Data-Informed Platform for Health

Web

User manual

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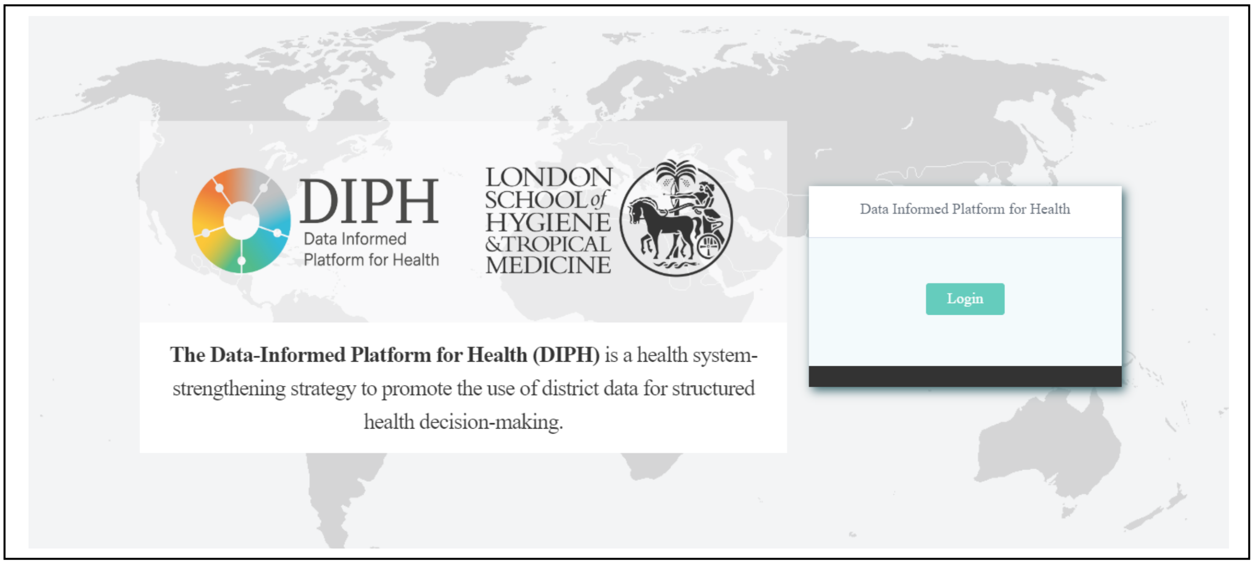
1.1- User login Process:

Click on the login button for start login process.



1.2- Select Country and Region:

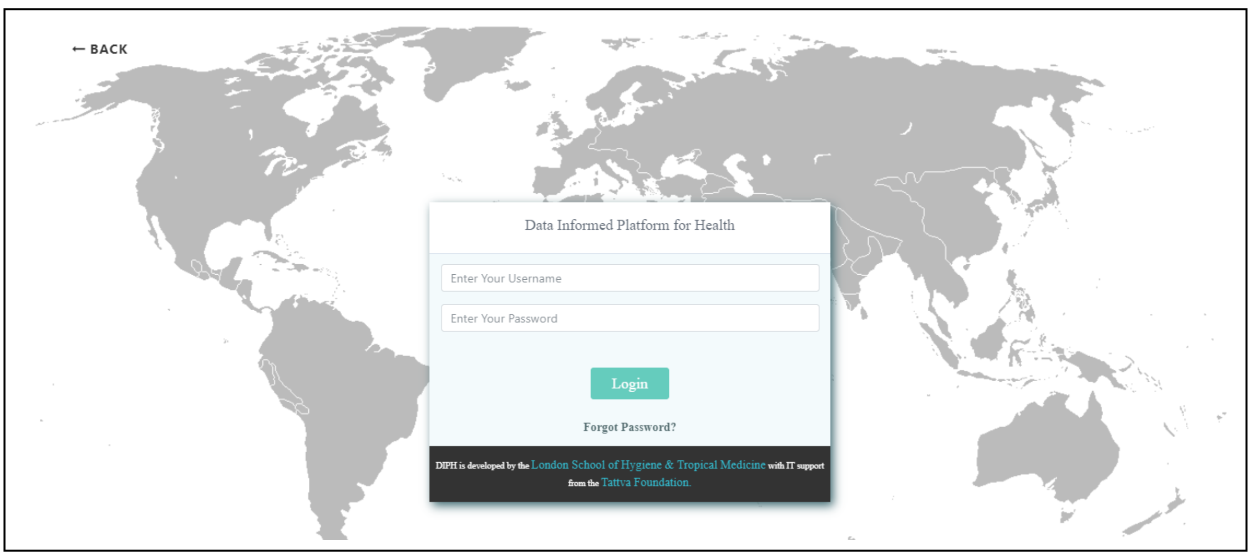
Using the dropdown options and select your 'Country' or 'Province' then click on the Submit button.

1.3- Select Zone/Province, District, Cycle and Year:

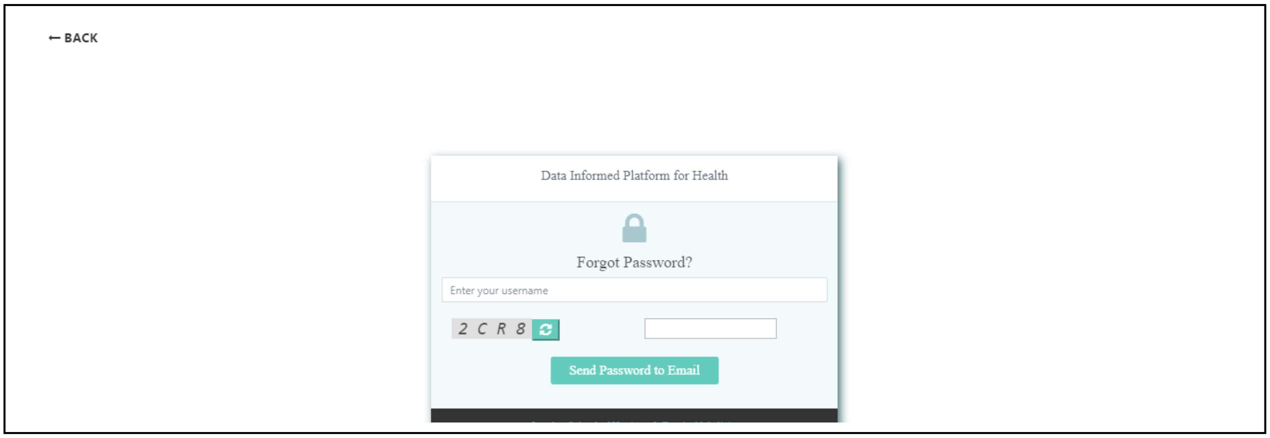
Using the dropdown options and select your 'Zone, District, Cycle and Year' then click the Submit button to go to next page and click the back button to go to previous page.

1.4 Username and Password:

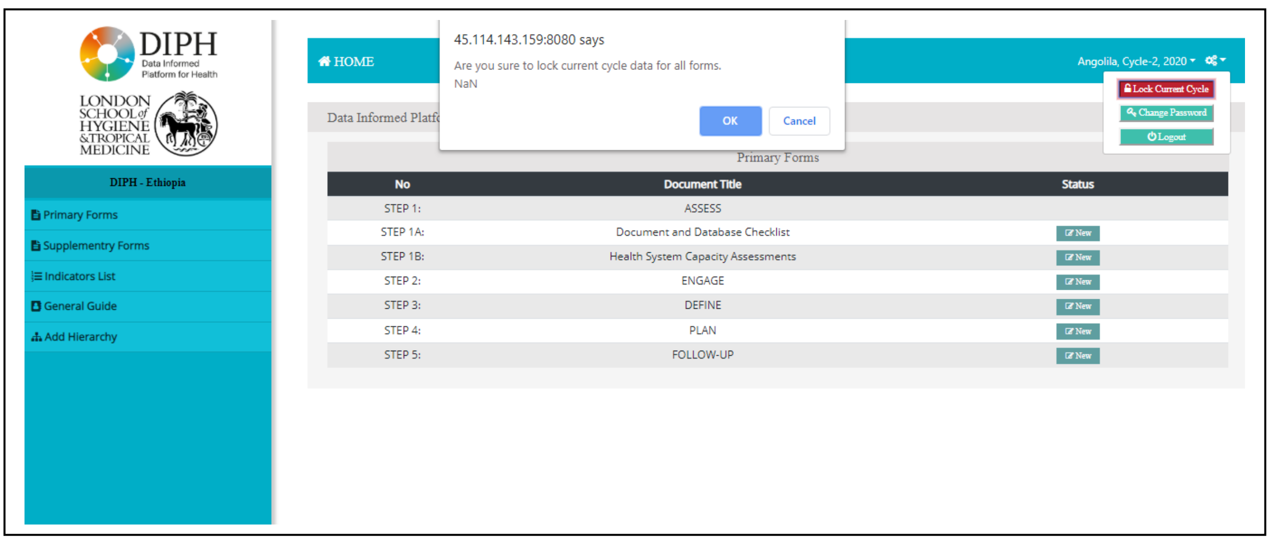
Enter the username and password then click the Login button for login and click the Back button to go to previous page.



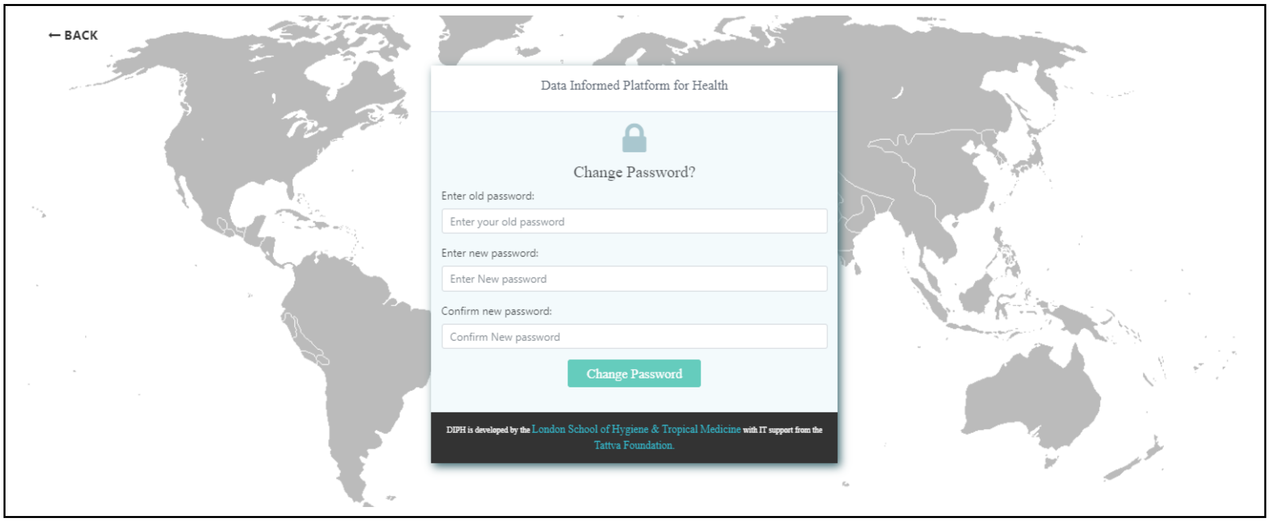
1.5 Forget Password: This feature will take username from the user and will send an email with password to the registered e-mail id. The e-mail id used will be the same as entered while registering a new user from user creation feature of DIPH.



2. **Lock Current cycle:** This option is displayed once we have click on the settings menu icon (displayed on the upper right corner home page, after user has logged in). this option will be disabled by default. And it will be activated after all the primary and secondary forms are filled. Clicking on this option/sub menu will lock all the form for the current cycle that is edit and delete link for all the form will be hidden and only view link be enable by default. The lock can be only unlocked/ removed by administrator for current cycle.



3. **Change Password:** If user wants to change his current password then option will take the new and old password from the user and change his password in database.



4. **Logout:** If user wants to logout from the website click on the logout sub menu displayed on upper right corner

5. **Home:**

   After the selection of respective District, Cycle and Year, the first page will be for 'Primary forms'. In this interface, we are using four basic functionalities; i.e. NEW, VIEW, EDIT and Delete.

NEW: This button will be active if the respective form has not been filled yet. The official can click on this and start entering the records as desired, but after completing the form it is important to click on SUBMIT button to save the data on server. After filling the form, you can see the next three functionalities VIEW. EDIT and DELETE.

EDIT: If the officials want to change the entered/submitted data, then they can use this functionality.

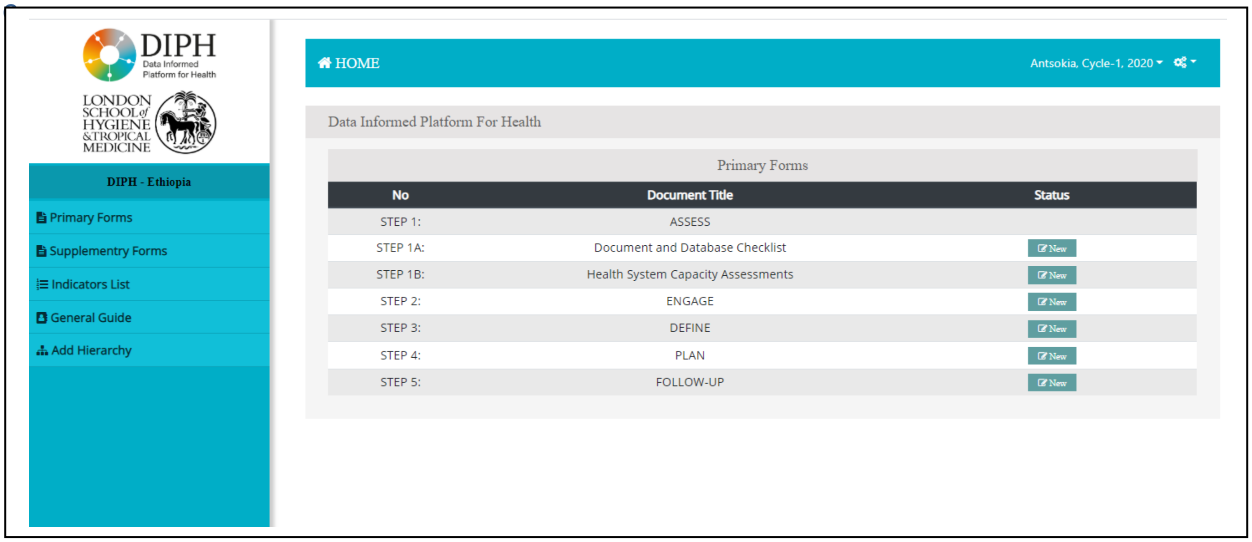
VIEW: This functionality will give you access to view the submitted records only.

DELETE: Delete button will be activated once current form is filled. If the user fills the immediate next form, the delete button of the previous will be hidden. Same process goes on until the last form is filled. Now, users cannot delete the previous form, so user has to delete from the last form first and then the previous dependent forms.

SIDE PANAL: The side panel will help you to navigate between Primary Forms, Supplementary Forms, General Guide, Add Hierarchy, and Indicators List

Primary forms: This page consists of Step 1A, Step1B, Step2, Step3, Step4 and Step 5.

Supplementary forms: This will give you access to only Step 1



6.1 Primary Forms - STEP 1

(FORM - 1 PART A: (DOCUMENT AND DATABASE CHECKLIST)

This checklist will help to identify the relevant documents and data forms required for situation assessment of a DIPH cycle, this needs to be filled in detail at the first DIPH cycle of any district. In the subsequent cycles, this checklist requires only updating based on the selected theme of the cycle.

Form Header: User should first fill & select the Date of the meeting, Venue of the meeting and Chairperson of the meeting in the form header part.

This form has 3 heads

1- **Policy and Planning documents**:
The head captures information under Policy and 'Planning documents' head-
User should fill the State and district level policy and planning documents. It includes specific health plans and policy documents under the document column.
Use the dropdown options and select whether this document is available or not under 'Availability' column.
If document availability is yes, then fill the web address in the Source column.
Click the button to add additional rows and click the button to delete the added row.

2- **Management and Services Provision:**

The head captures information under 'Management and Services Provision' head-

User should fill the Health department, Non-health department and Private sector information under the document column.

Use the dropdown options and select whether this document is available or not under 'Availability' column.

If document availability is yes, then fill the web address in the Source column.

3- **3: Large Scale District Level Surveys:**

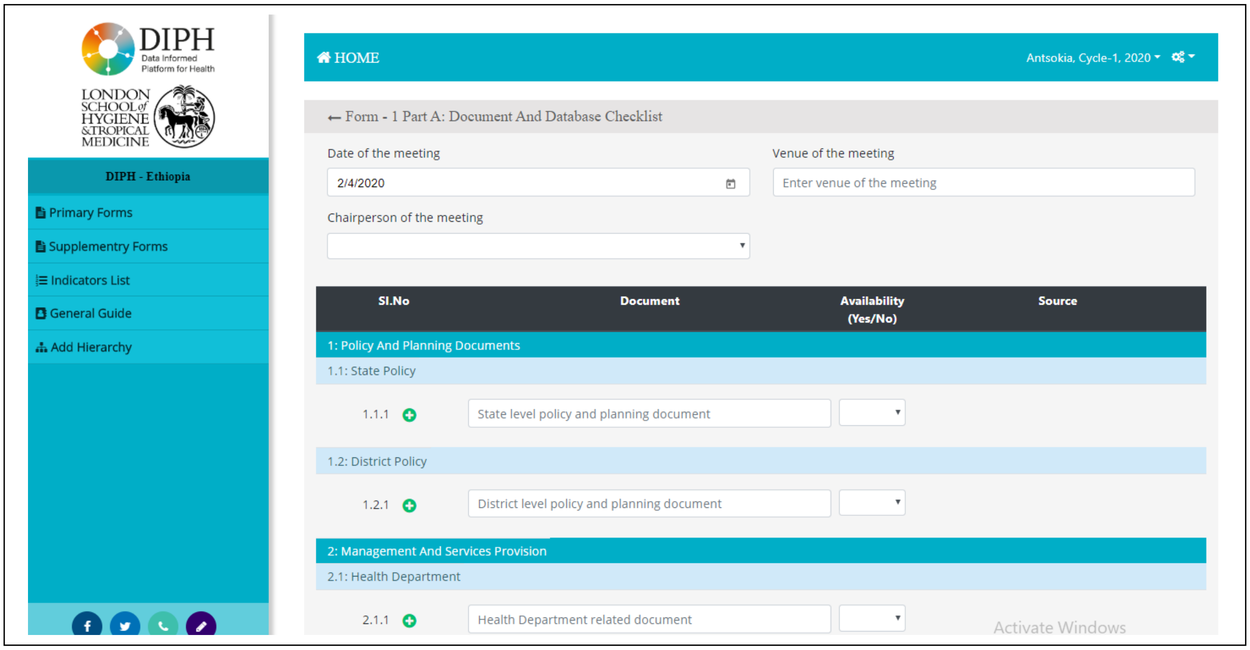
The head captures information under 'Large-scale district level surveys' head-

User should fill the Surveys such as district level household and facility surveys information under the document column.

Use the dropdown options and select whether this document is available or not under 'Availability' column.

If document availability is yes, then fill the web address in the Source column.

After filling the form, click on 'Save' button to save the data and click on 'Cancel' button to cancel.



6.2 Primary Forms - STEP 1

FORM - 1 PART B: (HEALTH SYSTEM CAPACITY ASSESSMENTS)

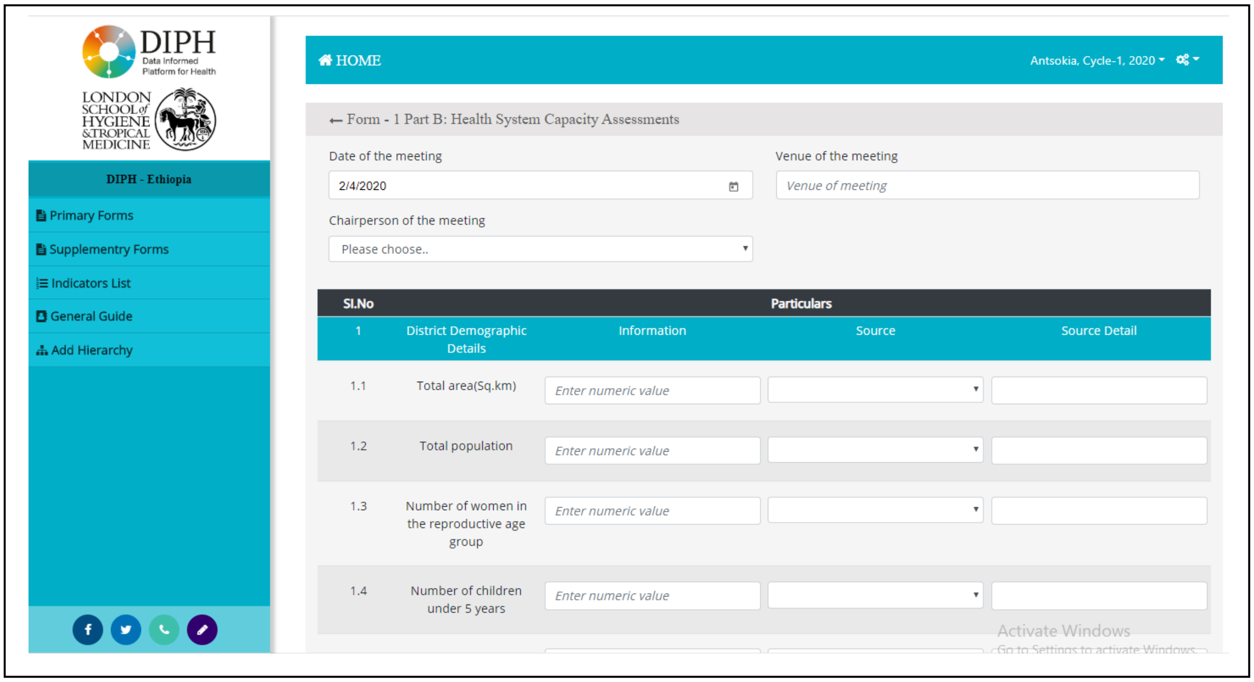
Note-User will be able to fill the form 1 part B after filling form 1 part A,because both Form 1 Part A and B are interconnected.

This form holds demographic characteristics, coverage indicators and assessment of health system capacity in terms of infrastructure, general resources (supplies, finance and technology) and human resources (skill level and availability of personnel)

Form Header: User should first fill & select the Date of the meeting, Venue of the meeting and Chairperson of the meeting in the form header part.

This form has 3 heads

1. **Particulars (District Demographic Details):**
   In the district demographic details user will fill the details (In numeric value) like total area (sq. km), total population, number of women in reproductive age group, number of children below 5 years, rural population (%), Scheduled Caste Population (%), Scheduled Tribe Population (%), Population Density (Persons / km), Total Literacy (%), Female Literacy (%) under Information column.
   In the Source column the user can select the same source in the dropdown as was filled in the form -1 Part A document.
   In the Source details column user will fill the latest reference from where the information is collected; provide web link if available.
   In the Particulars sub-head (Key NGOs) user will fill the name of the NGO and the details of their contract.
   In the next sub head (Key private stakeholders) user will fill the name of the stakeholder and details of their contract.



2. **WHO Health System Blocks:**

Theme: In this head, the user should fill the name of theme.

Coverage Indicators: In the Source column the user can select multiple coverage indicators If the user wants to create a new Indictor to click on the Create Indicator Toggle Icon. User fill the new Indicator form then click on the Create New Indicator button for create and click on the Cancel button for cancel.

as per requirement.

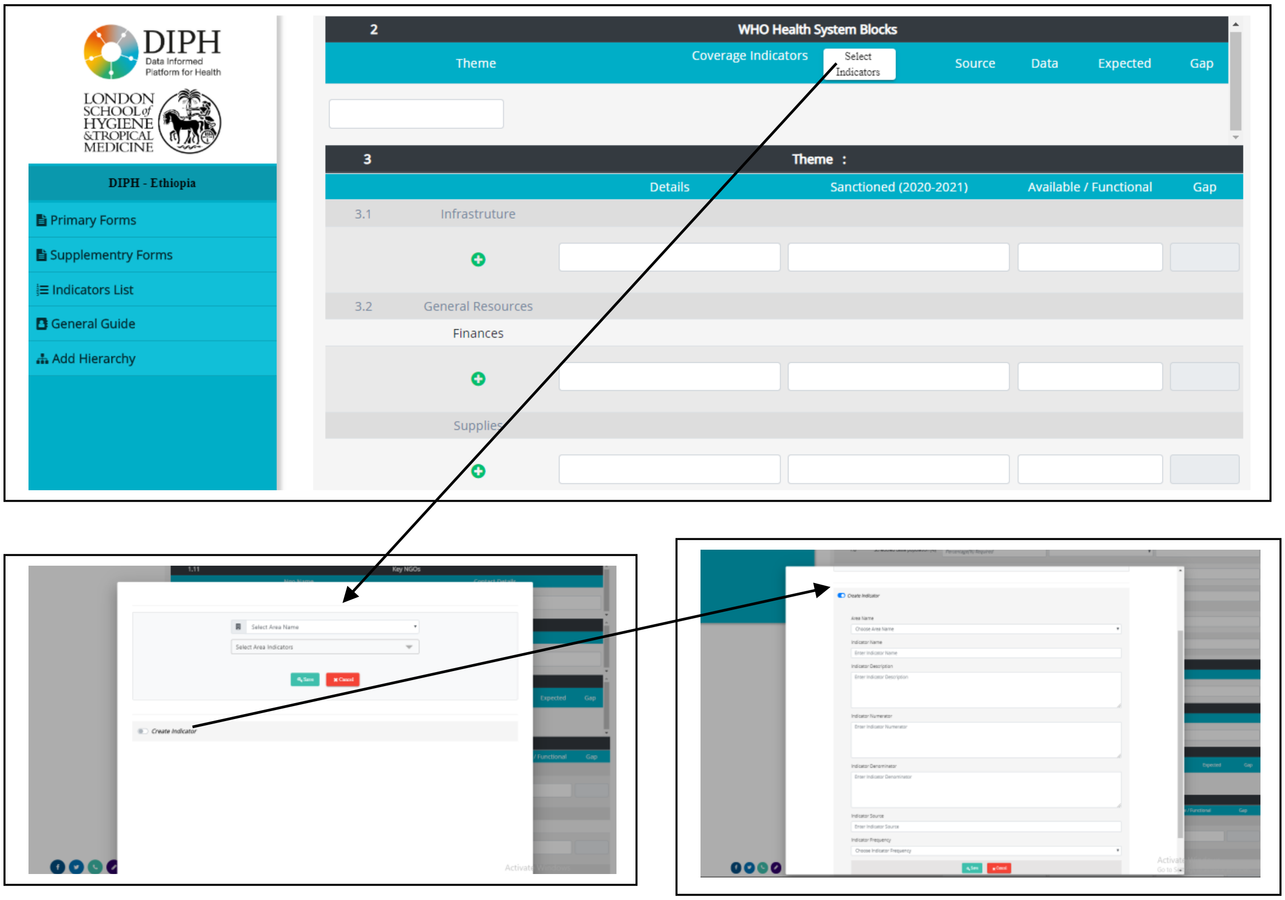
Source: user can select the same source in the dropdown as was filled in the form -1 Part A document.

After selecting the coverage indicator the next columns will be active.

Data: In the data column the user will fill the coverage indicator related data.

Expected: User will fill the expected value coverage on the selected indicator as per official documents**.**

Gap: This is auto generated, which shows the difference between those data and expected value.



3. Theme:

In this head, the user should fill the theme details, Sanctioned, Available / functional and Gap.

Details: in the details column user should fill the Infrastructure, General Resources, Supplies, Technology, Human resources related details.

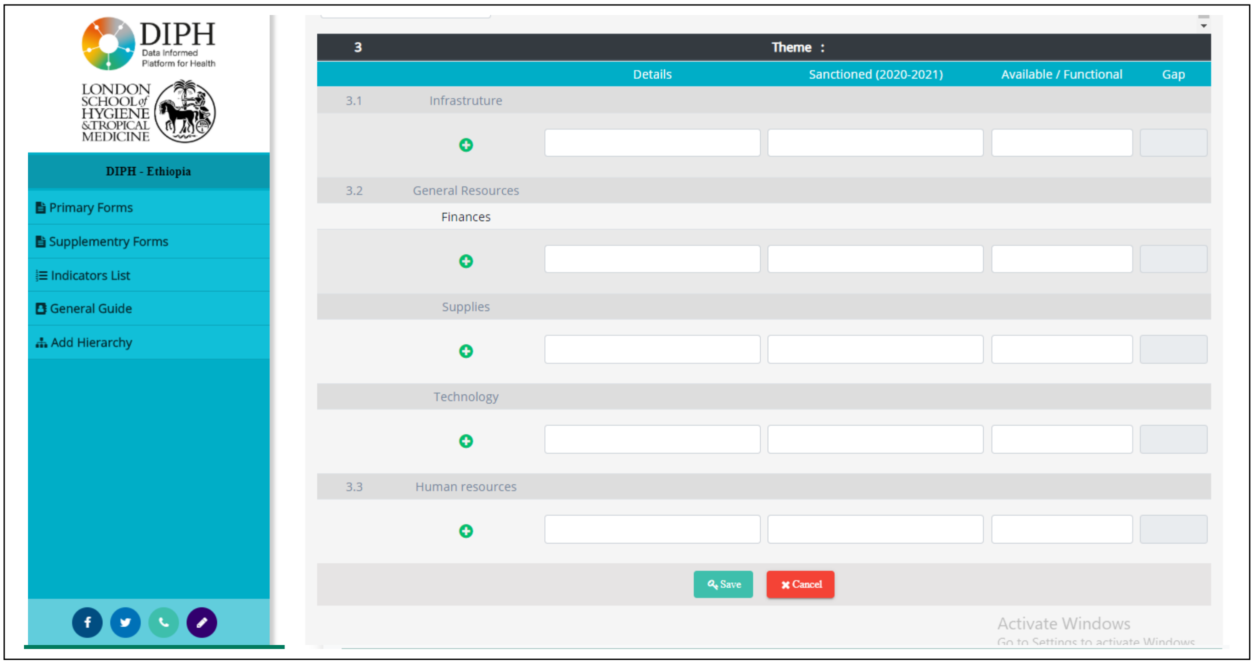
Click the button to add additional rows and click the button to delete the added row.

Sanctioned: In the Sanctioned column the user will fill the Sanctioned value.

Available / functional: User will fill the Available / functional in this column.

Gap: This is auto generated, which shows the difference between those data and expected value.

After filling the form, click on 'Save' button to save the data and click on 'Cancel' button to cancel.



6.3 Primary Forms - STEP 2(FORM II: - ENGAGE)

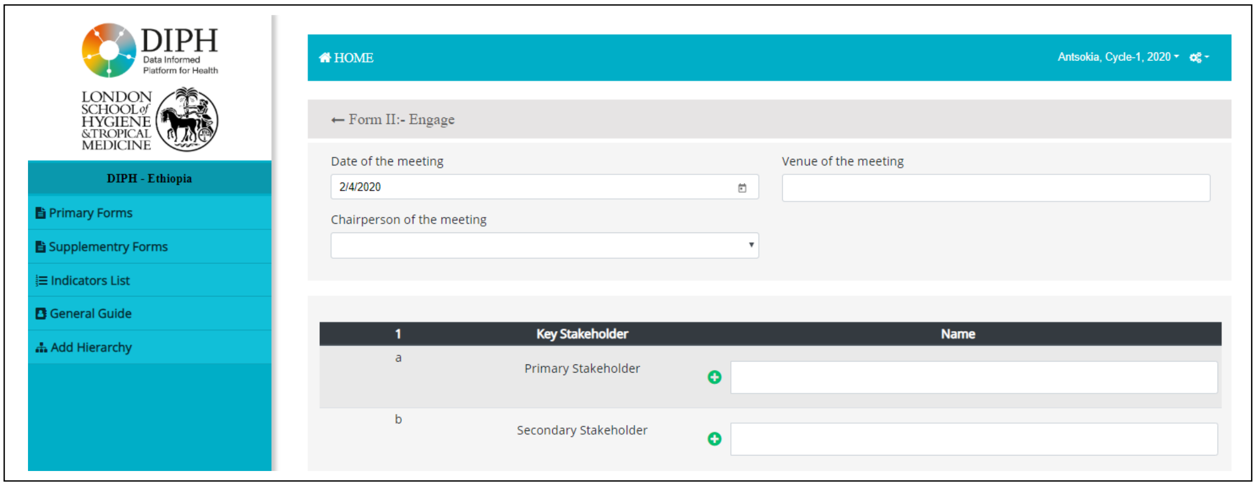
'Engage' is the second step of the DIPH which is documented in form 2. The stakeholders on the identified theme (hereafter referred to as DIPH stakeholders group) are the decision makers for planning service provision.

Form Header: User should first fill & select the Date of the meeting, Venue of the meeting and Chairperson of the meeting in the form header part.

In the first step of the form, the user will fill the primary and secondary Stakeholder name.

Primary Stakeholder: This refers to the main stakeholder department (health, non-health or private –for profit organizations &NGOs) who are responsible for providing direct services within the identified theme**.**

Secondary Stakeholder: This refers to the stakeholder department (health, non-health or private –for profit organizations & NGOs) who are responsible for providing supportive services within the identified theme.



After filling the stakeholders name click the 'Next' button.

Defining primary role (Department-wise): Select from the dropdown list box. All departments and other organization mentioned in the ‘Key Stakeholder’ will come here.

Description: In the description column user will explain the primary role of key stakeholders.

Current Effort to Address the Issue: Select from the dropdown list box. All departments and other organization mentioned in the ‘Key Stakeholder’ will come here.

Description: The on-going activities by the departments to address those problems need to be mentioned here.

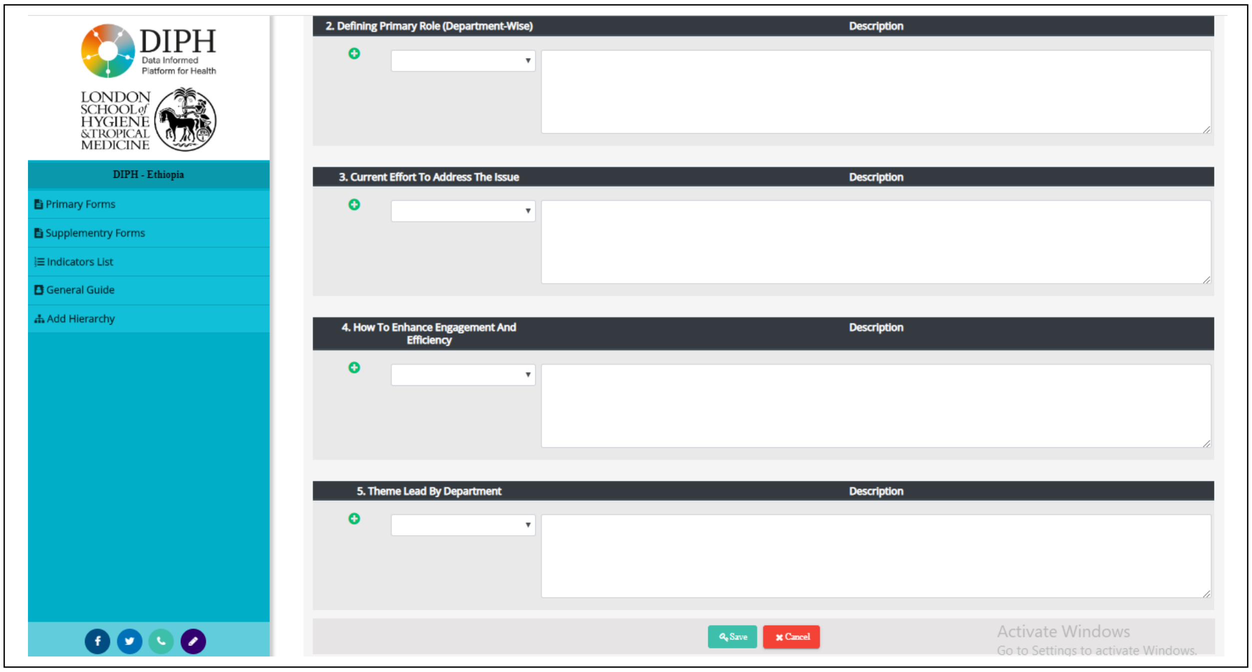
How to Enhance Engagement and Efficiency: Select from the dropdown list box. All departments and other organization mentioned in the ‘Key Stakeholder’ will come here.

Description: Mention how better engagement can be built between Primary and Secondary department.

Theme Lead by Department: Select from the dropdown list box. All departments and other organization mentioned in the ‘Key Stakeholder’ will come here.

Description: One person from each department involved needs to be selected as the main contact person for information on daily theme-specific activities.**Note:** Click the button to add additional rows and click the button to delete the added row.

After filling the form, click on 'Save' button to save the data and click on 'Cancel' button to cancel.



6.4 Primary Forms - STEP 3(Form-III: DEFINE)

The form defines the areas to be improved on and details the possible solutions in terms of service delivery, workforce, supplies and technology, health information, finance and policy/ governance.

Form Header: User should first fill & select the Date of the meeting, Venue of the meeting, Theme Leader of the cycle and Chairperson of the meeting in the form header part.

This form has 6 heads

1. Service Delivery:

Description of Problem from Health System Perspective: In this column user will explain the Problem related to the Health System (Service Delivery).

Possible Solution to Improve: In this column the user will explain possible solution to improve the health system.

Action Required (write in priority order): In this column the user will explain required action the necessary step by step to be taken for improve the health system.

2. **Workforce:**

Description of Problem from Health System Perspective: In this column user will explain the Problem related to the Health System (Workforce).

Possible Solution to Improve: In this column the user will explain possible solution to improve the health system.

Action Required (write in priority order): In this column the user will explain required action the necessary step by step to be taken for improve the health system.

3. **Supplies & Technology:**

Description of Problem from Health System Perspective in this column user will explain the Problem related to the Health System (Supplies & Technology).

Possible Solution to Improve: In this column the user will explain possible solution to improve the health system.

Action Required (write in priority order): In this column the user will explain required action the necessary step by step to be taken for improve the health system.

4. **Health Information:**

Description of Problem from Health System Perspective: In this column user will explain the Problem related to the Health System (Health Information).

Possible Solution to Improve: In this column the user will explain possible solution to improve the health system.

Action Required (write in priority order): In this column the user will explain required action the necessary step by step to be taken for improve the health system.

5. **Finance:**

Description of Problem from Health System Perspective: In this column user will explain the Problem related to the Health System (Finance).

Possible Solution to Improve: In this column the user will explain possible solution to improve the health system.

Action Required (write in priority order): In this column the user will explain required action the necessary step by step to be taken for improve the health system.

6. Policy/Governance:

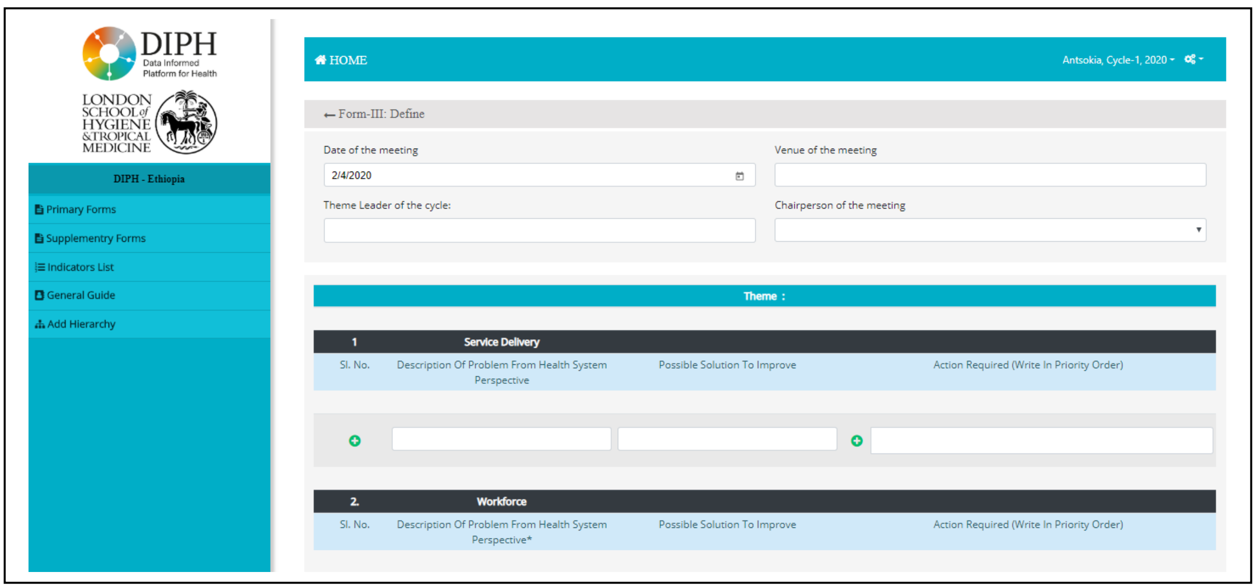
Description of Problem from Health System Perspective: In this column user will explain the Problem related to the Health System (Policy/Governance).

Possible Solution to Improve: In this column the user will explain possible solution to improve the health system.

Action Required (write in priority order): In this column the user will explain required action the necessary step by step to be taken for improve the health system.

Note: Click the button to add additional rows of Health System Perspective and click the button to delete the added row, if the user wants to make additional suggestions, to the 'Action Required' column can click the button and add an additional sub column.

After filling the form, click on 'Save' button to save the data and click on 'Cancel' button to cancel.



6.5 Primary Forms - STEP 4(Form-IV: PLAN)

In this form, the theme-specific actions identified in Form 3 are further split into realistic action-points. The theme leader along with the stakeholders (department-wise) will discuss each action point and assign a person responsible for completion of each action point based on their work mandate in the district. To track the progress of the action points, measurable indicators will be coined for each action point.

Form Header: User should first fill & select the Date of the meeting, Venue of the meeting, Theme Leader of the cycle and Chairperson of the meeting in the form header part.

Action Points: Action points are those mentioned in the form-III and will be automatically show in the action point column.

Responsible stakeholder: In the Responsible stakeholder column the user can select the stakeholder which has the primary responsibility in achieving the respective action point.

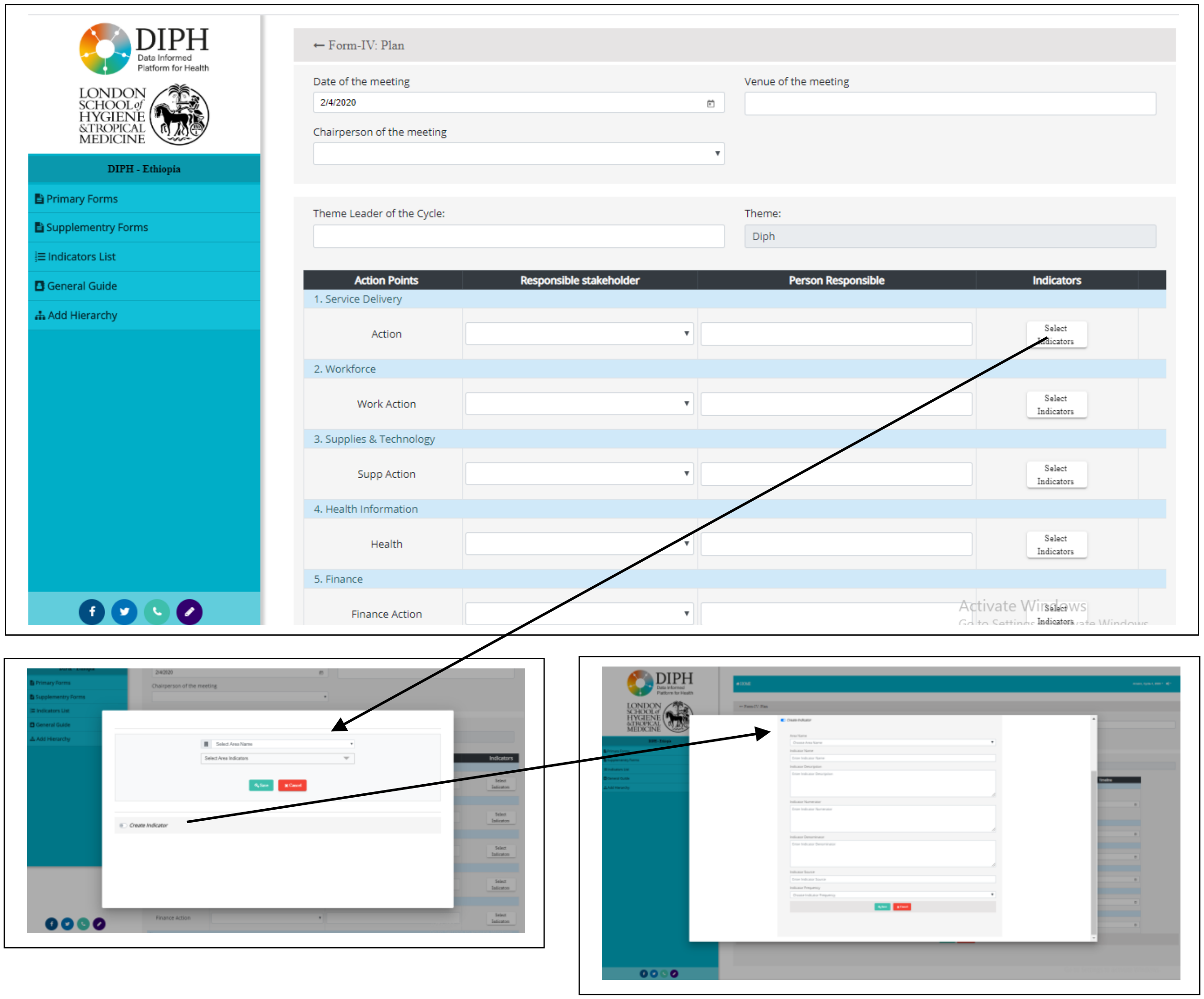
Person Responsible: In the Person Responsible column the user can fill the person responsible for achieving the specific action point.

Indicators: In the indicators column the user can select multiple indicators as per requirement, if the user wants to create a new Indictor to click on the Create Indicator Toggle Icon. User fill the new Indicator form then click on the Create New Indicator button for create and click on the Cancel button for cancel. This is the indicator to monitor the progress of this action point.

Target (in number): After selecting the indicator user will fill the target in number for the specific action point.

Timeline: In the Timeline column the user can fill the final date of completing the specific action point.

Note- Use the same process to fill the information in all heads (Service Delivery, Workforce, Supplies & Technology, Health Information, Finance and Policy/Governance).



6.6 Primary Forms - STEP 5(Form-V: FOLLOW-UP)

Part-A

Form Header: User should first fill & select the Date of the meeting, Venue of the meeting and Chairperson of the meeting in the form header part.

Theme: Theme name is auto-fill according to form 1 part B.

Theme Leader of the Cycle: Theme name is autofill according to for previous form.

Number of meeting for the respective theme: User should fill the Total number of meetings where the specific theme was discussed or presented.

Part A form has 2 heads

1. **Major Stakeholders Involved in Each Meeting:**

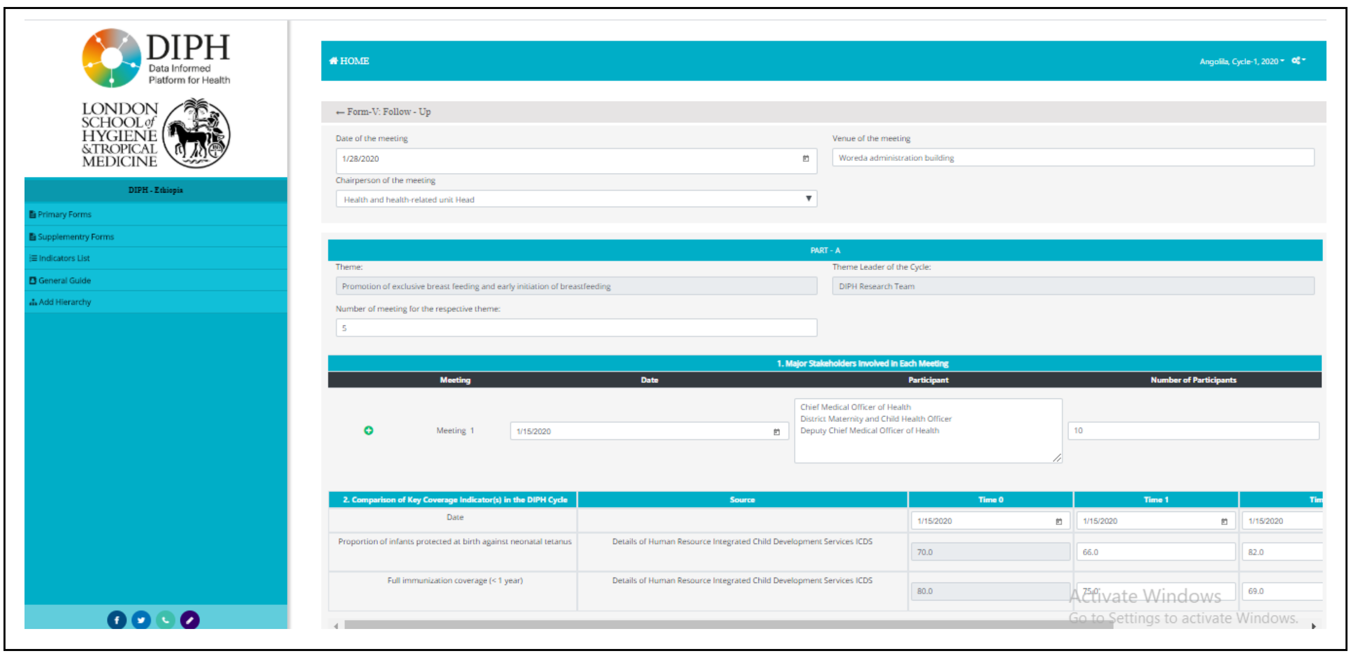
Meeting: User should fill the more than one meeting information in this section, Click the button to add additional rows and click the button to delete the added row.

Date: In the Date column users should fil the specific meeting date for review.

Participant: In the Participant column user should fil the designation of the all participants present in the meeting.

Number of Participants: Ianthe Number of Participants column user should fil the Total number of participants present in the meeting.

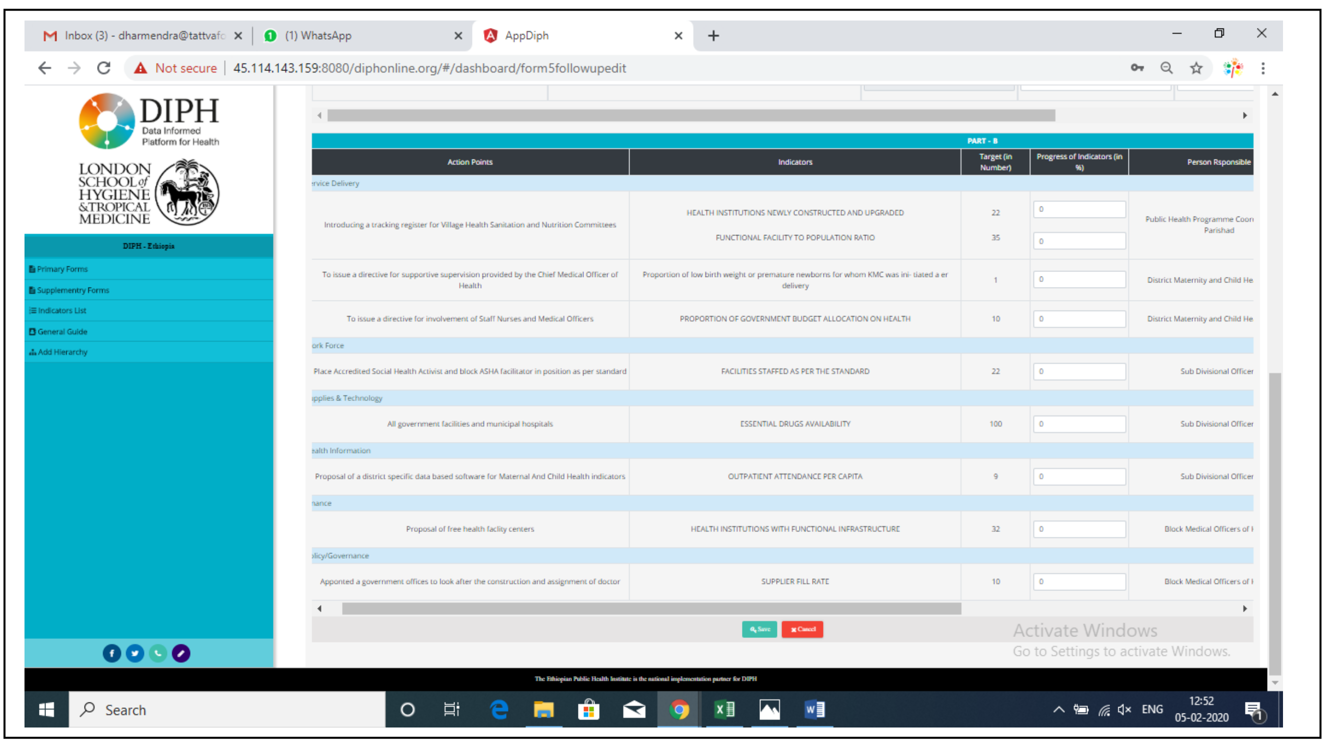
2. **Comparison of Key Coverage Indicator(s) in the DIPH Cycle:** In this section user can set the time lines of the Indicator.
   Indicators are linked to point 2 of Form 1B
   Source: Source data auto fill from Form 1B.
   Time0: This is the baseline data before the starting of DIPH cycle in district.
   Time1, 2, 3: Use can the data targeted for the 1,2,3 month after the initiation of DIPH cycle.



Part B, Action Points

Target (in Number): Target value autofill from Plan Form.
Progress of Indicators (in %): In this column user can fill the progress of the indicators in numbers.
Person Responsible: Person responsible autofill from Plan Form.
Timeline: Timeline of action point is autofill from Plan Form.
Status of Action Points: In this column user can select the Status of Action Points Target of the theme.
Revised Timeline: In this column user can set the new timeline of Action Points, if there is a change in timeline. User can also set the same date if there is no change in timeline.
Change in Responsibility: In this column user can set the new responsible person for Action Points, if there is a change in person name. User can also set the same name if there is no change in person.

After complete the form click the Save button for saving the form. To reject the form user has to click the cancel button.



7. Supplementary Form 1 A

PART – A (Not linked to any previous form)

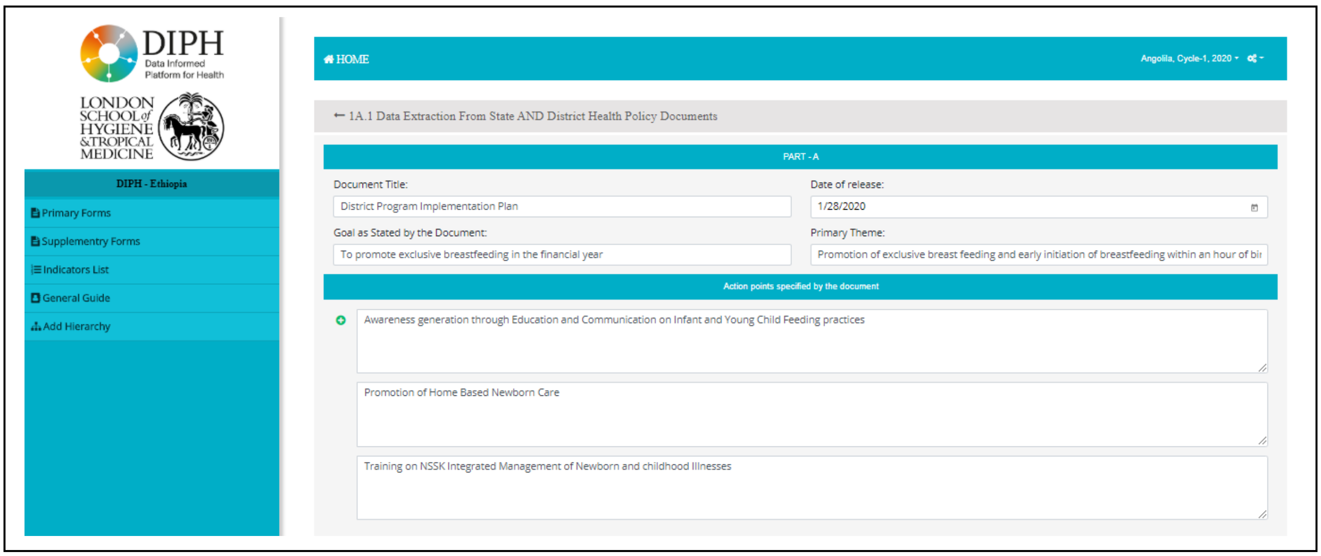
Document Title: Mention the name of the specific document used for the identified theme.

Date of release: Mention the release date of the specific document.

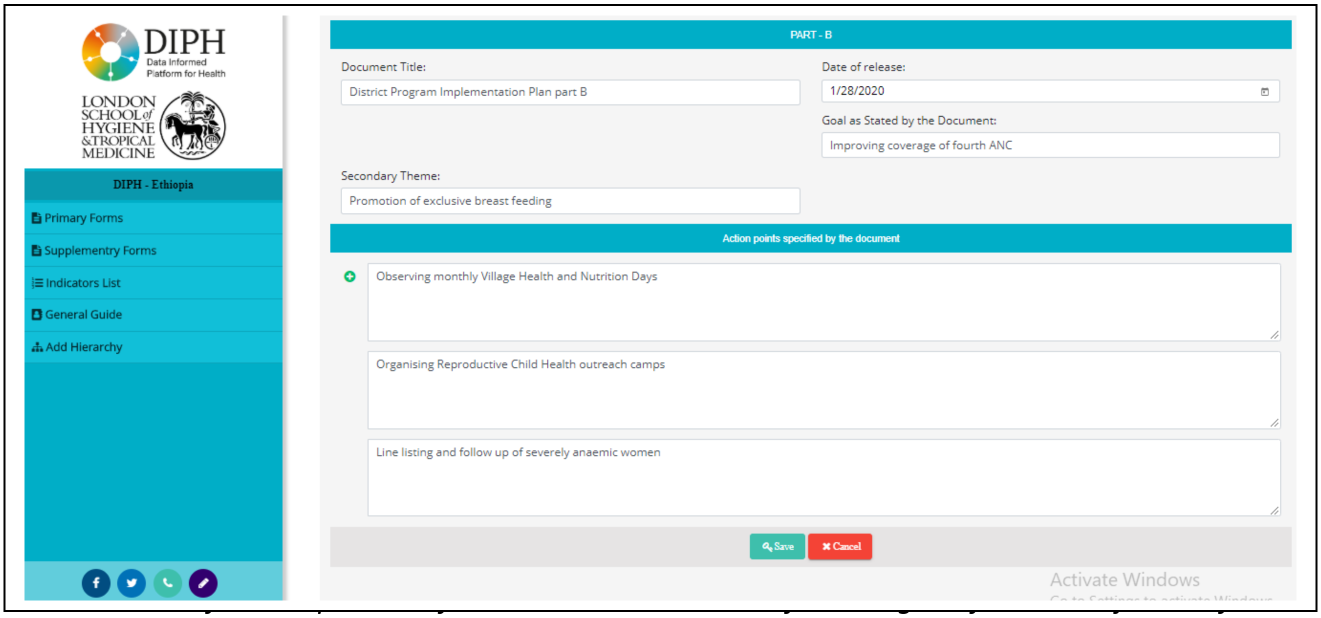
Primary Theme: Mention the main specific theme

Goal as stated in the document: Mention the specific goal to be achieved for the primary theme as per the document title mentioned.

Action points specified by the document: Mention the action points specified by the document for the primary theme. We can also add multiple actions.



PART – B: Same as part A with a secondary theme.



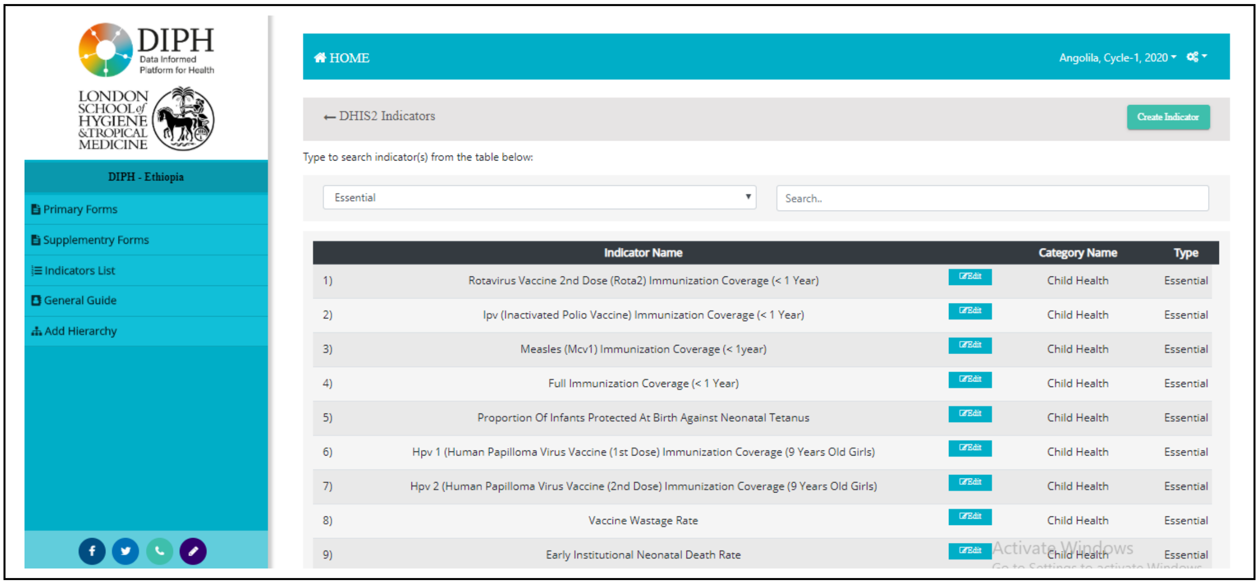
user has to click the cancel button.

8. Indicator

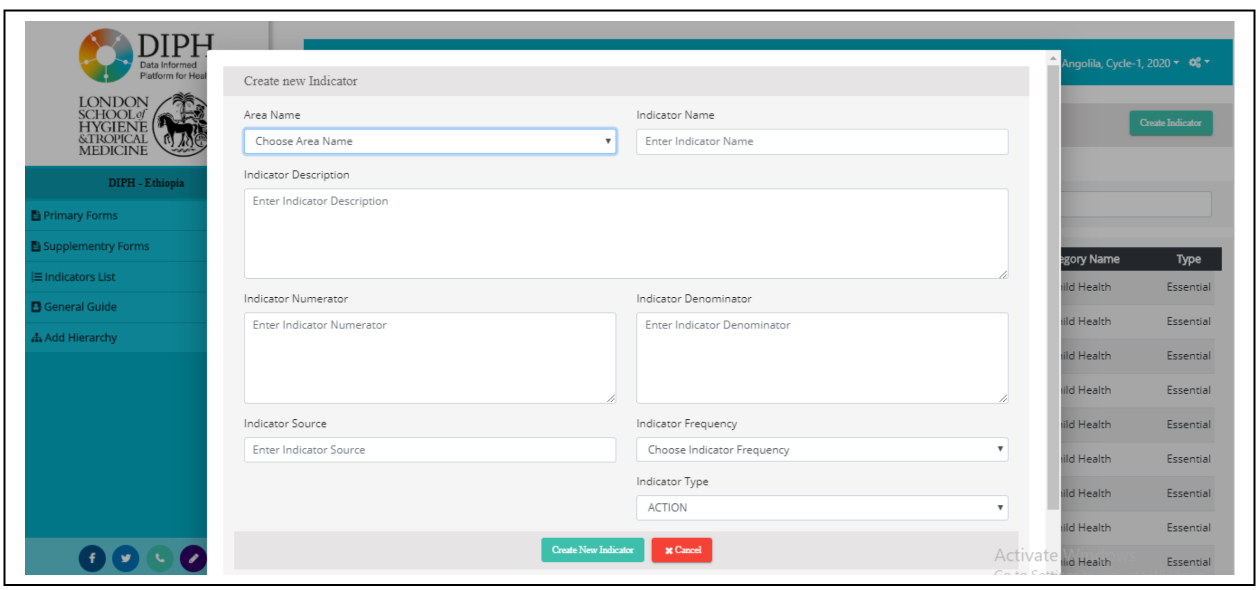
Indicators are theme related coverage indicators used at local level to track progress. There are three forms, which are using these coverage indicators to track thematic work progress.

The indicators are of three types

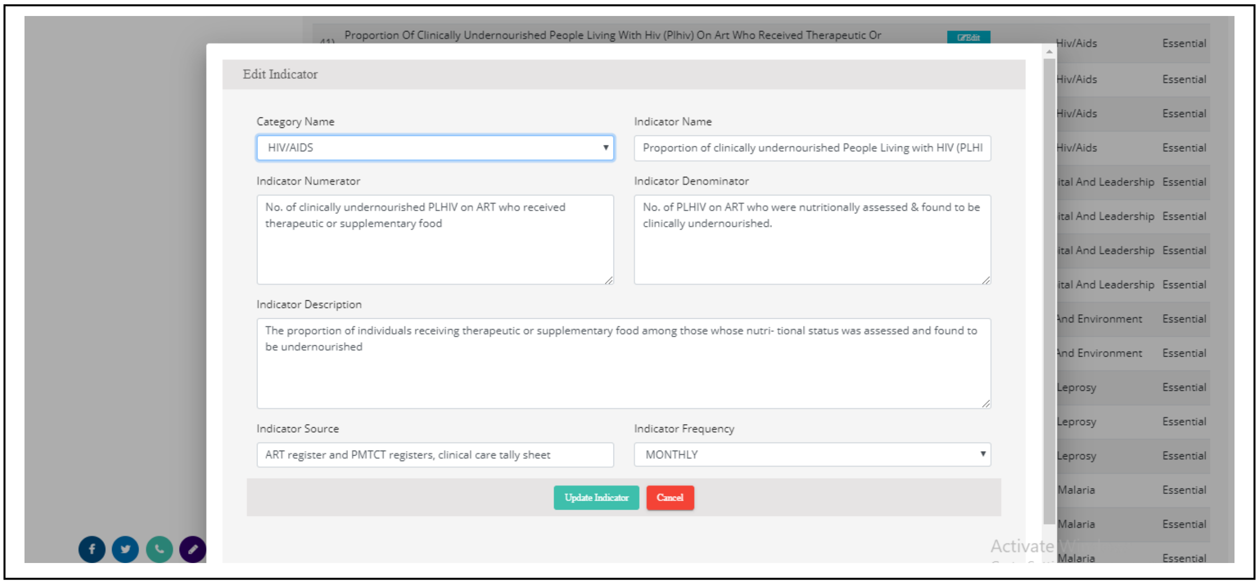
1- Essential Indicators
2- Optional Indicators
3- Action Indicators



Add Indicator: To add the new indicator click on the ‘Create Indicator’ button on the top right corner of the section.



Edit Indicators: To edit an indicator, click on the Edit button (to be visible to only Admin, for essential and optional indicators).



9. General Guide

It contains all the information for the individual modules of the website including primary forms, secondary form, indicator, manage users, forget password and deleting a form.

10. Add Hierarchy

It can only be used by administrator.

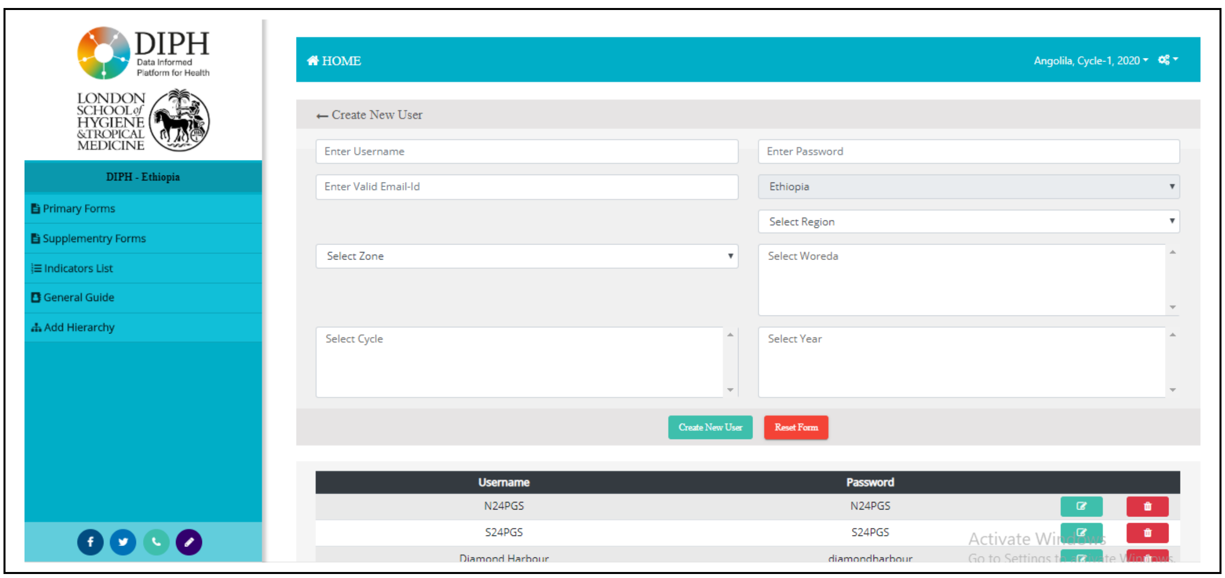
1 Manage User: This section is only available to admin users, and using this the admin can create login credentials for new users of the system or modify credentials of the existing users. Once admin has logged in ,they can see the 'Manage User' option in side-menu. This option will not be visible for other users.

In manage-user section, the page consists of two features, namely:

- Create new users functionality, and
- A list of existing users.

Create New User: Admin user can create a new user by going to the Manage User menu item. To create a new user, the process will be as follows:

- Enter username and password (which you want to give to the district users)
- Enter valid email-id, ensure that this is correct as all future password or DIPH related emails will be sent to this email-id.
- Select single region, and single zone,
- Select multiple number of Woredas for any selected zone, together with cycles and year combinations. The user will be able to enter and edit data for only the Woredas, Cycles, and Years selected here, any missing selection will not be visible to the users. (Note: You have to click on multiple items you may want to select from the drop down list to select them. All selected items will be shown in blue while selecting and grey once saved)
- Click on create new user to create the user with above selections. Please note that in case the user tries to enter data for any other Woreda or Cycle or Year than permitted above by the admin, he/she will be shown a message that you are not allowed to enter data for the selected woreda/year/cycle.
- You may see the newly entered user listed in the user list below the above form.



Existing Users: The list contains all usernames with their password which the platform holds and are already created by admin. In the list of users, next to username and password column, there is a link for editing username-associated information (in green). Next column is for deletion (in red) of any user from the platform.

2 **Manage District:** It used to create new district for the current region in which administrator has logged in. if the district already exist then alert will be displayed. We can also delete already existing district for current logged in region.