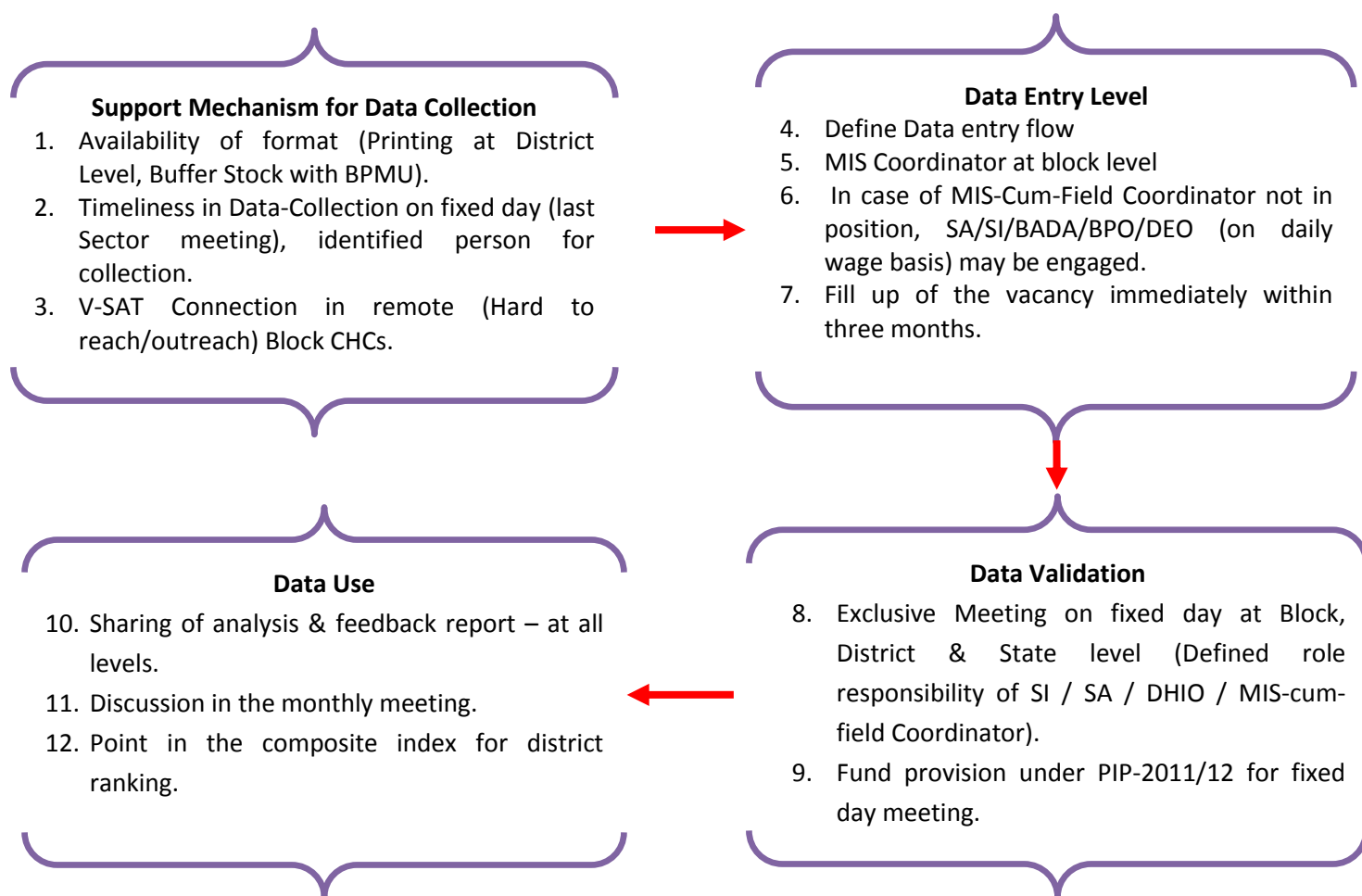


# Plan of Implementation to Strengthen HMIS Reporting System

## The Process



### A. Support Mechanism for Data Collection

Sl. No.	Activity	Person Responsible	Time
<b>A.1 Availability of updated HMIS Formats:</b>			
A.1.1	Printing of the updated HMIS reporting formats for all reporting units in 6 months interval. Calculation of requirement: Total Reporting Unit X 1 + 10% of total Requirement for 6 months	DHIO	March & September
A.1.2	Ensuring availability of formats at all reporting units. (Assessment to be done on regular basis at Monthly review meeting)  <b><i>A buffer stock of 10% of the total requirement will be kept at DPMSU &amp; BPMSU for urgent requirement in case of lost, wastage, etc.</i></b>	DHIO – District to SDH, PPC, Health Block  BPO – Health Block to PHC-N, AH/OH, Pvt. Hosp. and SC	April & October

## A.2 HMIS Data reporting flow

Sl. No.	Level	Who will prepare	Whom to submit	When to submit
A.2.1	Sub center	MPHW – Female	MPHS M/F or whoever is assigned by Sector MO	Last Saturday
A.2.2	PHC – New	Pharmacist, in absence of pharmacist - AYUSH MO	SA/SI at Block, In absence of SA/SI to the BPO	5 <sup>th</sup> of every month
A.2.3	Area Hospital / Other Hospital	Pharmacist, in absence of pharmacist - AYUSH MO	SA/SI at Block, In absence of SA/SI to the BPO	5 <sup>th</sup> of every month
A.2.4	Block CHC	Pharmacist, in absence of pharmacist - AYUSH MO	SA/SI at Block, In absence of SA/SI to the BPO	5 <sup>th</sup> of every month
A.2.5	SDH	Programme Manager, in absence of Programme Manager, Accountant		5 <sup>th</sup> of every month
A.2.6	PPC	Headquarter LHV	SI at district, in absence DHIO	5 <sup>th</sup> of every month
A.2.7	DHH	Hospital Accountant	SI at district, in absence DHIO	5 <sup>th</sup> of every month

## B. Data Entry Level

Sl. No.	Activity	Person Responsible	Time
<b>Online Data entry in DHIS Odisha Server</b>			
B.1	<b>Block &amp; Sub block level:</b> Ensuring Online / Offline data entry of all reporting units at Health Block level (SC, PHC-N, AH/OH, Accredited Pvt. Hospitals if any & Pvt. Hospitals).	MIS-Cum-Field Coordinator	Latest by 10 <sup>th</sup> of every month
B.2	<b>District Level:</b> Ensuring Online Data entry of all reporting units (DHH, PPC & all accredited pvt. / registered institutions)	Data Entry: DEO/ICA/MIS Coordinator (District Level) Ensuring Data entry: DHIO/ICA	Latest by 10 <sup>th</sup> of every month
<b>Additional provision for online data entry:</b>			
<ol style="list-style-type: none"> <li>In case of MIS Coordinator not in position at Block level, <ol style="list-style-type: none"> <li>1<sup>st</sup> preference: SA (on incentive basis of Rs. 50/- per SC per month)</li> <li>2<sup>nd</sup> preference: BADA (on incentive basis of Rs. 50/- per SC per month)</li> <li>3<sup>rd</sup> preference: BPO (on incentive basis of Rs. 50/- per SC per month)</li> <li>4<sup>th</sup> preference: DEO on daily wage basis (Rs. 136.15/- per SC per month)</li> </ol> </li> <li>The additional provision for online data entry is permissible maximum for 3 months.</li> </ol>			

## C. Data Validation

Sl. No.	Activity	Person Responsible	Time
<b>Data validation at different level</b>			
C.1	<b>Sector</b>	MPHS M/F (Person in charge at Sector level). MPHS M/F will certify SC Report that has been validated by him/her with a signature	On the spot during report collection on last Saturday
C.2	<b>Health Block:</b> <b>Fixed day validation meeting –</b> <ul style="list-style-type: none"> <li>Validation of HMIS report</li> <li>Feedback by MO I/C &amp; SA</li> <li>Correction in consultation with concerned MPHWS - Female</li> </ul>	MIS-Cum-Field Coordinator along with the HMIS committee at District level. The monthly block consolidated HMIS report must be signed by the MO I/C & BPO. One copy will be kept at Block level and another to District office. <b>*Details regarding the Committee at Annexure - 1</b>	Between 6 <sup>th</sup> to 8 <sup>th</sup> of every month
C.4	<b>District:</b> <b>Fixed day validation meeting –</b> <ul style="list-style-type: none"> <li>Fixed day meeting of HMIS committee along with MIS-Cum-Field Coordinator &amp; SAs from block level.</li> <li>Run validation in DHIS-Odisha application by DHIO</li> <li>Feedback by ADMO (FW) / SI</li> <li>Correction in consultation with concerned MPHWS – Female by respective MIS Coordinator.</li> <li>Validation &amp; certification of the HMIS data.</li> </ul>	District HMIS Committee <b>*Details regarding the Committee at Annexure - 2</b>	10 <sup>th</sup> to 14 <sup>th</sup> of every month
C.5	<b>State:</b> <b>Fixed day validation meeting –</b> State HMIS validation committee meeting to be held under the chairmanship of DFW, Odisha.	State HMIS Committee <b>*Details regarding the Committee at Annexure - 3</b>	18 <sup>th</sup> of every month

## D. Use of Data

### D.1 Sharing of Feedback report

Sl. No.	Activity/Task	Person Responsible	Time
D.1.1	Preparation of District wise feedback report on HMIS. Sending Feedback report to all Districts (Collector & CDMO)	M&E Cell, NRHM in coordination with State HMIS committee	20 <sup>th</sup> of every month
D.1.2	Preparation of feedback report on HMIS for all Health Blocks and send in the signature of CDMO	DHIO	20 <sup>th</sup> of every month

### D.2 Sharing of Analysis report

Sl. No.	Activity	Person Responsible	Time
D.2.1	Preparation of all reporting unit wise analysis report and submission to MO I/C (MO I/C to discuss in Monthly meeting)	MIS-Cum-Field Coordinator	16 <sup>th</sup> of every month
D.2.2	Preparation of Block wise analysis report and submission to ADMO (FW & Imm.) & CDMO to review performance during monthly review meeting	DHIO	16 <sup>th</sup> of every month
D.2.3	Preparation of State Analysis report and submit to all State level Programme Officials	M&E Cell, NRHM	20 <sup>th</sup> of every month

**Analysis of data quality:** M&E cell, NRHM

**Demographic pattern:** D&E Cell, DFW (O), Orissa

2/1. 06/06/14

## Block HMIS Committee

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### Role

The Block HMIS Committee will ensure smooth implementation of HMIS.

1. Availability of HMIS Reporting format
2. Timely data entry in HMIS application
3. Ensuring quality data by validating at Sector (first part of HMIS report collection) & Block level with specific focus on "Identification & resolution of Data Outliers" within reporting period.
4. Monitoring complete reporting by all reporting units
5. Resolve issue related to HMIS implementation
6. Feedback on data quality
7. Communicate the date of meeting to ADMO (FW & Imm.)
8. Submission of the duly signed copy of the "Block Consolidation Report" generated from HMIS application

### Members:

1. Medical Officer I/C - Chairman
2. Statistical Assistant – Member Convener
3. VS Clerk
4. Block Public Health Educator
5. Headquarter LHV
6. Block Programme Organiser/Block Accountant-cum-Data Assistant
7. MIS-Cum-Field Coordinator

### Frequency of meeting:

Monthly once - between 6<sup>th</sup> to 8<sup>th</sup> of every month

## District HMIS Committee

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### Role

The District HMIS Committee will ensure smooth implementation of HMIS.

1. Printing & Availability of HMIS Reporting format
2. Timely data entry in HMIS application
3. Monitoring complete reporting by all reporting units
4. Ensuring complete data upload between 10<sup>th</sup> – 15<sup>th</sup> of every month
5. Ensuring holding Block level HMIS Committee meeting in every month
6. Attending the Block level HMIS Committee meeting.
7. Resolve issue related to HMIS implementation
8. Feedback on data quality to all Block HMIS Committee on Identified Outliers

### Members:

1. ADMO (FW & Imm.) - Chairman
2. SA / SI – Member Convener
3. VS Clerk
4. Headquarter LHV
5. District Programme Manager
6. DHIO
7. Immunisation Computer Assistant

### Frequency of meeting:

Monthly once - between 6<sup>th</sup> to 8<sup>th</sup> of every month

## State HMIS Committee

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### Role

The State HMIS Committee will ensure smooth implementation of HMIS.

1. Provide prototypes of HMIS reporting formats as & when required
2. Monitor timely data entry by districts in HMIS application between 5<sup>th</sup> to 10<sup>th</sup> of every month
3. Monitor complete data upload by Districts between 10<sup>th</sup> – 15<sup>th</sup> of every month
4. Attend District & block level HMIS committee meeting
5. Visit at least 5 districts per month to monitor data quality
6. Resolve issues related to HMIS implementation
7. Feedback on data quality to all District HMIS Committee on Identified Outliers

### Members:

1. Director, Family Welfare – Chairman
2. Deputy Director, Demography, DFW, Odisha – Member Convener
3. Representative from Regional Director, GoI - Member
4. Representative from PRC, Odisha - Member
5. All SA / SI, State Demography Cell – Member
6. Consultant M&E, NRHM - Member
7. All SDO, NRHM - Member
8. Two selected DHIO from Districts (Randomly Selected) - Member

### Frequency of meeting:

Monthly once – 18<sup>th</sup> of every month