



Web-Based HMIS-User Manual

HUP City Demonstration Program





Health of the Urban Poor (HUP) Program

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Objectives of establishing a Web based MIS are to:

- Systematically track MNCHN, FP and WASH related indicators derived from various input formats like Household Survey, Mother and Child Tracking System and Birth Spacing.
- Generate online reports for all the five HUP demonstration cities.
- Upgrade the paper based MIS to an electronic version.
- Establish a mechanism of data quality control with inbuilt quality control measures like logical constraints; drop down boxes, data entries not being accepted beyond a specific range etc.

Access to the Web based MIS:

The following members of HUP team will have access to the web based MIS:

- At City level: All three members of the city team i.e. City Coordinator, NGO/CBO Coordinator and Documentation Officer, Project Coordinators and Data Entry Operators of the partner NGOs will have access to the web based MIS.
- At State level: The state teams will be given a guest login ID and password to access the reports for use and advocacy purposes.
- At PMU level: The PMU city demonstration and MIS units will have unlimited access to the web based MIS.

Limitations of the Web based MIS:

1. This web based MIS has been designed to convert the manual data into an electronic version and to act as a quality control mechanism by applying various checks and balances at the data entry level. However, web based MIS will not improve the quality of data already collected. Data quality needs to be improved at the time of data collection itself by various mechanisms like spot check, back check etc. by the concerned supervisors.

2. The outputs/ reports will be generated primarily in a tabular form.

Welcome Page



Every authorized user who is supposed to work on the web based MIS will be provided a unique User ID and Password.

User ID and Password will be provided by the PMU to all those concerned. In case the user wants to change the password, a request needs to be sent to the PMU city team. For password change, the request needs to be routed through the MIS & Documentation Officer for Jaipur, Pune and Bhubaneswar and through the Project Coordinator for Delhi and Agra.

Home Page



Home page has three important components:

1. New Data Entry

In case when data entry of a particular household or beneficiary is to be done in the web based MIS for the first time, then click on the respective format – Household Survey, MCTS, Birth Spacing or Daily Diary under the section of New Data Entry.



2. Data Editing:

In case the data previously entered in any of the formats needs to be edited, then please click on the respective format under the section of Data Editing. The HH survey and Daily diary format are one time entry formats wherein, the complete information can be entered at one point of time.

But the entries in the Mother and Child Tracking and Birth Spacing formats need to be carried on over a period of time; so subsequent updating of these formats or subsequent data entry in these two formats will be done under the section of data editing.



3. Reports:

In order to generate the program performance reports click on the reports section. Depending upon the type of report you want to view/ generate, click on the subsequent link.

For viewing the HH survey report, click on the HH survey button and similarly for viewing the Mother and Child Tracking report, click on MC Tracking button.

You will be able to see the city wise report as well as the consolidated PMU level report for any of the formats.



Generic instructions:

1. Name of the City: Enter the name of your intervention city by selecting the appropriate option from the drop down list.

		x		
Goal	_	Household Data	Entry Form	07-Dec-2012 * Mandatory fields
To improve the hearn	Name of City	Agra 💌	Slum Code	
poor by adopting effective, efficient	Ward warnerer		Code of Link Worker / CC	
and sustainable strategic intervention	HUP Structure No.	4	Name of Household Head	

2. Link Worker/Cluster Coordinator Code: Every LW/CC will be provided a two digit code by the PMU. For every intervention city the names of the LWs/ CCs will be arranged in an alphabetical order and codes would be allotted to them beginning from 1 onwards. However, for Agra because of presence of two sub partners, the LWs of CURE will be allotted codes from 1-21 and the LWs of SNBS will be allotted codes 22 onwards.

The LW/CC code has to be entered as a two digit numeric code for eg. if the code of LW/CC is 1, then while data entry please write it as 01.

		e		
Goal		Household Da	ta Entry Form	07-Dec-2012
To improve the health status of the urban	Name of City	Agra 💌	Slum Code	indicatory names
effective, efficient and sustainable strategic intervention	Ward Number HUP Structure No.		Code of Link Worker / CC Name of Housenoid Head	

3. Slum Code: Similarly every intervention slum will be provided a three digit code by the PMU. The slum code is a three digit number because the maximum no. of intervention slums in a city is 170 for BBSR.

For each city, the names of all the intervention slums irrespective of the implementing sub partner should be consolidated in one list in an alphabetical order and then codes shall be allotted to the slums beginning from 1 onwards. For eg. in Pune, CASP implements in 15 slums and FPAI in 8 slums, but for purpose of slum code generation all 23 slums have to be listed in an alphabetical order and then codes will be allotted to them from 1-23.

However, for Agra because of presence of two sub partners, the intervention slums of CURE will be allotted codes from 1-22 and the slums of SNBS will be allotted codes 23 onwards.

Slum code has to be entered as a three digit numeric code for eg. if the code of a slum is 1, then while data entry please write it as 001.

	17-Dec-2012		
			Welcome
			* Mandatory fields
Name of City	Agra 💌	Slum Code	
Ward Number		Code of Link Worker / CC	
HUP Structure No.		Name of Household Head	
Household Id		Please note this Household future use	l ID in the HH register for

4. HUP Structure no: Enter the relevant HUP structure number as given at the time of Mapping and listing. HUP structure no. will be a four digit number only and no characters or alphabets will be accepted in this field. For eg. if the structure no. is HUP 111 then for the purpose of data entry, please write it as 0111.

	Household Data Entry Form						
			Welcome				
			* Mandatory fields				
Name of City	Agra 💌	Slum Code					
Ward Number		Code of Link Worker / CC					
HUP Structure No.		Name of Household Head					
Household Id		Please note this Household future use	ID in the HH register for				

- **5.** The fields asking for numbers will accept numeric entries only and no special characters or alphabets shall be accepted at the time of data entry. The character length also has been specified for every field.
- **6.** Please don't add any prefixes like Mr/Ms/Sh. or any special characters while entering of the names of Household head, pregnant woman or name of husband.

Also all the names must be entered in capital letters i.e. in Uppercase.

	Household Data En	try Form	17-Dec-2012
			Welcome
			* Mandatory fields
Name of City	Agra 💌	Slum Code	
Ward Number		Code of Link Worker / CC	
HUP Structure No.		Name of Household Head	
Household Id		Please note this Housenon future use	a 10 in the HH register for

7. Household ID/Woman ID/Child ID will be generated by the system automatically but these IDs need to be noted down in the hard copy for future reference and use.

- **8.** In case of drop down fields, please enter the correct option carefully otherwise the default entry will be accepted.
- **9.** Don't leave any data field empty. If there is any missing information or in case there is no relevant information to be entered then please write zero in the given space.
- 10. Household and Daily Diary format will be filled in one visit whereas MCTS and Birth Spacing entries need to be done over a period of time. Therefore, HH survey and Daily Diary formats will not accept any blank fields but MCTS and Birth Spacing formats will accept the blank fields.
- **11.** The first time details can be entered by selecting the appropriate format under the new data entry section but for subsequent entries, editing or updation, you need to go to the data editing section.

12. Data editing can be done but data deletion is not allowed in this web based MIS.

- **13.** For editing the data in any of the formats, you will need to enter the relevant ID i.e for editing HH survey data the system would ask for HH ID, for editing MCTS and Birth spacing data the system will ask for Woman ID. Similarly for editing the daily diary report, the system will ask for name of the city, implementing partner, month and year.
- **14.** To save any entry in the database of the system you need to submit the format after filling all the details. Leaving the data entry half way or without submitting the data entry format will not save the data. To submit the data, please press the Submit button.

In case household details are not	available, please select the appropriate option	Select option
Remarks	Submit Reset	
Home		

15. On submitting a data entry, a pop-up message saying that the data entry has been successfully submitted will flash on your screen. But, in case this pop up message does not appear; then it means that the data entry has not been saved in the MIS database.

Your data Submitted successfully								
	Back to Home Page	Enter More Data						
	Go Back	Enter Data						

16. Please don't press the back button to go to the Home page. For going to the home page, press the Home button on the left bottom corner of the data entry format.

Remarks	
Home	Submit Reset

17. To restart a data entry or to reset the data entry, please press the Reset button in the bottom of the data entry format; next to Submit button.

In case no household informat	ion is available, please mention	Select option
Remarks	Subait Reset	
Home		

18. Make sure to logout from the MIS by pressing the Log out button on the Home page, once your work is completed.



- **19.** There will be no session expiry time.
- **20.** For entering all the dates, you will have to click and select the appropriate date from the calendar. It is not possible to manually enter the date in the fields.

Antenatal Care														
Last Menstrual Period (LM			Se	lect l	Date	- l	-		Σ	3 ery			10	
Date of first ANC			🗋 at	outb	ank								10	
Date of third ANC		8		« « I	Decei	mber W	201	2 > F	» S				10	
TT-2 Vaccination			E			-		_	1		Selec	et	~	
Planned location for	Select 💙		9	10	4	12	6 13	14	8					
Delivery			1	6 17 3 24	18	19	20	21	22					
Delivery and Postnatal Ca	re		3	0 31				_	_					
					[clos	≥] [•	lear]						
Actual date of Delivery	1	<u> </u>							<i>,</i>		Selec	et	*	

Generation and Interlinking of IDs:

There are three very important IDs to be used in the web based MIS. These include:

- Household ID
- Woman ID
- Child ID

IDs will provide a unique identification number to the Household, Woman or Child.

Generation of Household ID:

First alphabet of the City name + 3 numeric digits for Slum Code + 2 numeric digits for LW/CC code + 4 numeric digits for HUP Structure No + first three letters of the household head's name.

Though the Household ID will be automatically generated but still the MIS users should understand the components of HH ID and the process of ID generation.

For eg. if the city is Agra, the slum code is 18, the LW code is 22, HUP structure no. is 384 and the household's name is Raj Kumar then the unique Household ID will be: A/018/22/0384/RAJ

Generation of Woman ID for MCTS and Birth Spacing:

HH ID + First two letters of the woman's name + First two letters of her husband's name.

For eg. if the unique HH ID is: A/018/22/0384/RAJ, the woman's name is Sheela and her husband's name is Vikram then the unique Woman ID will be: A/018/22/0384/RAJ/SH/VI

Generation of Child ID:

Woman ID + C1 or C2 (depending on the no. of children born in the current pregnancy)

For eg. if the unique Woman ID is: A/018/22/0384/RAJ/SH/VI and only one child is born in the current delivery then the unique Child ID will be: A/018/22/0384/RAJ/SH/VI/C1

But if two children are born in the current delivery then the unique Child ID of the second child will be: A/018/22/0384/RAJ/SH/VI/ C2

Interlinking between IDs:

HH ID is extremely important and should be noted down in the hard copy because all other IDs are linked to it. Once you have the HH ID; then the Woman and Child ID can be easily generated.

DATA ENTRY

- Household Data Entry Format
- Mother and Child Tracking Format
- Birth Spacing Format
- Daily Dairy Report Format

Household Data Entry Format

1. Identification Details:

FROM THE AMERICAN				
Goal		Household Data En	try Form	17-Dec-2012 Welcome
To improve the health status of the urban poor by adopting effective, efficient and sustainable	Name of City Ward Number	Agra 💌	Slum Code Code of Link Worker / CC	* Mandatory fields
strategic intervention approaches, adopting the principle of convergence of various development	HUP Structure No. Household Id		Name of Household Head Please note t <mark>h</mark> is Household future use	ID in the HH register for

- Name of the City: Enter the name of city by selecting from the drop down list.
- **Slum Code:** Enter the three digit slum code as provided by the PMU. This is a numeric field with maximum character length of three digits so; no alphabets and more than three digits will not be accepted.
- Ward No: Enter the valid ward number in the column.
- **Code of Link Worker/Cluster Coordinator:** Enter the two digit LW/CC code as provided by the PMU. This is a numeric field with maximum character length of two digits so; no alphabets and more than two digits will not be accepted.
- **HUP Structure No:** Enter the relevant structure or house no. given at the time of Mapping and listing. This is a numeric field with maximum character length of four digits so; no alphabets and more than four digits will not be accepted.
- Name of Household Head: Write the name of the HH head in the specified column. Please don't add any prefixes like Mr/Ms or any other special characters while mentioning of the name of household head and enter the name in capital letters.
- Household ID: Household ID will be automatically generated when you enter all the above mentioned details.

2. Socio demographic Details:

Religion	Hindu 💌	Caste	SC 🔽
BPL Status	Yes 💌	Total no. of Male Members	
Total no. of Female Members		No. of Currently Married Women (15-49 years)	
No. of Pregnant Women		No. of Infants <1 year of age	
No. of children between 1-5 years		Ownership Status	Owner 💌

- **Religion:** Please select the appropriate option from the drop down list.
- **Caste:** Please select the appropriate option from the drop down list.
- **BPL Status:** Please select the appropriate option from the drop down list.
- **Total no. of Male Members:** Enter the total number of male members including children in the specified field. This is a numeric field and a maximum of two digits can be entered in this field.
- **Total no. of Female Members:** Enter the total number of female members including children in the specified field. A maximum of two numeric digits can be entered in this field.
- No of Currently Married Women (15-49 years): Write the number of currently married women present in the household in the specified field. Maximum one numeric digit can be entered in this field.
- **No of Pregnant Women:** Write the number of pregnant women present in the household in the specified field. Maximum one numeric digit can be entered in this field.
- No of Infants <1 year of age: Write the number of infants less than one year of age present in the household in the specified field. Maximum one numeric digit can be entered in this field.
- No of children between 1-5 years of age: Write the number of children between 1-5 years of age present in the household in the specified field. Maximum one numeric digit can be entered in this field.
- **Ownership Status:** Please select the appropriate option from the drop down list.

3. Water and Sanitation Access:

Source of Drinking Water	1-Piped water 💌	Access to Toilet Facility	Individual 💌
No of Males using Toilet		No of Females using Toilet	
No of Males not using Toilet		No of Females not using Toilet	

- **Source of Drinking Water:** Please select the appropriate option from the drop down list. Be careful while selecting the option, otherwise the default option will be entered.
- Access to Toilet Facility: Please select the appropriate option from the drop down list. In case where the response is Individual or Community toilet then, enter the toilet utilization details in the following fields. But when the response in "No" indicating no access to toilet facility in such a case, the next four fields related to toilet utilization pattern will automatically get de-activated.
- No. of Males using Toilets: Write the number of male members of the household including children who use toilet facility. This is a numeric field which will accept maximum of two digits; no alphabets will be accepted. Also, if the value entered in this field exceeds total no. of male members in the family then entry will not be accepted.
- No of Females using Toilets: Write the number of female members of the household including children who use the toilet facility. This is a numeric field which will accept a maximum of two digits; no alphabets will be accepted. Also, if the value entered in this field exceeds the total no. of female members in the family then the entry will not be accepted.
- No of Males not using Toilets: This field does not require manual data entry, once the no. of males using toilets is entered, this value will be automatically generated by the system itself.
- No of Females not using Toilets: This field does not require manual data entry, once the no. of females using toilets is entered, this value will be automatically generated by the system itself.

*For programmatic purposes, people having access to toilet facility (Individual as well as Community toilet) but not using it are the target group on whom the behavior change efforts need to be focused for increasing access figures.

• In case when the complete household information is not available then please enter the appropriate option from the drop down list.

in case household (etails are not available, please select the appropriate option	Select option	~

 In case of Empty/ Locked house: Please remember that the name of HH head needs to be entered to save the data entry in the MIS database for future reference and records as well as to generate the HH ID. In case the name of HH head is not available then there is no point in entering the household in the MIS, since the ID will not be generated and you will not be able to retrieve that data entry later.

The basic idea of recording details of locked or empty houses is that a database of locked/ empty houses gets created in the MIS so that, follow up survey of these households can be done at a later point of time to complete all the required household details.

- **Remarks:** Any other relevant information can be entered here. A maximum of 250 characters can be entered in this field. It will accept all sorts of characters- alphabets, numeric or special characters.
- After filling all the details, submit the data entry by clicking on the "Submit" button. After submitting the data, a submission message will be flashed on your screen as shown below.

Your data Submitted successfully							
	Back to Home Page	Enter More Data					
	Go Back	Enter Data >					

- The HH survey format should be filled in one go and no blank fields will be accepted. In case of empty columns or any missing information, please enter zero in the respective field.
- In case any changes are required after submitting the HH data, then please go back to the Home page and click on HH Survey format under the Data editing head.



• The system will ask you to enter the unique ID of the household whose details are to be edited. Please enter the relevant HH ID to retrieve the information of that particular household and do the required changes.

Mother and Child Tracking Format

1. Identification of Pregnant Woman:

				NUP
		Mother and Child Tracking	Form	17-Dec-2012
Goal				* Mandatory fields
To improve the health status of the urban poor by adopting	Identification of Pregnam	t Woman		
effective, efficient and sustainable	Household ID*		Name of Woman*	
strategic intervention	Name of Husband*		Woman ID	
approacnes, adopting the principle of convergence of			Please note the Woman ID use	in MCTS register for future
various development programs.	No. of Births (Para)		No. of Pregnancies (Gravida)	

- **Household ID:** Enter the relevant HH ID of the woman's household as generated previously during the household data entry.
- Name of the Woman: Write the name of the pregnant woman in the specified field. Don't add any prefixes like Ms/Mrs or any other special characters to the name of the pregnant woman and enter the name in capital letters.
- Name of the Husband: Write the name of her husband in the specified field. Please don't add any prefixes like Mr./Sh.. or any other special characters while mentioning of the name of husband and please enter the name in capital letters/ uppercase.
- Woman ID: Woman ID will be automatically generated as the above information is entered into the specific fields.
- No of Births (Para): Enter the number as mentioned in the register. This field will accept only one digit numeric entries; no alphabets will be accepted.
- No of Pregnancies (Gravida): Enter the number as mentioned in the register. This field will accept only one digit numeric entries; no alphabets will be accepted.

*Gravida should always be equal to or more than Para. The system will not accept any data entry in which Para exceeds Gravida.

2. Antenatal Care:

Antenatal Care			
Last Menstrual Period (LMP)		Expected Date of Delivery (EDD)	10
Date of first ANC	10	Date of second ANC	10
Date of third ANC	10	TT-1 Vaccination	10
TT-2 Vaccination	10	No. of IFA tablets consumed	Select 💌
Planned location for Delivery	Select		

- Last Menstrual Period (LMP): Click on the calendar to enter the date corresponding to the LMP. It refers to the first day of the last menstrual period.
- **Expected Date of Delivery (EDD):** Click on the calendar to enter the date corresponding to the EDD.
- Antenatal Care (ANC) I, II and III: Click on calendar to enter the date of the respective ANCs.
 - ✓ ANC dates: The system will not accept any dates before the LMP or after the EDD.
 - ✓ Date of first ANC: Date of 1st ANC will be open, any date after the LMP will be accepted.
 - ✓ Date of second ANC: In second ANC, system will accept a date only beyond 3 completed months of LMP.
 - ✓ Date of third ANC: In third ANC, system will accept a date only beyond 6 completed months of LMP.
 - ✓ Time Gap: Time gap between first ANC and second ANC and second ANC and third ANC should not be less than 1 month. Any dates with a gap of less than one month will not be accepted by the system.
 - TT-1 and TT-2: Click on the calendar to enter the date when the respective TT injection was administered. The minimum gap between the dates of TT-1 and TT-2 should be 28 days. In some cases, when the previous delivery was less than 3 years before, only one dose of TT i.e. a TT booster is administered so in such cases there may be no date for TT 2.

- No. of IFA tablets consumed: Kindly enter the appropriate code for the no. of IFA tablets consumed from the drop down list. In case, the pregnant woman has not taken any IFA tablets, then please enter the 'No Consumption' code.
- **Planned location for delivery:** Kindly select and enter the appropriate code for the planned location for delivery from the drop down list.

3. Delivery and Postnatal Care:

Delivery and Postnatal Ca	re		
Actual date of Delivery		Place of Delivery	Select
Delivery conducted by SBA	Select V	Delivery Type	Select V
Outcome of Pregnancy	Select	No. of Children Born	
Date of first PNC	10	Date of second PNC	
Date of third PNC	10		
After 42 days of delivery,	please enter the details o	t the woman in the Birth Sp	pacing Form

- Actual Date of delivery: Click on the calendar to enter the actual date of delivery as mentioned in the MCTS register.
- **Place of delivery**: Kindly enter the appropriate code for the place of delivery from the drop down list.

In case the place of delivery is a Public or Private facility, then it automatically means that the delivery has been conducted by a Skilled Birth Attendant (SBA) so in the next field i.e. Delivery conducted by SBA, the system will automatically take 'Yes' as the value. However, in case where the place of delivery is Home or Others, you will need to select and enter the appropriate option from drop down list by referring to the MCTS register.

- **Delivery conducted by a Skilled Birth Attendant (SBA):** Please enter the appropriate code from the drop down list.
- **Delivery Type**: Please enter the appropriate code for the type of delivery from the drop down list.

• **Outcome of current pregnancy**- Kindly enter the appropriate code for the outcome of the current pregnancy from the drop down list.

In case the codes in this field are 2-Still Birth, 3-Spontaneous Abortion or 4-Induced Abortion, then the remaining fields in the format will get deactivated, as there would not be any child details to be entered.

• **Number of children**- Kindly enter the appropriate code for the number of children from the drop down list.

In case there is more than one child born, then the child identification and details of the immunization part will appear again for doing the data entry of the second or third child.

• Dates of PNC visit 1, 2 and 3: Click on the calendar to select the appropriate dates corresponding to the dates of PNC 1, 2 and 3. In these fields, any dates beyond the postnatal period i.e. after 42 days of delivery will not be accepted by the system.

After 42 days of delivery, the woman needs to be counseled on family planning/ birth spacing methods, therefore please enter her details in the Birth Spacing format.

4. Identification of Child:

Identification of Child			
Child ID Please note the Child ID in M	ICTS register for future use	Name of Child	
Gender	Select	Weight at Birth (in grams)	
Colostrum Feeding	Select 💌	Birth Registration	Select 💌
Complementary feeding started (age in completed months)	Select ¥		

- **Child ID:** The unique Child ID will be automatically generated by the system.
- Name of the Child: Write the name of the child in the given space. Please don't add any prefixes or special characters while mentioning the name. In case no name has been given to the child, then mention the nick name of the child. The name should be entered in capital letters.

- **Gender:** Enter the appropriate code for child's gender by selecting from drop down list.
- Weight at birth (in grams): Please enter the birth weight of the child in grams. This field will accept only four digit numeric entries. Alphabets and more than 4 digits will not be accepted by the system.
- **Colostrum feeding:** Please enter the appropriate code as mentioned in the MCTS register from the drop down list.
- **Birth Registration:** Please enter the appropriate code as mentioned in the MCTS register from the drop down list.
- **Complimentary feeding started (age in completed months):** Select the number of completed months from the drop down list.
 - ✓ In case the register mentions the age in decimals, kindly round it off and select the appropriate month from the drop down list. Example- if the complimentary feeding has started in 5.5 months then please enter it as 5.
 - ✓ The drop down contains two extra codes than those mentioned in the MCTS register- 'zero' and 'not initiated'. In case the child is below six months of age and complimentary feeding has not yet been initiated, then please enter 'not initiated' in the field and later on when the child attains six months of age and complementary feeding is initiated then, update the code.
 - ✓ Similarly, if the family initiates complementary feeding right from the time of birth or before attaining one month of age, then kindly enter 'zero' in the field.

Child Immunization Deta	ails		
BCG	10	DPT-1	10
OPV-1	10	Hepatitis B-1	10
DPT-2	10	OPV-2	10
Hepatitis B-2		DPT-3	10
OPV-3	10	Hepatitis B-3	10
Measles	10	Vitamin-A	10

5. Child Immunization Details:

• **Dates of Child Immunization:** Click on the calendar to enter the respective dates of vaccines administered to the child.

The time gap between the first and second and second and third doses of all three vaccines (DPT, OPV and Hepatitis-B) should not be less than 28 days. The dates with a gap of less than 28 days will not be accepted by the system.

For Measles and Vitamin A: The dates before nine months of age (i.e. before 9 months from the date of delivery) will not be accepted by the system.

Remarks	
	Submit Reset

- **Remarks:** In case of any other relevant information, please mention in this field. This field will accept a maximum of 250 characters including numeric, alphabets and special characters.
- Submit the data after entering the details by clicking on the submit button. In case you will not submit the data, the details will not be saved.
- After submitting the details, you will get a pop up message which will reflect that the data has been successfully submitted and saved in the MIS database.
- To go back to the Home page, click on the Home button given at the left bottom corner of the page. Don't press back button to go to the Home page.

In Mother and Child Tracking format, at the time of new data entry, enter into the new entry section. But since it is a continuous tracking format, data updation needs to be done from time to time under the data editing section. Please remember and note down the unique Woman ID, to retrieve the format and do the necessary changes.

Birth Spacing Format

1. Identification of the Woman:

		•		
Goal		Birth Spac	ing Form	17-Dec-2012
uoui				 Mandatory fields
To improve the health status of the urban	Household ID*		Name of Woman*	[]
poor by adopting effective, efficient	Name of Husband*		Age of Woman*	
and sustainable strategic intervention	Woman ID	E.		
approaches, adopting	Please note the Woman	ID in Birth Spacing n	egister for future use	
the principle of convergence of	Mobile number		No. of living children (Male)	0 💌
programs.	No. of living children (Female)	0 🛩	Date of first visit *	
The Health of the	51 6			

- **Household ID:** Enter the relevant HH ID of the woman's household as generated previously during the household data entry.
- Name of the Woman: Write the name of the woman in the specified field. Don't add any prefixes like Ms/Mrs. or any other special characters to the name of the woman and please enter the name in capital letters.
- Name of the Husband: Write the name of her husband in the specified field. Please don't add any prefixes like Mr./Sh. or any other special characters while mentioning of the name of husband and please enter the name in capital letters.
- **Woman ID:** Woman ID will be automatically generated as the above information is entered into the specific fields.
- Age of Woman: Enter the age of the woman. Since, birth spacing has to be promoted only in currently married women of reproductive age i.e. between 15-49 years, so the system will not accept any entries below 15 and above 49 years. This field will accept numeric entries with a maximum character length of two digits only.
- **Mobile number:** Please enter the 10 digit mobile number in this field. Don't add 0 or +91 before the mobile number. This field will accept numeric entries with a maximum character length of ten digits only.
- No. of living children (Male): Select the appropriate option from the drop down list as per the record mentioned in the Birth Spacing format.

- No. of living children (Female): Select the appropriate option from the drop down list as per the record mentioned in the Birth Spacing format.
- Date of first visit: Please enter the date of first visit by clicking on the calendar.

Family Planı	ning Method be	ing used by V	Woman				
Month 1	0 💙	Month 2	0 💌	Month 3	0 🕶	Month 4 🛛 💌	
Month 5	0 💙	Month 6	0 💌	Month 7	0 💌	Month 8 🛛 💌	
Month 9	0 🗸	Month 10	0 💌	Month 11	0 💌	Month 12 0 💌	
Month 13	0 🗸	Month 14	0 💌	Month 15	0 💌	Month 16 🛛 💌	
Month 17	0 🗸	Month 18	0 💌	Month 19	0 💌	Month 20 🛛 🗹	
Month 21	0 🗸	Month 22	0 💌	Month 23	0 💌	Month 24 🛛 💌	
Month 25	0 🗸	Month 26	0 💌	Month 27	0 💌	Month 28 🛛 💌	
Month 29	0 🗸	Month 30	0 💌	Month 31	0 💌	Month 32 🛛 💌	
Month 33	0 🗸	Month 34	0 💌	Month 35	0 💌	Month 36 🛛 💌	

2. Family Planning Method being used by the Woman:

Family Planning Method being used by woman –Please select the appropriate code for the family planning method being used by the woman, from the options listed in the drop down list. An additional option of 0 has been included as the default option for the drop down boxes to avoid false report generation.

In case when the option entered in the family planning method is 1 or 2 i.e. Male and Female Sterilization respectively, then the rest of the data entry fields will be automatically deactivated and no further entries will be required for that woman since, she does not need to use any family planning method thereafter.

3. Episodes:

Episode: For the reason of episode i.e. when a woman is not using/ stopping/ changing the family planning method, please select and enter the appropriate option from the drop down list.

• When option '10-Others' is entered; please specify the details in the adjoining field.

- In case option '9-Menopausal/ Hysterectomy' is entered; then rest of the format will be deactivated because such a woman does not need to use any family planning method.
- In case the option entered in the episode field is 1 i.e. "Became Pregnant", then the details of the woman need to be entered in the Mother and Child Tracking Format.

Reason for not using / Stopping / Changing the Family Planning method				
Episode 1	Select reason	if option is '10-Others' please specify reason		
Episode 2	Select reason 💌	if option is '10-Others' please specify reason		
Episode 3	Select reason 💌	if option is '10-Others' please specify reason		
Episode 4	Select reason 💌	if option is '10-Others' please specify reason		
Episode 5	Select reason	if option is '10-Others' please specify reason		
Episode 6	Select reason	if option is '10-Others' please specify reason		
Remarks				
If the woman is pregnant, please enter her details in the MCTS form				
Submit Reset				

• **Remarks:** In case of any other relevant information, please write in this field. This field will accept a maximum of 250 characters including alphabets, numbers and special characters.

Please Note:

If the woman was first entered in the Birth Spacing format and then she became pregnant, in such a situation she will be then transferred to the MCTS format with the same Woman ID. Then after 42 days of her delivery, she again needs to be followed up for Family Planning. Here, please don't initiate a new birth spacing format for her. The old birth spacing format of the same woman can be retrieved under the data editing section by clicking on Birth Spacing and entering the same Woman ID.



Daily Diary Format

Enter the compiled city level/ partner level report (only for CURE and SNBS) in this format. Please don't enter individual worker/ cluster level reports. The report has to be entered by the MIS & Documentation Officer for the three priority cities and by the Project Coordinator for Delhi and Agra.

The report needs to be entered by the 1st of every month and can be edited under the data editing section till the 4th of the same month. Beyond this specified time limit of 3 days, no requests for data editing shall be entertained.

1. Identification:

FROM THE AMERICAN			
	Monthly Daily Diary	Report Form	17-Dec-2012
Goal			* Mandatory fields
To improve the health status of the urban	Name of the City *	Agra	
poor by adopting effective, efficient	Name of Implementng / Sub-Partner *	BCT	
and sustainable strategic intervention	Name of MIS Officer / Project Coordinator*		
approaches, adopting the principle of	Month *	January 💌 Year	2012 💌

- Name of the City: Enter the name of the city by selecting the appropriate option from the drop down list.
- Name of the Implementing/Sub Partner: Enter the name of the implementing partner/ sub partner by selecting the appropriate option from the drop down list.
- Name of the MIS Officer/ Project Coordinator: Write the name of the MIS Officer/ Project Coordinator in the specified column. Please don't add any prefixes like Mr./Ms. or any other special character while mentioning of the name and name should be entered in capital letters or Uppercase.
- Month: Enter the month by selecting from the drop down list.
- Year: Enter the year by selecting from the drop down list.

2. Household Visits:

	Target	Achieved
Household Visits		
▶ Pregnant Women		
▶ Lactating Women		
▶ Infants (O-1 year)		
Children between 1-5 years		
Currently married Women (15-49 years)		
Total no.of household visits		

Household visits: Enter the total figures of HH visits planned and conducted in your intervention city/ area under target and achieved fields for various categories of beneficiaries for a particular month. The field will accept a maximum of five numeric digits.

The total number of HH visits does not need to be manually entered as it will be generated automatically.

3. Urban Health and Nutrition Day:

Urban Health and Nutrition Day (UHND)	
Total no. of UHNDs organized	
Beneficiaries mobilized	
▶ Pregnant Women	
Lactating Women	
▶ Infants (0-1 year)	
Children between 1-5 years	
Currently married Women (15-49 years)	
Total no. of beneficiaries mobilized for UHNDs	

Urban Health and Nutrition Day: The total number of UHNDs planned and actually conducted need to be entered in the target and achieved fields for that particular month. This is a numeric field which will accept a maximum of three digits. Alphabets and more than three characters will not be accepted.

Beneficiaries mobilized for UHNDs: Enter the total figures for your intervention city/ area under target and achieved fields for various categories of beneficiaries mobilized for UHNDs in that particular month. This field will accept a maximum of five numeric digits.

The total number of beneficiaries mobilized for UHNDs does not need to be manually entered as it will be generated automatically.

4. Other Program activities:



- No. of MAS meetings held: Write the total number of the MAS meetings planned and actually held in your intervention city/ area under target and achieved column for the given month. The field will accept a maximum of 3 numeric digits. Alphabets and more than three digits will not be accepted.
- No. of training programs conducted for MAS: Write the total number of the MAS trainings planned and actually held in your intervention city/ area under target and achieved column for the given month. The field will accept a maximum of 3 numeric digits. Alphabets and more than three digits will not be accepted.
- No. of Ward Coordination Committee (WCC) meetings held: Write the total number of the WCC meetings planned and organized in your intervention city/ area under target and achieved column for the given month. The field will accept only one numeric digit. Alphabets and more than one digit will not be accepted.
- No. of Advocacy events organized: Write the total number of advocacy events planned and organized in your intervention city/ area under target and achieved column for the given month. The field will accept a maximum of two numeric digits. Alphabets and more than two digits will not be accepted.

Submit Reset	Submit Reset

- **Topics of training programs conducted for MAS:** Enter the names of training programs conducted for MAS in that particular month. The details of the training programs are not required MAS wise. You may just list the topics on which MAS trainings have been undertaken in the given month. This field will accept a maximum of 500 characters.
- Details of Advocacy events organized: List the type and topics of the advocacy events in this field. Don't provide any slum/cluster wise details. You may just list the type of advocacy event whether it is a street play, folk show, film show, rally , health education session, expert talk etc. and the topic of the event whether it is on Maternal Health, Child Health, Family Planning, WASH, Nutrition etc.

For example: If a film show was organized on Maternal Health, just write 'Film show on Maternal Health'. If a street play was organized on Child Health, just write 'Street Play on Child Health' etc. This field will accept a maximum of 500 characters.

• **Remarks/Additional Information:** In case there is any other relevant information, then please enter in this field. This field will accept a maximum of 500 characters.

Data Editing

HUP Web Based MIS – User Manual

• For editing the data, kindly go to data editing section on the Home page. Click on the relevant form- HH Survey, MCTS, Birth Spacing or Daily Diary in which the editing has to be done.



• If the data editing has to be done in the HH survey form, then the system will ask for the unique HH ID.

Household Data Editing Se	ction
Enter the appropriate Household ID	Submit
Back to Home Page Go Back	ł

• Similarly, for MCTS and Birth Spacing format, the system will ask for the unique Woman ID.

		MCTS	5 Data Eo	diting Sec	tion		
Enter	r the appr	opriate Wo	oman ID			Submit]
	Back	to Home P	age				
	Ente	Enter the appr Back	MCTS Enter the appropriate Wo Back to Home F	MCTS Data Ed Enter the appropriate Woman ID Back to Home Page	MCTS Data Editing Sec Enter the appropriate Woman ID Back to Home Page	MCTS Data Editing Section Enter the appropriate Woman ID Back to Home Page	MCTS Data Editing Section Enter the appropriate Woman ID Back to Home Page

• For the Daily Diary Report, the system will ask for name of the city, implementing partner or sub-partner, month and year. Choose and fill the appropriate options from the drop down list; to retrieve the form and then do the required changes.

Monthly Daily Diary Data Editing Section				
Name of the City				
Name of Implementng / Sub-Partner BCT				
Month January Vear 2012 V Submit				

• On entering the relevant ID or on entering the name of the city, month and year the particular form will open for data editing. You can update or edit the data already entered, but you will not be able to delete data. Once, you have done the necessary changes then click on the "Update Record" button to save the changes made.

Non-Resident details:
Data Entry Date: 2012 12-17
Update record
Home
The Health of the Urban Poor (HUP) Program is operational in eight states of India (Bihar, Chhattisgarh, Jharkhand, Madhya Prades Odisha, Rajasthan, Uttarakhand and Uttar Pradesh) and five cities (Agra, Bhubaneswar, Delhi, Jaipur and Pune).

 After saving the desired changes, a pop up message will flash on your screen stating that your data has been edited successfully. From here, you may either go back to the Home page by clicking on "Go Back" button or you may continue to edit more data by clicking on "Edit Data" link.



- Editing time: The time frame for editing data will vary depending on the type of format like in case of Daily Diary; the data needs to be entered till the 1st of every month and can be edited only till the 4th of the same month. The deadline or cut-off date for data editing will be intimated to the city teams from time to time through mails by the PMU. No editing of data shall be allowed beyond the prescribed deadline or cut-off date.
- No data editing shall be allowed once the final results or the reports have been shared in the public domain.
- The data can only be updated or edited but cannot be deleted at the city level.
- The Household and Daily Diary data need to be entered in one single time whereas MCTS and Birth Spacing formats need to be updated regularly, on an as and when required basis. Therefore, please note down the relevant IDs (Household ID, Woman ID or Child ID) for all future reference and use.

Reports

HUP Web Based MIS – User Manual

 For generating and viewing the program performance reports, please go to the Reports section on the Home page and click on the relevant form whose report needs to be generated.



- Depending upon the type of report to be generated, the screen will flash a different message. In all cases to generate the report, you will need to enter the name of the city and the time duration for which you want the report.
- For HH survey, you will need to select whether you want to view a city level report or the national level report. Select the name of the city from the drop down list. Also enter the round of HH survey whose report is to be seen (Round II/III) and the slum code in case, you want to see a report segregated at the slum level for a particular city. Click on "Generate Report" button to see the report.

	Household Report Generation Form
Select City Name	National
Survey	Round - II 💌
Slum Code (optional)	
	Generate Report

For MCTS and Birth Spacing format, you will need to select whether you want to view a city level report or the national level report. Select the name of the city from the drop down list. Also select the time duration for which the report has to be generated by clicking on the calendar. Click on "From" to select the starting date and click on "To" to select the ending date. Enter the three digit slum code in case; you want to see a report segregated at the slum level for a particular city.

	MCTS Report Generation Form	17-Dec-2012
		Welcome
Select City Name	National	
Date (From)	Date (To)	10
Slum Code (optional)		
	Generate Report	

• For Daily Diary, you will need to select whether you want to view a city level report or the national level report. Select the name of the city from the drop down list. Also select the time duration for which the report has to be generated by clicking on the calendar. Click on "From" to select the starting date and click on "To" to select the ending date.

	Monthly Daily Diary Report Generation Form	17-Dec-2012
		Welcome
Select City Name	National	
Date (From)	Date (To)	10
	Generate Report	

• The reports will be generated in the form of data tables and summary sheets on some specified indicators. The graphical outputs and inter- city and intra-city comparisons may be available at a later stage once the system is upgraded.

Indicator	Agra	Bhubneswar	Delhi	Jaipur	Pune
Total Population Coverage	98251	65301	7643	104472	80908
Male	51979	34373	4682	55293	41955
Female	46272	30928	2961	49179	38953
No. of people with access to safe drinking	87405	57981	7597	99787	80899
water					
Male	46317	30507	4653	52813	41950
Female	41088	27474	2944	46974	38949
Access to safe drinking water (%)	89.0	88.8	99.4	95.5	100.0
Male (%)	53.0	52.6	61.2	52.9	51.9
Female (%)	47.0	47.4	38.8	47.1	48.1
No. of people with access to improved	77361	47570	6422	81700	77048
sanitation facility					
Male	40715	25314	3843	43010	39868
Female	36646	22256	2579	38690	37180
Access to improved sanitation facility (%)	78.7	72.8	84.0	78.2	95.2
Male (%)	52.6	53.2	59.8	52.6	51.7
Female (%)	47.4	46.8	40.2	47.4	48.3

• HUP team members with a guest login ID (state representatives) would be able to access only the program reports. They won't be able to do any data entry or data editing.

The indicators on which the reports will be generated can be divided into two categories:

- Indicators as per Award Monitoring Plan (submitted to USAID)
- Program Customized Indicators

The indicators that will be reported from each format are as mentioned below:

Household level Format:

	Indicator
•	Number of people in target areas gaining access to improved drinking water supply as a result of USG assistance
•	Number of people in target areas gaining access to improved sanitation facilities as result of USG assistance
•	 Total numbers of different types of beneficiaries in the intervention areas: ✓ No. of Pregnant Women ✓ No. of Infants (0-1 year) ✓ No. of Children between 1-5 years of age ✓ No. of Currently Married Women of reproductive age group (15-49 years)

Daily Diary Format:

Indicator

- Number of Household visits conducted to beneficiaries
- Number of Urban Health and Nutrition Days (UHNDs) conducted
- Number of beneficiaries mobilized for Urban Health and Nutrition Days
- Number of Mahila Arogya Samiti (MAS) meetings held
- Number of training programs organized for MAS
- Number of Ward Coordination Committee meetings held
- Number of advocacy events organized

Mother and Child Tracking Format:

Indicator

- Number of pregnant women receiving complete ANC (3 ANC checkups, 100 IFA tablets consumed and 2 TT injections)
- Number of institutional deliveries
- Number of deliveries attended by a skilled birth attendant (SBA)
- Number of women receiving at least 2 post natal care visits
- Number of fully immunized infants (Immunization up to Measles Vaccine by the age of one year)
- Number of newborns breast fed within one hour of birth
- Number of children exclusively breast fed for the first six months

Birth Spacing Format:

	Indicator
•	Number of currently married women aged 15-49 years using any method of contraception
•	Number of currently married women aged 15-49 years using any modern method of contraception

Vision

A responsive, functional, and sustainable health system that provides need based, affordable and accessible quality health care, improved water, sanitation and hygiene for urban poor in eight states.

Goal

To improve the health status of the urban poor by adopting effective, efficient and sustainable strategic intervention approaches, adopting the principle of convergence of the various development programs.



For more information please contact:

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