

UPHMIS

STANDARD OPERATING PROCEDURES

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1. Getting started with DHIS2

1.1 Logging on to DHIS2

Getting started with the application is actually quite simple. Below is the set of instructions with screen by screen description of the steps that you need to follow to login in to the system to perform your further tasks. The perquisite for logging in is internet connection on your desktop and the Google Chrome browser.

Login

1.Enter URL in the browser:

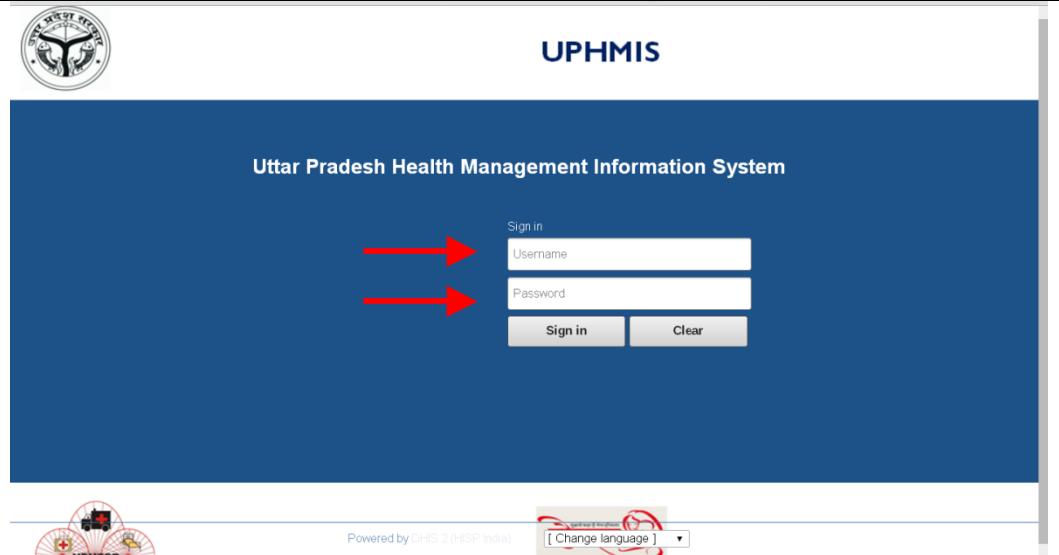
<http://hospdev.hispindia.org/uphmis/>

2.Homescreen as shown to the right hand side will appear

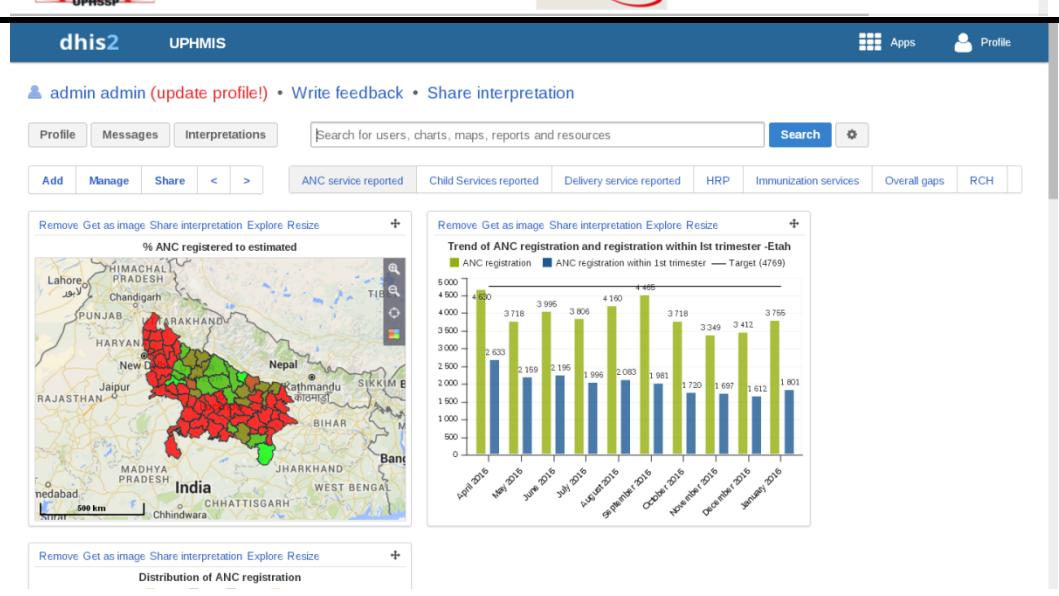
3. Enter your username and password

Once the login is complete the page to the right hand side will appear which is called the Dashboard

The Dashboard would later display the data of all the important data elements and Indicators as per the user requirements.



The screenshot shows the UPHMIS login interface. At the top left is the UPHMIS logo. In the center, the text "Uttar Pradesh Health Management Information System" is displayed above a "Sign in" form. The form contains two input fields labeled "Username" and "Password", each with a red arrow pointing to it from the left. Below the fields are "Sign in" and "Clear" buttons. At the bottom of the page, there is a footer with icons for UPHSSP, a map of India, and language selection options.



The screenshot shows the DHIS2 dashboard. At the top, there is a navigation bar with links for "Profile", "Messages", "Interpretations", a search bar, and user profile icons. Below the navigation bar, there are two main data visualizations: a map of India with colored regions representing different health metrics, and a bar chart titled "Trend of ANC registration and registration within 1st trimester -Etah". The bar chart displays monthly data from April 2015 to January 2016, comparing ANC registration (green bars) and ANC registration within the first trimester (blue bars) against a target value of 4769.

Month	ANC registration (Green Bar)	ANC registration within 1st trimester (Blue Bar)	Target (4769)
April 2015	4300	2633	4769
May 2015	3718	2159	4769
June 2015	3995	2195	4769
July 2015	3806	1998	4769
August 2015	4180	2083	4769
September 2015	4465	1981	4769
October 2015	3718	1720	4769
November 2015	3349	1697	4769
December 2015	3412	1612	4769
January 2016	3755	1801	4769

To logout of the instance, go to the Profile at the top right corner and click on 'Log out'

The screenshot shows the DHIS2 interface with the 'Profile' button highlighted in the top right corner. A red arrow points to the 'Log out' button in the dropdown menu.

2. Data entry

2.1 Data entry with DHIS2

To open the data entry window hover over the Apps button. A drop down menu will appear listing the apps provided by DHIS 2. Click on the Data Entry option. The data entry module is where aggregated data is manually registered in the DHIS 2 database. Data is registered for an organisation unit, a period, and a set of data elements (data set) at a time. A data set often corresponds to a paper based data collection tool.

The screenshot shows the DHIS2 interface with the 'Apps' button highlighted in the top right corner. A red arrow points to the 'Data Entry' option in the dropdown menu.

2.1.1 Selecting the data entry form

To start entering data the first step is to open the correct form by following these steps:

1. Locate the orgunit you want to register data for in the tree menu to the left. Expand and close branches by clicking on the +/- symbols. A quick way to find an orgunit is to use the search box just above the tree (the green symbol), but you need to write in the full name to get a match.
2. Select a data set from the dropdown list of data sets available to your selected orgunit.
3. Select a period to register data for. The available periods are controlled by the period type of the data set (reporting frequency). You can jump a year back or forward by using the arrows above the period.

By now you should see the data entry form. From a form design perspective, there are three types for forms: default forms, section forms and custom forms. If a custom form exists, it will be displayed, followed in order of precedence by a section form, and finally a default form. Data entry Entering data

The screenshot shows the dhis2 UPHMIS Data Entry interface. On the left, a tree view of orgunits is shown, with 'CHC Aliganj' selected. In the center, a 'Data Entry' panel displays the selected 'Organisation Unit' (CHC Aliganj), 'Data Set' (CHC Monthly Dataset), and 'Period' (November 2015). To the right, a message box says 'CHC Aliganj - November 2015 - No Data Element Selected'. Below these controls is a large table titled 'ANC Services' containing various data elements with empty input fields. On the far right, there are buttons for 'Run validation', 'Print form', and 'Print blank form'. Three red arrows point from the text instructions to the corresponding parts of the interface: one to the orgunit selection in the tree, one to the data set selection in the center panel, and one to the data table below.

2.1.2 Entering data

Start entering data by clicking inside the first field and type in the value. Move to the next field using the Tab button. Shift+Tab will take you back one step. You can also use the "up" and "down" arrow keys, as well as the Enter key, to navigate between the form cells. The values are

saved immediately and do not require to be saved at a later stage. A green field indicates that the value has been saved in the system (on the server).

E4	Contract rate per bed (Rs.)	22
E5	No of times bio medical waste lifted by agency during the month	2
E6	Block has constituted HMIS/MCTS validation committee? (Y/N)	Yes
E7	Date of block HMIS/MCTS validation committee meeting?	2016-04-05
E8	Number of cluster meeting held in block	2
E9	Number of ASHA absent in cluster meeting	25
E10	No of ASHA due for incentives (submitted vouchers) in the reporting month by type of program	23
E11	No of facilities visited by validation committee for HMIS supportive supervision	223
E17	Date of Purchase Committee meeting	2016-04-05
E18	Date of Physical verification of stock	2016-04-20
E20	Grievance redressal cell functional at facility (Yes/No)	Yes
E21	Citizen charter available at facility (Yes/No)	Yes

2.1.3 Input validation:

If you type in an invalid value, e.g. a character in a field that only accepts numeric values you will get a pop-up that explains the problem and the field will be coloured yellow (not saved) until you have corrected the value. If you have defined a min/max range for the field (data element+ organisation unit combination) a pop-up message will notify you when the value is out of range, and the value will remain unsaved until you have changed the value (or updated the range and then re-entered the value).

The value of the following data element is greater than the maximum accepted value: 1000

ANC registration

Prevent this page from creating additional dialogs.

Filter in section	Value
ANC registration	1001
ANC registration within 1st trimester	230
New women registered under JSY	400
3 ANC checkups	200
ANC TT1 dose	500
ANC TT2/TT Booster dose	506
Pregnant women given 100 IFA tablets	700
New Cases of pregnant women with hypertension	650
Eclampsia cases managed during delivery	23456
Pregnant women having Hb level<11 (tested cases)	240

2.1.4 Disabled fields:

If a field is disabled (grey) it means that the field can and should not be filled. The cursor will automatically jump to the next open field.

2.2 Editing and deleting data

If you wish to enter data which has already been entered, simply replace the data entry value with the update values. Data entry Validating data in the form. If you want to delete a data value completely, you should select the value of interest, and press "Delete" on your keyboard. If you enter a zero and the data element has been configured to not store zeros, the previous data value (i.e. the one you wish to modify) will not be overwritten with the new value. Therefore, it is better practice to delete the data value completely (waiting for the cell to turn green) and then to enter the new value.

3. Excel import

This unique functionality enable the user to import data from excel file directly into the portal.

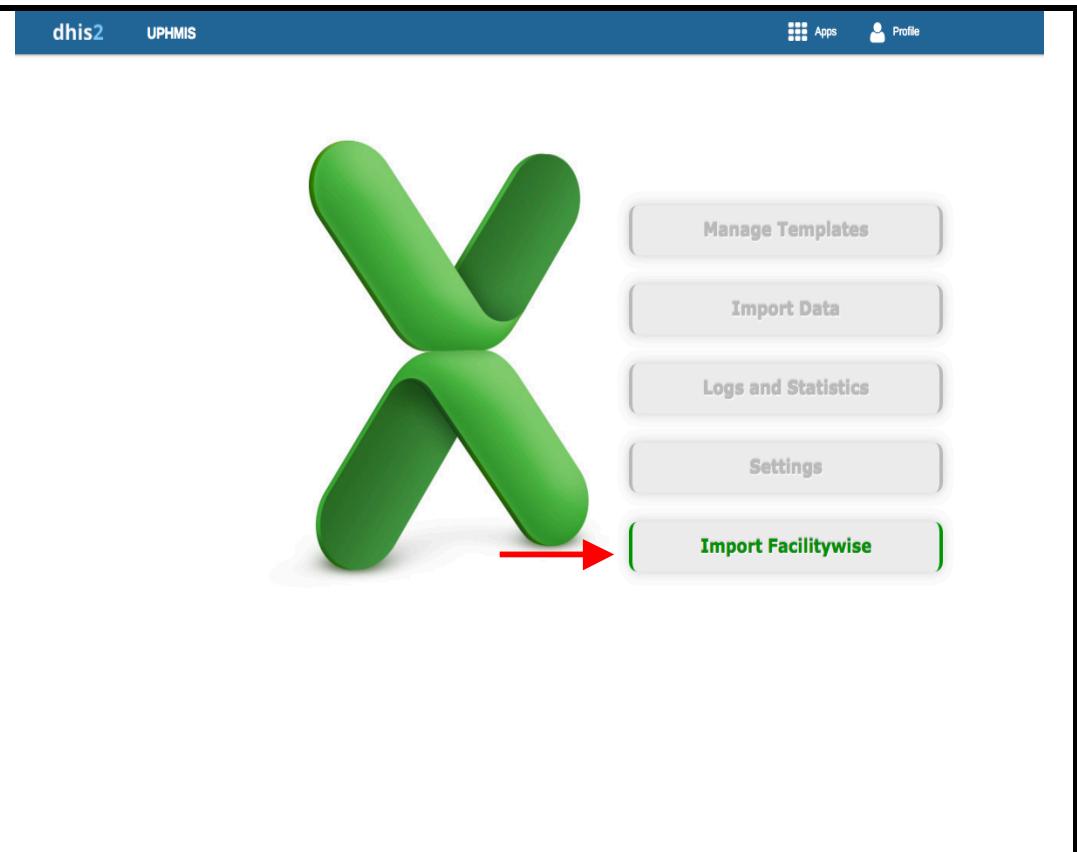
- Under “Apps” Tab you will get “Excel import app”

The screenshot shows the dhis2 UPHMIS application interface. At the top, there's a navigation bar with 'dhis2 UPHMIS', 'Profile', 'Messages', 'Interpretations', and a search bar. Below the search bar are buttons for 'Add', 'Manage', 'Share', and navigation arrows. To the right of these are tabs for 'ANC service reported', 'Child Services reported', and 'Delivery service reported'. A red arrow points to the 'Excel Import App' icon in the 'Apps' section of the sidebar. The main area displays two charts: a stacked bar chart for ANC registration and a stacked bar chart for ANC registration within 15 days, both grouped by month from April to October 2015. The bottom part of the screen shows a summary table for ANC services from April 15 to October 15.

Month	ANC registration	ANC registration within 15 days
April 2015	491	226
May 2015	475	330
June 2015	552	377
July 2015	461	15
September 2015	807	343

Month	ANC service (April 15- Oct15)
April 2015	100
May 2015	100
June 2015	100
July 2015	100
August 2015	100
September 2015	100
October 2015	100

- Then click on ‘Import facilitywise’ option



- When you click on ‘Import facilitywise’, you will need to select the parameters like org unit group, dataset, period etc.
- Then click on org unit group and select the organization unit from the dropdown list like CHC / PHC/ DH/ SC group
- After selecting the orgunit group, select the parent orgunit.
eg: In the screen shot PHC group is selected then “Block Bahadurpur” is selecting in facility section. All PHC under “Block Bahadurpur” are loaded in the top right side”.

- After you have selected the org unit, select the data set from the drop down list
- Select the period from the drop down list
- Now select individual data excel files by clicking on “Choose file” button. Do it for all the loaded orgunits.

The screenshot shows the dhis2 UPHMIS application interface. On the left, there is a sidebar with buttons for 'Manage Templates', 'Import Data', 'Import Facility-wise' (which is highlighted in green), 'Logs and Statistics', and 'Settings'. The main area has a large green 'X' logo. On the right, there are three panels: 'Facility' (showing a tree view of India, Uttar Pradesh, Agra Division, Allahabad Division, Allahabad, Bahadurpur, Chaka, Dhanupur, DHQ Allahabad, and Hanfin), 'Data Set' (set to 'PHC Monthly Dataset'), and 'Period' (set to 'Jan 2014'). To the right of the Facility panel is a red arrow pointing to the 'Period' field. Below these are 'Template' (set to 'PHC Monthly Dataset Template') and 'Empty Data Cells' (set to 'Omit'). At the bottom right are 'Validate' (green button) and 'Back' (red button) buttons. To the right of the main area is a 'Browse Files' section listing various PHC units with 'Choose File' buttons next to them.

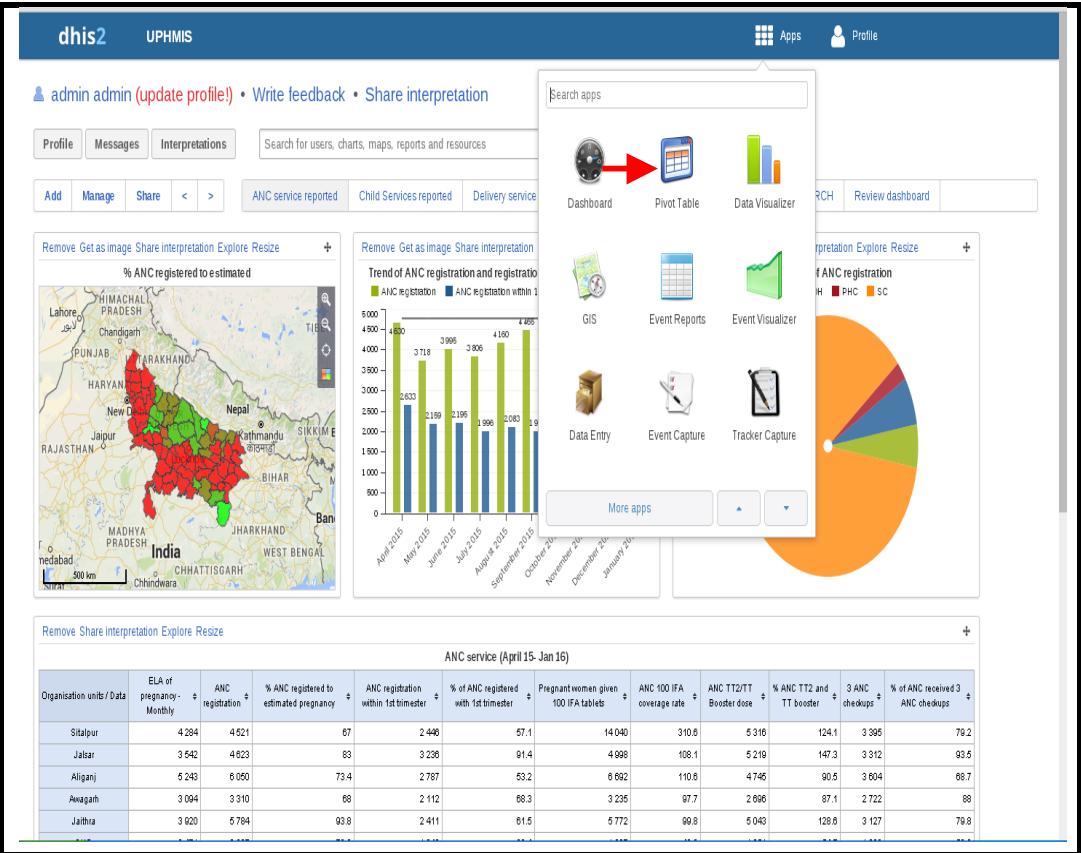
- Click on Validate button
- It will validate your data and your data will be stored in the application.

This screenshot shows the same dhis2 UPHMIS interface as the previous one, but the 'Validate' button is now highlighted in green with a red arrow pointing to it. The rest of the interface elements are identical to the first screenshot.

4. Pivot table & Visualizer

Pivot table and visualizer are dynamic tool for analysis of data, which summarizes and arranges the data according to its dimensions to give better knowledge of programs and its outcome.

- Select Pivot table from Apps tab as shown on right



The screenshot shows the dhis2 UPHMIS application interface. In the top navigation bar, there are tabs for Profile, Messages, Interpretations, and a search bar. Below the navigation is a toolbar with Add, Manage, Share, and navigation arrows. A main content area displays a map of India with state boundaries and names. To the right of the map is a bar chart titled 'Trend of ANC registration and registration' comparing ANC registration (green) and ANC registration within 1st trimester (blue) across months from April 2015 to January 2016. The chart shows values ranging from approximately 2,000 to 4,500. Below the chart is a table titled 'ANC service (April 15-Jan 16)' with data for five organization units (Sitalpur, Jalsar, Aliganj, Awagah, Jaithra) across various metrics like ELA of pregnancy, ANC registration, and ANC TT2/TT Booster dose. On the far right, a sidebar titled 'Interpretation Explore Resize' contains a pie chart and several icons for other apps: GIS, Event Reports, Event Visualizer, Data Entry, Event Capture, and Tracker Capture. An arrow points to the 'Pivot Table' icon in the sidebar.

Organisation unit / Data	ELA of pregnancy - Monthly	ANC registration	% ANC registered to estimated pregnancy	ANC registration within 1st trimester	% of ANC registered with 1st trimester	Pregnant women given 100 IFA tablets	ANC 100 IFA coverage rate	ANC TT2/TT Booster dose	% ANC TT2 and TT booster	3 ANC checkups	% of ANC received 3 ANC checkups
Sitalpur	4 284	4 524	67	2 446	57.1	14 040	310.6	5 316	124.1	3 395	79.2
Jalsar	3 542	4 623	83	3 238	91.4	4 998	108.1	5 219	147.3	3 312	93.5
Aliganj	5 243	6 050	73.4	2 787	53.2	6 692	110.6	4 745	90.5	3 604	68.7
Awagah	3 094	3 310	68	2 112	68.3	3 235	97.7	2 696	87.1	2 722	68
Jaithra	3 920	5 784	93.8	2 411	61.5	5 772	99.8	5 043	128.6	3 127	79.8

- Select indicator or data element from Data tab

The screenshot shows the 'Data' tab interface. On the left, there is a sidebar with several sections: 'Indicators' (highlighted with a red arrow), 'Data elements', 'Reporting rates', 'Event data items', and 'Program indicators'. Below this is another sidebar with sections: 'Periods', 'Organisation units', 'default', 'District', 'Ownership', 'Type', and 'UrbanRural'. The main area is titled 'Creating a pivot table' and contains instructions for creating and working with pivot tables.

- Select type of indicator or data element from drop down list

The screenshot shows the 'Data' tab interface. On the left, there is a sidebar with several sections: 'Data elements' (highlighted with a red arrow), 'LPHMIS Elements', 'Available', 'Selected', and a search bar. Below this is another sidebar with sections: 'Periods', 'Organisation units', 'default', 'District', 'Ownership', 'Type', and 'UrbanRural'. The main area is titled 'Creating a pivot table' and contains instructions for creating and working with pivot tables.

- Select type of period for which you want to do analysis eg. yearly, monthly etc

- Select organization unit for which you need to do analysis eg District level, Block level or Facility level

- Select update tab to generate the visualizer or table. Layout of particular data can be changed by clicking on layout tab next to update

The screenshot shows a data visualization application with the 'Update' tab selected. On the left, there is a sidebar with sections for 'Periods' (Monthly, Available, Weeks, Quarters, Years), 'Organisation units' (default, District, Ownership, Type, Urban/Rural), and various filter options like 'ASHAs completed module 6 & 7 training', 'Schools covered', 'Pregnant women receiving JSK Services', and 'Total'. The main area displays a table with data rows for months from May 2015 to April 2016, along with a total row at the bottom.

	ASHAs completed module 6 & 7 training	Schools covered	Pregnant women receiving JSK Services	Total
May 2015	0			0
June 2015	0			0
July 2015	450			450
August 2015	145			145
September 2015	90			90
October 2015	30			30
November 2015	240			240
December 2015				
January 2016				
February 2016		2		254
March 2016				
April 2016				
Total	955	2	254	1 211

- Select Visualizer from Apps tab as shown on right

The screenshot shows the dhis2 UPHMIS dashboard with the 'Data Visualizer' app selected. The dashboard features a map of India with state-level data, a bar chart showing ANC registration trends, a pie chart, and a table of ANC service data for April 2015 to January 2016 across various organization units.

Map: ANC registered to estimated

Bar Chart: Trend of ANC registration and registration

Pie Chart: ANC registration

Table: ANC service (April 15-Jan 16)

Organisation units / Data	ELA of pregnancy - Monthly	ANC registration	% ANC registered to estimated pregnancy	ANC registration within 1st trimester	% of ANC registered with 1st trimester	Pregnant women given 100 IFA tablets	ANC 100 IFA coverage rate	ANC TT2/TT Booster dose	% ANC TT2 and TT booster	3 ANC checkups	% of ANC received 3 ANC checkups
Sitalpur	4 284	4 521	67	2 446	57.1	14 040	310.6	5 316	124.1	3 395	79.2
Jalsar	3 542	4 623	83	3 238	91.4	4 908	108.1	5 210	147.3	3 312	93.5
Aliganj	5 243	6 050	73.4	2 787	53.2	6 692	110.6	4 746	90.5	3 604	68.7
Awagahr	3 094	3 310	68	2 112	68.3	3 235	97.7	2 696	87.1	2 722	88
Jaitra	3 920	5 784	93.8	2 411	61.5	5 772	99.8	5 043	128.6	3 127	79.8

- Select indicator or data element from Data tab

The screenshot shows the 'Data' tab interface. On the left, there is a sidebar with several sections: 'Indicators' (highlighted with a red arrow), 'Data elements', 'Reporting rates', 'Event data items', and 'Program indicators'. Below this is another section titled 'Periods' with options like 'Organisation units', 'default', 'District', 'Ownership', 'Type', and 'UrbanRural'. The main area is titled 'Creating a pivot table' and contains instructions for using the tool.

- Select type of indicator or data element from drop down list

The screenshot shows the 'Data' tab interface. On the left, there is a sidebar with several sections: 'Data elements' (highlighted with a red arrow), 'LPMES Elements', 'Available' (with a search bar and arrows), and 'Selected'. Below this is another section titled 'Periods' with options like 'Organisation units', 'default', 'District', 'Ownership', 'Type', and 'UrbanRural'. The main area is titled 'Creating a pivot table' and contains instructions for using the tool.

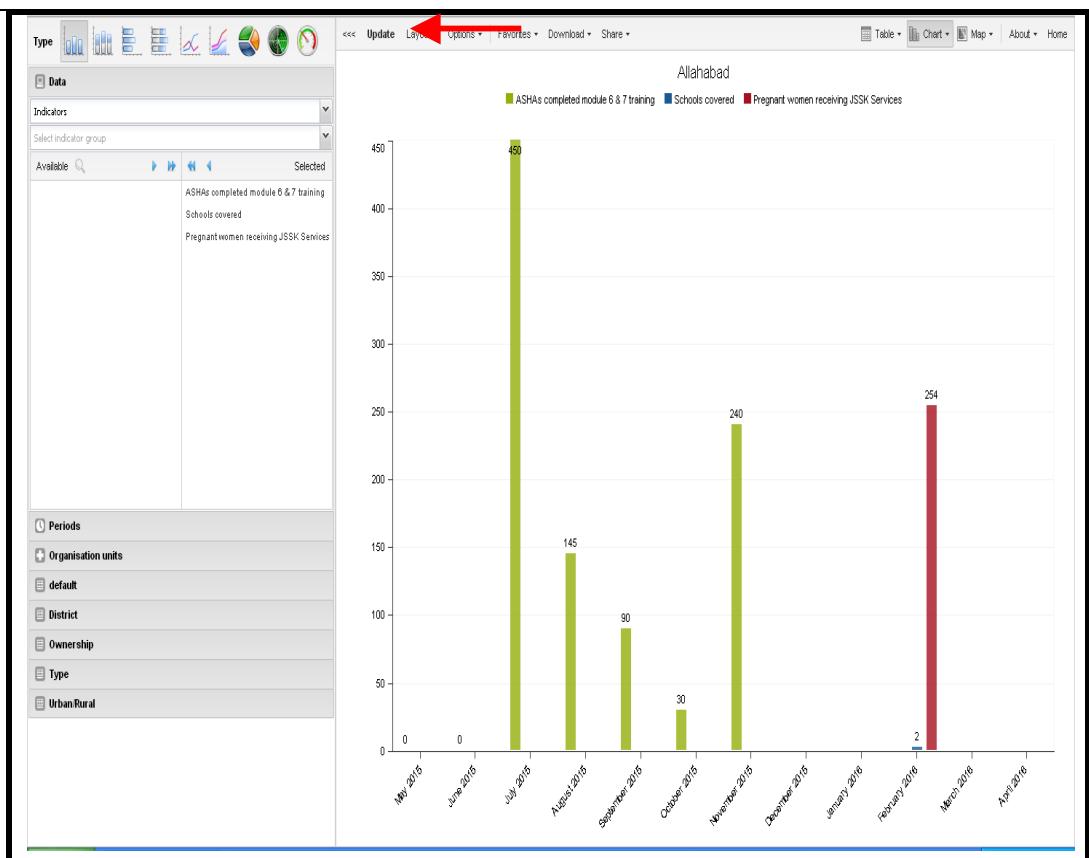
- Select type of period for which you want to do analysis eg. yearly, monthly etc

The screenshot shows a data analysis interface with a sidebar on the left containing various dimensions and a main panel on the right for creating a pivot table. The sidebar includes sections for 'Data', 'Periods' (with a dropdown menu), 'Organisation units', and several other categories like 'default', 'District', 'Ownership', 'Type', and 'UrbanRural'. The main panel has sections for 'Creating a pivot table' and 'Working with a pivot table', along with a toolbar at the top.

- Select organization unit for which you need to do analysis eg District level, Block level or Facility level

This screenshot shows the same data analysis interface, but the focus is on the 'Organisation units' section of the sidebar. It displays a hierarchical tree view of administrative divisions in India, starting with 'India' and branching down to 'Uttar Pradesh', 'Agra Division', 'Allahabad Division', and finally 'Allahabad'. Other districts like 'Fatehpur', 'Kaushambi', 'Pratapgarh', etc., are also listed under 'Uttar Pradesh'. The 'Allahabad' node is highlighted with a red arrow. The rest of the interface, including the main panel and toolbar, remains consistent with the first screenshot.

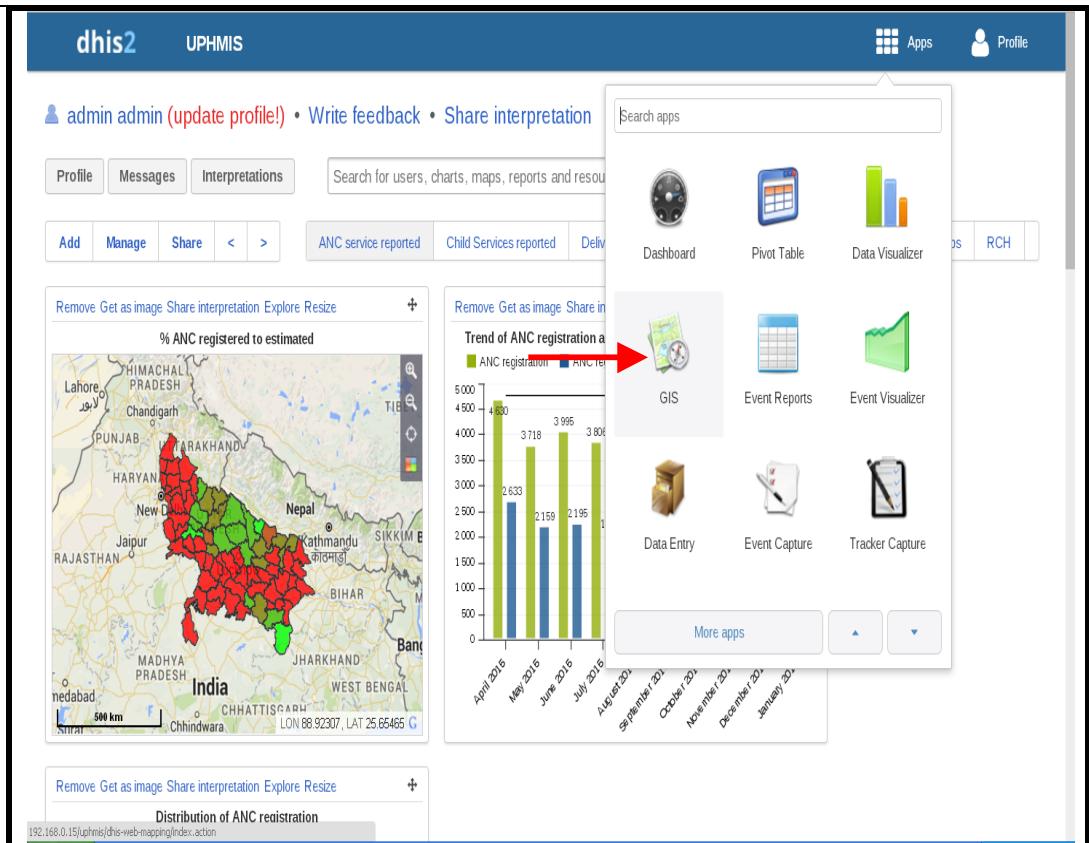
- Select update tab to generate the graph. Layout of particular data can be changed by clicking on layout tab next to update



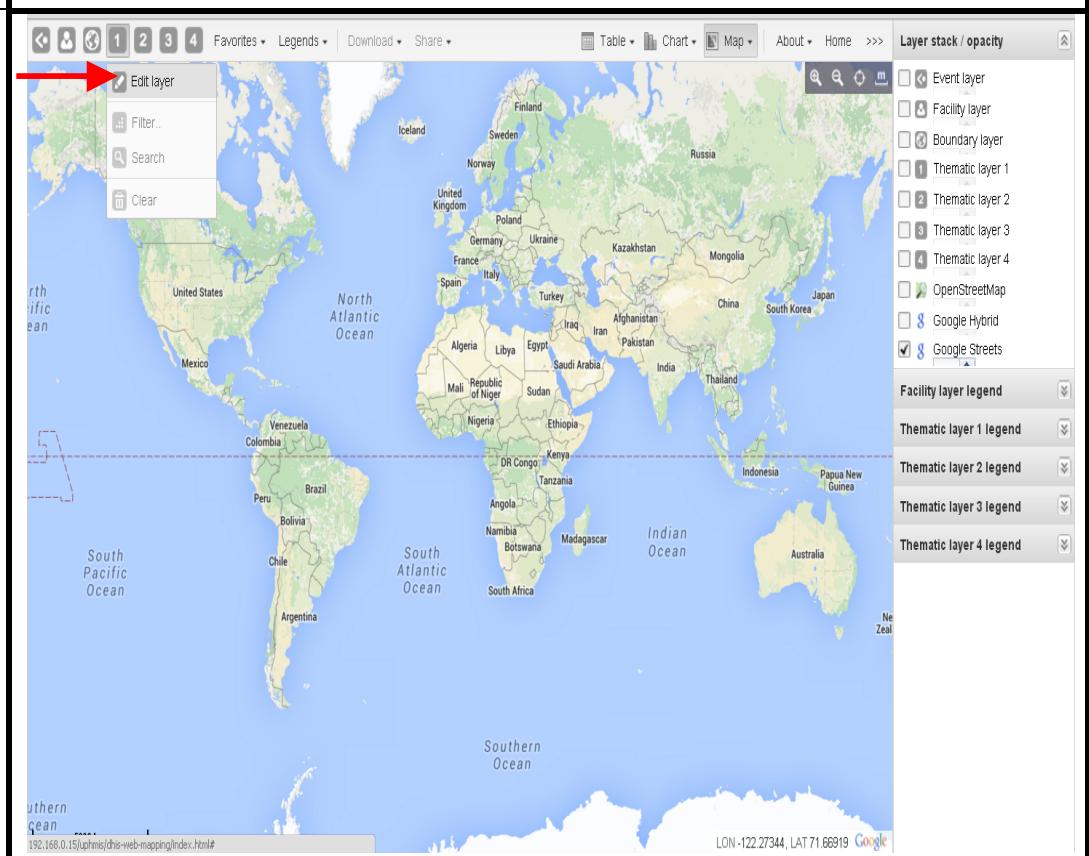
5. GIS

All you need to do is selecting your desired indicator/data element-period-map combination, then the organisation unit level and finally the parent to define the boundary. If your database has coordinates for these organisation units they will appear on the map.

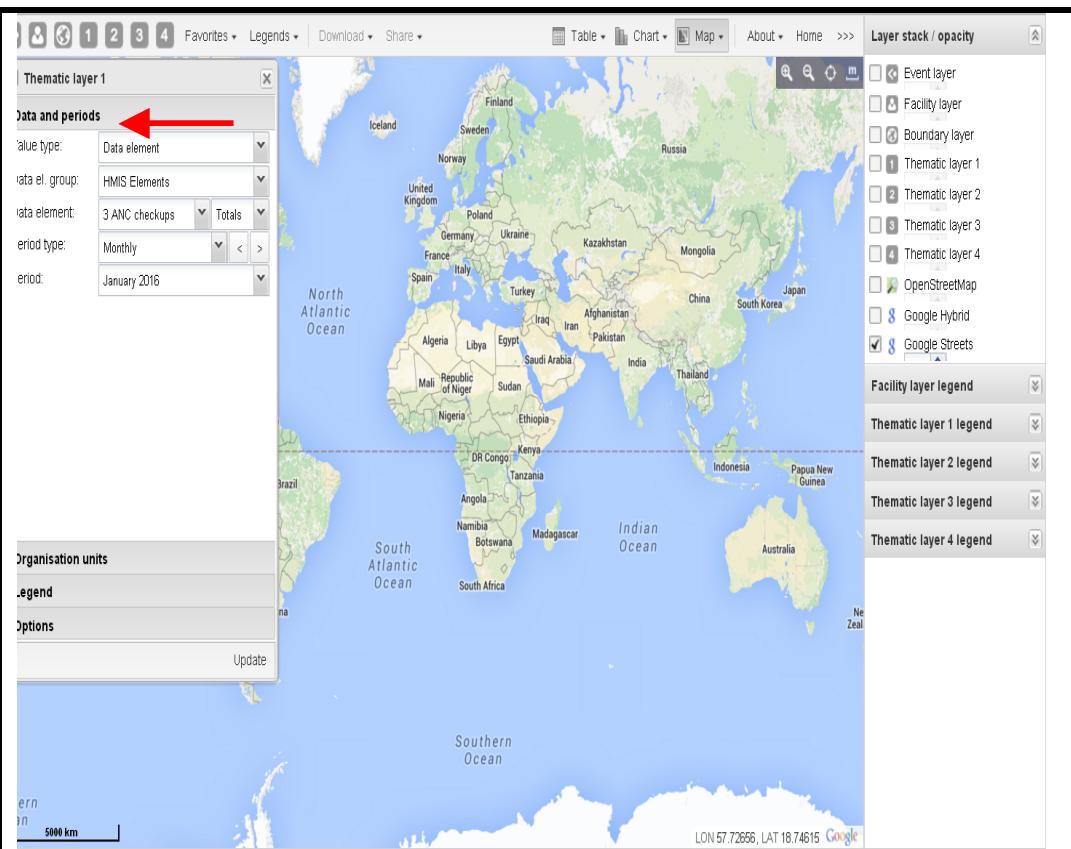
- Click on GIS app



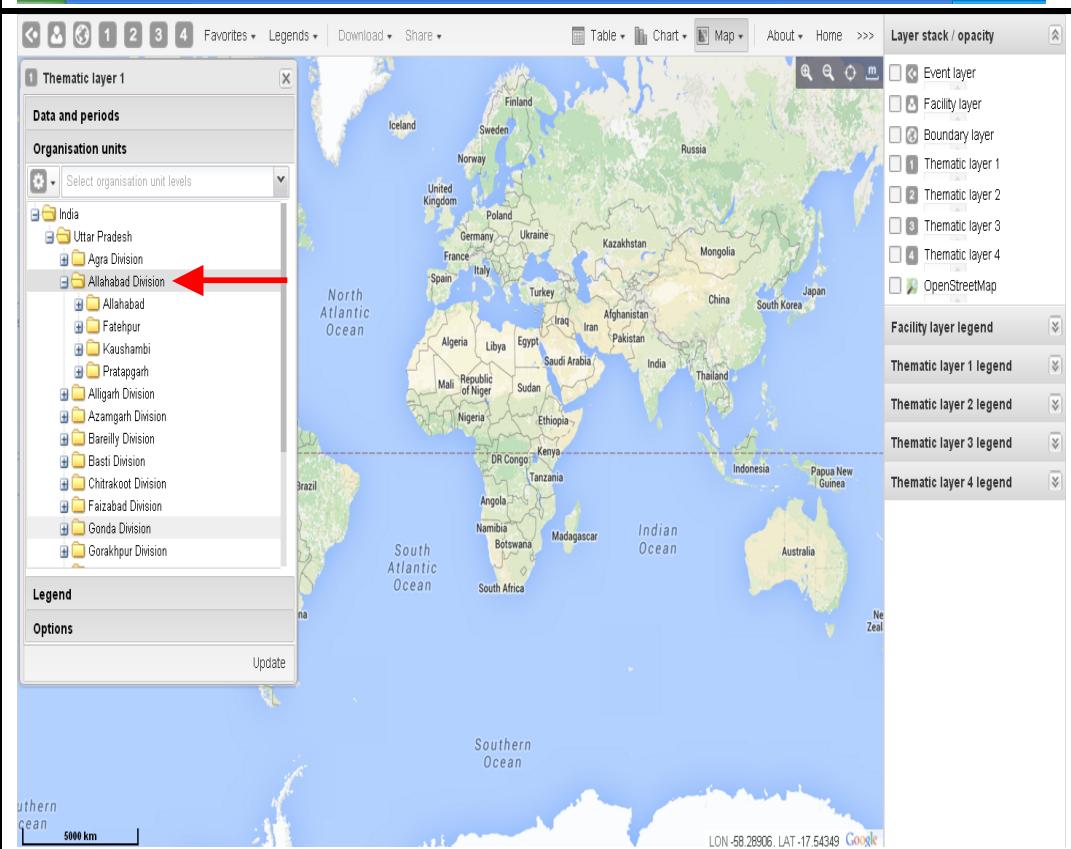
- Edit the layer by clicking on it.



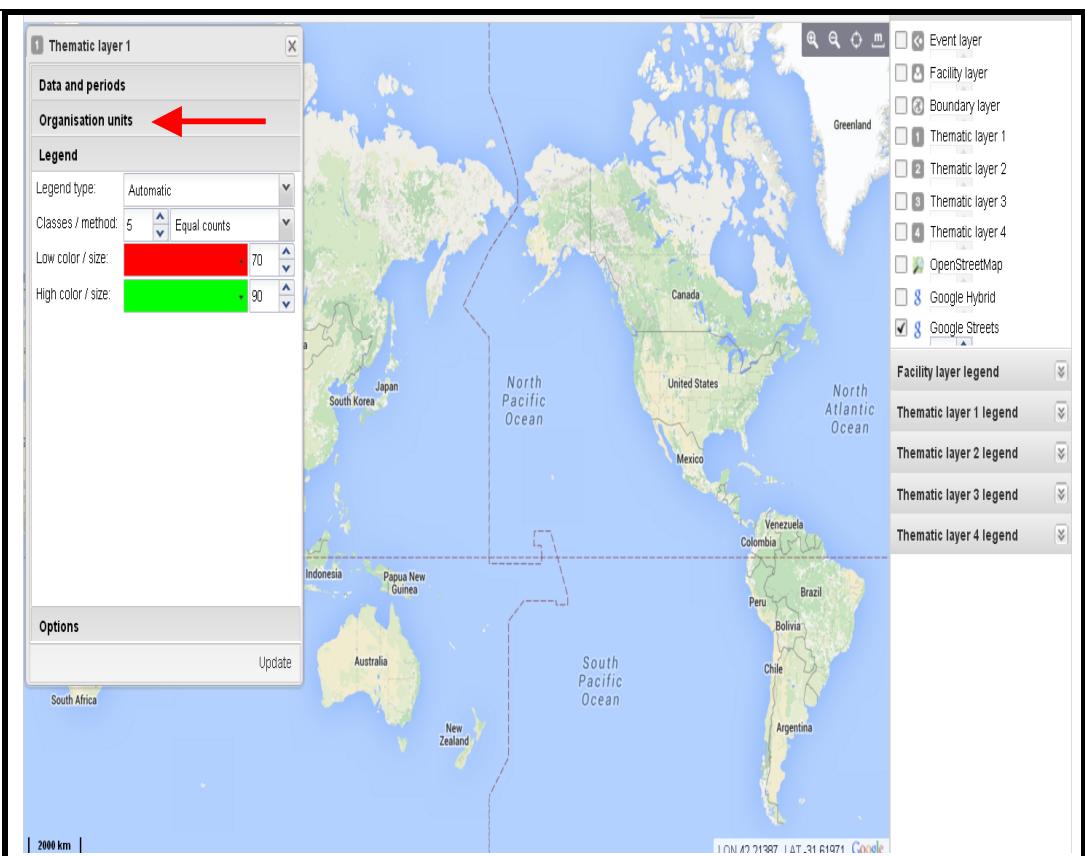
- Then select the data element, group & period



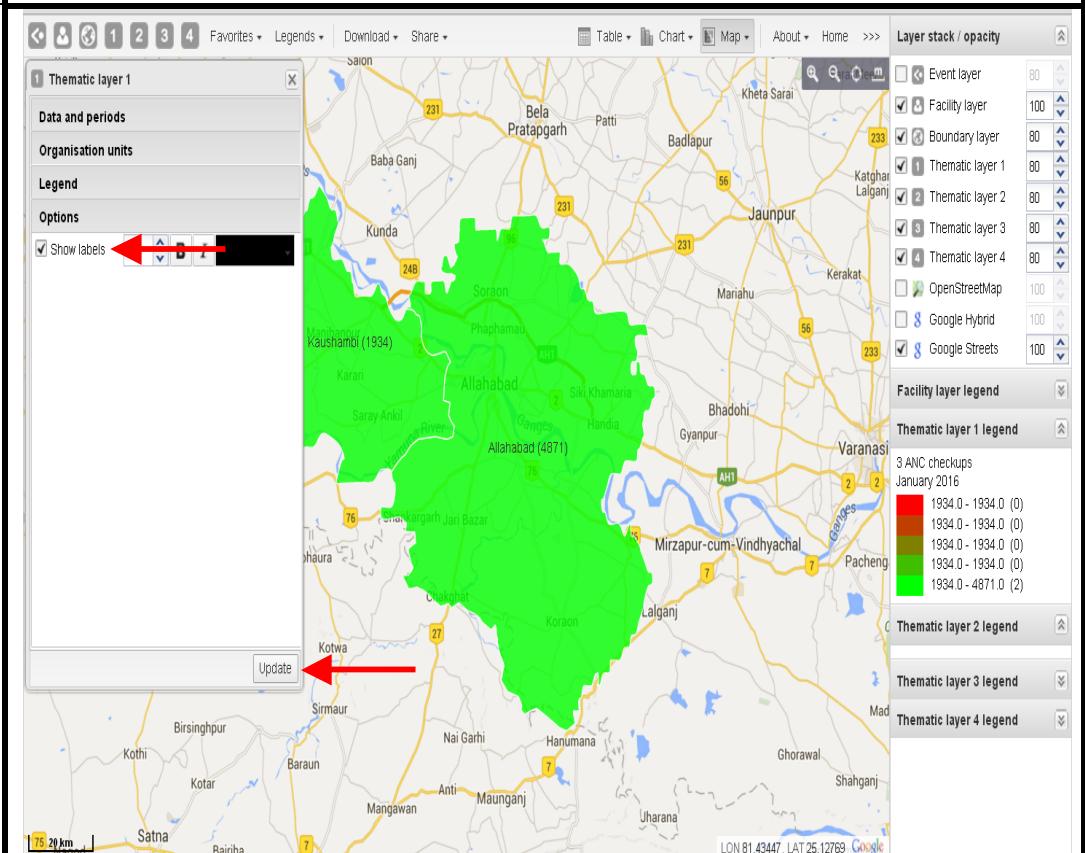
- Select the organization unit



- Define the legend to distinguish the performance of the districts.



- Go to option and select the labels. You will get the districts boundary with labels in the map after updating it.



3. MPR (Monthly Progress Report)

MPR can be generated at two level i.e. district & state. The steps for generating the MPR report at district & state level are same as per the defined user role. We have the option of selecting these reports (MPR state, MPR district) in ‘standard report’.

- Go to the apps and click on ‘report app’

dhis2 UPHMIS

admin admin (update profile!) • Write feedback • Share interpretation

Profile Messages Interpretations Search for users, charts, maps, reports and resources

Add Manage Share < > ANC service reported Child Services reported Delivery

Reports Report App NRHM Reports RCH

Remove Get as image Share interpretation Explore Resize % ANC registered to estimated

HIMACHAL PRADESH, PUNJAB, HARYANNA, RAJASTHAN, MADHYA PRADESH, CHHATTISGARH, JHARKHAND, BIHAR, SIKKIM, NEPAL, TIBET, LADAKH, CHANDIGARH, NEW DELHI, JAIPUR, KATHMANDU, CHHINDWARA, SURAT, 500 km

Trend of ANC registration and ANC reported

Month	ANC registration	ANC reported
April 2016	4,630	2,633
May 2016	3,718	2,159
June 2016	3,995	2,195
July 2016	3,804	2,195
August 2016	3,804	2,195
September 2016	3,804	2,195
October 2016	3,804	2,195
November 2016	3,804	2,195
December 2016	3,804	2,195
January 2017	3,804	2,195

Event Reports

More apps

Remove Get as image Share interpretation Explore Resize Distribution of ANC registration

- Then click on 'report generation'

dhis2 UPHMIS

Report Configuration

Section Management

Report Management

Report Generation ← (highlighted by a red arrow)

Data Status

Home Page

[192.168.0.15/uphmis/dhis-web-reports-app/index.html]

- Select the organization unit, report type & period.
- The user can generate these reports at district & state level.
- Steps for generating the MPR for both the level is same.
- Once you click on generate report, you will get the district level MPR report for the selected period.

dhis2 UPHMIS

Report Configuration

Section Management

Report Management

Report Generation

Data Status

STANDARD REPORTS

1. Please select report section

MPR

2. Please select report

MPR

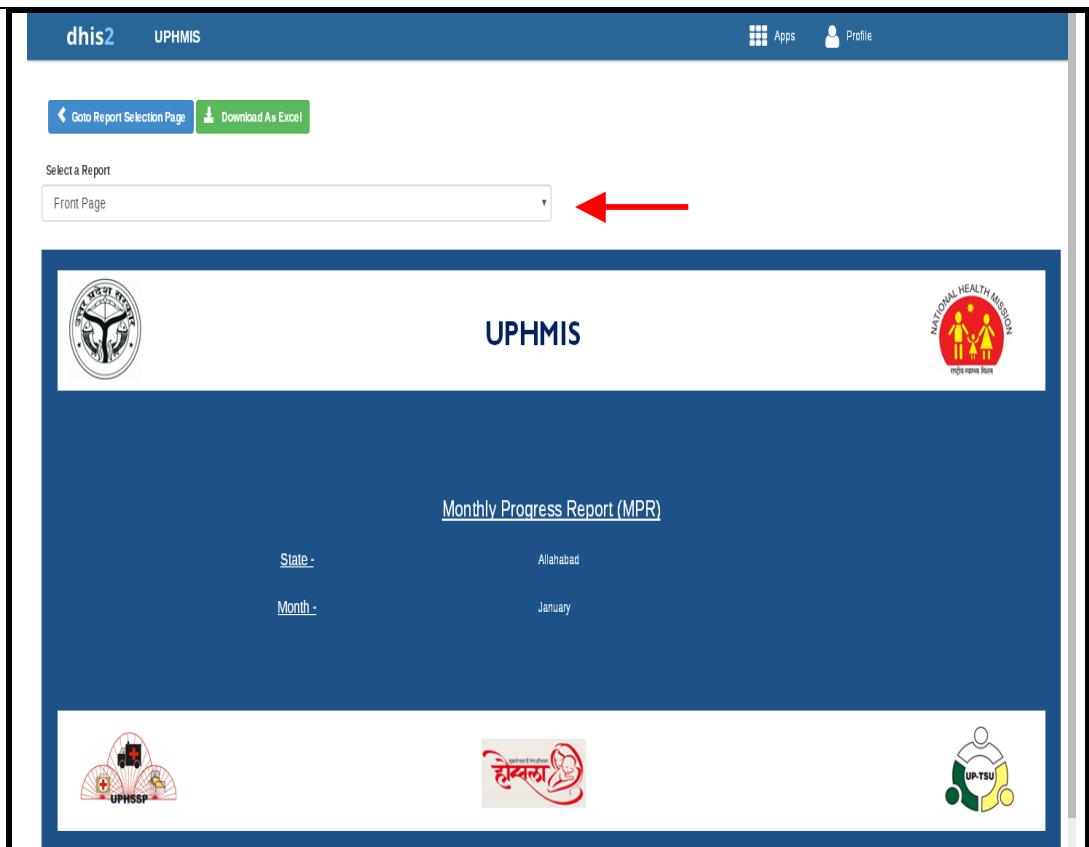
3. Please select period

Jan

2014

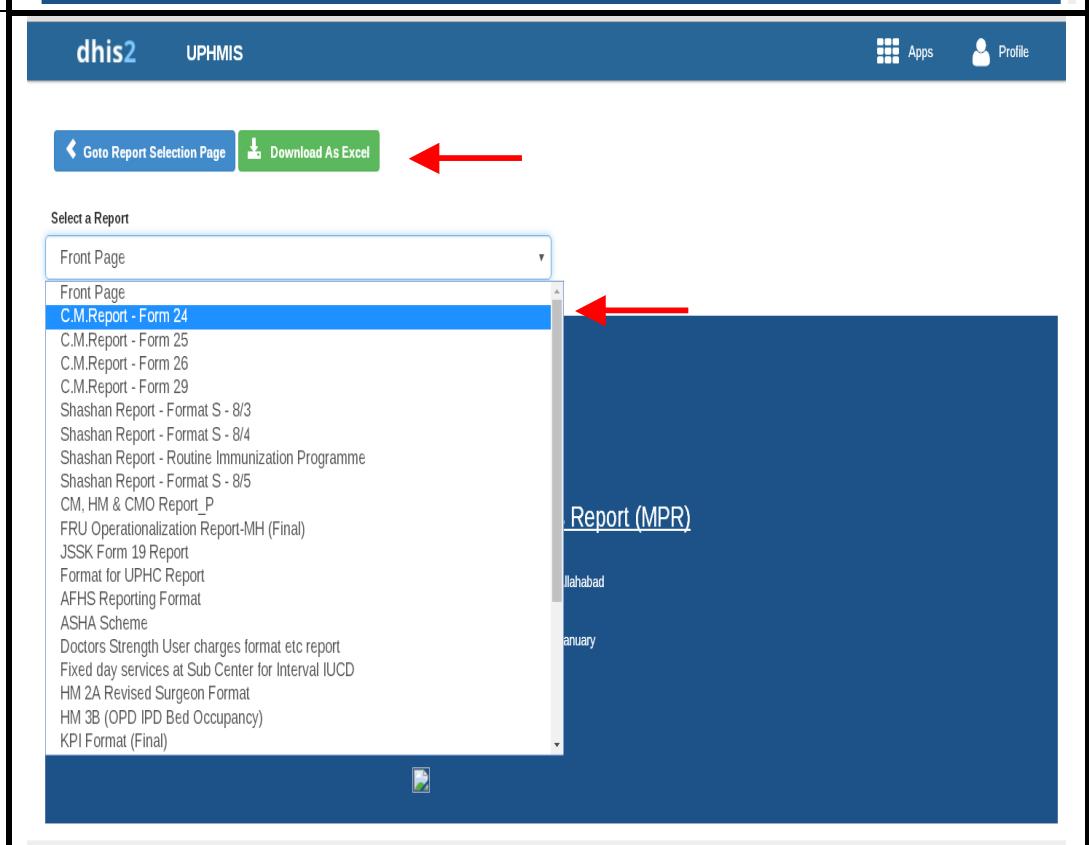
Generate report

- Select the report type that you want to generate.



The screenshot shows the dhis2 UPHMIS application interface. At the top, there are navigation links for 'Goto Report Selection Page' and 'Download As Excel'. Below this is a dropdown menu labeled 'Select a Report' with 'Front Page' selected. A red arrow points to this dropdown. The main content area displays the 'UPHMIS' logo and the title 'Monthly Progress Report (MPR)'. It includes fields for 'State' (Allahabad) and 'Month' (January). Logos for 'UPHSSP', 'UP-TSU', and 'District Health Society' are visible. The background is dark blue.

- Here you will get the types of reports in MPR. You can choose the specific format from the drop-down.
- You can also download the same by clicking "Download as excel" button.



This screenshot shows the same dhis2 UPHMIS interface as above, but with a different selection in the dropdown menu. The 'C.M.Report - Form 24' option is highlighted with a blue selection bar, and a red arrow points to this selection. The rest of the interface is identical to the first screenshot, including the 'Report (MPR)' title and state/month fields.

- This type of MPR report will be generated on selecting the type of report from the drop down

3. Data Status

Data status is the component of data quality where we can check the completeness of the report.

- Click on 'report app'

The screenshot shows the dhis2 UPHMIS dashboard. At the top right, there are navigation links for 'Apps' and 'Profile'. Below the header, there are tabs for 'Profile', 'Messages', and 'Interpretations', along with a search bar. A main map of India is displayed with various regions highlighted in different colors. To the right of the map is a bar chart titled 'Trend of ANC registration and ANC referred' comparing 'ANC registration' (green bars) and 'ANC referred' (blue bars) from April to July 2016. The chart shows values: April 2016 (ANC registration: 4600, ANC referred: 2633), May 2016 (ANC registration: 3718, ANC referred: 2159), June 2016 (ANC registration: 3995, ANC referred: 2195), and July 2016 (ANC registration: 3804, ANC referred: 2195). Below the map and chart are several icons representing different data management functions: 'Reports', 'Report App' (highlighted with a red arrow), 'NRHM Reports', 'Event Reports', 'Event Capture', 'Individual Records', and 'Tracker Capture'. A 'More apps' button is also present.

- Go to 'data status'

The screenshot shows the dhis2 UPHMIS 'Home Page'. On the left, a sidebar lists navigation options: 'Report Configuration', 'Section Management', 'Report Management', 'Report Generation', and 'Data Status' (highlighted with a red arrow). The main content area is currently empty, displaying the text 'Home Page'.

- Select the organization unit, data set, period and then click on 'Data Status- Data Set'.

dhis2 UPHMIS

Data Status Report

1. Please select organisation unit Include Zero

2. Please select data set

3. Please select start period

4. Please select end period

Data Summary - Data Set **Data Status - Data Set** **Data Status - DE Group**

User Details **Validation Status** **Comments**

- Here you get the data status report of a district. You can check the facility wise completeness of the report through this report.
- You can download this report in excel format by just clicking on download tab.

dhis2 UPHMIS

Data Status - Data Sets

Root Organisation Unit : Allahabad
Data Set : DH HMIS Dataset
Duration : Jan 2016 to Jan 2016

Category	Count	Status
Completed (75+)%	72(1)	Green
Partially Completed (41-75)%	72(1)	Yellow
Not Completed(1-40)%	0(1)	Red
Not Entered (0)%	72(1)	Grey
Not Assigned	13(1)	Grey

Organisation Units

Facility	Count
Kaundhiyara	72(1)
SC Gothi	72(1)
SC Kolhua	72(1)
SC Naugavan	72(1)
SC Pawari	0(1)
SC Umari kanti	72(1)
SC Chak ghanshyam das	72(1)
CHC CHC KAUDHIYARA	13(1)
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