

HMIS RapidSMS Weekly Reporting – Additional Instructions

Remarks

You may choose to send a fifth optional remarks SMS report. Simply send the word remarks, followed by your remarks.

EXAMPLE: A health worker would like to inform the HSD about a stock-out of injectable quinine. She would send the following SMS report:

```
remarks please be advised we have no injectable quinine
```

Submission Schedule

Reports should be submitted on Mondays using information from the week before. You cannot submit reports on Sundays. Reports submitted anytime during the week are always for the week before. If you go an entire week without submitting a report, you must submit a late report. When you send a late report, you must use a special format so the system knows that you are sending information collected from an earlier week, not the week before. If you are sending a report one week late, you would put a **-1** after the first word of each SMS report. If you are sending a report two weeks late, you would put a **-2** after the first word of each SMS report.

EXAMPLE: A health worker was unable to submit the reports during the week. The following week, she wants to submit the reports from the missed week. She would send the following four SMS reports:

```
report-1 ma76 ab2 ch6+1 dy18
```

```
test-1 112 47 32 17 00 00 06 11
```

```
treat-1 02 17 05 09 10 14
```

```
act-1 14 62 09 00 00 00 21 12 00 00
```

After completing the reports for the missed week, she can then immediately send the four SMS reports for the current week in the normal manner.

Correcting Mistakes

If you send a SMS report which is accepted by the system but contains inaccurate information, you may resubmit the SMS report again with the corrected information. The new report will replace the erroneous report.

[!] If you resend the disease report, you must resend all of the reportable diseases; you cannot just send the diseases which were reported incorrectly. Any diseases not included in the new report will be reported with zero cases.

Moving Health Units

Once you have subscribed to a specific health unit, all SMS reports sent by your line are attributed to that health unit. If you move health units, you must inform the system of your new location using the join word.

EXAMPLE: A health worker has already subscribed to a health unit, but is reposted to a new health unit with a health unit code of GULU201.. She would send the following SMS to inform the system of her new location:

```
join gulu201
```