Health Management Information System
A digital initiative under National Health Mission
Ministry of Health and Family Welfare, Government of India

Digital India
Power To Empower

IHIP-HMIS WEBPORTAL

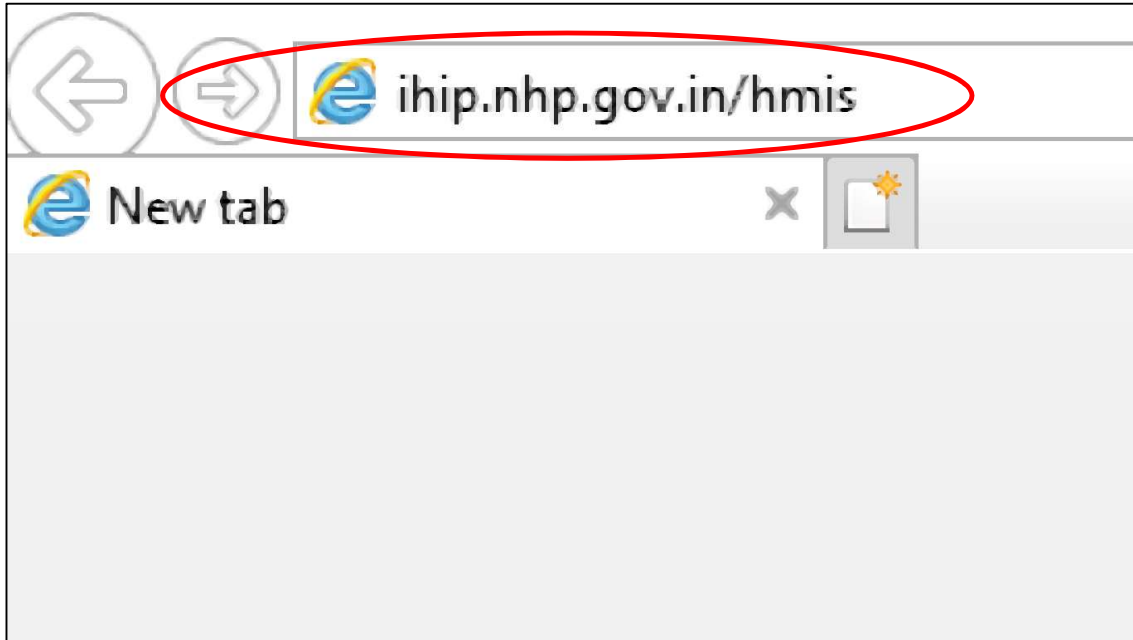# USER'S MANUAL FOR HEALTH SUB CENTRE (HSC) USER

(for Software Version: 5.3; Last Updated On: Mon, Jun 24, 2019)

Contents

Log in IHIP-HMIS web portal

- Open any browser and go to IHIP web portal (https://idsp.nhp.gov.in//#!/) and this click on "Health Management Information System" at the bottom of the page or simply type "**idsp.nhp.gov.in/hmis**" in URL of the browser and click enter.

- Following is the **Homepage** of the HMIS module of IHIP. There are various menus that we will discuss afterwards but the things specific to this page are the 'What's New' box and 'Important Links'. '**What's New**' box keeps you updating about the latest Health News. '**Important Links**' box lists various websites important in relation with Health of Indian citizens.

- On clicking the "**Sign In**" button, one will come across the following page. We shall type the <u>Username</u> and <u>Password</u> for the Health Sub Center (HSC) user followed by typing the <u>CAPTCHA</u> and click on Sign In button to log in the HSC user account on IHIP-HMIS. One can also click on "**Reset Password**" if the user wants to change the password or have forgotten the password. User can also click on **toll free number** displayed in red just below 'Reset Password' in case of issue or problem for help.

- After successful log in, the user can see the home page of his account on IHIP-HMIS. It has extra menus as compared to the HMIS home page without log in. There are various buttons on the lower part like **'Dashboard', 'Key Demographic Indicators', 'Photo Gallery', 'Training Material'** and **'IPHS Norms'** which does not need much explanation. Just above these 5 buttons, one can see the links for '**Upcoming Events**' and '**Past Events**'. On the right side, the user can see '**Last Reported**' box which suggest when was the last time the 2 most important Data entry forms were updated.
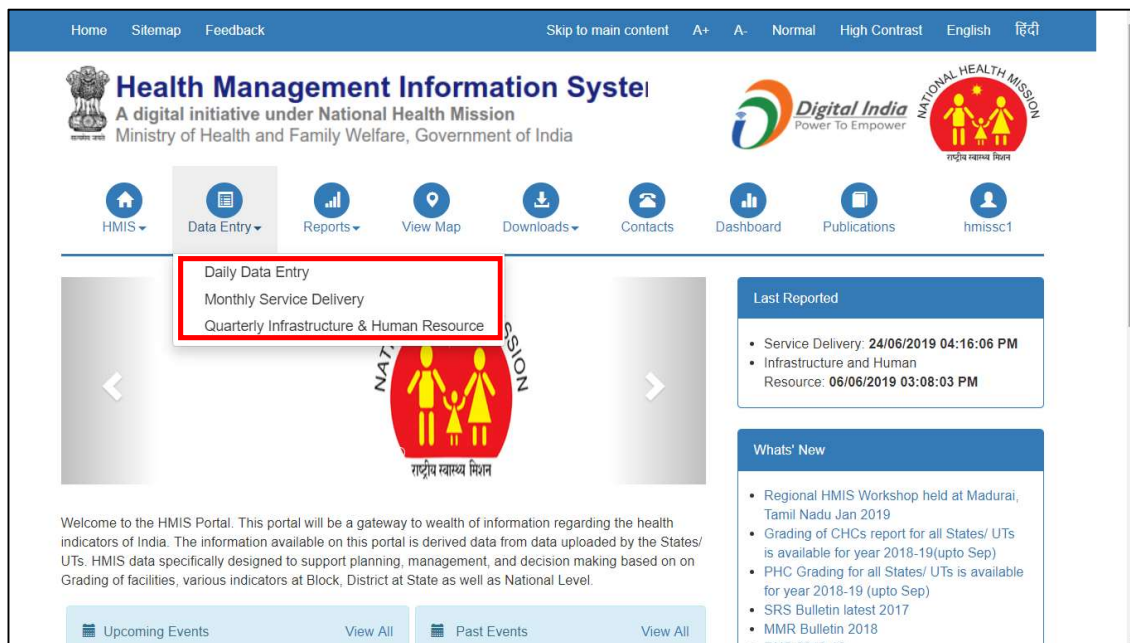
HMIS Homepage menu

- On clicking the "HMIS homepage" menu, one can know about HMIS programme by clicking on various sub menu under "**About Us**".

Data Entry menu

Data Entry menu has 3 types of Entry forms: "**Daily Data Entry**", "**Monthly Service Delivery**" and "**Quarterly Infrastructure & Human Resource**".

- There are fields that are common to all 3 data entry form types. First is the '**Facility Information**' which tells about basic details of the Facility. As we have logged in the user account of Ajjavara HSC of Chikkaballapura sub district of Chikballapur District of Karnataka, the upper part of the page shows the details of the that HSC.
- Then there is date of '**Today**' which contains the date when the user is seeing the page.
- **Print / Export excel** can help to print / export the data entered for the selected month.
- After data entry is completed, the user can click on '**Submit**' button to send the data on the server.
- One more peculiarity of these data entry forms is '**Document Number**'. This Document Number is specific to the health facility with Date stamp. The first 2 digits is specific to State, following 3 digits are specific to District, following 4 digits are specific to Sub-District, followed by '0', followed by 10 digit Health Facility NIN (National Identification Number) which is also specific for the Health Facility, followed by Date in DDMMYYYY form followed by form type ('D' indicates "Daily Data Entry", 'M' indicates "Monthly Service Delivery" data entry form and 'I' indicates "Quarterly Infrastructure & Human Resource" data entry form) followed by a Number which indicates the form number of that particular date.
- One message which is common to all the data entry form types is "**Please enter the data accurately and check before submission**" to emphasize on the point to cross check the data before clicking on "Submit" button.

Let's take each type of Data Entry form one by one.

Daily Data Entry
- This data entry form opens the data elements that need to be reported on daily basis by the Health Sub Center user.
- This form also has "Nil Reporting" button, selecting which, all the cells in the form gets filled in by '0'.
- "Reset" button is also given to clear all the cells so as to fill in the cells again if there has been gross data entry errors while filling in.
- It also contains "Reporting Date" which can be selected up to last 7 days; i.e. the user can edit the Daily Data Entry forms of last 7 days.

Monthly Service Delivery

- As name itself suggests, the data in this form needs to be updated on monthly basis.
- This data entry form has 3 parts (Part A, B and C); each part having many data elements which are further divided in to major categories in the form of M1, M2-3 etc. One can click on one of the major categories to open those data elements to do the data entry in the relevant data elements. **Part A** contains the data elements of **Reproductive and Child Health**; **Part B: Health Facility Services**; **Part C: Stock related**.
- The page also contains the '**Preview**' button to review the data entry before submitting.
- '**Compare**' button helps to compare the data of present month to the previous month.
- The form also contains "**Reporting Month**" to select for which the user wants to submit data.

Quarterly Infrastructure & Human Resource

- As per the name itself, it needs to be updated at least once in a quarter.
- This form contains various data element divided in to different Sub forms namely **Services, Human Resources, Physical Infrastructure, Equipment Drug & Furniture** and **Quality Control**. Health Sub Center user can click on a Sub form to open the data element under that heading.
- The form also contains "**Financial Year**" and "**Quarter**" to select for which the user wants to submit data.
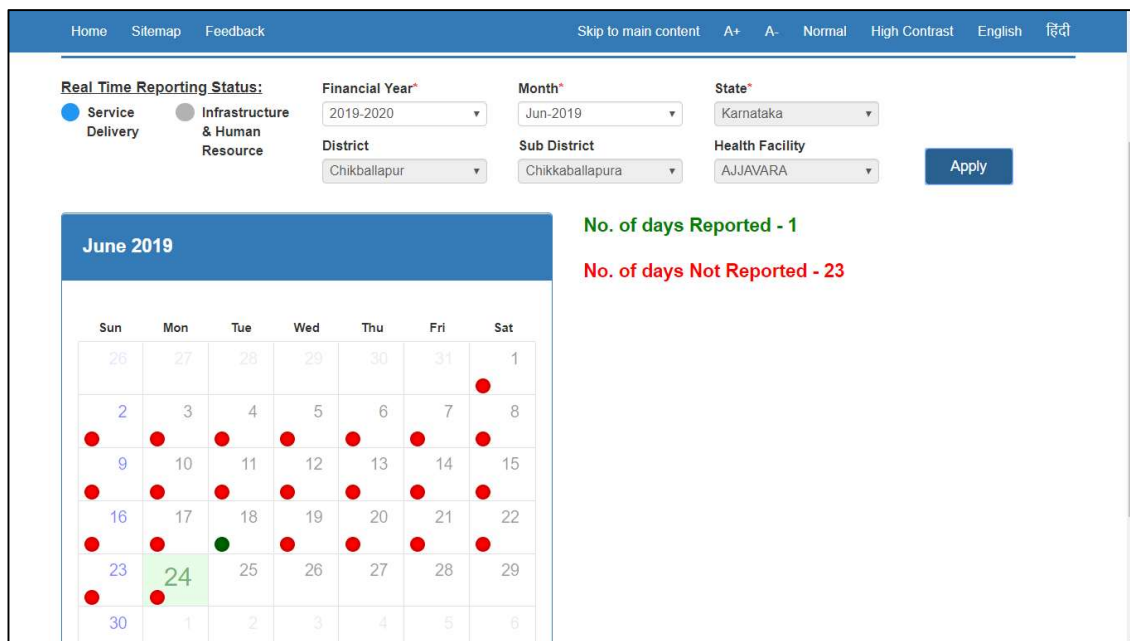
Reports Menu

- This menu contains 2 major types of reports: **Real Time Report** and **Standard Report**.

Real Time Report → Real Time Reporting Status

- This report basically shows on which day and how many days in a month the 'Service Delivery' form was submitted by the HSC user. The green spot in a date indicates that the form was submitted on that date and red indicates that the form was not submitted on that date.

- The report also shows for which month 'Infrastructure and Human Resource' form was submitted / not submitted by the HSC user. 'Y' indicates that the form was submitted for that month and 'N' indicates that form was not submitted for that month.

There are 4 types of Standard Reports: Data Item Wise Monthly, Range wise Report, Facility Master Report and Reporting Summary. We shall see them one by one. Common features for all the reports are the following:

- One can take a print of the report or download the report in a pdf by clicking on '**Print PDF**' button.
- One can also download the report in Excel workbook by clicking on '**Export Excel**'.

Standard Report → Data Item Wise Report

- This report gives the filter (named 'Indicator') for selecting one or more groups of data elements to be viewed on the report. The report has the flexibility of selecting 'From Date' and 'To date'.

- One can see the data in aggregate number in front of data elements of the selected groups for the selected dates for the Health Sub Center.

Standard Report → Range Wise Report

- This report gives the flexibility to select some important indicators from the 'Indicator' filter.
- The user can also select the 'From Month' and 'To Month' for the selected Financial Year.

- On clicking the 'Apply' button, one can get the report below. This report basically shows Total Number of Facilities in the District and Sub District (to which the HSC belongs), Total number of Facilities reporting Nil for the selected months and distribution of Facilities in Average Performance, Maximum Performance and Minimum performance with further distribution of these data elements by Facility Types. By this report, the HSC user can know where his or her facility (in this case an HSC) stands among various facilities in the Sub-District and District for the selected indicator.

Performance of Public Facilities for 'Deliveries conducted at facility'(Rangewise) for Subdistrct Chikkaballapura of Chikballapur District , Karnataka State during the Period : Apr-2019 - Jun-2019 (2019-2020)
Data Current as of 21st June 2019 09:09:40 AM

| Sub-District Name | Facility Type | Total Number Of Facilities | Number Of Facilities Reporting Nil Performance | Performance | | | Number Of Facilities by Performance | | | |
				Overall Average	Maximum	Minimum	1 to 1200	1201 to 6000	6001 to 12000	>12000
District - Chikballapur	DH	1	0	275	275	275	1	0	0	0
	SDH	1	0	131	131	131	1	0	0	0
	CHC									
	PHC	7	6	46	46	46	1	0	0	0
	HSC	27	26	55	55	55	1	0	0	0
Chikkaballapura	DH	1	0	275	275	275	1	0	0	0
	SDH	1	0	131	131	131	1	0	0	0
	CHC									
	PHC	7	6	46	46	46	1	0	0	0
	HSC	27	26	55	55	55	1	0	0	0

Standard Report → Facility Master report

shows the Health Facility Master data of the Facility (in this case, it's an Ajjavara HSC).

Standard Report → Reporting Summary

shows whether the HSC user had submitted / not submitted the selected data entry form for the months of the selected financial year. 'Y' indicates that the data entry form was submitted for that month.

- On clicking the 'Y', one will see the following page with various Categories of data elements as buttons. On clicking the button, one can get the data for the data elements of that category for the selected month.

- Here, "Maternal Health" button has been clicked, so report is showing the data for the data elements of "Maternal Health" for the selected month (June 2019 in this case) for the HSC. One can click on 'Previous' button to go to previous Category of data elements and can click on 'Continue' button to go to the Next Category of data elements.

View Map menu

View map → Search Facility

helps to locate different health facilities on map. One can click on the spot of the health facility to get more details of the selected health facility like Health Workforce Details etc.
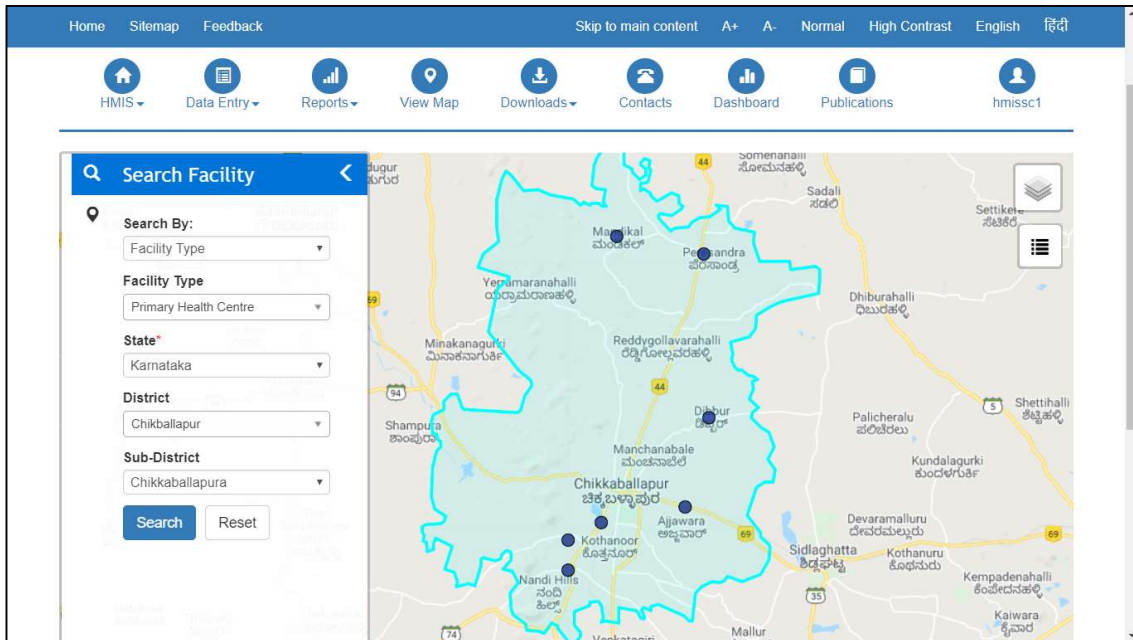

View Map → Reporting Status

helps to locate the facilities which have reported for the selected month for the selected district / sub district for the selected category of the data elements ['Maternal Health' in the following example]
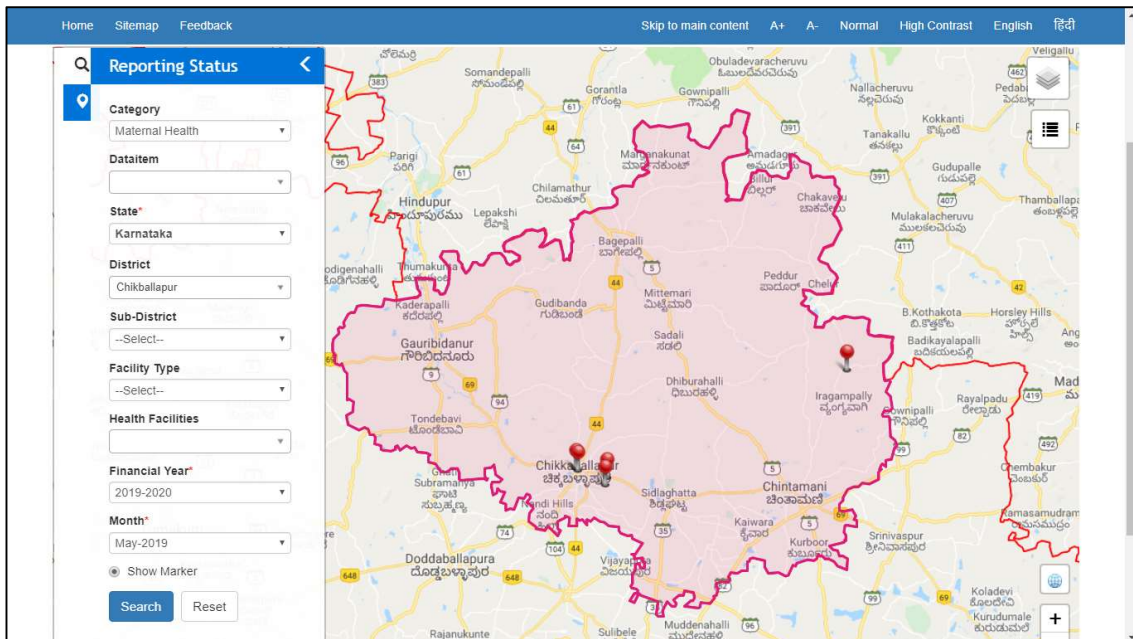
Downloads, Contacts and Publication menus

- Downloads menu has various guidelines / SOPs / Methodology for Health Facility grading or District Hospital ranking etc.
- Contact menu has the Name, Designation and Contact details of the personnel at department of Statistics at Ministry of Health and Family Welfare (MoHFW).
- Publications will have various material published by the Statistics department of MoHFW every now and then.
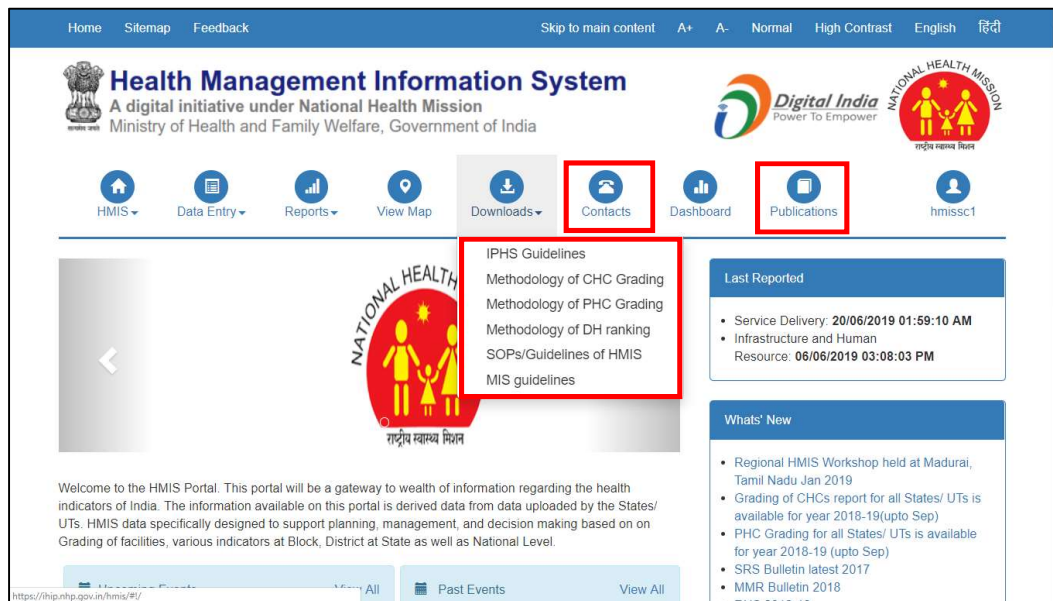

Dashboard menu

basically shows comparison for the chosen time periods in the form of Bar Chart and Line Chart of selected indicators of the chosen categories under Standard Indicators & Advanced Indicators. One can take a print of the charts or download the charts in a pdf by clicking on 'Print' button.
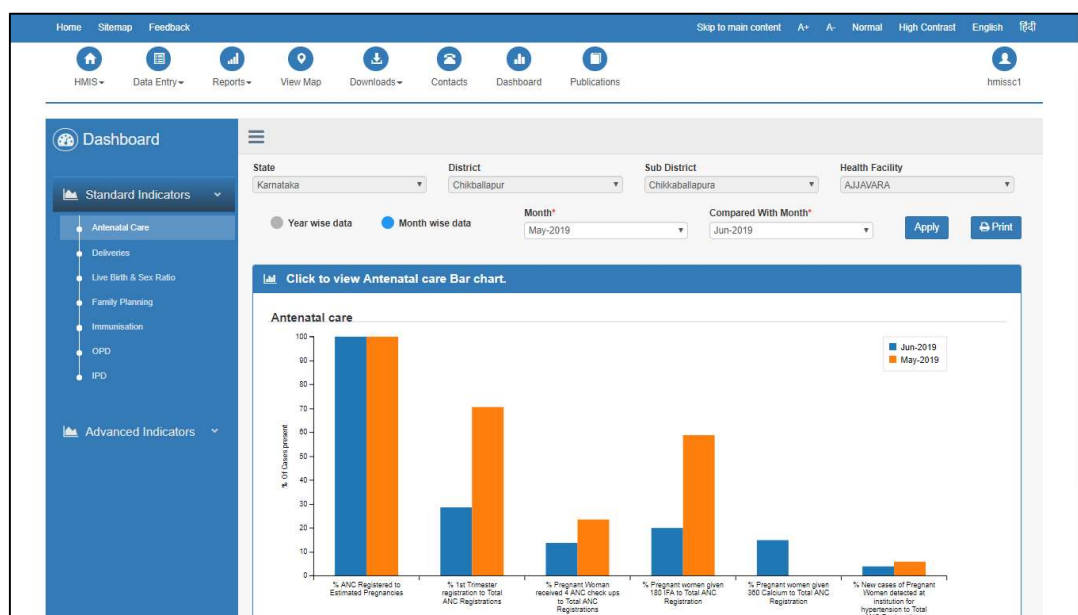
User Profile menu

This menu has various sub menus like My Profile, View Facility Information, Update Facility Details, Change Password and Logout.

- On **My Profile** page, the user can update his or her profile [this is the 1ˢᵗ thing that the user needs to do on very first log in].
- **View Facility Information** will allow the user to see basic details of the Health Facility account of which the user is handling.
- With '**Change Password**', user can change the password to log in this web portal.
- By clicking '**Logout**', user will come of the user account of his or her facility.
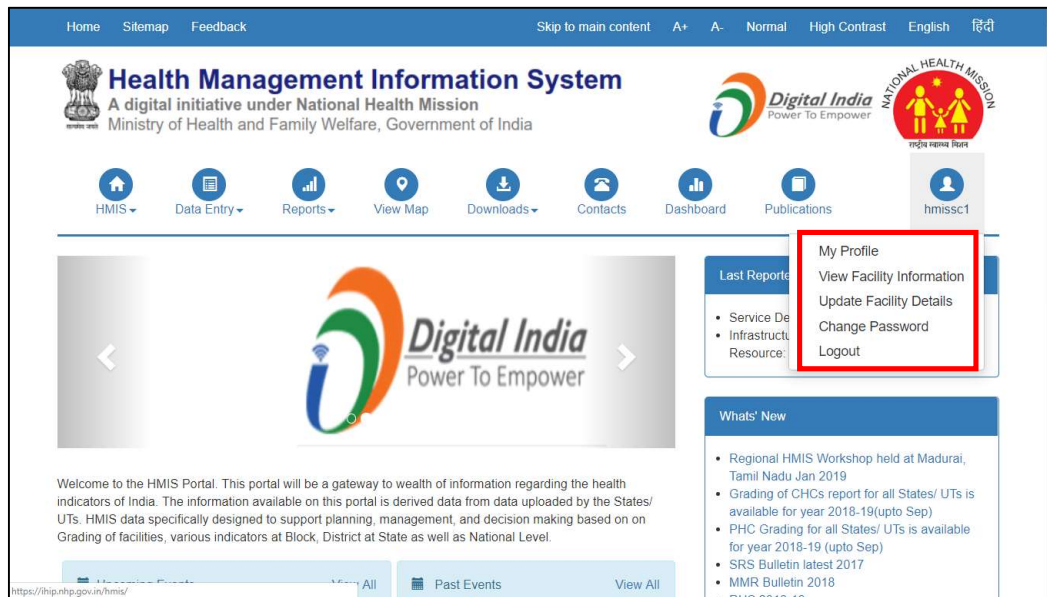
Update Facility Details → Actions → Edit Facility Details

will allow the user to update some of data of the facility specifically Address, Officer Incharge name and contact details.

- If the user finds anything incorrect in terms of facility details, then the user needs to report to district admin as the user doesn't have access to edit the health facility master data; only district admin can request to edit the health facility data to state admin for approval.
- User also needs to cross check "Villages covered" after first log in; if the data field is empty or contains incorrect villages selected in that data element, then user need to report to district admin as the user can't edit this mapping but district admin has complete authorization of editing the HSC to Villages mapping.

- The user can also Validate and update the location of the facility on map by clicking '**Validate Location in The Map**'