

Completing and Submitting Pulse Checks

Guide for Principal Recipients

Date Updated: 19 October 2021

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Background

The Global Fund is strengthening how it oversees grant investments, with a view to improving implementation performance and results for the people we serve. The Pulse Check, developed for this purpose, is a quarterly tool that provides visibility into HIV, TB, malaria, resilient and sustainable systems for health (RSSH) and COVID-19 Response Mechanism (C19RM) investments to report to the Global Fund Board and support timely identification of emerging risks and issues to enable more agile course correction. This new tool, which is obligatory to complete per identified grant, does not inform the grant-rating. For additional information, please see [Oversight of Grant Investments](#).

[Watch a recording \(in English\)](#) of the Pulse Check information session for Principal Recipients.

Before You Begin

Make sure you have the following at hand before you complete and submit your Pulse Check:

- The Pulse Check email notification from the Global Fund. This contains a link to the grant-specific Pulse Check you need to complete.
- Your user ID (e.g. ***@ext.theglobalfund.org) and password to the Global Fund Partner Portal. Note that there are two types of users:
 - **Editors**, who can complete and attach the Pulse Check but cannot submit.
 - **Submitters**, who can complete and attach the Pulse Check. In addition, they can submit the Pulse Check to the Global Fund.
- If you have forgotten your password, go to <https://passwordreset.microsoftonline.com>.
- To seek support in case you face issues, please email country.support@theglobalfund.org.

Information to be Reported

The Pulse Check has three sections:

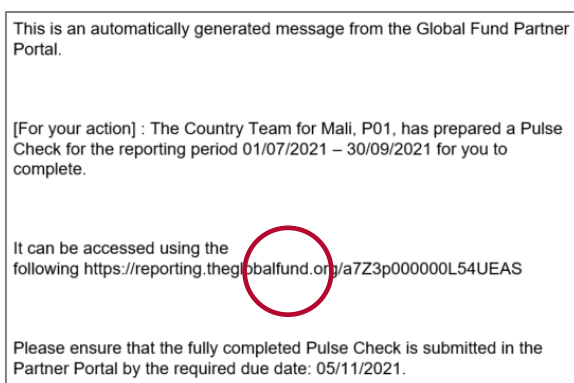
1. **PR self-evaluation:** implementation progress for the HIV, TB and malaria modules and C19RM interventions; coordination with national COVID-19 response bodies; disruptions due to COVID-19.

2. **Selected coverage indicators:** programmatic results from a sub-set of coverage indicators (based on the latest signed Performance Framework).
3. **Financial reporting:** expenditure and forecast for HIV, TB, malaria and RSSH funds and C19RM funds (based on the latest signed Detailed Budget).

Principal Recipients are requested to provide as much relevant information as possible. Please refer to the [complete list of data fields included in the Pulse Check](#).

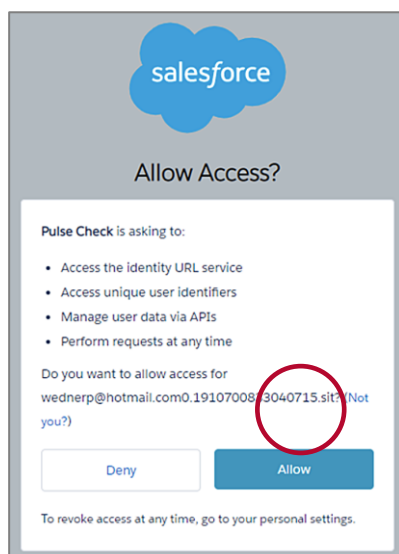
Accessing the Pulse Check

1. Open the Pulse Check notification email you received from the Global Fund. Click the link to the Pulse Check. The address begins with <https://reporting.theglobalfund.org/pulse-checks>.



2. Sign into the Global Fund Partner Portal by entering your user ID (e.g. ***@ext.theglobalfund.org). Then, click **Next**. Enter your password and click **Sign in**. Click **Yes** to stay signed into the site.

3. In the Allow Access screen, click **Allow**. This will display the Pulse Check page. The Pulse Check will be available to complete using either the [Excel form](#) or the [online form](#) (this is predefined by the Global Fund).



Notes

Instead of clicking the link from the email, you can also access the Pulse check by going to the Partner Portal at <https://portal.theglobalfund.org>.

1. Follow the steps 2 onwards of the section on [accessing the Pulse Check](#). When the Partner Portal home page appears, click Pulse Check on the top bar.

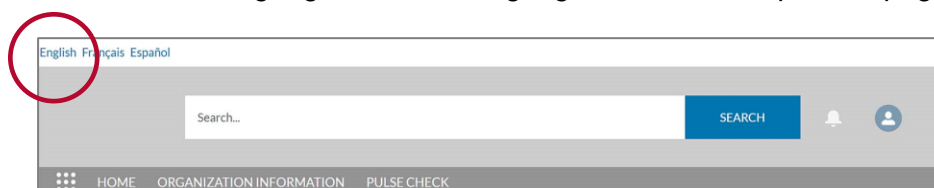


2. Under the “Not Started” section, click the name of the grant. This opens the Pulse Check page for that grant, for the specified Pulse Check Reporting Period. Note: once you start working on the Pulse Check, the grant name will appear under the “In Progress” section.

The screenshot shows the 'Pulse Check' page with a table of grants. The table has columns: 'Grant Name', 'Pulse Check Reporting Period Start Date', 'Pulse Check Reporting Period End Date', 'Due Date', 'Updated By', and 'Updated On'. There are three sections: 'Not Started', 'In Progress', and 'Submitted To Country Team'. The 'Not Started' section has one row with the grant name 'HTI-C-WV' circled in red. The 'In Progress' and 'Submitted To Country Team' sections are empty.

Grant Name	Pulse Check Reporting Period Start Date	Pulse Check Reporting Period End Date	Due Date	Updated By	Updated On
HTI-C-WV	October 01, 2021	December 30, 2021	January 31, 2022	Jincy Jose	September 22, 2021 4:47:46 PM

Tip: You can view the Pulse Check page using the English, French or Spanish versions of the web site. To switch to a different language, click the language listed at the top of the page.



Completing the Pulse Check: For Principal Recipients using the Excel form (For Principal Recipients using the online form, please [follow these steps](#).)

1. On the Pulse Check page, copy the password shown below the **Download Excel Template** button.

A screenshot of the Pulse Check page for a specific organization, "HTI-C-WV". The page displays reporting information: "Pulse Check Reporting Period Start Date" is "Oct 01, 2021" and "Pulse Check Reporting Period End Date" is "Dec 30, 2021". The "Status" is "Not started" and the "Reporting Due Date" is "Jan 31, 2022". There are three buttons: "Download Excel Template", "Attach Excel Template", and "Submit Pulse Check". Below the "Download Excel Template" button, the "Password For Excel" is displayed as "uVwmWASV", which is circled in red.

2. Click **Download Excel Template**, paste the password, then click **Go**. This downloads the Excel form onto your computer.

A screenshot of a "Password Required" dialog box. The title is "Password Required". The text inside says: "To access the file, enter the password that was given to you with this content delivery:". Below the text is a text input field. At the bottom of the dialog box is a large blue button labeled "Go!", which is circled in red.

3. Complete the different sections of the Excel form. You may disconnect from the Partner Portal while you work on the file.

Tip: Please see [Annex 1 for screenshots and additional descriptions](#) on the sections of the Pulse Check.

Attaching the Pulse Check: For Principal Recipients using the Excel form

- After completing the Excel form, repeat the steps to [access the Pulse Check page](#).
- On the Pulse Check page, click **Attach Excel Template**.

HTI-C-WV

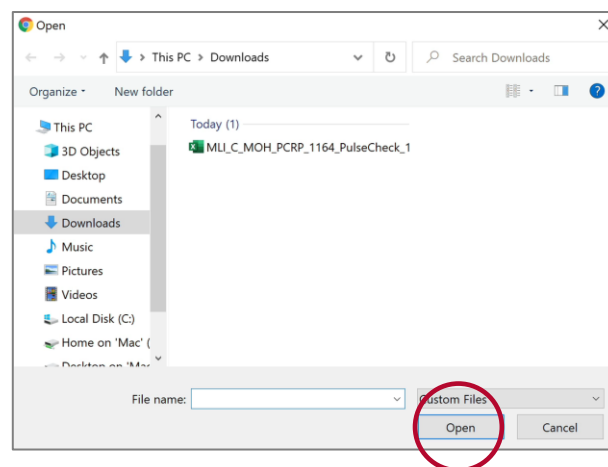
Pulse Check Reporting Period Start Date: Oct 01, 2021 Status: Not started

Pulse Check Reporting Period End Date: Dec 30, 2021 Reporting Due Date: Jan 31, 2022

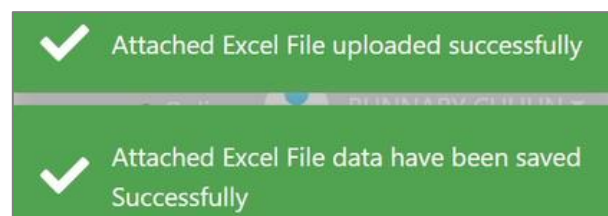
Download Excel Template Attach Excel Template Submit Pulse Check

Password For Excel: uVwmWASV

- Find and select the completed Excel form on your computer. Click **Open**.



- After the form is attached successfully, a confirmation message will appear on the top right corner of the screen.

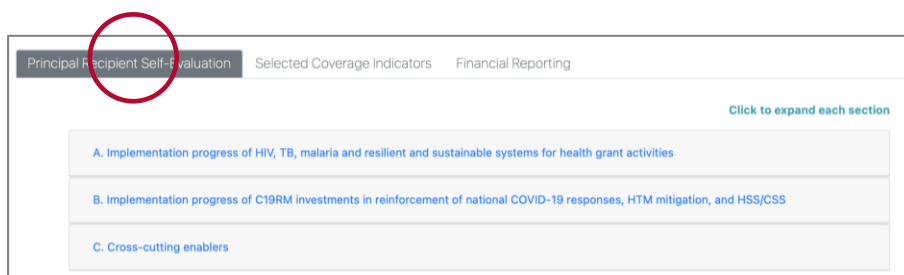


- Follow the steps to [submit the Pulse Check](#).

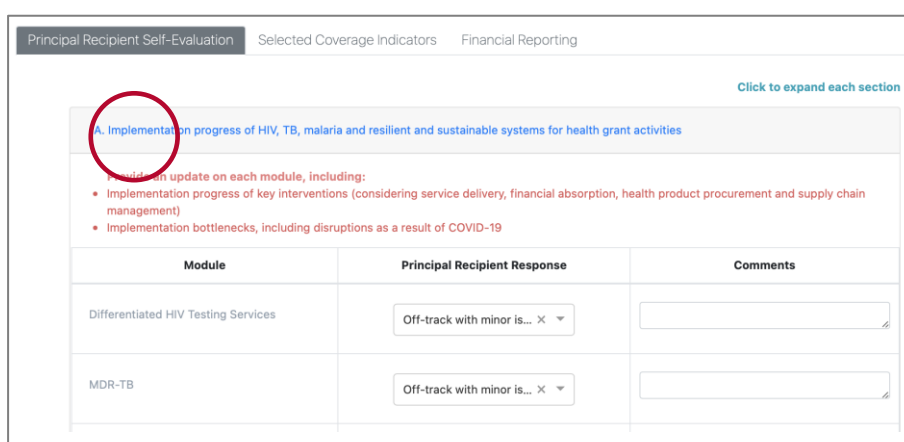
Tip: If you have completed and attached the Excel form, but haven't submitted it yet, you can still update the Excel form on your computer and attach it as a new version.

Completing the Pulse Check: For Principal Recipients using the online form

1. On the Pulse Check page, click the tabs for **PR Self-Evaluation**, **Selected Coverage Indicators** and **Financial Reporting**. These will display the data fields for each section.



Tip: On the PR Self-Evaluation tab, click the row name to display and hide the data fields.



Module	Principal Recipient Response	Comments
Differentiated HIV Testing Services	Off-track with minor is... X	
MDR-TB	Off-track with minor is... X	

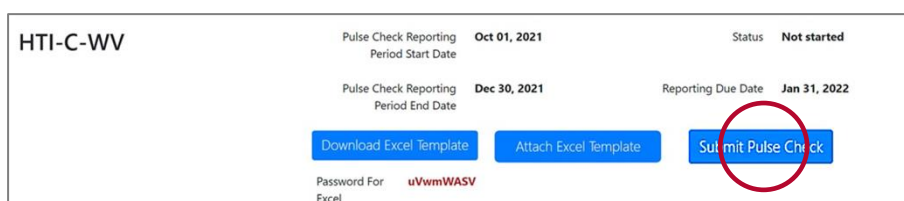
2. Enter information in the different fields. Your responses will be saved automatically. You may sign out and sign in again later to continue completing the Pulse Check.

Tip: Please see [Annex 1 for screenshots and additional descriptions](#) on the sections of the Pulse Check.

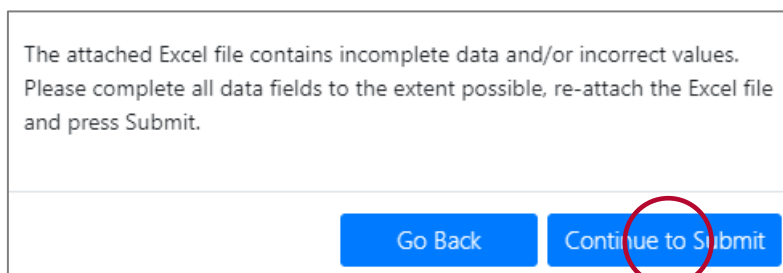
3. After completing the relevant fields in the online form, follow the steps below to [submit the Pulse Check](#).

Submitting the Pulse Check

4. On the Pulse Check page, click **Submit Pulse Check**. Note that this button appears only if you have signed in with a Submitter account.



5. A message may appear that the data you provided is incomplete or has invalid values. If you have verified that you have completed the Pulse Check, click Continue to Submit to confirm that you would like to submit the Pulse Check. Otherwise, click Go Back to review and edit the Pulse Check before submitting at a later time.

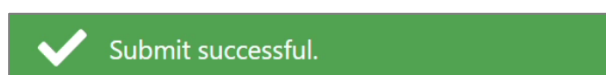


The attached Excel file contains incomplete data and/or incorrect values.
Please complete all data fields to the extent possible, re-attach the Excel file and press Submit.

Go Back Continue to Submit

After you have successfully submitted the Pulse Check, you will see that:

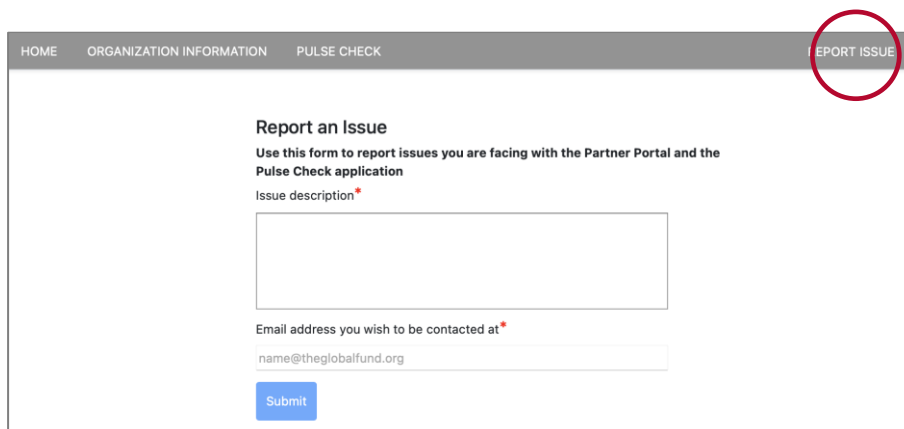
- A confirmation message will appear on the top right corner of the page.



- The PR and the Global Fund will receive an email notification to confirm the submission. You will no longer be able to update your submission.
- On the Partner Portal, the status of the Pulse Check will change from “In progress” to “Submitted”.

Support

- If you have any questions or encounter technical issues, please contact the Global Fund by clicking the **Report an Issue** button on the top bar. You can also email the support team at country.support@theglobalfund.org. You can write your message in English, French or Spanish. You will receive a response by email.



HOME ORGANIZATION INFORMATION PULSE CHECK REPORT ISSUE

Report an Issue
Use this form to report issues you are facing with the Partner Portal and the Pulse Check application

Issue description*

Email address you wish to be contacted at*

name@theglobalfund.org

Submit

Annex 1

Note: Screenshots in this Annex are from the Excel form. However, if you are completing the Pulse Check in the online form, the content remains the same.

Section 1: Implementation progress of HIV, TB, malaria and resilient and sustainable systems for health grant activities

Note: If you are completing the Pulse Check in the online form, hover over the options in the dropdown menu to see the corresponding definitions.

A. Implementation progress of HIV, TB, malaria and resilient and sustainable systems for health grant activities

Module	Principal Recipient response	Comments
Prevention		Provide an update on each module, including: • implementation progress of key interventions (considering service delivery, financial absorption, health product procurement and supply chain management) • implementation bottlenecks, including disruptions as a result of COVID-19
Differentiated	On track Off-track with minor issues Off-track with major issues Module at risk	
Treatment, care and support		
Program management		
RSSH: Community systems		

Link to Definitions

Defined rating scale to guide PRs

Short narrative update on implementation progress of each module

PR self-evaluation of implementation progress of each module

B. Implementation progress of C19RM investments in reinforcement of national COVID-19 responses, HTM mitigation, and HSS/CSS

Module	Interventions	Principal Recipient response	Comments
		Link to Definitions	Please provide an update on each intervention, including: • implementation progress (considering service delivery, financial absorption, health product procurement and supply chain management) • implementation bottlenecks, including disruptions as a result of COVID-19
COVID-19	[COVID-19 control and containment]		
	Country-level coordination and planning		
	Case management, clinical operations	On track Off-track with minor issues Off-track with major issues Intervention at risk	
	Infection prevention and control and personal protective equipment		
	COVID Diagnostics and testing		
	Surveillance: Epidemiological investigation and contact tracing		
	[Mitigation for disease programs]		
	Mitigation for Malaria programs		
	Mitigation for HIV programs		
	Mitigation for TB programs		
[Health and community systems]			
COVID-19 CSS: Community-led advocacy and research			
Health products and waste management			
Laboratory systems			

Link to Definitions

Defined rating scale to guide PRs

Short narrative update on implementation progress of each intervention

PR self-evaluation of implementation progress of each C19RM intervention*

*** Only grants with C19RM 2021 funding report on C19RM interventions**

C. Cross-cutting enablers		
	Principal Recipient response	Comments
My organization is collaborating systematically and effectively with the national COVID-19 response coordinating body on implementation of Global Fund-funded COVID-19 interventions	Link to Definitions <input type="radio"/> Strongly agree <input type="radio"/> Agree <input type="radio"/> Disagree <input type="radio"/> Strongly disagree	If answered 'disagree' or 'strongly disagree', please explain why:
		PR self-evaluation of coordination with national COVID-19 response coordinating body
	Link to Definitions <input type="radio"/> Not limited <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> Very high <input type="radio"/> Don't know <input type="radio"/> Not applicable	If answered 'moderate', 'high', 'very high' or 'don't know' please describe the disruption:
Lab services (HIV, TB, and / or COVID-19)		
Logistics management information system reporting		
National stock levels - COVID-19 (Ag – Rapid Diagnostic Tests)		
Polymerase Chain Reaction (PCR) tests, Personal Protection Equipment (PPE)		
National stock levels - HIV (major ARV (Antiretroviral) regimens, HIV RTKs (Rapid Test Kits), VL (Viral Load) reagents)		
National stock levels - Malaria Artemisinin Combination Therapy (ACTs)		
National stock levels - TB (Drug Susceptible (DS)-TB and Drug Resistant (DR)-TB drugs, GX cartridges)		
Quality assurance / Quality control of health products		
Warehousing and distribution (HIV, TB, malaria and / or COVID-19 commodities)		
		PR self-evaluation of disruption due to COVID-19 (questions integrated from LFA COVID Monitoring Tool)

- For Section 1C, see below the definitions for the Don't Know and Not Applicable options:

Don't Know	<ul style="list-style-type: none"> (All enablers): Insufficient information to classify in any of the 4 disruption levels
Not Applicable	<p>Use this response only if not directly relevant to the grant, for example:</p> <ul style="list-style-type: none"> National stock levels: Grant activities do not involve significant procurement or supply of Health Care Products & Commodities (per disease: HIV, TB, Malaria, COVID-19) Warehousing and distribution: Grant activities have no direct dependence on or involvement in Warehousing and Distribution Lab services: Grant activities have no direct dependence on or involvement in lab services LMIS: Grant activities have no direct dependence on or involvement in LMIS reporting Quality Assurance/Quality Control: Grant activities do not significantly involve sample collection

Section 2: Selected Coverage Indicators

Depending on the indicators in your signed Performance Framework, you may be asked to report selected coverage indicators. These results will not be used to calculate the grant rating, which will continue to be assessed through the PU/DR. The target from the corresponding reporting period in the Performance Framework has been included as a reference.

The screenshot shows a form titled 'Section 2. Selected Coverage Indicators'. It contains a table with columns for 'Indicator code', 'Indicator name', 'Country', 'Upcoming Performance Framework target', 'Performance Framework target reporting period', 'Cumulation type', 'Scope of target', and 'Comments'. Two indicators are listed: CM-1a¹⁰⁰ and CM-1b¹⁰⁰. Callouts provide additional information: 'Selected indicators from the PF (list adopted from the MECA Indicator Monitoring Tool)' points to the indicator names; 'Monthly or quarterly periodicity, depending on the indicator' points to the 'Scope of target' column; 'Results and reports received, with corresponding PF target included as a reference' points to the 'Upcoming Performance Framework target' and 'Performance Framework target reporting period' columns.

The periodicity of each indicator is preset in the form (monthly for HIV and malaria and quarterly for TB indicators). If you are requested to provide a monthly periodicity but only quarterly results are available, please enter these results in the final month of the quarter and provide an explanatory comment.

Please strictly follow the cumulative types indicated for each indicator in Table 1 below:

Table 1 – Indicator cumulation types

Indicator Code	Indicator Name	Cumulation type (for definitions, see table 2)
CM-1a	Number of suspected malaria cases that receive a parasitological test at public sector health facilities	Non-cumulative
CM-1b	Number of suspected malaria cases that receive a parasitological test in the community	Non-cumulative
CM-1c	Number of suspected malaria cases that receive a parasitological test at private sector sites	Non-cumulative
KP-1a	Number of MSM reached with HIV prevention programs-defined package of services	Follow the cumulation type set in the PF for targets
KP-1b	Number of TG reached with HIV prevention programs-defined package of services	Follow the cumulation type set in the PF for targets
KP-1c	Number of sex workers reached with HIV prevention programs- defined package of services	Follow the cumulation type set in the PF for targets
KP-1d	Number of people who inject drugs reached with HIV prevention programs- defined package of services	Follow the cumulation type set in the PF for targets
KP-3a // HTS3a	Number of MSM that have received an HIV test during the reporting period and know their results	Follow the cumulation type set in the PF for targets

KP-3b //HTS3b	Number of TG that have received an HIV test during the reporting period and know their results	Follow the cumulation type set in the PF for targets
KP-3c //HTS3c	Number of sex workers that have received an HIV test during the reporting period and know their results	Follow the cumulation type set in the PF for targets
KP-3d //HTS3d	Number of people who inject drugs that have received an HIV test during the reporting period and know their results	Follow the cumulation type set in the PF for targets
MDR-TB 2	Number of TB cases with RR-TB and/or MDR-TB notified	Non-cumulative
PMTCT-2.1	Number of HIV+ pregnant women receiving ART for PMTCT	Non-cumulative
TCP 8	Number of new and relapse TB patients tested using WHO recommended rapid tests at the time of diagnosis	Non-cumulative
TCP-1	Number of notified cases of all forms of TB-(i.e. bacteriologically confirmed + clinically diagnosed), includes new and relapse cases	Non-cumulative
TCS- New	Number of adults and children newly initiated on ART	Follow the cumulation type set in the PF for targets
TCS-1.1	Number of adults and children currently receiving ART	Follow the cumulation type set in the PF for targets
VC-3	Number of LLINs distributed to at-risk-populations-continuous distribution	Non-cumulative
YP-2	Number of adolescent girls and young women (AGYW) reached with HIV prevention programs- defined package of services	Follow the cumulation type set in the PF for targets
YP-3 // HTS-2	Number of adolescent girls and young women (AGYW) who were tested for HIV and received their results during the reporting period	Follow the cumulation type set in the PF for targets

The different cumulation types are defined in Table 2 below:

Table 2 – Definition of cumulation types

	MONTHLY PERIODICITY	QUARTERLY PERIODICITY	EXAMPLE			
Non-cumulative	Results for each month without including previous months	Results for the quarter, without including previous quarters	Months	Number of cases (new people reached/tested,...)	Reporting	
					Monthly	Quarterly
			1	10	10	
			2	5	5	
			3	7	7	22
			4	9	9	
			5	6	6	
			6	8	8	23
			7	9	9	
			8	10	10	
			9	6	6	25
			10	8	8	
			11	8	8	
			12	7	7	23

Non-cumulative special	Results achieved in the first month, followed by adding new people reached/tested in subsequent months in the quarter, and not including those reached in previous months/quarters.	Results for the quarter, without including previous quarters	Reporting			
			Months	Number of cases (new people reached/tested,...)	Monthly	Quarterly
			1	10	10	
			2	5	15	
			3	7	22	22
			4	9	9	
			5	6	15	
			6	8	23	23
			7	9	9	
			8	10	19	
			9	6	25	25
			10	8	8	
			11	8	16	
			12	7	23	23
Non-cumulative other	Results achieved in the first month, followed by adding new people reached/tested in subsequent months/ quarters, including those reached in previous quarters excluding those who died or defaulted.	Results for the quarter, including those from previous quarters and excluding those who died or defaulted.	Reporting			
			Months	Number of cases (new people reached/tested,...)	Died or defaulted	Monthly Quarterly
			1	10	1*	9
			2	5		14
			3	7		21 21
			4	9		30
			5	6		36
			6	8	2**	42 42
			7	9		51
			8	10		61
			9	6		67 67
			10	8		75
			11	8		83
			12	7		90 90
			*Died **Defaulted			

Section 3: Financial Reporting

Objective

As part of its financial reporting requirements, the Global Fund is required to provide periodic financial information to its donors, Board and other stakeholders. Given that different portfolios and grants have different reporting cycles, the Pulse Checks will bridge the current gap and ensure the availability of financial information at the end of each quarter.

Methodology

- **Total Grant Funds:** Funding as specified in the Grant Confirmation (Section 3.7 of the Grant Confirmation Table) and includes any C19RM funding.
- **C19RM funds:** Funding for C19RM interventions, which was incorporated at Grant making or through a grant revision.

Pulse Check financial reporting requires Principal Recipients to provide 3 key elements separately for C19RM 2021 funds and total grant funds as follows:

- A. Use of funds for the current reporting quarter
- B. Closing cash balances at the end of the current reporting quarter
- C. Forecast for the next quarter

Section 3. Financial Reporting

Cumulative data until:

Dec-21

Item No.	Description	Total Grant Funds	C19RM Funds	Implementation Period Funds	Comments
3	Use of funds by the Principal Recipient (breakdown of amounts)	0.00	0.00	0.00	
3.1	Payment for expenditures			0.00	
3.2	Disbursement to sub-recipients			0.00	
3.3	Principal Recipient open advances			0.00	
4	Closing balances				
4.1	Principal Recipient closing cash balance			0.00	
4.2	Sub-recipient open advances			0.00	
6	Forecast for next quarter	0.00	0.00	0.00	
6.1	Payment for expenditures			0.00	
6.2	Disbursement to sub-recipients			0.00	

Selected financial metrics, for both Total Grant Funds and C19RM Funds*

*** Only grants with C19RM 2021 funding report on C19RM interventions**

These are explained in more details below:

A. Use of funds by the Principal Recipient

Principal Recipients will be required to provide how the total funds made available to them have been used so far (cumulative from Implementation Period Start Date to Pulse Check Reporting Period End Date), analyzed in broad categories as follows:

- i. **Payment for expenditures** – Payments which have been made for expenditures at the Principal Recipient level only. Financial Commitments as defined in the [Global Fund Guidelines for Grant Budgeting](#)¹ and open advances are **not** included. Note also that direct payments made by the Principal Recipient on behalf of sub-recipients need to be included therein.

¹ Section 2.1.1

- ii. ***Disbursements to sub-recipients*** – Funds transferred to sub-recipients, these exclude payments made by the Principal Recipient on behalf of sub-recipients.
- iii. ***Open advances at the level of the Principal Recipient*** – Payments made for which service delivery has not yet occurred and therefore not included in i. above.

The Principal Recipient is required to provide the above information in respect of total grant funds (column D in the Excel form) and then identify the portion that relates to C19RM 2021 in the corresponding cells (column E in the Excel form), if any such C19RM 2021-related expenditures are included in the grant. The resulting difference (column F in the Excel form) will represent the portion for the HIV, TB, malaria, and RSSH activities.

B. Closing balances

At the end of each reporting quarter, the Principal Recipient is requested to provide its closing cash balances and also the sub-recipients' open advances as per its books and records.

Principal Recipient closing cash balance needs to be fully aligned with the bank reconciliation statements for that quarter with C19RM 2021 theoretical balance identified. To note that Principal Recipients cannot maintain separate bank accounts for C19RM and HIV, TB, malaria, and RSSH activities but are expected to maintain distinctive accounts in their accounting system.

Sub-recipient open advances relate to the balance as per the books and records of the Principal Recipient and does not need validation to the sub-recipients' underlying cash balances for the purposes of the Pulse Checks.

C. Forecast for the next quarter

The Principal Recipient's forecast for the next quarter of implementation provides information as to payments expected to be made by the Principal Recipient and disbursements expected to be made to sub-recipients, both requiring the separate identification of the C19RM 2021 component.

Payments to be made by the Principal Recipient need to include financial commitments to be paid and also any planned direct payments by the Global Fund to third parties as authorized by the Principal Recipient (e.g. payments made under the Pooled Procurement Mechanism to a procurement agent, direct payment to the fiscal agent, external auditor, etc.).