

Online Monitoring and Supervision System

User's Manual

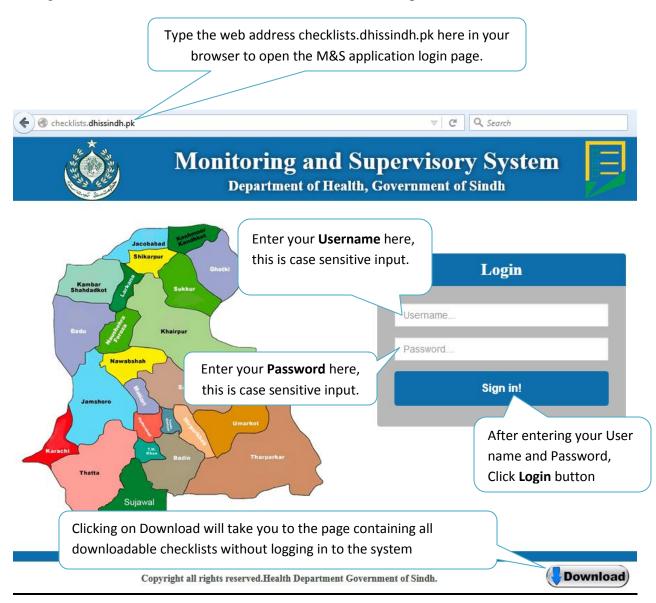
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Chapter 1: General Information

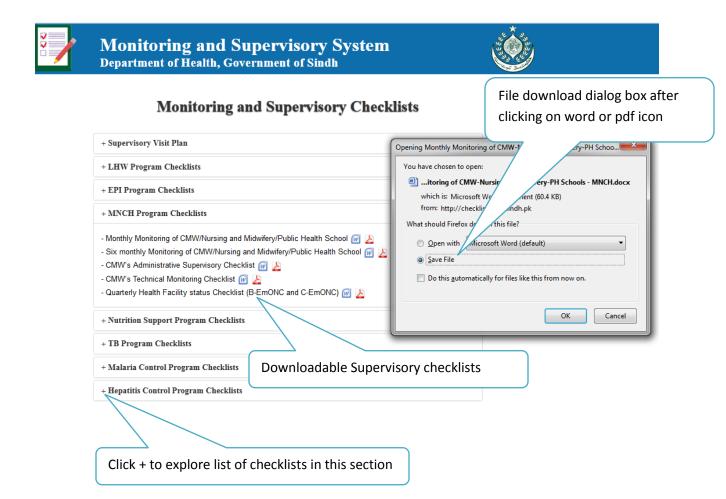
Log in to M&S System

To login in the Online M&S software, follow the instructions provided here;



Downloadable Checklists page

This page consists of all checklists in downloadable word and pdf formats. Supervisors may download these checklists and forms to make monthly visits plan. Before entering data of visit plan and filled checklists into online system, these forms may be filled by supervisors during health facilities visits

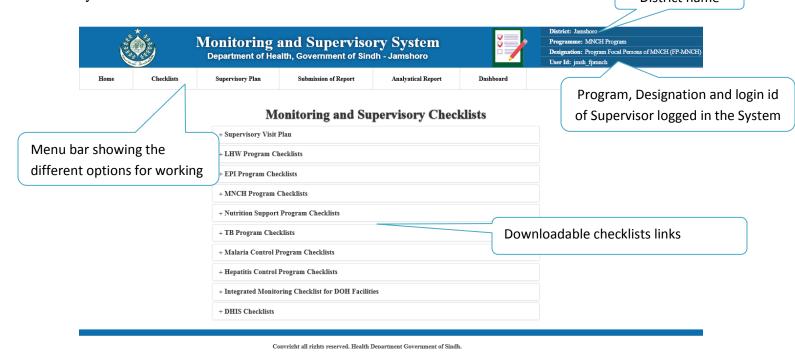


Main Interface/Screen

cklists.dhissindh.pk/users/login#

After login in, following screen will be appeared in your web browser; top left hand side showing the logo of province and the top right hand side show the details of supervisors login, designations and program. After header, there is menubar contain all options to interact with system

District name



Monitoring and Supervisory System ie: MNCH Program Designation: Program Focal Persons of MNCH (FP-MNCH Department of Health, Government of Sindh - Jamshoro Supervisory Plan Submission of Report Analyatical Report Dashboard MNCH Program DHIS 1-Monthly Monitoring of CMW/Nursing and Midwifery/Public Health School 1-Data Accuracy Using LQAS Techniques 2-Six monthly Monitoring of CMW/Nursing and Midwifery/Public Health School Menu Options for MNCH Supervisor. Every supervisor will 3-CMW's Administrative Supervisory see checklists of their relevant programs 4-CMW's Technical Monitoring Checklist 5-Quarterly Health Facility status Checklist (B-EmONC and C-EmONC) + Nutrition Support Program Checklists + TB Program Checklists + Malaria Control Program Checklists + Henatitis Control Program Checklists + Integrated Monitoring Checklist for DOH Facilities + DHIS Checklists

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Chapter 2: Visit Plan Making by Supervisors and submission of Checklists

Plan Making

Every district and provincial supervisor may make his own plan. To add/edit or view his plan, supervisor has to click on My Plan in menu as shown the following.



List of Plans made

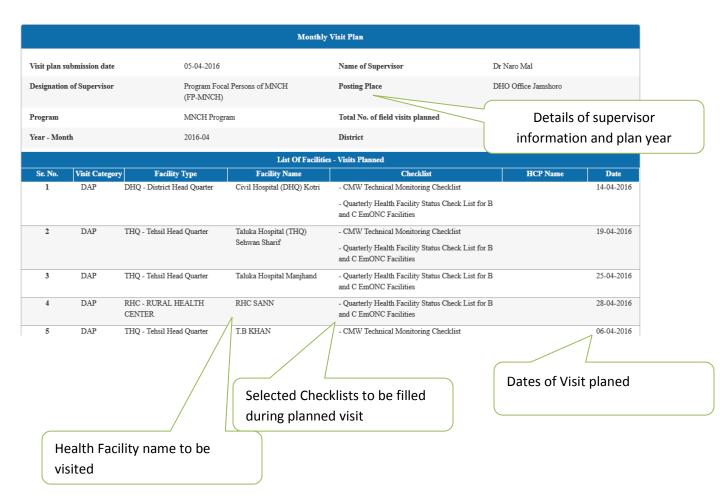
Next screen appear will contain the list of plans made by the supervisor. This list contains information like Supervisor name, District, Year month, supervisors program, No of visits planed, plan submission date, information whether plan is approved by DHO and view button to see the details of plan

On top of list, there is a link "Make Plan", clicking on this will open the interface to make new plan.



Plan View

Clicking on Plan view will open the page containing details of plan. These details include information about Supervisor who made the plan, year-month of the plan, details about each planned visit which includes visit category (DAP visit / Program visits), Facility type, Facility to be visited, Checklist names to be filled during visit, Healthcare providers name whose checklist is to be filled, date of visit planned.



Make Plan

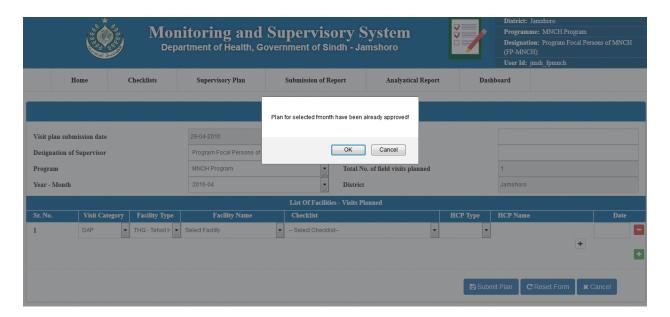
By clicking on Make plan, interface of making new plan for the month will be appeared. This interface will facilitate supervisors to make plan for coming month, by selecting visit category, health facility to be visited, checklist to be filled and any particular health care provider whose checklist to be filled like CMW, LHW and any SBA, and dates when health facilities will be visited in plan. Following figures show the functioning of Make new plan

District: Jamshore



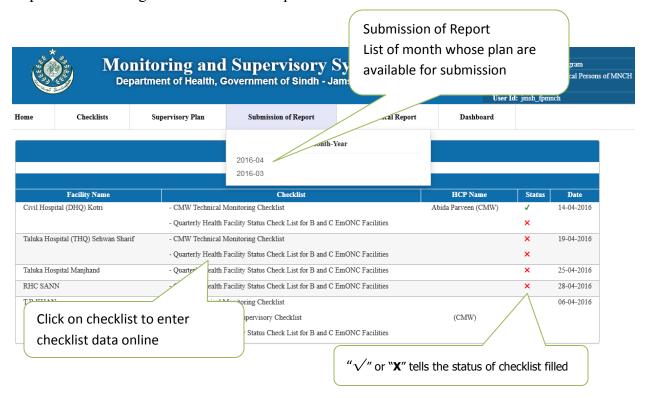
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- Visit plan is editable until approved by DHO. After the approval of DHO, this plan may not be changed
- Supervisor has facility to select as many checklists he want to filled during one visit
- Supervisor may add as many visit as he wants to include in plan
- One supervisor may make only one plan for a month. If plan already exist, then following message will appear



Submission of Checklists

After the plan is made, and DHO will approve the plan, Supervisors will visit facilities and fill checklists during their visits as per plan. Then supervisors will be able submit data of this checklist in online system. For submission of checklist, Supervisor will click on Submission of Report" which will give month list whose plans are available.

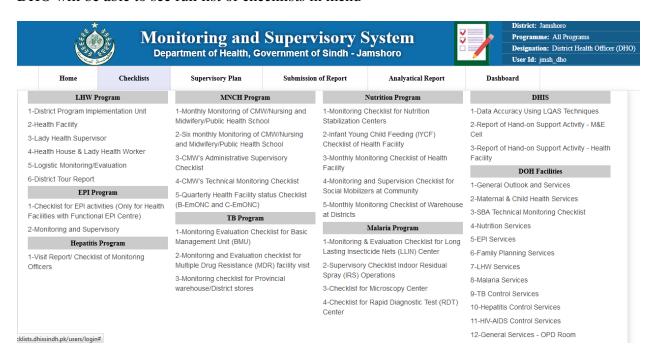


Plan Approval by DHO

For district supervisor, DHO is allowed to approve the plan in this system. Similarly, for provincial supervisor of vertical programs, Provincial program director is allowed to approve the plan. DHO or Provincial program director will first login to the system.

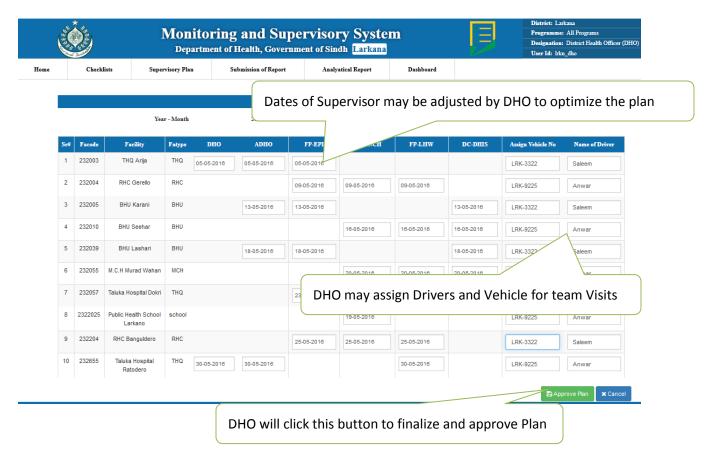


DHO will be able to see full list of checklists in menu



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After clicking Approve Plan following screen will appear. Here DHO may adjust visit dates of plans of supervisors, and can make overall visit plans optimal. DHO can also assign Vehicles and Drivers for team visits



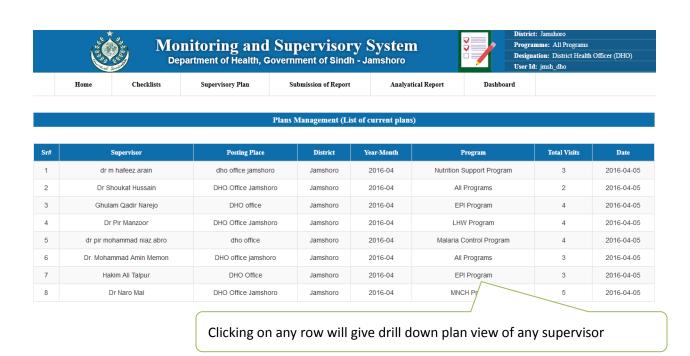
View of Approved Plan

DHO may view his approved plan by clicking on view in plan lists

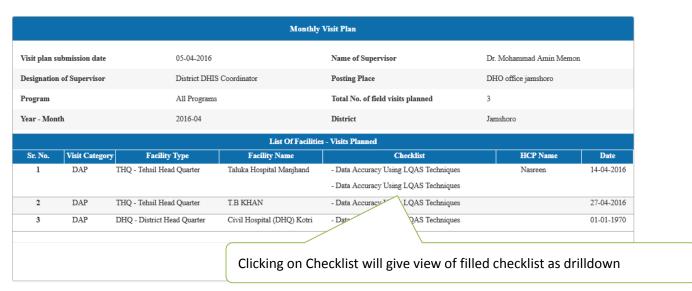
	Monthly Visit Plan - Approve List										
	Year - Month 2016-05										
Sr#	Facode	Facility	Fatype	DHO	ADHO	FP-EPI	FP-MNCH	FP-LHW	DC-DHIS	Assign Vehicle No	Name of Driver
1	232003	THQ Arija	THQ	05-05-2016	05-05-2016	05-05-2016				LRK-3322	Saleem
2	232004	RHC Gerello	RHC			09-05-2016	09-05-2016	09-05-2016		LRK-9225	Anwar
3	232005	BHU Karani	BHU		13-05-2016	13-05-2016			13-05-2016	LRK-3322	Saleem
4	232010	BHU Seehar	BHU				16-05-2016	16-05-2016	16-05-2016	LRK-9225	Anwar
5	232039	BHU Lashari	BHU		18-05-2016	18-05-2016			18-05-2016	LRK-3322	Saleem
6	232055	M.C.H Murad Wahan	MCH				20-05-2016	20-05-2016	20-05-2016	LRK-9225	Anwar
7	232057	Taluka Hospital Dokri	THQ			23-05-2016		23-05-2016	23-05-2016	LRK-3322	Saleem
8	2322025	Public Health School Larkano	school				19-05-2016			LRK-9225	Anwar
9	232204	RHC Banguldero	RHC			25-05-2016	25-05-2016	25-05-2016		LRK-3322	Saleem
10	232655	Taluka Hospital Ratodero	THQ	30-05-2016	30-05-2016			30-05-2016		LRK-9225	Anwar

All Plan View

DHO may have view of all plans by clicking All Plan in menu of Supervisory Plans. Following is the view of All plans for DHO



Drill down view of plan after clicking on any row of all plan view of DHO



Then in plan detailed view, DHO may click on any checklist, it will open view of filled checklist as drilldown

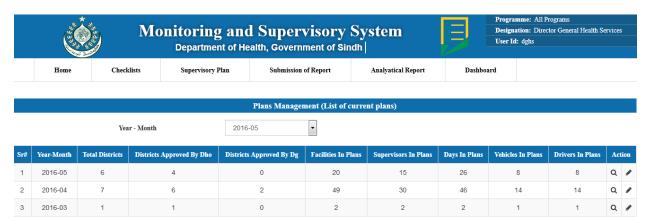
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Name of reporting Officer Dr. Moh				ammad Amin N	imad Amin Memon Designation					DHIS-Coordinator					
Reporting month 2							District		Jamshoro						
LQAS Date			2016-04-	05		Report Type				DHIS	3				
Facility Type	THO			ehsil Head Qua	rter		Facility Nam								
	Data elements from the r		the monthly	Number		Verification of data				Do numbers in column 2			Remarks(Such as Data		
Sr. #				the Mor		Register/form No.		&3 match?			availability, completeness etc)				
	1			2	3				Yes	N	lo .				
1	a			2	d			2	✓						
2	2			2	2			2	✓			2			
3	2			2	2			2	✓						
4	21			22				22	✓						
5	21			22	kj			8		,	/				
6	زز			8	kk			8	✓						
7	kk			8	kk			9		•	/				
8	hg			7	jh			9		,	/				
9	kjh			77	jhg	į.		77	✓						
10	bnh			54	jhg	3		54	✓						
11	nhg			45	gh	g		45	✓						
12	bnj			87	nh	S		87	✓						
								Total	9	3	3				
							Accura	icy Percentage		80					
			LQAS Tab	le: Decisions F	Rules for Sa	mple Sizes of	12 and Cove	rage Targets/Av	erage of 40-	95%					
Sample Size	Less than 20%	20%	30%	40%	45%	50%	60%	65%	75%	85%	90%	95%	100%		
12	N/A	1	2	3	4	5	6	7	8	9	10	11	12		

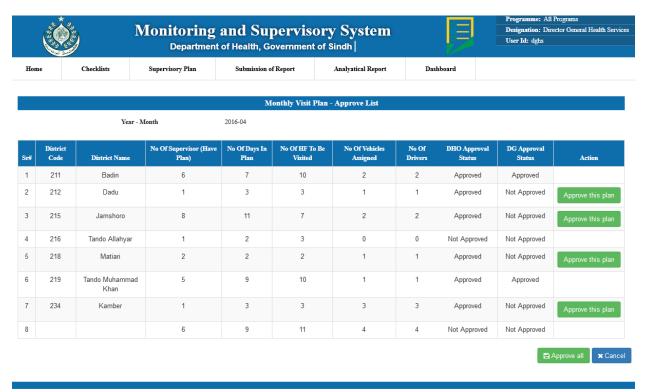
This is view of sampled filled checklist of Data Accuracy using LQAS techniques. This view is showing that this checklist is filled by DHIS-Coordinator for reporting month April 2016.

DG Plan View and Approval

DG health also can view all plans made by supervisor and approved by DHOs.



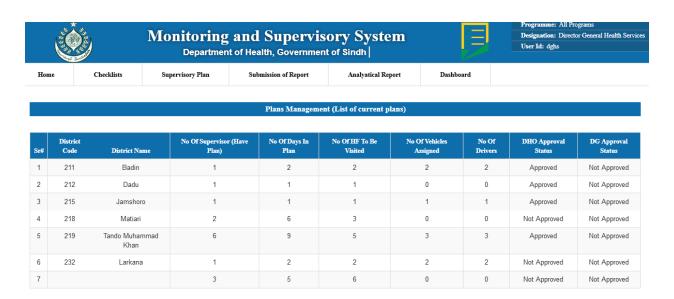
Clicking on Edit button, following approval page will be opened. DGHS can approve all plans at once or may approve district plans one by one



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All Plan View with Drilldown facility

DGHS may view all plans by clicking on All Plan in menu of Supervisory plans. View of all plans will be as follows.



This view of all plans gives information about plans submitted as district wise aggregates. This view includes no of supervisor who have made their plans, No of days in plan for every district, No of Health facilities to be visited, No of vehicles to be used or assigned, No of Drivers assigned against district's plan. This view has the features of drilldown therefore DGHS may click on any row and get the view of details of districts which is show in following snapshot

	Plans Management (List of current plans)										
Sr#	Supervisor	Posting Place	District	Year-Month	Program	Total Visits	Date				
1	Uzair	Mattiari	Jamshoro	2016-05	All Programs	1	2016-05-02				
2	Dr Shoukat Hussain	DHO Office Jamshoro	Jamshoro	2016-04	All Programs	2	2016-04-05				
3	Ghulam Qadir Narejo	DHO office	Jamshoro	2016-04	EPI Program	4	2016-04-05				
4	Dr Pir Manzoor	DHO Office Jamshoro	Jamshoro	2016-04	LHW Program	4	2016-04-05				
5	dr m hafeez arain	dho office jamshoro	Jamshoro	2016-04	Nutrition Support Program	3	2016-04-05				
6	Dr. Mohammad Amin Memon	DHO office jamshoro	Jamshoro	2016-04	All Programs	3	2016-04-05				
7	Hakim Ali Talpur	DHO Office	Jamshoro	2016-04	EPI Program	3	2016-04-05				
8	Dr Naro Mal	DHO Office Jamshoro	Jamshoro	2016-04	MNCH Program	5	2016-04-05				
9	dr pir mohammad niaz abro	dho office	Jamshoro	2016-04	Malaria Control Program	4	2016-04-05				

This view have further drilldown facility which similar as discussed in DHO level all view plans and DGHS can see the individual checklist filled using this drilldown facility