in a barangay; typically urbanized or close to the barangay centre
Sitio	Territorial enclave within a barangay; typically rural

Worksheet locator

This e-OPT Tool manual was developed to guide users at the level of the barangay (or purok/sitio), and at the municipality/city level. The various e-OPT functions are implemented through corresponding worksheets in each file. The two files of the e-OPT Tool (one for the barangay or purok/sitio, and one for the municipality/city), when used together, enable users to aggregate data.

The e-OPT Tool works only with MS Excel 2010 or later versions.

What do you want to do?

The e-OPT Tool for the barangay or purok/sitio

Go to

Get guidance on how to use the tool	→	'Instructions' Worksheet
Enter each child's details and get their nutritional status	→	'NutStatus_Tool' Worksheet
View a summary of the children's data that has been typed into the tool	→	'Summary' Worksheet
Print OPT Form 1A (Barangay Tally and Summary)	→	'OPT_Form1A' Worksheet
Print OPT Form 1B (List of Affected Children)	→	'OPT_Form1B' Worksheet
Print lists of severely malnourished children for targeting	→	'List_SUW', 'List_SStunted', 'List_SWasted' Worksheets
Print a master list of children from the barangay for the next OPT Plus activity	→	'BNS_Printout' Worksheet
Type in data from the next OPT Plus activity and update the database	→	'NewEntry&Update' Worksheet
Export barangay-level data and aggregate the results to the municipal level	→	'Data-Export' worksheet

The e-OPT Tool for the barangay or purok/sitio

Go to

Get guidance on how to use the tool	→	'Instructions' Worksheet
Enter the OPT Plus data from each barangay in the municipality/city	→	'Barangays' Worksheet
View a summary of the barangay data that has been typed into the tool	→	'Summary' Worksheet
Print OPT Form 2 (City/Municipality Consolidation Sheet)	→	'OPT_Form2' Worksheet
Print OPT Form 2A (City/Municipality Summary Report)	→	'OPT_Form2A' Worksheet
Print a summary of the nutritional status situation by barangay	→	'Underweight', 'Stunted', 'Wasted' Worksheets
View and print a municipal-level summary of the OPT Plus results	→	'NutStatusMun' Worksheet
Export municipal/city data and aggregate the results to the provincial level	→	'Data-Export' Worksheet

A group of smiling children, including a boy, a girl, and a baby, with a woman in the background. The image is overlaid with a semi-transparent dark grey filter. The text is white and positioned on the left side of the image.

A

**The e-OPT Tool
for the barangay
or purok/sitio**

A

The e-OPT Tool for the barangay or purok/sitio

Getting started

STEP 1: Choose the appropriate size of the population for your locality

The e-OPT Plus tool for the barangay or purok/sitio is available in two versions: for 500 children and 1 000 children. The e-OPT tool for 500 children has the smaller file size and therefore performs faster than the e-OPT tool for 1 000 children.



Name	Date modified	Type	Size
20161111 eOPT Tool v4.7_for Purok or Barangay_500children	11/11/2016 7:33 PM	Microsoft Excel Worksheet	2,480 KB
20161111 eOPT Tool v4.7_for Purok or Barangay_1000children	11/11/2016 7:33 PM	Microsoft Excel Worksheet	4,108 KB

Many barangays, especially those in the rural areas, may not have more than 500 children aged between 0-59 months old. Thus, in most instances, the e-OPT Tool for 500 children can sufficiently meet the OPT databanking needs of the barangay or purok/sitio.

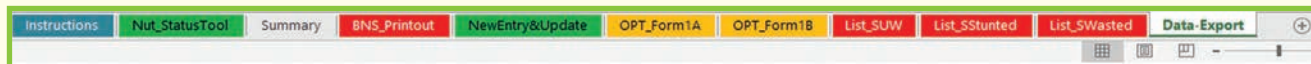
However, barangays with larger populations of children 0-59 months old, especially those in urbanized communities, may have to use the 1 000-children version of the Barangay/ Purok e-OPT Tool.

A barangay in my LGU has more than 1 000 children. Could I still use the Barangay e-OPT Tool?

Yes. For some barangays that have child populations greater than 1 000, the 500-children version can be adopted. Divide the area of the large barangay by purok, then for each file, enter the names and details of children by sitio or purok. When this option is used, each e-OPT file will include all the children living in that purok. To come up with barangay-level data, aggregate all data files from all the sitio or purok files using the **e-OPT Tool for Large Barangays**. This tool is part of the e-OPT Tools suite.






STEP 2: Familiarize yourself with the worksheets in the barangay e-OPT Tool

The tool has eleven color-coded worksheets, which can be seen at the bottom of the MS Excel screen.



The worksheets are labelled as follows: **Instructions**, **Nut_StatusTool**, **Summary**, **BNS_Printout**, **NewEntry&Update**, **OPT_Form1A**, **OPT_Form1B**, **List_SUW**, **List_SStunted**, **List_SWasted**, and **Data-Export**.

The worksheet tabs are color-coded based on their main functions and intended users:

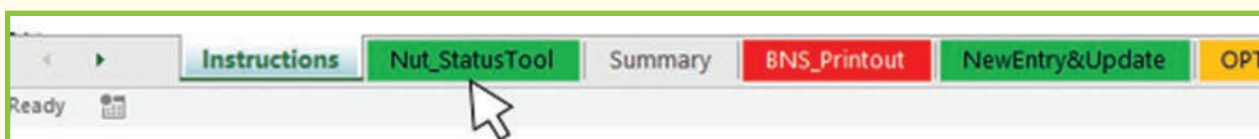
-  BLUE – Instructions (for all users of the tool)
-  GREEN – Worksheets for data entry and updating the database (for use by the LGU’s OPT data entry coordinator and city or municipal Nutrition Action Officer (NAO))
-  ORANGE – Standard OPT Plus Forms for submission to the city, municipal and provincial governments, (for use by the NAO/OPT In-Charge, as well as by the Provincial Health Officer, or PHO, and Provincial Nutrition Action Officer)
-  RED – No further data entry is required. Generates printable lists and summary tables (for use by the BNS in updating and completing children’s records in the barangay or purok/sitio and for generating lists of malnourished children who need to be followed up)
-  GREY - Summary and data export sheets (for data analysis and aggregation of barangay-level data to the city or municipal level by the LGU’s OPT data coordinator and the city or municipal NAO)

Entering each child's data into the Nut_Status Tool for the first time

For each barangay (or purok/sitio), get all the completed paper forms (OPT Plus Form1A) from the most recent OPT Plus activity accomplished by the BNS. These forms should contain the list of names and pertinent details of pre-schoolers aged 0-71 months, as well as their weight and height measurements.

Type in the information contained in the paper forms into this electronic tool, as described in the following steps:

STEP 1: Open the file for the barangay or purok/sitio e-OPT Tool



STEP 2: Locate and open the worksheet called Nut_StatusTool

The blank worksheet will look like this:

Child Seq.	Address or Location of Residence <small>House #, Street, Purok, Landmark or Description of Location</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Full Name of Child <small>(Surname, First Name)</small>	Indigenous Preschool Child?	Sex <small>MF</small>	Date of Birth <small>(MM/DD/YYYY)</small>	Actual Date of Weighing <small>(MM/DD/YYYY)</small>	Weight <small>(kg)</small>	Height <small>(cm)</small>	Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													

STEP 3: Indicate whether you are using the tool for a barangay or a purok/sitio

Depending on the total population of pre-schoolers in your barangay, you may choose to use the file for a purok/sitio or for the entire barangay. Please choose the appropriate option from the dropdown list in cell B3.

IMPORTANT: Please fill up all cells in that are highlighted in GREEN. This will ensure that the headings in the succeeding worksheets and reports are

*This file is for a maximum of 500 children. For Barangays with preschool children populations > 500, use the 1000 children version of this tool. If you are using this file for a Purok, consolidate data in this file to the Barangay level using the 'e-OPT Tool for Large Barangays'.

Child Seq.	Address or Location of Residence <small>House #, Street, Purok, Landmarks or Description of Location</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Full Name of Child <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>YES/NO</small>	Sex <small>MF</small>	Date of Birth <small>(MM/DD/YYYY)</small>
1						
2						

STEP 4: Fill in the required information

Before proceeding to do the data entry for each child, fill up all cells that are highlighted in green. Filling up all cells highlighted in green will ensure that the headings and tables in all the worksheets and reports are properly labelled. Once the cells are filled in, the green highlight will automatically disappear.

For the **Nut_StatusTool** worksheet, the cells highlighted in green require the following information:

- Name of the Barangay, or the Purok/Sitio
- Name of the Municipality or City
- Name of the Province
- Region
- Year covered by the OPT Plus activity

Note: In general, whenever cells or worksheet tabs are green-shaded, this denotes "data entry is required." This applies to the entire e-OPT Tools suite. Please fill in the appropriate information, whenever there are green-shaded cells.

STEP 5: Rename the file and create a folder

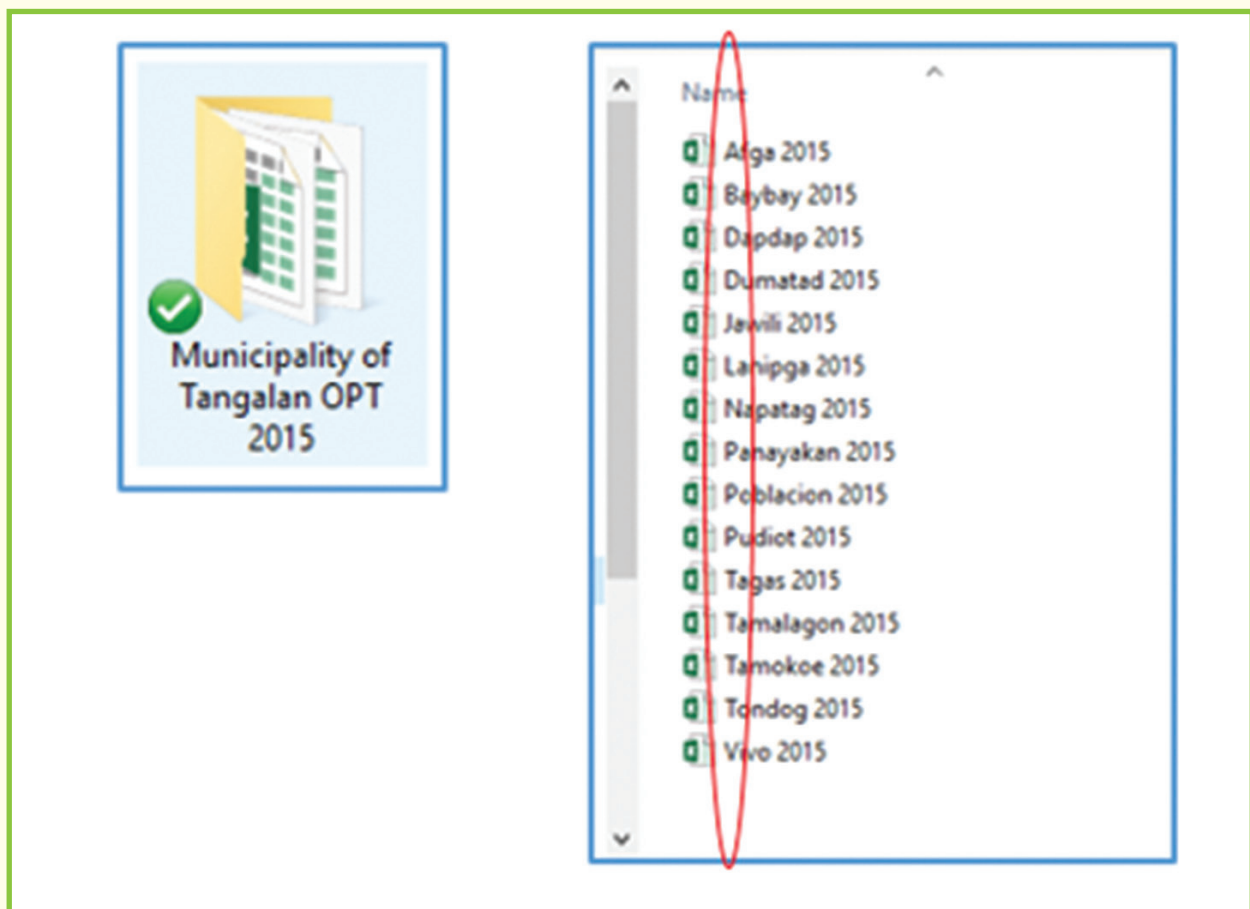
Once you have started to type details into the tool, it is good practice to rename the file early on. This allows users to keep intact the original file of the e-OPT tool.

a. Rename the tool using the following convention:

Name of Barangay (or Purok/Sitio) + Year

b. Create a folder for the municipal/city files and save all barangay files in this folder. By using the name of the barangay in the first part of the file name, the individual barangay files will be listed in alphabetical order in the folder.

For example:



STEP 6: Start with data entry

Type in the details for each child into the tool.

Based on the information in the filled-up paper forms from the recent OPT Plus activity, enter the names and details of each child into the e-OPT Tool. Each child corresponds to one row. The first column is labelled "Child Seq." The subsequent columns are briefly described as follows:

Address or Location of Residence. Under the second column, type in the street or the name of the purok/sitio where the child lives; or you can indicate a nearby landmark or a description of the house location that will help the BNS locate the child in future visits.

Name of mother of caregiver. Under the third column, write the name of the mother or caregiver. Write the surname first, followed by comma and a space, and then by the first name. If you do not yet have the name of the mother or caregiver, leave this blank and update the information later.

Full name of child. Under the fourth column, write the full name of the child. Write the surname first, followed a comma and a space, and then by the first name. This cell should not be left blank, otherwise the tool will not show the child's nutritional status.

Indigenous child (Y/N). Under the fifth column, indicate whether the child is a member of any indigenous tribe or group. Choose the appropriate answer ("YES" or "NO") from the dropdown options. This information is required. If left blank, the tool will not show the child's nutritional status.

Child's sex. From the dropdown options, please indicate the sex of the child by selecting "M" (male) or "F" (female). This is required information. If left blank, the nutritional status will not appear.

Date of birth and date of weighing/measurement. Under the seventh and eighth columns, indicate the child's date of birth and the date of weighing, using the date format MM/DD/YYYY. These dates will be used to auto-calculate the child's age in months. If any of these cells are left blank, the child's nutritional status will not be shown.

Weight and Height. Under the ninth and tenth columns, fill in the measurements for the child's weight (in kilogrammes) and height (in centimetres). Both measurements should be taken and recorded up to one decimal place. Make sure to fill up all the required information for each child. If any of these measurements are left blank, the tool will not generate the complete nutritional status profile for the child.

4	Address or Location of Residence	Name of Mother or Caregiver	Full Name of Child	Indigenous Preschool Child?	Sex	Date of Birth	Actual Date of Weighing	Weight	Height	
5	Child Seq.	(Surname, First Name)	(Surname, First Name)	YES/NO	MF	(MMDD/YYYY)	(MMDD/YYYY)	(kg)	(cm)	
6	Street or Block/Purok or Landmarks	(Surname, First Name)	(Surname, First Name)	YES/NO	MF	(MMDD/YYYY)	(MMDD/YYYY)	(kg)	(cm)	
7	1	Block 3, Lot 2, Purok 2	Estabillo, Judith	Estabillo, Christian	NO	M	09/29/2012	01/31/2015	15.0	94.0

Note: You do not need to encode any data in the cells on the rightmost part of the worksheet (shaded in grey). The values for the cells in these columns will be automatically filled up using the tool's auto-calculation and look-up features.

For example:

Weight (kg)	Height (cm)	NO DATA ENTRY REQUIRED VALUES WILL BE AUTO-CALCULATED			
		Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status

Child Seq.	Address or Location of Residence <small>House #, Street, Purok, Landhold or Description of Location</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Full Name of Child <small>(Surname, First Name)</small>	Indigenous Prevalent Child?	Sex	Date of Birth <small>(MM/DD/YYYY)</small>	Actual Date of Weighing <small>(MM/DD/YYYY)</small>	Weight <small>(kg)</small>	Height <small>(cm)</small>	NO DATA ENTRY REQUIRED VALUES WILL BE AUTO-CALCULATED			
										Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status
1	Bld 2, Purok 2	Ramos, Clarissa	Ramos, John Lloyd	NO	M	09/19/2013	01/09/2015	10.0	79.0	15	N	N	N

Repeat the process of data entry for each child in **OPT_Form1A** until the information for all children in the barangay (or purok/sitio) has been typed into the **Nut_StatusTool**.

Knowing the meaning of the letter and color codes for nutritional status.

After each child's data is entered, the corresponding nutritional status (weight for age, height for age, and weight for length/height) should appear on the rightmost cells of the **Nut_StatusTool** worksheet. The meaning of the letters and color codes are listed below.

Weight for age status

N Normal	OW Overweight
UW Underweight	SUW Severely Underweight

Height for age status

N Normal	St Stunted
T Tall	SSt Severely Stunted

Weight for length/height status

N Normal	OW Overweight
W Wasted	Ob Obese
SW Severely wasted	

STEP 7: Check for possible errors in the data

These are some common errors:

Child's name is entered more than once. When the child's name is entered more than once under the column "Full Name of Child", the cells containing the child's name will be shaded in red. If you are sure the same names pertain to only one child, remove the duplicate/repeated name from the list.

20	14	Block 1, Purok 4	Simeon, Danica	Simeon, Ramlo	NO	M	02/04/2013	01/09/2015	10.0	87.0	23	N	N	W
21	15	Block 1, Purok 4	Cunanan, Marife	Cunanan, Matteo	NO	M	11/23/2013	01/09/2015	8.0	77.0	13	N	N	W
22	16	Block 2, Purok 4	Saludez, Lyn	Saptang, Mark Jelo	NO	M	03/08/2010	01/09/2015	18.0	99.0	58	N	St	OW
23	17	Block 2, Purok 4	Pedrosa, Laila	Pedrosa, Mar Justine	NO	M	05/10/2010	01/09/2015	13.0	103.0	55	UW	N	W
24	18	Block 3, Purok 4	Isla, Cecilia	Isla, Gerald	NO	M	04/30/2012	01/09/2015	15.0	88.0	32	N	N	OW
25	19	Block 1, Purok 4	Simeon, Danica	Simeon, Ramlo	NO	M	02/04/2013	01/09/2015	9.5	87.0	23	N	N	W
26	20	Block 2, Purok 4	Aguinaldo, Marisol	Valeta, John Rey	NO	M	09/29/2012	01/09/2015	14.0	95.0	27	N	N	N

Note: To remove a duplicate name, highlight the child's details starting from Column B ("Address or Location of Residence") up to Column J ("Height") as shown below. Then use the Delete button on the keyboard. In removing a duplicate entry, do not use the 'right click -> Delete' command on your mouse; also, do not highlight and delete the entire row.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
4	Child Sex	Address or Location of Residence	Name of Mother or Caregiver	Full Name of Child	Indigenous Pre-school Child?	Sex	Date of Birth	Actual Date of Weighing	Weight	Height	NO DATA ENTRY REQUIRED VALUES WILL BE AUTO-CALCULATED			
5					YES/NO	MF	(MM/DD/YYYY)	(MM/DD/YYYY)	(kg)	(cm)	Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status
6		House #, Street, Purok, Landmark if in Description of Location	(Surname, First Name)	(Surname, First Name)										
20	14	Block 1, Purok 4	Simeon, Danica	Simeon, Ramlo	NO	M	02/04/2013	01/09/2015	10.0	87.0	23	N	N	W
21	15	Block 1, Purok 4	Cunanan, Marife	Cunanan, Matteo	NO	M	11/23/2013	01/09/2015	8.0	77.0	13	N	N	W
22	16	Block 2, Purok 4	Saludez, Lyn	Saptang, Mark Jelo	NO	M	03/08/2010	01/09/2015	18.0	99.0	58	N	St	OW
23	17	Block 2, Purok 4	Pedrosa, Laila	Pedrosa, Mar Justine	NO	M	05/10/2010	01/09/2015	13.0	103.0	55	UW	N	W
24	18	Block 3, Purok 4	Isla, Cecilia	Isla, Gerald	NO	M	04/30/2012	01/09/2015	15.0	88.0	32	N	N	OW
25	19	Block 1, Purok 4	Simeon, Danica	Simeon, Ramlo	NO	M	02/04/2013	01/09/2015	9.5	87.0	23	N	N	W
26	20	Block 2, Purok 4	Aguinaldo, Marisol	Valeta, John Rey	NO	M	09/29/2012	01/09/2015	14.0	95.0	27	N	N	N

Weight and height values are outside the expected range. This applies when individual data entry for each child is done. When the weight or height values of a child are out of the expected range, the error message “OUTSIDE THE EXPECTED WEIGHT RANGE” will appear. Please check and type in the correct values in the cells for weight and height.

Name of Mother or Caregiver (Surname, First Name)	Full Name of Child (Surname, First Name)	Indigenous Preschool Child?	Sex	Date of Birth (MM/DD/YYYY)	Actual Date Weighed/ Measured (MM/DD/YYYY)	Weight (kg)	Height (cm)
Ulam, Hazel	Racani, Alex	NO	M	04/06/2010	01/20/2015	17.0	100.0
Ulam, Hazel	Ulam, Astrende	NO	F	05/02/2014	01/20/2015	83	64.0
Dumduman, Jocelyn	Dumduman, Mj						
Ulam, Zarel	Ulam, Renz						
Bacanto, Laura	Bacanto, Alfred						90.0
Bacanto, Laura	Bacanto, Lorenz						85.0
Ulam, Christine	Florez, Venz Kurt						64.0
Basa, Rosamie	Basa, Realyn						
Basa, Rosamie	Basa, Downa Andrea	NO	F	02/24/2011	01/20/2015	8.0	90.0

OUT OF RANGE

The number you entered is outside the expected weight range.

Continue?

Yes No Cancel Help

In the example shown above, the user accidentally entered the weight of the child as “83” instead of “8.3”. The tool detects that the weight entered is out of range, and an error message appears. The error message gives the user a chance to check if the value entered is correct or not.

This applies when batch entry is done:*

When the weight or height values of a child are highlighted in red, this means that the numbers entered are out of range, and should be checked. Common errors include missing decimal points or misreading the values during data entry inputted in the source worksheet.

Child No.	Name of Mother or Caregiver (Surname, First Name)	Full Name of Child (Surname, First Name)	Indigenous Preschool Child?	Sex	Date of Birth (MM/DD/YYYY)	Actual Date Weighed/ Measured (MM/DD/YYYY)	Weight (kg)	Height (cm)
1	Basa, Christine	Basa, Justine	NO	F	04/12/2010	01/20/2015	14.9	100.0
2	Ubalubno, Maricel	Ubalubno, Desserie	NO	F	09/12/2010	01/20/2015	14.9	64.0
3	Baradero, Pinky	Baradero, Edzer	NO	M	01/27/2012	01/20/2015	10.5	95.0
4	Mendoza, Maribel	Mendoza, Lyster	NO	M	10/11/2012	01/20/2015	70.0	84.0
5	Mendoza, Maribel	Mendoza, Glydel	NO	F	08/09/2010	01/20/2015	13.8	74.0
6	Peraira, Vilma	Peraira, John Mike	NO	M	10/05/2012	01/20/2015	11.0	90.0

In the example shown above, the weight for Child #4 should be 7.0 kg instead of 70.0 kg. The value entered is highlighted in red because the tool detected a value that is outside of the expected weight range. Height values that are outside the expected range will also be highlighted in red. When these highlighted cells appear, users should check whether the numbers typed in are correct.

*If OPT data for the barangay has already been previously typed into an excel worksheet, an alternative to typing in each child’s data into the tool one at a time is for users to carefully copy and paste data for a batch of children into the appropriate rows/columns.

Name of Mother or Caregiver <small>(Surname, First Name)</small>	Full Name of Child <small>(Surname, First Name)</small>	Indigenous Preschool Child? YES/NO	Sex M/F
Ulam, Hazel	Racani, Alex	NO	M
Ulam, Hazel	Ulam, Astrende	NO	F
Dumduman, Jocelyn	Dumduman, Mj	NO	M
Ulam, Zarel	Ulam, Renz	NO	M
Bacanto, Laura	Bacanto, Alfred	NO	M
Bacanto, Laura	Bacanto, Lorenz	NO	M
Ulam, Christine	Florez, Venz Kurt	NO	M

Mother's or caregiver's name is entered more than once. When the name of the mother or caregiver is entered more than once, the cells containing the names will be highlighted. This is not necessarily a data error, as it is possible that a mother or caregiver has more than one child under her care.

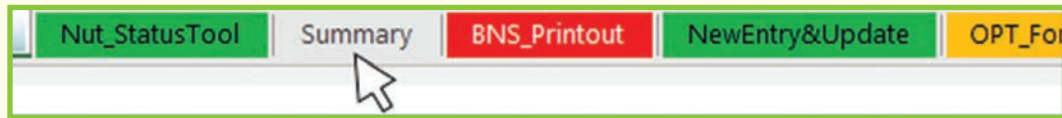
STEP 8: Re-save the file

After data entry for all children in the barangay or purok/sitio has been completed and the **Nut_StatusTool** worksheet has been reviewed for any possible errors, be sure to save the file.

Reviewing the barangay or purok/sitio OPT Plus summary results

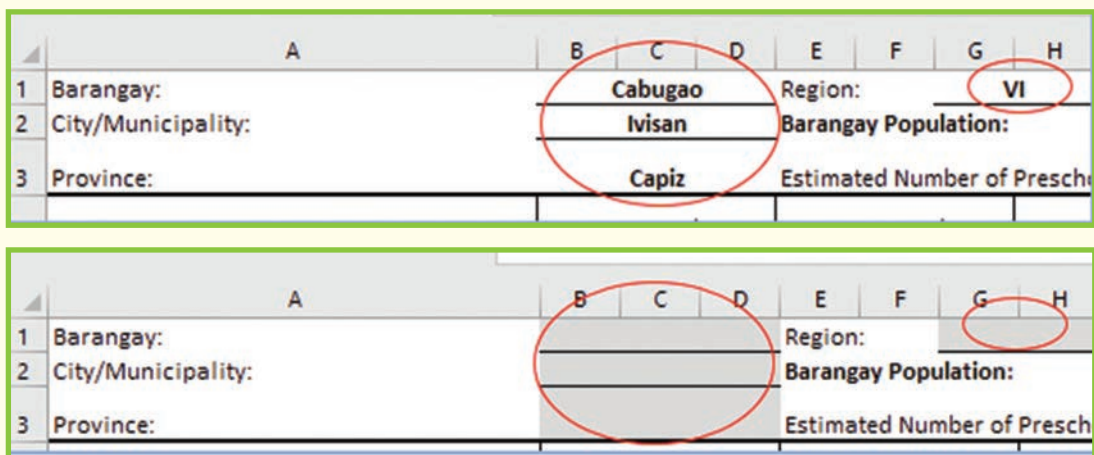
Once the data entry in the **Nut_Status Tool** worksheet is completed, users can then review the summary results.

Click to open the **Summary** worksheet (the one with the first grey tab).

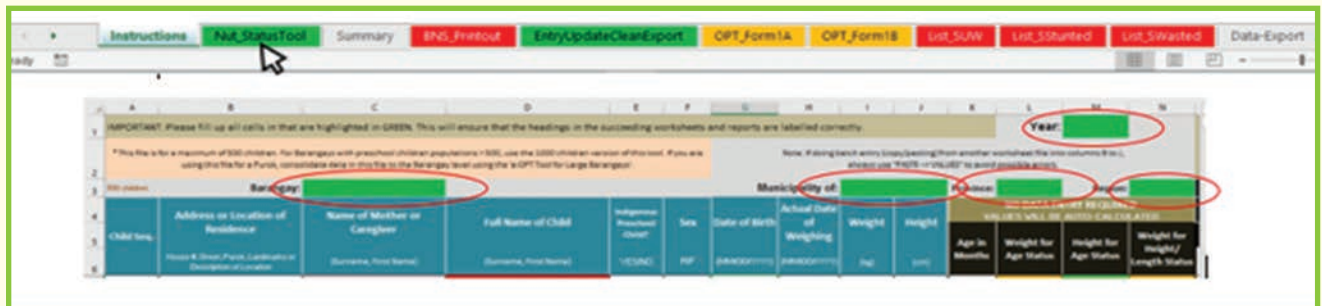


STEP 1: Check if the labels are filled in

After opening the **Summary** worksheet, check the upper left hand corner of the sheet to see if the name of the barangay or purok/sitio, city/municipality, province, and region are filled in, as shown in the example below.



If the spaces for the name of the barangay or purok/sitio, city/municipality, or province are blank and greyed out, go back to the **Nut_Status Tool** worksheet and fill up the cells highlighted in green.



STEP 2: Enter the barangay or purok/sitio population

Fill up the cell (highlighted in green; Cell J2) – enter the barangay’s total population.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Barangay:	Abagon		Province:	Aklan			Region:	6		Coverage (0-59):	0.0%							
2		Total Population of Barangay:										Coverage (0-71):	0.0%						
3	Municipality of:	Altavas			Estimated Number of Preschoolers (0-59 months):						0			Estimated Number of Preschoolers (0-71 months)					
4		0-5 Months			6-11 Months			12-23 Months			24-35 Months			36-47 Months			48-59 Months		
5		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
6	Weight for Age - Normal	8	19	27	6	16	22	30	17	47	42	17	59	26	18	44	44	25	69
7	Weight for Age - Overweight	3	2	5	0	2	2	2	5	7	1	0	1	4	2	6	2	4	6
8	Weight for Age - Underweight	0	1	1	1	1	2	3	3	6	4	10	5	4	9	9	6	15	

Once the barangay or purok/sitio population is entered, the estimated number of preschoolers and the coverage percentages should appear.

E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Region:	VI		Coverage (0-59):	62.7%		Number of Indigenous											
Barangay Population:	1426		Coverage (0-71):	61.5%													
Estimated Number of Preschoolers (0-59 months):	193		Estimated Number of Preschoolers (0-71 months):	231													

STEP 3: Review the summary table for any discrepancies

Review the summary figures in the entire table to check for discrepancies or errors. In the **Summary** worksheet, check the values under columns W to Z to make sure that the numbers and percentage rates tally.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z		
1	Barangay:	Abagon		Province:	Aklan			Region:	6		Coverage (0-59):	63.8%		Number of indigenous PS Measured														
2		Total Population of Barangay:										Coverage (0-71):	67.5%		0-59 mos. Old			0-71 mos. Old										
3	Municipality of:	Altavas			Estimated Number of Preschoolers (0-59 months):						544			Estimated Number of Preschoolers (0-71 months):						653								
4		0-5 Months			6-11 Months			12-23 Months			24-35 Months			36-47 Months			48-59 Months			60-71 Months			0-59 Months			0-71 Months		
5		Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Total	Prev.	Total	Prev.		
6	Weight for Age - Normal	8	19	27	6	16	22	29	17	46	42	17	59	26	18	44	44	25	69	47	15	62	267	74.6%	329	74.6%		
7	Weight for Age - Overweight	3	2	5	0	2	2	2	5	7	1	0	1	4	2	6	2	4	6	2	1	3	27	7.5%	30	6.8%		
8	Weight for Age - Underweight	0	1	1	1	1	2	3	3	6	4	10	5	4	9	9	6	15	5	6	11	43	12.0%	54	12.2%			
9	Weight for Age - Severely Underweight	0	0	0	2	2	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%		
10	Height for Age - Normal	7	15	20	4	12	16	19	10	29	25	11	36	19	13	32	42	29	71	28	15	43	204	57.0%	247	56.0%		
11	Height for Age - Tall	4	8	12	3	8	11	3	7	10	5	7	7	4	11	7	1	3	0	0	0	0	0	0.0%	0	0.0%		
12	Height for Age - Stunted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%		
13	Height for Age - Severely Stunted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	0	0.0%		
14	Weight for Height/Length - Normal	6	12	18	5	11	16	21	14	35	31	12	43	24	18	42	32	22	54	40	24	64	208	58.1%	272	61.7%		
15	Weight for Height/Length - Overweight	1	2	3	1	4	5	12	7	19	18	5	23	6	4	10	10	5	15	11	0	11	75	20.9%	86	18.5%		
16	Weight for Height/Length - Obese	2	1	3	0	1	2	3	5	0	1	1	1	1	1	2	1	1	2	1	0	1	14	3.9%	15	3.4%		
17	Weight for Height/Length - Wasted	2	3	5	1	3	4	4	1	5	2	2	4	4	4	8	15	9	22	4	2	6	16	13.4%	14	12.2%		
18	Weight for Height/Length - Severely Wasted	0	4	4	0	2	2	0	0	0	1	1	2	2	0	2	3	0	3	0	1	1	11	1.6%	14	3.2%		
19	Grand Total	11	22	33	7	21	28	39	25	64	52	21	73	37	27	64	59	37	96	54	27	81	358		441			

If an error message shaded in red appears in the **Summary** worksheet, such as the one shown below, this means there have been one or more duplicate entries of children's names in the **Nut_Status Tool** worksheet.

0-59 Months		0-71 Months		60 Months (Wt for L/H reference only)			0-60 Months (Wt for L/H)	
Total	Prev	Total	Prev	Boys	Girls	Total	Total	Prev
207	96.3%	245	94.6%					
2	0.9%	2	0.8%					
4	1.9%	10	3.9%					
2	0.9%	2	0.8%					
191	88.8%	227	87.6%					
10	4.7%	10	3.9%					
11	5.1%	19	7.3%					
3	1.4%	3	1.2%					
186	86.5%	227	87.6%	2	0	2	188	86.6%
5	2.3%	5	1.9%	0	0	0	5	2.3%
0	0.0%	0	0.0%	0	0	0	0	0.0%
16	7.4%	19	7.3%	0	0	0	16	7.4%
8	3.7%	8	3.1%	0	0	0	8	3.7%
215		259		2	0	2	217	

Attention: There are double entries in the list of preschoolers. No. of Double Entries: 1

Note: If the error message shown above appears, go back to the **Nut_Status Tool** worksheet. Delete the duplicate/repeated name of the child, after you have made sure that this is a double entry.

When deleting duplicate entries in the **Nut_Status Tool** worksheet, select and highlight the cells under columns B to J, as shown below. Then delete the contents of the cells by using the keyboard's "Delete" key. You can then type in another entry in the cell(s) that were emptied.

Child Seq.	Address or Location of Residence	Name of Mother or Caregiver	Full Name of Child	Indigenous Preschool User?	Sex	Date of Birth	Actual Date of Weighing	Weight	Height	Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status
1	Block 1, Purok 2	Dorde, Geraldyn	Dorde, James Mark	NO	M	08/13/2012	02/15/2015	11.9	86.0	30	N	N	N
2	Block 1, Purok 2	Meneses, Rosemarie	Meneses, Ianji	NO	F	10/11/2011	02/15/2015	11.5	91.0	40	N	N	N
3	Block 1, Purok 2	Pardico, Catherine	Pardico, Helmark	NO	M	11/01/2012	02/15/2015	11.4	87.0	28	N	N	N
4	Block 1, Purok 2	Pardico, Catherine	Pardico, Helbert Jr.	NO	M	01/21/2014	02/15/2015	9.0	73.0	22	N	N	N
5	Block 1, Purok 2	Dorde, Geraldyn	Dorde, James Mark	NO	M	08/13/2012	02/15/2015	11.9	86.0	30	N	N	N

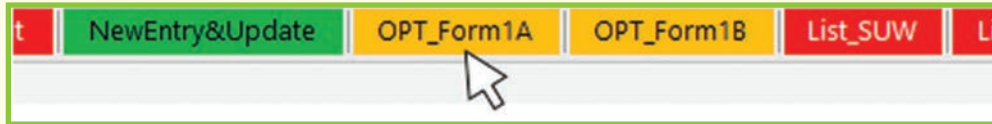
Select the cells under columns B to J. Clear the contents of the highlighted cells by pressing on the keyboard's "Delete" key.

Important: when deleting entries in the "Nut_Status Tool" worksheet, do not use the mouse's right-click – "Delete" option, as this will cause the adjacent cells to move upward which will result in errors in the remaining cells' calculation functions.

Making a printout of the OPT_Form1A

STEP 1: Open the worksheet

To make a printout of the OPT Plus Summary Report, click to open the worksheet **OPT_Form1A** worksheet (the first orange tab).



STEP 2: Check the labels in the form

Check the forms to ensure they are properly labelled with the name of the barangay or purok/sitio, city/municipality, province and region. These are found on the leftmost section in the upper part of the worksheet (cells C8-C11).

	A	B	C	D	E	F	G	H	I	J	K	L	M		
4															
5			OPT Plus Form 1A. Barangay Tally and Summary Sheet of Preschoolers with Wei												
6			Revised February 2012 Page 1 of 3												
7															
8			Barangay:	Cabugao							Estimated Number of Preschoolers:	0-			
9			Municipality of:	Ivisan							Actual Number of Preschoolers Weigher:	C			
10			Province:	Capiz							Percent OPT Plus Coverage:	C			
11			Region:	6							Number of Indigenous PS measured:	C			
12															
13															
14			Age	Weight for Age Status											
15			Group	Normal (N)		Underweight (UW)			Severely Underweight (SUW)						
16				Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls				
17			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
18			0-5												

Note: If any of the spaces for name of the barangay or purok/sitio, city/municipality, province, or region are blank, go back to the **Nut_Status Tool** worksheet and fill in the corresponding cells that are shaded in green.

Also, if the total population of the barangay or purok/sitio is blank/greyed out (cell Y8), go back to the **Summary** worksheet and type in the barangay population in cell J2.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB		
1																														
2																														
3																														
4																														
5			OPT Plus Form 1A. Barangay Tally and Summary Sheet of Preschoolers with Weight & Height Measurement by Age Group, Sex and Nutritional Status																											
6			Revised February 2012 Page 1 of 3																											
7																														
8			Barangay:																											
9			Municipality of:																											
10			Province:																											
11			Region:																											
12																														
13																														
14			Age	Weight for Age Status										Total, by age group																
15			Group	Normal (N)		Underweight (UW)			Severely Underweight (SUW)			Overweight (OW)			TOTAL		N		UW		SUW		OW							
16				Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Total	No.	Pres (%)	No.	Pres (%)	No.	Pres (%)	No.	Pres (%)						
17			(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)
18			0-5																											

STEP 3: Fill in the other blank cells with the required information

Additional information needs to be typed into the green-highlighted spaces in **OPT_Form1A**. These include the following:

- Names of indigenous groups in the barangay (if any);
- The calendar year when the total population figure was obtained;
- The source of the population data;
- The combined prevalence rate of underweight + severe underweight during the previous year for children aged 0-59 months and 0-71 months.

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

OPT Plus Form 1A. Barangay Tally and Summary Sheet of Preschoolers with Weight & Height Measurement by Age Group, Sex and Nutritional Status
Revised/February 2012 Page 1 of 3

Barangay: _____ Estimated Number of Preschoolers: 0-59 months old* _____ 0-71 months old* _____
 Municipality of: _____ Actual Number of Preschoolers Weighed: 0-59 months old **358** 0-71 months old **441**
 Province: _____ Percent OPT Plus Coverage: 0-59 months old _____ 0-71 months old _____
 Region: _____ Number of Indigenous PS measured: 0-59 months old **0** 0-71 months old **0**
 Indigenous groups (specify if applicable): _____

City/2011 Total Population of Barangay: _____ Source: _____
 Year Period of Measurement (current OPT): **CY** _____
 Prev. Rate UW & SUW¹ (Previous Year): 0-59 mos. _____ 0-71 mos. _____
 Prevalence Rate UW & SUW (Current Year):
 0-59 mos. old: **17.9%** 0-71 mos. old: **18.6%**

Age Group	Weight for Age Status														Total, by age group												
	Normal (N)		Underweight (UW)		Severely Underweight (SUW)		Overweight (OW)		TOTAL		N		UW		SUW		OW										
	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	No.	Prev (%)	No.	Prev (%)	No.	Prev (%)	No.	Prev (%)									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)

At the bottom of the **OPT_Form1A** worksheet, there are also green-shaded cells that need to be filled in. These blanks correspond to the names and signatures of the following:

- The Barangay Nutrition Scholar
- Midwife/Nurse/District or City Nutrition Program Coordinator
- Barangay Captain/BNC Chairperson

37	months	47	15	5	6	2	5	2	1	86	27	83	62	74.7	11	13.3	7	8.4	3	3.6
38	(R7)																			
39	Total (R8)																			
40	0-59 mos	155	112	24	19	14	7	12	15	205	183	358	267		43		21		27	
41	0-71 mos	202	127	29	23	16	12	14	16	261	180	441	329		54		28		30	
42	Prev (%) (R9)																			
43	0-59 mos	75.6	73.2	11.7	12.4	6.8	4.6	5.9	9.8					74.6		12.0		8.9		7.5
44	0-71 mos	77.4	70.6	11.1	13.9	6.1	6.7	5.4	8.9					74.6		12.2		6.3		6.8
45	Note: a) R1 means Row No. 1, R2 means Row 2, etc. b) Total (R8) - refers to the sum of preschoolers by nutritional status and by age group c) Prev (R9) - refers to the prevalence rate by sex, by nutritional status, for age group 0-59 months and 0-71 months																			
46	d) Prev (C22,C4,C6,C8) - refers to the prevalence rate by total by age group 1/ 0-59 months = 11.5 x Total Population 2/ 0-71 months = 16.2 x Total Population 3/ Refers to previous year prevalence rate of the area																			
47	Use WEIGHT-FOR-LENGTH or WEIGHT-FOR-HEIGHT to correctly determine overweight and obesity																			
48																				
49																				
50	Prepared by	Name and Signature of Barangay Nutrition Scholar																		
51	Checked	Name and Signature of Midwife/Nurse/District/City Nutrition Program Coordinator																		
52	Approved	Name and Signature of Barangay Captain, BNC Chairperson																		
53	Date	Date																		
54																				

The names of the signatories and the corresponding dates should be filled in before printing the form.

Note: There are three sheets in **OPT_Form1A**. Once the names of the signatories and dates are typed into the first worksheet, the other two sheets will also show the same information.

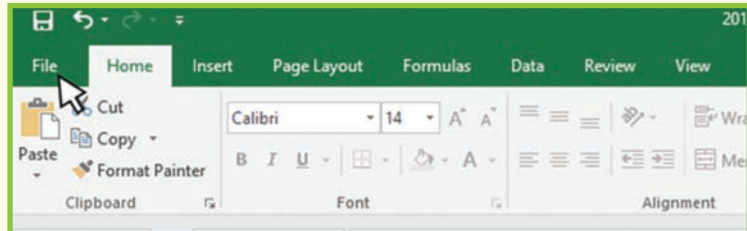
STEP 4: Printing OPT_Form1A

Paper Size

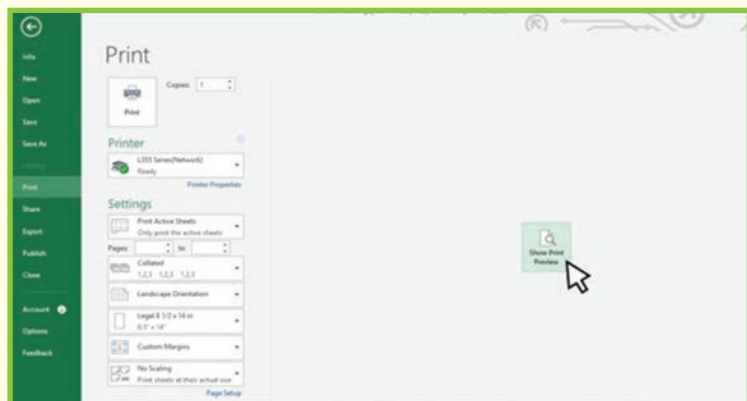
Form 1A is pre-formatted for printing in landscape view. Use long-sized (8.5 in x 13 in) paper.

TO PRINT:

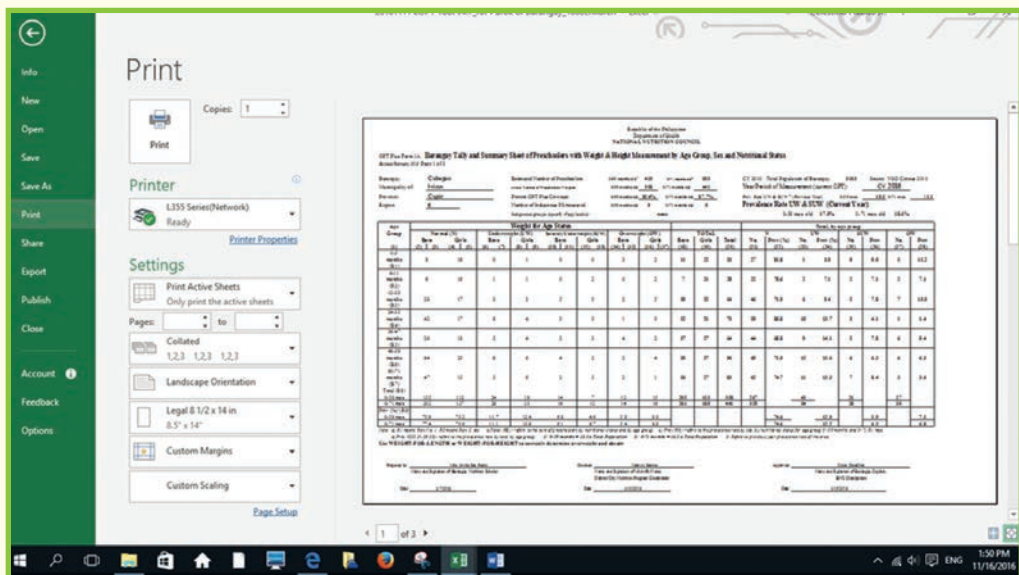
- Point and click "File" in the menu.



- Click on "Show Print Preview"



- Check if the page cut-offs and margins are correct.



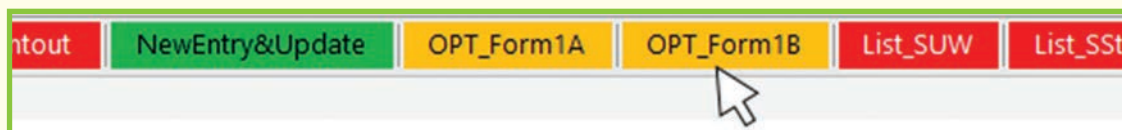
- Click on the "Print" button.



Generating a list of affected/at-risk children

Another automatic function of the barangay/purok e-OPT Tool is the generation of a list of affected or at-risk children. This is done through the **OPT_Form1B** worksheet.

- a. Open the **OPT_Form1B** worksheet by clicking on the tab.



After the data entry process in the **Nut_StatusTool** worksheet is finished, the names of all children who register at least one category of malnutrition – either over or undernutrition – are extracted by the tool and placed in the list in Form 1B.

- b. The **OPT_Form1B** worksheet produces an auto-generated table. No further data entry is needed. The summary report looks like this:

Child Seq.	Address	Name of Household Head/Mother or Caregiver	Full Name of Preschooler	Sex	Age in Months	Weight for Age	Height for Age	Weight for Length/Height
2	Block 1, Purok 2	Opina, Jenlee	Opina, Cheska	F	54	UW	N	N
7	Block 1, Purok 2	Basa, Joan	Basa, Maurien	F	22	N	N	W
8	Block 1, Purok 2	Mendoza, Milo	Mendoza, John Paul	M	18	N	T	SW
11	Block 1, Purok 2	Gardose, Marinette	Gardose, James Carlos	M	48	N	N	W
12	Block 1, Purok 2	Gardose, Marinette	Gardose, John Mark	M	31	UW	N	SW
15	Block 1, Purok 2	Seriacon, Vivien	Seriacon, Nicole	F	59	N	St	N
16	Block 1, Purok 2	Occeno, Leo	Occeno, John Carl	M	14	N	SSt	Ob

- At the top of the report, tallies on the total number of children affected are shown. The number of severely underweight, severely stunted, and severely wasted are also tallied and highlighted;
- Information such as the address and name of the mother or caregiver are also shown to facilitate follow-up visits for each affected child.

- c. To print, use long-sized (8.5. in x 13 in.) paper.

Generating a printed master list

The master list is a pre-filled, printable sheet that allows health workers to locate and list down preschool children in their respective barangays.

The list of children in this master list is automatically generated. The list is based on the data that was already entered in the **Nut_StatusTool** worksheet.

The paper sheets are for use by health workers in recording the weights and heights of eligible (0-59 months old) children during the annual OPT Plus activity. The master list also allows them to update or record any missing information as they go around the barangay. Above the age of 59 months, only those children who are not yet in school and are aged 60-71 months shall be measured.

Users of the tool can print out an updated list of children at any time of the year. For example, if the health workers need to generate a list that shows the names of eligible children between 0 to 59 months old in September 30 of that year, all that needs to be done is just to change the date in cell J1 to "09-30-20xx". (When this cell is empty, it is shaded in green, located at the topmost right corner of the worksheet; when the date is filled in, the cell's green highlight disappears.)

When should the master list be printed?

1. This master list can be printed before the annual OPT Plus activity.
2. The master list can also be printed at other times of the year for other purposes (e.g. monitoring, updating, etc.).

Who are the primary users of this printed master list?

The BNS and/or barangay health workers are the primary users of this master list. The list should help them find the children aged between 0 and 59 months in the barangay.

STEP 1: Open the BNS_Printout worksheet

The **BNS_Printout** worksheet is the first sheet with the red-colored tab. Click to open.

Except for a green-shaded cell located in the upper rightmost part of the worksheet, no further data entry is required in this worksheet. The contents of this worksheet are linked to the entries in the **Nut_StatusTool**.

The screenshot shows a spreadsheet interface with the following elements:

- Navigation tabs: StatusTool, Summary, **BNS_Printout** (selected), NewEntry&Update, OPT_Form1A, OP.
- Worksheet content:
 - Row 1: Barangay: Cabugao, Municipality of: Ivisan, Year: 2016, Expected Date of Survey: (green shaded cell).
 - Row 2: Instructions for printing and updating the list.
 - Row 3: Instructions for printing on long size paper.
 - Row 4: Instructions for updating the list with new children.
 - Row 5: Instructions for children who have moved out or double entries.
 - Row 6: Instructions for new children in the barangay.
 - Row 7: Instructions for children who have transferred residence.
 - Row 8: Table header for data entry.
- Table structure (starting from Row 9):

Note:	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED MEASUREMENTS	AUTO-CALC For new children and those that were not seen last year.
Child Sex:	Address or Location of Residence	Name of Mother or Caregiver	Child's Full Name	Indigenous Preschool Child?	Sex	Date of Birth	Actual Date of Weighing	WEIGHT HEIGHT	Age in Months as of
	House # Street, Purok, Landmark or Occupational	(Surname, First Name)	(Surname, First Name)	YES/NO	M/F	MM/DD/YYYY	MM/DD/YYYY	(kg) (cm)	00-Jan-00

STEP 2: Fill in the date when the master list will be used

Go to the green-highlighted cell (J2). Fill in the estimated date of the next OPT Plus activity.

For example, if the next OPT Plus activity is to be conducted in mid-February of 2017, type in the date "02/15/2017". This date will be used to calculate the age in months of each child.

Notes	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED MEASUREMENTS		AUTO-CALC For new children, just get birthdate & date of survey
Child Seq.	Address or Location of Residence <small>House #, Street, Purok, Landmark or Description of Location</small>	Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	Indigenous Preschool YES/NO	Sex M/F	Date of Birth MM/DD/YYYY Y	Actual Date of Weighing MM/DD/YYYY Y	WEIGHT (kg)	HEIGHT (cm)	Age in Months as of 15-Feb-17
309		UMAGA MYRNA	ABEDNICO MACAPULAY	NO	M	10/16/2013	02/15/2017			39
204		RAMONES MARLET	ADRIE JEFF RENTUTAR	NO	M	09/25/2012	02/15/2017			52
484		NOVENO EMINA	ADRINA GAIL GRAGASIN	NO	M	04/14/2009	02/15/2017			94
346		SALUDEZ CLARISSE	AERWIN JOHN BALBIN	NO	M	05/09/2009	02/15/2017			93

Each child's age in months is automatically calculated. For this, users can set the date for when they will use the master list for an OPT Plus activity. Using the format MM/DD/YYYY, the specified date should be entered in the top, right-most cell (cell J2). When empty, this cell is highlighted in green. Remember that in the e-OPT Tool, a green shaded cell indicates that data entry is required.

Note: Always type in the date when the master list is to be used. When the date is blank in cell J2, the cell is highlighted in green to flag that "data entry is required".

Child Seq.	Address or Location of Residence <small>Street or Block/Purok or Landmark</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? YES/NO	Sex M/F	Date of Birth MM/DD/YYYY	Actual Date of Weighing MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months <small>as of:</small>
39	Purok 2	Almanon, Melody	Almanon, Ely Mae	NO	F	12/19/2012				
40	Purok 2	Almanon, Melody	Almanon, Emar John	NO	M	08/27/2010				
62	Purok 3	Villar, Jonavie	Aninacion, Pearl Andre	NO	F	08/28/2012				
61	Purok 3	Villar, Jonavie	Aninacion, Rafaela	NO	F	11/20/2014				
63	Purok 3	Villar, Jonavie	Aninacion, Ralf John	NO	M	09/22/2010				
8	Purok 1	Aranda, Gemma	Aranda, Jyrish Yohan	NO	M	04/16/2014				
74	Purok 3	Atindido, Elicel	Atindido, Icezee Lyana	NO	F	12/07/2013				
73	Purok 3	Atindido, Elicel	Atindido, Yhazel Charisse	NO	F	12/07/2013				
44	Purok 2	Aurelio, Flordeluna	Aurelio, Perscy	NO	M	12/27/2012				

As shown above:

- a. If there is no date entered in cell J2;
- b. The column "Actual Date Weighed/Measured" is blank;
- c. The "Age in Months" column in the children's master list remains blank.

EXAMPLE: The BNS wants to conduct the OPT Plus activity on February 7, 2017. This date is typed into cell J2 of the **BNS_Printout** worksheet.

Notes	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO (PLEASE WRITE CLEARLY)	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED MEASUREMENTS	AUTO-CALC <small>For new children, just get birth dates and know this</small>	
Child Seq.	Address or Location of Residence <small>House #, Street, Purok, Landmark or Description of Landmark</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool YES/NO	Sex M/F	Date of Birth MM/DD/YYYY	Actual Date of Weighing MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months <small>as of:</small>
12	Block 1, Purok 2	Abayon, Robilyn	Abayon, Aira Mae	NO	F	07/19/2009	02/07/2017			90
13	Block 1, Purok 2	Abayon, Robilyn	Abayon, Jhanna	NO	F	09/08/2013	02/07/2017			40
14	Block 3, Purok 29	Acebo, Melma	Acebo, John Cari	NO	M	05/22/2013	02/07/2017			44
202	Block 2, Purok 26	Acer, Analyn	Acer, Kent Arjay	NO	M	04/25/2011	02/07/2017			33

As shown above:

- a. A date is entered, e.g. "02/7/2017".
- b. This date then appears under the column "actual date weighed/measured".
- c. Each child's age in months is automatically calculated.

What are key features of the master list?

Overaged children can be easily identified. Having the age in months appear with the name of each child helps the BNS to determine whether the child is within the correct age range (0 – 59 months) and should be included in the OPT Plus activity. The names of overaged children are automatically crossed out in the master list. Also, if the child is above 59 months, the age is highlighted in bold font and the cells are shaded in grey. The spaces for their weight and height measurements are also shaded.

Note:	REQUIRED INFO Please write full name if surname is different from Child. (PLEASE WRITE CLEARLY)	REQUIRED INFO Names of unlisted or new children should be written at the end of this list. (PLEASE WRITE CLEARLY)	REQUIRED INFO Indigenous Preschool Child?	REQUIRED INFO Sex	REQUIRED INFO Date of Birth	REQUIRED INFO Actual Date Weighed/Measured	REQUIRED MEASUREMENTS		AUTO-CALC For new children, just get birth date and leave this space blank.	REFERENCE INFO Child's previous weight and height measurements	
Child No.	Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	YES/NO	M/F	MM/DD/YYYY	MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months as of 31-Mar-16	Previous WEIGHT (kg) HEIGHT (cm)	
1	Acuyong, Mary Criz	Acuyong, Ma. Christina	NO	F	11/26/2014	03/31/2016			16	5.4	60.0
2	Acuyong, Glezal	Acuyong, Tyra	NO	F	04/08/2009	03/31/2016			83	15.2	105.0
3	Acuyong, Mary Criz	Acuyong, Zyrel Lavenge	NO	F	07/15/2010	03/31/2016			68	15.6	101.0
4	Alayon, Lilina	Alayon, Choe Rose	NO	F	03/15/2012	03/31/2016			48	13.0	88.0

In the example shown above, the child is already 83 months old. For each child who is older than 59 months, the child's name is automatically crossed out and the spaces for recording the weight and height are blocked off, and the age in months is shaded in grey.

Children’s names are sorted alphabetically. This worksheet automatically arranges children’s names in alphabetical order, as shown below. This feature was designed to help the BNS locate the names of the children in the master list as she goes around the barangay during the OPT Plus activity or during monitoring visits throughout the year. This is helpful especially if the barangay’s master list is several pages long.

Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	Indigenous Preschool Child? YES/NO	Sex M/F	Date of Birth MM/DD/YYYY	Actual Date Weighed/ Measured MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months as of
Acuyong, Mary Criz	Acuyong, Ma. Christina	NO	F	11/26/2014	01/00/1900			
Acuyong, Glezel	Acuyong, Tyra	NO	F	04/08/2009	01/00/1900			
Acuyong, Mary Criz	Acuyong, Zyrrel Lavenge	NO	F	07/15/2010	01/00/1900			
Alayon, Lilina	Alayon, Choe Rose	NO	F	03/15/2012	01/00/1900			
Loberes, Mica	Andrade, Ricojay	NO	M	05/07/2013	01/00/1900			
Anuran, Roselyn	Anuran, Jorose Cyrine	NO	M	10/21/2010	01/00/1900			
Araque, Marivic	Araque, Earl Jay	NO	M	08/19/2012	01/00/1900			
Lagon, Aina	Arboleda, Hannah Faith	NO	F	01/07/2012	01/00/1900			
Arca, Rosalyn	Arca, naryd	NO	M	02/15/2010	01/00/1900			

Note: There may be times when the automatic sorting of the names in alphabetical order does not occur. When this happens, this is usually seen in the first few lines of the master list, as shown in the following example:

REQUIRED INFO Please write full name if surname is different from Child. (PLEASE WRITE CLEARLY)	REQUIRED INFO Names of unlisted or new children should be written at the end of this list. (PLEASE WRITE CLEARLY)	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED INFO	REQUIRED MEASUREMENTS		AUTO-CALC For new children, just get birthdate and leave this space blank	REFERENCE INFO Child's previous weight and height measurements	
Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	Indigenous Preschool Child? YES/NO	Sex M/F	Date of Birth MM/DD/YYYY	Actual Date Weighed/ Measured MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months as of:	2015	
								31-Mar-16	WEIGHT (kg)	HEIGHT (cm)
Geronimo, Edna	Geronimo, Jc Ann	NO	F	09/18/2011	03/31/2016			54	12.4	92.3
Geronimo, Edna	Geronimo, Melvin	NO	M	01/27/2014	03/31/2016			26	8.5	77.0
Ocampo, Arlene	Ocampo, Katlyn Faith	NO	F	07/20/2013	03/31/2016			32	8.6	84.2
Villasor, Myla	Villasor, Tj	NO	M	02/03/2014	03/31/2016			25	9.0	72.3
Acielo, Maricel	Acielo, Alayssa	NO	F	03/16/2013	03/31/2016			36	12.0	82.0
Acuyado, Clerin	Acuyado, Crien	NO	M	06/30/2013	03/31/2016			33	11.0	78.9
Adorante, Robelyn	Adorante, Jenny	NO	F	03/23/2011	03/31/2016			60	12.5	95.0
Agregado, Rio	Agregado, Kim	NO	F	04/20/2010	03/31/2016			71	13.5	102.0

In this example, the first four names in the list were not alphabetically arranged, but the names of children from row number 5 onwards were automatically sorted in alphabetical order.

The usual cause of this error is the presence of a space just before the first letter of the child’s name in the **Nut Status Tool** worksheet. This is often due to a typing error during the data entry.

To correct this, go to the **Nut Status Tool** worksheet, and locate the names of the children (in the example above, the names are: Geronimo, JC Ann; Geronimo, Melvin; Ocampo, Katlyn Faith; and Villasor, TJ) and remove the extra space(s) inadvertently placed before the name(s) as they were typed in.

Once this is done, the proper alphabetical sorting of the children’s names will be automatically completed.

Duplicate names of mother or caregiver are flagged. When the name of a mother or caregiver appears more than once in the **Nut Status Tool** worksheet, this is automatically highlighted in the master list in the BNS Printout. The cells containing duplicate names of mothers or caregivers are shaded in grey, as shown below.

REQUIRED INFO Please write full name if surname is different from Child. (PLEASE WRITE CLEARLY)	REQUIRED INFO Names of unlisted or new children should be written at the end of the list. (PLEASE WRITE CLEARLY)	REQUIRED INFO Indigenous/Preschool Child?	REQUIRED INFO Sex	REQUIRED INFO Date of Birth	REQUIRED INFO Actual Date Weighed/Measured	REQUIRED MEASUREMENTS		AUTO-CALC For new children, just get birthdate and leave this space blank.	REFERENCE INFO Child's previous weight and height measurements	
Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	YES/NO	M/F	MM/DD/YYYY	MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months as of:	2015	
								31-Mar-16	WEIGHT (kg)	HEIGHT (cm)
Acielo, Maricel	Acielo, Alayssa	NO	F	03/16/2013	03/31/2016			36	12.0	82.0
Acuyado, Clerin	Acuyado, Crien	NO	M	06/30/2013	03/31/2016			33	11.0	78.5
Adorante, Robelyn	Adorante, Jenny	NO	F	03/23/2011	03/31/2016			60	12.5	95.0
Agregado, Rio	Agregado, Kim	NO	F	04/20/2010	03/31/2016			71	13.5	102.0
Valdez, Jocelyn	Alejada, Jhynel	NO	F	06/03/2013	03/31/2016			33	11.5	78.2
Alganion, Glenda	Alganion, Lauren Kaye	NO	F	10/18/2011	03/31/2016			53	14.0	93.0
Alijaga, Getchen	Alijaga, Rogen	NO	M	08/04/2011	03/31/2016			55	16.0	99.0
Alijaga, Getchen	Alijaga, Rogie	NO	M	01/22/2012	03/31/2016			50	13.0	97.2

This full name helps to remind the BNS that during visits this mother or caregiver, she will need to see not just one, but two (or more) children.

Duplicate names of children are highlighted. When a child’s name is entered in the **Nut Status Tool** worksheet more than once, this is automatically highlighted in the master list (cells are shaded in grey and names are in bold font).

EXAMPLE 1: Same name of child and other details are the same (or closely similar).

REQUIRED INFO Please write full name if surname is different from Child. (PLEASE WRITE CLEARLY)	REQUIRED INFO Names of unlisted or new children should be written at the end of the list. (PLEASE WRITE CLEARLY)	REQUIRED INFO Indigenous/Preschool Child?	REQUIRED INFO Sex	REQUIRED INFO Date of Birth	REQUIRED INFO Actual Date Weighed/Measured	REQUIRED MEASUREMENTS		AUTO-CALC For new children, just get birthdate and leave this space blank.	REFERENCE INFO Child's previous weight and height measurements	
Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	YES/NO	M/F	MM/DD/YYYY	MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months as of:	Previous	
									WEIGHT (kg)	HEIGHT (cm)
Daliva, Maricel	Daliva, Janine Marie	NO	F	12/19/2012	03/31/2016			39	12.0	82.0
Dalmeno, Grace	Dalmeno, Cyber	NO	M	07/12/2010	03/31/2016			68	14.6	103.0
Dalmeno, Grace	Dalmeno, Cyrus	NO	M	03/12/2012	03/31/2016			48	11.2	80.0
Dela Cruz, Grace	Dela Cruz, Anabelle	NO	F	09/28/2011	03/31/2016			54	16.0	107.0
Dela Cruz, Grace	Dela Cruz, Anabelle	NO	F	09/28/2011	03/31/2016			54	16.0	107.0

This should alert the BNS to the possibility of double entry in the master list. In the example, if the names of the mother/caregiver, the birthdate and age in months, and the weight and height measurements are exactly the same, this is likely a case of double entry. The duplicate/repeated name should be removed later when cleaning and updating the master list.

EXAMPLE 2: Same name of child but with different details.

Name of Mother or Caregiver (Surname, First Name)	Child's Full Name (Surname, First Name)	Indigenous & Preschool Staff YES/NO	Sex MF	Date of Birth MM/DD/YYYY	Actual Date Weighed/ Measured MM/DD/YYYY	WEIGHT (kg)	HEIGHT (cm)	Age in Months <i>as of</i>		2015	
								20-Mar-16	WEIGHT (kg)	HEIGHT (cm)	
Daliva, Maricel	Daliva, Janine Marie	NO	F	12/19/2012	03/31/2016			39	12.0	82.0	
Dalmeno, Grace	Dalmeno, Cyber	NO	M	07/12/2010	03/31/2016			68	14.6	103.0	
Dalmeno, Grace	Dalmeno, Cyrus	NO	M	03/12/2012	03/31/2016			48	11.2	80.0	
Dela Cruz, Evelyn	Dela Cruz, Anabelle	NO	F	06/04/2014	03/31/2016			21	8.0	70.0	
Dela Cruz, Grace	Dela Cruz, Anabelle	NO	F	09/28/2011	03/31/2016			54	16.0	107.0	

In this example, the names of the mother/caregivers are different, as well as the birthdates, age in months, and weight and height measurements. While the children’s names are the same, it is possible that these are two different children. The BNS, upon validation, should keep both entries in the master list.

STEP 3: Print the master list

IMPORTANT: Before printing, make sure to fill in the top right-most cell (J2) with the approximate date of the OPT Plus activity. In entering the date, always use the format MM/DD/YYYY. If this cell is not filled in, the “Age in Months” column in the master list will remain blank.

Filling in the date in cell J2 updates the children’s age in months. This enables the BNS to determine those children who are already past 59 months old at any given date.

How many pages should be printed?

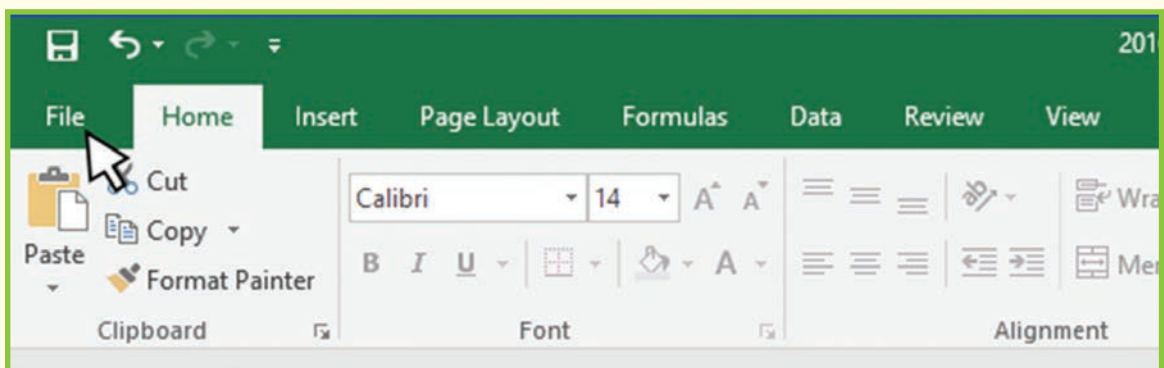
When printing the master list, users should print all the pages with children's names, plus additional (about three to four) BLANK pages. These blank pages will be used by the BNS to write the new names of children not previously included in the master list (e.g. those who were born during the past year or those who had recently relocated to the barangay from other areas). Users should print more blank pages as needed.

What size paper should be used to print the master list?

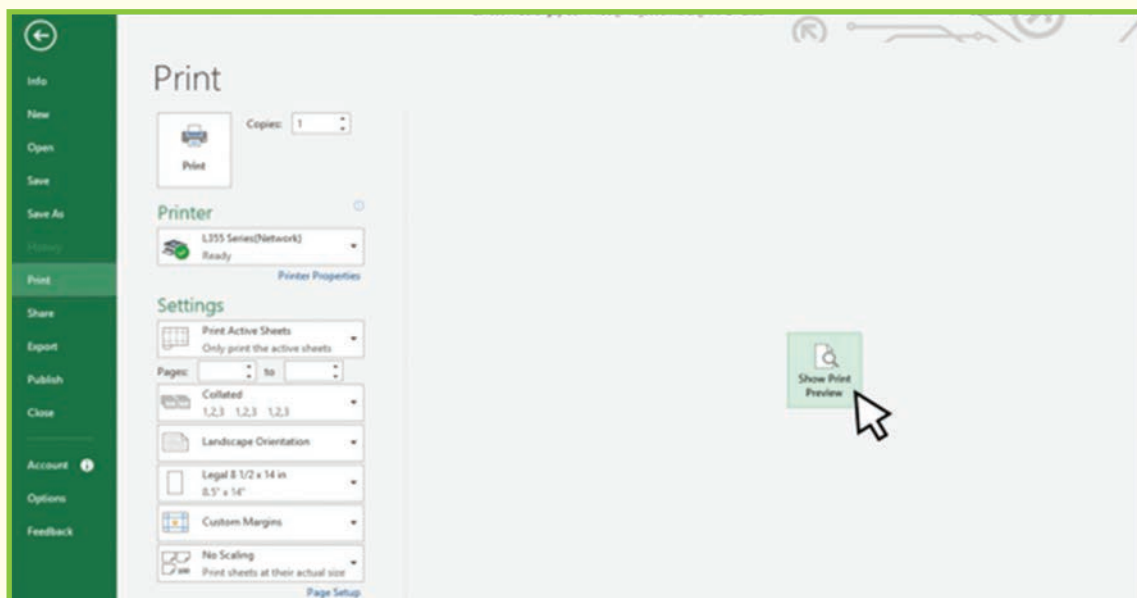
The master list is pre-formatted for printing in landscape view, using long-sized (8.5 in x 13 in) paper.

TO PRINT:

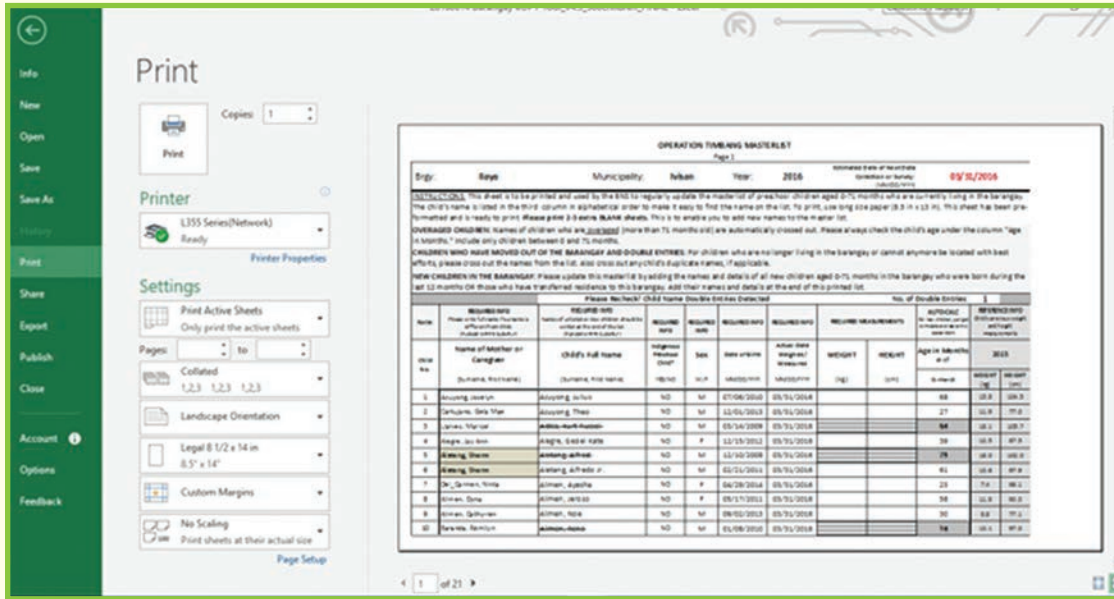
- a. Point and click "File" in the menu.



- b. Click on "Show Print Preview".



c. Check if the page cut-offs and page margins are correct.



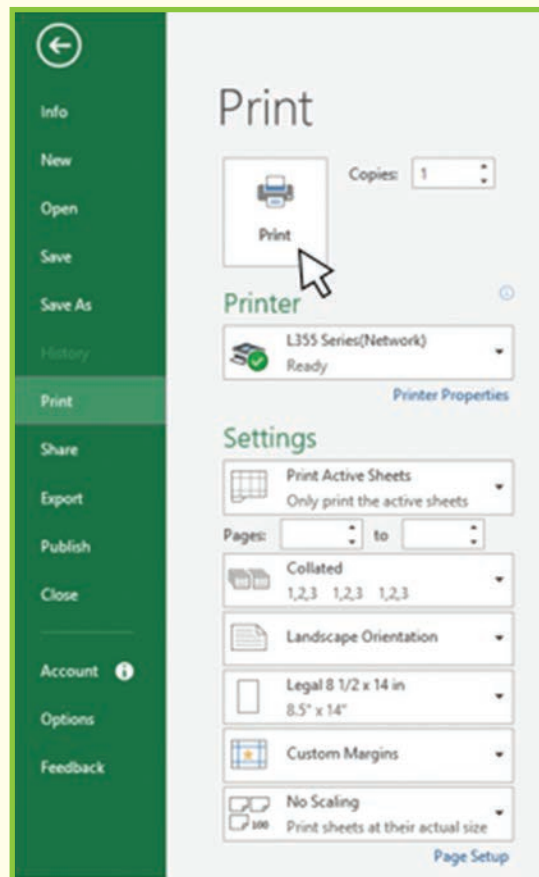
d. Select your default printer.

e. Choose "landscape orientation".

f. Paper size: "Legal 8 1/2 x 14 in".

g. Set to "Custom Margins".

h. Point and click on the "Print" button.



Entering data into the Nut_Status Tool for succeeding OPT Plus activities

If your municipality or city has already encoded the barangay OPT lists of children into the electronic tool during the previous year, for the following year's data entry, you can avoid the tedious process of re-entering most of the names and details of the children one at a time. The **NewEntry&Update** worksheet serves this purpose.

The pre-populated data in the **NewEntry&Update** worksheet is a mirror-image of the **BNS_Printout** worksheet. The **BNS_Printout** worksheet does not allow users to edit cells to protect the formulas embedded in the worksheet. The **NewEntry&Update** worksheet however allows users to modify or update the data in the master list, as described in the following section.

The updated data in the **NewEntry&Update** worksheet can then be copied onto a blank new file of the **Nut_StatusTool**. The updated master list should then be saved as an updated file for the current year.

Updating the OPT Plus database in the **NewEntry&Update** worksheet involves the following:

- a. Removing the names of overaged children (i.e. those above the age of 59 months);
- b. Adding new names of children who (a) were born within the past year, (b) live in the barangay but were not previously included in the list, and (c) have moved into the barangay during the past year;
- c. Removing the names of children that were typed into the database twice (i.e. double entries);
- d. Filling in any missing information that was not recorded in past OPT Plus activities (e.g. name of mother/caregiver, address, birthdates).

STEP 1: Prepare the master list for data entry

- a. Open the **NewEntry&Update** worksheet. Familiarize yourself with the format of the worksheet.



When the **Nut_StatusTool** sheet is still blank, the **NewEntry&Update** worksheet will look like this:

NOTE TO USERS: This worksheet enables you to update and clean the OPT Plus masterlist of children in your barangay. This worksheet is not for printing.										
<ul style="list-style-type: none"> ● TYPE IN THE CHILDREN'S WEIGHT AND HEIGHT MEASUREMENTS HERE. REFER TO THE FILLED-UP BNS PRINTOUT FROM THE LATEST OPT PLUS SURVEY ● ADD NEW NAMES OF CHILDREN AT THE END OF THIS LIST ● FILL IN, UPDATE, OR MODIFY ANY CHILD INFORMATION, AS NEEDED. ● DELETE NAMES OF OVERAGED CHILDREN OR ANY DOUBLE ENTRIES AS THE FINAL STEP BEFORE COPYING THE CONTENTS OF THE WORKSHEET TO THE NUTSTATUS TOOL ● WHEN DELETING NAMES FROM THE LIST, ALWAYS SELECT AND HIGHLIGHT THE ENTIRE ROW. RIGHT CLICK YOUR MOUSE TO DELETE ROWS; DO NOT USE THE DELETE KEY ON THE KEYBOARD. 										
After you have finished data entry, updating, and cleaning the list, copy and paste the contents of the cells to a blank 'Nut_Status Tool' file. Make sure to copy COLUMNS B TO J ONLY.										
ATTENTION REQUIRED: OVERAGED CHILDREN OR DOUBLE ENTRIES										
Child Seq.	Address or Location of Residence <small>Street or Block#Purok or Landmarks</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>Is the child from an indigenous tribe or group?</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date of Weighing <small>MM/DD/YYYY</small>	CURRENT YEAR		AGE IN MONTHS as of:
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	<small>01/00/1900</small>
1										
2										
3										
4										
5										
6										
7										
8										

Once the data entry in the **Nut_Status Tool** is complete and the "Expected Date of OPT Plus Activity" in the **BNS_Printout** sheet has been filled in, the **NewEntry&Update** worksheet will appear like this:

NOTE TO USERS: This worksheet enables you to update and clean the OPT Plus masterlist of children in your barangay. This worksheet is not for printing.										
<ul style="list-style-type: none"> ● TYPE IN THE CHILDREN'S WEIGHT AND HEIGHT MEASUREMENTS HERE. REFER TO THE FILLED-UP BNS PRINTOUT FROM THE LATEST OPT PLUS SURVEY ● ADD NEW NAMES OF CHILDREN AT THE END OF THIS LIST ● FILL IN, UPDATE, OR MODIFY ANY CHILD INFORMATION, AS NEEDED. ● DELETE NAMES OF OVERAGED CHILDREN OR ANY DOUBLE ENTRIES AS THE FINAL STEP BEFORE COPYING THE CONTENTS OF THE WORKSHEET TO THE NUTSTATUS TOOL ● WHEN DELETING NAMES FROM THE LIST, ALWAYS SELECT AND HIGHLIGHT THE ENTIRE ROW. RIGHT CLICK YOUR MOUSE TO DELETE ROWS; DO NOT USE THE DELETE KEY ON THE KEYBOARD. 										
After you have finished data entry, updating, and cleaning the list, copy and paste the contents of the cells to a blank 'Nut_Status Tool' file. Make sure to copy COLUMNS B TO J ONLY.										
ATTENTION REQUIRED: OVERAGED CHILDREN OR DOUBLE ENTRIES										
Child Seq.	Address or Location of Residence <small>Street or Block#Purok or Landmarks</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>Is the child from an indigenous tribe or group?</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date of Weighing <small>MM/DD/YYYY</small>	CURRENT YEAR		AGE IN MONTHS as of:
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	<small>02/15/2016</small>
252	Block 5, Purok 10	Acutillar, Erna	Acutillar, Janella Kate	NO	F	04/14/2013	02/15/2016			34
253	Block 5, Purok 11	Acutillar, Erna	Acutillar, Kyla Joseah	NO	F	01/07/2015	02/15/2016			13
258	Block 5, Purok 16	Sugang, Ria Kristina	Acutillar, Ria Shane	NO	F	10/25/2013	02/15/2016			27
25	Block 1, Purok 2	Valvarez, Mercy	Adlan-Ma-Elvise	NO	F	09/13/2009	02/15/2016			77
212	Block 2, Purok 36	Savador, Micah Mariel	Aguirre, Jake Nathan	NO	M	10/31/2013	02/15/2016			27
146	Block 4, Purok 3	Alayon, Teresita	Alayon, Khloe Joy	NO	F	08/05/2011	02/15/2016			54

The data is a mirror-image of the **BNS_Printout** worksheet. The color shading in the cells denotes the following:

- Cells shaded in green indicate that data entry is to be done in these cells;
- Cells that are filled in with information are highlighted in yellow;
- Red-shaded cells are flags for children who are overaged (> 59 months) or for double entries that need to be checked/deleted.

The **NewEntry&Update** worksheet allows users to perform the following tasks:

1. Type in the weight and height measurements for each child, based on the data in the paper forms filled up and submitted by the BNS;
2. Add new names of children (e.g. those who were not yet listed, infants who were born during the past year, and children who had recently moved into the barangay) at the end of the list;
3. Delete the names of overaged children (i.e. those above 59 months old);
4. Delete duplicate names of children that were inadvertently included in the list in previous years.

STEP 2: Update the weight and height measurements of the children

- a. Get the accomplished **BNS Printout** sheets (the electronic version of OPT Plus Form 1A) that were used by the BNS in recording weight and height measurements for the recent OPT Plus activity.
- b. Type in the weight and height measurements of each child that were collected during the recent OPT Plus activity. Enter these measurements under columns I and J.

Child Seq.	Address or Location of Residence <small>Street or Block/Purok or Landmark</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>Is the child from an indigenous tribe or group?</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date of Weighing <small>MM/DD/YYYY</small>	CURRENT YEAR		AGE IN MONTHS as of: <small>02/15/2016</small>
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	
170	Block 5, Purok 3	Albason, Renemie	Albason, Clian Jay	NO	F	08/23/2012	02/15/2016			41
27	Block 1, Purok 2	Alimen, Jane	Alimen, Ella Rhane	NO	F	11/02/2014	02/15/2016			15
26	Block 1, Purok 2	Alimen, Jane	Alimen, Janrie	NO	M	03/29/2012	02/15/2016			46
32	Block 2, Purok 2	Aloroso, Giftchie	Aloroso, Ashley Gail	NO	F	05/22/2011	02/15/2016			56
180	Block 5, Purok 3	Alvarez, Nemie	Alvarez, Dixie Pearl	NO	F	09/26/2010	02/15/2016			64
226	Block 2, Purok 50	Ambuan, May	Ambuan, Jesse Mae	NO	F	09/23/2013	02/15/2016			28

Note: To avoid errors in data entry (i.e. resulting from skipping rows while typing in data), it is strongly recommended that users first finish entering the weight and height measurements of all children before deleting any names from the list.

STEP 3: Add new names of eligible children into the master list

- a. Go to the bottom of the master list and find the name of the last child listed. On the first blank row, the user should start entering the names of additional children in the barangay who have been recently added by the BNS in the OPT_Form1A.

Child Seq.	Address or Location of Residence <small>Street or Block/Park or Landmark</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>(Is the child from an indigenous tribe or group?)</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date of Weighing <small>MM/DD/YYYY</small>	CURRENT YEAR		AGE IN MONTHS as of: <small>02/15/2016</small>
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	
270	133 Block 4, Purak 3	Villar, Cristine	Villar, Rhana Kate	NO	F	05/27/2013	02/15/2016			34
271	71 Block 1, Purak 3	Villar, Rouma	Villar, Rowen John	NO	M	04/17/2009	02/15/2016			81
272	45 Block 2, Purak 2	Villasit, Cherry	Villasit, Chad Lawrence	NO	M	05/11/2010	02/15/2016			71
273										
274										

Type in the names of those children who were born during the past year, those who have been living in the barangay but were not included in past OPT activities, or those who had recently relocated to the barangay from other places.

Fill in all the required information under columns B to J.

STEP 4: Delete the names of overaged children

Do this step after all the weight and height measurements have been typed in, and after all the names of new children have been added to the list.

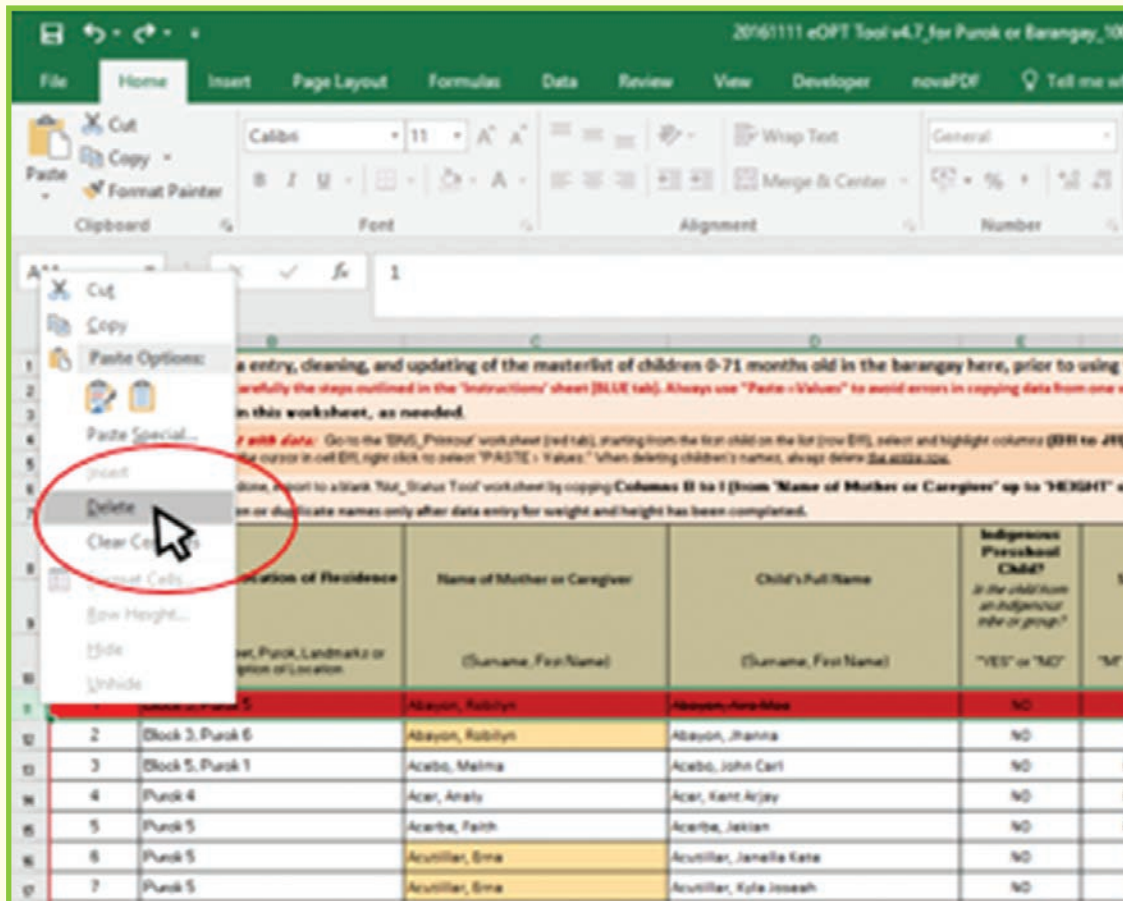
When a child is already older than 59 months, the worksheet automatically highlights the entire row in red. The tool automatically flags the child as overaged, and the child's name and details can be manually removed from the list.

To delete the child's name from the list, select and highlight the entire row.

Child Seq.	Address or Location of Residence <small>House # Street, Park, Landmark or Description of Location</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>(Is the child from an indigenous tribe or group?)</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date Weighed/Measured <small>MM/DD/YYYY</small>	2017		AGE IN MONTHS <small>DONOT COPY THE COLUMN TO NUT STATUS TOOL</small>
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	
1	Block 3, Purak 5	Abayan, Robin	Abayan, Arnel Max	NO	F	07/18/2009	02/15/2016			78
2	Block 3, Purak 5	Abayan, Robin	Abayan, Hanna	NO	F	08/08/2013	02/15/2016			29
3	Block 5, Purak 1	Acaba, Melma	Acaba, John Carl	NO	M	05/02/2013	02/15/2016			32
4	Purak 4	Acer, Analay	Acer, Kean Ajay	NO	M	04/25/2014	02/15/2016			21
5	Purak 5	Acerba, Faith	Acerba, Jelian	NO	M	11/18/2014	02/15/2016			14
6	Purak 5	Acutillar, Erna	Acutillar, Janella Kate	NO	F	04/14/2013	02/15/2016			34
7	Purak 5	Acutillar, Erna	Acutillar, Kyle Joseph	NO	F	02/07/2015	02/15/2016			13
8	Purak 5	Acutillar, Rita Kristine	Acutillar, Rita Rose	NO	F	10/14/2013	02/15/2016			32

Note: When deleting a child's name from the master list, always select and highlight the entire row.

Delete the row by right-clicking on the mouse and selecting 'Delete' from the pop-up menu.



Note: The way to delete entries in the **NewEntry&Update** worksheet is different from the process described earlier for deleting entries in the **Nut_Status Tool** sheet. In the **NewEntry&Update** worksheet, remember to always delete entire rows using the right click function of your mouse. [The reason for the difference in the suggested deletion process is that, unlike in the **Nut_Status Tool** worksheet, there are no embedded equations in the **NewEntry&Update** worksheet that can be affected by the deletion of an entire row of data.]

STEP 5: Delete duplicate names of children, if any

During the OPT Plus activity, a child’s name might be listed down more than once. The e-OPT tool has a built-in feature to detect similar names and to flag them as possible double entries.

- a. Check the list of names in the **NewEntry&Update** worksheet. Just like the names of overaged children, children’s names that repeat more than once are shaded in red for easy detection.

In this example, the name of a child is shaded in red because it was listed twice. When this happens, check the **Summary** worksheet and an error message will also be visible, as shown below.

Child Seq.	Address or Location of Residence	Name of Mother or Caregiver	Child's Full Name	Indigenous Preschool Child?	Sex	Date of Birth	Actual Date of Weighing
(Street or Block #/Purok or Landmark)	(Surname, First Name)	(Surname, First Name)	"YES" or "NO"	"M" or "F"	MM/DD/YYYY	MM/DD/YYYY	
173	Purok 4	Labanan, Carol	Muzni, Marvin	NO	M	12/17/2010	01/15/2017
195	Purok 4	Labanan, Carol	Muzni, Marvin	NO	M	12/17/2010	01/15/2017
182	Purok 1	Muzni, Mary Ann	Muzni, Nicole	NO	F	05/24/2016	01/15/2017

Indigenous PS Measured:		0-59 mos. old:		0		0-71 mos. Old:		0		
Attention: There are double entries in the list of preschoolers.									No. of Double Entries:	1
Total	0-59 Months		0-71 Months		60 Months (Wt for L/H reference only)			0-60 Months (Wt for L/H)		
	Total	Prev	Total	Prev	Boys	Girls	Total	Total	Prev	
38	208	96.3%	246	94.6%						
0	2	0.9%	2	0.8%						
6	4	1.9%	10	3.8%						
0	2	0.9%	2	0.8%						
36	193	89.4%	229	88.1%						
0	9	4.2%	9	3.5%						
8	11	5.1%	19	7.3%						
0	3	1.4%	3	1.2%						
41	186	86.1%	227	87.3%	2	0	2	188	86.2%	
0	5	2.3%	5	1.9%	0	0	0	5	2.3%	
0	0	0.0%	0	0.0%	0	0	0	0	0.0%	
3	17	7.9%	20	7.7%	0	0	0	17	7.8%	
0	8	3.7%	8	3.1%	0	0	0	8	3.7%	
44	216		260		2	0	2	218		

- b. Delete duplicate names after the BNS has validated that these are from only one child. Select and highlight the entire row for the child whose duplicate name and details will be deleted. Delete the entire row by right clicking on the mouse and choosing “Delete” in the pop-up menu, like the manner described for overaged children.

REPEAT THE PROCESS OF SELECTING AND DELETING ROWS OF OVERAGED CHILDREN AND DOUBLE ENTRIES OF NAMES UNTIL ALL ROWS WITH RED HIGHLIGHTS HAVE BEEN ‘CLEANED’ FROM THE LIST.

STEP 6: Check the weight and height measurements for any cells highlighted in red or orange

Errors in typing in the numbers for the weight and height measurements can sometimes occur. For example, when the cause of an error is due to a missing decimal point, the weight or height measurement that is typed into the tool might be outside the expected range.

Child Seq.	Address or Location of Residence <small>(Street or Block/Purok or Landmark)</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>Is the child from an indigenous tribe or group?</small> "YES" or "NO"	Sex "M" or "F"	Date of Birth MM/DD/YYYY	Actual Date of Weighing MM/DD/YYYY	CURRENT YEAR		AGE IN MONTHS as of: 02/15/2016 <small>DO NOT COPY THIS COLUMN TO THE NUT_STATUS TOOL</small>
								WEIGHT (kg)	HEIGHT (cm)	
42	Block 2, Purok 2	Mortaya, Maricris	Mortaya, Jhon Aldrie	NO	M	04/09/2011	02/15/2016	17.4	105.5	58
189	Block 5, Purok 3	Napoles, Liza	Napoles, Nathaniel James	NO	M	11/20/2012	02/15/2016	14.0	95.5	38
220	Block 2, Purok 44	Narciso, Syvil	Narciso, Nathan Francis	NO	M	04/22/2011	02/15/2016	17.7	108.2	57
95	Block 3, Purok 3	Oberas, Sheena	Oberas, Jhon Neri	NO	M	05/26/2013	02/15/2016	9.8	81.4	32
96	Block 3, Purok 3	Oberas, Sheena	Oberas, John Francis	NO	M	01/16/2015	02/15/2016	8.7	65.0	12
179	Block 5, Purok 3	Oberas, Gemalyn	Oberas, Joyce Mariel	NO	F	07/10/2014	02/15/2016	12.1	75.2	19

In this example, the number 98 was inadvertently typed in, instead of the correct figure of 9.8. The tool flags numbers that are too low or too high for the weight of children 0-59 months old. Any cells that are highlighted in red or orange should be checked and corrected, as validated.

Always review the data in the worksheet to ensure that all the details, particularly the children's sex, birthdates, and weight and height measurements are complete and have been correctly typed in.

The **NewEntry&Update** worksheet that has been updated should not have data missing or any remaining red or orange highlights. When all the cells are filled in, they are automatically shaded in yellow, and the "cleaned" worksheet should look like this:

Child Seq.	Address or Location of Residence <small>(Street or Block/Purok or Landmark)</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>Is the child from an indigenous tribe or group?</small> "YES" or "NO"	Sex "M" or "F"	Date of Birth MM/DD/YYYY	Actual Date of Weighing MM/DD/YYYY	CURRENT YEAR		AGE IN MONTHS as of: 02/15/2016 <small>DO NOT COPY THIS COLUMN TO THE NUT_STATUS TOOL</small>
								WEIGHT (kg)	HEIGHT (cm)	
86	Block 3, Purok 3	Moloto, Janice	Moloto, Natascha Lee	NO	F	03/12/2011	02/15/2016	14.5	102.1	53
145	Block 4, Purok 3	Monte, Maricel	Monte, Lady Nickel	NO	F	08/21/2011	02/15/2016	12.9	95.5	53
42	Block 2, Purok 2	Mortaya, Maricris	Mortaya, Jhon Aldrie	NO	M	04/09/2011	02/15/2016	17.4	105.5	58
189	Block 5, Purok 3	Napoles, Liza	Napoles, Nathaniel James	NO	M	11/20/2012	02/15/2016	14.0	95.5	38
220	Block 2, Purok 44	Narciso, Syvil	Narciso, Nathan Francis	NO	M	04/22/2011	02/15/2016	17.7	103.2	57
95	Block 3, Purok 3	Oberas, Sheena	Oberas, Jhon Neri	NO	M	05/26/2013	02/15/2016	9.8	81.4	32
96	Block 3, Purok 3	Oberas, Sheena	Oberas, John Francis	NO	M	01/16/2015	02/15/2016	8.7	65.0	12
179	Block 5, Purok 3	Oberas, Gemalyn	Oberas, Joyce Mariel	NO	F	07/10/2014	02/15/2016	12.1	75.2	19
185	Block 5, Purok 3	Oberas, Magie	Oberas, Nole	NO	M	10/15/2011	02/15/2016	16.5	88.5	52
184	Block 5, Purok 3	Oberas, Grace	Oberas, Tommy	NO	M	03/16/2010	02/15/2016	18.0	85.2	64
238	Block 2, Purok 62	Obligor, Jackilyn	Obligor, Jayril	NO	M	10/21/2014	02/15/2016	12.4	75.3	15
155	Block 4, Purok 3	Ollang, Glorcy	Ollang, Rhiazel	NO	F	06/13/2011	02/15/2016	15.3	101.3	55
63	Block 2, Purok 2	Opanto, Crisatan	Opanto, Felipe Neri	NO	M	05/13/2013	02/15/2016	13.4	95.6	33
64	Block 2, Purok 2	Opanto, Crisatan	Opanto, Jhon Paul	NO	M	11/16/2014	02/15/2016	12.1	78.3	14
200	Block 5, Purok 34	Ora, Danilyn	Ora, Jhon	NO	M	08/16/2014	02/15/2016	14.0	78.4	16

STEP 7: Rename and save the file

- a. The updated barangay (or purok/sitio) e-OPT file should be renamed, using the following naming convention:

Name of Barangay + Year + Updated

For Example: "Poblacion_2016_Updated"

- b. Save the updated files in a separate folder.

The barangay's updated OPT master list in the **NewEntry&Update** worksheet is now ready to be copied to a blank **Nut_StatusTool** worksheet.

Exporting the updated and cleaned master list to a new file

STEP 1: Select and highlight the cells to be copied

a. Select and highlight the first row and the columns.

In the **NewEntry&Update** worksheet, use your mouse to highlight the first row containing the name of the first child in the list, the cells under columns B to J.

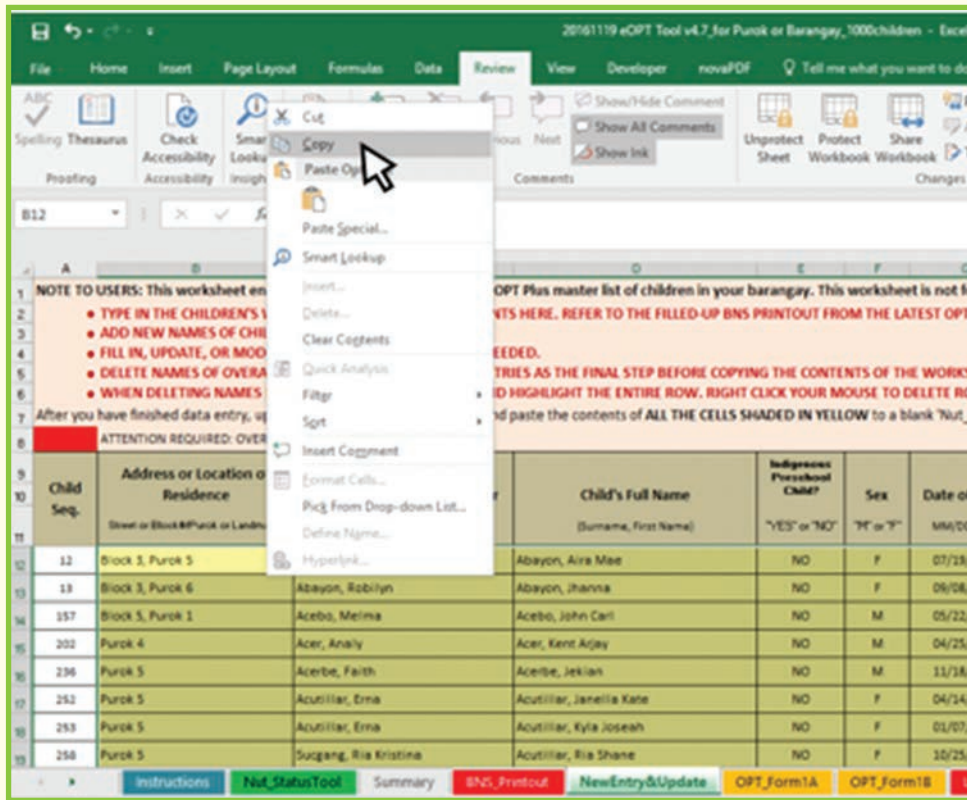
Child Seq.	Address or Location of Residence <small>(Street or Block#Purok or Landmarks)</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>"YES" or "NO"</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date of Weighing <small>MM/DD/YYYY</small>	CURRENT YEAR		AGE IN MONTHS as of: 02/15/2015 <small>DO NOT COPY THE COLUMN TO THE NEW ENTRY PLUS TOOL</small>
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	
12	Block 3, Purok 5	Abayon, Robilyn	Abayon, Aira Mae	NO	F	07/19/2009	02/15/2015	16.3	102.5	66
13	Block 3, Purok 6	Abayon, Robilyn	Abayon, Jhanna	NO	F	09/08/2013	02/15/2015	12.0	78.4	17
157	Block 5, Purok 1	Acebo, Melina	Acebo, John Carl	NO	M	05/22/2013	02/15/2015	13.5	85.3	20
202	Purok 4	Acer, Analyn	Acer, Kent Arjay	NO	M	04/25/2014	02/15/2015	8.5	74.0	9
236	Purok 5	Acerbe, Faith	Acerbe, Jekian	NO	M	11/18/2014	02/15/2015	3.8	69.2	2
252	Purok 5	Acutillar, Ena	Acutillar, Janella Kate	NO	F	04/14/2013	02/15/2015	14.1	78.2	22
253	Purok 5	Acutillar, Ena	Acutillar, Kyle Joseph	NO	F	01/07/2015	02/15/2015	2.9	68.5	1
258	Purok 5	Sugang, Ria Kristina	Acutillar, Ria Shane	NO	F	10/25/2013	02/15/2015	15.3	80.4	15

b. Highlight all the rows under columns B to J. You can do this by scrolling down with your mouse or by using the keyboard shortcut: **Press 'Shift + Ctrl' and the down arrow key.**

Child Seq.	Address or Location of Residence <small>(Street or Block#Purok or Landmarks)</small>	Name of Mother or Caregiver <small>(Surname, First Name)</small>	Child's Full Name <small>(Surname, First Name)</small>	Indigenous Preschool Child? <small>"YES" or "NO"</small>	Sex <small>"M" or "F"</small>	Date of Birth <small>MM/DD/YYYY</small>	Actual Date of Weighing <small>MM/DD/YYYY</small>	CURRENT YEAR		AGE IN MONTHS as of: 02/15/2015 <small>DO NOT COPY THE COLUMN TO THE NEW ENTRY PLUS TOOL</small>
								WEIGHT <small>(kg)</small>	HEIGHT <small>(cm)</small>	
12	Block 3, Purok 5	Abayon, Robilyn	Abayon, Aira Mae	NO	F	07/19/2009	02/15/2015	16.3	102.5	66
13	Block 3, Purok 6	Abayon, Robilyn	Abayon, Jhanna	NO	F	09/08/2013	02/15/2015	12.0	78.4	17
157	Block 5, Purok 1	Acebo, Melina	Acebo, John Carl	NO	M	05/22/2013	02/15/2015	13.5	85.3	20
202	Purok 4	Acer, Analyn	Acer, Kent Arjay	NO	M	04/25/2014	02/15/2015	8.5	74.0	9
236	Purok 5	Acerbe, Faith	Acerbe, Jekian	NO	M	11/18/2014	02/15/2015	3.8	69.2	2
252	Purok 5	Acutillar, Ena	Acutillar, Janella Kate	NO	F	04/14/2013	02/15/2015	14.1	78.2	22
253	Purok 5	Acutillar, Ena	Acutillar, Kyle Joseph	NO	F	01/07/2015	02/15/2015	2.9	68.5	1
258	Purok 5	Sugang, Ria Kristina	Acutillar, Ria Shane	NO	F	10/25/2013	02/15/2015	15.3	80.4	15

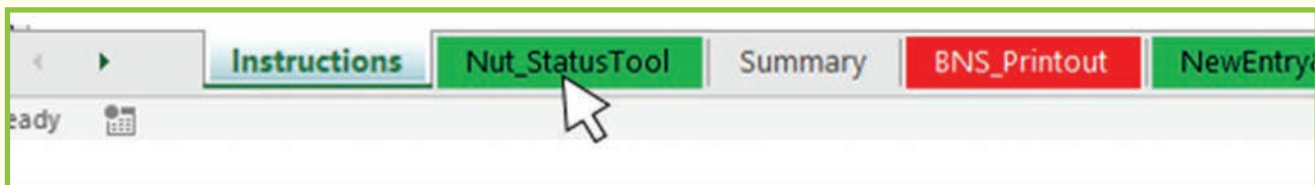
Note: Only the cells shaded in yellow are to be copied. Do not copy the contents of column K (age in months).

- c. Inspect the worksheet and make sure that all the names and details of the children were highlighted in the previous step.
- d. Copy the highlighted cells to the clipboard by right-clicking on the mouse and selecting "Copy". You can also use the keyboard shortcut: **Press Ctrl + C**.



STEP 2: Transfer the copied data to a blank Nut_StatusTool worksheet

- a. Open a new blank file of the Barangay e-OPT Tool, and click on the **Nut_StatusTool** tab to open.

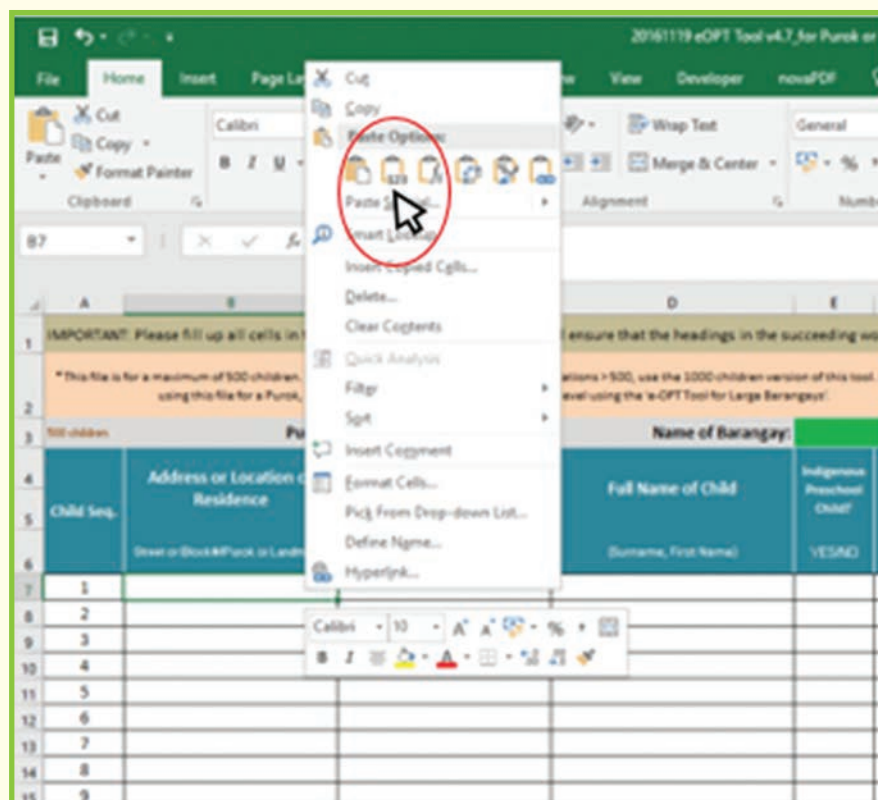


b. Place the mouse cursor in cell B7 (the leftmost empty cell in row #7 of the worksheet).

The screenshot shows an Excel spreadsheet with a data entry form. The form has several columns and rows. The columns are: Child Seq., Address or Location of Residence, Name of Mother or Caregiver, Full Name of Child, Indigenous Preschool Child?, Sex, Date of Birth, Actual Date of Weighing, Weight, Height, Age in Months, Weight for Age Status, Height for Age Status, and Weight for Height/Length Status. The rows are numbered 1 to 11. Cell B7 is highlighted with a red circle.

Child Seq.	Address or Location of Residence	Name of Mother or Caregiver	Full Name of Child	Indigenous Preschool Child?	Sex	Date of Birth	Actual Date of Weighing	Weight	Height	Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status
1				YES/NO	MF	(MM/DD/YYYY)	(MM/DD/YYYY)	(#)	(#)				
2													
3													
4													
5													

c. Paste the contents of the clipboard that you just copied in Step 2. Using your mouse, right-click and choose "Paste > Values" from the menu in the pop-up window.



d. After you paste the data into the blank **Nut_StatusTool**, the worksheet becomes filled up with the names of the children and their pertinent details. The tool automatically calculates their corresponding age in months and shows their nutritional status symbols and color codes. This is the “batch entry” option.

IMPORTANT: Please fill up all cells in that are highlighted in GREEN. This will ensure that the headings in the succeeding worksheets and reports are labelled correctly.											Year: <input type="text"/>				
*This file is for a maximum of 500 children. For Barangays with preschool children populations > 500, use the 1000 children version of this tool. If you are using this file for a Purok, consolidate data in this file to the Barangay level using the 'e-OPT Tool for Large Barangays'.											Note: If doing batch entry (copy/pasting) from another worksheet file into columns B to L, always use "PASTE->VALUES" to avoid possible errors.				
500 children		Purok: <input type="text"/>		Name of Barangay: <input type="text"/>		Municipality of: <input type="text"/>		Province: <input type="text"/>		Region: <input type="text"/>		NO DATA ENTRY REQUIRED VALUES WILL BE AUTO-CALCULATED			
Child Seq.	Address or Location of Residence	Name of Mother or Caregiver	Full Name of Child	Indigenous Preschool Child?	Sex	Date of Birth	Actual Date of Weighing	Weight	Height	Age in Months	Weight for Age Status	Height for Age Status	Weight for Height/Length Status		
	Street or Block#Purok or Landmark	(Surname, First Name)	(Surname, First Name)	YES/NO	MF	(MM/DD/YYYY)	(MM/DD/YYYY)	(kg)	(cm)						
1	Block 3, Purok 5	Abayon, Robilyn	Abayon, Aira Mae	NO	F	07/19/2009	02/15/2015	16.3	102.5	66	N	N	N		
2	Block 3, Purok 6	Abayon, Robilyn	Abayon, Jhanna	NO	F	09/08/2013	02/15/2015	12.0	78.4	17	N	N	OW		
3	Block 5, Purok 1	Acebo, Melma	Acebo, John Carl	NO	M	05/22/2013	02/15/2015	13.5	85.3	20	N	N	N		
4	Purok 4	Acer, Analj	Acer, Kent Arjay	NO	M	04/25/2014	02/15/2015	8.5	74.0	9	N	N	N		
5	Purok 5	Acerbe, Faith	Acerbe, Jekian	NO	M	11/18/2014	02/15/2015	3.8	69.2	2	SUW	T	SW		
6	Purok 5	Acutillar, Erna	Acutillar, Janella Kate	NO	F	04/14/2013	02/15/2015	14.1	78.2	22	N	ST	Ob		
7	Purok 5	Acutillar, Erna	Acutillar, Kyla Joseah	NO	F	01/07/2015	02/15/2015	2.9	68.5	1	UW	T	SW		
8	Purok 5	Surzana Ria Kristina	Arutillar Ria Shane	NO	F	10/25/2013	02/15/2015	15.3	80.4	15	OW	N	Oh		

e. In the newly filled-up **Nut_StatusTool** worksheet, type in the required information in all the green-shaded cells.

The screenshot shows the same data table as above, but with red arrows pointing to the green-shaded header cells for: Purok, Name of Barangay, Municipality of, Province, Region, and Year. These cells are intended for manual data entry.

As described previously, the required information for the green-shaded cells are the following:

- The name of the Barangay or the Purok/Sitio
- The name of the Municipality or City
- The name of the Province
- The name of the Region
- The year covered by the current OPT Plus activity

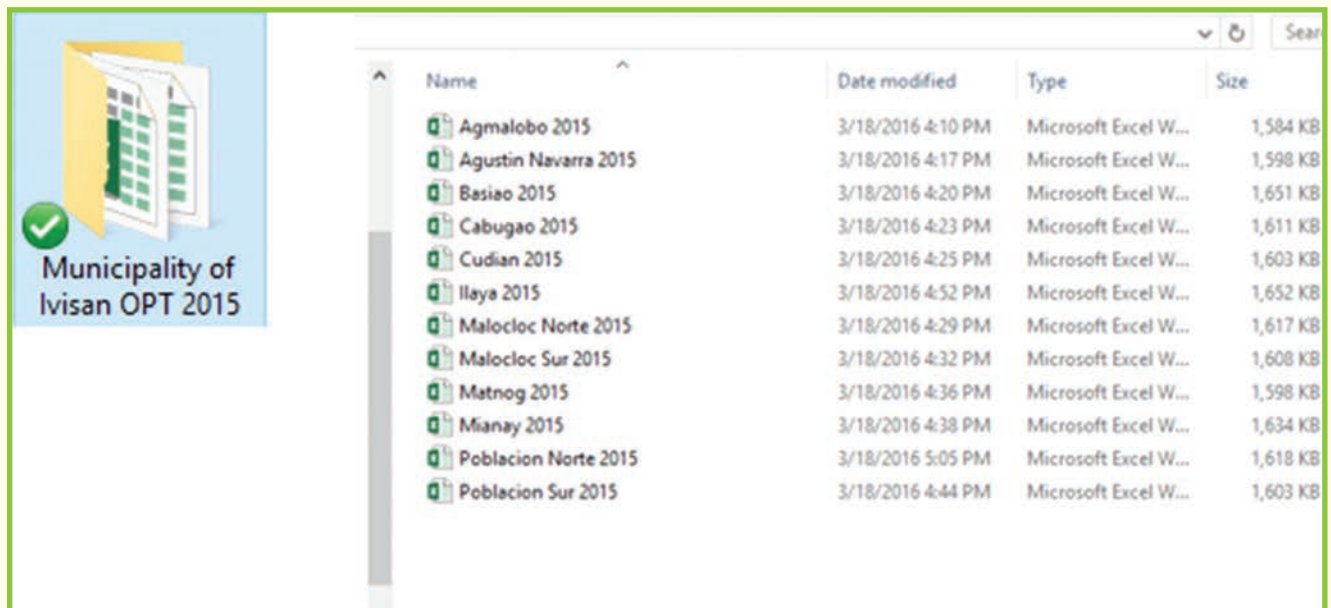
f. Rename the tool using the following convention:

Name of Barangay + Year

Create a folder and save all individual barangay files in this folder.

Note: By using the name of the barangay in the first part of the file name, each barangay file in the folder will then be listed in alphabetical order in the folder.

For example:





B

**The e-OPT Tool for
the municipality or city**

B

The e-OPT Tool for the municipality or city

The e-OPT Tool for the municipality or city is an MS Excel file that is designed to pool together all the electronic data from the individual barangays in the LGU. It enables users to generate municipal or city-level summaries of the OPT Plus data.

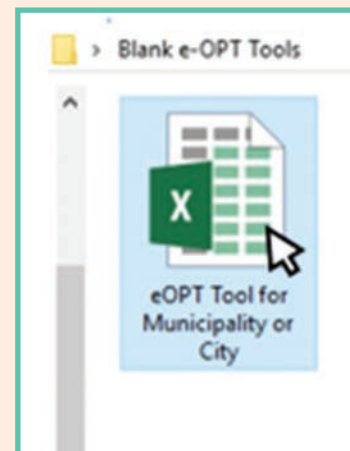
There are nine worksheets in the municipal/city-level e-OPT Tool. This version of the tool has a maximum capacity of 160 barangays.

Exporting the barangay's OPT data to the city/municipal tool

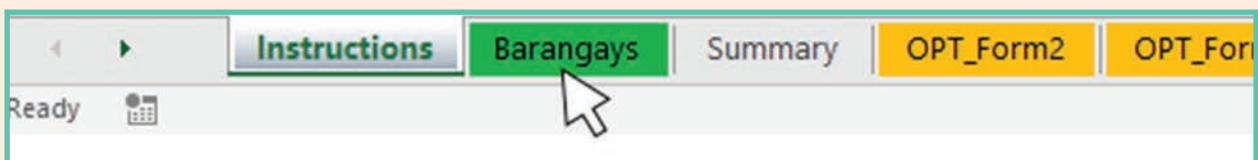
After all the barangays in the municipality or city have already entered children's data into the e-OPT Tool, the next task is to aggregate the results from each barangay to the municipal level.

STEP 1: Open the e-OPT Tool for the municipality or city

- Open the folder where you saved the blank municipal or city e-OPT Tools in your computer and click to open the file.



- Open the **Barangays** worksheet in the Municipal/City e-OPT Tool.



The blank Barangays worksheet looks like this:

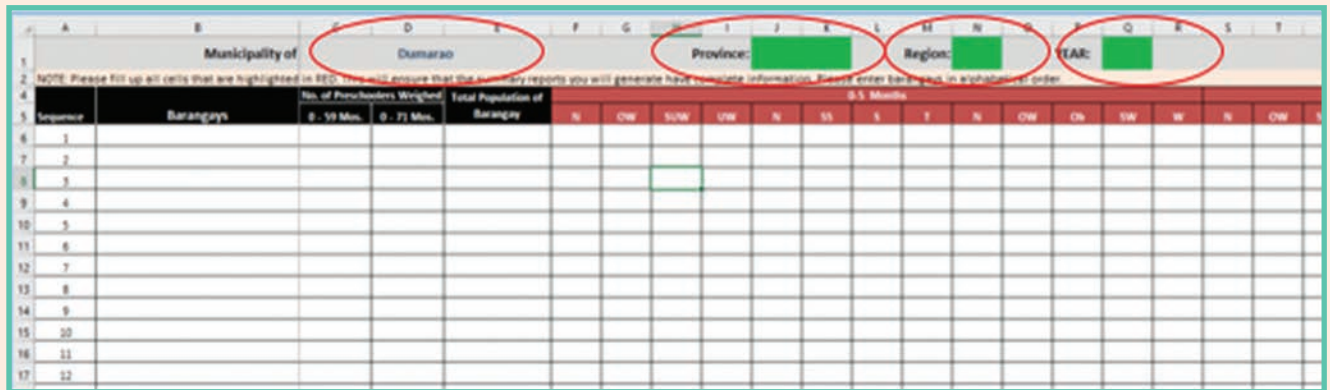
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Please Choose (City or Municipality?)					Province:				Region:			YEAR:								
2	NOTE: Please fill up all cells that are highlighted in RED. This will ensure that the summary reports you will generate have complete information. Please enter barangays in alphabetical order.																				
4			No. of Preschoolers Weighed		Total Population of	0-5 Months															
5	Sequence	Barangays	0 - 59 Mos.	0 - 71 Mos.	Barangay	N	OW	SUW	UW	N	SS	S	T	N	OW	Ob	SW	W	N	OW	
6	1																				
7	2																				
8	3																				
9	4																				
10	5																				
11	6																				
12	7																				
13	8																				
14	9																				
15	10																				
16	11																				
17	12																				
18	13																				
19	14																				
20	15																				
21	16																				

STEP 2: Fill in all required information

- Click on cell B1 and choose the appropriate option for your locality from the dropdown list. This will ensure proper labelling of the forms and reports that are produced by the tool.

	A	B	C	D	E
1	Please Choose (City or Municipality?)				
2	NOTE: Please fill up all cells that are highlighted in RED. This will ensure that the summary reports you will generate have complete information. Please enter barangays in alphabetical order.				
4			No. of Preschoolers Weighed		Total Population of
5	Sequence	Barangays	0 - 59 Mos.	0 - 71 Mos.	Barangay
6	1				
7	2				
8	3				
9	4				
10	5				
11	6				
12	7				
13	8				

- b. In the **Barangays** worksheet, type in all the required information into the cells that are highlighted in green. The green highlights in the cells will no longer appear when the required information has been typed in.



STEP 3: Rename the file and save in separate folder

Use the following convention in re-naming the file:

Name of Municipality + OPT Plus + Year

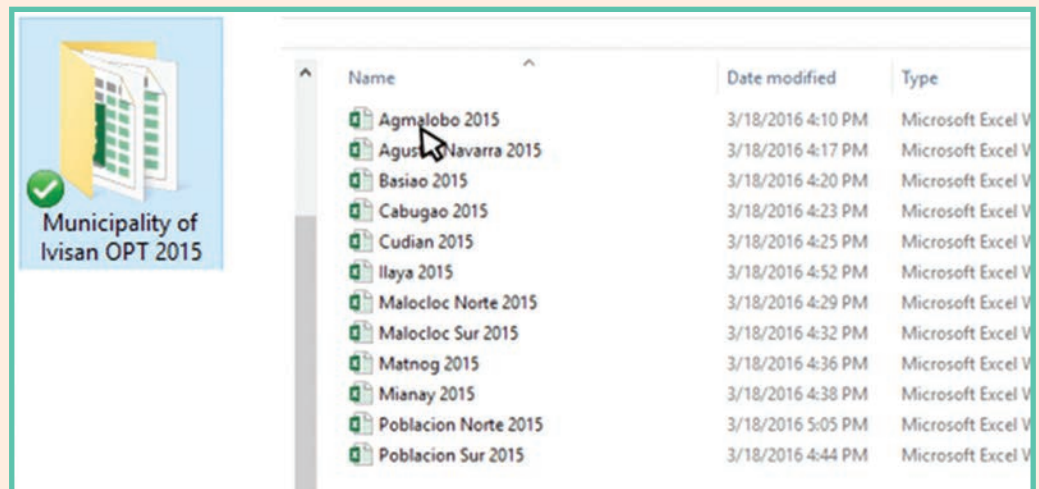
For Example: "Dumarao_OPT Plus_2015"

You are now ready to enter the OPT Plus data for each barangay.

STEP 4: Copy the e-OPT data from the different barangays

- a. Open the folder containing all the encoded Barangay OPT Plus files and click to open the first file. Open the first barangay e-OPT Tool file that is in your saved folder.

For example:



b. In the barangay's e-OPT Tool file, open the **Data-Export** worksheet.



The opened worksheet will look like this:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Purok/Barangay	No. of Preschoolers Weighed		Population	0-5 Months														
2		0 - 59 Mos.	0 - 71 Mos.		N	OW	SUW	UW	N	SS	S	T	N	OW	Ob	SW	W	N	OW
3	Ilaya	7	8	4032	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0
5	NOTE: The contents of cells B3 - GR3 are to be exported for consolidation to municipal-level data. The data in this entire row of cells should be copied and pasted into the accompanying tool called the "eOPT Tool for the City/Municipality." Before proceeding, make sure the total population of the barangay is shown in cell E3 above.																		
9	Shortcut Tip - To highlight the entire row of data, select cell B3 (the name of the Barangay). Then press the keys 'Shift + Ctrl' --> 'Right Arrow'. This will highlight the entire row that contains data up to to column GR. Copy the data in cells B3-GR3 by either 1) right clicking on your mouse, then select 'Copy' or by 2) pressing 'Ctrl +C'.																		

There is only one row of data in this worksheet, but the numbers extend all the way to column GR to the right of the worksheet.

Note: Do not proceed if the name of the barangay (cell B3) and the total population (cell E3) are not filled in, as shown below:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Purok/Barangay	No. of Preschoolers Weighed		Population	0-5 Months									
2		0 - 59 Mos.	0 - 71 Mos.		N	OW	SUW	UW	N	SS	S	T	N	OW
3			227	258	Go Back to Summary (cell J). Enter the Total Population of the Purok/Barangay.									
5	NOTE: The contents of cells B3 - GR3 are to be exported for consolidation to municipal-level data. The data in this entire row of cells should be copied and pasted into the accompanying tool called the "eOPT Tool for the City/Municipality." Before proceeding, make sure the total population of the barangay is shown in cell E3 above.													
9	Shortcut Tip - To highlight the entire row of data, select cell B3 (the name of the Barangay). Then press the keys 'Shift + Ctrl' --> 'Right Arrow'. This will highlight the entire row that contains data up to to column GR. Copy the data in cells B3-GR3 by either 1) right clicking on your mouse, then select 'Copy' or by 2) pressing 'Ctrl +C'.													

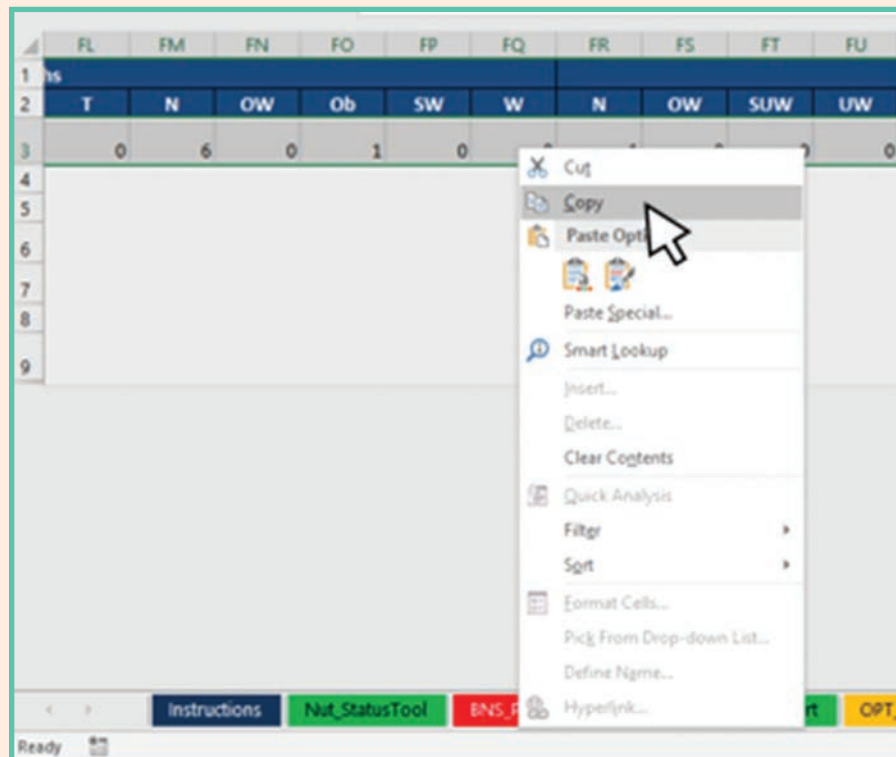
If the name of the barangay is not shown, go back to the **Nut_StatusTool** worksheet and type in the name of the barangay in the correct space.

If you find that cell E3 is highlighted in red with the message "Go Back to Summary...", return to the **Summary** worksheet and type in the total population of the barangay before proceeding to the next step.

- c. Select and highlight all the cells in row #3 (column B up to column GR). A quick way to highlight the entire row of cells that contain data is by using the following keyboard shortcut: press the keys **Shift + Ctrl** -> 'right arrow'.

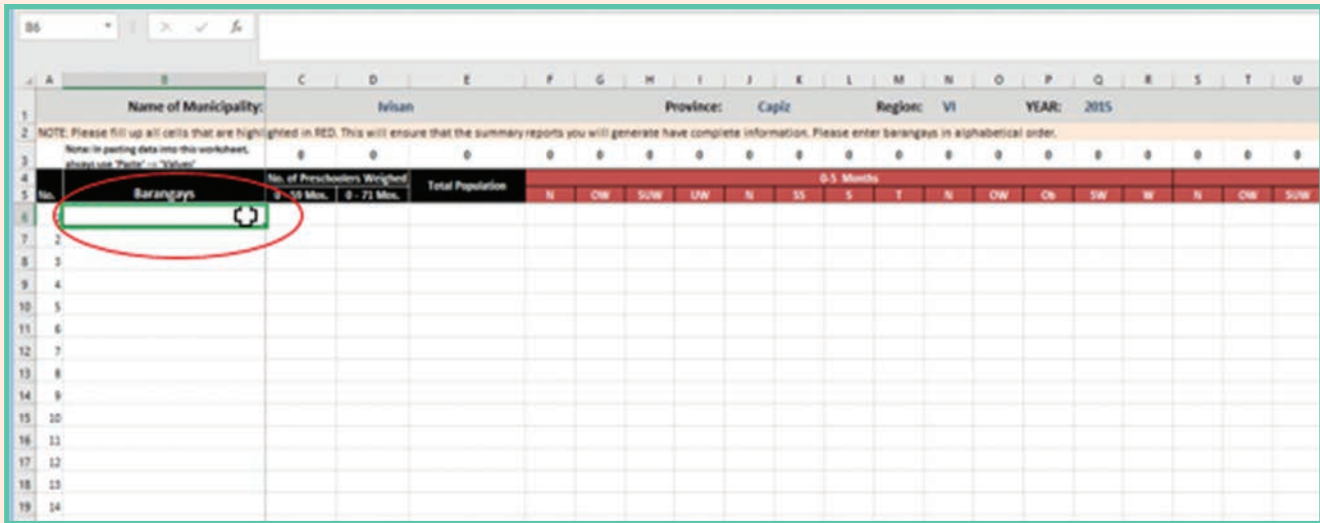


- d. Copy the contents of the highlighted cells to the clipboard. Right-click using your mouse and choose "Copy" from the pop-up menu. Alternatively, you can use the keyboard shortcut **Ctrl + C** to copy the selected data to the clipboard.

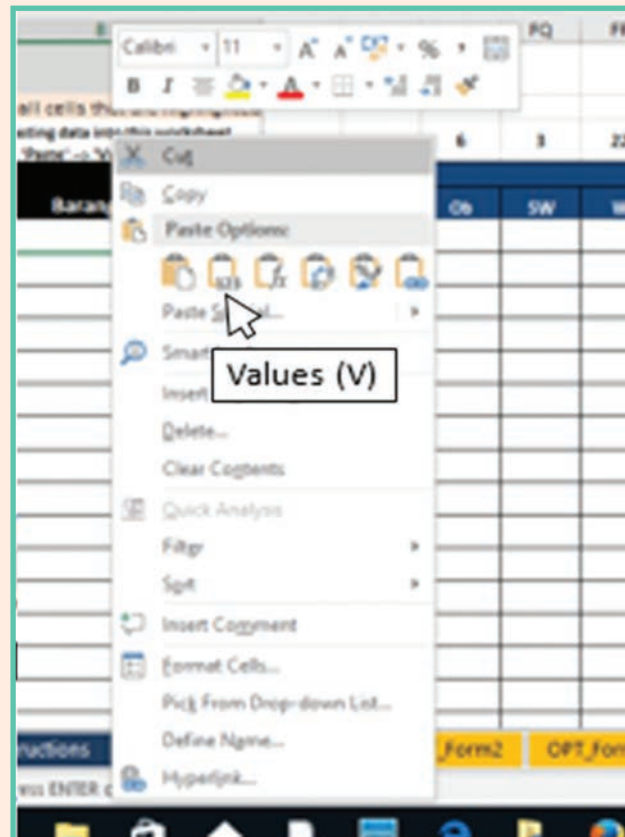


STEP 5: Go to the city/municipal e-OPT Tool

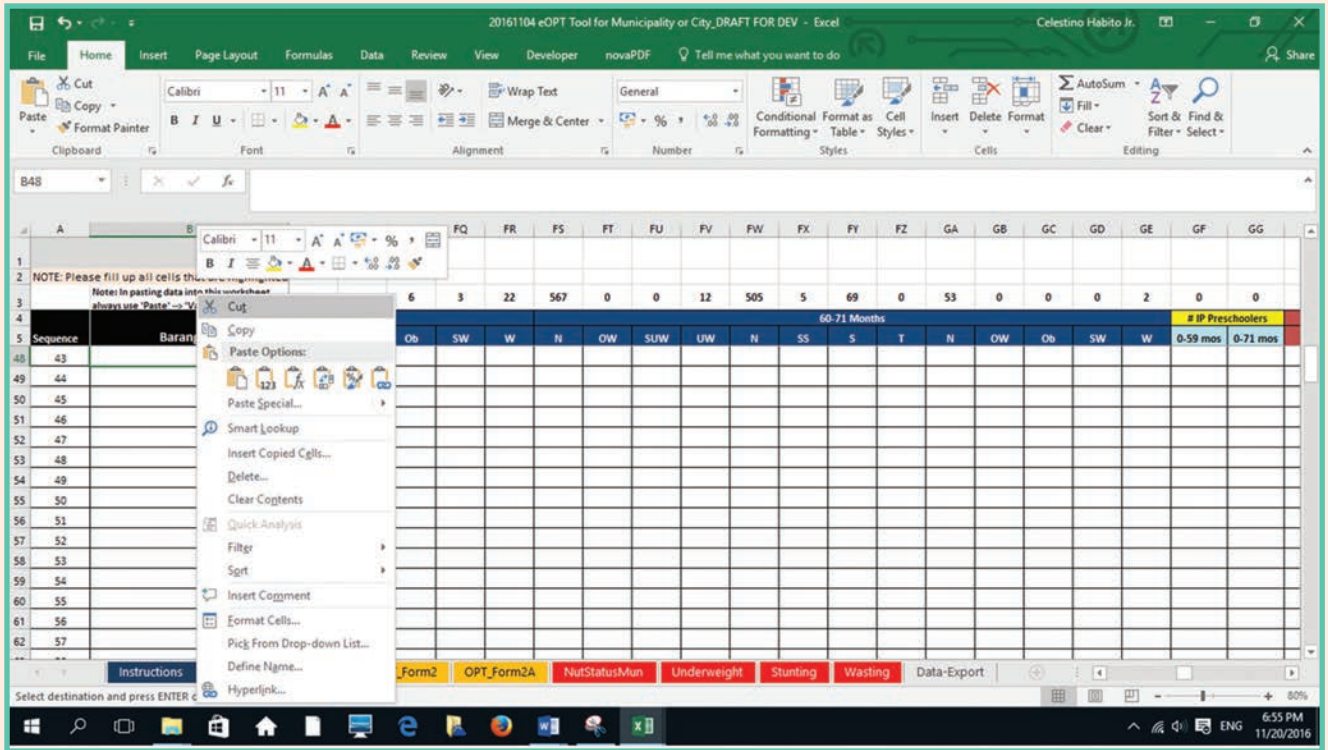
a. To enter the data for the first barangay, place the cursor in cell B6.



b. Paste the contents of the clipboard. Always use the “Paste > Values” command. (Using your mouse, right-click and select “Paste > Values”)



Note: After this step, data entry for the first barangay's summary OPT Plus results is done.



Repeat the process with the rest of the barangays in the LGU by copying the data from their respective **Data-Export** worksheets and pasting them into succeeding rows (from row #2 onwards).

Name of Municipality:		Province: Capiz										Region: VI			YEAR: 2015						
Name of Municipality:		798	924	10735	29	0	0	0	24	0	3	2	22	3	1	2	1	24	1	0	
No.	Barangays	No. of Preschoolers Weighted		Total Population	0-5 Months																
		0 - 59 Mos.	0 - 71 Mos.		N	OW	SUW	UW	N	SS	S	T	N	OW	Ob	SW	W	N	OW	SUW	
1	Agmaloto	53	58	393	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Agustin Navarra	82	95	1001	2	0	0	0	2	0	0	0	2	0	0	0	0	0	1	0	0
3	Basiao	215	259	4341	18	0	0	0	16	0	0	2	14	1	0	2	1	5	1	0	0
4	Cebucao	123	142	1428	3	0	0	0	2	0	1	0	3	0	0	0	0	4	0	0	0
5	Cudlian	100	112	1308	1	0	0	0	1	0	0	0	0	1	0	0	0	0	0	0	0
6	Ilaya	227	258	4390	5	0	0	0	3	0	2	0	3	1	1	0	0	11	0	0	0

c. Save the municipal/city e-OPT file after completing the data entry for all the barangay data.

Generating municipal or city-level reports for the OPT Plus activity

There is only one worksheet in the Municipal/City e-OPT Tool that requires data entry. This is the worksheet with the green tab labelled **Barangays**. Reports and summary tables are automatically generated after data entry in the **Barangays** worksheet is finished.

Once all the barangays' data have been completely entered in the **Barangays** worksheet, the Municipal/City e-OPT Tool automatically generates summary reports in different formats.

STEP 1: Know the different forms and reports

The different reports can be accessed in the worksheets with orange and red tabs. There are two standard OPT Plus forms (**OPT_Form2** and **OPT_Form2A**) and four worksheets that produce different summary reports.



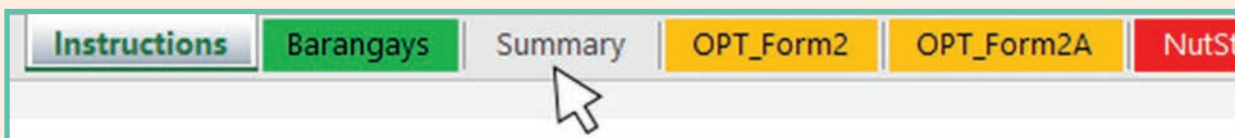
The worksheets with orange tabs are standard OPT Plus forms that are used for submission of municipal or city-level data to the Provincial Health Office or NNC Regional Office.

The reports produced in the worksheets with red tabs are designed to encourage local-level review and analysis of OPT Plus data by various local government stakeholders.

All the summary reports and tables are pre-formatted and ready for printing.

STEP 2: Type in additional information in the Summary worksheet before printing

a. Open the **Summary** worksheet in the municipal e-OPT Tool.



b. In the **Summary** worksheet, fill in all the green-shaded cells with the required information (i.e. the total population of the municipality/city, total number of barangays or purok/sitio, and the Philippine Standard Geographic Code or PSGC*).

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1 Municipality of	Dumaran			Coverage: (0-71 mos.)		0.0%		Number of Barangays with Opt:		35		PSGC Code								# IP Children	
2 Province:	Capiz			Region:		6		Total Number of Barangays:													
3 Total Population of the Municipality:				Estimated No. of Preschoolers 0-59 mos.:		0		Estimated No. of Preschoolers 0-71 mos.:		0											
4				0-5 Months		6-11 Months		12-23 Months		24-35 Months		36-47 Months		48-59 Months		60-71 Months					
5	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total	Boys	Girls	Total
6 Weight for Age - Normal	203	202	405	183	172	355	465	398	863	481	495	976	511	494	1005	521	485	1006	567	484	1051
7 Weight for Age - Overweight	1	2	3	0	2	2	0	0	0	3	1	4	3	0	3	3	0	3	0	1	1
8 Weight for Age - Underweight	0	0	0	0	0	0	7	4	11	7	10	17	10	12	22	13	11	24	12	11	23
9 Weight for Age - Severely Underweight	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	1	1
10 Height for Age - Normal	181	181	362	164	161	325	397	370	767	450	453	903	489	436	925	462	433	895	505	411	916
11 Height for Age - Tall	8	11	19	5	4	9	12	6	18	5	1	6	3	2	5	2	0	2	0	2	2
12 Height for Age - Stunted	12	11	23	13	8	21	51	23	74	64	87	151	85	55	136	58	56	115	69	71	140
13 Height for Age - Severely Stunted	1	1	4	1	1	2	12	3	15	12	6	18	11	13	24	14	7	21	5	13	18
14 Height/Length for Weight - Normal	183	181	364	176	165	341	437	367	804	446	471	917	476	467	943	500	474	974	53	32	85
15 Height/Length for Weight - Overweight	6	12	18	2	5	7	12	6	18	7	5	12	3	4	7	6	3	9	0	1	1
16 Height/Length for Weight - Obese	2	1	3	0	2	2	1	5	6	5	1	6	3	2	5	6	1	7	0	0	0
17 Height/Length for Weight - Wasted	11	8	19	4	2	6	21	22	43	28	26	54	37	30	67	22	13	35	2	6	8
18 Height/Length for Weight - Severely Wasted	2	2	4	1	0	1	1	2	3	5	4	9	5	3	8	3	5	8	0	0	0
19 Grand Total	204	204	408	183	174	357	472	402	874	491	507	998	524	506	1030	537	496	1033	579	497	1076

* The PSGC is a specific number assigned to barangays, municipalities, and cities. These can be obtained from the Philippine Statistical Authority website. <http://nap.psa.gov.ph/activestats/psgc/default.asp>

Completing the details for OPT Plus Form 2

STEP 1: Open the OPT_Form2 worksheet in the municipal/city e-OPT Tool



STEP 2: Fill in additional information in the OPT_Form2 worksheet

- In cell N8 (shaded in green), provide the name(s) of indigenous groups living in the municipality/city, if any. If there are no indigenous groups within the city/municipality, just type in "N/A".

Republic of the Philippines Department of Health NATIONAL NUTRITION COUNCIL																	
OPT Plus Form 2. City/Municipality Consolidation Sheet of Operation Timbang Plus Results																	
Revision February 2012 Page 1 of 13																	
Municipality: <u>Dumarao</u>		Total No. of Barangays: _____				Year Period of Measurement: <u>2015</u>											
Province: <u>Capiz</u>		Total No. of Barangays w/ OPT Plus Results: <u>35</u>				Indigenous Groups: _____											
						Number of Indigenous PS measured: 0-59 mos old _____ 0-71 mos. old _____											
Please check: <input checked="" type="checkbox"/> Normal Weight for Age <input type="checkbox"/> Normal Length/Height for Age <input type="checkbox"/> Normal Weight for Length/Height																	
Total Number of Children																	
Barangay	Estimated No. of 0-71 mos. old Preschool Children	Total No. of 0-71 mos. old PS measured	Coverage %	0-5 months		6-11 months		12-23 months		24-35 months		36-47 months		48-59 months		60-71 months	
				Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys	Girls
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)
AGBAGO	350	251	71.7%	11	12	11	11	19	17	14	18	26	27	18	25	18	20
AGDUGAYAN	175	169	96.6%	4	8	8	2	7	6	20	16	21	18	14	10	14	19
ANTIPOLO	113	87	77.0%	6	2	1	3	2	1	6	5	8	5	11	10	8	
APARICIO	122	103	84.4%	5	3	2	5	6	6	7	12	14	6	12	3	8	8
AQUINO	480	257	53.5%	0	1	7	6	27	19	22	14	29	24	26	32	50	19
ASLUM	226	202	89.4%	10	5	8	3	12	11	22	15	23	15	9	26	17	19
BAGACAY	161	106	65.8%	3	5	4	2	11	11	7	12	6	8	12	3	16	3
BATUAN	174	145	83.3%	8	9	1	5	14	10	12	18	11	13	15	10	9	8
BUENAVISTA	82	73	89.0%	1	4	7	2	7	4	3	5	4	10	5	4	7	6

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
22	BUENAVISTA			82	73	89.0%	1	4	7	2	7	4	3	5	4	10	5	4	7	6	69	
23	BUGTONG-BATO			214	84	39.3%	2	3	2	1	8	10	7	11	5	8	7	8	7	2	81	
24	CABUGAO			35	44	125.7%	3	3	1	0	6	1	4	5	3	3	1	5	6	3	44	
25	CAPILIAN			170	112	65.9%	3	6	1	3	3	11	9	7	14	9	12	10	8	13	109	
26	COLONG-COLONG			181	114	63.0%	10	3	1	3	9	10	13	12	9	14	7	8	5	7	111	
27	LAGUINBANUA			504	408	81.0%	13	13	15	9	34	34	40	34	39	27	49	36	30	29	402	
28	MABUSAO			117	78	66.7%	3	4	3	2	10	5	8	4	4	3	10	8	6	7	77	
29	MALINDOG			32	26	81.3%	1	1	1	1	2	0	2	2	4	2	1	3	1	4	25	
30	TOTAL			3136	2259	72.0%	83	82	73	55	182	196	204	191	217	195	209	182	222	175	2210	
31	Prepared by					Approved				Noted												
32		Name and Signature of Coordinator/CCAPC/Nutritionist/CMNAO				Name and Signature of City/Municipal Health Officer				Name and Signature of Mayor				City/Municipal Nutrition Committee Chair								
33	Date					Date				Date												

These blanks are for the names of the following signatories:

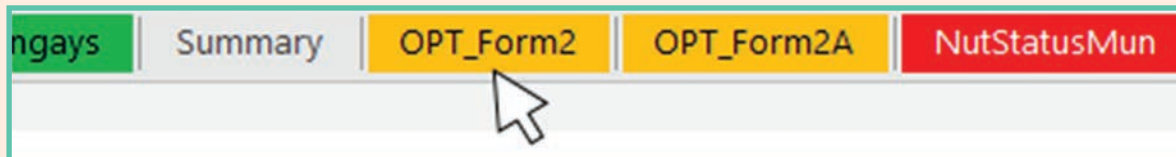
- The District/City Nutrition Program Coordinator, the Midwife or Nurse in-charge of the OPT Plus data, or the MNAO
- The Municipal or City Health Officer
- The Mayor/Chair of the Municipal Nutrition Committee

The names of the signatories and the corresponding dates should be filled in before printing the form.

Note: There are at least 13 sheets in Form 2. Once the names of the signatories and dates are typed into the first worksheet, the other remaining sheets will also show the same information.

Completing the details for OPT_Form2A

STEP 1: Open the OPT_Form 2A worksheet in the municipal/city e-OPT Tool



STEP 2: Fill in additional information in the OPT_Form2A worksheet

a. At the top portion of **OPT_Form2A**, fill in the green-shaded cells with the required information prior to printing.

Republic of the Philippines Department of Health NATIONAL NUTRITION COUNCIL																			
OPT Plus Form 2A. City/Municipality Summary Report on Operation Timbang Plus																			
Revised February 2012 Page 1 of 3																			
Municipality of: Dumarao		Total Popn of City/Municipality:				Source: [Green Cell]		Estimated No. of PS: 0-59 months old*				0-59 months old*		0-71 months old*		0-71 months old*			
Province: Capiz		Year/Period of Measurement: 2015				Prevalence Rate LW & SLW:		Actual No. of PS measured: 0-59 months old				4700		0-71 months old		5776			
Region: 6		CY 20				Prevalence Rate LW & SLW:		Percent OPT Plus Coverage: 0-59 months old				0-59 months old		0-71 months old		0-71 months old			
Total No of Barangays:		0-59 mos.: 1.6%				0-71 mos.: 1.7%		No. of Indigenous PS measured: 0-59 months old				0-59 months old		0-71 months old		0-71 months old			
Total No of Barangays of OPT Plus results/Total Number of Barangays: [Green Cell] Indigenous Group/s: [Green Cell]																			
Age Group	Weight for Age Status										Total, by age group								
	Normal (N)		Underweight (UW)		Sev. Underwt (SUW)		Overweight (OW)		TOTAL		Total N		Total UW		Total SUW		Total OW		
(1)	Boys (2)	Girls (3)	Boys (4)	Girls (5)	Boys (6)	Girls (7)	Boys (8)	Girls (9)	Boys (10)	Girls (11)	Total (12)	No (13)	Prev (%) (14)	No (15)	Prev (%) (16)	No (17)	Prev (%) (18)	No (19)	Prev (%) (20)
0-5 months (R1)	203	202	0	0	0	0	1	2	204	204	408	405	99.3	0	0.0	0	0.0	3	0
6-11 months (R2)	183	172	0	0	0	0	0	2	183	174	357	355	99.4	0	0.0	0	0.0	2	0
12-23 months (R3)	465	398	7	4	0	0	0	0	472	402	874	863	98.7	11	1.3	0	0.0	0	0
24-35 months (R4)	481	495	7	10	0	1	3	1	481	507	988	976	97.8	17	1.7	1	0.1	4	0
36-47 months (R5)	511	494	10	12	0	0	3	0	524	506	1030	1005	97.6	22	2.1	0	0.0	3	0

The information which has to be typed in included the following:

- The calendar year just before the current OPT Plus activity;
- The combined prevalence rates for underweight + severe underweight, stunting + severe stunting, and wasting + severe wasting for the previous year;
- The source of population data.

b. At the bottom of the **OPT_Form2** worksheet, fill in the green-shaded cells.

43 0-71mos 50.0 50.0 1.6 1.7 0.0 0.1 0.3 51.8 48.2 50.0 1.7 0.0 0.3
44 Note: a) *RI* means Row No. 1 *R2* means Row 2 etc. b) *Total (RI)* refers to the sum of preschoolers by nutritional status and by age group. c) *Prev (RI)* refers to the prevalence rate by sex, by nutritional status for age group 0-59 months and 0-5
45 d) *Prev (C22,14,16,20)* refers to the prevalence rate by total by age group. *P* refers to previous year prevalence rate of the area. *21 6-59 months = 12.5 x Total Population* *22 6-71 months = 16.2 x Total Population*
46 Use **WEIGHT-FOR-LENGTH** or **WEIGHT-FOR-HEIGHT** to correctly determine overweight and obesity
47
48 Prepared by: [Green shaded box] Checked: [Green shaded box] Approved: [Green shaded box]
49 Name and Signature of Coordinator/DNFC/Healthcare/CAM/NAO Name and Signature of City/Municipal Health Officer Name and Signature of Mayor,
50 Date: [Green shaded box] Date: [Green shaded box] Date: [Green shaded box] City/Municipal Nutrition Committee Chair
51
52
53

These blanks at the bottom portion of **OPT_Form2A** are for the names of the following signatories:

- The District/City Nutrition Program Coordinator, the Midwife or Nurse in-charge of the OPT Plus data, or the MNAO
- The Municipal or City Health Officer
- The Mayor/Chair of the Municipal Nutrition Committee

The names of the signatories and the corresponding dates should be filled in before printing the form.

*Note: There are three sheets in **OPT_Form2A**. Once the names of the signatories and dates are typed into the first worksheet, the other two sheets will also show the same information.*

Printing OPT_Form2 and OPT_Form2A

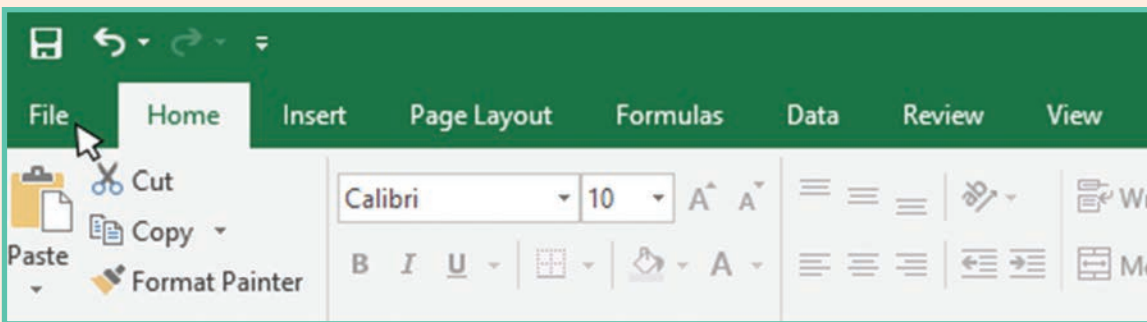
These steps apply to both **OPT_Form2** and **OPT_Form2A**.

a. Open the worksheet containing the form you wish to print.

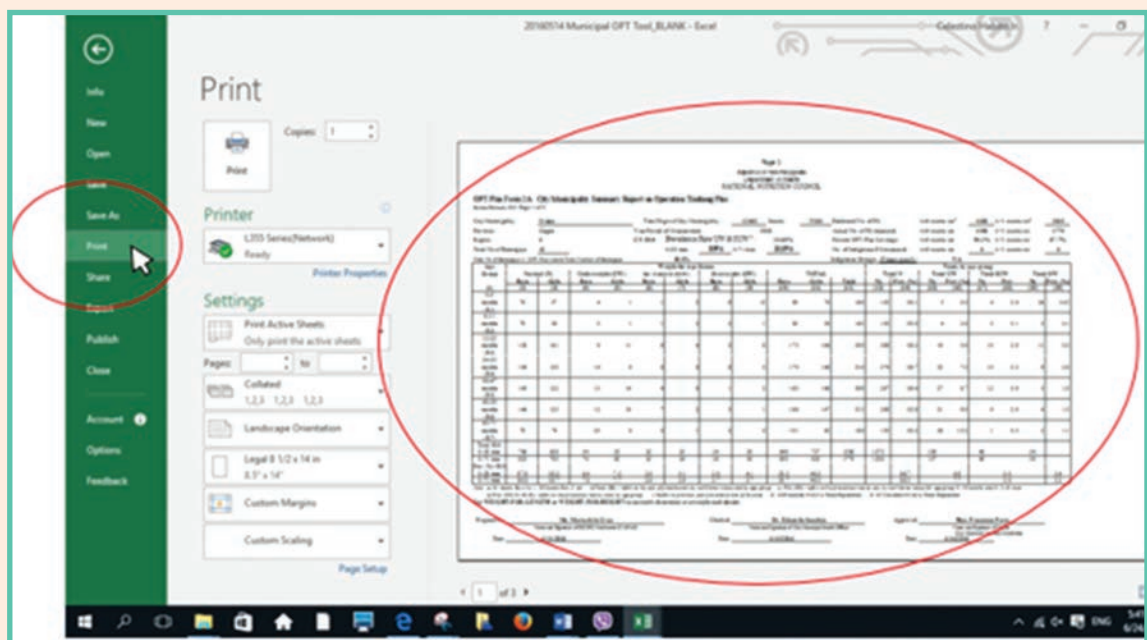


b. Review the form(s) to ensure that all required information has been typed in (or if there are no remaining cells shaded in green).

c. On the upper menu, select and click on "File".

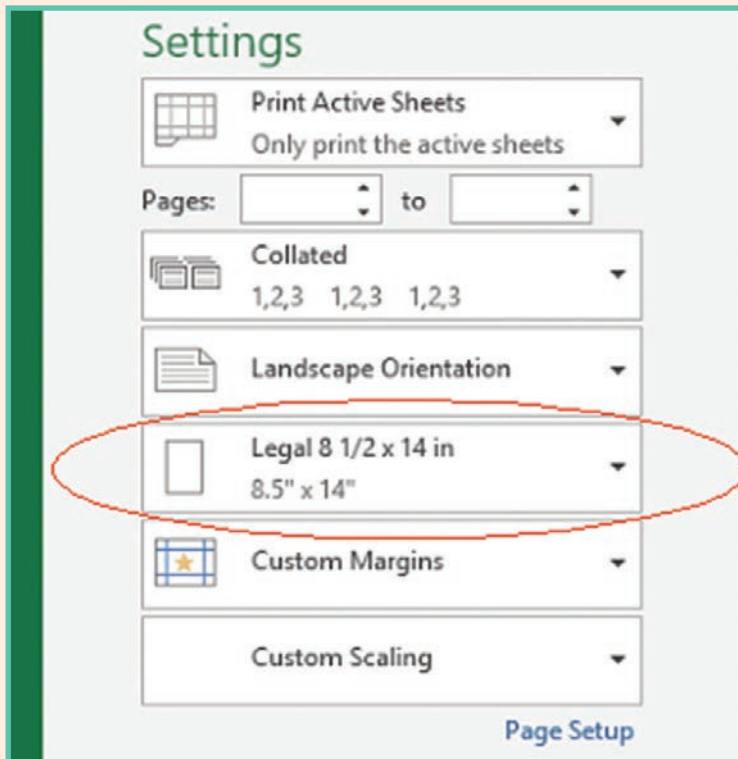


d. Choose "Print" from the menu that appears. The print preview pane will show the layout of the form to be printed.



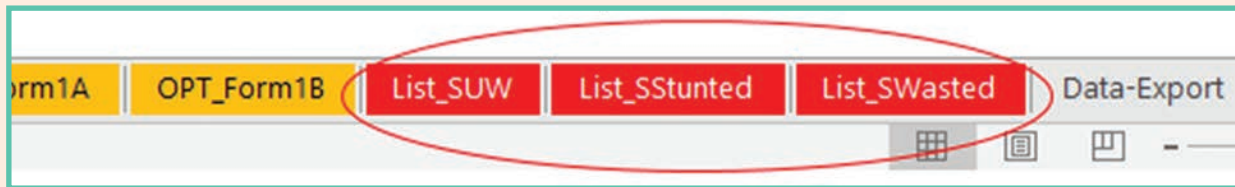
e. Feed long-sized (8.5 in x 13 in) paper into your printer. When ready, press the PRINT button.

*Note: In Settings, **OPT_Form2** and **OPT_Form2A** are set to print in legal-sized (8.5 in x 14 in) paper. The margins and layout of the forms however are pre-formatted to print in long-sized (8.5 in x 13 in) paper.*



Generating summary reports from the OPT Plus results for use by LGU stakeholders

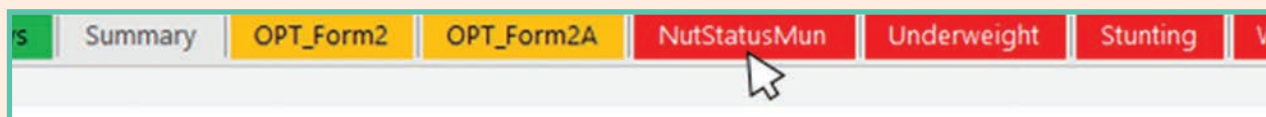
After OPT Plus data from all the barangays have been copied into the city/municipal e-OPT Tool, the tool automatically generates summary tables and reports that can be used by the LGU to analyse the extent of malnutrition in their locality. These functions can be accessed in the worksheets with red tabs, as shown below:



STEP 1: Viewing municipal or city-level summaries of the OPT Plus results

To enhance LGU users' awareness for the prevalence of different forms of malnutrition (i.e. underweight, stunting, and wasting) in the community, the summary tables in the **NutStatusMun** worksheet show the OPT Plus results for weight for age, height for age, and weight for length/height.

- a. Open the **NutStatusMun** worksheet.



- b. After the data and the required labels have been filled in the **Barangays** worksheet, the summary tables in this worksheet will become populated with numbers, as well as the name of the city/municipality, province, and the year. No additional data entry is required in the **NutStatusMun** worksheet.

The **NutStatusMun** report looks like this:

Municipality of Ibajay Province of Aklan				
OPERATION TIMBANG PLUS 2015 NUTRITIONAL STATUS OF CHILDREN 0-59 AND 0-71 MONTHS OLD				
This Summary Table was Developed with Technical Assistance from the Food and Agriculture Organization of the United Nations in Partnership with the National Nutrition Council with support from UNICEF				
WEIGHT FOR AGE				
	0-59 Months		0-71 Months	
	Total	Prev	Total	Prev
Normal	4610	98.1%	5661	98.0%
Overweight	15	0.3%	16	0.3%
Underweight	74	1.6%	97	1.7%
Severely Underweight	1	0.0%	2	0.0%
HEIGHT FOR AGE				
	0-59 Months		0-71 Months	
	Total	Prev	Total	Prev
Normal	4097	87.2%	5013	86.8%
Tall	59	1.3%	61	1.1%
Stunted	460	9.8%	600	10.4%

- If the names have been typed in correctly in the **Barangays** worksheet, the name of the municipality/city and the province will be shown in the upper part of the table;
- There are separate tables for each index to show the prevalence of the different forms of malnutrition.

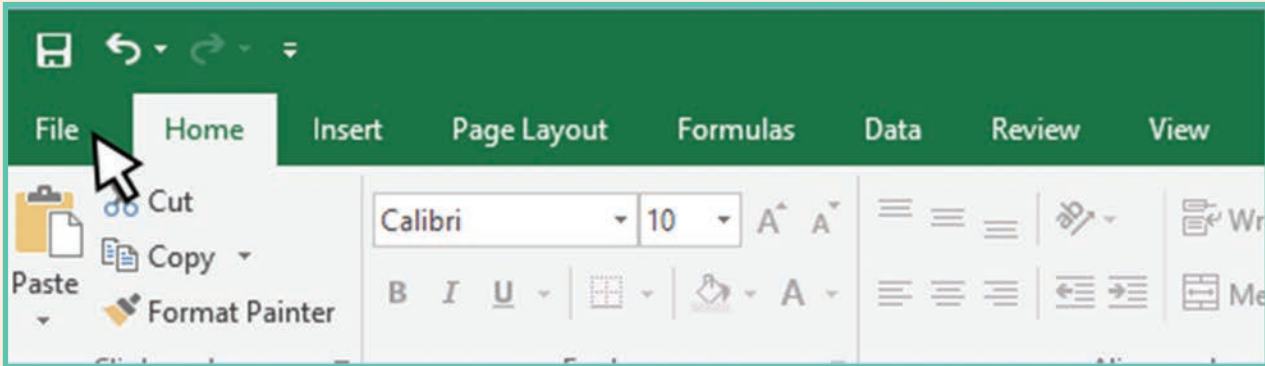
STEP 2: Printing the municipal-level summary tables

- Before printing, check if the labels for the city/municipality, province, and year are correct.

Municipality of		Province:		Region:											
NOTE: Please fill up all cells that are highlighted in RED. This will ensure that the summary reports you will generate have complete information. Please enter barangays in alphabetical order. Note: In pasting data into this worksheet, always use 'Paste' -> 'Values'		4700	5776	48567	202										
Sequence	Barangays	No. of Preschoolers Weighed		Total Population of Barangay	0-5 Months										
		0-59 Mos.	0-71 Mos.		N	OW	SUW	UW	N	SS	S	T	N	OW	
1	AGBAGO	212	251	2189	12	0	0	0	12	0	0	0	0	12	0
2	AGDUGAYAN	135	189	1,080	8	0	0	0	7	0	0	0	1	6	0
3	ANTIFOLO	68	87	698	2	0	0	0	2	0	0	0	0	2	0
4	APARICIO	85	103	752	2	0	0	0	2	0	0	0	1	1	0

Note: If the cells for these labels in the **NutStatusMun** report are greyed out, this means there are still some blanks that have to be filled in the **Barangays** worksheet. If this is the case, return to the **Barangays** worksheet and fill in the required information in the cells highlighted in green, as shown below.

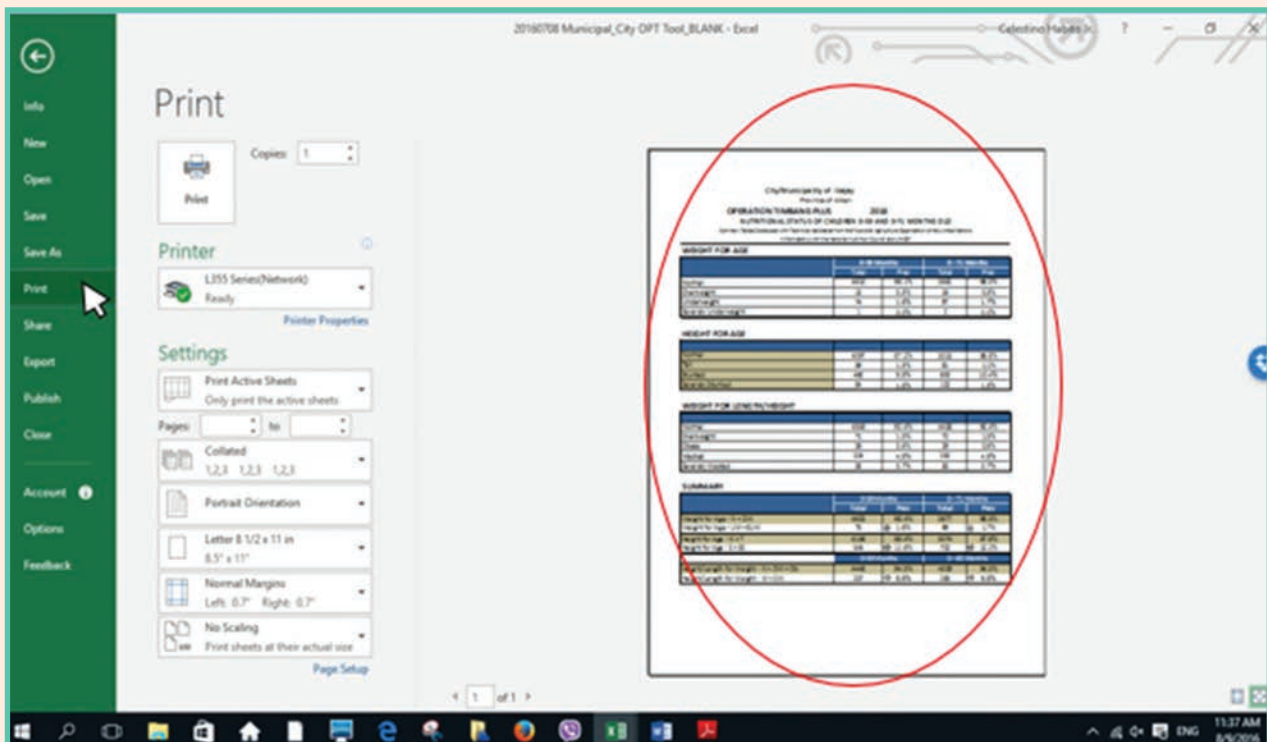
b. Print the summary table. Point and click on “File” in the upper menu.



c. Choose “Print”.

The print preview pane will show the overall appearance of the table you are about to print.

This page is pre-formatted to print on letter-sized (8.5 in x 11 in) paper.



d. Feed letter-sized (8.5 in x 11 in) paper into your printer. Set the number of copies you wish to print. When ready, press the PRINT button.

STEP 3: Generating summaries of the LGU's barangay-level results

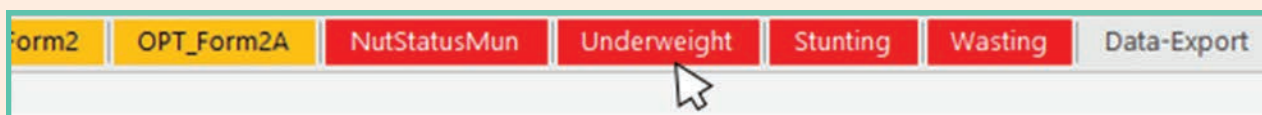
Once the OPT Plus data from all the barangays in the LGU have been entered in the Barangays worksheet, the summary results from all barangay are presented in three summary tables. Each form of malnutrition is presented in a separate worksheet/report. The worksheets are labelled accordingly: **Underweight**, **Stunting**, and **Wasting**.



By presenting the data from each barangay, the summary tables are designed to inform LGU officials and stakeholders regarding the extent of malnutrition in different barangays (i.e. which ones are better-off and which ones need priority for food security and nutrition programs).

To illustrate, the **Underweight** worksheet is shown below. The steps and features of the other two worksheets (**Stunting** and **Wasting**) are similar.

- a. Open the **Underweight** worksheet



- b. After completing data entry in the **Barangays** worksheet and the required labels have been properly entered, the summary tables in the **Underweight** worksheet (as well as the **Stunting** and **Wasting** worksheets) will be populated with numbers, as shown in the following diagram. It should also show the name of the city/municipality, province, and the year. No further data entry is required.

Municipality of Ibajay
Province of Aklan
OPERATION TIMBANG PLUS 2015

PREVALENCE AND MAGNITUDE OF UNDERWEIGHT & SEVERE UNDERWEIGHT AMONG UNDER-FIVE CHILDREN, BY BARANGAY

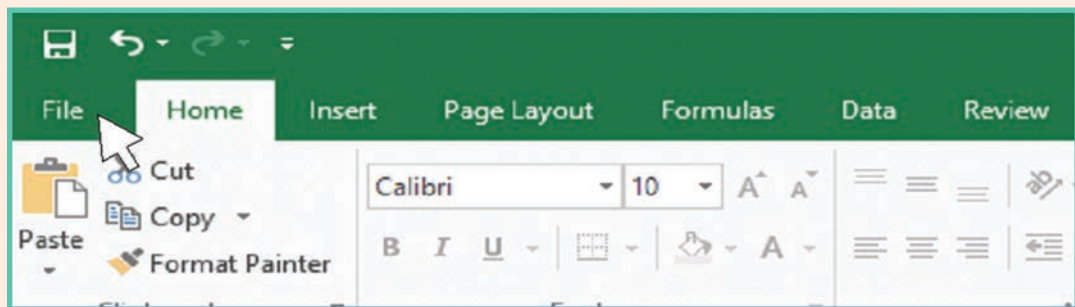
This Summary Table was Developed with Technical Assistance from the Food and Agriculture Organization of the United Nations
in Partnership with the National Nutrition Council with support from UNICEF

* Barangays are ranked from highest to lowest prevalence of Underweight & Severe Underweight. Greater than 20%

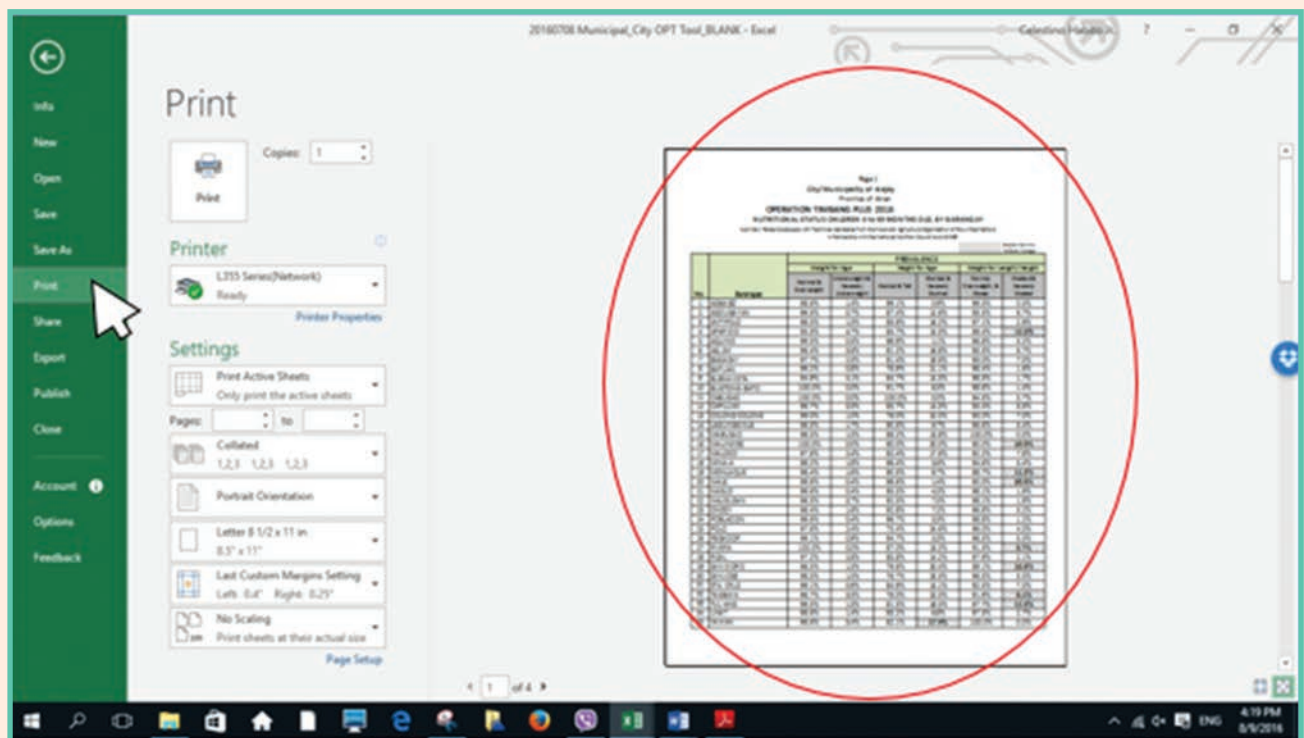
Rank*	Barangay	OPT Plus Coverage (0-59 mos) (%)	WEIGHT FOR AGE - CHILDREN UNDER-FIVE			
			Normal (%)	Overweight (%)	Underweight & Severely Underweight (%)	Number of Underweight & Severely Underweight
1	BUENAVISTA	85.5%	94.9%	0.0%	5.1%	3
2	APARICIO	83.3%	95.3%	0.0%	4.7%	4
3	NALIGUSAN	104.9%	96.3%	0.0%	3.7%	4
4	ASLUM	87.8%	96.4%	0.0%	3.6%	6
5	YAWAN	116.0%	96.6%	0.0%	3.4%	1
6	CAPILIJAN	64.1%	96.7%	0.0%	3.3%	3
7	TAGBAYA	44.1%	96.7%	0.0%	3.3%	4
8	RIZAL	74.6%	97.2%	0.0%	2.8%	4
9	POLO	75.4%	96.8%	0.8%	2.4%	3
10	MAILOGO	70.6%	96.1%	1.6%	2.4%	6

In the summary report, the barangays are ranked from the highest to lowest combined prevalence of underweight + severe underweight prevalence for each form of malnutrition. In the **Underweight** worksheet example above, the first barangay in the list (i.e. Rank #1) has the highest prevalence for underweight in the entire municipality.

c. If the labels are correctly shown, proceed with printing the summary table. Point and click on 'File' in the upper menu.

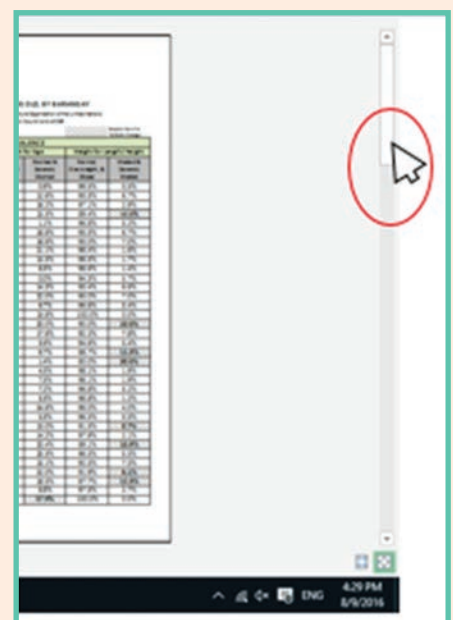


- d. Choose "Print" from the list of options on the left-most side of the screen. The print preview pane will show the overall appearance of the table you are about to print. It will also show the number of pages you will need to print, which will depend on the number of barangays in your LGU.



Note: The printer area in each page of this table is set for a maximum of 35 barangays. If the number of barangays in your LGU is less than 35, you only need to print Page 1.

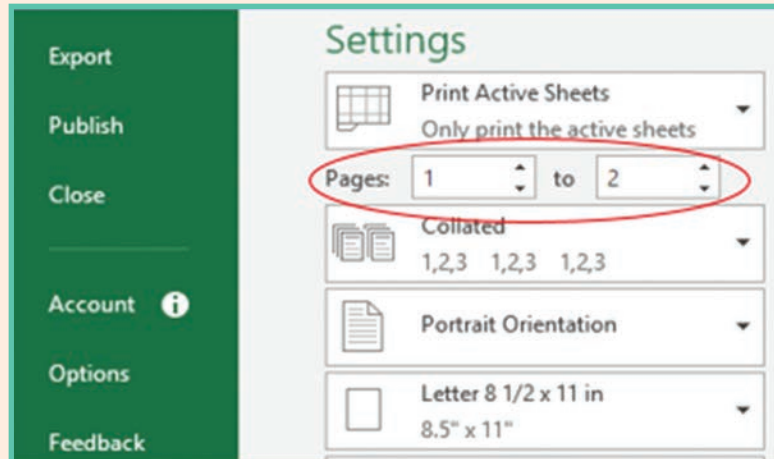
- e. To check the number of pages that are required to print to entire table, pull down on the right scroll bar to see how many pages are covered by the list of barangays.



Note: The entire table can accommodate a maximum of 160 barangays. Use the following guide to determine the page numbers required for printing this table.

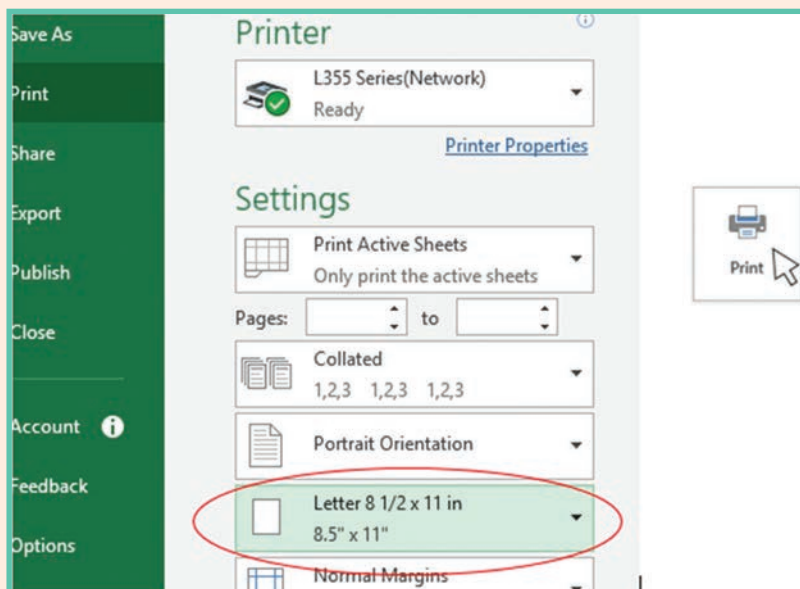
Number of Barangays Listed	Page Numbers to Print
1 to 35	1
36 to 83	2
84 to 131	3
132 to 160	4

f. Under “Settings”, indicate the page numbers to be printed.



In the example shown above, the number of barangays in the table is 45. Thus, you will need to set the pages to print up to “Page 2”.

g. The table in the **Underweight** worksheet is pre-formatted to print on letter-sized (8.5 in x 11 in) paper. Feed the correct size paper into your printer. When ready, click on the PRINT button.





This user's guide, which provides step-by-step guidance in using e-OPT Plus Tool, was produced by the Food and Agriculture Organization of the United Nations (FAO) in close collaboration with the National Nutrition Council (NNC) of the Department of Health through the support of the United Nations Children's Fund (UNICEF).

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