Plan of Implementation to Strengthen HMIS Reporting System

The Process

Support Mechanism for Data Collection

1. Availability of format (Printing at District Level, Buffer Stock with BPMU).
2. Timeliness in Data Collection on fixed day (last Sector meeting), identified person for collection.
3. V-SAT Connection in remote (Hard to reach/outreach) Block CHCs.

Data Entry Level

4. Define Data entry flow
5. MIS Coordinator at block level
6. In case of MIS-Cum-Field Coordinator not in position, SA/SI/BADA/BPO/DEO (on daily wage basis) may be engaged.
7. Fill up of the vacancy immediately within three months.

Data Use

10. Sharing of analysis & feedback report – at all levels.
11. Discussion in the monthly meeting.
12. Point in the composite index for district ranking.

Data Validation

8. Exclusive Meeting on fixed day at Block, District & State level (Defined role responsibility of SI / SA / DHIO / MIS-cum-field Coordinator).
9. Fund provision under PIP-2011/12 for fixed day meeting.

A. Support Mechanism for Data Collection

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Activity</th>
<th>Person Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.1</td>
<td>Availability of updated HMIS Formats:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A.1.1</td>
<td>Printing of the updated HMIS reporting formats for all reporting units in 6 months interval. Calculation of requirement: Total Reporting Unit × 1 + 10% of total Requirement for 6 months</td>
<td>DHIO</td>
<td>March &amp; September</td>
</tr>
<tr>
<td>A.1.2</td>
<td>Ensuring availability of formats at all reporting units. (Assessment to be done on regular basis at Monthly review meeting) A <strong>buffer stock of 10% of the total requirement will be kept at DPMSU &amp; BPMSU for urgent requirement in case of lost, wastage, etc.</strong></td>
<td>DHIO – District to SDH, PPC, Health Block BPO – Health Block to PHC-N, AH/OH, Pvt. Hosp. and SC</td>
<td>April &amp; October</td>
</tr>
</tbody>
</table>
A.2 HMIS Data reporting flow

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

B. Data Entry Level

<table>
<thead>
<tr>
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<th>Person Responsible</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.1</td>
<td><strong>Block &amp; Sub block level:</strong> Ensuring Online / Offline data entry of all reporting units at Health Block level (SC, PHC-N, AH/OH, Accredited Pvt. Hospitals if any &amp; Pvt. Hospitals).</td>
<td>MIS-Cum-Field Coordinator</td>
<td>Latest by 10th of every month</td>
</tr>
<tr>
<td>B.2</td>
<td><strong>District Level:</strong> Ensuring Online Data entry of all reporting units (DHH, PPC &amp; all accredited pvt. / registered institutions)</td>
<td>Data Entry: DEO/ICA/MIS Coordinator (District Level) Ensuring Data entry: DHIO/ICA</td>
<td>Latest by 10th of every month</td>
</tr>
</tbody>
</table>

Additional provision for online data entry:

1. In case of MIS Coordinator not in position at Block level,
   1st preference: SA (on incentive basis of Rs. 50/- per SC per month)
   2nd preference: BADA (on incentive basis of Rs. 50/- per SC per month)
   3rd preference: BPO (on incentive basis of Rs. 50/- per SC per month)
   4th preference: DEO on daily wage basis (Rs. 136.15/- per SC per month)

2. The additional provision for online data entry is permissible maximum for 3 months.

C. Data Validation
## Data validation at different level

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>C.1</td>
<td>Sector</td>
<td>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</td>
<td>On the spot during report collection on last Saturday</td>
</tr>
</tbody>
</table>
| C.2     | Health Block: Fixed day validation meeting –  
- Validation of HMIS report  
- Feedback by MO I/C & SA  
- Correction in consultation with concerned MPHW - Female | 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. 
*Details regarding the Committee at Annexure - 1 | Between 6th to 8th of every month |
| C.4     | District: Fixed day validation meeting –  
- Fixed day meeting of HMIS committee along with MIS-Cum-Field Coordinator & SAs from block level.  
- Run validation in DHIS-Odisha application by DHIO  
- Feedback by ADMO (FW) / SI  
- Correction in consultation with concerned MPHW – Female by respective MIS Coordinator.  
- Validation & certification of the HMIS data. | District HMIS Committee 
*Details regarding the Committee at Annexure - 2 | 10th to 14th of every month |
| C.5     | State: Fixed day validation meeting –  
State HMIS validation committee meeting to be held under the chairmanship of DFW, Odisha. | State HMIS Committee 
*Details regarding the Committee at Annexure - 3 | 18th of every month |

## D. Use of Data

### D.1 Sharing of Feedback report

<table>
<thead>
<tr>
<th>Sl. No.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>D.1.1</td>
<td>Preparation of District wise feedback report on HMIS. Sending Feedback report to all Districts (Collector &amp; CDMO)</td>
<td>M&amp;E Cell, NRHM in coordination with State HMIS committee</td>
<td>20th of every month</td>
</tr>
<tr>
<td>D.1.2</td>
<td>Preparation of feedback report on HMIS for all Health Blocks and send in the signature of CDMO</td>
<td>DHIO</td>
<td>20th of every month</td>
</tr>
</tbody>
</table>

### D.2 Sharing of Analysis report

<table>
<thead>
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<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.2.1</td>
<td>Preparation of all reporting unit wise analysis report and submission to MO I/C (MO I/C to sicuss in Monthly meeting)</td>
<td>MIS-Cum-Field Coordinator</td>
<td>16th of every month</td>
</tr>
<tr>
<td>D.2.2</td>
<td>Preparation of Block wise analysis report and submission to ADMO (FW &amp; Imm.) &amp; CDMO to review performance during monthly review meeting</td>
<td>DHIO</td>
<td>16th of every month</td>
</tr>
<tr>
<td>D.2.3</td>
<td>Preparation of State Analysis report and submit to all State level Porgramme Officials</td>
<td>M&amp;E Cell, NRHM</td>
<td>20th of every month</td>
</tr>
</tbody>
</table>

**Analysis of data quality:** M&E cell, NRHM  
**Demographic pattern:** D&E Cell, DFW (O), Orissa
Block HMIS Committee

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 port 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 6th to 8th of every month
District HMIS Committee

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 10th – 15th 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 6th to 8th of every month
**State HMIS Committee**

**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 5th to 10th of every month
3. Monitor complete data upload by Districts between 10th – 15th 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 – 18th of every month