

1. District Program Implementation Unit

Name and Designation of the Supervisor	
Date of visit to district in the province	

1) **FUNCTIONING OF DPIU**

Section 1.1 Planning/Establishment

Indicator	Yes	No	Remarks (Briefly record relevant observations/inputs and functional status of equipment)
Annual District Plan of Action available for current year			
Management support available			
Office furniture			
Office Equipment			
1. Telephone			
2. Fax			
3. Computer			
4. Printer			
5. Internet			
6. Any Other			
Staff Composition of DPIU as per policy			
Name Unfilled positions			

Section 1.2 Meetings held during the previous month

Type of Meeting (attended by)	Date of meeting	Specific issues discussed	Minutes available	Actions taken
DPIU Monthly Meeting (EDO Health/DOH, DCO, ADCO, Accounts Supervisor)				
Maternal Mortality Conference (Lady Health Supervisors monthly meeting)				
District/FLCF Trainers				
DHMT/DTC with other departments, DPWO, others				

2) HUMAN RESOURCES

Section 2.1 Lady Health Workers

Allocated	Recruited	Dropout	Terminated	Presently working (after 3 months training)	Current training status (Mention numbers)	Current training status (Mention numbers)			Remarks
						Months	Under 12 months	Completed	

Section 2.2 Lady Health Supervisors

Allocated @ 20-25 LHWs	Recruited	Dropout	Terminated	Presently working (after 3 months training)	Current training status (Mention numbers)	Current training status (Mention numbers)			Remarks
						Months	Under 9 months	Completed	

Section 2.3 Drivers

Required	Currently Working	Remarks

3) FINANCES

Item		Status	Remarks
Cash Book maintained		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Monthly SOE prepared & reconciled		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Amount Received (in Rs.) (For current quarter from PPIU)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Payroll submitted by 20 th of month		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Salary of LHWs/Supervisors/Drivers will be paid until what month and year?		<u> </u> <u> </u> / 20 <u> </u> <u> </u> M M Y Y	
Training allowance paid for last month	FLCF Trainers	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	LHWs refresher training allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	District Trainers	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Amount for POL/Fixed travel allowance to be paid to supervisors until what month and year?		<u> </u> <u> </u> / 20 <u> </u> <u> </u> M M Y Y	

4) LOGISTICS

Section 4.1 Store

Item	Status	Remarks
Is the storage space large enough to hold needed supplies?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are storage conditions proper? (Refer to checklist for store maintenance, C-III)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is the stock register up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are issue-receipt vouchers up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are bin cards up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the Demand & Distribution System been adopted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 4.2 Medicines, Contraceptives and other logistics

Items	Available (Yes/No)	Distributed (Yes/No)	Remarks (If item is either not available or not distributed, mention the reasons as well as for how long the item is out of stock in case of non-availability)
Medicines			
Contraceptives			
Printed Material			
Non Drug items			

Section 4.3 Vehicles

Levels	No. Received	No. Available	No. Functional	Remarks
DPIU				
Supervisors				

5) SUPERVISION AND MONITORING

Section 5.1 Supervisor's visits

Undertaken by	No. of days in the field (during last month)	Tour reports available (Yes/No)	Remarks (Comment on the purpose and quality of visit after reviewing the tour reports)
District Coordinator		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Assistant District Coordinator		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Others (Specify)		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section 5.2 Trainings

Training	Venue	Date of Start	Date of Completion	Remarks (On the basis of Training Checklists)
LHWs Basic Training				
LHSs Basic Training				
FLCF/District/Provincial				
Trainers Training				
Refresher Training (Please specify)				
Trainings organized by others (NGOs, International Agencies etc.)				

Section 5.3 (a) Status of Monthly Report

Type	Number		Remarks
	Expected	Submitted	(Comment on the quality of report after reviewing them)
Facilities			
Lady Health Supervisors			
FPO			
Proforma (NP)			
FPO worksheet folders maintained	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
DCO worksheet folders maintained	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ADC worksheet folders maintained	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Section 5.3(b) LHW-MIS

Activities	Status	Remarks
District Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	
No. of LHWs reporting (from DMR) (%age)	Number:	
Feedback from PPIU to District on DMR	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Feedback from DPIU to Health Facilities on Monthly Report	Yes <input type="checkbox"/> No <input type="checkbox"/>	
HR database updated	Yes <input type="checkbox"/> No <input type="checkbox"/>	
LHW-MIS software installed and made functional	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Computerized pay roll generated	Yes <input type="checkbox"/> No <input type="checkbox"/>	

MIS charts displayed and updated	Yes <input type="checkbox"/> No <input type="checkbox"/>	
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5.4 Program indicators

Indicator	Source	Last Month	2nd Last Month	3rd Last Month
Contraceptives Prevalence Rate	MIS Chart			
Total number of deliveries	DMR			
Total number of deliveries by SBA	DMR			
Total number of pregnant women seen at the facility that month (check for double counting)	MIS Chart			
Number of pregnant women who received TT	MIS Chart			
Number of pregnant women given iron tablets	DMR			
Number of post natal visits made	DMR			
Number of post natal cases visited 24 hours after deliveries.	DMR			
EPI Coverage (fully immunized)	MIS Charts/Jaiza Karkardagi JK			
Number of of ARI cases under 5 seen per LHW/month	DMR			
Number of diarrhea cases under 5 seen per LHW/month	DMR			
Average District Performance (score)	LHS Performance Report/JK			

Section 5.5 Mortality Verification

Mortality	Reported Last DMR	Verified	Confirmed	Remarks
Number of maternal deaths in the covered area				
Number of infant deaths				

DISCUSSION AT DPIU

(The supervisor should discuss the issues identified with the EDO Health (H)/DHO/District Coordinator after every visit)

Date: _____ District Name: _____

Sr. No.	Name of managers who attended the discussion
1	
2	
3	
4	

Issues Discussed	Actions agreed for DPIU	Actions required at PPIU/FPIU
1.		
2.		
3.		
4.		
5.		

Critical Issues (to be followed during next visit)

Sr. No.	Critical Issues
1	
2	
3	
4	
5	

User Guide for District Program Implementation Unit

The Supervisor will mention his/her name with designation along with: date of visit, name of district and province.

1. Functioning of DPIU

1.1) Planning/Establishment

Check whether annual district plan of action for current year is available or not. This plan has been developed by district program implementation unit in the light of guiding principles, objectives and targets of the program. Note that management support i.e. office furniture, equipment such as telephone, fax, computer, printer, internet, any other and staff composition of DPIU (District Coordinator, Assistant District Coordinator, Accounts Supervisor and Driver) as per policy is available or not. Also observe that relevant record and office equipment is available in functional form or not.

1.2) Meetings held during the previous month:

It refers to different types of meetings explained in the checklist. The monitor will verify the meetings from the record of the program and will see the details on minutes' circulation, high spots of gaps and issues. He /She should also ascertain from the actions proposed, for fixing the errors in the record, and their implementation.

2. Human Resources

2.1) Lady Health Workers

The strength of LHWs allocated, recruited, drop outs, terminated, presently working with current training status in numbers. Any specific remarks should be mentioned in the remarks column.

2.2) Lady Health Supervisors

The strength of LHWs allocated, recruited, drop outs, terminated, presently working with current training status in numbers. Any specific remarks should be mentioned in the remarks column.

2.3) Drivers

The number of drivers required and currently working with remarks will be mentioned.

3. Finances

Status of all the items will be verified from the relevant register of the account section. Remarks specific to each item should be mentioned in the column of "Remarks".

4. Logistics

4.1) Store

Space Adequate: It means whether sufficient space is available or not to store the items properly.

Storage Conditions are Proper: It means whether proper conditions i.e. ventilation, proper temperature and cleanliness exist or not.

Stock register/Issue receipt vouchers/Bin card maintained: Check that all items mentioned are present and properly maintained.

Demand and Distribution System Adopted: It means whether demand from the end user and distribution from district store are matching or having any discrepancy. All these will be verified from relevant registers and receipt vouchers.

4.2) Medicines, Contraceptives and Other Logistics:

Check that all items mentioned are available and have been distributed appropriately. If there is any out of stock item, then mention reasons and how long the item is kept out of stock.

4.3) Vehicles

The supervisor will check the number of vehicles used by DPIU and supervisors. He / She will also note the number of available and functional vehicles with any concerned comments.

5. **Supervision and Monitoring**

5.1) *Supervisor Visits:*

This refers to no. of days in the field by each supervisor mentioned in the list during last month. This will be verified from the tour reports and (tallied with revised tour reports) feedback given to the health facility as well as to the higher authority. Special mention is made to note the specific issues, identifying gaps, proposing actions and making follow up.

5.2) *Trainings:*

This will be checked and verified from the record of the list of trainings mentioned in this section regarding venue, date of start and date of completion of training. It is possible to comment on the training quality from the record of the health facility, training assessment tools that were used and training report that highlights the strengths and weaknesses of training.

5.3 (a) *Status of Monthly Reports:*

It means that the number of expected and submitted monthly reports mentioned in the checklist. The supervisor is expected to review a set of each type of report and comment on the objectivity, strength, weaknesses and relevance of the reports.

5.3(b) *LHW-MIS:*

The supervisor will check the activities mentioned in this section whether these have been done or not within given timeframe. He/ She will verify from the record of DPIU-MIS. Specific remarks relevant to each activity will be given in relevant column. He/ She will note the frequency, regularity, completeness and quality of reports. DMR refers to District Monthly Reports.

5.4) *Program Indicators:*

Check the given indicators from the source mentioned LHW MIS Chart, DMR, Performance Report of LHS, Jaiza Karkatdgi for each one, of the last three months. Each indicator needs to be reported for each month separately.

5.5) *Mortality Verification:*

Check the number of maternal and infant deaths from reported last District Monthly Report and note that the verbal autopsy of each death has been verified and confirmed with any related remarks.

6. Discussion at DPIU

Discussion with EDO Health/DHO/district coordinator on the issues identified should be carried out with attendance of the participants and date of discussion. The issues discussed, actions agreed for DPIU, actions required at PPIU/FPIU will be recorded on the given format and critical issues to be followed during next visits will be enlisted.