File No.NHMHP-IDSP/1/2020-IDSP-Section-NATIONAL HEALTH MISSION-HP-Part(1)-3105

National Health Mission
SDA Complex, Kasumpti, Shimla-9
Himachal Pradesh
Dated: Shimla-171009, the April 2020

MISSION DIRECTOR (NHM)
30 APR 2020
New Shimla-9 (H.P.)

OFFICE ORDER

Government of India has up-graded the www.covid19.nhp.gov.in portal and provided a host of analytics for the States and the districts. As directed in the video conference held on dated 29th April, 2020 by the Secretary (MoHFW), Government of India with all the States and districts, this portal shall be the only source of information for the COVID-19 from 1st May onwards. The following action are required to be taken for the regular updation of the portal:

1. The Deputy Commissioners, Chief Medical Officers and the District Surveillance Officers have already been provided the login IDs to the portal.
2. The following fields pertaining to a concerned district needs to be updated with correct entries:
    a. Complete details of all the contacts of positive case.
    b. Dedicated COVID Care Centre (DCCC) Facilities, updation along with availability of logistics in these facilities on daily basis.
    c. Edit /Add District Buffer of PPEs & N-95 Mask on daily basis.
    d. Add /Edit status of Ambulance in the district.
    e. Add/Edit Surveillance line list of District nCOV Passengers of your district.
    f. Enter Migration details: Mobile No. District, Name, Migration Status & other field pertain to this format
3. The data pertaining to the category I and II COVID facilities and the data pertaining to hotspot analysis shall not be tempered with by the districts and shall be filled by the State Surveillance Officer on the portal.
4. A self explanatory presentation is being annexed with this order for the data updation related to positive case management, logistics and contact tracing.

All the Chief Medical Officers and District Surveillance Officers are directed to update the required entries on a daily basis. The State Surveillance Officer shall monitor the entries and intimate the undersigned in case of failure on part of districts to update

the entries. In case of any technical assistance, the State Surveillance Officer or the District Informatics Officer may be contacted.

30/4/20

Special Secretary (Health) cum
Mission Director, NHM
Himachal Pradesh, Shimla – 9

MISSION DIRECTOR (NHM)
30 APR 2020
New Shimla-9 (H.P.)

Endst. No.: As above. **Dated Shimla-9 the April, 2020**

Copy for information and necessary action to:

1. The Additional Chief Secretary (Health) to the Government of Himachal Pradesh.
2. The Director Health Services, Himachal Pradesh for information.
3. All the Chief Medical Officers, in Himachal Pradesh.
4. The State Surveillance Officer, Himachal Pradesh.
5. All the District Surveillance Officers under IDSP, Himachal Pradesh.

30/4/20

Special Secretary (Health) cum
Mission Director, NHM
Himachal Pradesh, Shimla – 9

COVID-19 India Portal

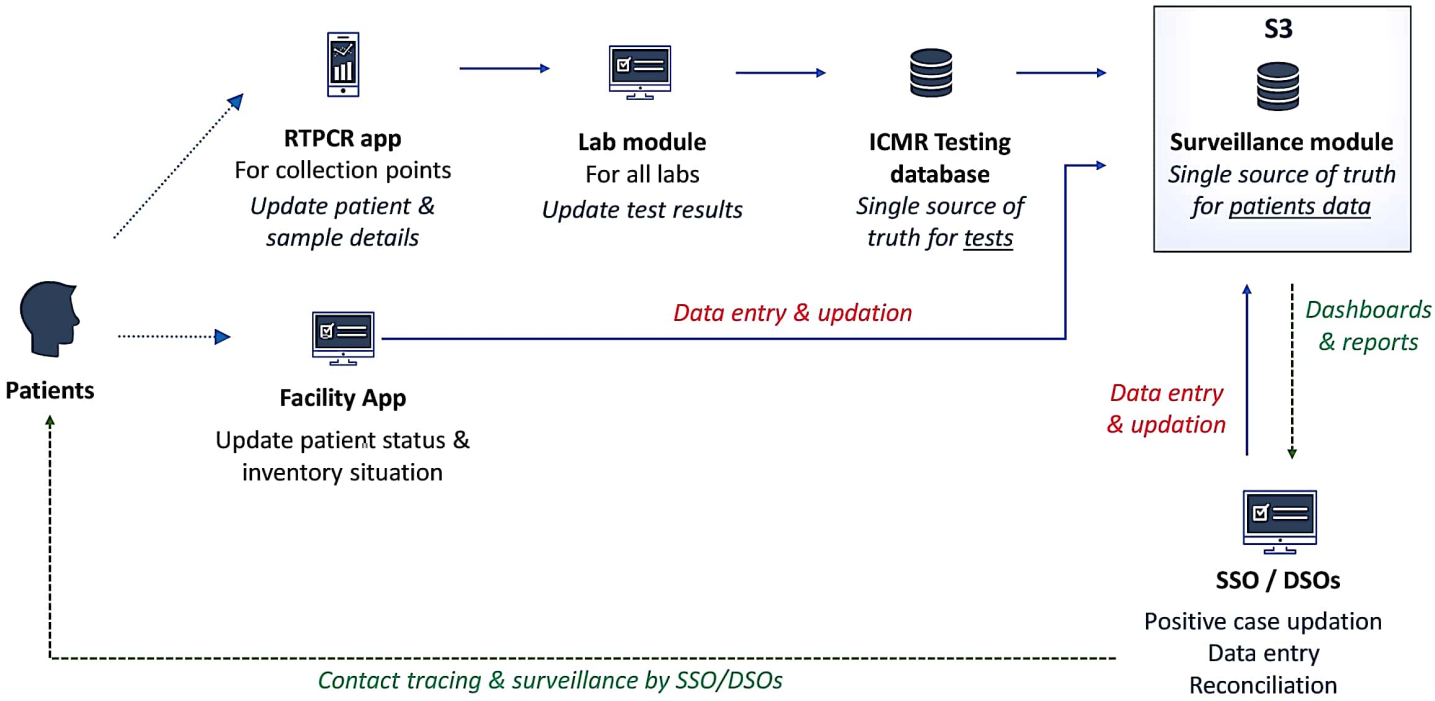
Orientation for states and districts on dashboards and data updation

29th April 2020

Topics Covered

1. Overall data flow for COVID-19
2. Display, Data Updation & Digital Tools
   a. State dashboard navigation
   b. Data updation on COVID Platform (S3)
   c. Covid facility app (being released)
      (Part of S3 module for case management)
   d. RT-PCR app (already launched)
      (Ensure adoption & effective usage for updating sample details)
3. Key asks from DSOs/SSO

Overall flow for data related to COVID-19



COVID India portal: Data updation

Key data updation modules

I. Positive case management data updation

a. Workflow for positive case updation
b. Decision 1A - Accept positive records where surveillance ID is available
c. Decision 1B - Map surveillance ID with case ID and accept record
d. Decision 2- State or District or both are blank
e. Decision 3- Patient record does not belong to my state/district
f. Decision 4 - Remove duplicates
g. Decision 5 - Patient record is missing

II. Logistics data updation

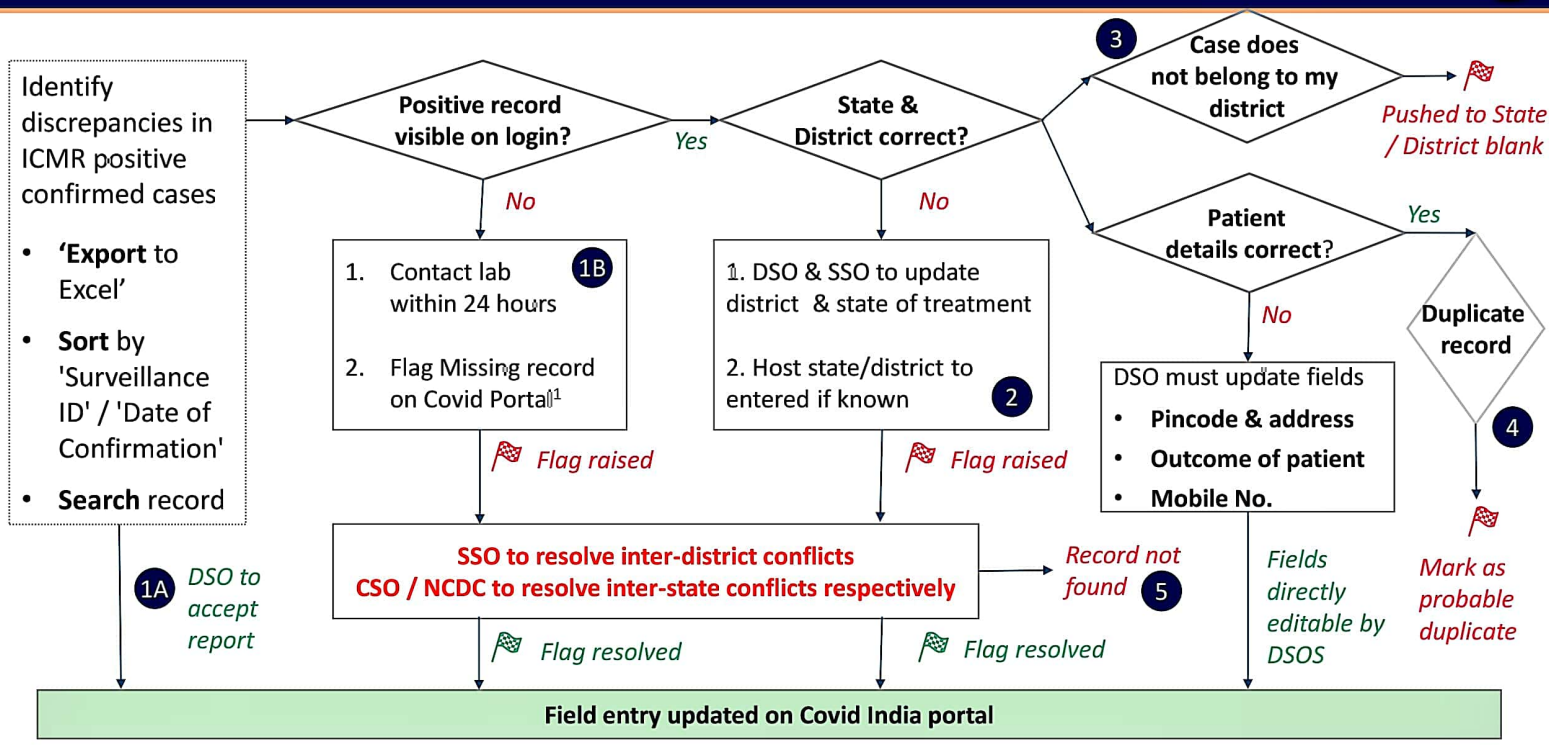
a. Facility categorization – Cat I & II by State; Cat III by District (Add / Edit)
b. Essential infra / services
c. Ambulances

III. Contact tracing data updation

a. Line-listed contacts for confirmed cases

Positive Case Management Data Updation

Workflow for updation of positive cases



[1]In case the patient details have not been entered in the lab module, even after 24 hours of query intimation by DSO – Lab will receive a show case notice under punitive action

[2]Patient details to be entered for missing record include 'Name', 'Age', 'Gender', 'Lab Name', 'Date of positive test confirmation' & screenshot of Lab module confirmation

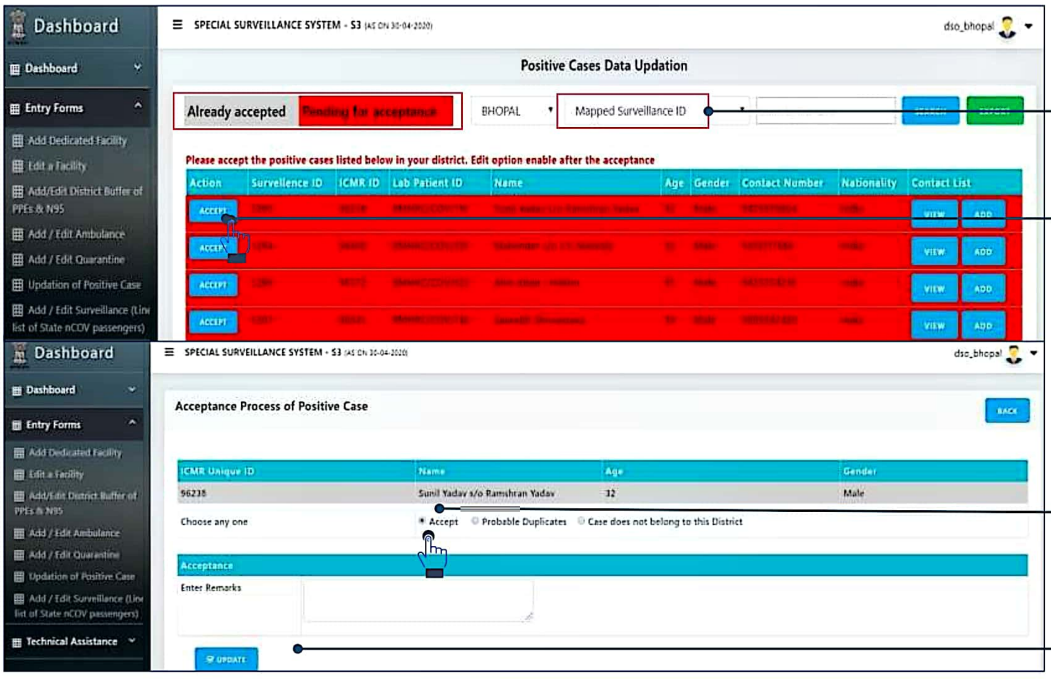
Updation of positive cases – Mapped Surveillance ID

Objective

Accept confirmed positive records belonging to your State/District, then edit fields (patient outcome, pincode)

Decision 1A

Patient record is available, surveillance ID is mapped



Step 1: Select district, and then select "Mapped Surveillance ID" from drop-down menu

Step 2: Click "Accept" if case belongs to your district. Pop-up window opens as below with three options

Step 3: Select "Accept"

Step 4: Click "Update" to save record - **colour changes from Red to Grey.**

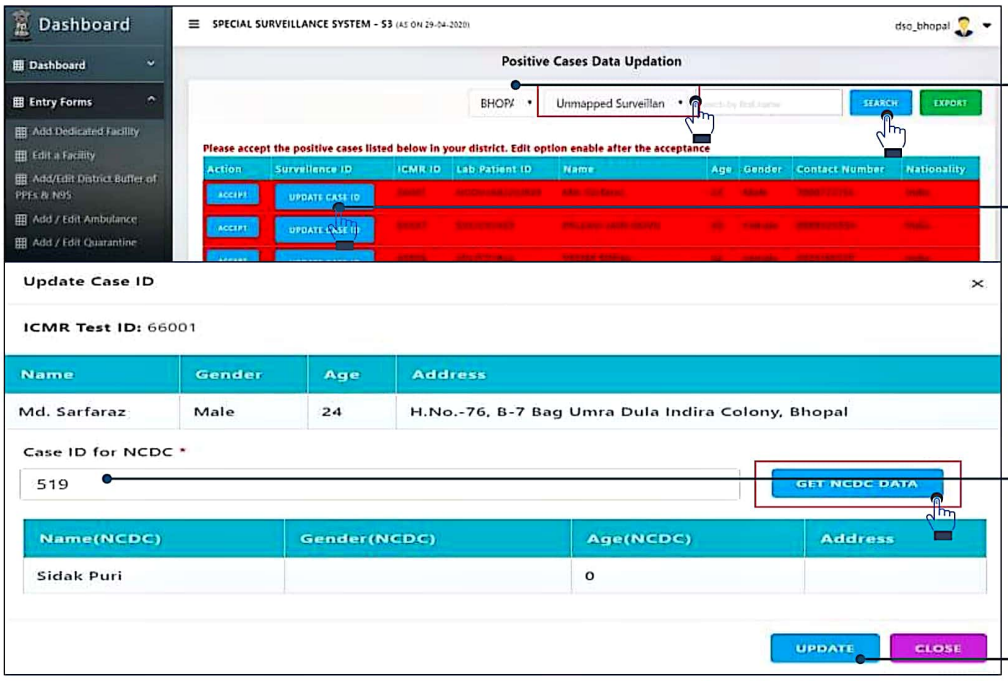
Updation of positive cases – Unmapped surveillance ID

Objective

Mapping "Surveillance ID" to all positive cases

Decision 1B

Patient record is available but surveillance ID is missing



Step 1: Select district, then select "Unmapped Surveillance"

Step 2: Select "Update Case ID", then pop-up window opens

Step 3: Enter Case ID for NCDC and click on "Get NCDC Data"

Step 4: Contact lab if case ID unavailable. If case ID found, click "Update" to save & follow steps as per 1A.

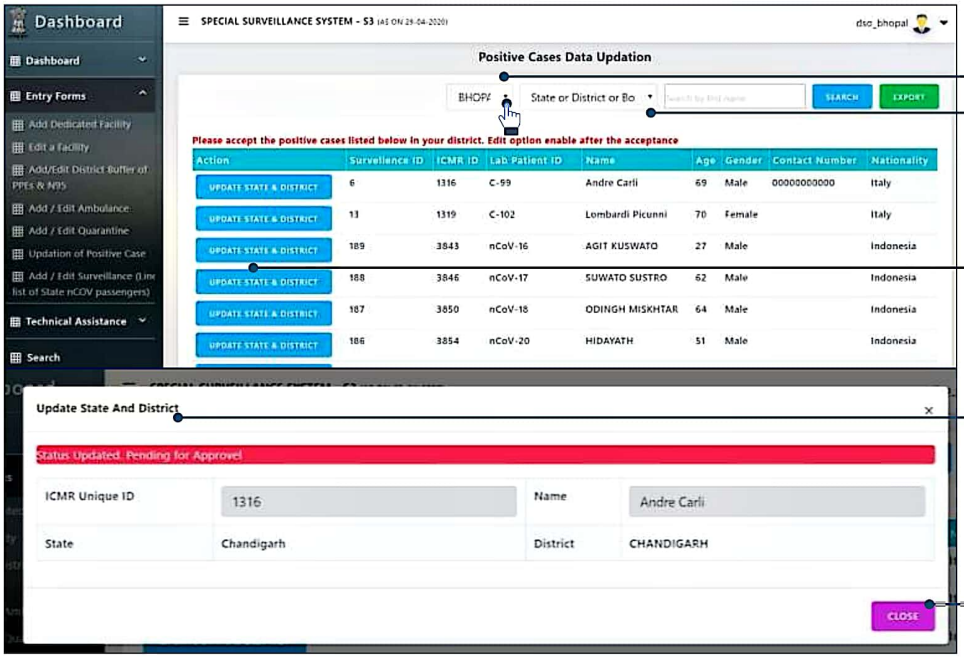
If Case ID or surveillance ID is not available with the lab, or in case of any other discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

Updation of positive cases – blank state/district

Objective Update mapping for blank districts and States

Decision 2

Patient record is available & state/district are incorrect or blank



Step 1: Select district

Step 2: Select "State or District or Both blank" in dropdown

Step 3: Click "Update State & District"

Step 4: New pop-up will open for entering correct state / district details

Step 5: Click on 'Close' to flag for approval. After approval from SSO, follow steps in 1A or 1B in case Surveillance ID is available/unavailable

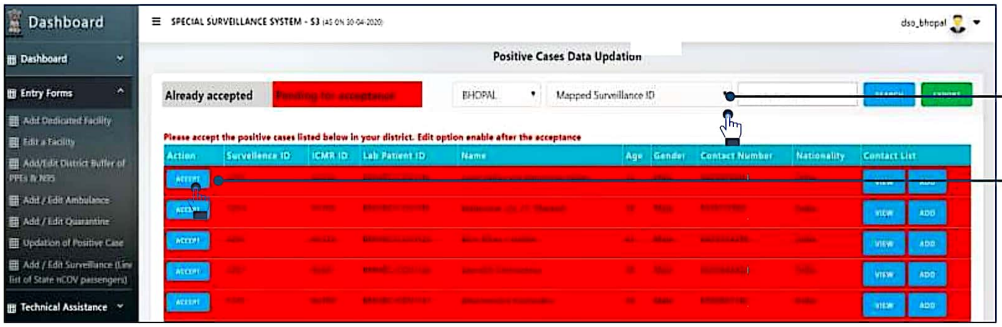
If any discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

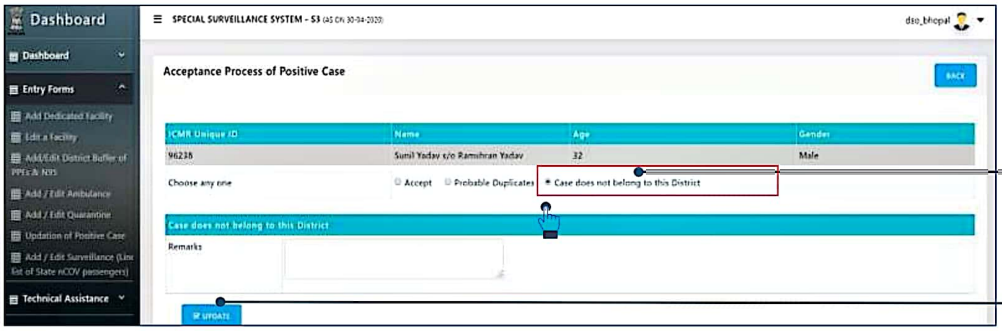
Updation of positive cases – case does not belong to me

Objective Flag cases that do not belong to your district, the case is then shifted to list of unidentified cases

Decision 3

Patient record in my State / District login does not belong to me





Step 1: Select district & "Mapped surveillance ID" from drop-down menu

Step 2: Click "Accept". Pop-up for acceptance process opens in system

Step 3: Select "Case does not belong to District". Enter remarks, if any.

Step 4: Click on "Update" to save changes. Case record will be pushed to blank State/District view

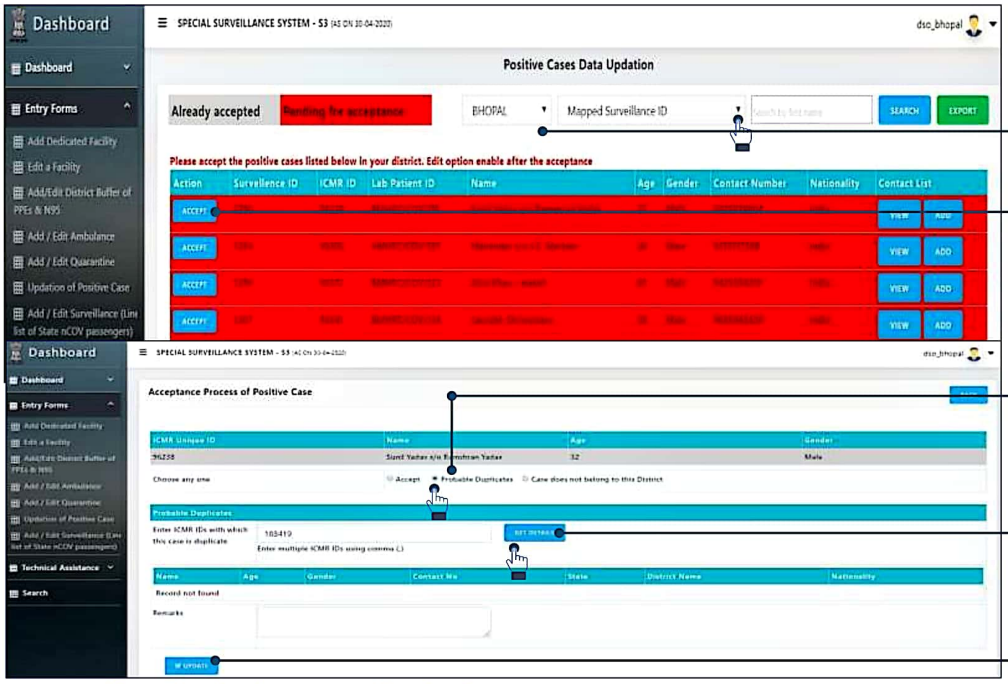
If any discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

De-duplication of positive cases

Objective Flag all duplicates in confirmed positive case records, then records shifted to "Marked as probable duplicate"

Decision 4

Process to identify & flag duplicate case records



Step 1: Select district and the select "Mapped Surveillance ID"

Step 2: Click "accept" and pop-up window will appear.

Step 4: Select "Probable Duplicate"

Step 4: Enter ICMR IDs of all records of the same patient & select "Get details".

Step 5: "Update" to save. Cases will now appear in "marked as duplicate" in drop-down menu.

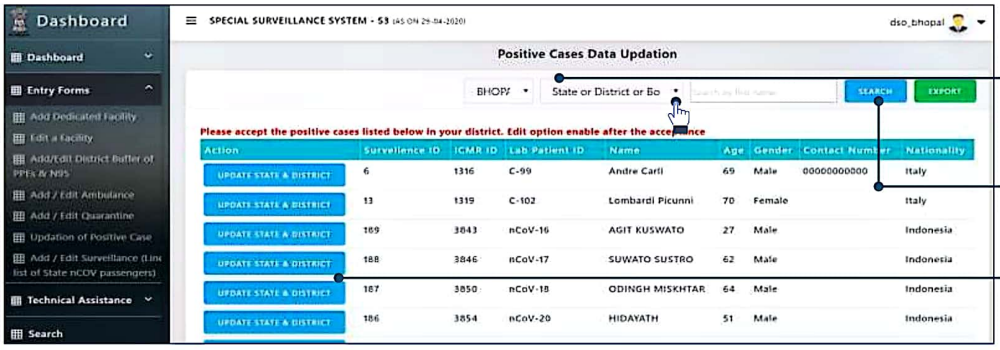
If any discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

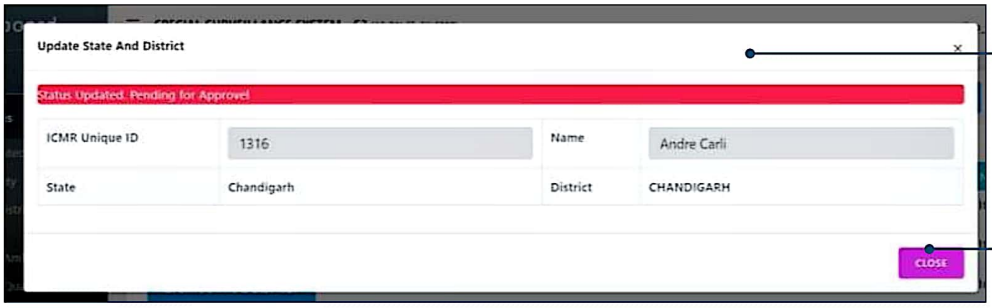
Updation of positive cases

Objective Missing patient records can be pulled from master line-list of unidentified state/district cases

Decision 5

Patient record is missing





Step 1: Select district and the select "State or District or both blank"

Step 2: Search record using patient name.

Step 3: Select "Update state & district"

Step 4: New pop-up will open for entering correct state / district details

Step 5: Click on 'Close' to flag for approval. After approval from SSO/NCDC, case moves to "mapped or unmapped category" (Same as decision 2)

If any discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

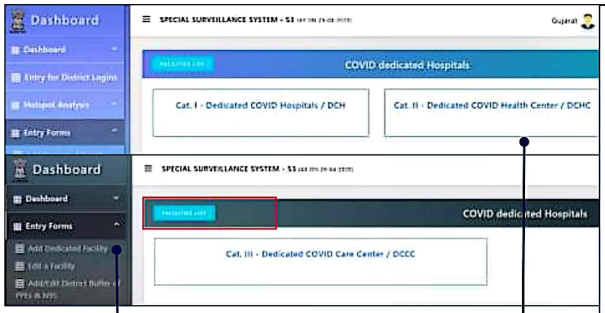
Logistics Data Updation

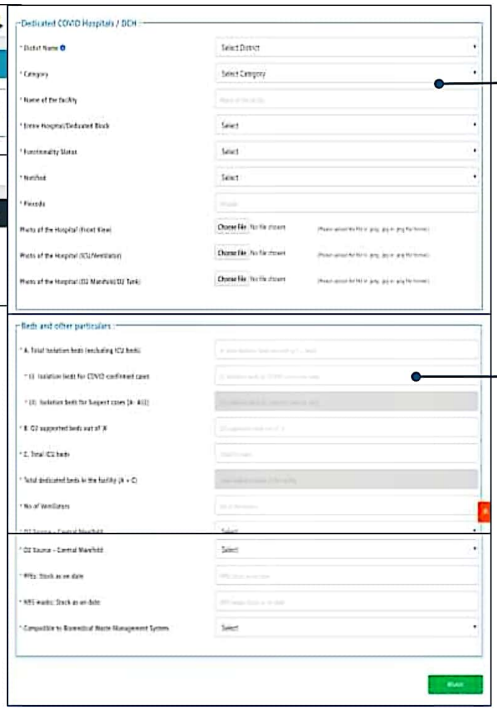
Categorization of facilities – Add a facility

Objective

Categorized facilities into Dedicated Covid Hospitals, Dedicated Covid Health Centre, & Covid Care Centre

"Add Dedicated Facility"





Step 1: 'Entry Forms' drop-down > 'Add Dedicated Facility'

Step 2: State to enter Cat 1 – DCH & Cat 2 – DCHC. District to enter Cat 3 - CCC

Step 3: List of all facilities in State / District can be viewed on top left

Step 4: Enter all Facility details

Step 5: Enter Infra/ supplies position

For all DCHC & CCC, data entry must also be done for mapped referral facility

If any discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

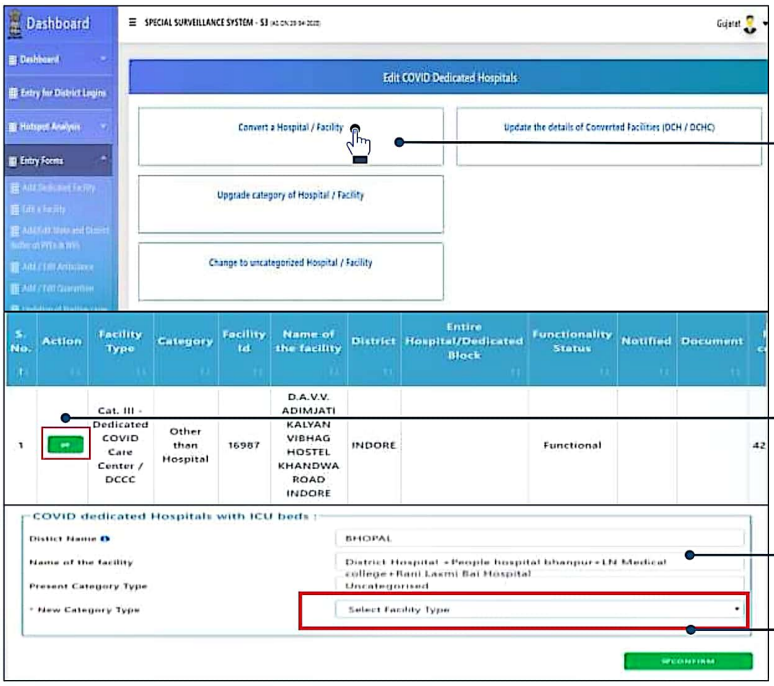
Categorization of facilities – Edit a facility

Objective Categorize all uncategorized facilities into DCH, DCHC, & CCC

"Edit a facility"

&

"Update details of converted facilities" (incl. supplies)



Step 1: Select among four options:
- "Convert a facility" from uncategorised to categorised
- "Upgrade a category" from Cat 3 to Cat 2 to Cat 1
- "Update details of converted facilities" to edit any field details
- Change to uncategorised

Step 2: Click on green edit button. Pop-up for facility will open.

Step 3: Search by Name of facility, category of facility and district of facility

Step 4: Select facility type and click 'confirm' to save changes on portal

State and district buffer stock

Objective Monitor stock of essential supplies at facility, district & state level

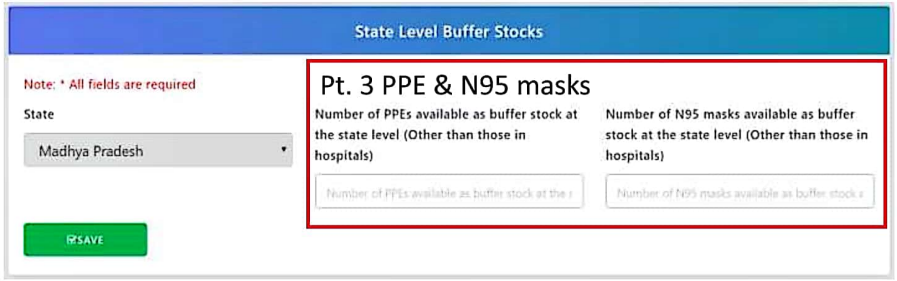
Inventory of essential supplies

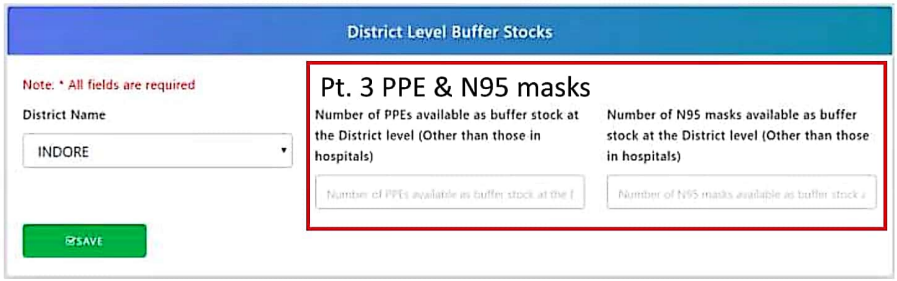
Details of inventory buffer stock (N95, PPE)

Step 1: 'Entry Forms' drop-down > 'Add/ Edit State *OR* District Buffer of PPEs & N95'

Step 2: Search State *OR* District

Step 3: Buffer stock details at State *OR* District





Other infrastructure elements updation – Ambulance

Objective

Monitoring capacity of quarantine facilities & number of ambulances

Details of ambulances

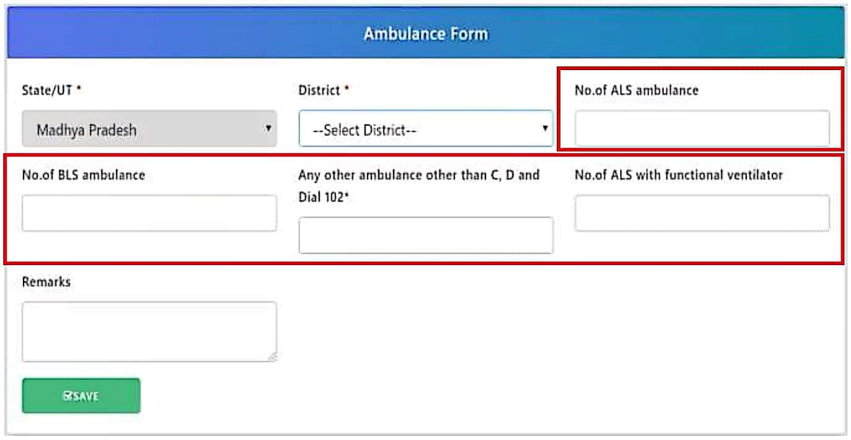
"Add/ Edit Ambulance"

Entry Forms > Add/ Edit Ambulance

Step 1: Click on 'Entry Forms' drop-down > 'Add/ Edit Ambulance'

Step 2: Select District in Ambulance Form

Step 3: Fill ambulance form & click 'Save'
- Add number of ALS
- Advanced ALS
- BLS ambulance



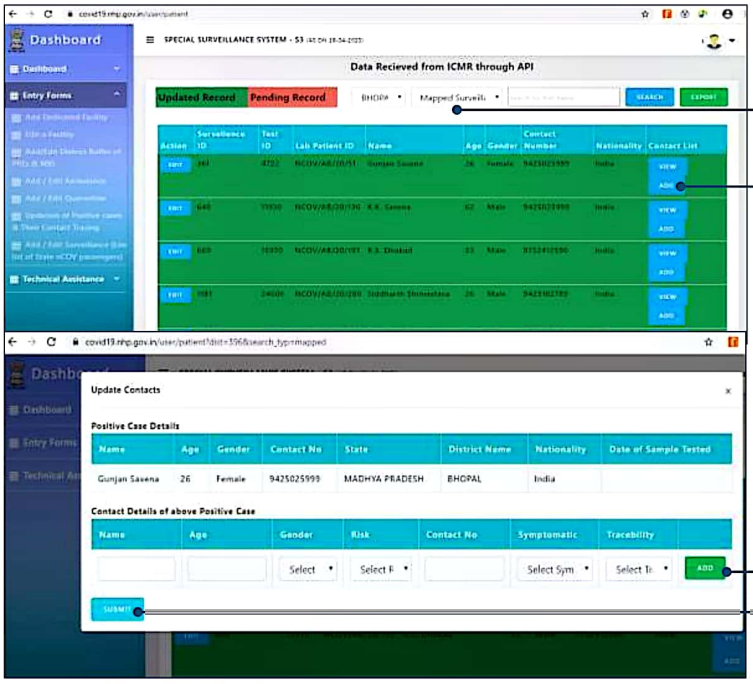
Contact Tracing Data Updation

Contact tracing data updation

Objective

All contacts of positive confirmed cases must be provided for surveillance purpose

Contact tracing of positive confirmed



Step 1: Select mapped, unmapped and search

Step 2: Click on Add under Contact list to edit identified contacts

Step 3: Fill details of contacts- Name, Age, Gender, Risk, Contact no., symptomatic & traceability in the tab and add the contact

Step 4: Submit the record

If any discrepancy, send email to rectify-positives@gov.in & query-positives@gov.in

Thank You